



## **INSTRUCTIONS FOR LOCAL UNITS OF GOVERNMENT AND STATE AGENCIES ON USING THE MI JUMPSTART PROGRAM TO POST BIDS FOR RECOVERY ACT PROJECTS (ARRA)**

### **Process for local units of government, such as cities, counties, townships, and schools, to post a bid through the MI JumpStart program:**

- Review the defined JumpStart position descriptions as posted on the DMB website at <http://www.michigan.gov/micontractconnect> .
- If the type of position you need to fill is not already listed, contact DMB Purchasing Operations (Dana Schafer, 517-335-1559 [schaferd1@michigan.gov](mailto:schaferd1@michigan.gov)) to request additional position descriptions be added to the MI JumpStart pre-qualification program.
- Download the MI Jumpstart bid document template (labeled “Sample Mi JumpStart Invitation to Bid”) from the DTMB website (<http://www.michigan.gov/buymichiganfirst/0,1607,7-225--207729--,00.html>).
- Complete the template and forward to DMB Purchasing Operations.
- DMB will finalize the MI JumpStart template, post to the Bid4Michigan website (3-5 days), receive all proposals, and forward to the requesting local unit of government.
- The requesting local unit of government will review all proposals received, make their final selection, and contact the vendor with their award recommendation.
- The requesting local unit of government will contract directly with the chosen vendor.

### **Process for State departments and agencies to post a bid through the MI JumpStart program:**

- Begin the process of securing funding for project (CS-138, OSE approval, and a Purchase Request Form (PRF), Requisition, and all documents needed to be in compliance with any and all Executive Directives (ED) or Executive Orders (EO)). Contact your specific agency purchasing department with questions.
- Review the defined JumpStart position descriptions as posted on the DMB website at <http://www.michigan.gov/micontractconnect> .
- If the type of position you need to fill is not already listed, contact DMB Purchasing Operations (Dana Schafer 517-335-1559 [schaferd1@michigan.gov](mailto:schaferd1@michigan.gov)) to request additional position descriptions be added to the MI JumpStart pre-qualification program.
- Download the MI Jumpstart bid document template (labeled “Sample Mi JumpStart Invitation to Bid”) from the DMB website (<http://www.michigan.gov/buymichiganfirst/0,1607,7-225--207729--,00.html>).
- Complete the template and forward it, with all funding documents, to your agency purchasing department.
- Your agency purchasing department will forward the request to DMB Purchasing Operations for processing.
- DMB will approve requisition, finalize the MI JumpStart template, post the bid to the Bid4Michigan website (3-5 days), receive all proposals, and forward them to the requesting agency.
- Agencies will review all received proposals, and score each according to the requirements identified in the Statement of Work (SOW) section of the JumpStart template.
- Agencies will shortlist the candidates according to their documented skills and request interviews with those candidates.
- DMB Purchasing Operations will provide all contact information to the agency, who will then contact the vendor to arrange interviews with the candidates.



- Once the agency has selected their candidate, DMB will contact the vendor and make the Notice of Award Recommendation.
- Purchasing Operations will prepare the Administrative Board (Ad Board) bid tab and forward for DMB approval, Finance & Claims approval, and then the final approval of the Ad Board.
- Once final approval is received, contract will be signed and posted, agency will be notified, and purchase order will be issued by the agency to the selected vendor.

**Process for vendors interested in pre-qualifying for the MI JumpStart program:**

MI JumpStart is a pre-qualification program that provides fast turn-around bids for the successful and efficient implementation of Recovery Act projects. MI JumpStart bid opportunities are only available to those vendors who have pre-qualified by following the registration process steps identified at <http://www.michigan.gov/buymichiganfirst/0,1607,7-225--207729--,00.html>. They must agree to the “not to exceed” price grid, the Terms & Conditions, the sample MI JumpStart Invitation to Bid, and the MI JumpStart position descriptions. Vendors must also register their business on the State of Michigan bid posting site, <http://www.bid4michigan.com>.

***All MI JumpStart bids will be posted on the [www.bid4michigan.com](http://www.bid4michigan.com) website.***

State of Michigan departments and agencies and local units of government, including cities, counties, schools, and townships, may all post bids through MI JumpStart.