



Facilities Professional Technical (P/T) Roster Guidelines

Purpose

The purpose of the Facilities Professional Technical Roster (P/T Roster) is to serve as a resource for campuses to quickly identify qualified vendors for professional or technical services. Vendors on the Roster have provided evidence of qualified personnel and relevant experience over a broad range of Specialty Services that are primarily intellectual in nature.

How Campuses Use the P/T Roster

The expectation is for campuses to use the Roster as an aid in facilitating obtaining vendor responses to informal and public solicitations for design professionals and other technical services. The Roster is not a substitute for public solicitations nor is it a short cut for executing a contract. No contract is associated with the Roster.

Informal Solicitations

An informal solicitation may be either a request for a quote or a request for proposal that is not Publicly advertised for an estimated amount less than \$50,000.

- Filter the Roster based on the desired Specialty Service
- Select the email addresses of each vendor with that approved Specialty Service
 - Hold down the Shift key for selecting more than one vendor at a time
 - Copy (Ctrl+c) and paste (Ctrl+v) email addresses directly from the Excel file into the "To:" email field. Click on Check names from the Message menu if needed.
- Send each vendor the same information and invitation to tour the campus, if applicable

Notifying Vendors of a Public Solicitation

To encourage greater access to opportunities and higher rates of response, a campus may send a courtesy notification of a publicly advertised opportunity to any of the vendors on Roster. Publicly advertised solicitations do not require a notification to vendors and a campus may exercise discretion on which vendors are notified. For example, a campus may choose to alert only targeted group businesses for a desired service.

Vendors participating in the P/T Roster program are not guaranteed work with Minnesota State nor are they endorsed by Minnesota State. Refer to Board Policy 5.14.5 and GEN.30 Facilities Professional Technical Selection Guidelines for additional information.

How to Use the Spreadsheet

The Roster is essentially a list of vendors organized in a spreadsheet designed for easy searchability and consistent data presentation.


Navigating in Excel

Download the Excel file **FPT.21** from the e-Manual. Different tabs at the bottom of the page contain information about the spreadsheet.

How to Find Many Vendors for a Specialty Service:

- Be sure to select the 2022 5-1-22 PT Roster tab if the file does not automatically open in this tab
- Scroll to the right of the spreadsheet to find the desired Specialty Service



- Click on the Filter arrow . Check the box of the name of the Specialty and un-check everything else to display only those firms with that Specialty.
- Scroll to the left to find the email addresses of the approved vendors

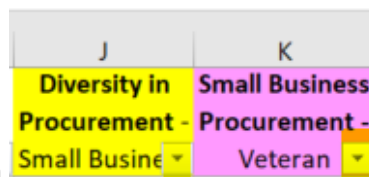
If unsure about which specialty to select, a description of each service can be found on the Specialty Service Descriptions tab



How to Find a Specific Vendor:

- In the 2022 5-1-22 PT Roster tab, select Ctrl+f to bring up the Find and Replace window
- In the "Find What:" field, type in the name of the vendor, select Find Next

How to Find Targeted Group Businesses (TGBs) with a specific Specialty Service:

Minnesota State recognizes four certification agencies for Targeted Group Businesses. A Targeted Group Business is defined as a business that is at least 51% owned and operated by a woman or person of color.



- Click on the Filter arrow in either column  . Check the box of the names of the Certifications and un-check everything else (None) to display only those firms with Certifications
- Select firms with a Certification and the Specialty Service needed.