



# **State Contracting 101**

## **Design and Construction**

**How Businesses Become State Contractors**

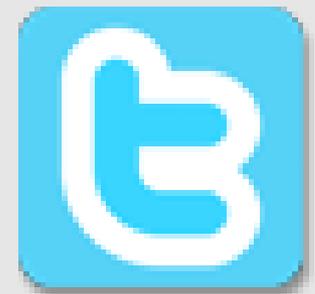
# Join us on Twitter

- Follow us on Twitter:

**@MIProcurement**

- If you have a question or comment during this presentation, use

**#Contracting101**



# Design & Construction Division

- Robert Hall, NCARB – Director
- Patrick Mullen, RA

# Why Contract With Us?



- We average 270 Design & Construction Contracts per year (High year 550)
- Worth an average \$100,000,000 (High year \$264,000,000)



# Steps to Potential Success



Step One: Register

Step Two: Prepare and Research

Step Three: Find Opportunities

Step Four: Bid

Step Five: Debrief

# Steps for Interested Contractors

## Step One: Register

- Register on the State's bid posting website:  
[www.bid4michigan.com](http://www.bid4michigan.com)
- Register for accounts payable on the State's procurement site  
[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
- You can also find training information here.



# Vendor Registration



**Bid4Michigan**

State of Michigan Bid System

- Allow 10-15 minutes
- Have business and banking information available
- Questions?
  - Contact the Bid4Michigan Vendor Registration Help Desk
  - (800) 835.4603
  - Monday through Friday from 7:00 a.m. – 8:00 p.m.
  - Contract & Payment Express Help Desk
  - (888) 734-9749

**Contract & Payment  
Xpress**  
Vendor & Payee Registration

# Vendor Registration



 **Bid4Michigan**  
State of Michigan Bid System

MICHIGAN.GOV  
Michigan's Official Web Site

<a href="#">Michigan.gov</a>	<a href="#">Bid4Michigan.com Home</a>	<a href="#">Bid Opportunities</a>	<a href="#">Vendor Login</a>	<a href="#">Vendor Registration</a>	<a href="#">Participating Agencies</a>	<a href="#">Support for Bid4Michigan.com</a>
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USERNAME:  PASSWORD:    
[Forgot your username, password or PIN#](#)

## The State of Michigan Bid System

Welcome to the State of Michigan Bid System (Bid4Michigan.com)! Department of Technology, Management and Budget (DTMB) Purchasing Operations has implemented this system for faster and easier posting and notification of bid information to the public.

Companies interested in doing business with the State will have access to all State Department and many Community College bid information from this website. This system provides instant access to all of our Bids, RFI's, RFP's, Quotes, Addenda and Awards online. In addition to DTMB Purchasing Operations, other departments are expected to join in the future, so stay with us to watch us grow!

Effective Monday, November 17, 2008, vendors **must** register to access open solicitation information, by clicking on the "Vendor Registration" link above. If you need assistance when registering, please [click here to contact IPT](#). IPT provides all customer and technical support for the State of Michigan Bid System (Bid4Michigan.com) and will be happy to assist you during normal business hours (8:00 A.M. - 8:00 P.M. Eastern Time).

We look forward to providing our vendors with more bid information, with less paperwork, and an easier method of doing business with us. We are excited about implementing this system and look forward to your participation.

[Click Here to Compare Registration Plans](#)

Vendors that would like access to bid opportunities from all participating agencies have two options:

### Automatic Email Notification

Gives vendors instant email notification and numerous advantages to help them grow their government business, and not miss new bid opportunities that match their line of work.

### Search Only Access

Gives vendors access to search for documents of interest at no charge, but requires them to remember to login frequently to ensure they catch opportunities before the deadline.

Departments each agency purchases for

Dollar amount to determine bids versus quotes



IPT by BidNet®  
government clients win

## Vendor Registration

Vendors that would like access to bid opportunities from all participating agencies have two options shown below:

### Service Plan Options

#### Automatic Email Notification

[Sign Up](#) >>

- ▶ Get instant, automatic email notification of new bids from all agencies on the State of Michigan Bid System, and access bid details plus all supporting documentation
- ▶ View bids from all 360 agencies with just one click!

#### Search Only Access

[Sign Up](#) >>

- ▶ Must search each of the 360 agencies individually to avoid missing opportunities
- ▶ You will not be notified of any information

### Features

<p></p> <p>Instantly get notified of bids, quotes and addenda that match your line of business, as well as award information for bids you quoted</p>	<p></p> <p>You must search the website daily for all new bids and valuable addenda for each individual agency</p>
<p></p> <p>Pinpoint bids relevant to your business across all agencies on the State of Michigan Bid System <a href="#">Review NIGP codes</a></p>	<p></p> <p>You must browse through all the bids, across all industries, and search for relevant bid opportunities</p>
<p></p> <p>Reminder emails are sent on the bid deadline for any online stored responses</p>	<p></p> <p>No notification sent on the bid deadline for online stored responses</p>
<p></p> <p>Promotion of your company to all agencies when you match new solicitations</p>	<p></p> <p>No promotion of your company to agencies</p>

# Vendor Registration

- Using the text fields and drop down boxes, complete the electronic form. It is very important to acknowledge that your company is NOT a reseller of bid information.



<a href="#">Michigan.gov</a>	<a href="#">Bid4Michigan.com Home</a>	<a href="#">Bid Opportunities</a>	<a href="#">Vendor Login</a>	<a href="#">Vendor Registration</a>	<a href="#">Participating Agencies</a>	<a href="#">Support for B</a>
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## Vendor Registration Agreement

This purchasing system is utilized by government agencies, and as such, requires all companies or individuals to submit truthful and accurate information when registering in the Bid4Michigan.com vendor database. If your company is a reseller of bid information, you may not register on this system. To proceed please answer the questions below then click on the button to "Proceed to Registration Form".

My company is not a reseller of bid information.

**Person Completing This Registration Form:**

Salutation:

First Name:

Last Name:

[Proceed to Registration Form](#)



# NIGP Code Selection



Bid4Michigan.com

State of Michigan Bid System

Michigan.gov

The Official State  
of Michigan Website

## NIGP Code Selection - Required to Match with Bids

1. To begin, click on any letter of the alphabet below (or view all categories), to retrieve a list of those NIGP categories. Product categories will be displayed in black, service categories are displayed in blue and begin with the # 9.
2. Click on any category number (the grey boxes), to view the specific codes under that category.
3. You may also search for codes by keyword. Please search for one word at a time to optimize the matches.
4. Most importantly, be sure to select codes for every product or service your company provides. If you do not select the right codes you will not match with the right documents. When finished, click on "Continue - Code Selection Complete".

Enter keyword here:

All Categories [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

<input type="text" value="00500"/>	ABRASIVES
<input type="text" value="01000"/>	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="text" value="01500"/>	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="text" value="01900"/>	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="text" value="02000"/>	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="text" value="02200"/>	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
<input type="text" value="02500"/>	AIR COMPRESSORS AND ACCESSORIES
<input type="text" value="03100"/>	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="text" value="03500"/>	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES



# NIGP Code Selection

- A link to the list of commonly used NIGP Codes for Design and Construction can be found by going to:
- [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
- Bid Opportunities Tab
- NIGP Codes for Design and Construction

Michigan Department of Technology, Management & Budget **DTMB**

**Contract Connect: Your guide to doing business with the State of Michigan**

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Bid Opportunities Local Government Green Purchasing Vendor Gateway State Administrative Board Vendor Information Contact Us

Printer Friendly Text Version A- A+ Text Size Share

**Contracts and Opportunities**

Bid4Michigan.com is the official posting site for most State of Michigan solicitations over \$10,000. DTMB-Procurement's current solicitations (RFPs, RFQs, ITB, and RFIs) over \$25,000 are posted on Bid4Michigan. To view current solicitations and register as a State of Michigan vendor, click the icon below (redirects to Bid4Michigan.com).

**Bid4Michigan**  
State of Michigan Bid System

Vendors will also need to register for accounts payable at the Contract & Payment Express. You will need your Tax ID number, banking information and business characteristics available before beginning. To register for accounts payable, click the icon below (redirects to Contract & Payment Express).

**Contract & Payment Express**  
Vendor & Payee Registration

**Design & Construction**

The DTMB-Procurement Design and Construction Division provides professional management and direction of new facility construction, additions, renovations, and environmental cleanup projects.

- [Design & Construction Website](#)
- [NIGP Codes for Design and Construction](#)
- [Projected Future Construction Contracts](#)
- [Construction Bid Results](#)
- [Michigan Building Products](#)

**Real Estate & Leasing**



# Vendor Registration

## Helpful Registration Tips

Vendors must complete Certification and Representation

- Certs and Reps must be done annually
- Are done on Bid4Michigan

Minority Vendor Groups

- The State does not certify
- Please fill out demographic questions



# Contract & Payment Express



www.michigan.gov/budget/0,1607,7-157-13404\_37161-179392--,00.html



## State Budget Office

### Michigan Department of Technology, Management and Budget



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[Budget Home](#)

[Budget and Office of Financial Mgmt. FAQs](#)

[Site Map](#)

[Contact Budget](#)

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[Office Responsibilities](#)

[Financial Reports](#)

[Vendor](#)

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Office of Internal Audit Services

Contract & Payment

**express**  
for Vendors & Payees

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Share

## Welcome to Contract & Payment Express (C&PE)

[FAQs](#)

[Keywords](#)

[Contact Us](#)

[Go to C&P Express](#)

When you are ready to register, please click on the 'Go to C&P Express' button.

### HEADLINES

- **IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS**  
After September 18, 2009, if electronic payments from the State of Michigan are deposited into a U.S. account and then are automatically redirected to a foreign account, the electronic transmission may fail. Please contact your financial institution to determine what options are available to ensure continued electronic transmission of your payments.
- State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.
- [Multiple Bank Accounts Overview Training](#) *Suggested for previously registered business payees*
- [C&PE Pre-Registration Overview Training](#)  
*Suggested for those registering for the first time*

### Who is this Website for?

- Anyone who receives payment from the State of Michigan
- Anyone who wants to do business with the State

This includes individuals, businesses, units of government, municipalities, schools, colleges, and universities. Contractors and vendors can register to receive payment

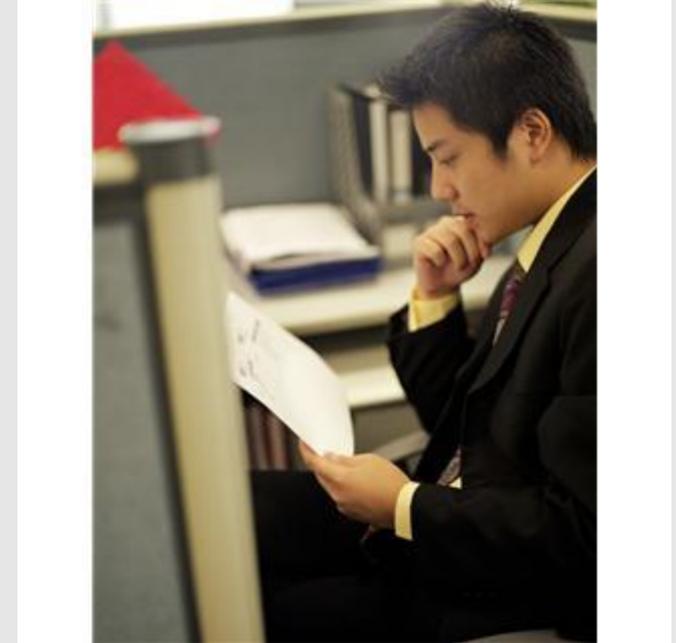
# Step for Interested Contractors



## Step Two: Prepare & Research

What do we contract for?

- Professional Services
  - Studies
  - Design
    - Architectural
    - Engineering
  - Environmental
    - Remediation
    - Abatement
  - Quality Control & Material Testing



# Steps for Interested Contractors



## Step Two: Prepare & Research

### What do we contract for?

- Construction
  - New Building
  - Renovation
  - Institutional Facilities
  - Recreational Facilities
  - Abatement/Remediation

### What and who have we contracted with?

- Construction Bid Results
- Projected Future construction Contracts



# Opportunities



Michigan Department of Technology, Management & Budget

**DTMB**

Contract Connect: Your guide to doing business with the State of Michigan

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**Bid Opportunities**

Local Government

Green Purchasing

Vendor Gateway

State Administrative Board

Vendor Information

Contact Us

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### Design & Construction

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- [Michigan Building Products](#)

### Real Estate & Leasing

# Construction Bid Results



Michigan Department of Technology, Management & Budget **DTMB**

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## Construction Bid Results

**Contact:** Anne Watros 517-241-4496  
**Agency:** Technology, Management & Budget

Results of past construction bids are posted here by date of Bid Opening.

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	<a href="#"><u>04-25-12</u></a>
	<a href="#"><u>04-18-12</u></a>
	<a href="#"><u>04-11-12</u></a> (revised 511/12171.AGY)
	<a href="#"><u>04-11-12</u></a>
	<a href="#"><u>04-04-12</u></a>
	<a href="#"><u>03-28-12</u></a>
	<a href="#"><u>03-21-12</u></a>
	<a href="#"><u>03-14-12</u></a>
	<a href="#"><u>03-07-12</u></a>
<b>Budget &amp; Finance</b>	<a href="#"><u>02-29-12</u></a>



# Projected Future Construction Contracts



## Design and Construction Project Future Contracts May 2012

Agy	Seq	PD	Project Name	Facility Name	City	Designer	Phone Number
071	08312	RCH	Statewide Laboratory Study/ Programming	DTMB/ Study- Programming	Statewide	CB Richard Ellis Group, Inc.	(517) 351-2200
071	10388	RAN	Door Renovations	DTMB/ Constitution Hall	Lansing	CHMP, Inc.	(810) 695-5910
071	11096	JRC	ADA Restroom Upgrades	DTMB/ Van Wagoner Building	Lansing	The Design Forum	(616) 454-1398
071	11124	BDH	State Police Posts Underground Storage Tank Removals - Group 1	DTMB/ Various Locations	Various	Otwell Mawby, P.C.	(231) 946-5200
071	11135	JRC	MDOT Photo Lab Renovations	DTMB/ MDOT Photo Lab	Dimondale	Bernath-Coakley Associates Architects, Inc.	(517) 321-9525
071	11191	CAK	Cooling Tower Demolition	DTMB/ Mason Building	Lansing	Wigen Tincknell Meyer & Associates	(989) 752-8107

# Steps for Interested Contractors



## Step Two: Prepare and Research

### Meet with a member of the Design and Construction Team

- Contractor Visits
- DTMB staff meet with contractors one on one to provide guidance
- Make appointments in advance



Design & Construction  
2<sup>nd</sup> Floor, Mason Building

Lansing, MI 48909

Phone: 517/241-2822

Fax: 517/373-3562

Email: [BuildMichigan@michigan.gov](mailto:BuildMichigan@michigan.gov)

# Steps for Interested Contractors



## Step Three: Find Opportunities

### Who is bidding on opportunities?

- Prime Contractors
  - Michigan businesses succeed in winning State contract awards
  - Prime contractors are encouraged to mirror the State's values in selecting subcontractors

### How can I find subcontracting opportunities?

- Subcontracting with Prime Vendors

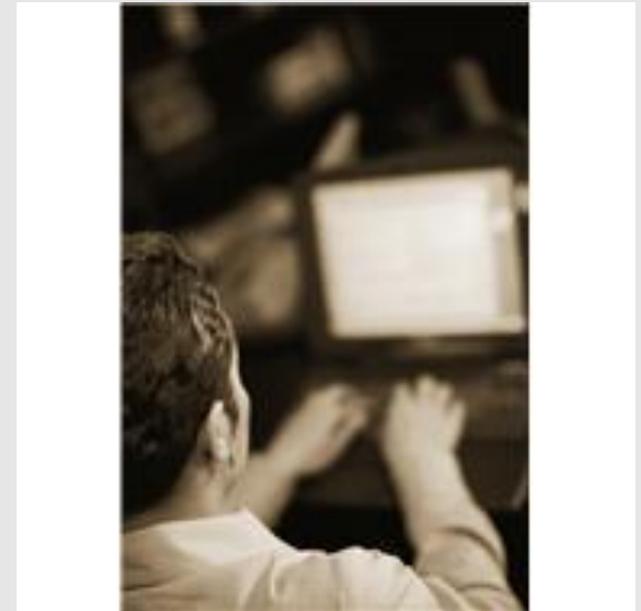


# Steps for Interested Contractors



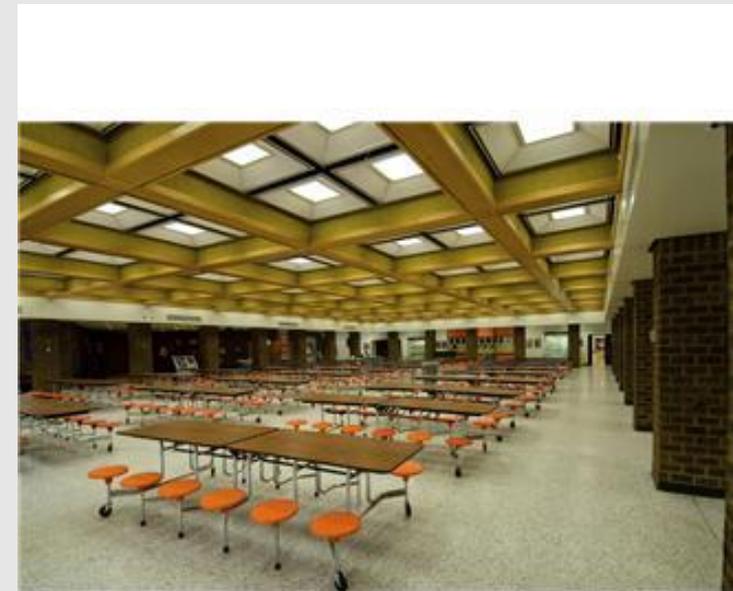
## Step Three: Find Opportunities

- Make Us Part of Your Weekly Routine
- Bookmark Our Web Addresses:
  - [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
  - [www.bid4michigan.com](http://www.bid4michigan.com)
- Delegated Authority
  - Contracts valued at less than \$25,000
  - Many agencies post here
  - Direct Contact using **“Buyer Contract List for Other Agencies”**



# School & Local Gov't Bids

- Advertisements for Construction Bids for Michigan School Entities Not handled by DTMB
- Most K-12 Schools are posting opportunities on Bid4Michigan
- Local governments are also posting on Bid4Michigan
- [www.MITN.info](http://www.MITN.info)



# Steps for Interested Contractors

## Step Four: Bid

- Be Competitive
- Be Complete
- Be Timely
- Sign Bid

# Steps for Interested Contractors

## Step Four: Bid

- Review the entire Request for Proposal/Bid Documents, with all attachments
  - Attend mandatory and optional pre-bid meetings and site visits
- Bid, Performance, & Payment Bonds
  - Required on all bids > \$50,000



# Steps for interested Contractors

## Step Four: Bid

- Certificate of Awardability
  - Required on all bids > \$100,000 Contact:

Michigan Department of Civil Rights  
Contract Compliance Team  
(313) 456-3822

- Liability Insurance
- Worker's Compensation Insurance
- Prevailing Wage



# Special Programs: MiDEAL



- Program that allows local units of government to purchase from State contracts
  - *Townships*
  - *Cities & Villages*
  - *Counties*
  - *Road Commissions*
  - *Non-profit Hospitals*
  - *Colleges*
  - *Universities*
  - *School Districts*
- ◆ Typical contract = 1 vendor + 1 client MiDEAL contract = 1 vendor + 2,661 clients

# Steps for Interested Vendors



## Step Four: Bid

- Professional Services Contracts
  - Qualification Based Selection
    - Cost 20%
    - Technical 80%
- Construction Contracts
  - Low Responsive/Responsible Bid

A close-up, blue-tinted image of a table with numerical values. The values are positive numbers, likely representing costs or bid amounts, arranged in a grid.

	+2.688
0	+5.000
1	+1.500
0	+1.125
0	+1.062

# Steps for Interested Contractors

## Step Five: Debrief

- Meet in person or via phone
- Project Manager will review your bid and pricing with you to identify areas to revise for the next bid.
- Request an Evaluation Synopsis in advance of your debrief.





# Resources

- Michigan Business Resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business & Technology Development Centers (SBTDC)
  - CEED / Michigan Women's Business Council
  - Michigan Minority Supplier Development Council
- Connect with State Agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Department of Information Technology
  - Michigan Economic Development Corporation

# Resources

## Procurement Technical Assistance Centers (PTACs)

Assist Michigan businesses in selling products and services to federal, state and local governments

Government Contracting Orientation

One-on-One Counseling

Troubleshooting

Price History Reports

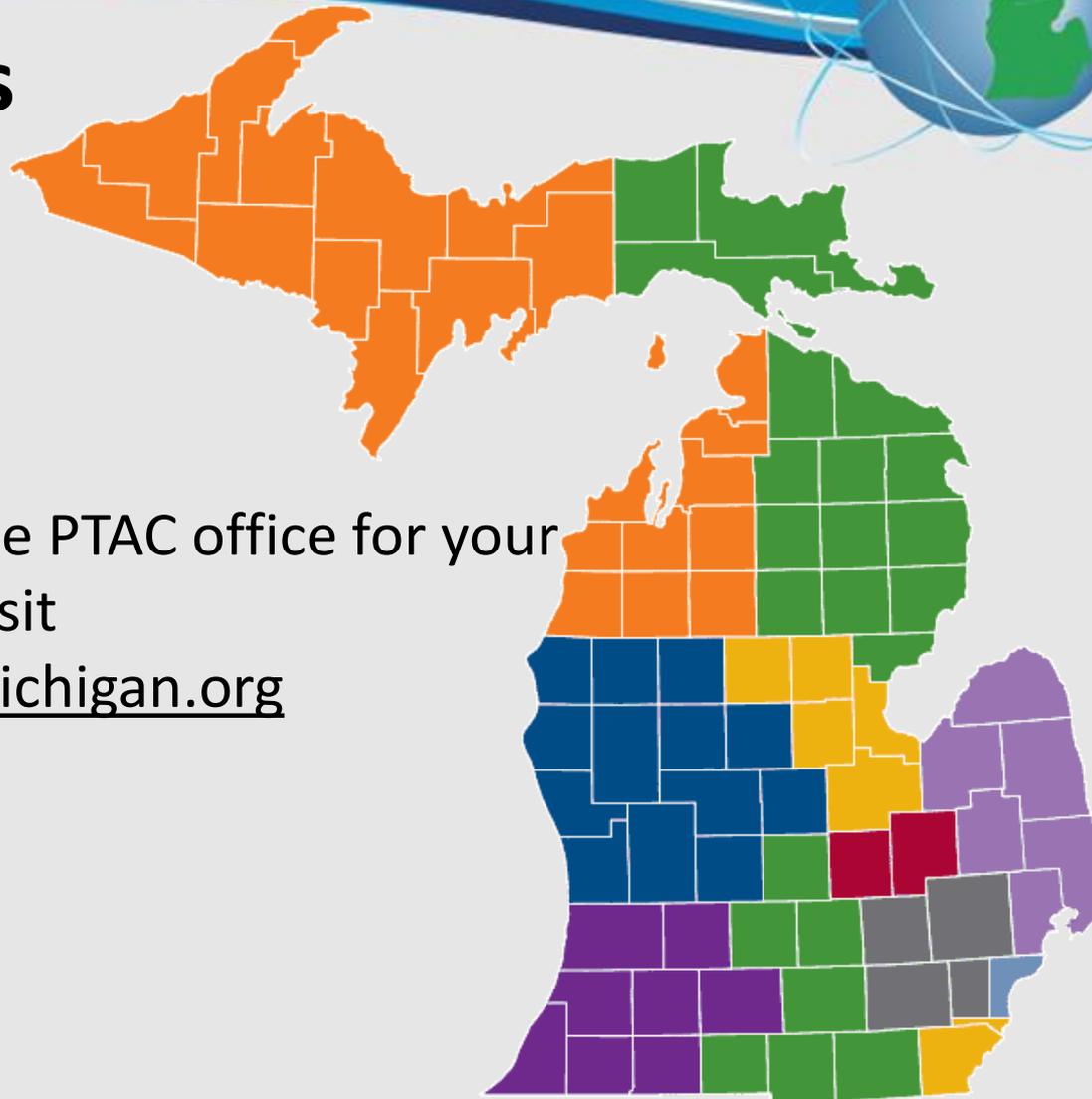
Specifications & Standards

Training Events & Seminars

Bid Match



# Resources



To find the PTAC office for your region, visit [ptacsofmichigan.org](http://ptacsofmichigan.org)

# Resources



## Michigan Small Business & Technology Development Centers (MI-SBTDC)

- Statewide network of twelve regional offices
- Provides a full range of services for small businesses that are emerging and growing throughout Michigan
- Counseling, training and research services
- No-cost or low-cost
- To find the SBTDC office in your region, visit [www.misbtdc.org](http://www.misbtdc.org)



# DTMB Design & Construction



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2<sup>nd</sup> Floor, Mason Building  
Lansing, MI 48909

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



Good Luck!

