



February 13, 2015

The Honorable Terri Bonoff, Chair
Senate Higher Education and Workforce
Development Committee
325 State Capitol

The Honorable Jeremy Miller, Ranking Member
Senate Higher Education and Workforce
Development Committee
135 State Office Building

The Honorable Pat Garofalo, Chair
House Job Growth and Energy Affordability
Policy and Finance Committee
485 State Office Building

The Honorable Tim Mahoney, Ranking Member
House Job Growth and Energy Affordability
Policy and Finance Committee
345 State Office Building

Dear Committee Chairs and Ranking Minority Members:

The attached report as required in Minnesota Statutes 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 "Matthew J. Massman".

Commissioner Matt Massman
Minnesota Department of Administration

Attachment

cc: Legislative Reference Library (2)

Fiscal Year 2014

Report Required by Minn. Stat. § 16C.155

Value of Contracts for Specified Services

Service	UNSPSC	Total Spent	DEED/DHS Provider Total	DEED/DHS Provider %
Janitorial Services* Cleaning Services, Building/Domestic Maintenance	76111501	\$1,577,141	\$959,005	60.8%
Document Imaging and Scanning Imaging Services/Scanning Services	81112005	\$315,448	\$272,160	86.3%
Document Shredding Destruction Services, Business Records	80161508	\$143,329	\$50,955	35.6%
Mailing, Collating, & Sorting Services** Mailing/Collating/Sorting Services (without printing)	80141800	unknown	unknown	unknown

The data source for this report is the Statewide Integrated Financial Tools (SWIFT) system. Purchases in SWIFT are categorized by the purchasers into one of more than 50,000 possible commodity codes (UNSPSC codes). A review of the SWIFT data has revealed issues with incorrectly coded purchases.

The Materials Management Division (MMD) analyzed over 13,000 purchases with relevant commodity codes in an attempt to improve the accuracy of this report. Items which were clearly miscoded or inapplicable were removed, as were items showing government entities as the vendor. Despite more than 30 hours of staff analysis, the numbers in this report should be considered the Department of Administration’s best estimate.

*This data excludes services performed for MnDOT by Greenview Inc., a company which provides “employment of needy, elderly persons” pursuant to Minn. Stat. § 160.282.

** The unknown expenditure on DEED/DHS certified providers is a result of the UNSPSC code being broad and including many functions that are not related to the services provided by DEED/DHS certified providers. The code fails to distinguish between mail services, shipping, postage, etc. and the tasks that DEED/DHS certified providers perform. As a result, the spending is hidden within the other tasks under the UNSPSC code.