

Procurement Office to complete:

RECEIPT DATE: _____	RESPONSE DUE DATE: _____	EXTENSION DUE DATE: _____	INVOICE TOTAL \$ _____
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Tab through the form and complete the fields and check the box(s) for records you are requesting.

Project Description	Enter enough information to identify the project
Request for Proposal or Contract Number	Insert RFP or Contract Number
Project Name or Description	How is the project identified?
Buyer Name (if known)	Insert Buyer name
Requestor Information	Required
Name of Requestor	Enter name of person requesting the records
Company Name	Enter business name
Mailing Address	Street address and Zip code required
Email Address & Phone number	where records might be emailed , contact number of requestor

Important Disclosures:

Some of the following Procurement records may be accessed at no-charge:

- Most State Contracts are available at: <http://michigan.gov/micontractconnect>, click on the Contracts Lists link.
- Many Vendor Bids and other Request for Proposal records are available from the Buy4Michigan home page. <https://www.buy4michigan.com/bsol/>. Choose the Contract & Bid Search link.

The Department's written procedures can be viewed at: <https://www.michigan.gov/foia-dtmb>

Contact Information:

<p>DTMB Procurement records: RFP, Bids, Contracts Dmb-purchfoia@michigan.gov Tammy Martin (517) 284- 7029 Mike Bliss (517) 284-7034 (You may use this Form)</p>	<p>DTMB Financial Services records: Invoices & billing info. Natalie Spaniolo, Operations Director (517) 373-3696 spaniolon@michigan.gov</p>
<p>DTMB Design & Construction records: Linda Feldpausch, Contract Specialist (517) 284-7902 FeldpauschL1@michigan.gov</p>	<p>All Other DTMB records: Gary Buckberry, DTMB FOIA Coordinator (517) 335-1537 buckberryg@michigan.gov</p>

DTMB Procurement Records Request: Check the box(s) of the records requested.

- The proposal recommended for award: This will not be available until the final award recommendation is made.
- A specific non-awarded responsive proposal: (insert individual bidders name here)
- Final evaluation synopsis: This record typically includes a list of bidders, bid prices of responsive and responsible bidders, an analysis of the proposal evaluation and offers a summary of the reasons surrounding the award decision.
- Final Administrative Board bid tab: Similar to the evaluation synopsis, this record is formatted for the consideration of the State Administrative Board. (This record is completed only for purchases of \$250,000 and greater)
- Other DTMB Procurement Record(s): (insert additional item(s) here)