



Statewide **I**ntegrated **G**overnmental **M**anagement **A**pplications

# **Local Entities: How to Input a Bid Advertisement**

Job Aid

Revised 04/27/2017

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## Introduction

This Local Entities job aid will show how to input a bid advertisement in SIGMA. We will cover how to access SIGMA and how to create and complete a Request for Proposal (RFP).

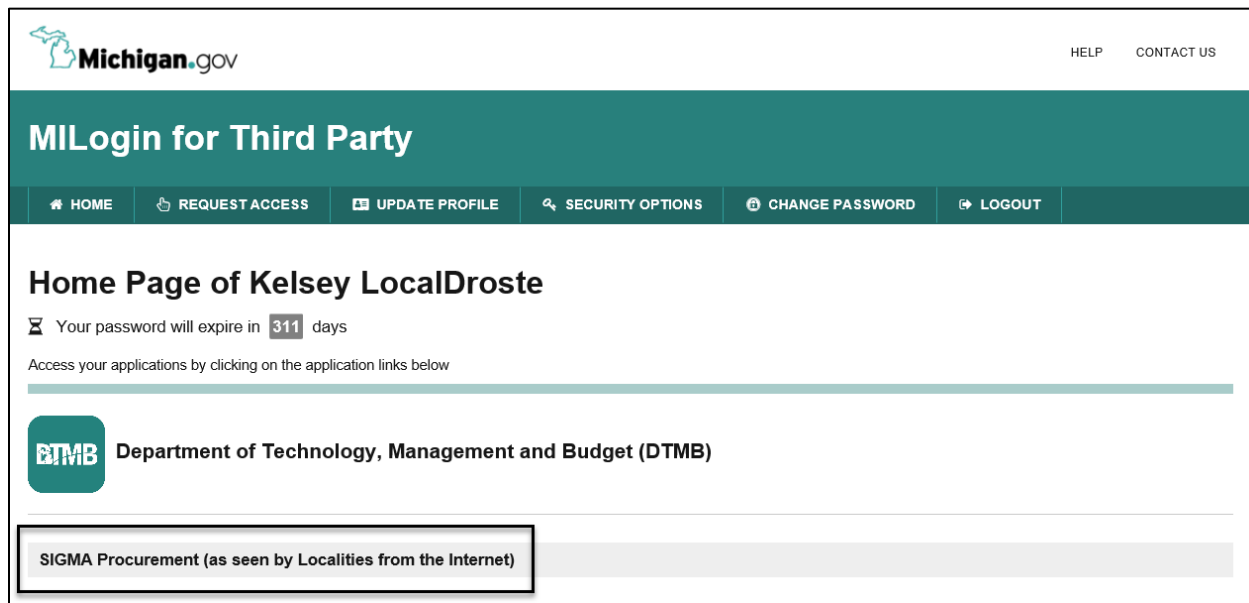
### Access SIGMA

Login using the following MILogin Third Party link:

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/>

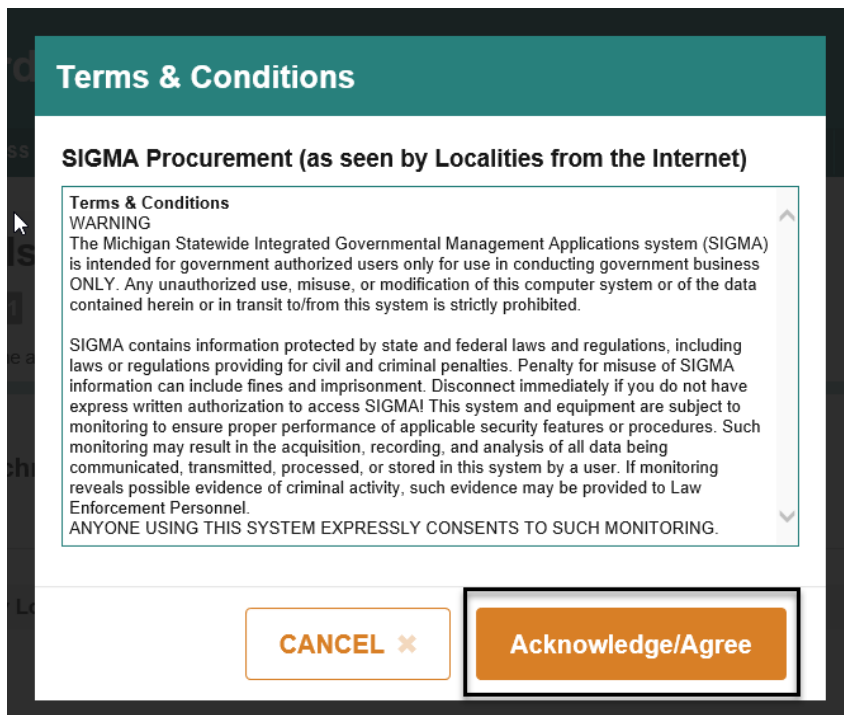
(<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/>)

From the home page click: **SIGMA Procurement (as seen by Localities from the Internet)**



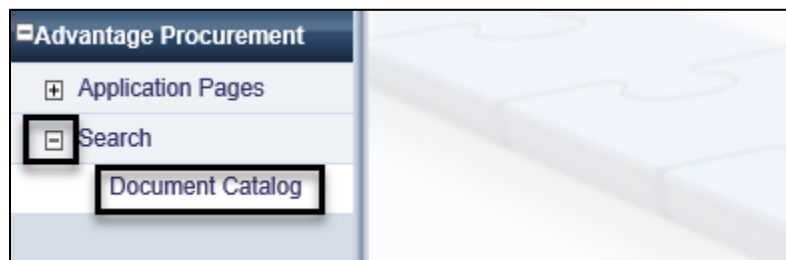
The screenshot shows the MILogin for Third Party interface. At the top left is the Michigan.gov logo. At the top right are links for HELP and CONTACT US. Below this is a dark green header with the text "MILogin for Third Party". Underneath is a navigation bar with buttons for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Home Page of Kelsey LocalDroste" and includes a password expiration notice: "Your password will expire in 311 days". Below this is a section for "Access your applications by clicking on the application links below". A card for the "Department of Technology, Management and Budget (DTMB)" is visible. At the bottom, a link for "SIGMA Procurement (as seen by Localities from the Internet)" is highlighted with a black border.

Click the **Acknowledge/Agree** button after reading the terms and conditions.



## Create an RFP / Bid

From the welcome screen, click the plus sign (+) next to the **Search** link and then click the **Document Catalog** link.



Within the body of the Document Catalog screen, enter the following information and click the **Create** link at the top of the screen. (**Note:** if you already started a bid advertisement you can retrieve it by entering the same information and clicking the Browse button).

- **Code:** RFP
- **Dept:** this should have come to you in an email when you registered
- **Unit:** this should have come to you in an email when you registered
- Click **Create**

Advantage Procurement

- Application Pages
- Search
- Document Catalog**

**Document Catalog**

[Create](#)

▼ Document Identifier

Code : RFP    Unit :

Dept. :     ID :

▶ User Information

▶ Document State

[Browse](#) [Clear](#)

On the next screen check the **Auto Numbering** box and click the **Create** link at the bottom of the page.

Advantage Procurement

- Application Pages
- Search
- Document Catalog**

**Document Catalog**

[Search](#)

▼ Document Identifier

Code : RFP    Unit : SOM

Dept. : SOM    ID :

▼ Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

## Complete the RFP information

This will take you to the main Document Navigation. There are various sections on the left side of the page, but you only need to complete information in the following sections:

- **Header**
- **Commodity**
- **Commodity E-mail Push**
- **Publishing**



### Header

Within the Header section, complete the following tabs:

- **General Information Tab**
- **Contact Tab**


### General Information Tab

Within the General Information tab you will complete the following fields:

- **Record Date** - use the current date
- **Document Description** - use Bid Title
- **Bid Receiving Location** - click the  to view the bid receiving options
- **Solicitation Category** - click the  to view the solicitation category (optional)
- Click **Save** near the bottom left of the screen.

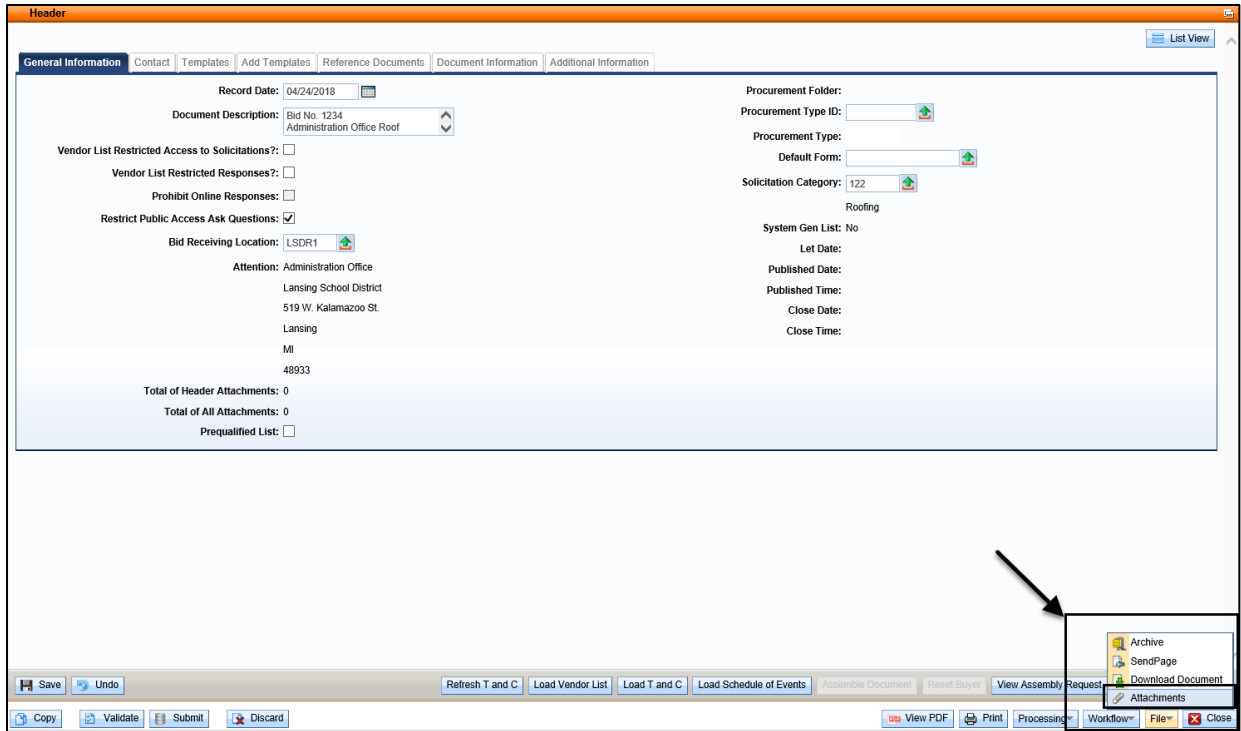
## Contact Tab

On the Contact Tab, you only need to complete the Requester ID information. The Issuer ID and the Team ID will pre-populate.

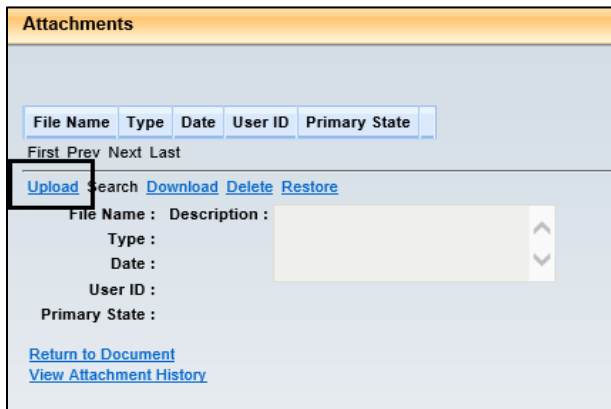
- **Requestor ID:** Click the  and select your User Id
- Click **Save** near the bottom left of the screen and your name, phone number, and email address will populate. (**Note:** If you are not selecting your user id, leave the Requester ID field blank and manually enter the persons' name, phone number, and email address.)

## Add an Attachment

While in the Header section, click the **File** drop down at the bottom right of the screen and choose **Attachments**.



- Within the Attachments pop up screen, click the **Upload** link to input information.



- In the Upload Attachment screen;
  - Click **Browse** to find your document
  - Add a **Description** (optional- if you add a description, click the "**Apply Description**" link)
  - Repeat last two steps if attaching multiple documents
  - Check the box(s) to upload your attachment(s)
  - Click the **Upload** link at the bottom of the screen.

**Upload Attachment**

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description:

Attachment Type:

[Select All](#) With selected: [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

	File Name	Description	Attachment Type
<input checked="" type="checkbox"/>	Roofing Specifications.docx	Roofing Terms	Standard

Total Number of Files selected: 1

[Upload](#) [Cancel](#)

- Once uploaded, the screen will show your attachment has uploaded successfully. Click **Done**, if no more attachments need to be added.

**Upload Attachment**

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description:

Attachment Type:

[Select All](#) With selected: [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

	File Name	Description	Attachment Type	File Size
<input checked="" type="checkbox"/>	Roofing Specifications.docx	Roofing Terms	Standard	11.51 KB

Total Number of Files selected: 1  
Total Files Size: 11.51 KB

Upload [Done](#)

- Any uploaded attachments will show as below. Click **Return to Document** to return to the Header page.



**Attachments**

File Name	Type	Date	User ID	Primary State
✓ Roofing Specifications.docx	Standard	4/24/18	S-LDROSTEK0001	New

First Prev Next Last

[Upload](#) Search [Download](#) [Delete](#) [Restore](#)

File Name : Roofing Specifications.docx Description : Roofing Terms

Type : Standard

Date : 4/24/18

User ID : S-LDROSTEK0001

Primary State : New

[Return to Document](#)

[View Attachment History](#)

- If you uploaded the attachment correctly, you will see a paper clip icon at the top of the Header screen with the number of documents attached.

Document Navigator

Header

Schedule of Events

Terms and Conditions

Commodity Group

Header 1

General Information Contact Templates Add Templates

Record Date: 04/24


## Commodity

Within the Commodity section, you will complete the following tabs:

- **General Information Tab**
- **Shipping/Billing Tab**

### General Information Tab

To complete the information, click **Insert New Line** near the bottom left of the page and complete the following fields:

- **Commodity** - click the  to view the commodity codes. (You can **Browse** by group, class, item or name. Click **Select** to select commodity line. Click **Save** near the bottom left of the screen to update related fields. See screenshot below for commodity code table)
- **CL Description** – enter a description of the commodity if one does not populate after selecting and saving a commodity code.
- **Line Type** – click the down arrow to choose the line type.
- **Commodity Specs** – enter a link to view the specs. (optional)

- **Ext Description** – enter a short description of the bid (optional)
- Click **Save** near the bottom left of the screen.

- Commodity Code Table

Choose

[Browse](#) [Clear](#)

Commodity Name: ROOFING

Item Class: [ ]

Group: [ ]

Active: [ ]

Fixed Asset: [ ]

Surplus: [ ]

Tax Profile: [ ]


Grant: [ ]


	Commodity	Item	Name	Class	Group	Active	Fixed Asset	Surplus	Tax Profile	Grant
<a href="#">Select</a>	77020	20	Caps, Roofing	770		Yes	No	No		No
<a href="#">Select</a>	77023	23	Cements and Mastics, Roofing	770		Yes	No	No		No
<a href="#">Select</a>	77038	38	Felt, Roofing (Rolls)	770		Yes	No	No		No
<a href="#">Select</a>	77048	48	Paper, Roofing	770		Yes	No	No		No
<a href="#">Select</a>	77053	53	Primers, Roofing	770		Yes	No	No		No
<a href="#">Select</a>	77056	56	Roofing, Aluminum: Corrugated, V-Crimp, etc.	770		Yes	No	No		No
<a href="#">Select</a>	77059	59	Roofing, Asbestos-Cement: Corrugated, etc.	770		Yes	No	No		No
<a href="#">Select</a>	77060	60	Roofing, Baked Enamel Sheet Steel: Corrugated, V-Crimp, etc.	770		Yes	No	No		No
<a href="#">Select</a>	77061	61	Roofing: Coated, Elastomeric, Sprayed Foam, etc.	770		Yes	No	No		No
<a href="#">Select</a>	77062	62	Roofing, Composition: Rolls	770		Yes	No	No		No

[Cancel](#) [First](#) [Prev](#) [Next](#) [Last](#)

## Shipping/Billing Tab


On this screen, complete the following fields:

- **Shipping Location:** click the  to view the shipping location (required only for line type of items)

- **Billing Location:** click the  to view the billing location.
- Click **Save** near the bottom left of the screen.

## Commodity E-mail Push

On this page, you will see the commodities that you have selected. (Both 3 and 5 digit commodities, if applicable) Vendors registered for these commodity codes will be sent an email notification of your solicitation posting.

Commodity E-mail Push		Total Lines: 2	Line: 1	Commodity: 91891
Commodity	Description			
91891	 Roofing Consultant			
918	CONSULTING SERVICES			
From 1 to 2 Total: 2		<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		

## Publishing

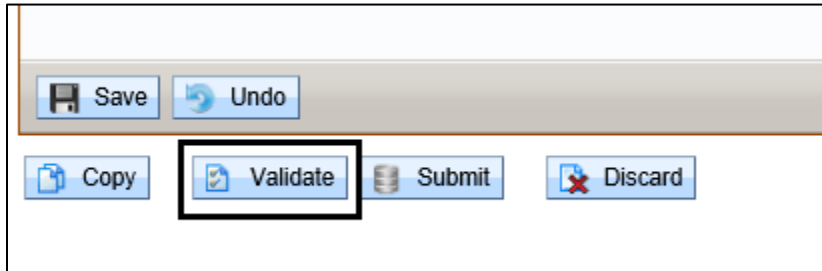
On this screen, complete the following fields:

- **Let Date:** This is the date you are publishing the bid
- **Close Date:** This is the last date you want vendors to see your ad
- **Close Time:** This is the last time you want vendors to see your ad (Note: Close Time is in military time format)
- Click **Save** near the bottom left of the screen.

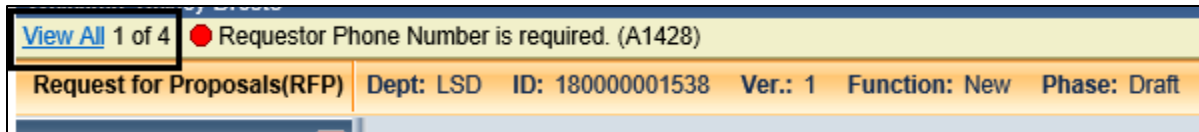
## Document Validation

Once you have completed inputting your bid information, and before submitting the bid, you will validate to look for errors.

- Click the **Validate** icon at the bottom of any screens.



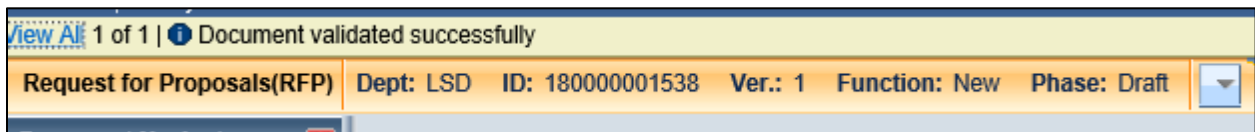
- If there are errors, you will see errors listed at the top of the screen. Click the **View All** link to see what the exact error is.



- A line per error will be displayed. (Note: Click the Link under the **Line Number** section of the error. That will take you to the tab with the error ex. click on Header link)

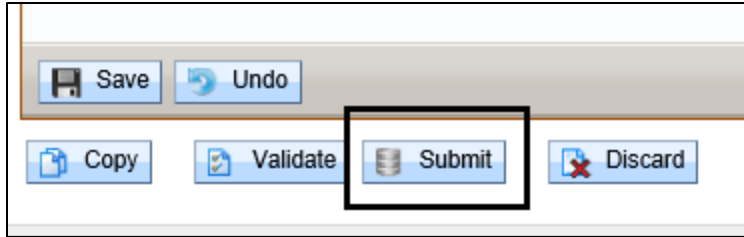
Severity	Component	Line Number	Override	Message
Error	SO_DOC_HDR	<a href="#">Header</a>	---	Requestor Phone Number is required. (A1428)
Error	SO_DOC_HDR	<a href="#">Header</a>	---	Requestor Name is required. (A1428)
Error	SO_DOC_PUB	<a href="#">PUB Line 1</a>	---	Closing Date cannot be blank. (A1358)

- Once you correct the errors, click the **Validate** button again and you will see the words "Document validated successfully."

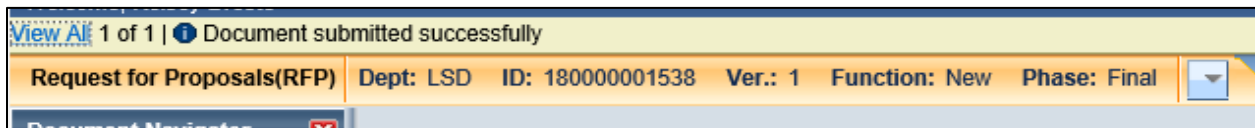


## Submit the Bid

Once your validation is successful, click the **Submit** icon located at the bottom of the screen.

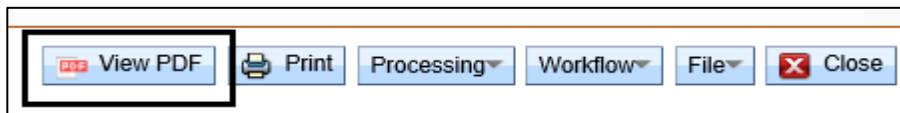


- Once you click **Submit**, you will see the words "Document submitted successfully." Your solicitation will now be in Final phase and will sync over to VSS on the next available cycle.

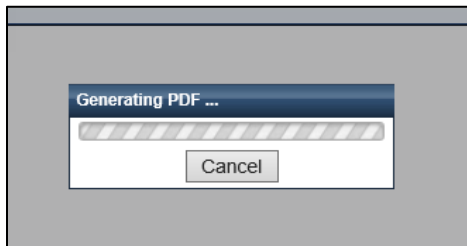


## View PDF

You can also view a PDF of your bid by clicking the **View PDF** icon located on the bottom right of the screen.



- A pop-up will show that the PDF is being generated.



- The screen will refresh, and a new window will automatically open with your solicitation PDF. You can also click **View PDF** to view again.

**View Forms**

Browse Clear Refresh

Doc Code : RFP  
 Doc Dept : LSD  
 Document ID : 18000001538  
 Description :

Status	Description	Doc Code	Doc Dept	Document ID	File Name
✓ Pending	RFP	LSD	18000001538	S-LDROSTEK0001_86430_RFP_LSD_18000001538_1	<a href="#">View PDF</a>

First Prev Next Last

https://sigma-intprodqa.michigan.gov/webapp/MA1FIN2X1/AdvProcurement - Internet Explorer

1 / 2 38.4%

Bookmarks

Default

**Request for Proposals**  
INTERNAL USE ONLY

Doc ID: 18000001538    Doc Dept: LSD    Date Issued: 1/26/2018

**Substitution:** 4491-LSD-18000001538  
**Procurement Folder:** 180001

**Document Description:** Motor Cycle  
**Amendment:**

**Site to be Awarded From:** 18000001538

<b>Mail Response To:</b> 180001538@mi.gov	<b>Contact Information:</b> Name: 180001538 Email: sig@sigma.com
<b>Bill To:</b> Lansing Motor Vehicle Procurement Office 210 W Kalamazoo St Lansing MI 48201	<b>Ship To:</b> Lansing Motor Vehicle Procurement Office 210 W Kalamazoo St Lansing MI 48201

**Header Specifications:**  
 Housing Specifications

Line #	Line Type	Quantity	Unit	Description	Service From	Service To
1	180001			Housing Unit/Day		

**Estimated Description:**  
 180001538: Housing Unit/Day

**Notes:**  
 180001538: include services and user as showing total and calculation of new total

**Delivery Date:**

**Evaluation Criteria**  
 Group 1: Default

Criteria	Description

Comment

Fill & Sign