

# state contracting checklist



## REGISTER

- Register your business at [www.bid4michigan.com](http://www.bid4michigan.com) (Help Desk 800-677-1997), the State of Michigan's bid posting website. Sign up as a free, search only access user, or receive email notifications of bids for a small fee.
- Dedicate 15 minutes of uninterrupted time.
- Register banking information for payment via EFT at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect). Select "Vendor Information" tab (Help Desk 888-734-9749).

## PREPARATION & RESEARCH

- Research what the State of Michigan currently buys – View current contracts valued at \$25,000+ online at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select *Complete Contract List*
- For contracts under \$25,000, contact the individual State department buyers at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select "Contact Us," then select "Buyer Contact List for Other State Agencies"
- Sign up to receive Purchasing's Quarterly Upcoming Bid List at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect). Scroll down and select "Sign up to Receive Quarterly Upcoming Bid Lists by Email."
- Attend a State contracting vendor outreach event. Resource: [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select "Upcoming Presentation."
- Obtain copies of past bid responses and bid evaluation synopses through the Freedom of Information Act. [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect), select "Vendor Information," then go to Step 2.
- Share the innovative business case for your good or service through the online Vendor Gateway portal [www.michigan.gov/vendorgateway](http://www.michigan.gov/vendorgateway).

## FIND OPPORTUNITIES

- Bookmark the State of Michigan bid posting website for easy access. [www.bid4michigan.com](http://www.bid4michigan.com) Free, search only access users should make a weekly routine to check for new bids.
- Review all solicitation documents and attachments.
- Check back for updates and additional attachments regularly until the bid is due.
- Ask questions, and ask them in the right way. If you are unsure, contact the buyer.
- Direct your questions to the buyer by the Q&A deadline.

## BID

- Be competitive, be complete and be timely.
- Typically, solicitations are posted online for two to eight weeks, making the preparation and research step very important.
- Solicitations are typically posted online three to six months before the current contract expiration date.

## DEBRIEF

- Schedule a follow-up discussion with the buyer to discover how your proposal could have been stronger.
- Both successful and unsuccessful bids are learning opportunities.

## TIPS & RESOURCES

- Feel free to contact us, so that we may answer your questions about State bids and contracts!
- Contact your Procurement Technical Assistance Center (PTAC) [www.ptacsofmichigan.org](http://www.ptacsofmichigan.org).
- Contact your Small Business and Technology Development Center (SBTDC) [www.misbtcd.org](http://www.misbtcd.org).
- Contact VetBiz Central at [www.vetbizcentral.org](http://www.vetbizcentral.org) for resources for veteran-owned companies.

To learn more about opportunities to do business with the State of Michigan, visit our website at:

[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

or email us at [DTMB-micontractconnect@michigan.gov](mailto:DTMB-micontractconnect@michigan.gov)