Conversations with the Fed

Doing Business with the Minneapolis Fed

Tuesday December 10, 2013

Agenda

- Welcome and Introductions
- Federal Reserve Bank of Minneapolis (Bank) Overview
- Procurements
- Procurement Policy
- Identifying Potential Vendors
- Vendor Registration
- What Is Valued In Potential Vendors
- Questions

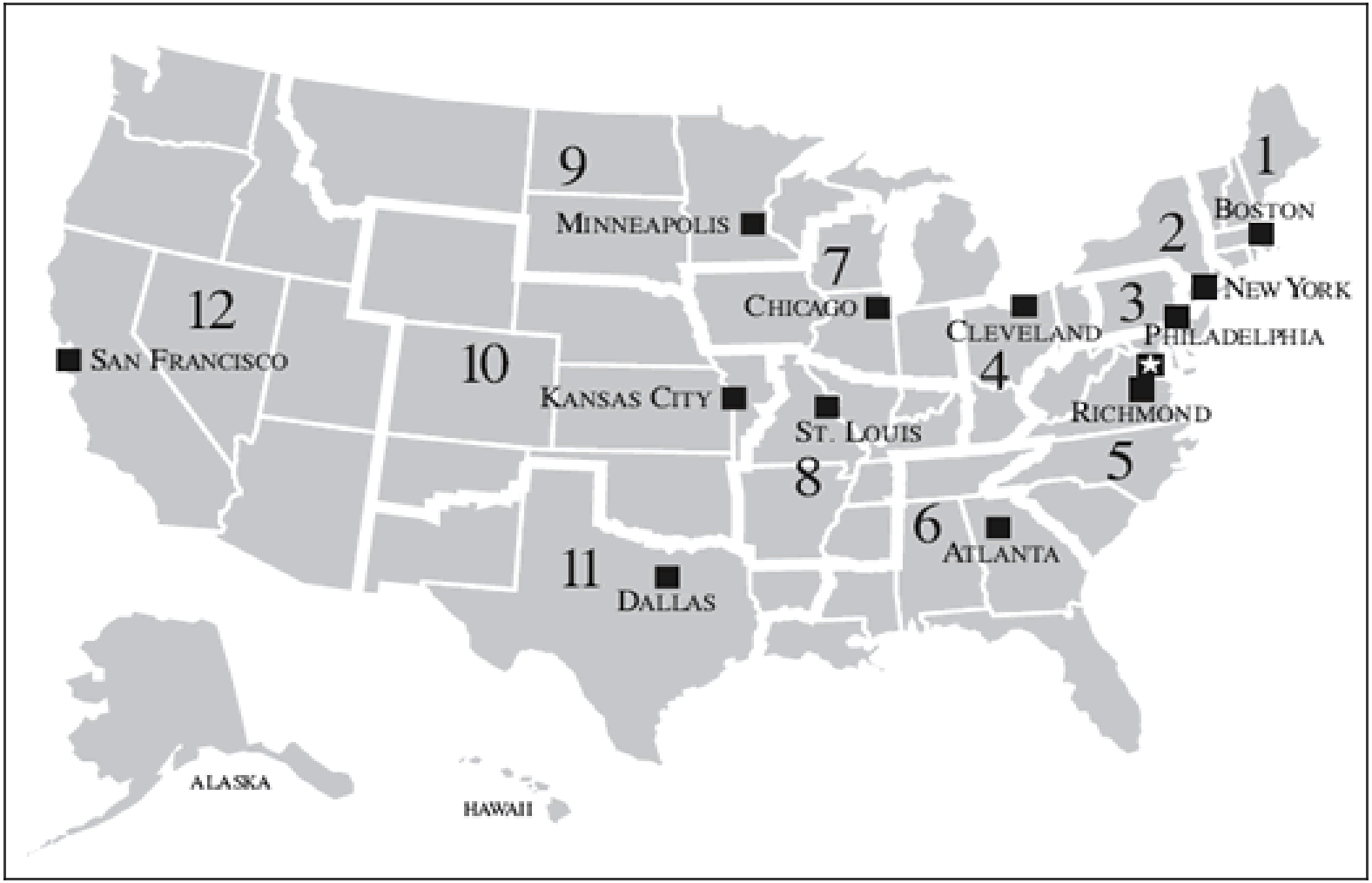
Introductions

- Paul Rimmereid, VP & CFO
- Theresea Hueg, Director 612-204-5044
- Connie Beck 612-204-6777
- Kerri Boyer 612-204-6577
- Karen Peterson 612-204-5751
- Tawee Prepodnik 612-204-6057
- Jason Stevensen 612-204-6502

Bank Overview

- The Bank (and its 1,000+ employees) is one of 12 regional reserve banks; it serves the Ninth Federal Reserve District (Montana, North and South Dakota, Minnesota, and portions of Wisconsin and Michigan)
- The Bank is part of the Federal Reserve System (System) created under the Federal Reserve Act of 1913
- The Bank and System mission is to foster the stability, integrity, and efficiency of the nation's monetary, financial, and payments systems to promote optimal economic performance
- Bank and System values include promoting the public interest, integrity, excellence, efficiency and effectiveness, and independence and diversity

Bank Overview (continued)



Procurements - Spend

- In 2012 the Bank spent $40 million on goods and services while the System in total spent over $1.3 billion
- Primary categories of Bank spend in 2012 included:
  - Hardware
  - Software
  - Consulting, primarily technical
  - Outside agency, contract and temporary staffing
  - Construction, remodeling, and maintenance
- Other categories noted on slide 17
- The spend distribution is expected to be similar going forward

Procurements - Diversity

- The Bank values a diverse supplier base - of the Bank's $40 million in spend, tier 1 spend with minority-owned businesses was 23%, with women-owned businesses it was 7%, and with small businesses it was 21%
- The Bank does not establish specific spend goals but uses an inclusive, structured process to provide opportunity to all
- The Bank is a member of:
  - Midwest Minority Supplier Diversity Council (MMSDC)
  - Women's Business Development Council (WBDC)
  - Association of Women Contractors (AWC)
- The Bank also works with the Metropolitan Economic Development Association (MEDA)

Procurement Policy – Vendor Selection

- Coordinated through our Procurement function, sometimes in conjunction with the System's National Procurement Office (NPO):
  - Acquisitions of $10,000 or less must be reasonably priced but no competitive bid is required
  - Acquisitions > $10,000 to $100,000 require documented competitive bids or quotes
  - Acquisitions > $100,000 require a Request For Proposal (RFP)
- Vendor selection based on proposal or bid that best meets the Bank's requirements
- Confidentiality is maintained at all times

Procurement Policy - Contracts

- Contracts required for services or construction > $2,500, for other acquisitions threshold is $100,000
- Contract term is usually 3-5 years
- Contracts support diversity:
  - Non-discrimination clause
  - Good Faith Effort questionnaire assesses vendor's diversity practices
- Some contracts may limit vendor personnel assigned to the Bank to U.S. citizens if subject to such governmental requirements
- Relationship with Bank may not be advertised or used by vendor – the Bank does not want to give the appearance of endorsement

Identifying Potential Vendors

- Bank procurement staff use a variety of sources to identify potential vendors:
  - Registration database (to be discussed next)
  - D&B and other similar databases
  - MMSDC, WBDC, AWC, and MEDA
- Excessive interactions between Bank business areas and potential vendors outside of official vendor selection process can result in vendor being dropped from the candidate pool to ensure level playing field for all potential vendors

Vendor Registration

- www.minneapolisfed.org
- Select Doing Business with the Minneapolis Fed, found under the Helpful Links right-most column
- Registration is accessible by all 12 reserve banks and the NPO – gateway to Bank and System
- For technical support (e.g., password issues) contact the Perfect Commerce help desk (1-888-304-5847)
- For other questions use contacts on slide 3

www.minneapolisfed.org

Doing Business with the Minneapolis Fed

THE FEDERAL RESERVE BANK of MINNEAPOLIS

ABOUT THE FED | BANKING | COMMUNITY & EDUCATION | RESEARCH | THE ECONOMY | NEWS & EVENTS | PUBLICATIONS & PAPERS

HOME | CAREERS | CONTACT US

SEARCH GO

Other Federal Reserve Sites

- Who We Are
- Careers at the Bank
- What We Do
- **More About the Fed**
  - The Federal Reserve System
  - The Ninth District
  - History of the Fed
  - Presidents of the Minneapolis Fed
  - Office of Minority and Women Inclusion
  - **Doing Business with the Minneapolis Fed**
- Locations

PROCUREMENT SERVICES

Procurement—Who We Are

The Procurement department is responsible for acquiring quality goods and services on behalf of the Federal Reserve Bank of Minneapolis and its branch office in Helena.

Acquisition Guidelines / How the Bank Buys

Our buyers locate responsible suppliers, manage the acquisition process, analyze proposals and negotiate contracts in compliance with Federal Reserve policies and guidelines. We award contracts to those suppliers that offer the best total value in terms of price, quality, availability, and service. Competitive proposals and bids are issued electronically and require that a supplier's proposals or bid be submitted electronically.

Supplier Diversity

The Federal Reserve Bank of Minneapolis recognizes the importance of a diverse supplier base and is committed to supplier diversity. The Bank does not discriminate on the basis of race, religion, color, national origin, sex, age, disability or sexual orientation in our contracting and procurement activities. It is the Bank's mission to seek, identify, and foster business relationships with, and purchase goods and services from, certified minority -owned, women-owned, and small businesses. Technical assistance is available from the Bank for all potential suppliers particularly minority-owned, women-owned and small businesses.

Vendor Registration

The Federal Reserve Bank of Minneapolis is committed to providing all suppliers with an opportunity to be included in our strategic sourcing and procurement process. To be considered for the Bank's procurements, please use the self-registration tool found here.

2013 Vendor Information Session – Doing Business with the Minneapolis Fed

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External Links

- Federal Reserve Procurement

fedgazette Roundup

- Bank on it: Ninth District banks continue to improve NEW
- Unemployment insurance: Slowly mending in most district states

Self Registration Tool

FEDERAL RESERVE

U.S. Technical Support
Monday - Friday 8:00 AM - 8:00 PM EST
888-304-5847 (US)
757-766-8244 (outside the US)

E.U. Technical Support
Monday - Friday 9:00 AM - 6:30 PM CEST
+33 (0) 170 169 026

Welcome to Supplier Registration for Federal Reserve Bank
To register, please enter your company name and your D-U-N-S number or Tax ID, as required (Step 1 of 5), and then click Next.

Business Information — Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

?	Language	English (United States)
?	* **Company Name**	
?	Alias Company Name	
?	DBA Company Name	
?	Parent Company Name	
?	D-U-N-S Number	- - 99-999-9999
		If you do not know your D-U-N-S number, you may contact Dun & Bradstreet Inc.
?	Tax ID Number	

Cancel Next

POWERED BY PERFECT COMMERCE Privacy Policy Antitrust Policy

Self Registration Tool (continued)

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Please complete the fields below. (Step 2 of 5)
Required fields are labeled in **bold** and are preceeded with an (*)

Organization Information — Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

Diversity Group (Check all that apply):

- Veteran Owned Business
- Small Disadvantaged Business
- Woman Owned Business
- Small Business
- SBA 8(a) Program Participant
- Service Disabled Veteran Owned
- JWOD, NIB/NISH, Sheltered Workshops
- HUBZone Firm
- Vietnam Era Veteran
- MWBE

Ethnic Group (Check only if minority owned)

- None
- Asian American
- African American
- Native American/Alaskan Native
- Hispanic American
- Asian-Indian American
- Asian-Pacific American
- Other

Main Company URL

Main Phone

Main Fax

Preferred Time Zone: United States US-EASTERN (US-ET)

* **Language**: English (United States)

Default Currency: USD ($)

Certifications: Edit Certifications...

Issuing Organization	Certificate Number	Certification Date

No certifications. Click the "Edit Certifications" button to add.

* **Address 1**

Address 2

* **City**

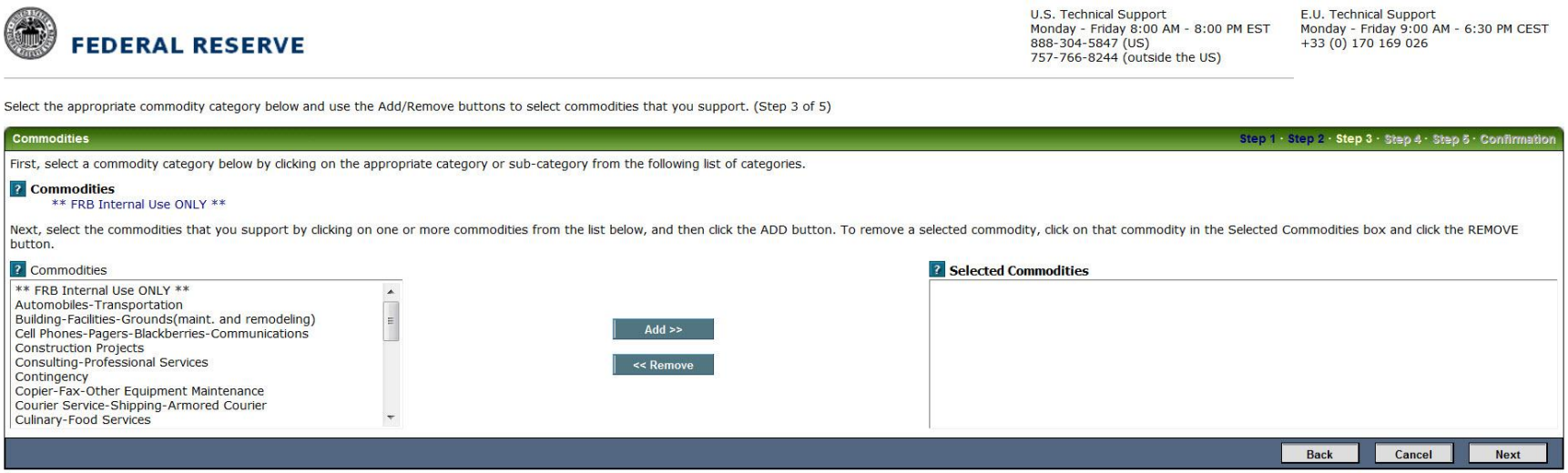
* **State/Region**

* **Zip/Postal Code**

* **Country**: UNITED STATES

Back | Cancel | Next

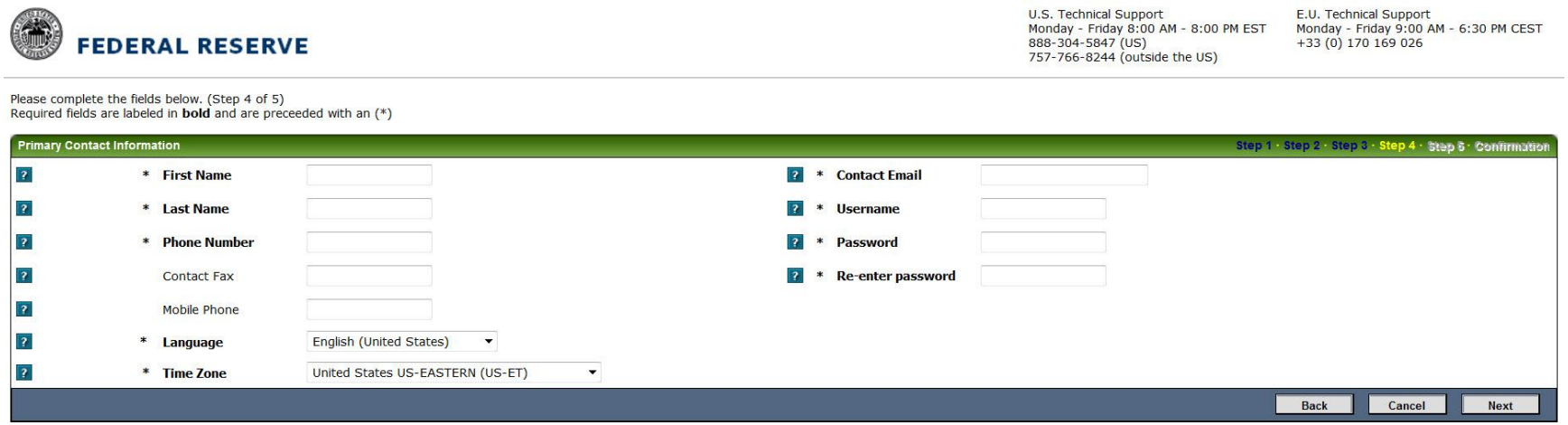
Self Registration Tool (continued)



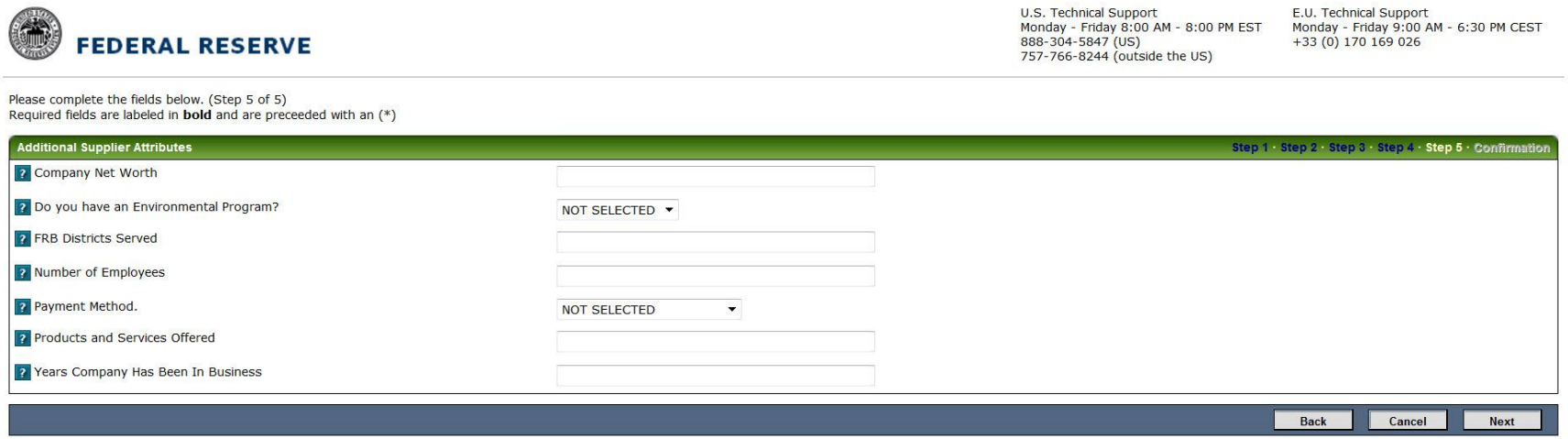
Commodities/Spend Categories

Automobiles-Transportation	Leases-Rental
Building-Facilities-Grounds (maint. and remodeling)	Meetings-Conferences-Seminars-Training
Cell Phones-Pagers-Blackberries-Communications	Memberships-Subscriptions-Online Services
Construction Projects	Miscellaneous-Other
Consulting-Professional Services	Office Supplies
Contingency	Outside Agency-Temporary Help
Copier-Fax-Other Equipment Maintenance	Printing-Binding-Mailing-Imaging
Courier Service-Shipping-Armored Courier	Software (Licenses-Purchase-Maintenance)
Culinary-Food Services	Supplies (Excluding Office Supplies)
Equipment Purchase (Non-IT Equipment)	Travel (Food-Hotel-Airline)
Hardware (Purchase-Maintenance)	Uniform-Laundry-Gear
Insurance-Employee Benefits-HR	Utility Services

Self Registration Tool (continued)



Self Registration Tool (continued)



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Please complete the fields below. (Step 5 of 5)
Required fields are labeled in **bold** and are preceeded with an (*)

Additional Supplier Attributes — Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

Company Net Worth	
Do you have an Environmental Program?	NOT SELECTED
FRB Districts Served	
Number of Employees	
Payment Method.	NOT SELECTED
Products and Services Offered	
Years Company Has Been In Business	

Back | Cancel | Next

Self Registration Tool (continued)

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Please confirm that all of your profile information is correct.
If anything is incorrect you may go back and edit your profile information by using the "Back" button or by clicking on the step link below.
Changing your profile information will only affect the data you change (except password), all other fields will retain their values.

Confirmation — Step 1 · Step 2 · Step 3 · Step 4 · Step 5 · Confirmation

Company Name	Sample Company Dec 2012
Alias Company Name	Sample
DBA Company Name	Test Company
Parent Company Name	
D-U-N-S Number	99-999-9999
Tax ID Number	12-3456789

Preferred Time Zone	US-ET
Language	en-US
Default Currency	USD ($)
Main Company URL	
Main Phone	
Main Fax	

Address 1	PO Box 123456
Address 2	
City	Anywhere
State/Region	MN
Zip/Postal Code	12345
Country	US

Certifications

Commodities

Commodity	Category
Construction Projects	Commodities

Full Name	John Doe
Phone Number	123-456-7890
Mobile Phone	
Language	en-US
Time Zone	US-ET
Username	johndoe

Contact Email	John@sampleco.com
Contact Fax	

Back Finished

Federal Reserve Procurement Website

- http://federalreserveprocurement.org/

What Is Valued In Potential Vendors

- Alignment with Bank values
- Demonstrated experience
- Adherence to Bank's process and policies
- Timeliness, completeness, and responsiveness
- Contact directed through Procurement staff
- No "drop-in" visits
- No gifts to Bank staff

Questions