State Contracting 101
Design and Construction

How Businesses Become State Contractors

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Join us on Twitter

- Follow us on Twitter:

@MIProcurement

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

#MIcontracts

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

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Steps for Interested Contractors

Step One: Register

- Register on the State's bid posting website: www.buy4michigan.com
- Register for accounts payable on the State's procurement site www.michigan.gov/micontractconnect
- You can also find training information here.

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Vendor Registration

- Allow 10-15 minutes
- Have business and banking information available
- Questions?
  - Contact the Buy4Michigan Vendor Help Desk
  - 888.734.9749 or dmb-vendor@michigan.gov

  - Contract & Payment Express Help Desk
  - (888) 734-9749

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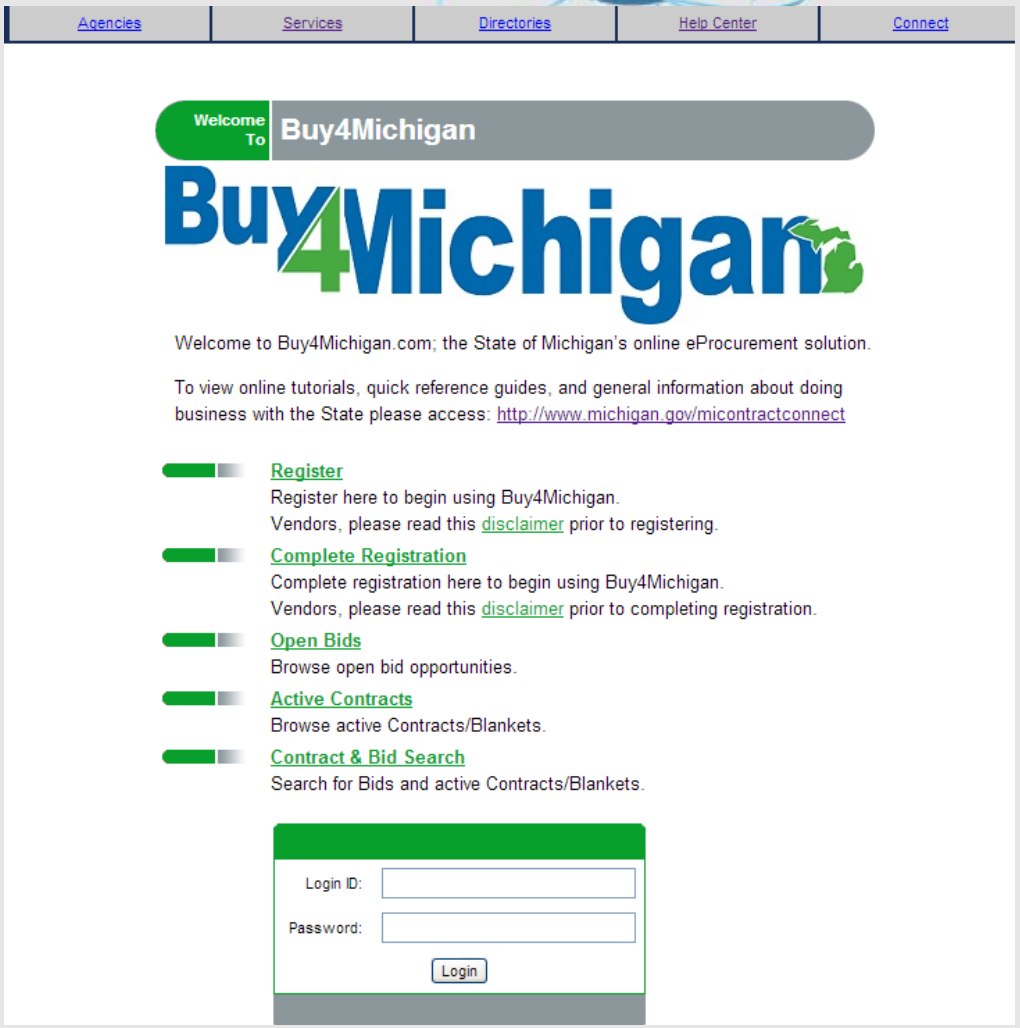
Vendor Registration

www.buy4michigan.com



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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
- Bid Opportunities Tab
- NIGP Codes for Design and Construction

Vendor Registration

Helpful Registration Tips

Vendors must complete Certification and Representation

- Certs and Reps must be done annually
- Are done on Buy4Michigan

Minority Vendor Groups

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

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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

MICHIGAN.GOV

Michigan's Official Website

Michigan.gov Home | Budget Home | Budget and Office of Financial Mgmt. FAQs | Site Map | Contact Budget | Search GO

Office of Financial Management
- Office Responsibilities
- Financial Reports
- Vendor Information/Forms

Executive Budget

Budget Process

News & Publications

Financial Reports

Inside the State Budget Office

Office of Internal Audit Services

Contract & Payment express for Vendors & Payees

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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

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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

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Opportunities

Construction Bid Results

Michigan Department of Technology, Management & Budget

Michigan.gov Home | DTMB Home | Sitemap | Continuity of Government | Inside DTMB | Search

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Services & Facilities

- BOA Baseline Services
- **Design & Construction Information**
- Infrastructure Protection
- Mail & Delivery Services
- MiBid Internet Auction
- Parking
- Printing Services
- Real Estate Services
- Records Management
- Shop Surplus!
- State Building Addresses & Supervisors
- State Building Authority
- Travel
- Vehicle Services
- Warehousing

Budget & Finance

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.

04-25-12

04-18-12

04-11-12 (revised 511/12171.AGY)

04-11-12

04-04-12

03-28-12

03-21-12

03-14-12

03-07-12

02-29-12

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
2nd Floor, Mason Building
Lansing, MI 48909
Phone: 517/241-2822
Fax: 517/373-3562
Email: 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

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Steps for Interested Contractors

Step Three: Find Opportunities

- Make Us Part of Your Weekly Routine
- Bookmark Our Web Addresses:
  - www.michigan.gov/micontractconnect
  - www.buy4michigan.com

- Delegated Authority
  - Contracts valued at less than $25,000
  - Many agencies post here
  - Direct contact using **"State Agency Buyer List"**

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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 Buy4Michigan
- Local governments are also posting on Buy4Michigan
- 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

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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

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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*

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Steps for Interested Vendors

Step Four: Bid

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

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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.

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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

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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

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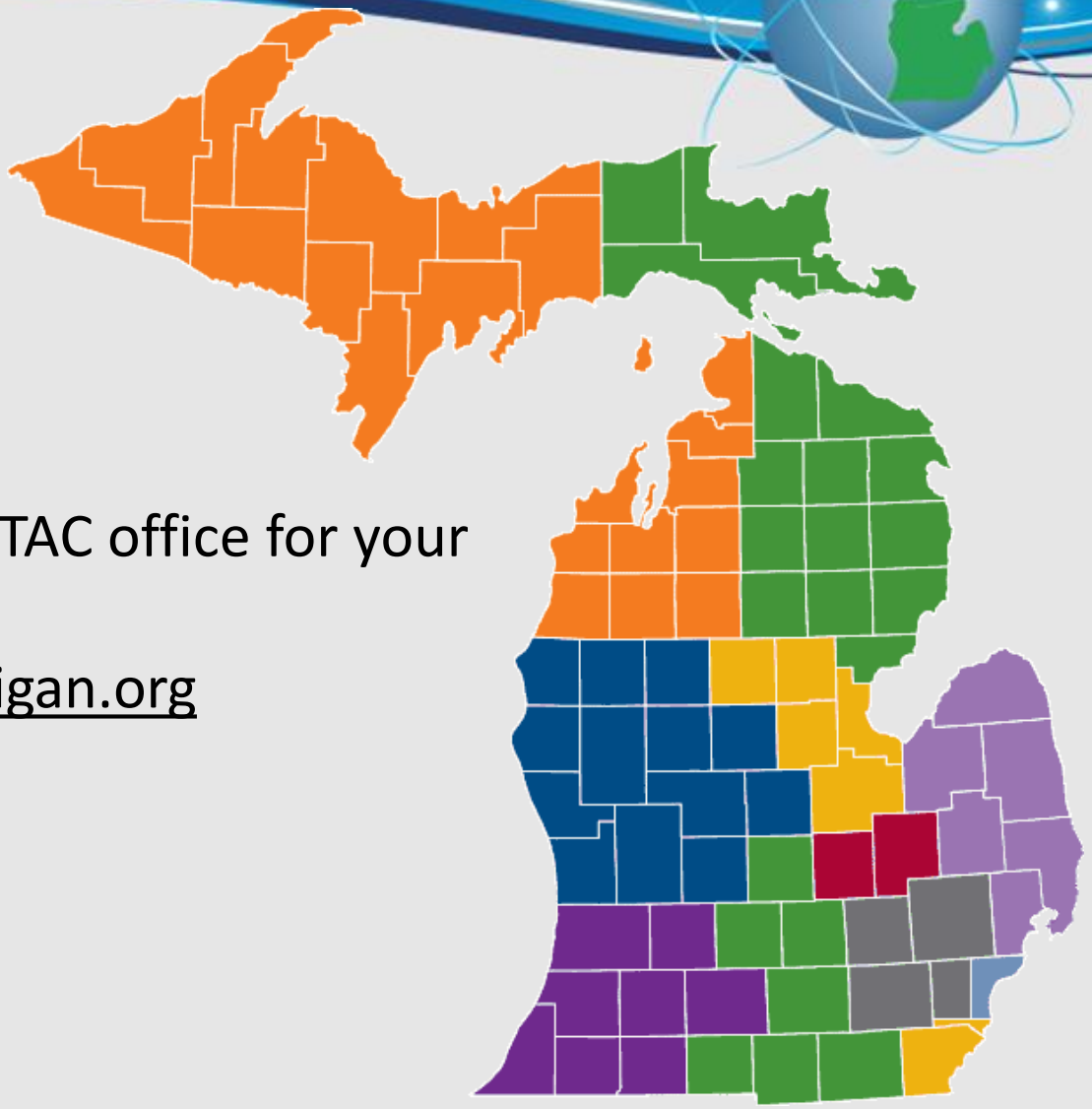
Resources



To find the PTAC office for your region, visit 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

MI-sbtdc™
MICHIGAN SMALL BUSINESS & TECHNOLOGY DEVELOPMENT CENTER™

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DTMB Design & Construction

Design & Construction
2nd Floor, Mason Building
Lansing, MI 48909

Phone: 517.241.2822
Fax: 517.373.3562
Email: BuildMichigan@michigan.gov
www.michigan.gov/micontractconnect

Good Luck!