



HENNEPIN COUNTY
MINNESOTA



Community Engagement Roster Program

Training for community partners

Welcome!

For best results, please:

- Mute your microphone
- Don't use video
- Use the chat function to ask or respond to questions
- Raise your virtual hand to talk

This session is being recorded

Agenda

Introductions

Program overview

Get on the roster

- Fill out an application
- Review and sign the principal agreement
- Register in the Supplier Portal

Compete for work

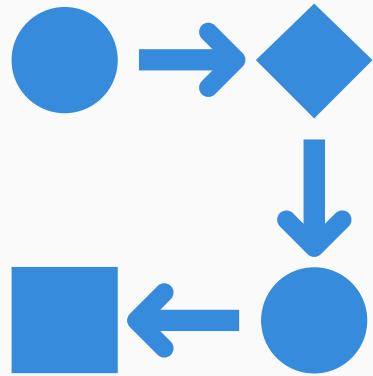
- How to write a good proposal
- How to submit in Supplier Portal

After selection – what to expect

Review and wrap-up



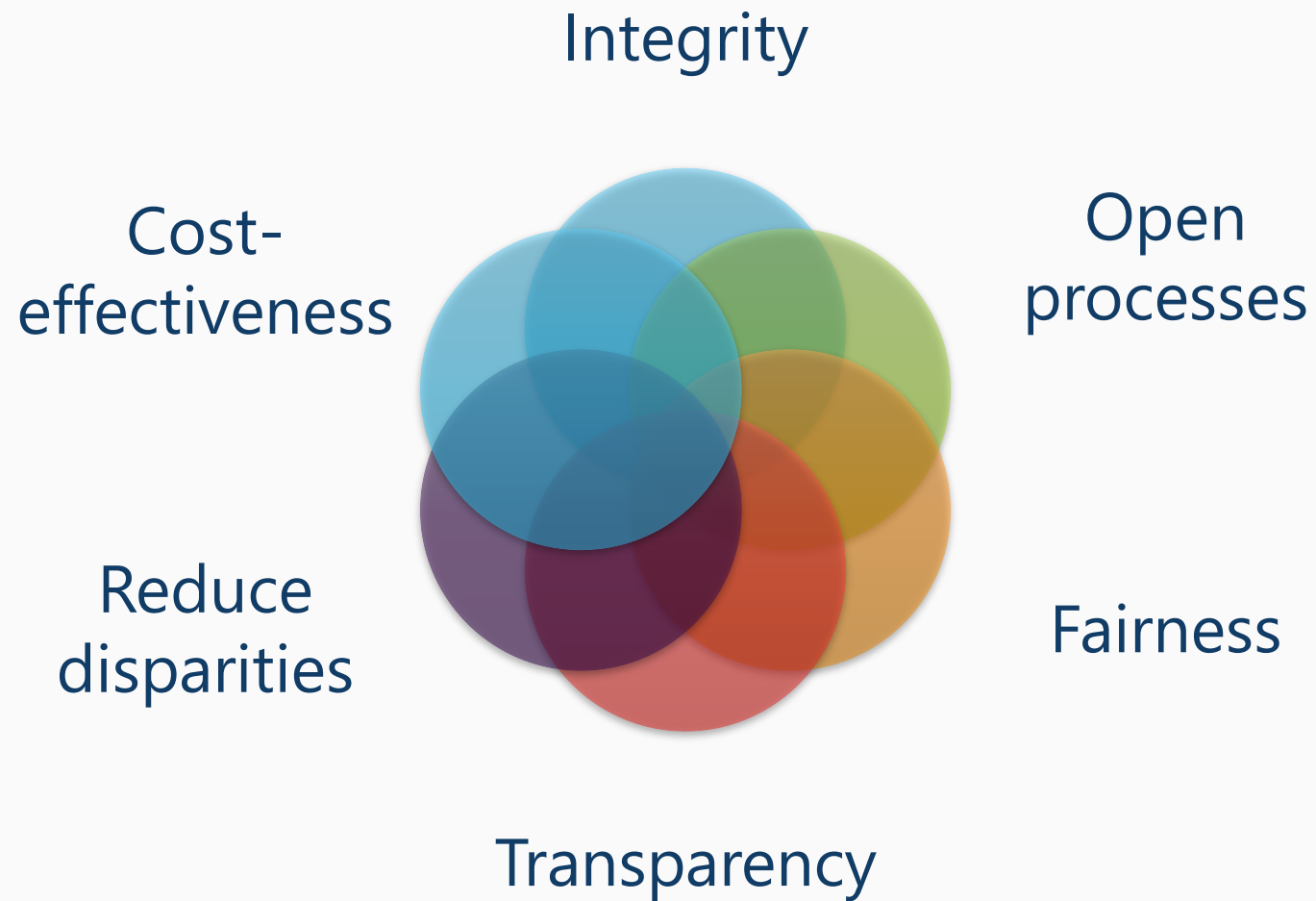
Introductions



Purchasing and finance staff

Engagement Services staff

Our purchasing mission



Our community engagement philosophy

Strategy

Engagement Services' strategy is to create and strengthen long-term, sustainable relationships built on trust. This strategy aligns with and supports the County's mission, vision, core values and disparity work.

Philosophy

Hennepin County is committed to thoughtful, strategic engagement both internally and externally that is genuine, sustainable and done with heart and intention.

Approach

We do this work by engaging with humility, listening intentionally and problem solving in relationship with others. We are committed to listening, engaging, responding.

Why are we doing this?



Part of strategy to listen, respond, and engage with county residents



Gain understanding of residents' urgent needs and build trust during crisis



Aim to improve access for all communities - Black, Indigenous, people of color & women



Responded to feedback from community partners and staff

Program overview

What is the program?



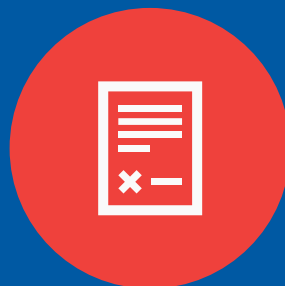
Establishes a roster of community engagement organizations



Organizations sign one initial contract that covers legal terms for all work – not a guarantee of work



County staff can request engagement services from the roster



If selected for an opportunity, sign a shorter contract before starting work

What are the benefits?



Easier and faster contracting process



Legal terms signed only once which saves time



Reduced contract requirements, like lower insurance limits



County staff can find organizations by their areas of expertise

Program site

[Community engagement roster program | Hennepin County](#)

Community engagement roster program

Hennepin County maintains a roster of community engagement businesses who provide outreach and consulting services. The roster is generally used to award community engagement contracts for projects costing \$200,000 or less.

Purchasing and Contract Services

engagementroster@hennepin.us

Phone: 612-348-3181

[Map](#)

[Open all](#)

+ Program overview

+ Get on the roster

+ Learn more at a virtual training session

+ Areas of expertise

[Open all](#)

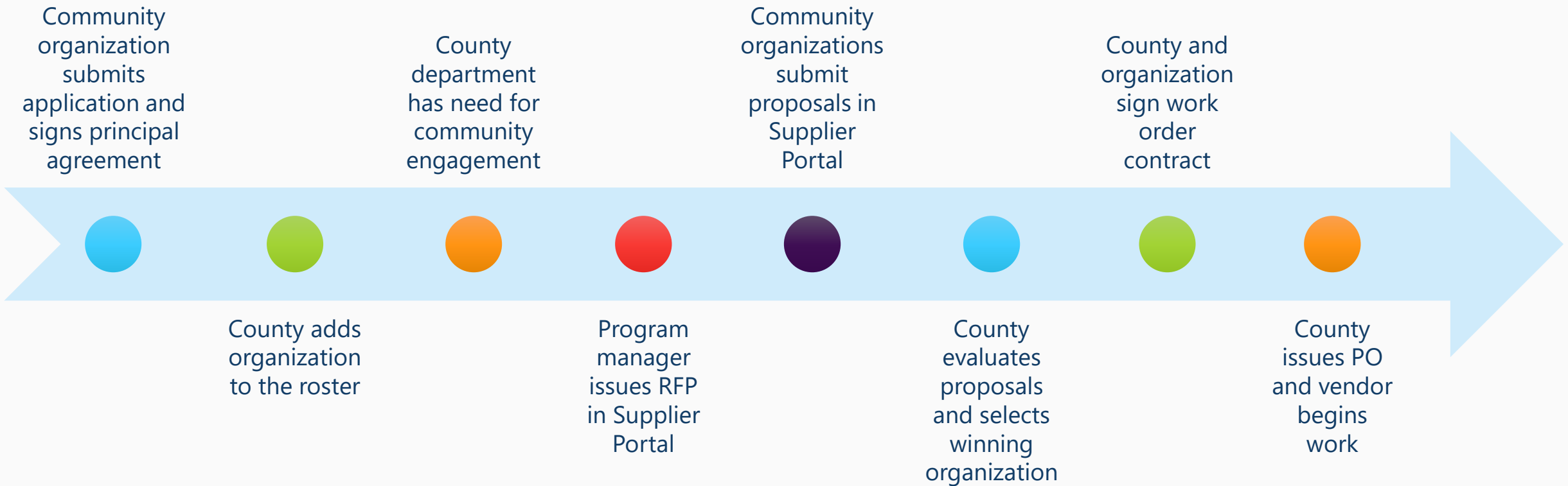
Important terminology

Term	Description
Principal agreement	<ul style="list-style-type: none">• A framework agreement signed by county and community partner to establish legal terms that will govern future work orders• Not a guarantee of work for the organization• Once on the roster, can compete for work
Roster	<ul style="list-style-type: none">• The list of community partners in the program• Organizations can apply anytime by completing an application• After signing the principal agreement, vendor is added to roster
Work order contract	<ul style="list-style-type: none">• Shorter contract with the requirements for a specific project• It is associated with the principal agreement• Both parties must follow terms in the principal agreement and work order contract

Important terminology

Term	Description
Scope of services	<ul style="list-style-type: none">• Describes specifically what services the county needs• Proposals should be created in response to the scope of services listed in the Request for Proposals (RFP)
Request for Proposals (RFP)	<ul style="list-style-type: none">• How community partners compete for a work order contract• Posted non-publicly to roster members in Supplier Portal• Unique scope of services is attached
Supplier Portal	<ul style="list-style-type: none">• County electronic system for posting bids and RFPs

End-to-end process



Get on the roster

Step 1 – Submit application

Go to the [Community Engagement Roster application](#) form

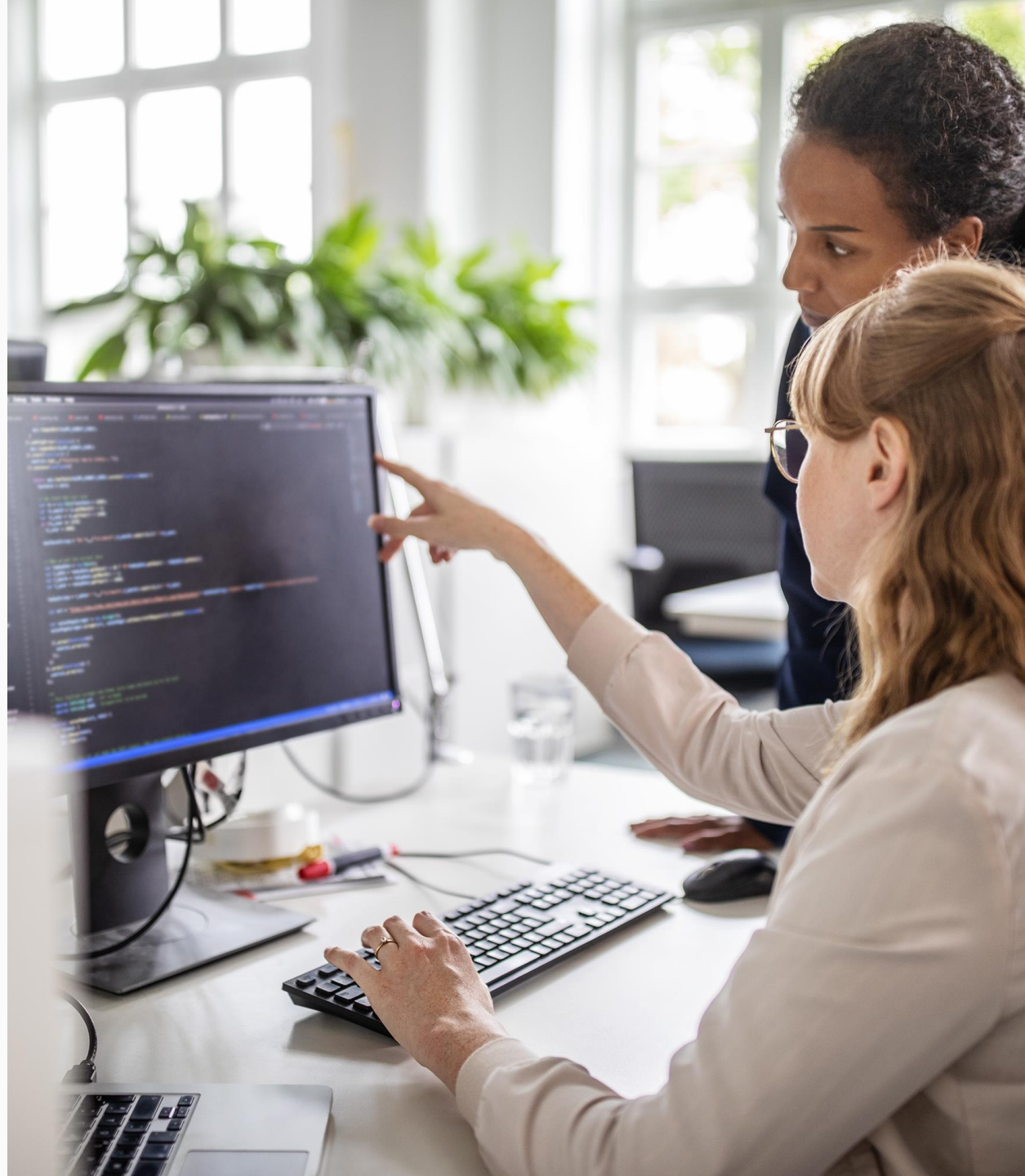
Complete all the required fields – indicated with an asterisk

Make sure you indicate all your capabilities and populations served by checking appropriate boxes

You get an email confirming the county received the application

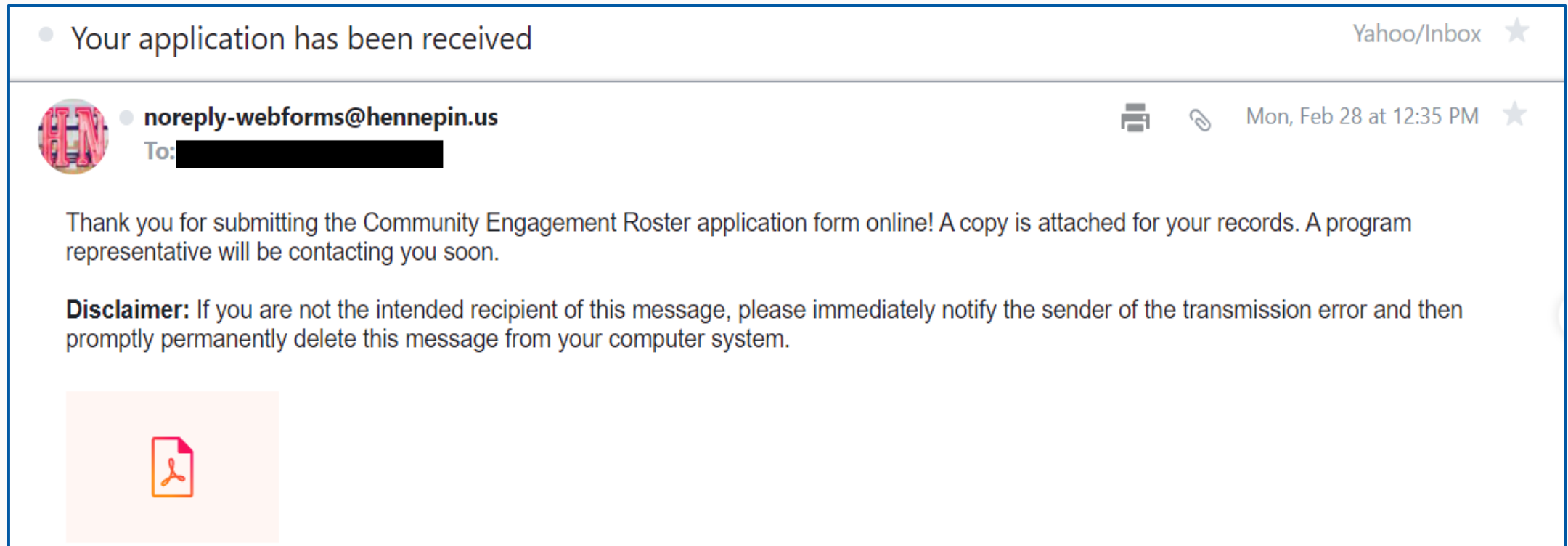
Program manager will reach out to let you know next steps

Demonstration – Application submission



Step 1 – Submit application

Example of the confirmation email



Step 2 – Review and sign principal agreement

- The principal agreement contains the county's standard terms and conditions
- It's valid for five years
- Insurance requirements have been reduced to be less burdensome:
 - \$500,000 – Commercial General Liability (CGL)
 - \$500,000 – Automobile Liability
 - Statutory – Workers' Compensation and Employer's Liability
- **Note:** Proof of insurance is not required until you are selected for work

Step 2 – Review and sign principal agreement



Hennepin County contracts are signed electronically using Adobe Sign

No special software is needed for you to view and sign the agreement

An email will be sent to the authorized signer in your organization with a link to sign the principal agreement

Be sure to review the agreement before signing

Signing steps – Adobe Sign



Step 2 – Review and sign principal agreement

- The email will be from Hennepin County Purchasing, using the email adobesign@adobesign.com

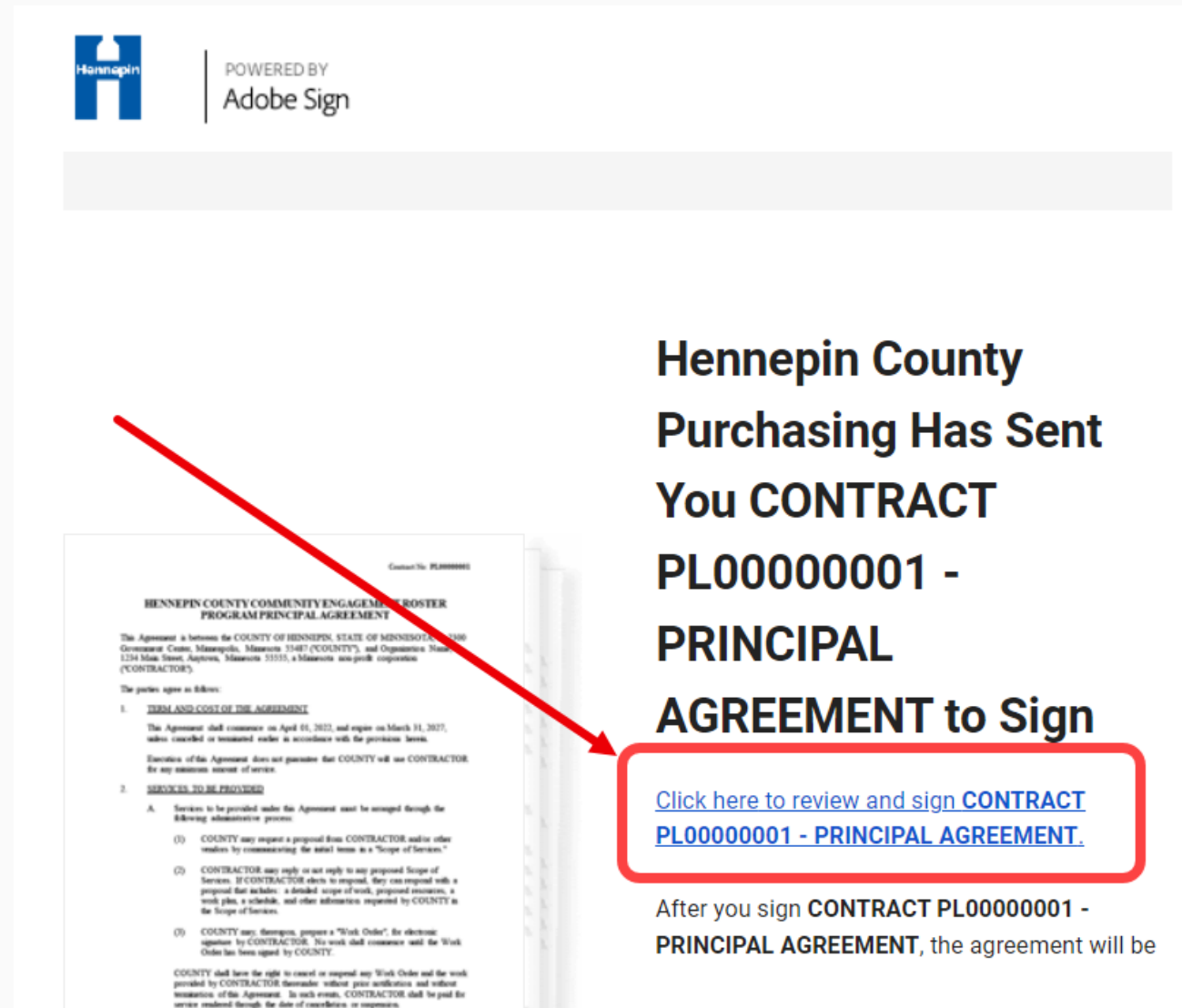
Please sign CONTRACT PL00000001 - PRINCIPAL AGREEMENT

Hennepin County Purchasing <adobesign@adobesign.com>

to me ▾

Step 2 – Review and sign principal agreement

- Click the link in the email to review and sign the agreement



The screenshot shows an email interface. At the top left is the Hennepin logo and the text "POWERED BY Adobe Sign". The main body of the email contains a document preview on the left and a large text block on the right. The text block reads: "Hennepin County Purchasing Has Sent You CONTRACT PL00000001 - PRINCIPAL AGREEMENT to Sign". Below this text is a red-bordered box containing a blue hyperlink: "Click here to review and sign CONTRACT PL00000001 - PRINCIPAL AGREEMENT.". A red arrow points from the top of the document preview to the hyperlink. At the bottom of the document preview, the text "Hennepin County" is visible.

Hennepin County Purchasing Has Sent You CONTRACT PL00000001 - PRINCIPAL AGREEMENT to Sign

[Click here to review and sign CONTRACT PL00000001 - PRINCIPAL AGREEMENT.](#)

After you sign **CONTRACT PL00000001 - PRINCIPAL AGREEMENT**, the agreement will be

Step 2 – Review and sign principal agreement

- Click the Continue button to accept the Terms of Use

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Step 2 – Review and sign principal agreement

- Review the agreement. Click the Options menu to download the agreement to PDF

Hennepin | POWERED BY Adobe Sign

Options ▾

CONTRACT PL00000001 - PRINCIPAL AGREEMENT

Contract No: PL00000001

**HENNEPIN COUNTY COMMUNITY ENGAGEMENT ROSTER
PROGRAM PRINCIPAL AGREEMENT**

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 ("COUNTY"), and Organization Name, 1234 Main Street, Anytown, Minnesota 55555, a Minnesota non-profit corporation ("CONTRACTOR").

Step 2 – Review and sign principal agreement

- When you are ready to sign, click the Start tag

Contract No: PL00000001

**HENNEPIN COUNTY COMMUNITY ENGAGEMENT ROSTER
PROGRAM PRINCIPAL AGREEMENT**

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 ("COUNTY"), and Organization Name, 1234 Main Street, Anytown, Minnesota 55555, a Minnesota non-profit corporation ("CONTRACTOR").

The parties agree as follows:

1. TERM AND COST OF THE AGREEMENT
This Agreement shall commence on April 01, 2022, and expire on March 31, 2027, unless cancelled or terminated earlier in accordance with the provisions herein.

Execution of this Agreement does not guarantee that COUNTY will use CONTRACTOR



Step 2 – Review and sign principal agreement

- Click the 'Click here to sign' link

CONTRACTOR

CONTRACTOR warrants that the person who executed this Agreement is authorized to do so on behalf of CONTRACTOR as required by applicable articles, bylaws, resolutions or ordinances.*

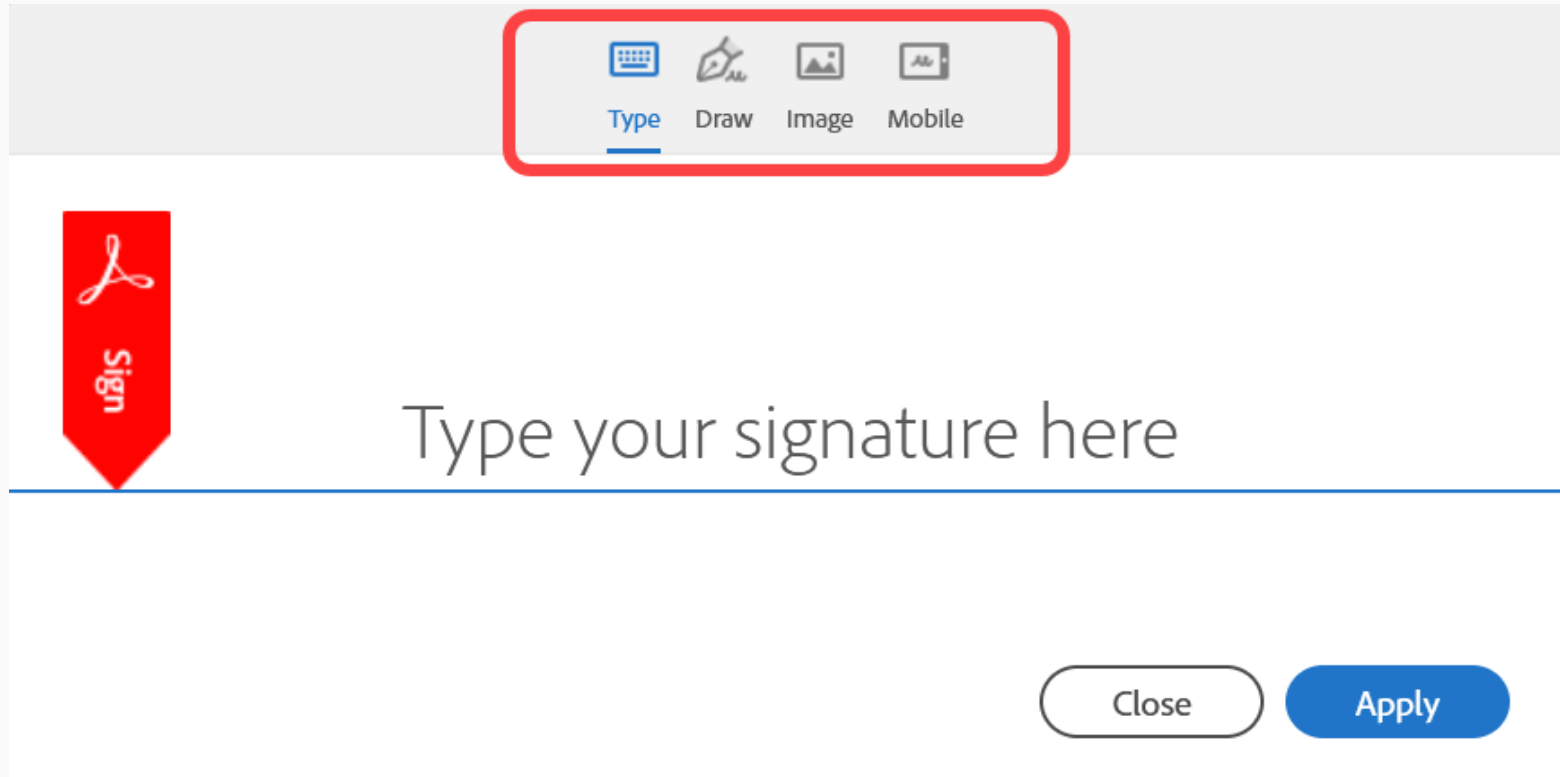
By:

*
Click here to sign

*Enter your job title

Step 2 – Review and sign principal agreement

- Depending on your device, it will default to either type or draw. You can change the option at the top. If you do not type your signature, you will also need to type your name.

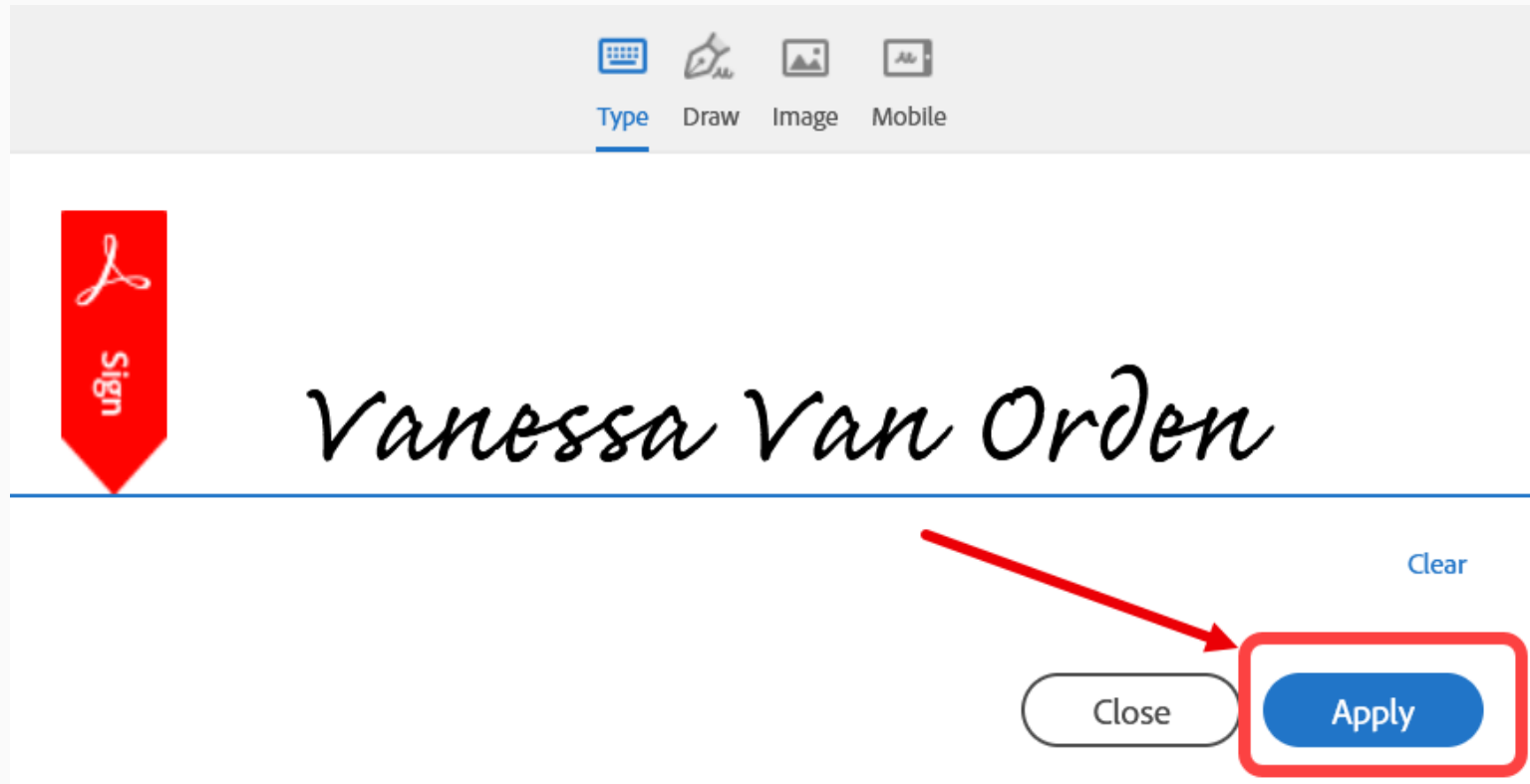


Type your signature here

Close Apply

Step 2 – Review and sign principal agreement

- After entering your signature/name, click the Apply button



Step 2 – Review and sign principal agreement

- Next, enter your Title

By:

Vanessa Van Orden

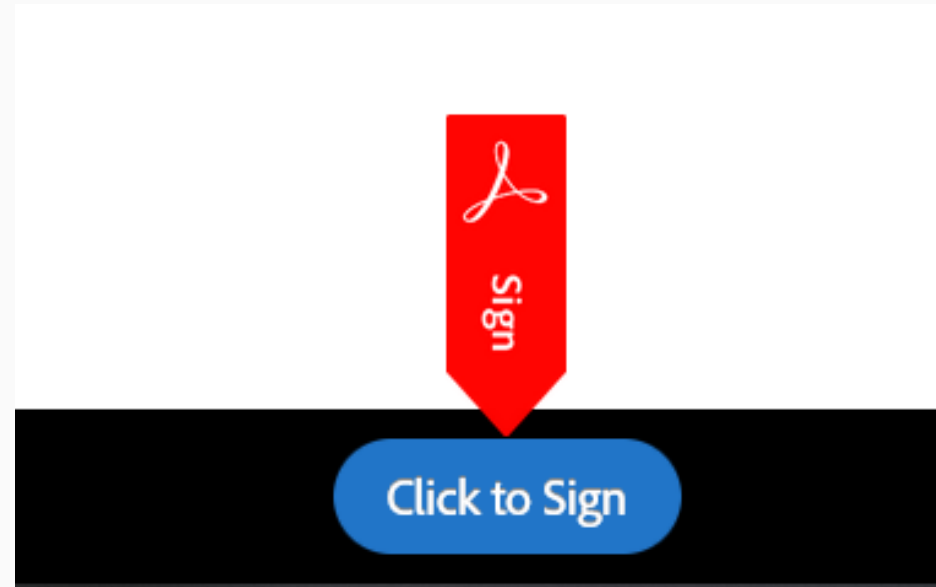
Vanessa Van Orden (Mar 2, 2022)

*Enter your job title

Next

Step 2 – Review and sign principal agreement

- Click the 'Click to Sign' button



Step 2 – Review and sign principal agreement

- You will see a confirmation page

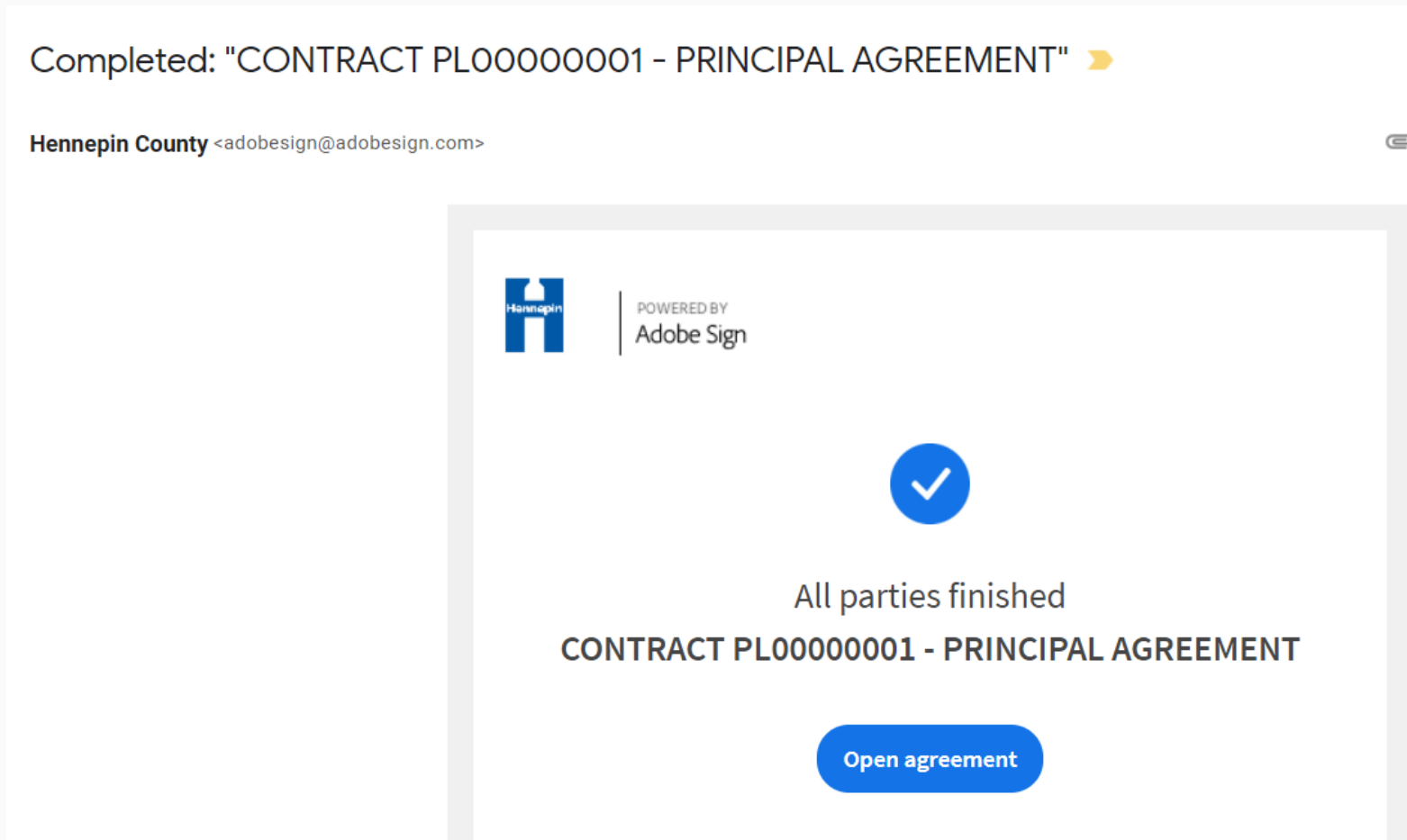


You're all set

You finished signing "CONTRACT PL00000001 - PRINCIPAL AGREEMENT".

Step 2 – Review and sign principal agreement

- After all signers have signed, you will receive an email with a PDF of the signed agreement



Step 2 – Review and sign principal agreement



For the most current written instructions on how to sign an agreement in Adobe Sign, see the [help guide](#).

Step 3- Register in Supplier Portal

[Supplier Portal](#) – This is the county’s online system for contract opportunities

When the county needs engagement work, we will invite roster members to respond to an RFP in the Supplier Portal

You will receive an email from the program manager when it’s time to register in the portal

Organizations must be registered to submit proposals

Step 3- Register in Supplier Portal

Supplier Portal help is available

- We have dedicated support staff and help documents/videos
 - Supplier Portal [help page](#)
 - Video: [Supplier Portal registration](#)
 - Phone support: (612) 543-5412 (M-F, 8:00am - 4:30pm)
 - Email support: supplierportal@hennepin.us
- The program manager for the roster program can also answer questions

Supplier Portal terminology

Term	Description
Event	<ul style="list-style-type: none">• Online posting/invitation to submit a response to a county contract opportunity• Most events are public and open for anyone to respond to• Other events are non-public and are by invitation only• All events under this program will be by invitation to roster participants only
Bid	<ul style="list-style-type: none">• A term used throughout all events to refer to a response to an event• Often seen on buttons indicating you need to take action• Examples include “bid on event” or “submit bid”
Supplier	<ul style="list-style-type: none">• A term used for a vendor or any organization that is doing work for the county• Sometimes seen in the portal when you need to take action• Examples include submitting a “supplier change request” to update your organization’s information

Demonstration – Supplier Portal registration

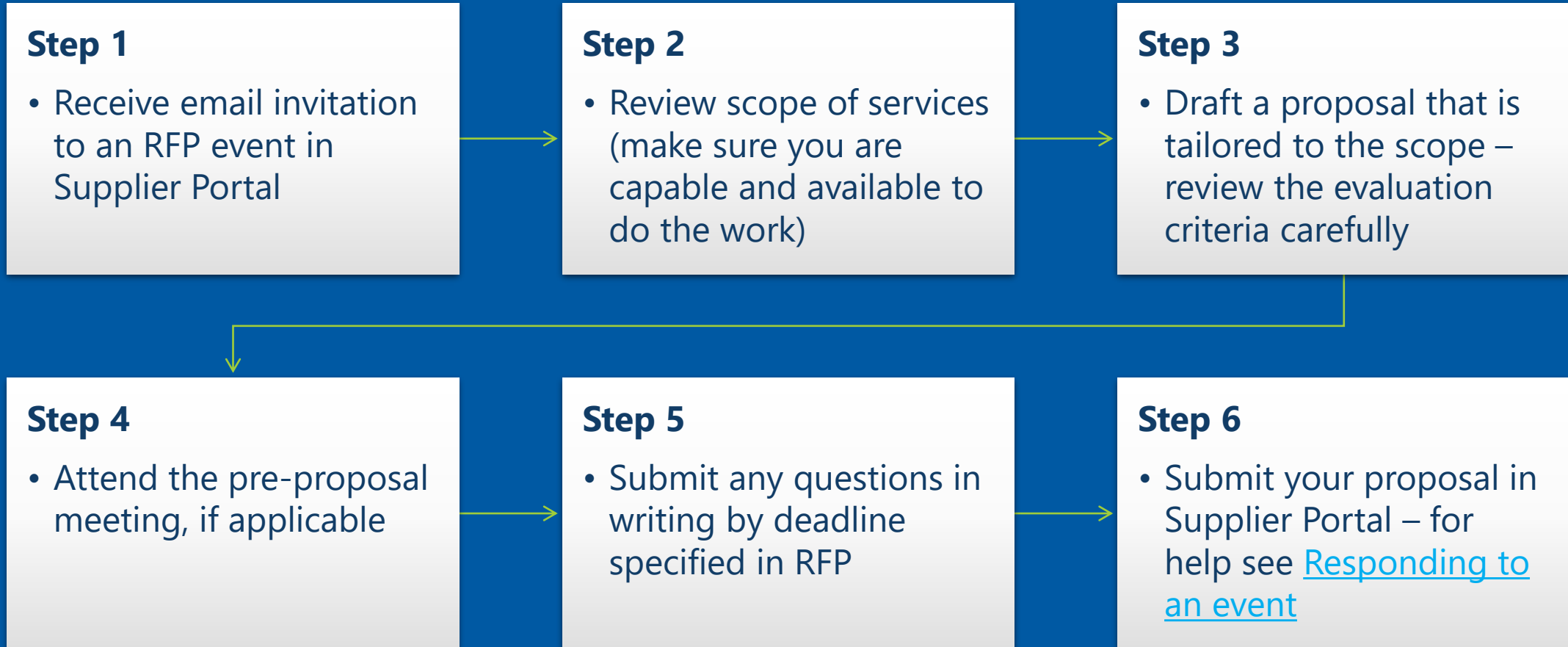


Get work through the roster

County issues an RFP in Supplier Portal

- When the county needs engagement work, an RFP will be posted in Supplier Portal
- Only roster participants will be invited to submit proposals
- The RFP (Request for Proposals) will consist of two parts:
 - Standard terms of participation – These are the rules that apply to all RFPs in the program
 - Scope of services – These are unique to each RFP and will describe the specific work and deliverables required
- Documents related to the RFP will be attached in the “Event Details” and can be viewed by clicking on “View Documents”

High level steps



Proposal drafting – best practices

- Plan ahead and don't wait until the last minute
- Review the deliverables, allowable expenditures, reporting/outcome measurements, and the evaluation criteria carefully
- Be clear and specific about how your organization and your work uniquely fulfill the goal(s) of the community engagement
- Proposal content should follow the order of the requirements in the RFP
- Differentiate your proposal from your competitors
 - General marketing and sales literature may detract from your proposed solution
 - Your proposal should be creative, not appear as a “canned” response


County evaluation of proposals


- Department staff will receive vendor responses AFTER the solicitation closes
- Proposals will be evaluated based on the evaluation criteria listed in the RFP
- The non-cost criteria are in order of importance:
 - Plan for performing services
 - Experience and qualifications
 - Quality of proposal
- Cost will also be reviewed as part of the evaluation process

After selection – what to expect

Provide insurance certificates

If the county selects your organization, you will have to provide some additional documentation. It will be requested via email by the program manager.



 Hennepin County Standard Insurance Provision.pdf
.pdf File

We are pleased to inform you that your company has been selected to move forward in the contracting process. Please note that this request for contract-related documents does not commit Hennepin County to award a contract to your company or to pay for any costs it may incur preparing such documents. A final contract award is subject to county board and/or county administration approval. To ensure timely execution of the contract, **please reply all to this email and attach all required documentation listed below.**

- 1. Substitute W9** – Please fill out the county’s electronic [substitute W9](#).
- 2. Certificate of Insurance** – Please provide a certificate of insurance completed by your agent. The certificate should display:
 - the coverage amounts listed in the attached insurance provision,
 - Hennepin County as additional insured, and
 - Hennepin County as the Certificate Holder.
- 3. Signature Authority Documentation** – Please provide the names and email addresses for all individuals required to sign the contract document, including the order of signature. Please also provide a copy of your board resolution, or corporate by-laws, documenting their authority to sign contracts. If this information is not contained in a resolution, you may submit minutes of board meetings stating to whom the board has delegated authority to bind the organization into a contract.

Sign the work order

- Work order contract is created that contains:
 - A unique work order reference number
 - Contract number for the organization's principal agreement
 - Start and end dates for the contracted service
 - Dollar limit specific to that project
 - An attachment with the final negotiated scope of services
- The work order contract will be emailed to your organization to be signed

**HENNEPIN COUNTY COMMUNITY ENGAGEMENT ROSTER
PROGRAM WORK ORDER**

This Work Order, entered into pursuant to the provisions of the Hennepin County Community Engagement Roster Program Principal Agreement (the "Agreement"), is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Office of Budget and Finance, A-2100 Government Center, Minneapolis, Minnesota 55487 ("COUNTY") and Organization Name, 1234 Main Street, Anytown, Minnesota 55555 ("CONTRACTOR"). The provisions herein are incorporated into and made part of the Agreement and are, thereby, subject to the provisions in the Agreement.

1. CONTRACTOR shall perform the following services: communication consulting and event planning services. These services are more fully described in the Scope of Services, attached as Attachment A and incorporated by this reference.
2. CONTRACTOR shall perform the services between April 01, 2022, and September 30, 2022. Services shall not extend beyond the term stated in the Agreement.
3. CONTRACTOR shall be paid according to the provisions in Attachment A. The total cost of this Work Order shall not exceed Fifteen Thousand Dollars (\$15,000.00).
4. Pursuant to the Agreement, subcontractors are not permitted without prior written consent of COUNTY.

Work order
contract

Receive purchase order and begin work

- Once the work order is signed, the county will issue a purchase order
- The county contact may also contact you to request that you start performing services
- Consider setting up a kick-off meeting with your county contact to make sure you start off the project with good communication

Best practices for contract performance

- Be prepared to perform the work
- Communicate openly - ask for clarity if language or terms are unclear
- Be responsive
- Teamwork/collaboration
- Adhere to scope, schedule, and budget

Get paid

- Make sure to put the purchase order number on all invoices
- Hennepin County is exempt from state and local sales tax
- Submit invoices quickly and include the PO number
- Enroll in direct deposit to receive payment faster
- Email invoices to obf.internet@hennepin.us
- To learn more, visit [Getting paid](#) on the county's website

Review and wrap-up

Key takeaways

Organizations on the roster will be able to compete for engagement services contract opportunities

Get on the roster now - county departments can begin using the program in April 2022

Being on the roster is not a guarantee of work – competition is still required

We are available to help!

Key resources

Help is available

- Training materials are on [program site](#)
- [Engagement Services site](#)
- Program Manager – engagementroster@hennepin.us
- Supplier Portal [help page](#)
 - Phone support: (612) 543-5412 (M-F, 8:00 a.m. - 4:30 p.m.)
 - Email support: supplierportal@hennepin.us
- Purchasing – contracts@hennepin.us
- Hennepin County [business support programs](#)

Questions