

## I'M CERTIFIED, NOW WHAT?

**Sign up for a free class.** The class, “Navigating the Supplier Portal,” is held about once per month, and covers how to access the Supplier Portal, creating a User ID, finding bid events, placing bids, finding bid tabulation results, reviewing vendor payments and maintaining supplier information. You can find more information and registration instructions here: <http://www.mmd.admin.state.mn.us/mn02000.htm>.

**Visit the Office of Equity in Procurement’s Vendor Kiosk.** At the Vendor Kiosk, you will receive one-on-one assistance from one of the Office of Equity in Procurement team members on a wide variety of topics, including:

- Maintaining your information in the Supplier Portal,
- Selecting appropriate category codes for your business, and
- Learning how to search for solicitations, downloading solicitation materials and how to submit bid responses.

Walk-in hours are available on Mondays, 10:00 am – 12:00 pm and Thursdays, 2:00 pm – 4:00 pm, or by appointment.

**Sign up for regular updates from the Office of Equity in Procurement team.** The Office of Equity in Procurement sends out two different newsletters, which you can sign up for here:

<http://mn.gov/admin/media/email/>

- The Weekly Opportunities Report highlights upcoming solicitation opportunities in goods and services, construction, and professional/technical services that may be of interest to small businesses.
- The Equity in Procurement Newsletter provides information about upcoming trade shows, workshops and training opportunities. These events provide both learning and networking opportunities to help grow your business.

**Look for work with the State.** On the Office of State Procurement’s Solicitations Announcements page (<http://www.mmd.admin.state.mn.us/solicitations.htm>) there are several links where you can look to find opportunities with the State, including:

- Good and Services and Small Construction Projects,
- Virtual Plan Room – Construction Contracts,
- Other Entities Construction Contract Solicitations,
- Professional and Technical Service Contracting, and
- The State Register.

Each of these pages lists current solicitation opportunities, along with information about the due date, purchasing agency, title of the solicitation, and how to respond. To learn more about the specifics of each solicitation, follow the instructions in the posting. If you have questions, contact either the Office of Equity in Procurement at 651-201-2402 or the Office of State Procurement’s Helpline at 651-296-2600