



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

Dear Appraiser:

RE: Registering with the State of Michigan's vendor systems and DNR's Approved Appraiser List:

- A) SIGMA Vendor Self-Serve (VSS)
- B) DNR's Approved Appraiser List

A) Registering for Electronic Funds Transfers with 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 are required to register with the State of Michigan electronically as indicated below:

- Register on the State Vendor File by logging into 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 e-mail to the e-mail account entered during registration. Follow the instructions in the e-mail to complete your registration.

If you have any questions on the SIGMA VSS registration process, please contact Vendor Registration by phone at 1-888-734-9749 or 517-373-4111 or by E-mail at SIGMA-Vendor@michigan.gov.

Currently, DNR uses SIGMA VSS to post requests to bid on appraisal projects. You are encouraged to register on SIGMA VSS at your earliest convenience so you can participate in this bid system. SIGMA VSS will likely increase your opportunities to do business with the State - opportunities you will not be able to participate in if you are not a registered SIGMA VSS vendor.

Please contact SIGMA VSS Support at 888-734-9749 for assistance or for answers to any questions regarding the SIGMA VSS system. Direct any DNR-specific questions to Dorene Sandoval at 517-284-5686 or sandovald@michigan.gov.

B) Getting Approved on DNR's Approved Appraiser List

To register for DNR's Approved Appraiser List, please contact Kelly Ramirez at 517-284-5947. You will be required to send a copy of your State Certified License, General Liability Insurance, resume and a sample narrative report to Kelly Ramirez at ramirezkm@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, Yellow Book, lakefront, minerals, timber, etc. are the best to send as samples.

- Once on the list, you will be free to bid on appraisal projects. There will be information posted on SIGMA VSS to help evaluate the appraisal assignment. 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 Division 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 "**Information for Appraisers**" on the **DNR Website** www.michigan.gov/dnr under "**Doing Business**" (located at the bottom of the page); "**Real Estate (state owned land sales)**".