STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

GRETCHEN WHITMER
GOVERNOR

M. SCOTT BOWEN
DIRECTOR

Registering with the State of Michigan's Vendor System and the DNR Approved Appraiser List

SIGMA Vendor Self-Serve (VSS)

Registering as a Vendor for Electronic Funds Transfers with the State of Michigan (VSS)

Public Act 533 of 2004 requires all payments made by the State of Michigan for goods and services be transitioned to Electronic Funds Transfers (EFT). Contractors/vendors are required to register with the State of Michigan electronically as indicated below:

- Register on the SIGMA Vendor Self Service (VSS) website at SIGMA VSS.
- Follow the on-line instructions to complete the registration process.
- Your registration is started but your account is not active yet.
- VSS sends a verification to the e-mail account entered during registration. Follow the instructions received in the VSS e-mail to complete your registration.

Currently, DNR uses SIGMA VSS to process payment for appraisal requests, and to post requests to bid on appraisal projects over $50,000. Informal quotes (via e-mail) will be requested for appraisals less than $50,000.

If you have any questions on the SIGMA VSS registration process, please contact the SIGMA Vendor Help Desk by calling 517-284-0550 (1-888-734-9749 toll free), or SIGMA-Vendor@michigan.gov via email.

DNR Approved Appraiser List

DNR Approved Appraiser List Instructions

To register for the DNR Approved Appraiser List, please contact Walter Linn at 517-930-9874. You will be required to send a copy of your State Certified License, General Liability Insurance, Resume, and a sample narrative report to Walter Linn at linnw@michigan.gov. DNR appraisal assignments are almost always vacant land, mostly recreational, so sample narrative reports that deal with large acreage parcels, easements, railroad corridors, UASFLA, lakefront, minerals, timber, etc. are the best samples to send.

- Once on the approved appraiser list, you will be free to bid on appraisal projects. Information will be requested via e-mail or posted on SIGMA VSS. Most awards are on a low bid basis.
- For more complicated assignments, you may be asked to provide your experience and qualifications first. Of those bidders determined to be qualified, the low bid will be awarded.
- Please be mindful of timeframes. The DNR Case Manager in charge of the potential transaction has made commitments to the property owner and the DNR land-managing division(s) so they are particularly sensitive to deadlines.
- Your appraisal will be reviewed against USPAP and DNR Appraisal Report Standards. Sometimes this review results in questions, comments, and follow-up with the appraiser. Please read and review the "**Appraisal Report Standards**."