

STATE OF MICHIGAN

**PROCUREMENT**



# CONTRACTING 201:

## Navigating the State Contracting Process

# Types of Solicitations

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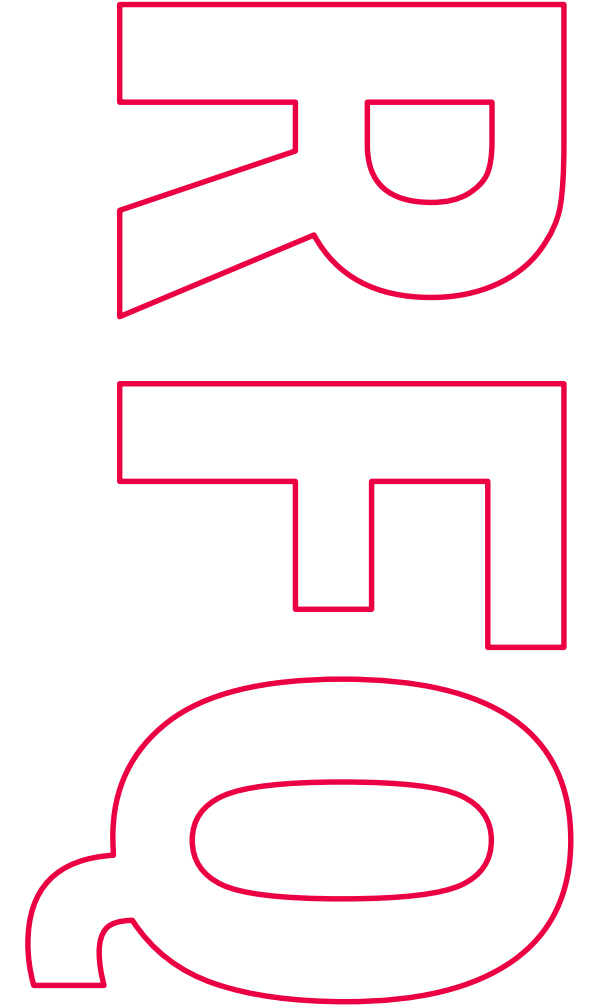
## Common Types of Solicitation Documents:

- RFQ: Request for Quote
- RFQ - MiSC: Request for Quote via MiSC program
- RFP: Request for Proposal
- ITN: Invitation to Negotiate
- CPC: Competitive Proof of Concept
- RFI: Request for Information
- Prequalification Programs

# RFQ: Request for Quote

## **RFQs are for informal competitive bids.**

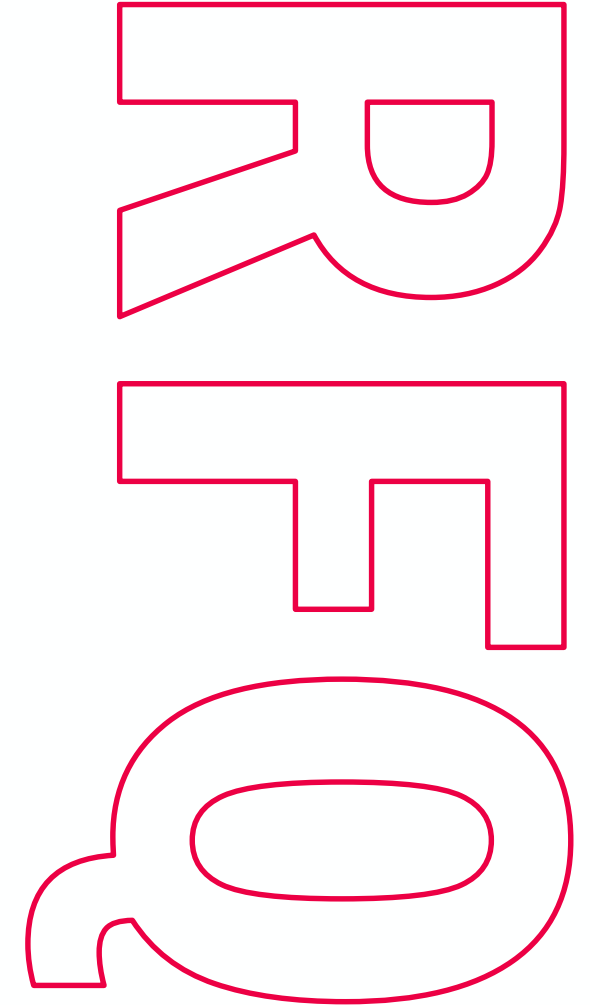
- 3 written quotes
- May be publicly posted, but not typically
- Between \$5,000-\$50,000



# RFQ: Request for Quote - MiSC

## **RFQs via MiSC are sent only to vendors enrolled in the MiSC program**

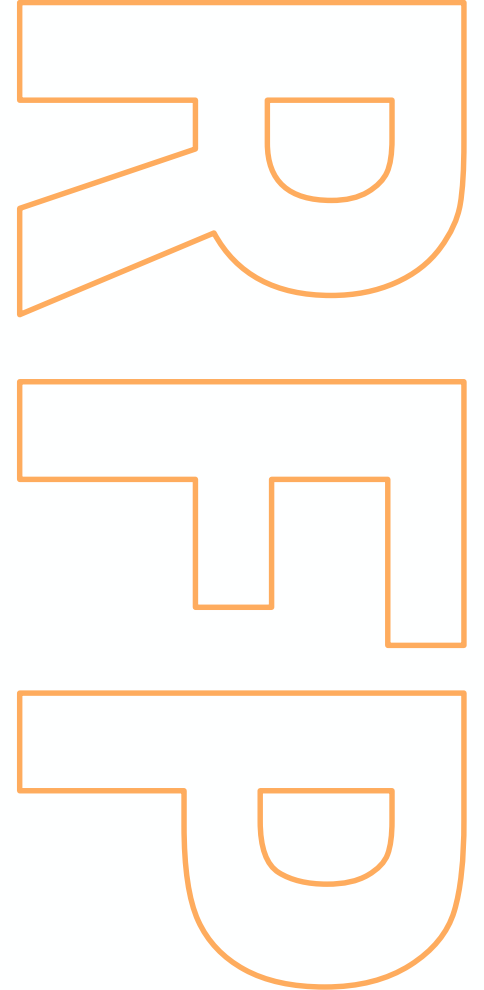
- MiSC (short for Michigan Supplier Community) allows State of Michigan agencies to get three quotes directly from vendors
- Only certain approved purchases
- \$500,000 max
- More details, including eligibility info, at [Michigan.gov/MiSC](https://Michigan.gov/MiSC)



# RFP: Request for Proposal

## RFPs are formal competitive solicitations

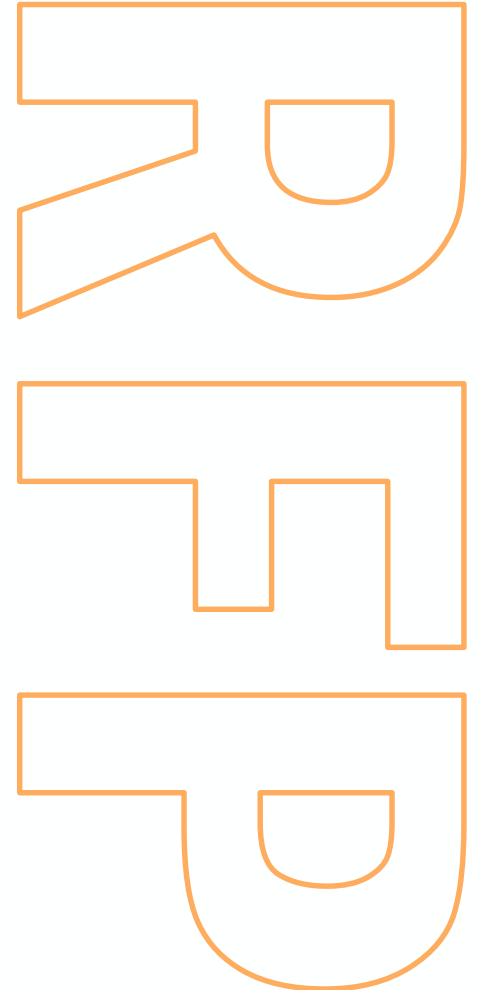
- Publicly posted
- Solicitations posted on SIGMA Vendor Self Service (SIGMA VSS)
- Over \$50,000



# RFP: Request for Proposal, cont.

## RFPs are designed in a manner that:

- Provides a vendor with needed specific goods or services and a request is made for pricing or:
- Identifies critical business and technical requirements and vendor is responsible for providing:
  - Qualifications
  - Approach
  - Details about the solution
  - Pricing information

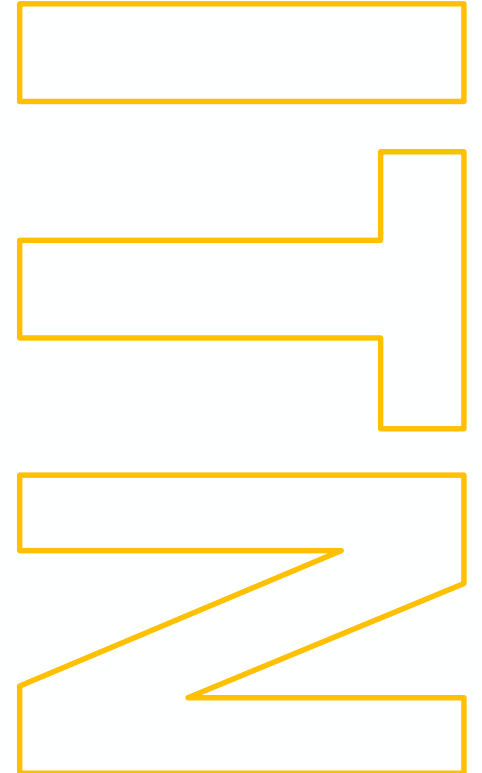




# ITN: Invitation to Negotiate

## ITNs are formal competitive solicitations

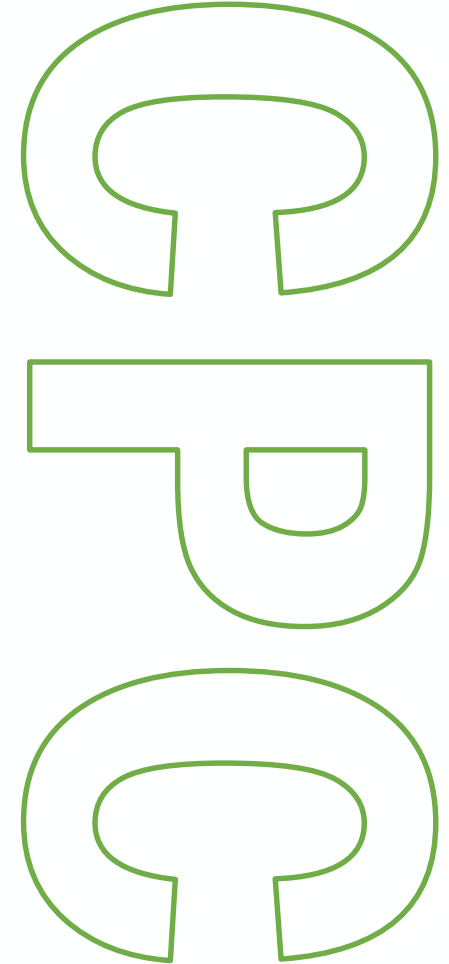
- Over \$50,000
- Posted on Sigma VSS for at least 7 calendar days
- Needed good or service:
  - Proprietary in nature
  - Based on compatibility with existing infrastructure or on a licensing exclusivity



# CPC: Competitive Proof of Concept

## **CPCs are informal competitive solicitations**

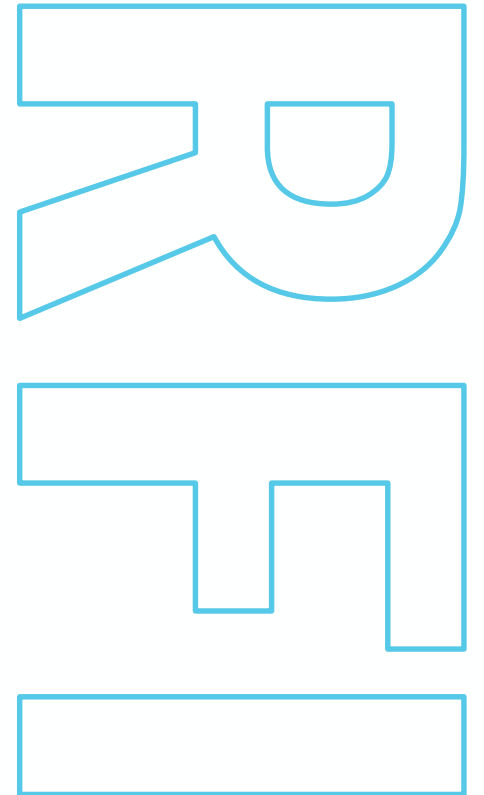
- Solicit proposals from prospective suppliers to:
  - Perform a proof of concept for good or service the State wishes to try before implementing
- Posted on SIGMA VSS for at least 7 calendar days
- May evolve into a separate, full implementation contract



# RFI: Request for Information

**RFIs are for pricing and market research, comments on specifications, and to gauge best practices.**

- Posted on SIGMA VSS
- RFI response content may be used to help develop an RFP
- RFP does not always follow an RFI



# Prequalification Programs

## **Provides a source of pre-qualified vendors to support various state requirements.**

- Posted on SIGMA VSS
- Requirements vary per program
- Prequalification approval good indefinitely or for a limited period of time
- Enrollment may be open or for limited period
- Does not guarantee a contract or sales
- Second tier bidding process

PREQUAL

# Solicitation Components

# RFP Components

## State of Michigan Procurement RFPs have this format:

- Proposal Instructions / Confidential Treatment Form / Vendor Questions Worksheet
- Schedule A - Statement of Work
- Schedule B - Pricing
- Standard Contract Terms
- Attachments

# Proposal Instructions

- Contact info for the State
- Questions concerning RFP
- Modifications to RFP Prior to Proposal Deadline
- Pre-proposal meeting (if applicable)
- Delivery of Proposal
- Mandatory Minimum Requirements (if applicable)
- Evaluation Process

# Proposal Instructions, cont.

- Clarification Request
- Notice of Deficiency
- Reservations
- Award Recommendation
- Debrief and Bid Protest
- State Administrative Board
- General Conditions



# Confidential Treatment Form

- Allows bidder to seek confidential treatment of certain information
  - Trade secret, proprietary, financial information
  - Bidder must submit a Public Copy of proposal with above information redacted and clearly labeled
- Completion and submission of CT form is required
  - Regardless of whether bidder seeks confidential treatment of information

# Vendor Questions Worksheet

- Company Contact Information
- Company Background Information, includes
  - Gross Annual Sales
  - Strategic Relationships
  - Physical address of place of business with primary responsibility for account
- State of Michigan Experience
- Prior Experience
- Standard Contract (agreement to contract terms)
- Various other questions

# Statement of Work: Commodities & Services

## Examples of Statement of Work (SOW) sections for Commodities and Services:

- Background
- Requirements
- Specifications
- Warranties
- Recall Procedures
- Staffing
- Project Management
- Ordering
- Delivery
- Invoice and payment

# Statement of Work: Information Technology

## Examples of Statement of Work (SOW) sections for Information Technology:

- Project identification
  - Project request, Background
- Scope of Work and Deliverables
  - In Scope, Out of Scope
  - Environment
  - Work and Deliverables
- Roles and Responsibilities
- Contractor and State staff
- Project Plan
- Project Management
- Acceptance
- Compensation and Payment

# Statement of Work: Tips for Bidders

## **Ensure your response is thorough.**

- Address all sections completely. A link to a website is not sufficient. Provide info as instructed.

## **Describe how your company will do the required work for the state.**

- Prior experience is described elsewhere. Detail how a requirement will be met and an understanding of the work to be done.



# Statement of Work: Tips for Bidders, cont.

## **Follow the format of the document.**

- Provide answers in the appropriate sections and follow instructions carefully.

## **RE: Product Specifications section of commodities Statement of Work:**

- Some solicitations may allow for submission of alternate brands/models. Do this only if the State specifies they are allowed.



# Schedule B: Pricing

- Be competitive, submit best price with bid upfront
- Fill out cost table(s) completely
- Discount Delivery Terms
- Discount Schedules
- Multi-unit Discounts
- Pricing submitted in bid posting system or in provided worksheet

# Standard Contract Terms

## **Important terms include (but are not limited to):**

- Indemnification
- Insurance
- Payment Information
- Cancellation
- Contract Term /Optional Renewal Years
- Limitation of Liability



# Attachments

**Be aware of any and all solicitation attachments, examples include:**

- Key personnel resumes templates
- Technical and business requirements
- Preliminary project plans
- Pricing worksheets

# Pre-Bid Meetings

## Be aware of mandatory or optional pre-proposal meetings.

- Make sure you know how the meeting (physical location, conference call) is happening.
- Failure to attend a mandatory meeting will mean disqualification.
- Be on-time.



# Pre-Bid Meetings, cont.

**Make sure you sign-in to meeting to prove you were there.**

- Failure to sign-in can mean disqualification.
- Sub-contractors who attend meetings on behalf of a prime contractor should sign-in on behalf of the prime.



# Q&A Period

**Fully read the proposal instructions and complete RFP before submitting written questions.**

- Questions must be submitted in writing by time and date specified.
- Answers are posted on SIGMA VSS
- Limit communication to assigned buyer. This ensures that info is accurate and you avoid potential disqualification.



# Submission Tips

# Submission Tips: General

## **Provide complete responses in all bidder response boxes.**

- Avoid referencing other sections in responses. Each response box requires a complete answer.
- Answers must be thorough information, even if you are an incumbent. Points can be deducted due to lack of detail.



# Submission Tips: General, cont.

**Be aware of mandatory minimum requirements. Provide necessary documentation.**

- **EXAMPLE:** If there is a licensing or certification needed to supply a good or service.
- **Failing to provide necessary documentation can lead to bid disqualification.**



# Submission Tips: General, cont.

## **Bidder responses need to demonstrate or include:**

- Agreement to terms and conditions or requested exceptions noted
- Complete additional forms, if any
- Have successfully completed any pre-qualification





# Submission Tips: General

**Double check everything!**

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# Submission Tips: SIGMA VSS

**Don't wait until the last minute to submit!  
Review the user guides on SIGMA VSS and  
start early!**

- SIGMA VSS requires the creation of an account, entry of info. This is in addition to uploading and submitting materials.
- SIGMA VSS will not allow proposals to be submitted after the deadline, even if a portion has already been uploaded



# Submission Tips: SIGMA VSS, cont.

## **SIGMA VSS has its own help desk.**

- If you have issues or submission questions reach out to SIGMA CSS directly:
  - Phone: 888-734-9749
  - Email: [SIGMA-Vendor@Michigan.gov](mailto:SIGMA-Vendor@Michigan.gov)
  - You can leave a message.



# Submission Tips: SIGMA VSS, cont.

## **Submit all documents in a modifiable format.**

- Examples include Word, Excel, Google Docs or Sheets
  - You may also submit a PDF.
- Failure to adhere to this can mean disqualification. Submit as required / requested.



# Evaluation & Award Process

# Evaluation Method

- **By Solicitation Managers:** Evaluation conducted by Solicitation Manager in collaboration with Program and/or SMEs

*or*

- **Via Committee:** Evaluation by Joint Evaluation Committee (JEC)

# Evaluation Process

- Application of Purchasing Preferences
- Evaluation of bid
- Clarifications
- Oral presentations
- Negotiations
- Award Notification

**NOTE: Not all phases below will apply to each solicitation.**

# Evaluation Process, cont.

## Examples of evaluation criteria:

#	Technical Evaluation Criteria	Weight
1.	Work and Deliverables – Schedule A, Statement of Work, Section 1.104	50
2.	Service Levels Processes– Schedule A, Section 2	30
3.	Staffing– Schedule A, Section 3	20
	Total	100

**Relevant factors may be added or deleted.  
Weight varies per RFP.**



# Purchasing Preferences

## **Pricing Preferences and set-asides:**

- Service Disabled Veteran Owned Business (SDVOB)
- Community Rehabilitation Organizations

## **All things being equal:**

- Michigan Preference
- Clean Corporate Citizen
- Bio-Based Products Sourced in Michigan
- Geographically Disadvantaged Business Enterprise

# Award Process

## Award Types:

- **Single Award:** Award entire contract to one vendor
- **Split Award:** Award by item/group of items among multiple vendors
- **Multiple Source Award:** Award to multiple vendors
- **Regional or Zone Awards:** Award by region or zone

# Award Process

## Internal Approval Process:

- Award recommendation reviewed/approved by procurement management as applicable
- State Administrative Board approval required for new contracts \$250,000 or more

# Award Process

## Award Recommendation

- Notice of Award Recommendation is posted on Sigma VSS. Notice may also be emailed to bidders.
- Awarded vendor & price
- Debrief Information

# Debrief

## Debrief Process

- Meet in person or via phone
- Review Evaluation Synopsis in advance
- Buyer will identify areas where bid response did not meet requirements.

STATE OF MICHIGAN

# MiDEAL

# MiDEAL

MiDEAL is a program that allows local units of government to make purchases using same terms, conditions, pricing available to state agencies. This can increase your potential customer base.

## MiDEAL eligible organizations:

- Townships
- Cities & Villages
- Counties
- Road Commissions
- Nonprofit Hospitals
- Colleges
- Universities
- School Districts

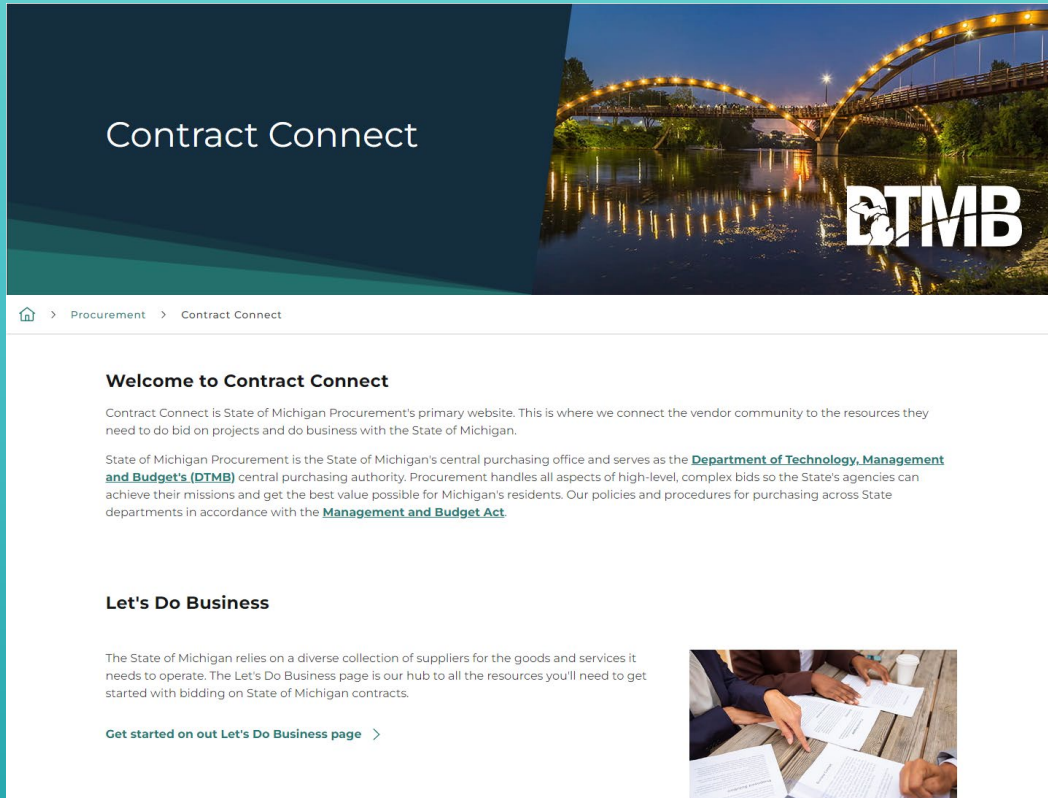


**You must have a State contract in order to make it available through MiDEAL.**



# Resources

# State of Michigan Procurement Website



**Contract Connect**

DTMB

Home > Procurement > Contract Connect

### Welcome to Contract Connect


Contract Connect is State of Michigan Procurement's primary website. This is where we connect the vendor community to the resources they need to do bid on projects and do business with the State of Michigan.

State of Michigan Procurement is the State of Michigan's central purchasing office and serves as the **Department of Technology, Management and Budget's (DTMB)** central purchasing authority. Procurement handles all aspects of high-level, complex bids so the State's agencies can achieve their missions and get the best value possible for Michigan's residents. Our policies and procedures for purchasing across State departments in accordance with the **Management and Budget Act**.

### Let's Do Business

The State of Michigan relies on a diverse collection of suppliers for the goods and services it needs to operate. The Let's Do Business page is our hub to all the resources you'll need to get started with bidding on State of Michigan contracts.

[Get started on our Let's Do Business page >](#)



## Vendor Toolkit



### Register My Business

Vendors need to register in SIGMA VSS to bid on State of Michigan solicitations.

#### Business Type

#### Commodity Code Lookup

#### How to Register as a Vendor

#### New User Checklist



### Resources for Vendors

Review the following resources to learn more about contracting with the State of Michigan.

#### SIGMA VSS Training Materials

#### Presentations & Videos



### Research Opportunities

Get connected with our contract portfolio, visit the Vendor Opportunity Dashboard to see what is coming up for bid, view open bids and check out state programs.

#### Active Contracts

#### Bid Proposals

#### Geographically Disadvantaged Business Enterprise

#### IT Staff Augmentation

#### Michigan Supplier Community (MISC)

#### Open Bids

#### Service-Disabled Veteran-Owned Business Preference

#### Vendor Opportunity Dashboard

# Michigan.gov / MiProcurement

# Connect with Procurement



**Join our email list.**

[Michigan.gov/MiProcurement](https://Michigan.gov/MiProcurement)



**Follow us on Twitter.**

[@MiProcurement](https://twitter.com/MiProcurement)

[#MiContracts](https://twitter.com/hashtag/MiContracts)

# State of Michigan Procurement Contacts



## Website

[Michigan.gov/MiProcurement](https://michigan.gov/MiProcurement)



## Craig Terrill

Communications Specialist  
State of Michigan Procurement  
517-388-6012

[TerrillC@Michigan.gov](mailto:TerrillC@Michigan.gov)

*or*

## General Inquiries:

[DTMB-micontractconnect@michigan.gov](mailto:DTMB-micontractconnect@michigan.gov)

# General Procurement Contacts

## DTMB Design and Construction

Kristi Zakrzewski

Contracts & Site Services Section Manager

Phone: 517-243-5669

Email: [ZakrzewskiK@michigan.gov](mailto:ZakrzewskiK@michigan.gov)

## DTMB Real Estate

Phone: 517-284-7924

Email: [DTMB-realestate@michigan.gov](mailto:DTMB-realestate@michigan.gov)

## State of Michigan Procurement

See the list at:

[Michigan.gov/MiProcurement](https://www.michigan.gov/MiProcurement)

➤ Contact Us

## Michigan Department of Transportation (MDOT) Disadvantaged Business Enterprise

Lisa Thompson, DBE Program Administrator

Phone: 517-335-1708

Email: [mdot-dbe@michigan.gov](mailto:mdot-dbe@michigan.gov)

## Other State Agencies

See the list at

[Michigan.gov/MiProcurement](https://www.michigan.gov/MiProcurement)

➤ Contact Us

## MiDEAL

[Michigan.gov/MiDEAL](https://www.michigan.gov/MiDEAL)

➤ MiDEAL Contact Info