



# City of Minneapolis eSupplier TMP Application

January 2020

# eSupplier TMP Application Guide

To jump to an area within the User Guide, click on the topic in the Table of Contents

## Table of Contents

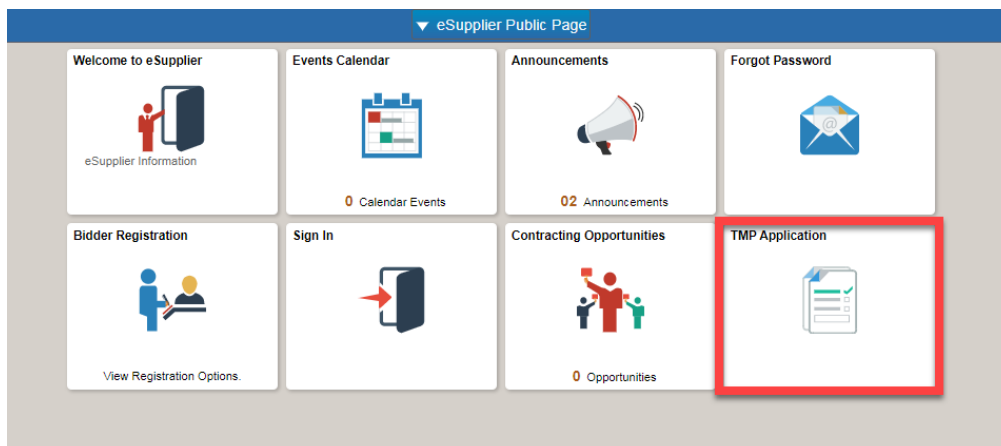
|  |   |
|--|---|
| Target Market Program Overview .....   | 2 |
| TMP Application Process .....          | 2 |
| Page 1: Organization Information ..... | 3 |
| Page 2: Profile Questions .....        | 4 |
| Page 3: Categories .....               | 5 |
| Page 4: Terms and Affirmation .....    | 5 |
| Contact Us .....                       | 6 |

## Target Market Program Overview

Under the Target Market Program (TMP), qualified small businesses can respond alongside other similarly situated small businesses for City of Minneapolis contracts up to \$175,000 instead of competing against larger, more established companies. To apply for the Target Market Program, you can access the application through the City’s eSupplier Portal. Upon your submission, the City will review your application and follow up with questions and the status of your application.

## TMP Application Process

You can start the TMP Application process by clicking on the **TMP Application** icon from the eSupplier Public Page:



## Page 1: Organization Information

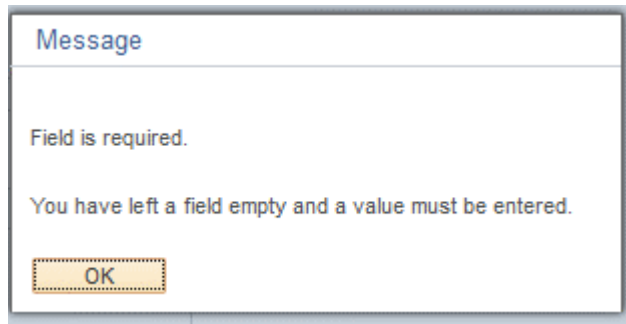
Enter your Organization's Information on the first page that displays:

The screenshot shows the 'eSupplier Public Page' for the 'TMP Application' in Minneapolis. The page includes the city logo and a thank-you message. It provides contact information for the City of Minneapolis Procurement office. The form contains several sections with required fields marked with an asterisk (\*):

- Bidder Information:** \*Bidder Type (dropdown), \*Business Name, Doing Business As, \*ID Type (with search icon), and \*ID Number.
- Principle Place of Business:** \*Address Line 1, Address Line 2, \*City, \*State (with search icon), and \*Postal Code.
- Primary Owner:** \*First Name, \*Last Name, \*Telephone, and \*Email ID.
- Preferred Business Contact (if different from Owner):** Preferred First Name, Preferred Last Name, Telephone, and Email ID.

At the bottom of the form, there are two buttons: 'Cancel' and 'Next >>'. The 'Next >>' button is highlighted with a red border.

Questions marked with a \* are required. If you do not fill out a field and attempt to continue, the following message will display:



You may cancel the application process at any point by clicking the "cancel" button. Click the **Next** button to continue with the application process.

## Page 2: Profile Questions

Answer all profile questions on this page. Questions with a magnifying glass allow you to search for values:

**eSupplier Public Page** **TMP Application**

Please answer the following profile questions. Your responses will assist us in determining eligibility for the Target Market Program. Dropdown arrows and magnifying glasses have been provided to assist with your entries. Questions noted with an asterisk (\*) require responses.

---

**Profile Questions** ?

\* To help identify your company for upcoming contracting opportunities, please describe what your business

---

\* Which of the following applies to your business (Use the magnifying glass to the right to search for values and check  **Q**)

---

\* Please select Ethnicity of the Majority Business Owner (Use the magnifying glass to the right to search for a value).  **Q**

---

\* Does this business hold any official Certifications (Use the magnifying glass to the right to search for values and  **Q**)

---

\* Does this business perform a commercially useful function? This means for the contract opportunity to

---

\* Is this a for-profit business?

---

\* Please provide your gross sales: Enter your annual estimated sales if this is your first year. Enter your three-year

---

\* In what county are you located (Use the magnifying glass to the right to search for a value)?  **Q**

---

\* Is this business independently owned and operated?

---

\* Are you a current employee of the City of Minneapolis or any of its boards or commissions?

---

\* Select the number of current employees (Use the magnifying glass to the right to search for a value).  **Q**

Click **Next** to continue.

## Page 3: Categories

The next page will display categories used for Contracting Opportunities. Select all that pertain to your organization by checking the box(s) on the left-hand side.

eSupplier Public Page TMP Application

Select the commodities and/or services that align with your business in order to receive notifications of solicitations and bid on events. Choose all that apply.  
Select to add or de-select to remove categories applicable to your business

**City of Minneapolis Sourcing Categories**

Sourcing - Sourcing Categories

Sell Categories

- PROF\_TECH\_SERVICES - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- PT\_ADVERTISE\_SVC - ADVERTISING DESIGN AND CONSULTING SERVICES
- PT\_ARCHITECT\_SVC - ARCHITECTURAL DESIGN SVCS & CONSULTING (NOT LANDSCAPE)
- PT\_ARTIST\_SVCS - ARTIST AND ILLUSTRATION DESIGN SERVICES & CONSULTING
- PT\_BACKGRND\_SCREEN - BACKGROUND SCREENING SERVICES
- PT\_BUSINESS\_SVCS - BUSINESS DEVELOPMENT/MANAGEMENT & CONSULTING SERVICES
- PT\_WEB\_DESIGN\_SVC - WEB DESIGN SERVICES AND CONSULTING
- PT\_IT\_SYST\_INTG\_SV - COMPUTER SYSTEM PROGRAMMING, DESIGN & INTEGRATION SVCS
- PT\_CONSTRUCTION\_SV - CONSTRUCTION PLANNING, MGMT & CONSULTING SERVICES**
- PT\_CHILD\_CARE\_SVCS - DAYCARE OR CHILD CARE SERVICES
- PT\_ENGINEER\_SVCS - ENGINEERING SERVICES AND CONSULTING
- PT\_ENTERTAINERS - ENTERTAINERS, PERFORMERS, BANDS, MUSICIANS, ETC.

**My Categories**

| Category           | Description                    |
|--------------------|--------------------------------|
| PT_CHILD_CARE_SVCS | DAYCARE OR CHILD CARE SERVICES |

When checked, the category will populate under the “My Categories” Section of this page.

The City has structured the categories of services and goods into these areas:

- Professional and Technical Services
- Construction Services
- Other Services
- Goods and Supplies
- Items for rent

Scroll to the bottom of the page and click **Next** to continue.

## Page 4: Terms and Affirmation

Click the checkboxes to confirm your application and accept the terms or agreement – once both checkboxes are selected, a submit button will appear:

eSupplier Public Page

**Terms and Affirmation**

I certify that the information supplied on this TMP Registration Form is correct to the best of my knowledge. I further certify that in doing business with the City of Minneapolis, my firm follows policy relating to conflict of interest.

Click the "Submit" button to submit your registration after reviewing and accepting the following Terms of Agreement.

Make sure you read terms of agreement fully before submitting your registration.

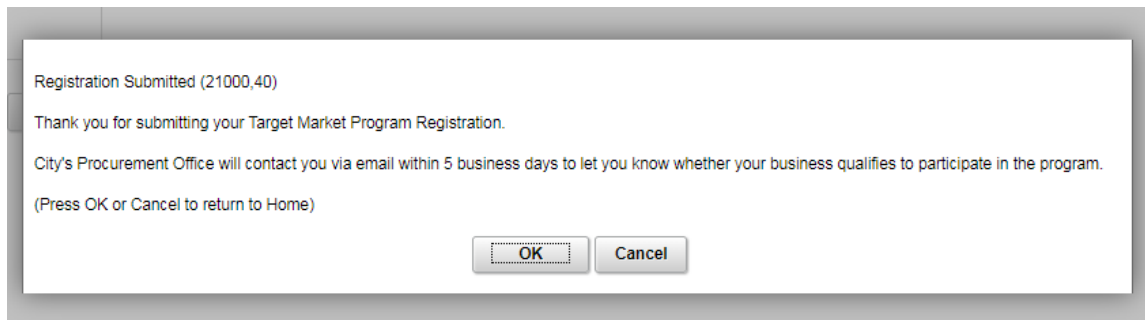
Click to accept the Terms of Agreement below.  
[Terms of Agreement](#)

I affirm that the following information is true and correct to the best of my knowledge.  
(Please affirm by checking the box below).

Please note that if selected for a City contract, you may be required to provide additional verification of eligibility.

Affirm

A submission confirmation message will appear:



Click **OK**, or “Cancel” to return to the eSupplier Public Page.

## Contact Us

The City of Minneapolis will review your TMP application and follow up directly. If at any point you need further assistance, contact us at: Phone: 612 673-2311 or e-mail: [eProcurement@minneapolismn.gov](mailto:eProcurement@minneapolismn.gov)