



February 15, 2012

The Honorable Geoff Michel, Chair
Senate Jobs and Economic Growth Committee
208 State Capitol

The Honorable James Metzen, Ranking Minority Member
Senate Jobs and Economic Growth Committee
15 State Office Building

The Honorable Bob Gunther, Chair
House Jobs and Economic Development
Finance Committee
591 State Office Building

The Honorable Tim Mahoney, Ranking Minority Member
House Jobs and Economic Development
Finance Committee
237 State Office Building

Re: Mandated Report per M.S. 15.155

Dear Committee Chairs and Ranking Minority Members:

The attached report as required in **M.S. 16C.155 - JANITORIAL CONTRACTS; REHABILITATION PROGRAMS AND EXTENDED EMPLOYMENT PROVIDERS** is respectfully submitted on behalf of the Department of Administration.

Please contact my office if you have any questions or need assistance.

Sincerely,

A handwritten signature in black ink that reads "Spencer Cronk". The signature is written in a cursive style.

Commissioner Spencer Cronk
Minnesota Department of Administration

Attachment

cc: Legislative Reference Library (2)

Fiscal Year 2011		Report required by Minn. Stat. §16C.155			
SERVICE	Class	Sub-Class	Total \$ Spent	DHS/DEED \$	%
Janitorial Services					
Cleaning Services, Building/Domestic Maintenance	792	01	\$1,157,369.33	\$289,658.30	25.0%
Document Imaging and Scanning					
Imaging Services/Scanning Services	013	01	\$98,482.85	\$39,303.88	39.9%
Document Shredding					
Destruction Services, Business Records	020	09	\$160,773.16	\$52,600.31	32.7%
Mailing, Collating, & Sorting Services					
Mailing Services/Collating Services/ Sorting Services (Without Printing)	010	20	\$3,812.75	\$0.00	0.0%
			\$1,420,438.09	\$381,562.49	26.9%

Notes: The source of data is the MAPS's information access warehouse.

Minn. Stat. 16C.155 calls for a report detailing "the aggregate value of contracts awarded" in the previous fiscal year. That information is not available in MAPS or through other sources.

State purchasing policy directs agencies to code purchases of eligible services in the classes and sub-classes shown. These purchases were reviewed by staff from the Department of Administration's Materials Management Division (MMD). Some appeared to be miscoded and were edited accordingly. This "spend data" is the state's closest equivalent of the statutorily-required information.

MAPS has been replaced by a new accounting and procurement system – SWIFT. When fully implemented, SWIFT will have a new data warehouse. Efforts will be made to insure that the new warehouse contains the solicitation and contract-related information needed to fully comply with the legislative mandate, but it is unlikely to be available for FY12 reporting.