

Contracting with the State of Michigan



March 2016

MICHIGAN DEPARTMENT OF
DTMB TECHNOLOGY,
MANAGEMENT AND BUDGET

State of Michigan DTMB-Procurement

Connect with us

Join our email list:

DTMB-Procurement Listserv
www.Michigan.gov/micontractconnect



Follow us on Twitter:

@MIProcurement
#MIContracts



ENABLING MICHIGAN'S REINVENTION

You can connect with the State of Michigan's contracting office on through email by following this link:

https://public.govdelivery.com/accounts/MIDEPTTMB/subscriber/new?topic_id=MIDEPTTMB_309 or by Twitter @MIProcurement. Tweets and emails include training and event information, tips about general business resources, bid opportunities, and more: <https://twitter.com/Mlprocurement>

State Contracting Offices in Enterprise Procurement

DTMB-Procurement

- Establishes contracts in excess of \$25,000 on behalf of State agencies
- Implements the State of Michigan's purchasing policies

Contracts

- Approx. 950 multi-year contracts
- For a full list of DTMB contracts, see the DTMB-Procurement Complete Contract List at:
www.michigan.gov/micontractconnect



ENABLING MICHIGAN'S REINVENTION

The Department of Technology, Management and Budget's (DTMB) Procurement office serves as the State's central purchasing office. DTMB-Procurement acts on behalf of state agencies, handling every aspect of the bidding process for most goods and services in amounts over \$25,000.

DTMB has a portfolio of approximately 950 contracts, worth billions of dollars. Many contract periods average three base years and have two additional one-year renewal options, though it varies by contract.

For a full list of DTMB-Procurement contracts, see the DTMB-Procurement Complete Contract List on the homepage of the State's Contract Connect website at www.michigan.gov/micontractconnect.

Complete Contract List

Contract #	Link to Contract	Agency	Vendor	Description	Value	Expiration Date
07181300325	View Contract	Department of State	DOMINION VOTING SYSTEMS, INC.	EXTENDED SERVICE, MAINTENANCE, & WARRANTY: VOTING SYSTEM HARDWARE, FIRMWARE, & SOFTWARE - DOS	\$2,572,220.00	6/30/2019
07182200197	View Contract	Michigan Department of Transportation	LIGHTLE ENTERPRISES OF OHIO, LLC	EXTRUDED ALUMINUM PANELS	\$161,310.00	5/31/2015
07189200003	View Contract	Department of Community Health	CLASSIC OPTICAL LABORATORIES, INC.	FABRICATION OF EYEGLASSES AND RELATED SERVICES	\$5,857,937.62	12/31/2014
07183200095	View MiDeal Contract	Statewide	KIESLER POLICE SUPPLY	FEDERAL AMMUNITION	\$2,103,785.98	4/30/2015
07180200154	View MiDeal Contract	Michigan Department of Transportation	SPARTAN FENCE INC.	FENCE FABRIC AND LINE POSTS	\$170,371.60	4/5/2015
07182200177	View Contract	Department of Natural Resources	SHEPLERS INC	FERRY SERVICE	\$107,520.00	4/30/2015
07183200018	View Contract	Technology, Management and Budget - IT	ZAYO GROUP LLC	FIBER RING, CONNECTIONS, SPURS, AND RELATED SERVICES - DTMB TELECOM	\$1,318,516.95	9/8/2024
07180200246	View Contract	Department of Human Services	INFORMATIX INCORPORATED	PIDM ALLIANCE RFP	\$406,741.67	6/30/2015
07181300288	View Contract	Technology, Management and Budget - IT	INFO TECH INC	FIELD MANAGER SOFTWARE	\$169,500.00	8/31/2014
07183200055	View Contract	Technology, Management and Budget - IT	PNC Bank National Association	FINANCE FOR LEASE PURCHASE FOR IT EQUIPMENT	\$3,072,695.40	12/20/2015



ENABLING MICHIGAN'S REINVENTION

Here is a snap shot of the *DTMB-Procurement Contract List* . By clicking on “View Contract” under the “Links to Contracts” on the left, you can download a PDF version of each contract. You'll be able to review the entire contract, including current specifications, change notices, and pricing. On the contract's cover sheet you can find other important information such as the buyer's name and phone number, the department day-to-day contact name and phone number, and the vendor sales representative's name and phone number.

“Cumulative Amount” is the *estimated* spend at the time of contract award for all the base years and is not reflective of actual spend, which is typically less.

On the right, you will see the current expiration date of a contract, not including any potential option years. Read the contract or talk to the buyer to determine the timing of the next solicitation. Solicitations can go out up to 6 months or more before the expiration date, depending on complexity and dollar amount. If there is an existing contract for your product or service already in place, don't be discouraged. Studying the *DTMB-Procurement Contract List* provides an excellent opportunity to look at specifications and pricing, ask questions, and be more prepared when the contract is put out to bid again.

You can search through the document by hitting “Ctrl” and “F” at the same time on your keyboard.

Three Buying Divisions

3 Buying Divisions

- Information Technology (IT)
- Commodities and Infrastructure Services
- Services



ENABLING MICHIGAN'S REINVENTION

DTMB-Procurement contracts are put into place by three divisions: Information Technology, Commodities and Infrastructure Services, and Services. These three divisions make up the Central Purchasing Office at the State of Michigan.

Information Technology

- Custom Software Development
- Commercial off the Shelf (COTS) solutions/Software as a Service
- Telecommunications
 - Cell Phones, Long-distance Phone Service, Audio-Video Conferencing, Data Communication Equipment and Services
- Hardware
- Maintenance
- IT Consulting
- Multiple function printers
- Managed Services



ENABLING MICHIGAN'S REINVENTION

Information Technology covers contracts for telecommunications (including cell phones, land lines, internet and WAN service providers, etc.), hardware and software, application development, copiers, maintenance, etc. The list in front of you is only a partial list.

The State has contracted with an outside company to provide various hourly IT services. Please reach out to Dennis Lauderback with Computer AID to register to supply IT staffing to the state. He can be reached at 734-542-4318.

Now that we've covered IT, we are going to take a look at another primary procurement area, Commodities.

Commodities and Infrastructure Services

- Alarm Systems
 - Building Equipment/Maintenance
 - Clothing
 - Copiers
 - Energy
 - Food
 - Furniture/Carpet
 - Grounds Equipment
 - Radio Equipment
 - Road Salt
 - Vehicles
 - Law Enforcement Supplies
 - Earth Moving Equipment
 - Office Supplies
 - Printing Equipment & Services
- Infrastructure Services*
- Janitorial Services
 - Security Guard Services
 - Pest Control Services
 - Landscaping Services



ENABLING MICHIGAN'S REINVENTION

The Commodities area is responsible for purchasing a wide variety of products, ranging from office furniture to janitorial supplies. The list in front of you covers only a small number of the many categories of products handled by this group. Some of you may be wondering what falls under the “energy” category. For our purposes, “energy” refers to the acquisition of natural gas, fuel oil, and propane, as well as alternative energy and energy conservation consultants.

The Commodities area is also responsible for purchasing infrastructure services such as lawn care and snow removal.

Moving on, let’s take a look at our final primary area of procurement, Services.

Services

- Accounting / Auditing
- Auctioneering
- Banking / Financial
- Consulting
- Health Care
- Pharmaceuticals
- Insurance
- Marketing / Advertising
- Procurement Card Program Management
- Temporary Employment Services
- Surveys
- Data Access



ENABLING MICHIGAN'S REINVENTION

The Services area handles contracts related to the procurement of professional services such as advertising and consulting. This division is also responsible for the State's health care contracts and, because of that expertise, also handles pharmaceuticals and related services. As with the IT and Commodities Divisions, the Services Division handles contracting for other services besides those listed here.

Real Estate and Design & Construction

- Real Estate
 - Between 400-500 leases
 - Approximately 6 Million Sq. Ft.
 - Around \$85 Million Annual Rent
 - Interested in Leasing Space to the State of Michigan?
www.state.mi.us/dmb/lessor/lessors.asp
- Design & Construction
 - Average 350 Contracts Annually
 - Averaging \$100 Million Annually
 - Projected Future Contracts Available Online
www.michigan.gov/micontractconnect



ENABLING MICHIGAN'S REINVENTION

There are also Real Estate and Design and Construction divisions within DTMB.

The State leases a considerable amount of office and warehouse space across Michigan. If you are interested in leasing space to the State, please go to the website address shown on the slide to receive bid notifications.

(<http://www.state.mi.us/dmb/lessor/lessors.asp>)

Design and Construction purchases construction, engineering, and architectural services, but also bids out painting, plumbing, HVAC and other similar contracts. Furthermore, this group is in charge of implementing the State Capital Improvement Program. Current bids, as well as projected future construction contracts, may be accessed through this website. (www.michigan.gov/micontractconnect)

Projected Future Design & Construction Contracts

- Projects have already been designed
- Contact the designer listed for more details and project status

Projected Future Contracts Nov 2015

Agcy	Seq	PD	Project Name	Facility Name	City	Designer	Phone Number
071	13030	MNB	Air Economizers	DTMB/ Cadillac Place	Detroit	DiClemente Siegel, Design, Inc	(248) 569-1430
071	13032	JAG	Landscaping Improvements	DTMB/ DTMB Owned Buildings	Lansing	Nowak & Faus Engineers	(248) 332-7931
071	13203	JNS	Evaluation of current DTMB Building Automation Systems (BAS)	DTMB/ Various Facilities	Various	Tower Pinkster Architects Engineers	(269) 343-6133
071	13370	AGY	Center Control Redesign	DTMB/ Joint Operations Center	Lansing	CommTech Design	(616) 863-8132
071	14164	SMD	Restroom and Piping Upgrade	DTMB/ Hannah and Ottawa State Office Building	Lansing	Clark Trumbley Randers Consulting	(517) 886-0550
071	15068	JAG	Construct a New Monument	DTMB/ Michigan Law Enforcement Officer's Memorial	Lansing	David Milling Architects	(734)913-1010
271	14393	JRC	2nd Floor Renovation	DTMB/ Operations Center - Smart Workspace Project	Dimondale	Tower Pinkster Architects Engineers	(269) 343-6133
391	12351	CAK	Window Replacement	DCH/ Kalamazoo Psychiatric Hospital	Kalamazoo	Schley Architects, Inc.	(269) 375-8360



ENABLING MICHIGAN'S REINVENTION

Pictured here is the *Design & Construction Projected Future Contracts List* that is posted on the Contract Connect website – <http://michigan.gov/micontractconnect>.

After the initial design work has been completed for a project, Design and Construction solicits bids for a general contractor. Use this list to contact the lead design firms for any available information regarding the status of a particular project. For those wanting to learn more about the Design and Construction contracting process, there is a separate Contracting 101 presentation that can be found on the Contract Connect website.

Other Contracting Offices

- Michigan Department of Transportation (MDOT) – Bridge and Highway
 - Separate office for bridge and highway construction contracting
 - Most projects use federal funding – may have to follow federal regulations
 - Disadvantaged Business Enterprise (DBE) Program
 - Assists minority, women, and socially and economically disadvantaged business owners.
 - Businesses must meet the federal DBE regulations
 - Get certified by contacting the MDOT office at 517-373-2377
 - www.michigan.gov/mdot -> Do



The Michigan Department of Transportation handles its own purchasing for road and bridge maintenance and construction. Many projects use federal funding and may need to follow federal regulations.

MDOT Bridge and Highway has a Disadvantaged Business Enterprise, or DBE program. This program assists minority, women and other disadvantaged business. Visit the MDOT website at www.michigan.gov/mdot, to learn more about this program and this MDOT office.

Other Contracting Offices

- Delegated Authority
 - DTMB-Procurement delegates purchasing authority to individual state agencies
 - Each agency has their own office that makes these purchases
 - Solicitations under \$10,000 may not be posted publicly
 - Typical sale under \$10,000
 - Market to the agencies using the "State Agency Buyer List"
 - www.michigan.gov/micontractconnect -> Contact Us



ENABLING MICHIGAN'S REINVENTION

There are opportunities to get involved in smaller projects, which are not necessarily posted publicly. Individual state agencies may obtain bids informally by phone, email and fax for projects less than \$10,000. To learn about potential opportunities, use the directory of agency buyers on the Contract Connect website (www.michigan.gov/buymichiganfirst/0,4541,7-225-40707---,00.html).

Other Contracting Offices

Delegated Authority Amounts for Individual State Agencies:

Technology, Management, Budget	\$250,000
Dept. of State	\$100,000
Treasury	\$250,000
Education	\$100,000
Military & Veterans Affairs	\$250,000
Licensing & Regulatory Affairs	\$250,000
Natural Resources	\$250,000
Agriculture & Rural Development	\$100,000
Health and Human Services	All direct human services purchasing
Michigan State Industries	1 million for factory purchases
Most Others	\$25,000



ENABLING MICHIGAN'S REINVENTION

Each individual State Agency has delegated authority to make purchases up to a certain dollar amount. This is a list of current thresholds.

Opportunities

For Current Opportunities, Register:

- www.Buy4Michigan.com
- State opportunities \$10,000 and above are posted on this site
- K-12 schools' construction bids posted on this site
- Registration is free
- View bids without registering under the "Open Bids" link
- Need Help? Call 888-734-9749 or email dmb-vendor@michigan.gov



The single most important thing to remember from this presentation is to register your business on www.buy4michigan.com. This site is the where the State will post bid opportunities valued at \$10,000 and above.

Michigan community colleges, over 100 K-12 schools and some universities post some of their solicitations on this site as well.

Registration on this site is free. View open solicitations without being registered by clicking the "Open Bids" link on the homepage.

Opportunities

Open Bids

Show Bids for Category: All

(66/130)

1-26 of 130
1 2 3 4 5 6

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
07511680000328		Patrick Avenitt	DNR Belle Isle - Garage Window Pane Replacement	Open Market	06/17/2016 03:00:00 PM	
18821580000328		Vincent Mensah	REQUEST FOR PROPOSALS ? TELEPHONE SYSTEM	Open Market	06/10/2016 02:00:00 PM	List
20711680000322		Mark Miller	WIC Fraud Brochure	Open Market	05/26/2016 02:00:00 PM	
20711680000317		Jerry Monroe	5036 envelope	Open Market	05/27/2016 12:00:00 PM	
18811380000315		Teresa Coolman	Resurface of Elementary Playground	Open Market	06/06/2016 01:30:00 PM	
30711680000314	751/16134.JAN	Anne Watros	Grand Haven State Park - Channel Restroom Building Replacement	Open Market	06/16/2016 02:00:00 PM	List
08351680000312		Libby Carpenter	MSHDA Single Family Mortgage Loan Subservicing	Open Market	06/17/2016 04:00:00 PM	
00711680000312		Jared Ambrosier	Ammunition - Statewide	Open Market	06/13/2016 03:00:00 PM	
21451680000309		Sharon Van Dyke	Community Schools Program	Open Market	06/08/2016 10:49:00 AM	
21101680000306		Barb Stoner	Copy Paper Bid	Open Market	06/14/2016 01:00:00 PM	List
21101680000305		Barb Stoner	Fieldhouse Lighting Replacement - 3 sites	Open Market	06/07/2016 01:00:00 PM	List
10711680000304	F20160421-064553	John Karlik	ITN of JetScan high speed bill counter	Open Market	05/31/2016 12:00:00 PM	
21401680000303		Lori Little	Tongue-in-Groove Wood Paneling	Open Market	06/03/2016 03:00:00 PM	
21401680000300		Lori Little	Carpet & Tile	Open Market	06/03/2016 03:00:00 PM	
16851680000299		Laura Hamington	Purchase and Installation of Digital Exterior Sign at Mohegan High School 4 1617	Open Market	06/14/2016 02:00:00 PM	
05511680000298	ITB-PHT-16-766	Paula Hurst Thomas	Invitation to Negotiate Haenni Wheel Load Portable Scales	Open Market	05/31/2016 09:00:00 AM	
17501380000294		Cindy Meyer	2016 KCTC Door Replacement Project	Open Market	06/10/2016 12:00:00 PM	
30711680000293	47215285.TAP	Logan Mathews	Kinross Business Office - Roof Replacement	Open Market	06/15/2016 02:00:00 PM	List
07511680000291		Patrick Avenitt	DNR Blueberry Ridge Parking Lot Improvements-Marquette County	Open Market	06/09/2016 04:00:00 PM	
17501380000289		Cindy Meyer	2016 KCTC/KTC PK&B System Replacement	Open Market	06/10/2016 12:00:00 PM	
21321680000288		Hannelore Dyringer	Housing Rehabilitation	Open Market	06/06/2016 03:00:00 PM	
20511680000285		Ted Maluszak	Partial Renovation of the WBRC High School	Open Market	06/08/2016 02:00:00 PM	
00711680000284		Michael Kennedy	Offender Success Administrative Agency Services	Bidnet	06/30/2016 03:00:01 PM	
17001680000283		Susan Andzrejewski	District Copier Upgrade	Open Market	06/02/2016 02:01:00 PM	
16621480000280		Joel Drozdzewski	Bus Camera System RFP	Open Market	06/06/2016 12:15:00 PM	

After clicking on the “Open Bids” tab on the homepage, you are taken to a page that lists the open solicitations. Under the “Bid #” column, there are numbered links that take you to a screen with all of the information regarding that particular bid. You are able to download the RFP, see contract information, and other details.

Opportunities



Bid Solicitation: 075116B0008328

Header Information		
Bid Number: 075116B0008328	Description: DNR Belle Isle - Garage Window Pane Replacement	Bid Opening Date: 06/17/2016 03:00:00 PM
Purchaser: Patrick Avenell	Organization: Department of Natural Resources	
Department: 1487 - Department of Natural Resources	Location: 0751 - Department of Natural Resources	
Fiscal Year: 16	Type Code: IS - Invitation To Bid (ITB)	Allow Electronic Quote: Yes
Alternate Id:	Required Date: 08/12/2016	Available Date: 05/25/2016 09:00:00 AM
Info Contact: Patrick Avenell, DNR Buyer, c: 517-284-5922, avenellp@michigan.gov	Bid Type: CPEN	Informal Bid Flag: No
Purchase Method: Open Market		

Pre Bid Conference: Mandatory Pre-Bid Meeting, Thursday, June 9, 2016 at 10:00 a.m. at the Belle Isle Park Office "White House". This is a hard-copy sealed bid, only.

Bulletin Desc: Furnish all labor, materials, and equipment to replace the window panes, repair the metal frames, as needed, and related items at the DNR Law Officers Storage Garage, Belle Isle, Wayne County, Michigan.

Ship to Address: "See attachment for details"
N/A
N/A, MI N/A
USA
Email: avenellp@michigan.gov
Phone: (517)284-5976

Bill to Address: "See attachment for details"
N/A
N/A, MI N/A
USA
Email: DNREPurchase@michigan.gov
Phone: (517)284-5976

Print Format:

File Attachments: [DNR Belle Isle Window Contract.pdf](#)

Form Attachments:

Item Information

Item # 1: (910 - 79) Furnish all labor, materials, and equipment to replace the window panes, repair the metal frames, as needed, and related items at the DNR Law Officers Storage Garage, Belle Isle, Wayne County, Michigan. Mandatory Pre-Bid Meeting, Thursday, June 9, 2016 at 10:00 a.m. at the Belle Isle Park Office "White House". This is a hard-copy, sealed bid, only.

NIGP Code: 510-73						
Window Installation, Maintenance and Repair (Metal)						
Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		JOB - Job				
Manufacturer:			Brand:		Model:	
Make:			Packaging:			
This product was manufactured within the United States and the cost of domestic components exceeds 50% of all components.						
Brand Requirement:			Not Applicable - Service Item			

Here is an example of what you will see after you click on the bid # link. You will be able to see all details of the bid. In the red box you will have the description of what is being purchased and by what agency. The green box shows the bid opening date, which is the date proposals are due. Pay special attention to the purple box, as this will tell you of any mandatory pre-bid meetings. The red circle is where any RFP documents will be located.

Opportunities

Buy4Michigan Help and Training Tutorials are on the Contract Connect website under the "Training" tab.

Home DTMB Contact Us FAQs MI.gov

MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

DTMB Contract Connect

ENABLING MICHIGAN'S REINVENTION

Training CONTRACT CONNECT - TRAINING

Vendor Gateway Vendor Training

- State Contracting Checklist
- Contracting 101 Tutorial PowerPoint
- Design and Construction Contracting 101
- IT Staff Augmentation - VMS

Buy4Michigan Training

- Buy4Michigan Frequently Asked Questions
- Buy4Michigan Help Desk

How to Respond to a Solicitation on Buy4Michigan

- How to Respond to a Bid
- How to Upload Attachments
- How to Respond to a Revision
- How to Respond to a Reverse Auction
- How to Submit Q&A
- Answering Item Specific Mandatory Questions

Buy4Michigan "Seller Administrators" Training

- Clearing Vendor Profile Alerts
- Vendor Maintenance - General Org. Info
- Adding a Seller



ENABLING MICHIGAN'S REINVENTION

You will find a host of training material located on the Contract Connect website here: <http://michigan.gov/micontractconnect/0,4541,7-225-48677---,00.html>. Frequently asked questions, and tutorials on how to register, are just some of the information available.

Contract and Payment Express

- Vendors must register on the Contract and Payment Express
 - State of Michigan’s Electronic Funds Transfer (EFT) payment system
 - Once you submit your information, can take up to two weeks for processing
 - Register on www.Michigan.gov/cpexpress



ENABLING MICHIGAN'S REINVENTION

Vendors must register on the Contract and Payment Express. This will ensure that you are paid in a timely manner in the event that you are awarded a contract with the state of Michigan.

This system is an electronic funds transfer system and it can take up to two weeks for your registration to be processed.

Vendors can visit www.Michigan.gov/micontractconnect to register.

Bidding

- Pre-Bid Meetings
 - Some are mandatory: attendance is required to bid
- Question and Answer Period
 - Email to the buyer by the Q&A due date and time specified
 - Q&A addendum may revise solicitation requirements
- Follow the solicitation's communication rules
- Submit a complete bid proposal
 - Respond to all bid details
 - Submit on time
- Contract & Payment Express
 - Must register for accounts payable with EFT information



ENABLING MICHIGAN'S REINVENTION

Once you've discovered a particular solicitation that interests you, one of the first things to do is review the bid documents to determine if there is a pre-bid meeting, and if there is one, whether it's optional or mandatory. Presence at mandatory meetings is only required of prime contractors, however, sub-contractors should consider attending as well – not only to understand the requirements of a project, but to take advantage of networking opportunities. For meetings that are mandatory, make sure you are on time and that you sign the attendance sheet to prove you were there!

The Question and Answer period is a great opportunity to exchange information with the buyer. This is your chance to obtain information to help submit your best proposal. The due date for submitting questions is specified in the solicitation.

It can't be emphasized enough how important it is to follow the solicitation's posted communication rules. Once a solicitation is posted, all communication must be with the assigned buyer only. Any communication outside of this process may result in disqualification. In addition, bid information not received from the assigned buyer may not be reliable. Protect your investment in preparing your bid by obtaining information from the proper source.

Make sure that your bids are thorough. Government bids require a high level of detail. With that in mind, write your proposal understanding that you may not meet with the buyer face-to-face, and that any clarifications will be written. This will help you focus your proposal and ensure that you include all pertinent information.

Be sure to keep-up with any changes to the solicitation. Continue checking the solicitation posting for new attachments and addendums until the bid due date. We will post online Q&A responses and any notices like an extension of the bid due date, additional historical information, etc.

Perhaps most importantly, don't be late! If a bid is even 1 minute late, it is late, regardless of the reason for its delay. The only time late bids will be considered is when no other bids have been received.

Vendors must also register payables information and be set up to receive EFT payments before a contract can be executed. You can access the Contract & Payment Express through the Contract Connect website, www.michigan.gov/micontractconnect.

Bidding

- Written portion of bid scored on 100 point scale; 80 points is generally passing but there are exceptions
- Bids can be evaluated by the buyer, buyer and requesting agency, or Joint Evaluation Committee (JEC)
- Award based on best value, not always lowest bid (exception for Construction)



ENABLING MICHIGAN'S REINVENTION

Submitted bids are evaluated by the assigned buyer, buyer and requesting agency, or a Joint Evaluation Committee (JEC); the written portion of the bid is typically scored on a hundred point scale. As an example, 80 points out of the possible 100 might be considered a passing technical score. Receipt of a passing technical score means that your bid pricing will be evaluated.

The JEC consists of a blend of members – those who have a day-to-day interaction with the program, and independent reviewers who do not. This is an important fact to remember for new vendors and incumbents alike. You will be evaluated on the written content of your bid, and since there may not be any face-to-face meetings as part of the evaluation process, including negotiations, it's all the more important that your bid is thorough.

For each solicitation's customized evaluation criteria, Q&A deadline and information on any pre-bid meetings, review the proposal instructions of the solicitation document.

State Purchasing Preferences

Purchasing Preferences established by statute:

- Service Disabled Veteran-Owned Business
- Community Rehabilitation Organizations
- Michigan Preference
- Reciprocal Preference



ENABLING MICHIGAN'S REINVENTION

Let's review the various purchasing preferences and set asides established by the State by statute. First, qualified service disabled veteran-owned companies receive a 10 percent pricing preference. Information on how the preference is calculated, and what documentation is required, is found on this website. A price preference is different than a "set aside." RFP's have a two-step process and the preference is applied if technical bid requirements have been met.

Second, certain goods and services are set aside for procurement from Community Rehabilitation Organizations – sometimes called CROs. A CRO Committee, appointed by the Governor, evaluates set aside requests. Competitive criteria, including a determination of fair market pricing, are applied to select among community rehabilitation organizations for the purchase of goods and services.

Third, a preference is given to products manufactured, or services offered, by Michigan-based firms if all other things are equal and not inconsistent with federal statutes.

Finally, a reciprocal preference to a Michigan business against an out-of-state business is allowed for purchases exceeding \$100,000 and if not inconsistent with

federal statutes. Under this provision, a Michigan bidder is preferred in the same manner in which an out-of-state bidder would be preferred in his or her home state. To claim this preference, a bidder must certify as a Michigan business and must authorize the Department of Treasury to release information necessary to verify the entitlement. A business that purposefully or willfully submits a false certification is guilty of a felony, punishable by a fine of not less than \$25,000.

Debrief

- Debrief
 - Meet in person or via phone
 - Review Evaluation Synopsis in advance on Buy4Michigan
 - Buyer will identify areas where bid response did not meet requirements.



ENABLING MICHIGAN'S REINVENTION

Vendors may request a debrief be given after an award recommendation has been made. This is a great opportunity for you to meet with the buyer and learn where you can improve your bid for next time.

Request the evaluation synopsis in advance of the debrief. This document will show how all bidders were scored.

Special Programs: MiDEAL

- Program that allows local units of government to purchase from State contracts
 - *Cities*
 - *Townships*
 - *Villages*
 - *Counties*
 - *Schools*
 - *Universities*
 - *Colleges*
 - *Non-profit Hospitals*



ENABLING MICHIGAN'S REINVENTION

The MiDEAL program allows local units of government, colleges and universities, school districts and non-profit hospitals to benefit from the State's negotiating and purchasing power by permitting them to purchase from the State's contracts at the same terms, conditions and pricing without issuing their own solicitation. You must have a current State of Michigan contract in order to participate in the MiDEAL program.

Special Programs: MiDEAL

- www.michigan.gov/mideal
- You MUST have a State of Michigan contract in order to have a MiDEAL contract

The screenshot shows the MiDEAL website interface. At the top, there is a search bar and navigation links for 'MiDEAL Home' and 'DTMB'. Below the search bar, the website header includes 'MICHIGAN DEPARTMENT OF TECHNOLOGY MANAGEMENT AND BUDGET' and 'MiDEAL EXTENDED PURCHASING PROGRAM'. A navigation menu on the left lists categories such as 'About MiDEAL', 'MiDEAL Membership List', 'Local Government Resources', 'Vendor Center', 'Contracts', 'Contact Us', and 'Law Enforcement Resources'. The main content area features a 'MiDEAL Extended Purchasing Program' description, a list of member organizations (Cities, Townships, Villages, Charities, School Districts, Community Colleges, Non-profit Hospitals, and State Government/Local Contracts), and a 'More Services' section with links to Contract Connect, Mail & Delivery Services, Print Services, Conditional Procurement Center, Mail Invoicing Auction, and RFP. The website also includes a 'CONTACTS CONNECT' logo and an 'Announcements' section with links for Member Success Stories, Vehicles, Energy Program, and Road Salt. The footer contains the DTMB logo and the slogan 'ENABLING MICHIGAN'S REINVENTION'.

This is a screen shot from the MiDEAL website. The state maintains a list of all MiDEAL contracts on the website. The public entity that you are marketing to can go here to learn more about the program and independently review the contract details. For those vendors who hold MiDEAL contracts, every MiDEAL member is a new potential client with whom you can do business without having to go through lengthy contract negotiations.

Now, let's change gears and look at some resource organizations available to you as business owners.

Michigan Business Resources

Government Contracting Assistance

- Procurement Technical Assistance Centers (PTAC)
 - www.ptacsofmichigan.org

Small Business Organizations

- Small Business Administration (SBA)
- Small Business Development Centers (SBDC)
 - www.sbdcmichigan.org

Certifying Organizations

- Center for Empowerment and Economic Development (CEED)
 - www.miceed.org
- Michigan Minority Supplier Development Council (MMSDC)
 - www.minoritysupplier.org

Veterans Business Organizations

- VetBiz Central
 - www.vetbizcentral.org
- National Veterans Business Development Council

Other Resources

- Michigan Works!
- Michigan Economic Development Corporation (MEDC)
 - www.michiganadvantage.org, Pure Michigan Business Connect (PMBC) (www.puremichiganb2b.com)



ENABLING MICHIGAN'S REINVENTION

There are many organizations offering a great deal of business support services. Procurement Technical Assistance Centers (PTACs), for instance, teach Michigan businesses about government contracting, from bidding on small local contracts all the way up to larger federal contracts. Visit their website at www.ptacsofmichigan.org.

The Michigan Small Business Development Center, otherwise known as the SBDC, offers counseling and advocacy for new ventures, existing small businesses, and innovative technology companies. Visit their website at www.sbdcmichigan.org.

Other groups, such as the Women's Enterprise Council – Great Lakes (sometimes referred to as CEED), and the Michigan Minority Supplier Development Council, exists to empower underrepresented populations of business owners through training and business-to-business networking. They are also excellent resources if you are looking to get certified with the Federal Government as a minority or woman-owned business. You can visit CEED's website at www.miceed.org, or visit the Michigan Minority Supplier Development Council's website at www.minoritysupplier.org.

The Small Business Administration (SBA) provides training programs and

opportunities for small business loans to help small businesses grow and expand.

Michigan Works! Agencies across the state provide a broad range of services to employers to support economic workforce and development efforts, including assistance in finding qualified workers and providing interview facilities.

VetBiz Central provides veteran entrepreneurs and business owners with valuable information specific to their community. Visit their website at www.vetbizcentral.org.

The National Veterans Business Development Council certifies veteran owned businesses.

Finally, the Michigan Economic Development Corporation (MEDC) offers business development services. Their Pure Michigan Business Connect (PMBC) program serves as a business-to-business contracting portal for Michigan businesses. You can also seek out free services here, such as website development. It is free to sign up on the PMBC. Visit the MEDC website at www.michiganadvantage.org, or go directly to the PMBC website at www.puremichiganb2b.com.

Checklist

- Purchasing Offices
 - DTMB-Procurement = IT, Commodities, Services
 - Design & Construction Real Estate & MDOT
 - State Agencies Delegated Spend
- Opportunities & Research
 - Buy4Michigan
 - Complete Contract List
 - Purchasing Preferences



ENABLING MICHIGAN'S REINVENTION

To summarize what we have discussed so far, let's take time for a brief review:

The State of Michigan is split up into different purchasing divisions. DTMB-Procurement makes purchases \$25,000 and up for State Agencies and is split into three divisions, IT, Commodities, and Services. There are also contracting offices for Design & Constructions, Real Estate, & MDOT. Each individual state agency has their own purchasing office for their delegated spend. Remember to market directly to them for opportunities under \$10,000.

Next, find opportunities and do your research. Current open solicitations \$10,000 and above are posted on the State's bid posting website www.Buy4Michigan.com.

Finally, submit your bid. Attend any pre-bid meetings, especially if they are mandatory. Ask questions during the Q&A session so that you are clear about the requirements of the solicitation. Follow the bid communication rules to the letter, and don't be late submitting your bid! And no matter if you win or lose, schedule a debrief to help you submit the best possible proposal the next time you bid.

Contract Connect Website

The screenshot shows the Michigan Contract Connect website. The URL in the browser is michigan.gov/micontractconnect. The page header includes the Michigan Department of Technology, Management and Budget logo and the text "Contract Connect" and "ENABLING MICHIGAN'S REINVENTION". A search bar is located in the top right. A navigation menu on the left lists: Training, State Administrative Board, Register as a Vendor, Programs and Policies, Local Government, Vendor Gateway, and Contact Us. A "Follow on twitter" button and the MIDEAL logo are also present. The main content area features a "Welcome to MI Contract Connect" message, a "Click here to sign up for updates on events, news, and contracting tips" button with an envelope icon, and sections for "Contract Lists", "Events/Webinars", and "Announcements".

michigan.gov/micontractconnect

Home DTMB Contact Us FAQs MI

MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

DTMB Contract Connect

ENABLING MICHIGAN'S REINVENTION

Search

Training

State Administrative Board

Register as a Vendor

Programs and Policies

Local Government

Vendor Gateway

Contact Us

Follow on twitter

MIDEAL

DTMB

ENABLING MICHIGAN'S REINVENTION

Welcome to MI Contract Connect

Your Guide to Doing Business with the State of Michigan!

Welcome to Contract Connect, the State of Michigan's website for procurement. Vendors will find information on [contracting with the state](#), along with instructions on how to register and bid.

[Click here to sign up for updates on events, news, and contracting tips](#)

Contract Lists

- DTMB-Procurement Contract List - PDF Version
- DTMB-Procurement Contract List - XLS Version

Events/Webinars

- March 2016 Webinars
- Contracting with the State Event - Feb. 3, 2016
- Event Calendar

Announcements

- Notice-the Nov. 17, 2015 CRO Meeting has been cancelled. The next meeting will be Feb. 16, 2016 at 10:00 a.m. Address located in below Meeting Minutes.
- CRO Meeting Minutes 5/26/15
- Michigan Partners for Success

Contact Information

Business Development Unit; DTMB-Procurement

Email: DTMB-MiContractConnect@michigan.gov
Twitter: @MiProcurement

Vendor Outreach Coordinator

Jenni Riehle
Phone: 517.284.7023
Email: Riehlej2@michigan.gov

Disabled & Service Disabled Veteran Outreach and Community Rehabilitation Organization

Genevieve Hayes
Phone: 517.284.7014
Email: Hayesg2@michigan.gov



ENABLING  MICHIGAN'S REINVENTION

DTMB-MiContractConnect@michigan.gov

Riehlej2@michigan.gov

Hayesg2@michigan.gov

Contact Information

DTMB-Design & Construction

Patrick Mullen
Phone: 517.284.7910
Email: BuildMichigan@michigan.gov

DTMB-Real Estate Office

Phone: 517.335.6877
Email: DTMB-RealEstate@michigan.gov

MDOT – Michigan Department of Transportation

Laura Dotson
Phone: 517.373.2134
Website: www.michigan.gov/mdot

MSI – Michigan State Industries

Cathy Carr
Phone: 517.241.6291
Email: CarrC@michigan.gov

BuildMichigan@michigan.gov
DTMB-RealEstate@michigan.gov
www.michigan.gov/mdot
CarrC@michigan.gov