

Interested in Becoming a Contractor?

Take these first steps if you are interested in becoming a contractor for the Department of Human Services:

For information online, visit the Department of Human Services' Web site at www.michigan.gov/dhs. Click on "Doing Business with DHS" then click on "Contractor Resources." Under "Bids and Proposals" you will find instructions on how to register as a vendor on www.Bid4Michigan.com. After registration you can see all of the current bidding opportunities and respond to those of interest.

You can also contact someone in your community or at the state Department of Human Services for information by doing one of the following:

- Contact the contract administrator in your local DHS office. Each DHS local office has a contract administrator who knows what contractual services are currently available for bid. Local offices are listed in your telephone directory.
- You can also locate any county office at www.michigan.gov/dhs by clicking on "County Offices" and clicking on the county where you are interested in providing contractual services.
- To speak with someone at the state Department of Human Services in Lansing, please contact the Division of Contracts and Rate Setting at 517-373-3724 for human services contracts, or the Purchasing Office at 517-373-3690 for administrative contracts.

Other Small Business Resources

Michigan Small Business and Technology Development Center

Grand Valley State University - Depot
Michigan Small Business & Technology
Development Center State Headquarters
510 W. Fulton
Grand Rapids, MI 49504
Voice: 616-331-7480
Fax: 616-331-7485
Email: sbtdchq@gvsu.edu
Web: www.gvsu.edu/misbtcdc

Procurement Technical Assistance Centers of Michigan

300 N. Washington Square, 4th Floor
Lansing, MI 48913
Voice: 517-241-2471
Fax: 517-335-0198
Web: www.ptacsofmichigan.org

Michigan Department of Management and Budget

Rebecca Nevai, Buy Michigan First coordinator
DTMB Purchasing Operations Division
Voice: 517-373-8530
Email: buymichiganfirst@michigan.gov
Web: www.michigan.gov/buymichiganfirst

STATE OF MICHIGAN Department of Human Services

Quantity: 0
Order Cost: 0
Approval: DHS Director

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

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Contracting
with
the Michigan
Department
of Human
Services

About the Michigan Department of Human Services

The Department of Human Services is one of the state's largest departments with more than 100 offices statewide. The department provides services and support to vulnerable children, adults and families in Michigan through a wide range of services, many of which are purchased from nongovernmental human services providers. The department manages 2,300 contracts and grants with a value in excess of \$590 million.

Doing Business with Michigan

The department aims to help small businesses contribute to Michigan's overall economic and social health.

We understand that strengthening opportunities for small businesses contributes to the state's economic prosperity. Through Doing Business with Michigan, we put Michigan-based businesses first, giving them contract preference in supplying goods and services to State agencies.

The Michigan Department of Technology, Management and Budget has been taking this message to the public. Since April 2006, DTMB has told more than 5,000 business owners in dozens of communities about these opportunities. Now we'd like to tell you!

Contracting with DHS as a Human Services Contractor

Most Department of Human Services contractors are human services contractors – they provide some form of human service from counseling to training to mentoring. Contracts range from less than \$5,000 per year to hundreds of thousands of dollars, depending on the services and level of need. Most contractors are small businesses, non-profit organizations, individuals and public or governmental agencies, including universities or school districts. Minority and female-owned businesses are encouraged to apply for contracts. DHS is an equal opportunity employer.

Contractual Periods and Terms

Most human services contracts are written for a three-year period with a maximum annual dollar amount for each year of the contract. Many contracts, but not all, begin Oct. 1, which is the first day of the state's fiscal year. Contracts may be reimbursed based on actual costs incurred by the contractor on a monthly basis or paid on a unit rate basis, in which case the contractor bills at a unit rate specified in the contract for the number of units provided.

\$590 million
in contracts



Types of Services

The Department of Human Services purchases a wide range of contract services. Contractors may, depending on the program, provide services that include but are not limited to:

- Counseling children and/or parents to address child abuse and neglect issues, build self-esteem, and/or address behavioral barriers to achieving financial independence.
- Teaching adults on public assistance the skills and behaviors needed to obtain and maintain employment.
- Mentoring older teens or teaching them independent living skills.
- Assisting low-income families and/or individuals to find and maintain housing.
- Providing in-home services to families to prevent or address issues of child abuse and neglect.

In addition, the department contracts with agencies to house and/or assist runaway or homeless youths, weatherize homes of low-income families, provide training in established curricula to department staff, provide foster care residential services for delinquent and/or abused children, and support families experiencing domestic violence.

Other opportunities

The Department of Human Services also purchases administrative services to support our facilities statewide, such as snow plowing, grounds maintenance, janitorial services and others. When they arise, these bid opportunities may be found at www.Bid4Michigan.com.