



Local Entities: How to Input a Bid Advertisement

Who: Local Entities utilizing the SIGMA solicitation functionality.

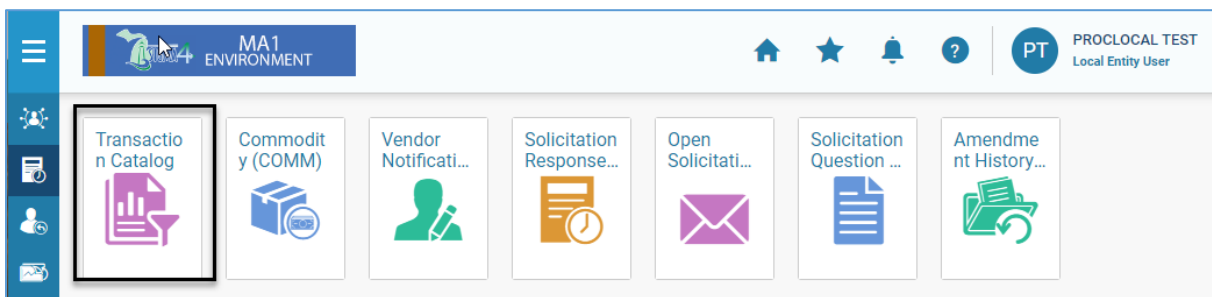
What: This Local Entities job aid shows how to access SIGMA and provides steps to create and submit a solicitation in SIGMA.

Accessing SIGMA for Local Entities:

- A. Click the MiLogin Third Party link:
<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/>
- B. Select **SIGMA Procurement**.
- C. Review the **Terms & Conditions**. Check the Acknowledge/Agree box.
- D. Click the **Launch service** button.

Create a Request for Proposal (RFP) Solicitation

- A. From the home screen, click the **Transaction Catalog** Quicklink.



- B. Within the Transaction Catalog screen, enter:
 1. **Transaction Code:** RFP
 2. **Transaction Dept:** *received via email after completed registration*



3. **Transaction Unit:** *received via email after completed registration*
4. Click **Create**.

Note: If trying to locate a solicitation in-progress, enter the same information (code, dept and unit) and click **Search**.

- C. On Create Transaction screen,
1. Check the **Auto Numbering** box.
 2. Click **Continue** button at the top of the page.

Complete the Request for Proposal (RFP)

- A. On the Header tab, **General Information** Section,

1. Enter a **Transaction Description**

- B. On Header, **Procurement Details** Section,

1. Enter or Select Bid Receiving Location using picklist
2. Enter or Select **Solicitation Category** using picklist (optional)

Request for Proposals (RFP) ☆ Draft

Department: LSD | Unit: ADMI | Transaction ID: 24000000196 | Version: 1

Header	Schedule of Events	Terms and Conditions	Commodity	Commodity T & C	Evaluation Criteria Group (1)	Evaluation Criteria Line
Event Code	Name	Commodity	Name	Description	Short Description	

Created By: | Created On: 04/15/2024 | Modified By: | Modified On: 04/15/2024

General Information

Record Date: MM/DD/YYYY

Reason for Modification:

Transaction Description
test for solicitation

Actual Amount: \$0.00

Procurement Details

Procurement Folder: | Procurement Type ID: | Procurement Type:

Solicitation Category: 135 Construction

Bid Receiving Location: LSDR1

Prohibit Online Responses: No

Vendor List Restricted Access to Solicitations? Vendor List Restricted Responses? Restrict Public Access Ask Questions

- C. On **Header, Contacts** Section,

1. Enter a **Requestor ID** or search and select by clicking the picklist.



2. Click **Save** at the top right corner of the screen to populate your name, phone number, and email address.

Note: If not selecting your user id, leave the Requester ID field blank and manually enter the person's name, phone number, and email address.

The screenshot shows a web form titled "Contacts". It contains several fields:

- * Issuer ID:** A text input field containing "PROCLOCALTEST" with a search icon to its right. Below it, the text "PROCLOCAL TEST" and "555-555-5555" is displayed.
- Requestor ID:** A text input field containing "PROCLOCALTEST" with a search icon to its right.
- * Name:** A text input field containing "PROCLOCAL TEST".
- * Phone:** A text input field containing "555-555-5555".
- Email:** A text input field containing "test@michigan.gov" with "Lansing" written below it.

The "Requestor ID", "Name", "Phone", and "Email" fields are enclosed in a black rectangular box.

D. Adding an **Attachment**

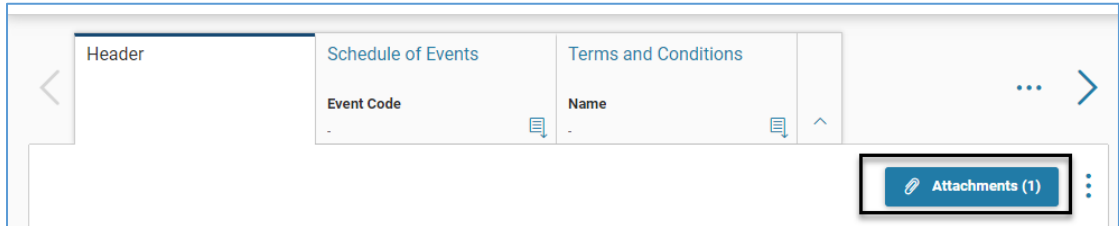
1. Click the **Attachments** button at the top right of the screen and click **Browse** to locate document(s) or drag and **Drop** your attachment(s).

The screenshot shows a dialog box titled "Attachments" with a close button (X) in the top right corner. It has three tabs: "Upload", "Attachments", and "History". The "Upload" tab is active. Below the tabs, there is a text box that says "View the uploaded attachments on Attachments tab". In the center of the dialog, there are two large icons: a "Drop" icon (a square with a downward arrow) and a "Browse" icon (a document with a magnifying glass). At the bottom right, there are two buttons: "Upload" and "Close".

- a. Add a **Comment** (optional).
- b. Repeat steps if attaching multiple documents.

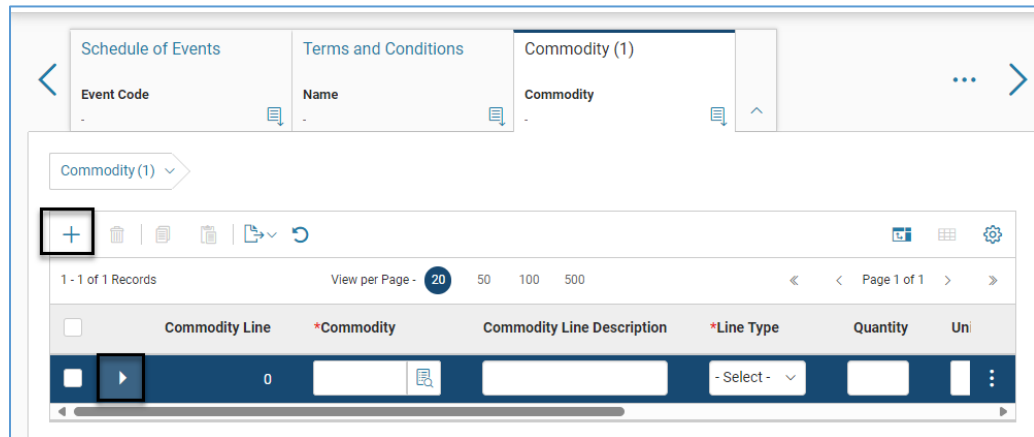



- c. Click the **Upload** link at the bottom of the screen, address errors if necessary. You will be notified that the files have uploaded successfully.
- d. Click **Close** to exit the Attachments window.
- e. Once attachments are uploaded, the number of files attached will populate on the **Attachments** button.



E. On the **Commodity** tab, **General Information** section,

- 1. Click **Plus** button (+) to insert a new line near the top left of the page. Click the **Expand** option to complete the following fields.



- 2. **Commodity** - click the  to view and select commodity codes.

Note: You can **Search** by group, class, item, or name. To add a commodity, highlight the commodity line then click **OK**, repeat steps as needed.



Search Commodity

Search

Commodity: Item: Name:

Class: Group: Active:

Show More

Search Reset

1 - 20 of 20 Records View per Page: 20 50 100 500 Page 1 of 1

Commodity	Name	Active
14560	Roofing	Yes
770	ROOFING MATERIALS AND SUPPLIES	Yes
77056	Roofing, Aluminum: Corrugated, V-Crimp, etc.	Yes
77059	Roofing, Asbestos-Cement: Corrugated, etc.	Yes
77060	Roofing, Baked Enamel Sheet Steel: Corrugated, V-Crimp, etc.	Yes
77061	Roofing: Coated, Elastomeric, Sprayed Foam, etc.	Yes

OK Cancel

3. Click **Save** near the top right of the screen to update related fields.
4. **Select Line Type** – click the down arrow to choose a line type.
 - a. Line Type **Item** used for Tangible goods.
 - i. Enter Quantity, Unit and Unit Price for estimate of goods to be purchased.
 - b. Line Type **Service** used for Intangible services.
 - i. Enter Contract Amount for estimate of service to be provided.

Header: Schedule of Events, Terms and Conditions, Commodity (1), Commodity T & C, Evaluation Criteria Group (1), Evaluation Criteria Line

Event Code: - Name: - Commodity: 14560 Name: - Description: Default Short Description: -

Commodity (1)

1 - 1 of 1 Records View per Page: 20 50 100 500

Commodity Line	*Commodity	Commodity Line Description	*Line Type	Quantity	Unit	Unit Price	Contract Amount
1	14560	Roofing	Item	50.00000	PLT	\$250.00	

General Information References Shipping/Billing Specifications Templates Add Templates

Service From: MM/DD/YYYY Service To: MM/DD/YYYY

Extended Description: Roofing

Catalog:

Effective From: MM/DD/YYYY Effective To: MM/DD/YYYY

Award Date: - Inactive Line: No



F. On **Commodity** tab, **Shipping/Billing** section,

1. Select or Review Shipping and Billing Locations

Note: Click Validate at top of page. Shipping and Billing location fields will populate as needed.

Commodity Line	*Commodity	Commodity Line Description	*Line Type	Quantity
1	14560	Roofing	Item	

General Information References **Shipping/Billing** Specifications Templates Add Temp

Shipping Location **Billing Location**

LSDS1 LSDB1

G. Review Commodity **Email Push**

1. If applicable, both 3-digit and 5-digit commodity codes will populate based off the selected commodities codes from the Commodity tab.
2. Vendors registered for these commodity codes will be sent an email notification once solicitation has published.

Free Form Vendor Vendor Rotation **Commodity E-mail Push (2)**

Vendor Name Commodity

145

Email Line	Commodity	Description	Attachments
1	14560	Roofing	
2	145	BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)	

H. On the Publishing tab, complete the following fields,

1. **Let Date:** Date this solicitation publishes.
2. **Close Date:** Date this solicitation closes.
3. **Close Time:** Time this solicitation closes.



The screenshot shows a procurement form with the following fields:

- Vendor Rotation: Commodity E-mail Push (2)
- Commodity: 14560
- Procurement Folder: -
- Amendment Number: -
- Published Date: -
- Published Time: -
- * Let Date: 04/12/2024 (highlighted)
- * Close Date: 04/30/2024 (highlighted)
- * Close Time: 09:00 AM
- Public Bid Opening Date: MM/DD/YYYY
- Public Bid Opening Time: hh:mm A

I. Click **Save** near the top right of the screen.

Solicitation Validation and Submission

A. Click **Validate** button at the top of the screen.

- Validate successfully message should be received.

B. If any errors occur, each will be listed at the top of the screen.

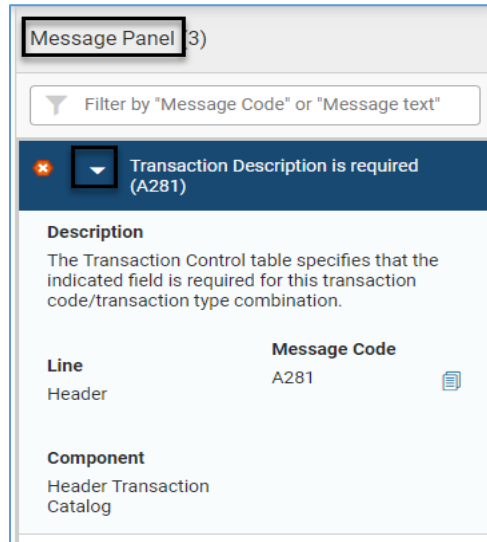
1. Click the **Show All Messages** to the right of error to view the exact error.

The screenshot shows a Request for Proposals (RFP) form with the following elements:

- Title: Request for Proposals (RFP) ☆
- Status: Draft
- Metadata: Department: LSD | Unit: ADMI | Transaction ID: 240000000192 | Version: 1
- Buttons: Validate, Submit, Save, Save & Close
- Message Panel: 1 of 3: Transaction Description is required (A281) (highlighted)

2. A line per error will be displayed within the **Message Panel**.

Note: Expand each line listed to view details of the error.



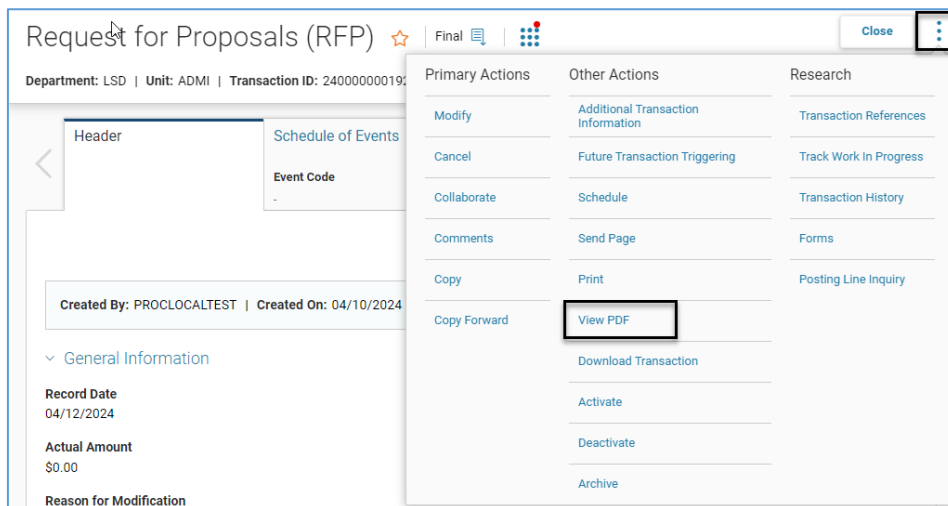
3. Review and correct any errors.

C. Click **Submit** button located at the top of the screen.

- Message will reflect “Transaction submitted successfully.”
- The solicitation will now be in Final phase and will sync over to VSS on the next available cycle.

View PDF

A. View a PDF of the solicitation by clicking the **3-dot** menu located on the top right of the screen.





1. The screen will refresh, and a new Download will automatically generate with the solicitation PDF.
2. Click **Open file** to view.

