



# State of Minnesota Cooperative Venture (CPV)

#	Cooperative Organization Questions	Response
1	<p>Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?</p>	<p>Answer 1: Yes, if they meet any of the State of Minnesota's six categories of eligibility.</p> <ol style="list-style-type: none"> <li>1. "Governmental unit," defined as any political subdivision, licensed nonprofit hospital in Minnesota, or any agency of the State of Minnesota, another state or the United States government (MS § 471.59, subd. 1).</li> <li>2. Entities eligible to receive surplus federal property through Minnesota's surplus property program (MS § 16C.23).</li> <li>3. Registered Combined Charities organizations (MS § 43A.50).</li> <li>4. Charitable organizations in Minnesota that are a recipient of a state grant or contract (MS § 309.50).</li> <li>5. Community health clinics in Minnesota (MS § 145.9268).</li> <li>6. Entities in other states that are eligible for their state's cooperative purchasing program (MS § 16C.03, subd. 10).</li> </ol> <p>Details are online at <a href="http://www.mmd.admin.state.mn.us/cpv2.htm">http://www.mmd.admin.state.mn.us/cpv2.htm</a></p> <p>Answer 2: We do not have local representation but may be able to provide a webinar/ local presentation on our Minnesota Cooperative Venture (CPV) program and its offerings.</p>
2	<p>What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?</p>	<p>Answer 1: Public.</p> <p>Answer 2: The cooperative has been in place for over thirty (30) years.</p>
3	<p>Does your organization conduct its own procurements with in-house personnel or does it enlist a public agency to conduct the procurement? If a public agency is utilized, please identify that agency or agencies and briefly explain how those agencies are selected.</p>	<p>In-house (with assistance from external public agency stakeholders when applicable). The Materials Management Division (MMD) is a public agency. The majority of the contracts are sourced via State of Minnesota procurement officials.</p>
4	<p>If your organization handles all of the contracting functions in-house please explain if you periodically have a 3rd party audit firm review your internal contracting procedures.</p>	<p>The Minnesota Attorney General must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws. We have an Office of the Legislative Auditor that also periodically does both financial and program reviews.</p>
5	<p>What governing procurement laws does your organization follow in the soliciting, evaluating and awarding of cooperative contracts? (Please be specific.) Also, what state is noted as the legal venue within your contracts for dispute resolution?</p>	<p>Answer 1: The majority of the procurement law is found in CHAPTER 16C STATE PROCUREMENT. <a href="https://www.revisor.mn.gov/statutes/?id=16C">https://www.revisor.mn.gov/statutes/?id=16C</a> Answer 2: Minnesota</p>

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6	Does an agency need to register or sign an agreement with your organization in order to purchase from your contracts? If so, please attach the registration form or agreement. Also, is the agency charged a fee to join your cooperative organization?	Yes. The registration form is attached. There is no fee to join the State of Minnesota Cooperative Venture (CPV) program or the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP).
7	Where can your organization's cooperative solicitations and resultant contracts be viewed? Describe what documentation is available at this site.	Contract ordering information, pricing, and order terms may be found on the Materials Management Division website once the member is approved and given an access code. Additional materials such as a copy of the contract, solicitation, and corresponding evaluation materials can be made available upon request.
8	Do you periodically perform audits to ensure your contractors are fulfilling the contracts to include charging the correct price? If so, please briefly describe your internal audit program and explain if that program includes any benchmarking to ensure pricing stays competitive over the term of agreement.	We maintain a process that allows the end user to report any issues related to contract pricing or vendor performance. Our enterprise contracts have a dedicated contract manager to evaluate vendor performance and pricing.
9	What is the total employee count for your cooperative organization? How many employees perform specific contracting functions (solicitation development, bidding, evaluation and awarding of contracts)?	The approximate employee count for the Minnesota Cooperative Venture (CPV) program and the Minnesota Multistate Contract Alliance for Pharmacy (MMCAP) is sixty-five (65). Approximately forty (40) employees perform specific contracting functions.
10	Describe your approach to customer service and include any response time commitments.	A primary goal of the cooperative is to help our customers succeed. Customer service is emphasized throughout the organization. All time sensitive messages should be responded to by the end of the business day that they are received. Non-time-sensitive messages should be responded to by the end of the next business day. We strive to explain the specific law, policy or enterprise strategy in handling the expressed needs of our customers.
11	How do you generate your bidders' list for any particular solicitation and what steps do you take to ensure Arizona companies are included in your notice?	We administer policy to facilitate the public posting of our solicitation opportunities which includes public posting on the MMD's website and MMD's Electronic Procurement System's Supplier Portal. Vendors may also register with MMD's Electronic Procurement System to receive automated notifications of certain electronically posted opportunities.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	We maintain a process that allows the end user to report positive or negative feedback related to contract pricing or vendor performance. The Materials Management Division will also provide assistance in contract related disputes.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	National Association of State Procurement Officials (NASPO) and National Institute of Government Purchasing (NIGP)
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	Vendor's are contractually required to submit usage on enterprise agreements. The contract manager and the state auditor have the authority to conduct audits.