

Attention: Current and Prospective State Vendors

Please note that the changes sent out regarding proposal advertising and submittal through SWIFT may affect each Agency differently. MnDOT will only be using SWIFT to advertise and accept proposals for Request for Proposals and Informal Solicitations (RFPs). Refer to the notes in red below for how changes will affect vendor responses to MnDOT projects.

A new PeopleSoft accounting and procurement system, called SWIFT, was implemented by the State of Minnesota on July 1, 2011. Additional purchasing-related features of SWIFT will be implemented through March of 2013. Because these changes will affect where you will locate and how you will respond to opportunities for state contracts, it is very important that you carefully read through this document.

The most dramatic change is that you will find solicitations, submit bids and proposals and be awarded contracts online, and interact with the state through its Supplier Portal, which consolidates the state's vendor registration function and provides vendors with new options. The website address is: <http://supplier.swift.state.mn.us>.

Important Notes:

- MnDOT will only be advertising and accepting proposals for RFPs in SWIFT.
- Pre-Qualification Announcements will continue to be advertised on the MnDOT Consultant Services website at www.dot.state.mn.us/consult/notices. No changes to this process will occur.

TRANSITION PERIOD

On November 9, 2012, five state agencies will begin using SWIFT to post, communicate and award their contracts: the **Department of Natural Resources, the Pollution Control Agency, the Department of Health, the Materials Management Division of the Department of Administration and the Department of Employment and Economic Development**. It is anticipated that by March 2013, all agencies will be using SWIFT to post solicitations, receive and analyze responses and award contracts. Also by this time nearly all agencies will be using SWIFT to create, approve and execute contracts. Because not all agencies will begin using the new features at the same time, you may be delivering paper proposals to one agency and submitting electronic proposals for another agency during the transition.

Important Notes:

- MnDOT anticipates implementation will begin sometime in February or March 2013 with full transition occurring by the end of March 2013. Vendors are strongly encouraged to follow the "How to Prepare" steps on the following pages as soon as possible.
- MnDOT will not be processing the contract that results from the RFP in SWIFT. The signing of the contract will be handled as it is currently.



ABOUT THE CHANGES

Please note the following changes that will affect you:

ITEM	CHANGE
New Terminology	Requests for Bids (RFBs) and Requests for Proposals (RFPs), generally referred to as solicitations by the state, are called Events in the SWIFT system.
Paperless process	<ul style="list-style-type: none">▪ Your Bids and Proposals will be submitted entirely online. Entry typically requires a combination of direct entry and attachments.▪ Paper copies, fax and emailed materials, etc. will no longer be accepted.
Important Preparation	<ul style="list-style-type: none">▪ All prospective responders must have a SWIFT vendor ID and Supplier Portal account set-up to respond to RFPs in the SWIFT system▪ It can take up to four days to receive your vendor ID▪ It's important to make sure your account is up-to-date with accurate contact information and contract approver information for your organization▪ Note: Vendor passwords expire every 6 months. <p>See page two for more details on this process.</p>
Locating RFB and RFP (events)	<p>Through April 2013, you may find solicitations (events) in several places:</p> <ul style="list-style-type: none">▪ Department of Administration's website at: http://www.mmd.admin.state.mn.us/solicitations.htm▪ SWIFT Supplier Portal at http://supplier.swift.state.mn.us▪ The State Register▪ On individual agency websites (MnDOT Consultant Services: www.dot.state.mn.us/consult/notices) <p>Ultimately, most contract opportunities will be on the SWIFT Supplier Portal at: http://supplier.swift.state.mn.us.</p>

Important Notes:

- Once implementation occurs, vendors will only be able to view and respond to MnDOT RFP's in SWIFT.
- RFPs will no longer be advertised in the State Register or on the Consultant Services website.
 - *As a courtesy to our customers, the Consultant Services P/T Notices page will show a list of current RFP's available in SWIFT. Firms will need to access the full RFP in SWIFT and also submit proposals electronically in SWIFT. Paper, fax or emailed proposals WILL NOT be accepted.*

HOW TO PREPARE

To prepare for this change, prospective contractors are encouraged to take the following actions. Because it can take up to four business days for prospective new vendors to be approved by the State of Minnesota, we advise you to take these actions now. Agencies cannot delay deadlines for solicitations because a prospective vendor is not registered and cannot submit a proposal.

Here are tasks we recommend prospective vendors complete now, before responding to a solicitation/event.



Task	What
Obtain SWIFT vendor ID	<p>All contractors must be approved by the State of Minnesota and have a SWIFT vendor ID:</p> <ul style="list-style-type: none">▪ New vendors: To register with the state for the first time, every organization goes through a vendor registration process on the Supplier Portal at http://supplier.swift.state.mn.us. (Add supplier.swift@state.mn.us to your email settings to avoid filtering blocking. You will receive important information after you register (ie. to submit your W9 information online)).▪ Current vendors: Vendors who had a vendor ID with the state prior to July 1, 2011, have been reassigned new SWIFT vendor IDs. To find your new ID, use the look-up tool below and enter your old vendor ID: http://www.mmb.state.mn.us/vendor-ids/current-vendors <p>NOTE: For assistance locating your vendor ID, please contact 651-201-8100, ext. 1 or email EFThepline.mmb@state.mn.us; emails should include your business name and a contact phone number.</p> <p>It can take up to four business days for prospective new vendors to be approved by the State of Minnesota, we advise you to take these actions now.</p>
Request a User ID to Access the Supplier Portal	In addition to a vendor ID for your business, you will need a personal User ID. This step-by-step guide walks you through how to request a User ID to access your Supplier Portal account: http://www.mmb.state.mn.us/doc/maps/vendor/step-by-step.pdf
Indicate your interests	The new system allows you to indicate the types of opportunities you are interested in. Identify your interests and you will receive notifications when such opportunities are posted to the Supplier Portal.
Set up contact information and electronic signature authority	<p>In the future, the state will be using electronic signatures for contracts. This new approach requires a representative of your organization to log into SWIFT to review and sign documents.</p> <p>Once an Event is awarded, you will complete the process to receive, review and sign the contract all online through your Supplier Portal account.</p> <p>To prepare for this change: Each person who will have authority to sign contracts on behalf of your organization must have a unique personal User ID. On the Contact Information page for your organization, check the box "Authorized for Contracts" for the individuals authorized to approve contracts.</p> <p>Please watch for more information on this in December 2012.</p> <ul style="list-style-type: none">• MnDOT will not be processing the contract that results from the RFP in SWIFT. The signing of the contract will be handled as it is currently.
Review Training	An online training course is available to assist you in navigating the Supplier portal. The interactive course can be launched from: http://www.mmb.state.mn.us/vendor-training

- MnDOT strongly encourages vendors to take the steps above so they are fully prepared when MnDOT begins advertising RFPs in SWIFT.

QUESTIONS & MORE INFORMATION

Topics	Who	Contact
Questions about solicitations/events should be directed to the agency contact who created the solicitation (event). The agency contact may also be able to provide guidance on registering in the Supplier Portal.	Contact Person at State Agency	See contact listed on the Event Details page of the Event
Questions about responding to a specific solicitation/ event opportunity. Vendors needing to register in the SWIFT Supplier Portal so they can bid on an event.	MN Dept. of Administration Materials Management Division	651-201-8100, ext. 1
Questions regarding 1099 or W9 issues only.	MN Management & Budget vendor files/payments	651-201-8201
Questions about electronic fund transfers and vendor payments. (EFT/ACH) payments.	MN Management & Budget vendor files/payments	651-201-8106 efthelpline.mmb@state.mn.us

THANK YOU

The State of Minnesota values its relationships with its large and small business partners. We recognize the SWIFT implementation introduces many new features and processes at once, and we appreciate the time you are investing in learning how to navigate the new system. It will take time for state agencies and vendors to become proficient with the new procurement functions and we thank you for your patience. Once fully implemented, the new system will help state government be more efficient, transparent and accountable to taxpayers, stakeholders and the people it serves.