

VENDOR OUTREACH PROGRAM

Human Rights & Equal Economic Opportunity

GOALS:

The Department of Human Rights & Equal Economic Opportunity (HREEO) manages the Vendor Outreach Program (VOP) for the City of Saint Paul, which is designed to help minority business enterprises (MBEs), women business enterprises (WBEs) and small businesses enterprises (SBEs) do business with the City. VOP is governed by Chapter 84 of the Saint Paul Administrative Code. The program's goal is to award as much as possible of annual purchases of eligible goods, services, construction and professional services to vendors certified in the Vendor Outreach Program. Generally, there is a 25% VOP business inclusion goal of the available business opportunity awarded to certified MBEs, WBEs and SBEs. The 25% business inclusion is broken down into 5% MBE, 10% WBE and 10% SBE. However, please note projects are evaluated on a project by project basis and the goal set may be different as a result of a number of factors, such as actual available business opportunity.

PROCEDURE:

If a project carries a Vendor Outreach goal, contractors must seek vendors currently registered in the program to obtain subcontract or materials pricing to meet the goals, and then list those vendors in the space provided on the Vendor Outreach Questionnaire. Failure to provide this information may be cause for rejection of the bid/quote/grant proposal/request for information/request for proposal/request for qualifications, or any other type of solicitation not listed herein.

The searchable database of certified companies is available in the City's Contract Compliance System, B2Gnow. If you do not have a login ID for this system, send an email to cert@ci.stpaul.mn.us with the project name and due date. Include a contact name, company, phone number, fax number, street address and email address. Please allow sufficient time for staff to respond to your request as this email is monitored by CERT staff who are also reviewing and processing certification applications. We will attempt to respond to your request within 24 hours during the work week.

ELIGIBILITY REQUIREMENTS:

- A. The CERT Certification Program monitored through B2Gnow is sponsored by Hennepin County, Ramsey County and the City of Saint Paul. It is open to MBEs, WBEs and SBEs. Eligible businesses are: based in the 15 county metropolitan area which includes Minnesota counties of Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Stearns, Washington and Wright; and the Wisconsin counties of Pierce and St. Croix; and small businesses that do not exceed the Program's revenue limit for their North American Industry Classification System (NAICS) code. Additionally, eligible businesses are not affiliates or subsidiaries of a business dominant in their fields of operation; are not non-stocking wholesalers or retailers, or manufacturer's representatives, brokers, franchises; or businesses where the owner is owner or part owner of another similar business that is dominant in the same field of operation. For specific information contact the Vendor Outreach Coordinator at 651-266-8904.

- B. All contracts awarded that have a VOP goal are required to use our online Contract Compliance Monitoring Software, B2Gnow. This secure, web-based system is used to monitor compliance with VOP goals by tracking awards and payments to vendors. The City and the HRA may also require additional information related to the contract to be provided electronically through the system at any time, before, during or after the contract is finalized.



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**City of Saint Paul
Vendor Outreach Program
Good Faith Effort Standards**

Excerpted From Chapter 84 of the Saint Paul Administrative Code

The steps listed below are not a checklist, but rather a set of guidelines meant to provide various ways to exhibit good faith efforts. This is not an exhaustive list. To truly display a good faith efforts showing within the spirit of the Saint Paul Administrative Code good faith efforts will be evaluated throughout the life of the contract. If a contract fails to meet the VOP goals at the end of the contract, appropriate documentation must be submitted to the Vendor Outreach Coordinator explaining why.

(1) List each possible subcontract opportunity in the prime contract, indicating where possible the NAICS Code (or CSI or NIGP Code) of such work, seeking the assistance of the manager in ascertaining such subcontract opportunities.

(2) Obtain access to the CERT Certified Vendor Online Directory at <https://cert.smwbe.com> from the Vendor Outreach Coordinator and search the database for a current list of certified MBEs, WBEs and SBEs.

(3) Request assistance from minority and women community partner organizations, minority and women contractor groups, or other organizations that provide assistance in the recruitment and placement of MBEs, WBEs and SBEs.

(4) Solicit bids/quotes/grant proposal/request for information/request for proposal/request for qualifications (hereafter "bid"), or any other type of solicitation not listed herein, from certified MBEs, WBEs and SBEs, which have been identified as being available and capable of performing the necessary work, for the subcontracts within the prime contract at least ten (10) days prior to bid opening, by phone, fax, internet or other social media.

(5) Solicit bids from a minimum of five (5) such certified businesses for each subcontracting opportunity within the prime contract, by NAICS Code (or CSI or NIGP Code) where available and applicable.

(6) Provide plans and specifications or information regarding the location of plans and specifications to certified SBEs, MBEs, or WBEs.

(7) Where applicable, advise and make efforts to assist interested SBEs, MBEs, and WBEs to obtain bonds, lines of credit, or insurance required to perform the contract.

(8) Submit documentation if bids from certified SBEs, MBEs, or WBEs were rejected, giving the complete basis for the rejection and evidence that the rejection was justified.



The Most Livable City in America

CITY OF SAINT PAUL
VENDOR OUTREACH QUESTIONNAIRE
BUSINESS INCLUSION DATA
MANDATORY SUBMISSION

FIRM NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

FAX NUMBER: _____

PROJECT NAME: _____ SOLICITATION NUMBER: _____

Failure to complete and include this questionnaire with the bid/quote/grant proposal/request for information/request for proposal/request for qualifications, or any other type of solicitation not listed herein, will deem it non-responsive and it will be rejected.

Anticipated percent of the available business opportunity for this project that will be awarded to CERT certified businesses:

MBE _____% SBE _____% WBE _____%

Table with 4 columns: Name of VOP Certified Vendor, MBE/SBE or WBE, Type of Work or Supplies, Dollar Amount. Includes a header row and seven empty data rows.