



# MSP's Tailoring History

MSP places a high level of importance on...

- ▶ Quality of Tailoring
- ▶ Uniformity of Appearance
- ▶ Availability of Professional Tailoring Services
  
- ▶ Received "Best Dressed" Award for the Appearance of our Troopers in Uniform

# MSP's Tailoring Needs

- ▶ Approximately 1,734 enlisted troopers
- ▶ Troopers are issued ...
  - Trousers – summer and winter
  - Shirts – long sleeve and short sleeve
  - Blouse (suit coat)
- ▶ Tailoring services are needed when ...
  - Sizes change
  - Personnel change from non-uniform to uniform positions
  - Uniforms are torn or damaged in the course of their work

# Tailoring Process

- ▶ Current process
  - Order uniforms from the MSP Distribution Center
  - Take to local tailor in their community
- ▶ MSP will solicit bids for tailoring services
  - The Request for Proposal (RFP) will be posted the first quarter of 2010
  - MSP's intention is to have the contract in place by August

# Services Needed

- ▶ Take and record measurements
  - ▶ Custom fittings (used and new uniforms)
  - ▶ Convert measurements to proper uniform sizes
  - ▶ Complete alterations
  - ▶ Prepare uniforms for shipping
  - ▶ Military Pressing if items are to be picked up
- 

# Services Needed

- ▶ Provide consultation for ...
    - Uniform specifications
    - Comparisons of manufacturer's products
    - Custom uniforms
    - Pattern conversions, etc.
  - ▶ Complete measurement cards
  - ▶ Prepare reports
- 

# On-site Facilities

- ▶ Located in East Lansing
- ▶ Tailor Shop
- ▶ Distribution Center
- ▶ Storage Barn
- ▶ New Location in April, 2010



# Department of Management & Budget – Purchasing Operations

- ▶ Business Services Administration
- ▶ Purchasing Operations
- ▶ “GET IN THE KNOW”
- ▶ How to get to our web site:
  - ▶ <http://www.michigan.gov/buymichiganfirst>
  - ▶ < Bids & Proposals >
  - ▶ < Requests for Proposals (RFP’s),
  - ▶ Requests for Quotes (RFQ’s),
  - ▶ Invitations to Bid (ITB’s), and
  - ▶ Requests for Information (RFI’s) >
  - ▶ <http://www.govbids.com/scripts/Bid4Michigan/Public/home1.asp>
- ▶ The invitation to bid will have several attachments, including but not limited to:
  - ▶ Request for Proposal / Quotation or
  - ▶ Invitation-To-Bid document, which includes:
    - ▶ Article I – Statement of Work
    - ▶ Article II – State of Michigan General Terms & Conditions
    - ▶ Article III – Bidding Process and Evaluation Criteria
    - ▶ Article IV – Bidding Vendor’s Certifications & Representations
    - ▶ Article V – Required Bidding Vendor’s Information

# Department of Management & Budget – Purchasing Operations

- ▶ Checklist for Proposal Contents and Responsiveness
- ▶ Questions or clarifications regarding any solicitation must be forwarded to the assigned DMB Buyer, whose contact information will be listed on the cover-page of a bid-document:
- ▶ **Entire Proposal (package) MUST BE submitted by the required due-date *and* time,** per the schedule of the bid, with one printed, signed original, and the required additional printed copies, *and* one electronic copy, on CD-ROM, for the original and each copy. Specific instructions will be provided in each bid.
- ▶ **Proposal Package Must Include:**
- ▶ **Cover Letter**, signed by the Company's authorized representative (which serves as the Company's *Notice of Submittal* to the State), which states that:
  - Proposal offer is valid through (Date).
  - Company agrees to meet all required timeframes described in Articles 1 and 2 of the ITB.
  - Company acknowledges that a Certificate of Insurance will be provided as a condition of award (as required by Article 2 of this ITB).
  - Company agrees to abide by all other terms and conditions as listed in Articles 1 and 2 of the ITB; if not, then must provide an explanation about the articles to which it will not agree; this may effect the evaluation.
- ▶ continued...

# Department of Management & Budget – Purchasing Operations

- ▶ **Check List, continued...**
- ▶ **Technical Proposal, Article 1 of the Bid**, per the instructions from Article–3 of the State’s bid, which includes the required information for the State’s evaluation of bidder’s capabilities. The following list is not all inclusive, though generally the State will require information concerning the Bidding Company’s:
  - ▶ Information and Capabilities, including its:
    - Financial stability and viability
    - Experience
      - References
      - Past Performance with the State of Michigan
      - Technical Experience
    - Additional Information related to stability
    - Additional Information related to capabilities
  - ▶ Proposed Staffing for Project(s) and minimum required experience of key–personnel
  - ▶ Sub–Contractor Availability for Project(s)
  - ▶ Equipment Availability for Project(s)
  - ▶ **Certifications & Representations:**
  - ▶ **Article 4 of the Bid:** (Complete all items contained in Article 4, *Certifications and Representations*, initialing each paragraph requiring an initialed response, acknowledging each certification & representation, and providing all required information.)
  - ▶ **Required Bidder Information:**
  - ▶ **Article 5 of the Bid:** This section includes information a competing bidder must provide in order to be considered for award of a possible contract. Failure to fully respond to each requirement may disqualify the Bidder from further participation in the bid or result in a determination that Bidder is non–responsive and therefore not eligible for award.
  - ▶ **NOTE:** Specific requirements will be listed with each individual
  - ▶ **Invitation To Bid – – questions or clarifications must be submitted**
  - ▶ **to the assigned DMB Buyer for that solicitation**

# Department of Management & Budget – Purchasing Operations

## SUGGESTED / PREFERRED PROPOSAL FORMAT

### Printed Copies Format

Printed copies of the Proposal should be bound on the left and secured in three-ring binders:

**Submit the total required number of bound, printed responses:**

- Submit one original (marked “original”) and
- Submit the required number of copies (each marked “copy”)
- Preferred font type and size is Arial 12–point

**No loose paper or items should be submitted** – everything submitted for consideration should be properly bound and secured in the three–ring binder. If any items (e.g., brochures, CD’s, etc.) are not properly bound or secured with the proposal and are subsequently lost, then the State is not responsible for considering that information in its evaluation.

**Each page** should be numbered; each page should have a minimum Left Margin of 1.5–inches and Right, Top, and Bottom Margins of no less than 1–inch; and, each page should *also include bidder’s Name, and the bid number as header or as a footer* (outside the margins).

The **outside / binder–cover** of each printed response should include:

- **ITB / RFQ / RFP number**
- **Due–Date**
- **Service Title / Description**

*(\*\* See cover–page from the bid document)*

- **Bidder’s Name & FEIN**
- **“Original” or “Copy” reference**
- **Sequential Binder Number:**

(e.g., if entire proposal fits into one binder, then may label front–cover as:

*Original, Binder #01 of XX–binders submitted,*

*Copy # 01, Binder # 02 of XX–binders submitted,*

*Copy # 02, Binder # 03 of XX–binders submitted, etc.)*

The **spine of each binder** for each printed copy may also include the Bidder’s **Name and this ITB Number** (and, if space allows, “Original” or “Copy,” and the binder #, for reference).

### Electronic Copies Format

The electronic format (CD Rom) should also be included with and secured in *each binder* holding a printed proposal, as follows: All documents and data must be created using tools that are compatible with the Microsoft Office Suite 97 standard desktop tools, **without need for conversion**. The electronic format may be saved in a compressed format, also in Arial 12–point font size and type.



# Buy Michigan First State Contracting 101

How Michigan Businesses Become State  
Contractors

Doing business with Michigan

# Buy Michigan First – Business Development Unit

- Dedicated to education and outreach to the business community.
- Work to facilitate understanding of the State's contracting process and bid opportunities.
- Increase participation of Michigan bidders.
- Track contract dollars awarded against internal goals
  - 90% to Michigan Businesses
  - 5% to Service Disabled Veterans
  - Double amount awarded to underrepresented vendor groups by the end of FY 2010.



# State Contracting Offices

| Who?   | What?   |
|--|---|
| DMB Purchasing Operations                    | Commodities, Services and IT > \$25,000<br>Implements state purchasing policy |
| DMB Facilities Administration                | Buildings and Land, Leases  |
| Individual State Departments                 | Goods and Services < \$25,000<br>Direct Human Services                        |
| Michigan State Industries (MSI)              | Commodities and services to support prison industries $\leq$ \$1,000,000      |
| Michigan Department of Transportation (MDOT) | Road and Bridge Maintenance and Construction                                  |



# State Departments

Address:  [http://www.michigan.gov/som/0,1607,7192\\_29929\\_A,00.html](http://www.michigan.gov/som/0,1607,7192_29929_A,00.html)

[My MGOV](#) [Agencies](#) [Online Services](#) [Multimedia](#) [Contact Us](#) [Site Help](#)

**michigan.gov**  
Michigan's Official Web Site



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[Environment](#)

[Health](#)

[MI Government](#)

[Safety & Security](#)

[Save Money](#)

[Travel & Recreation](#)

[Foreign Languages](#)

## State Web Sites

### Executive Branch

[Agriculture](#)  
[Attorney General](#)  
[Civil Rights](#)  
[Civil Service](#)  
[Community Health](#)  
[Corrections](#)  
[Education](#)  
[Energy, Labor & Economic Growth](#)  
[Environmental Quality](#)  
[Governor](#)  
[History, Arts and Libraries](#)  
[Human Services](#)  
[Information Technology](#)  
[Lieutenant Governor](#)  
[Management and Budget](#)  
[Military and Veterans Affairs](#)  
[Natural Resources](#)  
[Secretary of State](#)  
[State Police](#)  
[Transportation](#)  
[Treasury](#)

### Legislative Branch

[Auditor General](#)  
[House of Representatives](#)  
[Legislature](#)  
[Senate](#)

### Judicial Branch

[MI Courts](#)

### > Arts, History and Culture

[Archives of Michigan](#)  
[Arts and Cultural Affairs](#)  
[Cultural Economic Development](#)  
[Library of Michigan](#)  
[Mackinac State Historic Parks](#)  
[Michigan Film Office](#)  
[Michigan Historical Museum](#)  
[State Historic Preservation Office](#)



# Purchasing Operations

1,100 multi-year contracts, worth billions

3 Buying Divisions    25 Buyers

- Commodities
- Services
  - Professional Services
  - Maintenance Repair Operations (MRO)
- Information Technology (IT)



# Commodities

- Alarm Equipment
- Building Equipment
- Clothing
- Copiers
- Energy
- Food
- Furniture
- Highway Supplies
- HVAC
- Kitchen Equipment
- Laundry Equipment
- Media Equipment
- Michigan State Industries (MSI)
- Office Equipment
- Paint
- Printing Equipment & Services
- Prisoner Stores
- Radio Equipment
- Road Salt
- Vehicles
- Waste Water Treatment



# Services

## Professional

- Advertising
- Banking/Financial
- Consulting
- Equipment Maintenance
- Health Care
- Pharmaceuticals
- Insurance
- Marketing
- Program Development

## MRO

- Alarm Monitoring
- Elevator Maintenance
- Janitorial Services
- Lawn Care
- Medical Waste Disposal
- Rubbish Removal
- Snow Removal
- Window Cleaning
- Uniform Rentals



# Information Technology

- Computers
- IT Consulting
- Software
- Software Licenses
- Maintenance
- Staff Augmentation
- Telecommunications  
(Cell Phones, Towers, Infrastructure)



# Facilities Administration

- Design & Construction
  - Average 275 Contracts Annually
  - Averaging \$100 Million Annually
  - Projected Future Contracts available online  
[www.michigan.gov/BuyMichiganFirst](http://www.michigan.gov/BuyMichiganFirst)
- Real Estate
  - 576 Leases
  - 6.4 Million Sq Ft
  - \$105.7 Million Annual Rent
  - Register to receive e-mail notifications  
[www.state.mi.us/dmb/lessor/lessors.asp](http://www.state.mi.us/dmb/lessor/lessors.asp)



# Steps For Interested Vendors

## Step One: Register Online

[www.michigan.gov/BuyMichiganFirst](http://www.michigan.gov/BuyMichiganFirst)

- Help Desk Available (888) 734-9749

[www.Bid4Michigan.com](http://www.Bid4Michigan.com)

- Bid Net / Bid Notification System

- Help Desk Available (800) 677-1997

## Step Two: Prepare and Research

- Complete Contract List

- Upcoming Bid Opportunities

- “Vendor Visit Tuesday”

For appointment call 517-373-0300

- Freedom of Information Act (FOIA)



# Current Contract List

| Contract    | Links To Contracts                   | Agency                                | Team | Initials | Name                       | Description                                    | Amount          | Expiration Date |
|-------------|--------------------------------------|---------------------------------------|------|----------|----------------------------|--|-----------------|-----------------|
| 071B8200143 | <a href="#">Open MiDeal Contract</a> | Statewide                             | COMM | LLG      | VARSITY FORD               | VEHICLES, PASSENGER CARS, PICK UP TRUCKS, VANS | \$33,371.95     | 10/1/2009       |
| 071B8200086 | <a href="#">Open MiDeal Contract</a> | Statewide                             | COMM | JMS      | OfficeMax Incorporated     | OFFICE SUPPLIES TONER AND PAPER                | \$29,594,893.70 | 1/18/2010       |
| 071B6200067 | <a href="#">Open Contract</a>        | Department of Treasury                | PROF | MGC      | Abandoned Property Experts | UNCLAIMED PROPERTY AUDITS                      | \$2,000,000.00  | 11/15/2010      |
| 071B7200295 | <a href="#">Open Contract</a>        | Department of Corrections             | COMM | JMS      | WOLVERINE PACKING CO       | FRESH BEEF PRODUCTS                            | \$2,133,333.00  | 6/1/2010        |
| 071B7200341 | <a href="#">Open Contract</a>        | Michigan Department of Transportation | IT   | JK1      | VED SOFTWARE SERVICES INC  | RE:START MDOT TEAM                             | \$312,000.00    | 10/31/2010      |



# Freedom of Information Act (FOIA) DMB-Purchasing Operations Request Form

*This form should be used for requests for Purchasing  
Operations documents only.*



DATE OF REQUEST:

DMB BUYER'S NAME (if known):

## DOCUMENT IDENTIFICATION

| INVITATION TO BID (ITB) # | CONTRACT # | PURCHASE ORDER # |
|---------------------------|------------|------------------|
| 0711                      | 071B       |                  |

PROJECT DESCRIPTION:

### SEE DOCUMENT DEFINITIONS (PAGE 2) FOR EXPLANATIONS OF THE ITEM (S) REQUESTED

REQUESTED ITEMS (TAB TO BOX AND MOUSE CLICK IN THE BOX FOR THOSE ITEMS YOU REQUIRE)

OTHER ITEMS (TAB TO BOX AND MOUSE CLICK IN THE BOX FOR THOSE ITEMS YOU REQUIRE)

NOTE: State contracts complete with change orders and the technical and pricing portions of the proposal can be downloaded at no charge from our <http://www.michigan.gov/buymichiganfirst> website.

- The awarded proposal
- All proposals

- Copy of contract and change orders
- Evaluation synopsis
- Administrative Board bid tabulation
- Other (insert additional item here)

A specific proposal  
(insert bidders name here)

If available, the State may respond electronically or by compact disc (CD) unless otherwise indicated in the comments below

Comments

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**REQUESTOR INFORMATION (Required except for fax number and email address)**

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Name of Requestor

Company Name

Mailing Address (Street address required)

Phone:

Fax:

Email Address:

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**Instructions:** Download and complete the above form with all information that pertains to your request. Your request can be submitted via email to [DMB-PurchFOIA@michigan.gov](mailto:DMB-PurchFOIA@michigan.gov); by fax to FOIA Coordinator 517/335-0046; or by mail to FOIA Coordinator, DMB Purchasing Operations, 2<sup>nd</sup> Floor, Mason Building, P.O. Box 30026, Lansing, MI 48909. For further information, contact Mike Bliss at (517) 335-6544 or at the email address noted above.

For Purchasing Operations Office Use Only

**Receipt Date:** \_\_\_\_\_ **Response Due Date:** \_\_\_\_\_ **Extension Due Date:** \_\_\_\_\_ **Invoice Total \$** \_\_\_\_\_

**Projected Future Contracts  
July 2009**

| Agy | Seq   | PD  | Project Name   | Facility Name   | Facility City | Designer   | Phone Number                     |
|-----|-------|-----|--|---|---------------|--|----------------------------------|
| 071 | 04255 | DCS | Water Laboratory Exhaust Air Modifications                       | DMB/North Complex Joint Lab                               | Lansing       | Century A & E Corporation  | (616) 456-5227                   |
| 071 | 05081 | RAN | De-Aerator Tank and Piping Removal and Installation              | DMB/Energy Center   | Dimondale     | Fishbeck, Thompson, Carr & Huber, Inc.                               | (616) 575-3824                   |
| 071 | 05295 | RAN | Upgrade Heating, Ventilating and Air Conditioning Control System | DMB/Secretary of State Office Building                    | Dimondale     | Byce & Associates  | (269) 381-6170                   |
| 071 | 06079 | RWG | Water Leak Repairs   | DMB/ Mason Building                                       | Lansing       | Soils and Materials Engineers, Inc.                                  | (734) 454-9900                   |
| 071 | 06094 | DCS | Phase 2 Basement Renovations                                     | DMB/ Stevens T. Mason Building                            | Lansing       | Materials Testing Consultants, Inc.                                  | (616) 456-5469                   |
| 071 | 06104 | RAN | Window Replacement   | DMB/Secretary of State Office Building                    | Dimondale     | Sigma Associates, Inc.   | (313) 963-9700                   |
| 071 | 06400 | RMP | Fire Pump Study  | State Capitol Complex                                     | Lansing       | Progressive AE   | (616) 361-2664                   |
| 071 | 06402 | RWG | Structural Engineering Study                                     | Allogan Street Parking Ramp                               | Lansing       | Carl Walker, Inc.  | (269) 381-2222                   |
| 071 | 07117 | RCH | New Michigan Law Enforcement Memorial Monument                   | State Capitol Governmental Complex                        | Lansing       | David Milling Architects Professional Service Industries, Inc. (PSI) | (734) 913-1010<br>(240) 373-1970 |
| 071 | 07245 | RMP | TSC Expansion  | MDOT/ Bay City TSC  | Bay City      | J.R. Heineman & Sons, Inc.   | (989) 753-8483                   |
| 071 | 07322 | RAN | Relocation of Snowmobile Trail                                   | DNR/ Black Mountain                                       | Hint          | Could Engineering  | (610) 743-9120                   |
| 071 | 07334 | RMP | Asphalt Repairs and Replacement                                  | DMB/ Joint Lab  | Lansing       | C2AE   | (616) 371-1200                   |
| 071 | 07338 | RMP | Storm and Sanitary Sewer Replacement Project                     | MSP/ Michigan State Police Training Academy               | Dimondale     | Soils and Materials Engineers, Inc.                                  | (734) 454-9900                   |
| 071 | 07340 | RAN | Floor Slab Evaluation  | DMB/ Hannah and Ottawa Buildings                          | Lansing       | Carl Walker, Inc.  | (269) 381-2222                   |
| 071 | 08044 | JAG | Dock Improvements  | DNR/ Rainbow Bend & Castle Rock Docks along AuSable River | Crawford Co.  | Wilcox Professional Services, LLC                                    | (517) 802-4359                   |
| 071 | 08063 | CAK | Water Infiltration Remediation                                   | DMB/ Mason Building                                       | Lansing       | Professional Service Industries, Inc. (PSI)                          | (240) 373-1970                   |
| 071 | 08098 | RMP | Parking Lot Management System                                    | MLHC/ Parking Lots  | Lansing       | Soil & Materials Engineers, Inc.                                     | (734) 454-9900                   |
| 071 | 08189 | RMP | Parking Lot Repairs  | DMB/ Operations Center                                    | Dimondale     | C2AE   | (517) 371-1200                   |



## Bid Opportunities - Open Solicitations

Listed below are solicitations that are still open on this bid system. In order to view more information, you must be a registered vendor. To register, click on the "Proceed to Registration" button below view "Closed Solicitations" or click on the button at the bottom of the page.

1-25 of 38 results [» Show All 38 Results »](#)

« 1 » | 2

| Document Titles   | Bid Status Info              | Prequalification | Deadline   |
|---|------------------------------|------------------|------------|
| MDMR Retail Sales System (RSS)                                    | <a href="#">View Details</a> |                  | 09/09/2009 |
| Medicaid Third Party Liability Recovery Services                  | <a href="#">View Details</a> |                  | 08/20/2009 |
| Insurance Regulatory System                                       | <a href="#">View Details</a> |                  | 08/19/2009 |
| Medical Waste Disposal  | <a href="#">View Details</a> |                  | 08/18/2009 |
| Tree Marking Paint Per Attached Spec                              | <a href="#">View Details</a> |                  | 08/17/2009 |
| Underbody Scraper Blades  | <a href="#">View Details</a> |                  | 08/13/2009 |
| Michigan Prisoner Re-Entry Initiative                             | <a href="#">View Details</a> |                  | 08/12/2009 |
| Backhoe, wheel loader, Caterpillar 450-E-IT or approved alternate | <a href="#">View Details</a> |                  | 08/11/2009 |
| Reverse Auction Service   | <a href="#">View Details</a> |                  | 08/10/2009 |
| Digital Data Acquisition System                                   | <a href="#">View Details</a> |                  | 08/07/2009 |
| Early Learning Children's Center                                  | <a href="#">View Details</a> |                  | 08/07/2009 |
| Flares/Fusees   | <a href="#">View Details</a> |                  | 08/06/2009 |
| College Web Portal  | <a href="#">View Details</a> |                  | 08/05/2009 |
| Proficiency Tests for Michigan State Police                       | <a href="#">View Details</a> |                  | 08/05/2009 |
| Medical Laboratory Services for Walter P Reuther Hospital         | <a href="#">View Details</a> |                  | 08/05/2009 |

# Steps For Interested Vendors

## Step Three: Find Opportunities

- [www.Bid4Michigan.com](http://www.Bid4Michigan.com)
- Projected Future Bids/Contracts
- Other Agency Bid Request

## Step Four: Bid

- Attend Pre-Bid Meeting
- Ask Questions
- Follow the bid communication rules

## Step Five: Debrief



# Special Programs: MiDEAL

- MiDEAL = Michigan Delivering Extended Agreements Locally
- Voluntary program that allows local units of government to buy off of State contracts
  - Townships
  - Cities & Villages
  - Counties
  - Road Commissions
  - Non-profit Hospitals
  - Colleges
  - Universities
  - School Districts
- Typical contract = 1 vendor + 1 client
- MiDEAL contract = 1 vendor + 2,661 clients



# Michigan Business Resources

- Michigan Business One Stop  
<http://www.michigan.gov/business>
- Organizational Resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business & Technology Development Centers (SBTDC)
  - CEED / Michigan Women's Business Council
  - Michigan Minority Business Development Council (MMBDC)
  - Small Business Administration (SBA)
- Connect with State Agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Economic Development Corporation



# Contact Information

|  |  |
|--|--|
| Buy Michigan First<br>Business Development<br>Unit   | General Email:<br><a href="mailto:BuyMichiganFirst@michigan.gov">BuyMichiganFirst@michigan.gov</a>                         |
| Buy Michigan First   | Rebecca Nevai, Coordinator<br>Phone: 517-373-8530<br>Email: <a href="mailto:nevair@michigan.gov">nevair@michigan.gov</a>   |
| Supplier Diversity<br>Business owned by<br>Disabled or Service<br>Disabled Veteran Persons | Tammi Hart, Coordinator<br>Phone: 517-335-4770<br>Email: <a href="mailto:hartt3@michigan.gov">hartt3@michigan.gov</a>      |
| DMB Facilities<br>Administration   | Patrick Mullen<br>Phone: 517-373-0967<br>Email: <a href="mailto:BuildMichigan@michigan.gov">BuildMichigan@michigan.gov</a> |



# Contact Information

|   |  |
|---|--|
| DMB Real Estate   | Mike Van Setters<br>Phone: 517-373-9559<br>Email: <a href="mailto:DMB-RealEstate@michigan.gov">DMB-RealEstate@michigan.gov</a> |
| Michigan Department of Transportation (MDOT)                | Ann Williams<br>Phone: 248-967-0570 Ext. 211<br><a href="http://www.michigan.gov/mdot">http://www.michigan.gov/mdot</a>        |
| Michigan State Industries (MSI)                             | Nancy Taylor-Williams<br>Phone: 517-241-5952<br><a href="http://www.michigan.gov/msi">http://www.michigan.gov/msi</a>          |
| Procurement Technical Assistance Centers Of Michigan (PTAC) | 12 Regional PTAC of Michigan<br>Website: <a href="http://www.ptacsofmichigan.org">www.ptacsofmichigan.org</a>                  |



# Contact Information

|  |   |
|--|---|
| Michigan Small Business & Technology Development Centers (SBTDC) | State Headquarters<br>Phone: 616.331.7480<br>Website: <a href="http://www.misbtdc.org">www.misbtdc.org</a>                    |
| Small Business Administration (SBA)                              | Michigan District Office<br>Phone: 313-226-6075<br><a href="http://www.sba.gov">http://www.sba.gov</a>                        |
| Michigan Economic Development Corporation (MEDC)                 | General Information<br>Phone: 517-373-9808<br>Email: <a href="mailto:MEDCservices@michigan.org">MEDCservices@michigan.org</a> |
|  |   |

# CHECKLIST....

- **Register On-line**
  - <http://www.michigan.gov/buymichiganfirst>
  - [www.Bid4Michigan.com](http://www.Bid4Michigan.com)
- **Prepare and Research**
  - Complete Contract List
  - “Vendor Visit Tuesday”
  - FOIA
- **Opportunities**
  - [www.Bid4Michigan.com](http://www.Bid4Michigan.com)
  - Projected Upcoming Bid Lists
  - Other Agency Bid Request
- **Bid**
  - Attend Pre-Bid Meeting
  - Ask Questions
  - Follow Bid Communication Rules
  - Debrief





- Michigan.gov Home
- Bids and Proposals
- Green Purchasing
- Public Purchasing Conference
- State Administrative Board
- Vendor Information
- State Contracts
- Contact Us
- Department of Management & Budget

Buy Michigan First Home | Contact Buy Michigan First | FAQ

Printer Friendly | Text Version | A- A+ Text Size | Share

Search

### An Introduction to Buy Michigan First

Governor Jennifer M. Granholm initiated Buy Michigan First to encourage Michigan businesses, including underrepresented vendor groups, to register with the State as vendors and bid on more than 1,200 contract opportunities valued at over \$19 billion.

#### Contract List

The Complete Contract List is a research tool to help you prepare for upcoming opportunities. Please feel free to download, save and sort the excel spreadsheet. The complete contract list is updated weekly.

#### Upcoming Presentations

Learn the ins and outs of contracting with the State of Michigan at an upcoming presentation, get an overview with Contracting 101, and Design and Construction Contracting 101.

#### Brochures

|                                    |   |                         |                             |                                   |
|------------------------------------|---|-------------------------|-----------------------------|-----------------------------------|
| <a href="#">Buy Michigan First</a> | <a href="#">Design &amp; Construction</a> | <a href="#">Mi Deal</a> | <a href="#">Real Estate</a> | <a href="#">Disabled Veterans</a> |
|------------------------------------|---|-------------------------|-----------------------------|-----------------------------------|

How do I?  Select a question. Get an answer.

- MI Business One Stop
- Departments/Agencies
- Online Services
- Surveys
- RSS Feeds

- Other Executive Agencies' Bids**
- Doing Business with Department of Natural Resources
  - MI Dept of Community Health Requests for Proposals
  - MSHDA Contractor Assistance Program
  - MI Dept of Human Services Contractor Services
  - MDOT Contractor Services Center
  - Michigan Small Business & Technology Development Center
  - Other Agency Bid Requests
  - Procurement Technical Assistance Centers of Michigan
  - Public Act No. 232 of July 21, 2004

