



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 & DNR Real Estate Services:  
A) Contract & Payment Express, B) Bid4Michigan, and C) DNR Approved Appraiser List

A) Registering for Electronic Funds Transfers from State of Michigan (Contract & Payment Express)

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 electronically as indicated below:

- Register on the State Vendor File by logging into the Contract & Payment Express (C&PE) website at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).
- Follow the on-line instructions to complete the first portion of the registration process. A password will then be mailed to the registrant.
- Return to the C&PE website; enter the User ID and the password received. The user will then be asked to create a new password.
- Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit) link. Enter the requested information, including bank routing and account numbers.
- After the registrant returns the "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete. The vendor should be EFT-ready within two weeks.

If you have any questions on the Contract & Payment Express registration process, you can contact Vendor Registration by phone at 1-888-734-9749 or 517-373-4111.

B) Registering to access State of Michigan bid information (Bid4Michigan)

The State of Michigan has implemented a procurement solicitation system which utilizes the internet for notifying and delivering bid opportunities to vendors. To participate in the State's bid system you must be registered on the website, Bid4Michigan, to access bid information and documents. The system also allows for online completion of certifications, representations and agreement to terms and conditions. Online bid responses may be available for some commodity purchases and award information will be readily available.

The web link for Bid4Michigan is [www.bid4michigan.com](http://www.bid4michigan.com). The website explains two registration options:

- A "no cost" registration which allows you to access to all solicitations posted on the website. If you choose the free access option, the responsibility is on you to check the website periodically for bid opportunities – some bid requests have a very short turn-around time.
- A "yearly flat fee" registration which has additional convenience features, most importantly an email notification whenever a bid within your area of interest is posted. You can choose which option is best for your company. If you choose to use automatic notification, it is important to sign up for commodity code **946-15**; this is the code used for posting appraisal contracts.

Currently, DNR uses Bid4Michigan to post bids for all appraisal projects. You are encouraged to register on Bid4Michigan at your earliest convenience so you can participate in this bid system. Bid4Michigan 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 Bid4Michigan vendor.

Please contact BidNet Support at 800.677.1997 x214 for assistance or for answers to any questions regarding the Bid4Michigan system. Direct any DNR-specific questions to Sue Lutton at 517.373.1200 or [luttons@michigan.gov](mailto:luttons@michigan.gov).

C) Getting Approved with DNR Real Estate Services for Approved Appraiser List

Please send a copy of your State Certified License, General Liability Insurance, resume and a sample narrative report to [laffertyv@michigan.gov](mailto:laffertyv@michigan.gov). DNR appraisal problems are almost all vacant land, mostly recreational, so a report that deals with large acreage parcels, easements, railroad corridors, Yellow Book, lakefront, minerals, timber, etc. would all be ideal examples to share.

- Once on the list, you are free to bid. There will be information posted to help evaluate the appraisal problem. Most bids are low bid.
- For more complicated assignments, we occasionally ask for experience/qualifications first. Of those bidders determined to be qualified, the low bid will be awarded.
- Please be mindful of timeframes. Our Case Managers who are in charge of the potential transaction have made commitments to the property owner and the Land Division within DNR so they are particularly sensitive to deadlines.
- Your appraisal will be reviewed against USPAP and DNR Appraisal Report Standards. Often this occurs without notice to you. Sometimes it results in questions/comments and follow-up. Please read DNR Appraisal Report Standards at the **DNR Website** [www.michigan.gov/dnr](http://www.michigan.gov/dnr) under "**Doing Business**" on the left hand column. We have a whole section of helpful information under "**Information for Appraisers**" at the bottom of the page.
- Most of all, we welcome the opportunity to partner with professionals to deliver superior service to all who have a stake in Michigan's natural resources! Thank you!