

INFORMATION REQUIRED FOR REGISTRATION

Vendor's response to the Request for Information (RFI) must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered to be essential to a complete understanding of the proposal submitted. Each section of the RFI should clearly be identified with the appropriate headings:

1. BUSINESS ORGANIZATION

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the State in which it is incorporated. Clearly state the date the business was established.

Provide an authorized expeditor, telephone and facsimile numbers and postal and email addresses.

2. STATEMENT OF ACCEPTANCE OF THE STATE'S TERMS AND CONDITIONS

The firm will state their unconditional acceptance of the terms and conditions as contained in the sample ITB, Section I and II. Failure to include this statement, or any request to modify any of the terms and conditions, will result in the firm being removed from consideration for this program.

3. CERTIFICATIONS AND REPRESENTATIONS

The firm must complete in its entirety the attached [Certifications and Representations](#)

4. PUBLISHED RATE CARDS

The firm must agree to the Not to Exceed rate card for all classifications as published by the State of Michigan, Department of Management and Budget along with the Department of Information Technology.

5. ADDITIONAL INFORMATION AND COMMENTS

No additional information is required.

6. PROPOSAL SUBMITTAL

One (1) hard copy of the RFI must be submitted to the attention of Dana Schafer, Buyer. The proposal may be delivered to the receptionist desk of Purchasing Operations or to the addresses listed below:

The Acquisition Services address for proposals submitted by Contract Carrier, Courier Delivery, or Personal Delivery, is:

State of Michigan
DTMB, Purchasing Operations
2nd Floor, Mason Building

530 West Allegan Street
Lansing, MI 48933

Proposals submitted through the U.S. Postal Service should be addressed as:

State of Michigan
DTMB, Purchasing Operations
P.O. Box 30026
Lansing, MI 48909

7. DUE Dates

The open enrollment period for the START program is ongoing, there is no cut-off dates for registration submissions.