

# APPROVED

SEP 13 2013

MICHIGAN STATE  
ADMINISTRATIVE BOARD

Lansing, Michigan

August 20, 2013

A regular meeting of the State Administrative Board was held in the Lake Superior Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, August 20, 2013, at 11:00 a.m.

Present: Mike Gadola, Legal Counsel, representing Rick Snyder, Governor,  
Chairperson  
Jenell Leonard, External and Strategic Affairs Coordinator, representing  
Brian Calley, Lt. Governor  
Mike Senyko, Chief of Staff, representing Ruth Johnson, Secretary of State  
Michael Reilly, Assistant Attorney General, representing Bill Schuette, Attorney  
General  
Melissa Castro, Assistant Deputy Treasurer, representing Andy Dillon, State  
Treasurer  
Jane Schulz, Director, Office of Financial Management, representing Michael  
P. Flanagan, Superintendent of Public Instruction  
Myron Frierson, Bureau Director, Finance and Management, representing Kirk  
T. Steudle, Director, Department of Transportation  
Sherry Bond, Secretary

## Others Present:

Iris Lopez, Department of Attorney General; Sharon Maynard, Department of Natural Resources; Patrick Mullen, Leasa Plaunt, Janet Rouse, Department of Technology, Management and Budget; Bill Rottiers, Department of Transportation; Bruce Ashley, Public Affairs Associates

## 1. CALL TO ORDER:

Mr. Gadola called the meeting to order and led the Pledge of Allegiance to the Flag.

## 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Reilly moved to approve the minutes of the regular meeting of August 6, 2013. Supported by Mr. Frierson, the motion was unanimously adopted.

## 3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

1) RETENTION AND DISPOSAL SCHEDULES

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, Center  
For Educational Performance and Information, 8/20/2013

Ms. Leonard moved to approve the Retention and Disposal Schedule. Supported by Mr. Senyko, the motion was unanimously adopted.

2) Correspondence dated August 13, 2013, from the Michigan Strategic Fund requesting approval to fill the Chief Compliance Officer position for the Michigan Strategic Fund

Ms. Castro moved the following:

1. That the Board approve the position description dated August 7, 2013 for the Chief Compliance Officer provided to the members of the Board.
2. That the Board authorize the posting of the position for a two week period to accept applications from individuals interested in serving as the Chief Compliance Officer.
3. That the Board authorize the DTMB Office of Human Resources to accept and review the applications, identify the applicants that meet the minimum requirements for the position and to forward those qualifying applications to the Board Secretary.
4. That the Board Secretary redact the name of each candidate, assign each application an identification number, and provide copies of those applications to all Board members.
5. That the Board meet in an open Special Meeting, scheduled in compliance with the Open Meetings Act, to consider the candidates meeting the minimum requirements and to select the candidates to interview for the position.

6. That the Board appoint an advisory subcommittee to interview the candidates in an open Special Meeting of the subcommittee and to provide the Board a ranking of the candidates for the Board to make the final selection.
7. That before the interview meeting the Board Secretary contact each candidate selected for an interview to advise them that the interview will be conducted in an open Special Meeting and to confirm the candidate is still interested in the position.
8. That the Board meet in an open Regular or Special Meeting to consider the advisory subcommittees' ranking of the candidates and to select a candidate, subject to the candidate meeting all State employment requirements such as background check and drug test.

Supported by Ms. Schulz, the motion was unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

# APPROVED

August 20, 2013

Michigan State  
Administrative Board

August 20, 2013, No. 4

## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

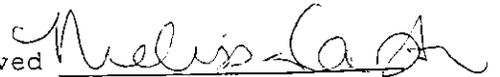
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The Honorable Rick Snyder, Governor  
and  
Members of the State Administrative Board

A regular meeting of the Building Committee was held at 11:00 a.m.  
on August 13, 2013. Those present being:

Chairperson: Melissa Castro, representing  
State Treasurer Dillon

Approved



Member: David Murley, representing  
Governor Snyder

Approved



Member: Nat Forstner, representing  
Lt. Governor Calley

Approved



Others: Iris Lopez, Department of Attorney General; Sherry Bond, Patrick Mullen, Janet Rouse, Department of Technology, Management and Budget; Bill Rottiers, Department of Transportation; Bruce Ashley, Public Affairs Associates

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Ms. Castro called the meeting to order.

The Building Committee Amended Regular Agenda was presented.

Following discussion, Mr. Murley moved that the Amended Regular Agenda be recommended to the State Administrative Board for approval. Supported by Mr. Forstner, the motion was unanimously adopted.

Ms. Castro adjourned the meeting.

# A M E N D E D A G E N D A

## BUILDING COMMITTEE / STATE ADMINISTRATIVE BOARD

August 13, 2013 / August 20, 2013  
11:00 A.M. Lake Superior Room 1<sup>st</sup> Floor  
Michigan Library and Historical Center

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This agenda is for general informational purposes only. At its discretion, the Building Committee may revise this agenda and may take up other issues at the meeting.

### **AWARD OF CONSTRUCTION CONTRACT**

1. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, LANSING  
– Joint Laboratory – Replace HVAC Controls  
File No. 071/11194.GAG- Index No. 44308 - Contract No. Y 13444  
Recommended Contract Award: Johnson Controls, Inc., Auburn Hills;  
\$1,998,301.00

#### **Description and Justification**

The purpose of this contract is to provide phased replacement of the existing obsolete Direct Digital Control temperature controls with a new Building Management System (BMS). The contract will provide new equipment and connections for the HVAC systems to provide better control and monitoring of equipment and systems, allowing energy savings and improved life safety and comfort for the building's occupants. Selected work must be done during off-hours and otherwise as required to keep the existing HVAC systems continuously operating for critical laboratory functions. The contract will include computer graphics and alarm programming for the new BMS and separate graphics and alarm programming for the State of Michigan Tridium Server to provide local and remote control.

#### **Funding Source**

100% Agency Operating Funds - BOC

2. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, LANSING  
– Michigan Library and Historical Center – Automation Upgrade  
File No. 071/12196.CAK - Index No. 44121 - Contract No. Y13405  
Recommended Contract Award: J.N. Nelson, Inc., Flint; \$2,747,000.00

#### **Description and Justification**

The purpose of this contract is to replace the temperature, mechanical, lighting and related automation control systems. The current building automation control systems are roughly twenty five years old and have passed their life expectancy. The existing control architecture is obsolete and there is no reasonable Tridium integration option; further, service and parts availability is increasingly difficult and may soon become

impossible. The new system will fully replace temperature, mechanical, lighting and related controls throughout the entire building. The new system will eliminate all pneumatic control systems and will be fully converted to direct digital control (DDC) with new electric actuators and/or variable frequency drives to reduce energy consumption and maintenance requirements.

**Funding Source**

72% Agency Operating Funds - BOC  
28% Lump Sum Special Maintenance - GF

3. DEPARTMENT OF NATURAL RESOURCES, GREGORY – Pinckney Recreation Area - Bruin Lake Campground – Phase One Improvements  
File No. 751/11116.BDW - Index Nos. 58090 and 58190 - Contract No. Y 13445  
Recommended Contract Award: Skabardis Custom Builders, Saginaw;  
\$952,940.43

**Description and Justification**

The purpose of this contract is to renovate and expand a portion of the campground including site grading, bituminous drives and parking areas, concrete paving, paths and drives, installation of a boardwalk, yurt shelter, picnic tables, fire rings, bollards and wheel stops; site electrical, sanitary sewer and water service; storm drainage; soil erosion and sedimentation control measures; landscaping, seeding and restoration. The redevelopment will eliminate the seasonal flooding and provide additional camping experiences, with the intent of increasing revenue.

**Funding Source**

100% Recreation Passport Fee Funds

4. DEPARTMENT OF NATURAL RESOURCES, INTERLOCHEN – Interlochen State Park – North Campground Electrical System Replacement  
File No. 751/12053.GAG- Index Nos. 55230 and 55080 - Contract No. Y 13446  
Recommended Contract Award: MKC Group, Inc., Bay City; \$762,800.00

**Description and Justification**

The purpose of this contract is to replace the electrical distribution system and campsite power pedestals within the north campground at Interlochen State Park. Upgrades include demolition of existing electrical panels and pedestals, upgrading the north campground electrical service, adding new electrical distribution panels and feeder system, adding approximately 200 new campsite power pedestals, and reconnection of the toilet/shower buildings. The contract will also add new pull-through campsites and additional back-in sites to meet ADA standards. The electrical system is undersized for current needs and has a history of recent component failures. The campground also does not have any ADA accessible sites and changes in user equipment call for construction of additional pull-through campsites.

**Funding Source**

100% State Parks Endowment Funds

**MODIFICATIONS TO PROFESSIONAL SERVICES CONTRACT**

- 5. DEPARTMENT OF ENVIRONMENTAL QUALITY, WATERFORD HILLS –  
 Waterford Hills Sanitary Landfill – Operation and Maintenance Oversight  
 File No. 761/12169.SAR - Index No. 44701 - Contract No. Y12162  
 Environmental Resources Group, Inc., Union Lake; Modification No. 2, Increase  
 \$251,182.56  
 ISID No. 00290 - Assignment No. 9

**Description and Justification**

The purpose of this modification is to provide additional operation and maintenance (O&M) contractor oversight, sampling and technical support. The closed landfill was used for placement of municipal solid waste and ceased operation in 1990. However, volatile organic compounds, heavy metals and other contaminants have been found in the groundwater. A synthetic cap liner, a leachate pretreatment system, a landfill gas extraction system and utility flare system were installed to reduce the environmental and public health risk. The agency plans to continue to maintain the integrity of the closed landfill facilities, operate the landfill gas extraction system and monitor the quality of leachate from the landfill. It is anticipated that the existing leachate pretreatment/flare systems will continue to operate to maintain compliance with the City of Detroit Wastewater and Sewer Department discharge permit limits. The work is needed to protect public health, safety, welfare and the environment.

**Funding Source**

100% Strategic Water Quality Initiative Funds

Base Contract	\$249,499.28	Provide for operation and maintenance oversight services. Approved State Ad Bd Agenda 03/20/12
Modification No. 1	\$0.00	Transfer contract from Wilcox Professional Services, LLC to Environmental Resources Group, Inc., per the Agreement dated March 18, 2013. All terms and conditions shall remain intact.
Modification No. 2	\$251,182.56	See justification above
<b>Total Contract</b>	<b>\$500,681.84</b>	

**REVISIONS TO CONSTRUCTION CONTRACT**

- 6. LEFT BLANK INTENTIONALLY

7. DEPARTMENT OF ENVIRONMENTAL QUALITY, WATERFORD – Closed Waterford Hills Sanitary Landfill Site – Leachate Pretreatment System  
File No. 761/06201.RRD - Index No. 44701 - Contract No. Y07035  
Technical Service Professional, LLC, Livonia; CCO No. 12, Increase \$312,270.48

**Description and Justification**

The purpose of this change order is to provide operation and maintenance (O&M) services of landfill leachate and gas systems. This site is contaminated and requires more environmental abatement to comply with the environmental regulations. The systems require continuous operation. This contract will continue the O&M of the systems to abate environmental contamination. It is anticipated that the treatment systems will continue to operate until the site meets cleanup standards. This modification will extend the contract for an additional three (3) years. The work is needed to protect public health, safety, welfare and the environment and comply with the environmental regulations.

**Funding Source**

100% Strategic Water Quality Initiative Funds

Base Contract	\$417,375.00	Approved State Ad Bd Agenda 11/21/06
Change Order No. 1	\$58,896.03	100% Field Condition
Change Order No. 2	\$16,484.50	63% Field Condition and 37% Scope Change
Change Order No. 3	\$1,262.00	100% Scope Change
Change Order No. 4	\$8,972.11	100% Field Condition
Change Order No. 5	\$20,152.01	100% Field Condition
Change Order No. 6	\$32,314.46	53% Field Condition and 47% Design Omission
Change Order No. 7	\$9,655.91	100% Field Condition
Change Order No. 8	\$102,066.00	100% Scope Change
Change Order No. 9	\$99,839.10	100% Field Condition
Change Order No. 10	\$99,769.74	100% Scope Change
Change Order No. 11	\$199,564.08	100% Scope Change
Change Order No. 12	\$312,270.48	100% Scope Change See justification above
<b>Total Contract</b>	<b>\$1,378,621.42</b>	

**LEASE FOR PRIVATE PROPERTY**

8. DEPARTMENT OF HUMAN SERVICES, PONTIAC - New Lease No. 11703 with Charles R. Stephens, as Trustee of the North Bay Drywall, Inc. Profit Sharing Plan and Trust dated October 1, 1985, PO Box 750007, Petaluma, California 94975, as Lessor, and the State of Michigan by the Department of Technology, Management and Budget for the Department of Human Services, as Lessee, for 13,517 square feet of office space located at 51111 Woodward Avenue, Pontiac,

Michigan 48342. The Lease is effective upon obtaining State Administrative Board approval and required signatures. The annual per square foot rental rate for this space beginning September 1, 2013, or upon substantial completion, is \$14.00 (\$15,769.83 per month). This is a full service Lease. This Lease contains two 5-year renewal options with no increase in rent. This Lease contains a Standard cancellation clause with 120 days notice. The Attorney General has approved this Lease as to legal form. This Lease meets the criteria requiring approval of the Joint Capital Outlay Subcommittee of the Legislature. The Subcommittee approved this Lease on November 12, 2009.

**Purpose/Business Case:**

This Lease allows the Oakland County Rehabilitation Services to co-locate into a facility with other Department of Human Services client programs where they will share efficiencies and cost savings while better meeting the needs of the public.

**Benefit:**

This Lease provides for more efficient space at a cost below the current market rate for comparable space.

**Funding Source:**

55% General Fund

45% Federal Funds

**Commitment Level:**

10 years two months, with two 5-year options; however, this Lease contains a Standard cancellation clause with 120 days notice.

**Risk Assessment:**

Non-approval of this Lease will prevent the Department from co-locating to a building where they can share efficiencies and cost savings while better meeting the needs of the public.

**Zip Code:**

48342

**ADDENDUM TO LEASE FOR PRIVATE PROPERTY**

9. DEPARTMENT OF CIVIL RIGHTS, LANSING - Addendum No. 2 to Lease No. 10900 with Capital Tower LLC., a Michigan Limited Liability Company, as Lessor, and the State of Michigan by the Department of Technology, Management and Budget for the Department of Civil Rights, as Lessee, for 13,613 square feet of office space located at 110 West Michigan Avenue, Lansing, Michigan 48823.

This Addendum provides for the addition of one 5-year renewal option; reduction in the square foot rate; addition of a mid-term rent increase and a reduction in the reserved parking to one space. This Addendum is effective upon obtaining State Administrative Board approval and required signatures and continues to the termination date of the Addendum, or any extension. The annual per square foot rental rate for this space beginning March 1, 2014, is \$14.00 (\$15,881.83 per month). Effective October 1, 2016, the annual per square foot rental rate for this space increases to \$14.50 per square foot (\$16,449.04 per month).

This Lease Addendum contains a Standard cancellation clause with 90 days notice. The Attorney General has approved this Addendum as to legal form.

**Purpose/Business Case:**

This location meets the Department's program needs and will continue to provide uninterrupted services to customers while maintaining a centralized location.

**Benefit:** This rental rate is below market value for a lease within this area. Remaining at this location will avoid unnecessary relocation costs.

**Funding Source:**

100% General Fund

**Commitment Level:**

Five years; however, this Lease contains a Standard cancellation clause with 90 days notice.

**Risk Assessment:**

Non-approval of this Lease will hinder the Department from their ability to provide services at a central downtown location that is below market rate for this area.

**Zip Code:**

48823

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Ms. Castro presented the Building Committee Report for the regular meeting of August 13, 2013. After review of the foregoing Building Committee Report, Ms. Castro moved that the Report covering the regular meeting of August 13, 2013, be approved and adopted. The motion was supported by Ms. Leonard and unanimously approved.

# APPROVED

August 20, 2013

August 20, 2013, No. 12

Michigan State  
Administrative Board

## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

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The Honorable Rick Snyder, Governor  
and  
Members of the State Administrative Board

A regular meeting of the Finance and Claims Committee was held at  
11:00 a.m. on August 13, 2013. Those present being:

Chairperson: Melissa Castro, representing Approved Melissa Castro  
State Treasurer Dillon

Member: David Murley, representing  
Governor Snyder

Approved DM

Member: Iris Lopez, representing  
Attorney General Schuette

Approved Iris Lopez

Others: Sherry Bond, Patrick Mullen, Janet Rouse, Department of Technology,  
Management and Budget; Bill Rottiers, Department of Transportation;  
Nat Forstner, Lt. Governor's Office; Bruce Ashley, Public Affairs  
Associates

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Ms. Castro called the meeting to order.

The Finance and Claims Committee Regular Agenda and Amended Supplemental  
Agenda were presented.

Following discussion, Ms. Lopez moved that the Regular Agenda and  
Amended Supplemental Agenda be recommended to the State Administrative  
Board for approval. The motion was supported by Mr. Murley and  
unanimously adopted.

Ms. Castro adjourned the meeting.

8/8/2013 11:15 a.m. FINAL

**A G E N D A**

**FINANCE AND CLAIMS COMMITTEE**

August 13, 2013, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

**STATE ADMINISTRATIVE BOARD**

August 20, 2013, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

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This agenda is for general informational purposes only.  
At its discretion the Finance and Claims Committee may revise  
this agenda and may take up other issues at the meeting.

**SECTION I - AGENCY SUBMITTED - NEW CONTRACTS**

1. DEPARTMENT OF EDUCATION

1) World Book, Inc. Chicago, IL	NOT TO EXCEED \$ 165,000.00 Total <b>FY14-16</b> 100% General Fund Michigan E-Library services and support
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EBSCO Ipswich, MI	NOT TO EXCEED \$ 435,000.00 Total <b>FY14-16</b> 100% General Fund Michigan E-Library services and support
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Scholastic, Inc. Danbury, CT	NOT TO EXCEED \$ 1,350,000.00 Total <b>FY14-16</b> 100% General Fund Michigan E-Library services and support
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2. DEPARTMENT OF HUMAN SERVICES

1) Correctional Healthcare Companies, Inc. Greenwood Village, CO	\$ 570,180.00 Total <b>FY14</b> 100% General Fund One-year contract for Healthcare for Maxey Boys Training School, Whitmore Lake, MI
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3. DEPARTMENT OF NATURAL RESOURCES

- 1) J. F. Griffin Publishing,  
LLC  
Williamstown, MA
- NOT TO EXCEED  
\$ 296,243.55 Total  
**FY13-16** 100% Restricted Funds  
*Game and Fish Fund*  
Contract for Publishing the  
DNR Fishing Guide
- 2) Quanta, Inc.  
Brighton, MI
- NOT TO EXCEED  
\$ 1,002,177.00 Total  
**FY14-16** 100% Restricted Fund  
*Game and Fish, Snowmobile Trail  
Improvement, and Off Road Vehicle  
Trail Improvement Funds*  
License Stock, Ribbons and  
Receipt Paper
- 3) National Archery in the  
Schools Program, Inc.  
Waldo, WI
- \$ 300,000.00 Total  
**FY14-16** 50% Federal Fund  
50% Restricted Fund  
*Gift Account*  
Contract for Archery Equipment  
and accessories

4. DEPARTMENT OF TREASURY

- 1) Comerica Bank  
Dallas, TX
- NOT TO EXCEED  
\$ 2,433,475.00 Total  
**FY14-19** 100% Restricted Fund  
*Financial Institutions  
Services Fund*  
Originating Depository  
Financial Institution (ODFI)  
Services

**SECTION II - AGENCY SUBMITTED - CONTRACT CHANGES**

5. **DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**

- |    |  |   |
|----|--|---|
| 1) | HP Enterprise Services, LLC<br>Lansing, MI | \$ 4,497,281.11 Amendment<br>\$ 40,106,047.31 New Total<br><b>FY13-15</b> 60% General Fund<br>40% Restricted Fund<br><i>Driver Fees and<br/>Personal ID Card Fees</i><br>071B8200173 Additional funds<br>for a 3-year extension and to<br>add 3, one-year options to the<br>contract for the Business<br>Application Modernization (BAM)<br>System for the Department of<br>State |
|----|--|---|

**SECTION III - AGENCY SUBMITTED - NEW GRANTS**

6. **DEPARTMENT OF COMMUNITY HEALTH**

- |    |   |  |
|----|---|--|
| 1) | Altarum Institute<br>Ann Arbor, MI  | \$ 1,369,506.00 Total<br><b>FY14</b> 90% Federal Fund<br>10% General Fund<br>One-year grant agreement to<br>provide funding for Michigan's<br>Center for Effective IT<br>Adoption (M-CEITA)        |
| 2) | Arab Community Center<br>For Economic & Social<br>Services<br>Detroit, MI | \$ 622,924.00 Total<br><b>FY14</b> 84.94% Federal Fund<br>4.01% General Fund<br>11.05% Local Fund<br>One-year grant agreement to<br>provide funding for various<br>community health projects       |
| 3) | Care Resources<br>Grand Rapids, MI  | \$ 9,500,000.00 Total<br><b>FY14</b> 66.32% Federal Fund<br>33.68% General Fund<br>One-year grant agreement to<br>provide funding for a Program<br>of All-inclusive Care for the<br>Elderly (PACE) |

6. DEPARTMENT OF COMMUNITY HEALTH continued

- |    |  |  |
|----|--|--|
| 4) | Center for Information Management<br>Ann Arbor, MI                 | \$ 450,000.00 Total<br><b>FY14</b> 85% Federal Fund<br>15% General Fund<br>One-year grant agreement to provide funding to access the MI Choice Information System Database and reports     |
| 5) | Center for Senior Independence<br>Detroit, MI                      | \$ 12,500,000.00 Total<br><b>FY14</b> 66.32% Federal Fund<br>33.68% General Fund<br>One-year grant agreement to provide funding for a Program of All-inclusive Care for the Elderly (PACE) |
| 6) | Comprehensive Sr. Care Corp.<br>DBA Centracare<br>Battle Creek, MI | \$ 8,750,000.00 Total<br><b>FY14</b> 66.32% Federal Fund<br>33.68% General Fund<br>One-year grant agreement to provide funding for a Program of All-inclusive Care for the Elderly (PACE)  |
| 7) | County of Genesee<br>Prosecutor's Office<br>Flint, MI              | \$ 315,900.00 Total<br><b>FY14</b> 100% Restricted Fund<br><i>Crime Victim Rights</i><br>One-year grant to provide funding for the implementation of services to crime victims             |
| 8) | County of Wayne<br>Prosecutor's Office<br>Flint, MI                | \$ 750,000.00 Total<br><b>FY14</b> 100% Restricted fund<br><i>Crime Victim Rights</i><br>One-year grant to provide funding for the implementation of services to crime victims             |

6. DEPARTMENT OF COMMUNITY HEALTH continued

- 9) Detroit Wayne County Health Authority  
Detroit, MI

\$ 750,000.00 Total  
**FY14** 33% Federal Fund  
67% Local Fund  
One-year grant agreement to provide funding for nurse family partnership home visiting services in Detroit
- 10) Grand Valley State University  
Allendale, MI

\$ 287,817.00 Total  
**FY14** 100% Federal Fund  
One-year grant agreement to provide funding to test IPCP Model to improve obesity
- 11) Henry Ford Health System  
Detroit, MI

\$ 412,524.00 Total  
**FY14** 83.48% Federal Fund  
8.33% Restricted Fund  
8.19% Local Fund  
One-year grant agreement to provide funding for various community health projects
- 12) Inter-Tribal Council of Michigan  
Sault Ste. Marie, MI

\$ 549,991.00 Total  
**FY14** 30.13% Federal Fund  
65.32% General Fund  
4.55% Private Fund  
One-year grant agreement to provide funding for various community health projects
- 13) LifeCircles  
Muskegon, MI

\$ 9,500,000.00 Total  
**FY14** 33.68% General Fund  
66.32% Federal Fund  
One-year grant agreement to provide funding for a Program of All-inclusive Care for the Elderly (PACE)

6. DEPARTMENT OF COMMUNITY HEALTH continued

- |     |   |  |
|-----|---|--|
| 14) | Michigan Center for<br>Rural Health<br>East Lansing, MI     | \$ 1,627,179.00 Total<br><b>FY14</b> 66.8% Federal Fund<br>31.1% General Fund<br>2.1% Local Fund<br>One-year grant agreement to<br>provide funding for<br>administration of the rural<br>hospital flexibility program  |
| 15) | Michigan Disability<br>Rights Coalition<br>East Lansing, MI | \$ 370,000.00 Total<br><b>FY14</b> 100% Federal Fund<br>One-year grant agreement to<br>provide funding and support for<br>the inclusion of consumers and<br>family members in consumer task<br>forces  |
| 16) | Michigan Health Council<br>Okemos, MI                       | \$ 371,062.00 Total<br><b>FY14</b> 82% Restricted Fund<br><i>Health Professional License Fees</i><br>18% Federal Fund<br>One-year grant agreement to<br>provide funding to maintain the<br>MI Center for Nursing   |
| 17) | Michigan Primary<br>Care Association<br>Lansing, MI         | \$ 1,028,540.00 Total<br><b>FY14</b> 75.84% Federal Fund<br>5.43% Restricted Fund<br><i>See Bid Tab for Various State<br/>Restricted Funds</i><br>18.73% General Fund<br>One-year grant agreement to<br>provide funding for various<br>Community Health Projects |

6. DEPARTMENT OF COMMUNITY HEALTH continued

- |     |  |  |
|-----|--|--|
| 18) | Michigan Public Health<br>Institute<br>Okemos, MI    | \$ 55,526,960.00 Total<br><b>FY14</b> 88.7% Federal Fund<br>7.61% General Fund<br>3.10% Restricted Fund<br><i>See Bid Tab for Various State<br/>Restricted Funds</i><br>.38% Private Fund<br>.21% Local Fund<br>One-year grant agreement to<br>provide funding for various<br>community health projects    |
| 19) | Michigan State University<br>East Lansing, MI        | \$ 6,977,790.00 Total<br><b>FY14</b> 71.31% Federal Fund<br>2.51% General Fund<br>2.40% Restricted Fund<br><i>See Bid Tab for Various State<br/>Restricted Funds</i><br>2.45% Private Fund<br>21.33% Local Fund<br>One-year grant agreement to<br>provide funding for various<br>community health projects |
| 20) | MIHIN Shared Services<br>East Lansing, MI            | \$ 3,729,620.00 Total<br><b>FY14</b> 90% Federal Fund<br>10% General Fund<br>One-year grant agreement to<br>provide funding for the<br>implementation and operations<br>of the "State Designated<br>Entity"  |
| 21) | Neighborhood Services<br>Organization<br>Detroit, MI | \$ 668,920.00 Total<br><b>FY14</b> 70.1% Federal Fund<br>29.9% Restricted Fund<br><i>Compulsive Gambling Prevention Fund</i><br>One-year grant agreement to<br>provide funding for various<br>community health projects  |

6. DEPARTMENT OF COMMUNITY HEALTH continued

- |     |   |   |
|-----|---|---|
| 22) | PACE of Southwest Michigan<br>St. Joseph, MI                      | \$ 3,500,000.00 Total<br><b>FY14</b> 66.32% Federal Fund<br>33.68% General Fund<br>One-year grant agreement to<br>provide funding for a Program<br>of All-inclusive Care for the<br>Elderly (PACE)  |
| 23) | Planned Parenthood of<br>Mid and South MI<br>Ann Arbor, MI        | \$ 12,827,935.00 Total<br><b>FY14</b> 75% Local Fund<br>25% Federal Fund<br>One-year grant agreement to<br>provide funding to enable<br>clients to determine the number<br>and spacing of their children;<br>averting potential death and<br>disease; unwanted pregnancies      |
| 24) | Planned Parenthood of<br>West and Northern MI<br>Grand Rapids, MI | \$ 2,194,081.00 Total<br><b>FY14</b> 61.89% Local Fund<br>38.11% Federal Fund<br>One-year grant agreement to<br>provide funding to enable<br>clients to determine the number<br>and spacing of their children;<br>averting potential death and<br>disease; unwanted pregnancies |
| 25) | Prosecuting Attorney's<br>Association of Michigan<br>Lansing, MI  | \$ 668,176.00 Total<br><b>FY14</b> 100% Restricted Fund<br><i>Crime Victim Rights Fund</i><br>One-year grant to provide<br>funding for the implementation<br>of crime victim rights services  |



6. DEPARTMENT OF COMMUNITY HEALTH continued

- |     |  |   |
|-----|--|---|
| 30) | Southeastern Michigan<br>Health Association (SEMHA)<br>Detroit, MI | \$ 10,449,859.00 Total<br><b>FY14</b> 76.36% Federal Fund<br>6.89% General Fund<br>11.52% Restricted Fund<br><i>See Bid Tab for Various State<br/>Restricted Funds</i><br>5.23% Private Fund<br>One-year grant agreement to<br>provide funding for various<br>community health projects |
| 31) | VHS Children's Hospital<br>of Michigan<br>Detroit, MI              | \$ 2,250,670.00 Total<br><b>FY14</b> 6.23% Federal Fund<br>8.66% General Fund<br>85.11% Restricted Fund<br><i>Newborn Screening Fees</i><br>One-year grant agreement to<br>provide funding for various<br>community health projects   |
| 32) | Various Vendors<br>(Listing on file)                               | \$ 3,921,100.00 Total<br><b>FY14</b> 100% Federal Fund<br>One-year grant agreement to<br>provide funding for nursing<br>facility transition services  |
| 33) | Various Vendors<br>(Listing on file)                               | \$ 51,835,033.00 Total<br><b>FY14</b> Various Funds<br><i>See Bid Tab for list of funds</i><br>One-year grant agreement to<br>provide funding for the<br>substance abuse coordinating<br>agencies to administer and<br>purchase substance abuse<br>treatment and prevention<br>services |

6. DEPARTMENT OF COMMUNITY HEALTH continued

- 34) Various Vendors \$ 546,150.00 Total  
 (Listing on file) **FY14** 100% Various Funds  
 See Bid Tab for list of funds  
 One-year grant agreement to  
 provide funding for the  
 substance abuse coordinating  
 agencies to administer  
 substance abuse prevention  
 services
- 35) Various Vendors \$117,130,387.00 Total  
 (Listing on file) **FY14** 59.00% Federal Fund  
 39.22% General Fund  
 1.78% Restricted Fund  
 See Bid Tab for *Restricted  
 Funding*  
 One-year grant agreement to  
 provide funding for  
 facilitating health service  
 delivery to Michigan citizens
- 36) Various Vendors \$ 3,963,525.00 Total  
 (Listing on file) **FY14** 100% Federal  
 One-year grant agreement to  
 provide funding for shelter  
 plus care permanent housing  
 and supportive services to  
 persons who are homeless and  
 have a disability
- 37) Wayne State University \$ 3,471,934.00 Total  
 Detroit, MI **FY14** 81.43% Federal Fund  
 7.35% General Fund  
 8.17% Restricted Fund  
 See Bid Tab for *Various State  
 Restricted Funds*  
 3.05% Local Fund  
 One-year grant agreement to  
 provide funding for various  
 community health projects



7. DEPARTMENT OF HUMAN SERVICES continued

- 4) SEMCO Energy, Inc.  
Port Huron, MI
- \$ 500,000.00 Total  
**FY13** 100% Federal
- This is an arrearage program to public utilities to provide heat and electric assistance to low-income individuals and families and who have arrearage and/or shut off notices on their energy bills. DHS will pay 50% to 75% of the arrearage up to a maximum total of \$2,000 per client. The utility company will absorb the remaining arrearage costs

8. DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

- 1) Yale University  
New Haven, CT
- \$ 468,911.00 Total  
**FY13-16** 100% Federal Fund
- To assist in the enhancement of the Michigan Workforce Background Check system and implement processes that increase the efficiency of the program and reduce costs to consumers
- 2) MSU  
East Lansing, MI
- \$ 527,941.00 Total  
**FY13-16** 100% Federal Fund
- To assist in the enhancement of the Michigan Workforce Background Check System and implement processes that increase the efficiency of the program and reduce costs to consumers

**SECTION IV - AGENCY SUBMITTED - GRANT CHANGES**

9. DEPARTMENT OF ENVIRONMENTAL QUALITY

1) United States Environmental \$ 397,762.00 Amendment  
 Protection Agency \$ 2,897,762.00 New Total  
 Chicago, IL **FY13** 100% Restricted Fund  
*Strategic Water Quality Initiative (CMI)*  
 Additional funds and time for Long-term Remedial Actions at the Ott/ Story/Cordova Chemical Company Superfund site in Muskegon County to cover additional costs

10. DEPARTMENT OF HUMAN SERVICES

1) Michigan Disability \$ 418,678.00 Amendment  
 Rights Coalition \$ 604,192.00 New Total  
 Lansing, MI **FY13-14** 100% General Fund  
 Additional funding has become available for the Michigan Assistive Technology project grant and is now being added to the agreement to provide more assistive technology devices and services for individuals with disabilities in Michigan

2) SIREN/Eaton Shelter, Inc. \$ 61,620.00 Amendment  
 Charlotte, MI \$ 461,620.00 New Total  
**FY14** 50% Federal Fund  
 50% General Fund  
 The Michigan Domestic Violence Sexual Assault Prevention and Treatment Board has received additional funding for emergency shelter services for victims of domestic violence and their children, from the office of Campaign to End Homelessness

10. DEPARTMENT OF HUMAN SERVICES continued

3)	Adoption Option Midland, MI	\$ 143,420.00 Amendment \$ 279,959.58 New Total <b>FY13-14</b> 100% General Fund Additional funding for a one- year extension of the grant for the Foster Care Supportive visitation/In-Home Parent Education Program (FCSV)
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SECTION V - DTMB SUBMITTED - NEW CONTRACTS

11. DEPARTMENT OF HUMAN SERVICES

1)	Forensic Fluids Kalamazoo, MI	\$ 3,990,000.00 (3 years) <b>FY13-16</b> 100% Federal Fund 071I3200007 Drug Testing Services
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12. DEPARTMENT OF TRANSPORTATION

1)	Morbark, Inc. Winn, MI	\$ 500,000.00 (3 years) <b>FY13-16</b> 100% Restricted Fund <i>State Trunkline Fund</i> 071I3200067 Brush Chippers & Forestry Equipment
	Bandit Industries Remus, MI	\$ 500,000.00 (3 years) <b>FY13-16</b> 100% Restricted Fund <i>State Trunkline Fund</i> 071I3200067 Brush Chippers & Forestry Equipment

SECTION VI - DTMB SUBMITTED - CONTRACT CHANGES

13. DEPARTMENT OF NATURAL RESOURCES

1)	Superior Forestry Service, Inc. Tilly, AR	\$ 700,000.00 Amendment \$ 2,189,250.00 New Total <b>FY13-14</b> 100% Restricted Fund <i>Forest Development Fund</i> 071B1300226 Additional funds for the contract for Lifting and Planting Labor Services for Reforestation
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14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

- 1) Asbestos Abatement, Inc.                   \$     851,244.32 Amendment  
 Lansing, MI                                   \$ 1,701,844.30 New Total  
**FY13** 100% Various Funds  
*See bid tab for list of funds*  
 071B9200065 Additional funds  
 for higher use than expected  
 and to add funding for State  
 Police for Asbestos Abatement
  
- 2) Blue Cross Blue Shield of               \$594,000,000.00 Amendment  
 Michigan                                   \$3,155,151,000.00 New Total  
 Detroit, MI                               **FY14-15** 100% Restricted Fund  
*MPSERS Pension Fund*  
 071B0200075 Additional funds  
 for a one-year option to the  
 contract for the Michigan  
 Public School Employees  
 Retirement System - Master Care  
 Plan for the Office of  
 Retirement Services
  
- 3) Blue Cross Blue Shield of               \$655,000,000.00 Amendment  
 Michigan                                   \$3,942,000,000.00 New Total  
 Detroit, MI                               **FY14-15** 100% Restricted Fund  
*State-sponsored Group Insurance Fund*  
 071B3001060 Additional funds  
 for a one-year option to the  
 contract for State Employees &  
 Retirees Health Plan (PPO) for  
 the Civil Service Commission
  
- 4) John Deere & Company                   \$     700,000.00 Amendment  
 Cary, NC                                   \$ 2,491,220.23 New Total  
**FY14** 100% Various Funds  
*See bid tab for list of funds*  
 071B0200317 Additional funding  
 to exercise a one-year option  
 to the contract for  
 Agricultural, Grounds and  
 Roadside Equipment-Statewide



14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET continued

**Various RE:START Vendors**

**Amendment(s) to existing contract(s) for Short-term Staff Augmentation for Information Technology for various departments**

8) A. J. Boggs & Company  
(William Maas)  
East Lansing, MI

NOT TO EXCEED  
\$ 188,480.00 Amendment  
\$ 376,960.00 New Total  
**FY13** 100% Federal Fund  
071B2200226 Additional funding to exercise the first option year for the continuation of services of a Program Manager to provide the Department of Education with continued transition support of the current Michigan Electronic Grants Management System (MEGS/MEGS+) and Cash Management System (CMS)

9) Advantage Tek  
Brighton, MI

NOT TO EXCEED  
\$ 176,576.00 Amendment  
\$ 353,152.00 New Total  
**FY13** 100% General Fund  
071B2200294 Additional funds for a one-year option for a Project Manager to provide the Department of State with continued support of the Business Application Modernization (BAM) project

14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET continued

- |  |  |
|--|--|
| 10) Amberian<br>(Suresh Perugupalli)<br>Granger, IN  | NOT TO EXCEED<br>\$    160,704.00 Amendment<br>\$    482,112.00 New Total<br><b>FY13</b> 100% Restricted Fund<br><i>Teacher Certification Fees</i><br>071B1300337 Additional funding<br>to exercise the second option<br>year for the continuation of<br>services of a Senior Programmer<br>Analyst to provide the<br>Department of Education with<br>continued support of the<br>Michigan Online Educator<br>Certification System (MOECS)   |
| 11) Gnosis Technologies<br>(Jim Alger)<br>Dewitt, MI | NOT TO EXCEED<br>\$    186,496.00 Amendment<br>\$    559,488.00 New Total<br><b>FY14</b> 100% Federal Funds<br>071B1300378 Additional funding<br>to exercise the second option<br>year for the continuation of<br>services of a Program Manager<br>to provide the Department of<br>Education with continued<br>support of Bureau of Assessment<br>and Accountability (BAA)<br>assessment activities,<br>replacement of the Secure Site<br>Application, and other MDE<br>projects as needed |

14. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET continued

- |  |  |
|--|--|
| 12) Resource Point, LLC<br>(Philip Vella)<br>Troy, MI        | NOT TO EXCEED<br>\$ 164,672.00 Amendment<br>\$ 329,344.00 New Total<br><b>FY13</b> 100% Federal Fund<br>071B2200291 Additional funding<br>to exercise the first option<br>year for the continuation of<br>services of a Senior Programmer<br>to provide the Department of<br>State with continued support of<br>ongoing modifications,<br>enhancements, and testing of<br>existing systems applications<br>in the MDOS Legal Presence and<br>Identity Document Imaging<br>project        |
| 13) Rose International<br>(Tim Triscari)<br>Chesterfield, MO | NOT TO EXCEED<br>\$ 141,950.00 Amendment<br>\$ 267,495.00 New Total<br><b>FY13</b> 100% Federal Fund<br>071B2200276 Additional funding<br>to exercise the first option<br>year for the continuation of<br>services of a Project Manager<br>to provide the Department of<br>State with continued support of<br>Enhanced Driver License<br>enhancement Service Request<br>utilizing a Department of<br>Homeland Security REAL ID Grant<br>for the purposes of Driver's<br>License Security |

SECTION VII - RELEASE OF FUNDS TO WORK ORDER

SECTION VIII - REVISION TO WORK ORDER

**SECTION IX - CLAIMS - PERSONAL PROPERTY LOSS**

15. DEPARTMENT OF CORRECTIONS

Employee Claim

- 1) Paul Stabnick \$100.00

The claimant (13-SAB-071) requests \$100.00 reimbursement for his insurance deductible for damages caused to his vehicle while driving it for State of Michigan business. The Committee recommends approval of this claim.

Prisoner Claims

- 2) Keshuna Abcumby #462754 \$642.48

The claimant (13-SAB/DOC-276) requests \$642.48 reimbursement for miscellaneous items lost while under control of the department. The Committee recommends approval of \$556.67 for this claim.

- 3) Anthony Apap #564578 \$349.84

The claimant (13-SAB/DOC-433) requests \$349.84 reimbursement for his MP3 player and downloaded music damage by staff during a cell shakedown. The Committee recommends approval of \$86.12 for this claim.

- 4) Anthony Arrington #251318 \$601.43

The claimant (13-SAB/DOC-404) requests \$601.43 reimbursement for his eyeglasses, shower shoes, headphones, TV, and soap for items damaged while under control of the department. The Committee recommends denial of this claim.

- 5) Joseph Ashbaugh #207618 \$ 25.01

The claimant (13-SAB/DOC-466) requests \$25.01 reimbursement for food taken by staff in a mock pack-up. The Committee recommends denial of this claim.

15. DEPARTMENT OF CORRECTIONS continued

- 6) Richard Ayers #514527 \$251.48

The claimant (13-SAB/DOC-442) requests \$251.48 reimbursement for his guitar, amp, tower, case, strap, cords, and pictures lost during transfer from one facility to another. The Committee recommends approval of \$130.41 for this claim.

- 7) Darnell Brantley #608742 \$160.06

The claimant (13-SAB/DOC-473) requests \$160.00 reimbursement for his TV damaged during transfer from one facility to another. The Committee recommends approval of \$87.35 for this claim.

- 8) Keith Cummings #423843 unspecified

The claimant (13-SAB/DOC-486) requests an unspecified amount for his fan, extension cord, and medical book lost while under control of the department. The Committee recommends approval of \$31.66 for this claim.

- 9) Labaron Davis #159262 \$159.00

The claimant (13-SAB/DOC-416) requests \$159.00 reimbursement for his TV damaged by staff. The Committee recommends approval of \$81.41 for this claim.

- 10) Johnathan Hall #185605 \$ 33.09

The claimant (13-SAB/DOC-517) requests \$33.09 reimbursement for his cassette player lost during transfer from one facility to another. The Committee recommends approval of \$3.31 for this claim.

- 11) Leroy Hooper #487213 \$404.36

The claimant (13-SAB/DOC-436) requests \$404.36 reimbursement for numerous items stolen while under control of the department. The Committee recommends approval of \$264.02 for this claim.

15. DEPARTMENT OF CORRECTIONS continued

12) Antonio Hudson #213154 \$ 94.61

The claimant (13-SAB/DOC-472) requests \$94.61 reimbursement for his footlockers damaged during transfer from one facility to another. The Committee recommends approval of \$27.29 for this claim.

13) Julius Jackson #592684 \$900.00

The claimant (13-SAB/DOC-431) requests \$900.00 reimbursement for his cash and cell phone confiscated by Kent County Sheriff Department. The Committee recommends denial of this claim.

14) John Jensen #243790 \$142.50

The claimant (13-SAB/DOC-511) requests \$142.50 reimbursement for his TV damaged while under control of the department. The Committee recommends approval of \$72.96 for this claim.

15) Terrence Klemmer #327005 \$300.00

The claimant (13-SAB/DOC-484) requests \$300.00 reimbursement for his fan, TV, and MP3 player lost while under control of the department. The Committee recommends approval of \$178.16 for this claim.

16) Ramondo Lewis #256207 \$ 63.95

The claimant (13-SAB/DOC-507) requests \$63.95 reimbursement for his watch lost while under control of the department. The Committee recommends approval of \$61.95 for this claim.

17) Kelvin Magett #238986 \$291.98

The claimant (13-SAB/DOC-510) requests \$291.98 reimbursement for his shoes, TV, jogging suit, TV, and coat lost during transfer from one facility to another. The Committee recommends approval of \$126.98 for this claim.

15. DEPARTMENT OF CORRECTIONS continued

18) Antonio Mendoza #295551 \$ 19.87

The claimant (13-SAB/DOC-491) requests \$19.87 reimbursement for his fan lost while under control of the department. The Committee recommends approval of \$16.47 for this claim.

19) David Middleton #160721 \$210.00

The claimant (13-SAB/DOC-438) requests \$210.00 reimbursement for his TV and Playboy magazine confiscated by staff. The Committee recommends denial of this claim.

20) Todd Miller #192360 \$ 48.66

The claimant (13-SAB/DOC-508) requests \$48.66 reimbursement for his typewriter damaged while under control of the department. The Committee recommends approval of this claim.

21) Steve Montgomery #207838 \$500.00

The claimant (13-SAB/DOC-475) requests \$500.00 reimbursement for his shoes, books and cassette tapes disposed of by staff. The Committee recommends approval of this claim.

22) Arthur Moore #243219 \$ 8.00

The claimant (13-SAB/DOC-533) requests \$8.00 reimbursement for 5 photographs lost while under control of the department. The Committee recommends approval of this claim.

23) Robert Reaster #583868 \$165.00

The claimant (13-SAB/DOC-479) requests \$165.00 reimbursement for his photocopies, mailings, typing, time efforts, energies, and phone calls. The Committee recommends denial of this claim.

24) James Schenvisky #155610 \$ 60.00

The claimant (13-SAB/DOC-464) requests \$60.00 reimbursement for his baseball glove and cleats confiscated by staff. The Committee recommends denial of for this claim.

15. DEPARTMENT OF CORRECTIONS continued

25) James Schenvisky #155610 \$150.00

The claimant (13-SAB/DOC-465) requests \$150.00 reimbursement for his typewriter damaged during transfer from one facility to another. The Committee recommends approval of \$15.00 for this claim.

26) Randy Smith #211994 \$168.00

The claimant (13-SAB/DOC-419) requests \$168.00 reimbursement for his TV lost during transfer from one facility to another. The Committee recommends approval of \$68.82 for this claim.

27) Anthony Southwell #683216 \$163.90

The claimant (13-SAB/DOC-441) requests \$163.90 reimbursement for his TV damaged by staff. The Committee recommends approval of \$83.92 for this claim.

28) Vincent Ward #250938 \$250.00

The claimant (13-SAB/DOC-469) requests \$250.00 reimbursement for his typewriter damaged during a cell shakedown by staff. The Committee recommends approval of \$20.00 this claim.

29) Deontae Whitself #518050 \$ 27.75

The claimant (13-SAB/DOC-502) requests \$27.75 reimbursement for his headphones damaged by staff during a shakedown by staff. The Committee recommends approval of \$23.20 for this claim.

30) Jeffrey Woodruff #495254 \$155.60

The claimant (13-SAB/DOC-434) requests \$155.60 reimbursement for his TV and headphones stolen while under control of the department. The Committee recommends denial of this claim.

31) Marc Worden #189767 \$ 40.37

The claimant (13-SAB/DOC-503) requests \$40.37 reimbursement for his hobby craft item that was to be sent to family but they never received. The Committee recommends denial of this claim.

16. DEPARTMENT OF STATE

Citizen Claims

- 1) Allen Brown \$234.99

The claimant (13-SAB-050) requests \$234.99 reimbursement for towing and impound charges due to a Secretary of State error. The Committee recommends approval of this claim.

- 2) Kinette Bayless \$ 78.00

The claimant (13-SAB-030) requests \$78.00 reimbursement for replacement of her MC numbers for her watercraft due to a Secretary of State error. The Committee recommends approval of this claim.

- 3) Charles Murray \$175.00

The claimant (13-SAB-049) requests \$175.00 reimbursement for towing and impound charges due to a Secretary of State error. The Committee recommends approval of this claim.

17. DEPARTMENT OF TRANSPORTATION

Citizen Claim

- 1) Seetech Systems, Inc. \$500.00

The claimant (13-SAB-069) requests \$500.00 reimbursement for damage to their vehicle after being hit by a State employee driving on State business. The Committee recommends approval of this claim.

**SECTION X - CLAIMS - PERSONAL INJURY LOSS**

**SECTION XI - SPECIAL ITEMS**

18. DEPARTMENT OF NATURAL RESOURCES

- 1) Request for approval for disposition of lost, unclaimed, or Abandoned Personal Property of no intrinsic or commercial value - Wayne County and Holland State Park

19. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

- 1) Requests approval of the following Administrative Guides:
  1. 0620.01 Obtaining State Administrative Board Approval
  2. 0620.02 New Procedural Resolutions and Amended Resolutions
  3. 0620.03 Submission of Contracts and Contract Amendments by DTMB Procurement
  4. 0620.04 Submission of Agency New Contracts and Contract Amendments
  5. 0620.05 Submission by Agencies of New Grants and Grant Amendments
  6. 0620.09 Submission of Special Items to the Finance and Claims Committee

The Director of the Department of Technology, Management and Budget recommends approval by the State Administrative Board of the items contained in Sections I, II, III, IV, V, and VI of this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DTMB Director or designee.

8/13/2013 NOON FINAL

**A M E N D E D   S U P P L E M E N T A L  
A G E N D A**

**FINANCE AND CLAIMS COMMITTEE**  
August 13, 2013, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

**STATE ADMINISTRATIVE BOARD**  
August 20, 2013, 11:00 a.m.  
Lake Superior Room  
1<sup>st</sup> Floor, Michigan Library  
and Historical Center

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This agenda is for general informational purposes only.  
At its discretion the Finance and Claims Committee may revise  
this agenda and may take up other issues at the meeting.

**SECTION I - AGENCY SUBMITTED - NEW CONTRACTS**

1s. **DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

- |    |   |  |
|----|---|--|
| 1) | Behavioral Care Solutions<br>Warren, MI | NOT TO EXCEED<br>\$ 500,000.00 Total<br><b>FY14</b> 30% General Funds<br>30% Restricted Funds<br><i>Income Assessment</i><br>40% Federal Fund<br>Psychiatric Services at the<br>Grand Rapids Home for Veterans<br>(GRHV) |
|----|---|--|

**SECTION II - AGENCY SUBMITTED - CONTRACT CHANGES**

**SECTION III - AGENCY SUBMITTED - NEW GRANTS**

**SECTION IV - AGENCY SUBMITTED - GRANT CHANGES**

**SECTION V - DTMB SUBMITTED - NEW CONTRACTS**

2s. **DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**

- 1) Left blank intentionally

SECTION VI - DTMB SUBMITTED - CONTRACT CHANGES

3s. DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

- |    |                   |                                |                      |
|----|-------------------|--------------------------------|----------------------|
| 1) | Various Contracts | \$ 10,000,000.00               | Amendment            |
|    | (Listing on file) | \$ 43,100,000.00               | New Total            |
|    |                   | <b>FY14</b>                    | 100% Revolving Funds |
|    |                   | <i>Varies by Agency</i>        |                      |
|    |                   | 071B8200193, 071B8200194, and  |                      |
|    |                   | 071B8200195 Additional funds   |                      |
|    |                   | for one-year extensions of the |                      |
|    |                   | Cellular Phone contracts -     |                      |
|    |                   | Statewide                      |                      |

SECTION VII - CLAIMS - PERSONAL PROPERTY LOSS

SECTION VIII - CLAIMS - PERSONAL INJURY LOSS

SECTION IX - SPECIAL ITEMS

The Director of the Department of Technology, Management and Budget recommends approval by the State Administrative Board of the items contained in Sections I, II, III, IV, V, and VI of this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DTMB Director or designee.

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Ms. Castro presented the Finance and Claims Committee Report for the regular meeting of August 13, 2013. After review of the foregoing Finance and Claims Committee Report, Ms. Castro moved that the Report covering the regular meeting of August 13, 2013, be approved and adopted. The motion was supported by Mr. Reilly and unanimously approved.

# APPROVED

August 20, 2013

Michigan State  
Administrative Board

August 20, 2013, No. 43

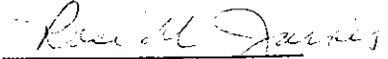
## COMMITTEE REPORT TO THE STATE ADMINISTRATIVE BOARD

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The Honorable Rick Snyder, Governor  
and  
Members of the State Administrative Board

A Regular meeting of the Transportation and Natural Resources  
Committee was held at 11:00 a.m. on August 13, 2013. Those present  
being:

Chairperson: Rose Jarois, representing  
Secretary of State Johnson

Approved 

Member: Nat Forstner, representing  
Lt. Governor Calley

Approved 

Member: Michael Reilly, representing  
Attorney General Schuette

Approved 

Others: Iris Lopez, Department of Attorney General; David Murley,  
Governor's Legal Staff; Sherry Bond, Patrick Mullen, Janet Rouse,  
Department of Technology, Management and Budget; Bill Rottiers,  
Department of Transportation; Melissa Castro, Department of  
Treasury; Bruce Ashley, Public Affairs Associates

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Ms. Jarois called the meeting to order.

There was no Department of Environmental Quality Agenda presented.

There was no Department of Natural Resources Agenda presented.

The Department of Transportation Agenda was presented.

Following discussion, Mr. Reilly moved that the Transportation Agenda  
be recommended to the State Administrative Board for approval.  
Supported by Mr. Forstner, the motion was unanimously adopted.

Ms. Jarois adjourned the meeting.

## DEPARTMENT OF TRANSPORTATION

TRANSPORTATION and NATURAL RESOURCES COMMITTEE  
STATE ADMINISTRATIVE BOARD

T&NR Meeting: August 13, 2013– Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM  
State Administrative Board Meeting: August 20, 2013 – Lake Superior Room,  
1st Floor, Michigan Library and Historical Center, 11:00 AM

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This agenda is for general informational purposes only. At its discretion, the Transportation and Natural Resources Committee may revise this agenda and may take up other issues at the meeting.

CONTRACTS

1. HIGHWAYS - IDS Engineering Services  
Contract (2013-0326) between MDOT and NTH Consultants, Ltd. will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.
2. HIGHWAYS - IDS Engineering Services  
Contract (2013-0327) between MDOT and Orchard, Hiltz & McCliment, Inc., will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.
3. HIGHWAYS - IDS Engineering Services  
Contract (2013-0328) between MDOT and Fishbeck, Thompson, Carr & Huber, Inc., will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.

4. HIGHWAYS - IDS Engineering Services

Contract (2013-0349) between MDOT and Hennessey Engineers, Inc., will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.

5.- 15. HIGHWAYS – (Development Services) - IDS Real Estate Title Services

Contracts between MDOT and the following companies will provide for title searches, title insurance services, real estate closings, and escrow services for the acquisition of real estate to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$100,000, and the maximum amount of any authorization will be \$50,000. Source of Funds: Federal Highway Administration Funds, State Restricted Trunkline Funds, or local funds, depending on the particular project authorized.

	<u>Contract</u>	<u>Company</u>
5.	2013-0356	Cheboygan Title Agency, Inc.
6.	2013-0357	Title Source, Inc.
7.	2013-0358	Eliseco, Inc. dba Devon Title Agency
8.	2013-0359	Transnation Title Agency of Michigan Northern Division, LLC
9.	2013-0360	Transnation Title Agency of Michigan Central Division, LLC
10.	2013-0361	Transnation Title Agency of Michigan Greater Grand Rapids Division, LLC
11.	2013-0362	Transnation Title Agency of Michigan Lakeshore Division, LLC
12.	2013-0363	Copper Range Abstract & Title Agency, Inc.
13.	2013-0364	Lapeer County Abstract & Title Company
14.	2013-0365	First American Title Insurance Company
15.	2013-0366	Bay Title & Abstract, Inc.

16.- 28. HIGHWAYS (Development Services) - IDS Real Estate Services

Contracts between MDOT and the following companies will provide for all aspects of technical, appraisal, acquisition, and property management services for the Development Services Division to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$500,000, and the maximum amount of any authorization will be \$90,000. Source of Funds: Federal Highway Administration Funds, State Restricted Trunkline Funds, or local funds, depending on the particular project authorized.

	<u>Contract</u>	<u>Company</u>
16.	2013-0367	Appraisal Associates, Inc.
17.	2013-0368	Bratcher & Associates, Inc.
18.	2013-0369	Cooper Nesbitt Appraisal, Inc.
19.	2013-0370	Davis M. Somers Company, Inc.
20.	2013-0371	Elexco Land Services, Inc.
21.	2013-0372	Fast Track Appraisals, Inc.
22.	2013-0373	Genzink Appraisal Company
23.	2013-0374	Glancy & Haynes, LLC
24.	2013-0375	Maturen & Associates, Inc.
25.	2013-0376	Michigan Appraisal Company, Inc.
26.	2013-0377	Northern Michigan Real Estate Consultants
27.	2013-0378	Northern Michigan Real Estate Services
28.	2013-0379	Fred B. Phlippeau & Associates

29. HIGHWAYS - IDS Engineering Services

Contract (2013-0389) between MDOT and RS Engineering, LLC, will provide for services for which the consultant is prequalified to be performed on an as needed/when needed basis. The contract will be in effect from the date of award through three years. The maximum contract amount will be \$4,000,000, and the maximum amount of any authorization will be \$1,000,000. Authorizations over \$500,000 will be submitted to the State Administrative Board for approval. Source of Funds: Federal, Restricted State, or local funds, depending on the particular project authorized.

**BID LETTING PRE-APPROVALS**

August 20, 2013, No. 47

**STATE PROJECTS**

30. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309003 \$ 827,000.00  
PROJECT NHG 84917-113325  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - AUGUST 30, 2014

15.54 mi of non-freeway signing upgrades on M-102 from M-39 to I-94 in the cities of Detroit, Southfield, Oak Park, Ferndale, Hazel Park, Warren, Eastpointe, and Harper Woods, Wayne, Oakland, and Macomb Counties.

0.00 % DBE participation required

31. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309033 \$ 4,234,000.00  
PROJECT IM 03033-113249, ETC  
LOCAL AGRMT.  
START DATE - APRIL 21, 2014  
COMPLETION DATE - OCTOBER 02, 2015

Deep and shallow concrete overlays, pin and hanger replacements, structural steel repairs, painting, concrete surface coating, substructure repairs, railing replacements, pier cap replacements, prestressed concrete I-beam end repair, joint replacement, and approach work on I-196BL (North Shore Drive) over I-196/US-31, on I-196/US-31 over 32nd Avenue (County Road 378), on M-43 and M-140 over I-196/US-31 and on Old US-31 over I-196/US-31, Allegan and Van Buren Counties. This project includes a 2 year bridge painting warranty.

3.00 % DBE participation required

32. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309034 \$ 1,549,000.00  
PROJECT ST 10012-106168  
LOCAL AGRMT.  
START DATE - MARCH 03, 2014  
COMPLETION DATE - SEPTEMBER 12, 2014

Structure replacement, hot mix asphalt approach, concrete sidewalk, curb and gutter, guardrail, and pavement markings on M-22 over the Platte River, Benzie County.

5.00 % DBE participation required

33. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309035 \$ 2,791,000.00  
PROJECT NH 33032-105903, ETC  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - OCTOBER 03, 2014

Deep concrete overlay, joint replacement, steel beam repairs, heat straightening structural steel, pin and hangar replacement, substructure repairs, thrie beam retrofit, and approach work on nine bridges located on US-127 from Holt Road to Bellevue Road, Ingham County.

4.00 % DBE participation required

34. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309036 \$ 590,000.00  
PROJECT HSIP 50051-111472  
LOCAL AGRMT.  
START DATE - MAY 01, 2014  
COMPLETION DATE - SEPTEMBER 20, 2014

Installation of HAWK beacons, concrete sidewalk, ADA ramps, and driveways on M-3 from Quinn Road to Finley Road, from Woodward Street to Laurel Street, and from Shader Street to Harrington Street in the city of Mt. Clemens, Macomb County.

3.00 % DBE participation required

35. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309040 \$ 724,000.00  
PROJECT ST 32022-108925  
LOCAL AGRMT.  
START DATE - JULY 16, 2014  
COMPLETION DATE - JULY 30, 2014

Bridge removal and replacement with a precast concrete box culvert, hot mix asphalt cold milling, removal and resurfacing approach, concrete curb and gutter, guardrail, and pavement marking on M-142 over Phillip Drain, Huron County.

3.00 % DBE participation required

36. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309041 \$ 2,371,000.00  
PROJECT NH 24011-113442, ETC  
LOCAL AGRMT. 12-5634  
START DATE - FEBRUARY 17, 2014  
COMPLETION DATE - JUNE 20, 2014

0.48 mi of hot mix asphalt cold milling, resurfacing and reconstruction, median construction, drainage work, traffic signal work, bridge railing reconstruction, joint replacement, epoxy overlay, and concrete restoration on US-31 from US-131 northerly to Liberty Street in the city of Petoskey, Emmet County. This project includes a 3 year materials and workmanship pavement warranty.

4.00 % DBE participation required

37. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309042 \$ 1,990,000.00  
PROJECT NH 82111-118748  
LOCAL AGRMT.  
START DATE - MARCH 01, 2014  
COMPLETION DATE - JUNE 13, 2014

2.26 mi of concrete pavement restoration, intermittent shoulder replacement, and gutter repairs on M-10 from I-75 northerly to I-94 in the city of Detroit, Wayne County.

7.00 % DBE participation required

38. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309043 \$ 1,476,000.00  
PROJECT NH 17033-110623  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - JUNE 12, 2015

Replacement of corrugated metal pipe culvert with a steel plate arch pipe culvert, hot mix asphalt paving, guardrail, detour route, and pavement markings on I-75 at the Tributary of the Pine River north of the Mackinac/Chippewa county line, Chippewa County. This project includes a 2 year pavement performance warranty.

3.00 % DBE participation required

39. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309044 \$ 1,142,000.00  
PROJECT ST 75011-110703  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - AUGUST 28, 2014

Culvert replacement, hot mix asphalt paving, concrete spillway, curb and gutter, guardrail, and pavement marking on M-149 over Dufour Creek, Schoolcraft County.

4.00 % DBE participation required

40. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309045 \$ 781,000.00  
PROJECT IM 49025-113188  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - AUGUST 02, 2014

Deep concrete overlay, joint replacement, substructure repair, partial painting, hot mix asphalt approach, concrete curb and gutter, guardrail, and pavement marking on I-75 Southbound over the Pine River, Mackinac County.

0.00 % DBE participation required

41. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309046 \$ 521,000.00  
PROJECT IM 82122-118881  
LOCAL AGRMT.  
START DATE - 10 days after award  
COMPLETION DATE - DECEMBER 20, 2013

Replacement of pier 1, substructure patching, joint replacement, and slope protection repairs on Glendale Avenue over I-96 in the city of Detroit, Wayne County.

5.00 % DBE participation required

**LOCAL PROJECTS**

42. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309001 \$ 2,874,000.00  
PROJECT STE 33065-115191  
LOCAL AGRMT. 13-5434  
START DATE - 10 days after award  
COMPLETION DATE - SEPTEMBER 01, 2014

3.40 mi of hot mix asphalt non-motorized path, grading, aggregate base, timber walls and boardwalk, prefabricated steel bridges, concrete curb, gutter, sidewalk and ramps, signing, and pavement marking on the North Connector Trail from Willoughby Road north to Jolly Road, Ingham County.

5.00 % DBE participation required

43. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309002 \$ 2,005,000.00  
PROJECT BHT 80017-115782, ETC  
LOCAL AGRMT. 13-5414  
START DATE - 10 days after award  
COMPLETION DATE - APRIL 30, 2014

Replacing and rehabilitating bridge hydraulic machinery and beam plate seal perimeter, replacement of bascule span open grid deck and stringers, concrete deck overlay, slope and scour repairs, and electrical work on Dyckman Avenue over the Black River in the city of South Haven, Van Buren County.

0.00 % DBE participation required

44. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309004 \$ 1,866,000.00  
PROJECT STL 03555-110345  
LOCAL AGRMT. 13-5392  
START DATE - 10 days after award  
COMPLETION DATE - AUGUST 02, 2014

2.98 mi of hot mix asphalt paving, clearing, embankment, earth excavation, peat excavation, subbase, aggregate base, shoulders, culverts, slope restoration, and pavement marking on 38th Street from 128th Avenue to 134th Avenue, Allegan County.

5.00 % DBE participation required

45. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309005 \$ 1,039,000.00  
PROJECT CMG 50458-116678-2  
LOCAL AGRMT. 12-5524  
START DATE - 10 days after award  
COMPLETION DATE - SEPTEMBER 01, 2014

Installation of upgraded backhaul radio communications at 22 locations in the cities of Sterling Heights, Warren, Roseville, St. Clair Shores, and Mount Clemens, Macomb County.

0.00 % DBE participation required

46. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309006 \$ 813,000.00  
PROJECT STH 63609-117452  
LOCAL AGRMT. 13-5410  
START DATE - MAY 05, 2014  
COMPLETION DATE - MAY 01, 2015

Widening of paved shoulders including hot mix asphalt surfacing, shoulder and centerline rumble strip, and installation of guardrail on Joslyn Road from Waldon Road to Clarkston Road, Oakland County.

5.00 % DBE participation required

47. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309009 \$ 1,291,000.00  
PROJECT STUL 61407-120546  
LOCAL AGRMT. 13-5425  
START DATE - APRIL 01, 2014  
COMPLETION DATE - JULY 31, 2014

0.53 mi of concrete pavement, aggregate base, sidewalk ramps, watermain, and pavement markings on Laketon Avenue from Park Street to Peck Street in the city of Muskegon, Muskegon County.

4.00 % DBE participation required

48. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309010 \$ 1,144,000.00  
PROJECT NH 50458-120673  
LOCAL AGRMT. 13-5406  
START DATE - 10 days after award  
COMPLETION DATE - JULY 03, 2014

1.40 mi of concrete pavement repairs, drainage structures, concrete curb and gutter, and pavement markings on Metropolitan Parkway from Clinton River Spillway east to Gratiot Avenue (M-3), Macomb County.

5.00 % DBE participation required

49. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309011 \$ 966,000.00  
PROJECT BRO 50011-112292, ETC  
LOCAL AGRMT. 13-5431  
START DATE - 10 days after award  
COMPLETION DATE - JUNE 01, 2014

Bridge removal and replacement with precast, concrete box culverts, hot mix asphalt approach, aggregate base, guardrail, and pavement marking on 33 Mile Road over Cemetery Creek and over Highbank Creek, Macomb County.

5.00 % DBE participation required

50. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309012 \$ 796,000.00  
PROJECT STH 50609-117447  
LOCAL AGRMT. 13-5407  
START DATE - 10 days after award  
COMPLETION DATE - JUNE 01, 2014

Traffic signal upgrades to box span configuration and left turn phasing and installation of countdown pedestrian signals on Mound Road at Metropolitan Parkway, on 26 Mile Road at Romeo Plank Road and at Gratiot Avenue in the city of Sterling Heights, Macomb County.

0.00 % DBE participation required

51. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309013 \$ 695,000.00  
PROJECT EDD 04555-116023  
LOCAL AGRMT. 13-5412  
START DATE - 10 days after award  
COMPLETION DATE - JUNE 15, 2014

3.79 mi of hot mix asphalt cold milling and resurfacing, aggregate shoulders, and pavement marking on Werth Road from Spruce Road east to Mud Creek, Alpena County.

0.00 % DBE participation required

52. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309014 \$ 600,000.00  
PROJECT STUL 47469-120811  
LOCAL AGRMT. 13-5430  
START DATE - APRIL 01, 2014  
COMPLETION DATE - JUNE 13, 2014

0.85 mi of hot mix asphalt cold milling resurfacing, aggregate base conditioning, drainage structure, retaining wall, signing, and pavement markings on various streets in the city of Howell, Livingston County.

4.00 % DBE participation required

53. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309015 \$ 565,000.00  
PROJECT STUL 38409-120364  
LOCAL AGRMT. 13-5391  
START DATE - 10 days after award  
COMPLETION DATE - MAY 15, 2015

0.16 mi of hot mix asphalt resurfacing, concrete curb and gutter, sanitary, watermain, tree removal and planting, signing, and pavement markings on Francis Street from Mason Street to Washington Street in the city of Jackson, Jackson County.

5.00 % DBE participation required

54. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
 PROPOSAL 1309016 \$ 556,000.00  
 PROJECT TAU 41481-119757  
 LOCAL AGRMT. 13-5432  
 START DATE - 10 days after award  
 COMPLETION DATE - MAY 31, 2014

0.90 mi of hot mix asphalt non-motorized path on Knapp Street Connector Trail from Knapp Valley Drive east to Grand River Drive and on Grand River Drive NE from Knapp Street to just south of Knapp Street, Kent County.

4.00 % DBE participation required

55. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
 PROPOSAL 1309017 \$ 553,000.00  
 PROJECT STU 70400-115138  
 LOCAL AGRMT. 13-5428  
 START DATE - 10 days after award  
 COMPLETION DATE - OCTOBER 31, 2013

1.23 mi of hot mix asphalt cold milling and surfacing, sidewalk ramps, and pavement markings on 44th Street from west of 8th Avenue east to Kenowa Avenue, Ottawa County.

3.00 % DBE participation required

56. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
 PROPOSAL 1309026 \$ 914,000.00  
 PROJECT STL 50458-120537  
 LOCAL AGRMT. 13-5418  
 START DATE - 10 days after award  
 COMPLETION DATE - NOVEMBER 01, 2013

5.20 mi of hot mix asphalt cold milling and resurfacing, centerline corrugations, and pavement markings on North Avenue from 33 Mile Road northerly to the city limits and on Romeo Plank Road from Gilmore Road northerly to Armada Center Road, Macomb County.

5.00 % DBE participation required

57. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309027 \$ 607,000.00  
PROJECT STL 24555-109672  
LOCAL AGRMT. 13-5421  
START DATE - 10 days after award  
COMPLETION DATE - NOVEMBER 14, 2013

4.84 mi of hot mix asphalt cold milling and resurfacing, aggregate shoulders, and pavement marking on Mitchell Road from Berger Road to Hopper Road, Emmet County.

3.00 % DBE participation required

58. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309028 \$ 589,000.00  
PROJECT STL 60555-105691  
LOCAL AGRMT. 13-5411  
START DATE - 10 days after award  
COMPLETION DATE - NOVEMBER 13, 2013

1.83 mi of hot mix asphalt crushing, shaping and resurfacing, aggregate shoulders, and signing upgrades on County Road 624 from Argonne Lodge easterly to Rush Lake Road, Montmorency County.

4.00 % DBE participation required

59. LETTING OF SEPTEMBER 06, 2013 PREQUALIFICATION LEVEL  
PROPOSAL 1309029 \$ 550,000.00  
PROJECT CM 70400-116766  
LOCAL AGRMT. 13-5427  
START DATE - 10 days after award  
COMPLETION DATE - DECEMBER 06, 2013

0.44 mi of hot mix asphalt surfacing, pavement removal, aggregate base, drainage, concrete curb, gutter, sidewalk and ramps, and pavement markings on 68th Avenue at Pierce Street, Ottawa County.

5.00 % DBE participation required

60. LETTING OF SEPTEMBER 06, 2013  
PROPOSAL 1309038  
PROJECT STE 16031-106933, ETC  
LOCAL AGRMT. 13-5442  
START DATE - 10 days after award  
COMPLETION DATE - MAY 22, 2014

PREQUALIFICATION LEVEL  
\$ 858,000.00

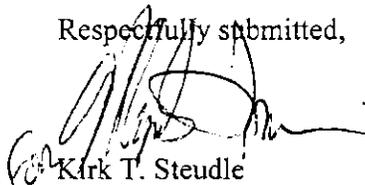
1.33 mi of hot mix asphalt non-motorized, shared-use path and pedestrian bridge, concrete curb, gutter, sidewalks and ramps, and pavement markings along M-68 from North Country Trail to Wilson Road and on Wilson Road from M-68 to Inland Lakes Elementary School, Cheboygan County.

3.00 % DBE participation required

In accordance with MDOT's policies and procedures and subject to concurrence by the Federal Highway Administration, the preparation and award of the appropriate documents approved by the Attorney General, and compliance with all legal and fiscal requirements, the Director recommends for approval by the State Administrative Board the items on this agenda.

The approval by the State Administrative Board of these contracts does not constitute the award of same. The award of contracts shall be made at the discretion of the Director-Department of Transportation when the aforementioned requirements have been met. Subject to exercise of that discretion, I approve the contracts described in this agenda and authorize their award by the responsible management staff of MDOT to the extent authorized by, and in accordance with, the December 14, 1983, resolution of the State Transportation Commission and the Director's delegation memorandum of October 10, 2012.

Respectfully submitted,



Kirk T. Steudle  
Director

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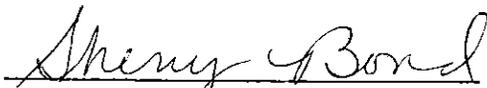
Mr. Senyko presented the Transportation and Natural Resources Committee Report for the regular meeting of August 13, 2013. After review of the foregoing Transportation and Natural Resources Committee Report, Mr. Senyko moved that the Report covering the regular meeting of August 13, 2013, be approved and adopted. The motion was supported by Mr. Reilly and unanimously approved.

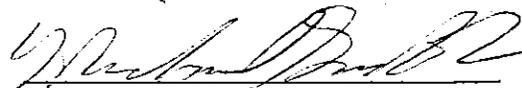
8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Gadola adjourned the meeting.

  
SECRETARY

  
CHAIRPERSON



August 20, 2013, No. 59

## MICHIGAN STRATEGIC FUND

300 N Washington Sq  
Lansing, MI 48913

August 13, 2013

### MSF BOARD

**Michael A. Finney**  
Chairperson  
President and Chief  
Executive Officer,  
(MSF Board President  
and Chairman)  
Michigan Economic  
Development Corporation

**Steve Arwood**  
Director,  
Michigan Department of  
Licensing and Regulatory  
Affairs

**Andy Dillon**  
State Treasurer,  
Michigan Department  
of Treasury

**Ron Boji**  
President, Boji Group

**Michael J. Jackson, Sr.**  
Executive Secretary,  
Michigan Regional  
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**Sabrina E. Keeley**  
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**Bill J. Martin**  
Chief Executive Officer,  
Michigan Association  
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**William Morris**  
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Prairie & Tremar, LLC

**J. Craig DeNooyer**  
President, Treystar

**Richard Rassel**  
Director of Global Client  
Relations, Butzel Long

**Shaun W. Wilson**  
Vice President/Director of  
Client and Community  
Relations, PNC Financial  
Services Group

Sherry Bond, Secretary  
State Administrative Board  
P.O. Box 30026  
Lansing, MI 48909

RE: Posting and Hiring of Chief Compliance Officer for the Michigan Strategic Fund

Dear Ms. Bond:

Section 88i of the Michigan Strategic Fund Act, added by 2005 PA 225, created the Office of the Chief Compliance Officer within the Michigan Strategic Fund. MCL 125.2088i. The head of the office is the Chief Compliance Officer. By law, the State Administrative Board (Board) is the appointing authority for the position of Chief Compliance Officer. MCL 125.2088i(3) The position is vacant.

The Michigan Strategic Fund (MSF) desires that the position be filled. MSF requests that the Board post the position, consider candidates, and appoint a person to the position Chief Compliance Officer for the MSF. Enclosed is the Position Description approved by Civil Service. The MSF requests that it be posted for a two week period.

Sincerely,

Michael Finney, President  
Michigan Strategic Fund

Enclosure

cc: Mark Morante, Senior Vice President, Michigan Strategic Fund

Jarrod Smith, Assistant Attorney General

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) Vacant	8. Department/Agency Michigan Strategic Fund
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of the Chief Compliance Officer
4. Civil Service Classification of Position Senior Policy Executive 18	10. Division
5. Working Title of Position (What the agency titles the position) Chief Compliance Officer	11. Section
6. Name and Classification of Direct Supervisor Chairperson of the State Administrative Board or designee	12. Unit
7. Name and Classification of Next Higher Level Supervisor	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq., Lansing, MI 48933 Full-time and limited term and as required to fulfill

14. General Summary of Function/Purpose of Position  
The Office of the Chief Compliance Officer (CCO) was created as an autonomous entity by 1984 PA 270, amended by 225 of 2005, as an autonomous entity within the Michigan Strategic Fund. The CCO reports directly to the State Administrative Board. The CCO's primary function is to assist the board with the creation, implementation, monitoring, and enforcement of policies and procedures to prevent illegal, unethical, or improper conduct of board members, employees, or agents of the fund board. This includes the creation of conflicts of interest policies, investment policies, and ethics policies that govern all directors' and board members' conduct with regard to grants, loans, and investments.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty. August 20, 2013, No. 61

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1                      % of Time 40

Recommend policies and procedures, including, but not limited to, a conflict of interest policy, an investment policy, and an ethics policy to the Board of the Directors of the Michigan Strategic Fund to protect the state's assets consistent with the requirements of Chapter 8A of the Michigan Strategic Fund Act (1984 PA 270) relating to grants, loans, and investments from the Jobs for Michigan Investment Fund and the 21<sup>st</sup> Century Jobs Trust Fund to encourage the diversification of the economy and the creation of jobs in this state for all programs under the jurisdiction of the Michigan Strategic Fund.

**Individual tasks related to the duty.**

- Research, review, and analyze requirements imposed by Chapter 8A of the Michigan Strategic Fund Act (1984 PA 270) relating to grants, loans, and investments from the Jobs for Michigan Investment Fund and the 21<sup>st</sup> Century Jobs Trust Fund to encourage the diversification of the economy and the creation of jobs in this state.
- Research, review, and analyze requirements imposed by the other state and federal law, including, but not limited to the Michigan Strategic Fund Act (1984 PA 270), the Michigan Tobacco Settlement Finance Authority Act (2005 PA 226), the Urban Cooperation Act of 1967 (1967 (Ex Sess) PA 7), 1978 PA 472 (relating to lobbyists, lobbying agents, and lobbying activists) 1978 PA 566 (relating to incompatible public offices), 1968 PA 318 (relating to conflicts of interest), 1968 PA 317, (relating to contracts of public servants with public entities), 1973 PA 196 (relating to standards of conduct for public officers and employees), 1976 PA 169 MCL 15.401 to 15.407 (relating to political activities by public employees), The Michigan Campaign Finance Act (1976 PA 388) and other state and federal laws and constitutional requirements relating to public finance, fiduciary duties, investments, securities, and conflicts of interest.
- Research, review, and analyze existing policies of the Michigan Strategic Fund.
- Recommend updated and/or new policies and procedures to the Michigan Strategic Fund including, but not limited to, a conflict of interest policy, an investment policy, and an ethics policy to prevent violations from occurring, detect violations that have occurred, and provide for prompt correction of violations. The members of the Board of Directors of the Michigan Strategic Fund include the heads of principal state departments and other appointed state officials.
- Monitor and regularly review compliance with, and effectiveness of, policies and procedures of the Michigan Strategic Fund for change and/or improvement on an ongoing basis.
- Participate in the development of policies and procedures by the Michigan Strategic Fund Board of Directors.
- Document and retain recommendations made and responses received.

Duty 2

General Summary of Duty 2                      % of Time 40

Provide guidance, counsel, advice, and assistance to the Board of Directors of Michigan Strategic Fund, employees, and agents of the Board of Directors of the Michigan Strategic Fund on matters relating to internal policies and procedures and to ensure compliance with applicable state and federal law.

Make recommendations to the Board of Directors of the Michigan Strategic Fund, employees, or agents of the Board of Directors of the Michigan Strategic Fund regarding the appropriate evaluation, investigation, and resolution of issues and concerns regarding compliance with internal policies and procedures with applicable state and federal law.

**Individual tasks related to the duty.**

August 20, 2013, No. 62

- Develop and request the opinion of the Attorney General on questions of law as necessary to fulfill the duties of the Office of the Chief Compliance Officer.
- Review and report on legal opinions and special problems on compliance issues of significance and importance to the Michigan Strategic Fund.
- Approve the form and legality of contracts and other documents relating to the policies and procedures of the Michigan Strategic Fund and on compliance with applicable state and federal law.
- Advise the Michigan Strategic Fund on the construction of statutes and enforcement procedures.
- Perform or supervise the provision of training or other educational materials for members of the Board of Directors of the Michigan Strategic Fund, employees, or agents of the Board of Directors of the Michigan Strategic Fund.
- Contact and receive and review information from persons or entities receiving awards, investments, grants, and loans from the Jobs for Michigan Investment Fund and the 21<sup>st</sup> Century Jobs Trust Fund to encourage the diversification of the economy and the creation of jobs in this state to ensure compliance with applicable state and federal law.
- Work in conjunction with the Attorney General, state departments, state agencies, committees, commissioners, or officers of the state, the Michigan Economic Development Corporation, and political subdivisions of this state in the development of policies and procedures to ensure compliance with legal requirements. Cooperate with the office of the Auditor General as the Auditor General carries out his or her duty to conduct post audits of financial transactions and accounts of the state of all branches, departments, offices, boards, commissions, agencies, authorities and institutions of the state established by constitution or by law, and performance post audits thereof.
- Conduct independent reviews of programs and activities of the Michigan Strategic Fund and recommend solutions with issues arise that are inconsistent with policies and procedures and applicable laws or as necessary to prevent fraudulent activity.
- Document and retain guidance and assistance provided and response to guidance and assistance provided.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Report on compliance with internal policies and procedures and with applicable state law, compliance matters, and suggested revisions to agency policies and procedures.

**Individual tasks related to the duty.**

- Prepare quarterly reports to the Board of Directors of the Michigan Strategic Fund regarding compliance with internal policies and procedures and with applicable state and federal laws.
- Prepare quarterly reports to the State Administrative Board regarding compliance with internal policies and procedures and with applicable state and federal law, including presentation of a testimony required by the State Administrative Board. Provide other information as requested by the State Administrative Board or its Chairperson. The members of the State Administrative Board include 7 elected or appointed constitutional state officers, including the Governor, the Lieutenant Governor, the Secretary of State, the Attorney General, the State Treasurer, the Superintendent of Public Instruction and the Director of the Department of Transportation.
- Prepare a written annual report that evaluates compliance by the Board of Directors of the Michigan Strategic Fund, and the agents or employees of the Michigan Strategic Fund with internal policies and procedures and with applicable state and federal law, that explains any compliance matters arising during the prior year, and that suggests revisions to the Michigan Strategic Fund policies and procedures.
- Present copies of the annual report to the Governor, the Clerk of the House of Representatives, the Secretary of the Senate, the Chairperson of the Senate and House of Representatives Committees on Commerce, and the Chairperson of the Senate and House of Representatives Committees on Appropriations.
- Ensure that the annual report is published on the Internet website of the Michigan Strategic Fund.
- Prepare and provide information and testimony to the State Administrative Board as required by the Board or its Chairperson.
- Prepare and provide information and testimony to legislative committees as required.

Duty 4

August 20, 2013, No. 63

**General Summary of Duty 4**

**% of Time 10**

Manage, direct, and supervise the operation of the Office of the Chief Compliance Officer.

**Individual tasks related to the duty.**

- Formulate current and long-range programs, plans, and policies for the operations of the Office of the Chief Compliance Officer.
- Maintain and coordinate ongoing contact with the State Administrative Board and the Board of Directors of the Michigan Strategic Fund.
- Maintain records and prepare reports and correspondence related to the work of the office.
- Do all other things necessary to carry out the Chief Compliance Officer's responsibilities under Section 88i of the Michigan Strategic Fund Act (MCL 125.2088i)

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

By law, the Office of the Chief Compliance Officer must exercise its powers and duties, including decision-making, independently of the Michigan Strategic Fund. Decisions of the Chief Compliance Officer will affect the conduct of the governmental functions and business by the Michigan Strategic Fund, employees and agents of the board. Decisions made by the Chief Compliance Officer also will affect work performed by the employees of the Office of the Chief Compliance Officer.

17. Describe the types of decisions that require your supervisor's review.

The decisions made by the Chief Compliance Officer are not subject to a supervisor's review. The Chief Compliance Officer is the head of the Office of the Chief Compliance Officer, which by law operates independently of the Michigan Strategic Fund, the autonomous state agency in which the office is physically located.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Normal office working conditions. Job will require flexibility with regard to work hours and requirements to assure compliance with statutory duties. Some travel to monitor recipients of grants, loans, and investments may be required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	Position 1 – Professional Class		August 20, 2013, No. 64
	Position 2 – Professional Class		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" type="checkbox"/> Train employees in the work.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

NOTE: Make a copy of this form for your records.

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**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

The office of the Chief Compliance Officer was created within the Michigan Strategic Fund by Michigan law, but must exercise its powers and duties independently of the Michigan Strategic Fund. The Chief Compliance Officer is mandated to advise the Michigan Strategic Fund on the creation, implementation, monitoring, and enforcement of policies and procedures to prevent illegal, unethical, or improper conduct on the part of members of the Board of Directors of the Michigan Strategic Fund and the employees or agents of the Michigan Strategic Fund Board.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Not applicable. Position created by law.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to monitor legal compliance by state officials and the Chief Compliance Officer has primary responsibility for directing and supervising all activities in this work area. August 20, 2013, No. 66

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

College level coursework in accounting, finance, business, statistics, actuarial sciences, or a related field. Possession of a Juris Doctorate degree from an accredited law school.

**EXPERIENCE:**

- Two year of experience as a professional manager or program/staff specialist or equivalent
- Six years of post-bar admission legal experience
- Experience representing or advising governmental boards or commissions
- Experience in compliance activities or prosecution relating to financial activities, investments, or securities is desirable
- Experience in investments, finance, securities, or economic development is desirable
- Experience working with law enforcement personnel is desirable
- Experience related to compliance with state ethics laws is desirable

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of constitutional law, administrative law, and state and local government law.
- Knowledge of legal research procedures.
- Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Knowledge of staffing requirements as to type, number, and training for the accomplishment of program goals.
- Knowledge of labor relations, employment practices, and affirmative action.
- Knowledge of laws relating to investments, finance, and economic development
- Knowledge of and ability to analyze business records including bank and accounting records and spreadsheets.
- Ability to instruct, direct and evaluate employees.
- Ability to direct and motivate others.
- Ability to supervise the work of lower-level compliance personnel.
- Ability to communicate effectively.
- Ability to use judgment, tact, and discretion.
- Ability to assimilate quickly oral and written data to analyze facts and draw logical conclusions.
- Ability to maintain records and prepare reports and correspondence related to the duties of the Office of the Chief Compliance Officer.
- Ability to effectively appear before and present information to state boards, legislative committees, or other similar governmental bodies or officials.
- Ability to work independently and manage sensitive information.
- Ability to manage and carry out multiple and complex assignments often with short time frames.
- Ability to resolve governmental ethics issues.
- Ability to understand or evaluate complex financial processes or schemes.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Membership in a good standing in the State Bar of Michigan.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

*27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date

**State of Michigan  
Administrative Guide to State Government**

**0620.01 Obtaining State Administrative Board Approval**

Issued September 3, 1996

Revised: TBD

**SUBJECT:** State Administrative Board Approval Process under authority of MCL 17.1, 17.2 and 17.3

**APPLICATION:** Executive Branch Departments and Sub-units, community colleges and universities (Agency)

**PURPOSE:** To describe the structure and process for obtaining State Administrative Board approval as required by statutes, resolutions, and administrative guidelines

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement Fax

**SUMMARY:** The Ad Board exercises general supervisory control over the functions and activities of all administrative departments, state officers, boards, commissions and all state institutions for approval of funds expenditures including contracts, grants and leases; oversight of the state capital outlay process; resolution of claims against the state with a value of less than \$1,000; and approval of contracts for intellectual property.

The Ad Board functions through three standing committees that make recommendations to the Ad Board. The standing committees are: (1) Finance and Claims (F&C), (2) Building, and (3) Transportation and Natural Resources (T&NR). For a description of the members of the three standing committees refer to the May 2, 1995 Ad Board Resolution. A list of the resolutions is available at the Ad Board's website at [http://www.michigan.gov/documents/resolution\\_list\\_155716\\_7.pdf](http://www.michigan.gov/documents/resolution_list_155716_7.pdf).

The seven members of the Ad Board are the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Director of the Michigan Department of Transportation, and the Superintendent of Public Instruction. Members may appoint someone to serve in their place at meetings. Pursuant to the January 3, 1974 Ad Board Resolution, the Director of DTMB serves as Ad Board Secretary and provides staff support. The Director of DTMB has delegated the position of Ad Board Secretary to provide support to the Ad Board.

The Ad Board regularly meets the first and third Tuesday of each month at 11:00 a.m. pursuant to the June 6, 1995 Ad Board Resolution.

The Ad Board Secretary prepares the Ad Board's annual calendar (Annual Calendar) of the Ad Board's and committees' regular meetings and submission deadlines for adding items to the F&C committee's agendas. Preparers of the Building Agendas and the MDOT, DNR, and DEQ agendas for T&NR confer annually with the Ad Board Secretary to set their internal deadlines for agenda submissions to the Ad Board Secretary. If an Agency requires Ad Board action before the next regularly scheduled committee or Ad Board meeting, the Agency should

consult the [Notice of Special Information or Special Meetings](#) link on the [Ad Board website](#) for instructions on how to prepare the written request for a special committee or Ad Board meeting.

Ad Board Committees' Prescribed Functions:

- Finance and Claims Committee considers and makes recommendations to the Ad Board for approvals of:
  - Award of new grants and grant amendments pursuant to the August 30, 2011 Ad Board Resolution 2011-1.
  - Award of new contracts for commodities or services and contract amendments pursuant to the August 30, 2011 Ad Board Resolution 2011-1.
  - Claims against the state for less than \$1,000 pursuant to MCL 600.6419(1) and 600.6420.
  - Release of Capital Outlay allocations pursuant to MCL 18.1246(2).
  - Disposition of lost, unclaimed, or abandoned personal property pursuant to MCL 434.156.
  - Release of liens related to the former State Emergency Relief Program (SER) for mortgage payments, land contract payments, property taxes and home repair. The SER law has been repealed, but the Ad Board continues to release liens authorized under SER.
  - Petty cash pursuant to MCL 18.1421(1)(f).
  - The Annual Calendar of committee and Ad Board meetings and F&C submission deadlines pursuant to the April 5, 1997 Ad Board Resolution.
  - Contracts for intellectual property and licensing of their use pursuant to MCL 17.401 and 17.402.
  - Annual contract templates for the Michigan Education Trust pursuant to MCL 390.1426(2).
  - Bond Financing resolutions pursuant to MCL 17.451, MCL 324.4504(1), MCL 324.19703, MCL 324.71503, MCL 388.921, and MCL 388.981.
  - Ad Board resolutions made in accordance with the Ad Board's authority to adopt procedures for its governance pursuant to MCL 17.2.
  - Applications for fiscal stabilization bonds pursuant to MCL 141.1002.
  - Designation of renaissance zone creation, amendment, or revocation pursuant to MCL 17.2a.
  - State Records retention and disposal schedules per MCL 18.1287(3)(c).
  - Agreements between the Secretary of State and the United States government regarding identification cards per MCL 28.291(9) and MCL 257.307(15).
  - Monthly reports of claims paid under a department director's delegated authority for employee claims under \$500 pursuant to MCL 600.6420.
  - Special Items

Submissions to the F&C follow the applicable guidelines in Administrative Guide Procedures 0620.02, 0620.03, 0620.04, 0620.05, 0620.06, 0620.07, 0620.08, and 0620.09; the August 30, 2011 Ad Board Resolution 2011-1; and other Ad Board resolutions in effect at the time of the submission to the committee. The Ad Board Secretary prepares the F&C agendas. The F&C committee meets the Tuesday before the Ad Board meeting at 11:00 a.m.

- Building Committee considers and makes recommendations to the Ad Board for approvals of:
  - Awards of state construction and related professional services contracts pursuant to MCL 18.1241.
  - Property leases for use by state agencies pursuant to MCL 18.1221(1).
  - State Building Authority furniture and equipment leases for use by state agencies pursuant to MCL 30.417(3)(1).
  - State Building Authority facility leases for public purposes pursuant to MCL 830.417(1).
  - Establishment of state annual rental rates pursuant to MCL 18.1221(6).
  - Matters relating to real estate acquired by the state pursuant to MCL 322.1.
  - Transfers of tax reverted properties pursuant to MCL 124.770.
  - Matters relating to easements pursuant to MCL 18.1221(5).
  - Disposal of DMVA armories, facilities or land pursuant to MCL 32.782.

Submissions to the Building Committee follow the guidelines provided in the December 16, 1997 Ad Board Resolution, defining the authority of the DTMB Director for the awarding of contracts for professional services, construction, and leased space; the January 29, 2013 Ad Board Resolution 2013-1, defining the construction contracts bidding procedure; and resolutions in effect at the time of submission to the committee. The DTMB Office of Design and Construction sets the deadlines for item submission and prepares the Building committee meeting agendas. The Building committee meets the Tuesday before the Ad Board meeting at 11:00 a.m.

- Transportation and Natural Resources (T&NR) Committee considers and makes recommendations to the Ad Board for approvals of:
  - Awards of MDOT contracts and agreements pursuant to the August 30, 2011 Ad Board Resolution 2011-2.
  - Department of Natural Resources (DNR) oil, gas, and mineral leases and changes to these leases pursuant to MCL 324.502(3) and MCL 324.503(5).
  - Department of Environmental Quality (DEQ) conveyances of submerged lands pursuant to MCL 324.32503.

MDOT submissions to the T&NR Committee follow the requirements in the August 30, 2011 Ad Board Resolution 2011-2. MDOT sets the deadlines for item submission and prepares the MDOT agenda for the T&NR committee meetings.

DNR submissions to the T&NR Committee follow the requirements in MCL 324.502(3) and MCL 324.503(5). DNR sets the deadlines for item submission and prepares the DNR agenda for the T&NR committee meetings.

DEQ submissions to the T&NR Committee follow the requirements in MCL 324.32503. DEQ sets the deadlines for item submission and prepares the DEQ agenda for the T&NR meetings.

The T&NR Committee meets the Tuesday before the Ad Board meeting at 11:00 a.m.

APPLICABLE FORMS: Finance and Claims Committee Forms:

F&C Committee Forms:

DTMB-1104 Claim Against the State of Michigan for Personal Losses Less Than \$1,000

MDOT-3600 Claim of Damages Less than \$1,000

DTMB-3526 Finance and Claims Agenda Format

DTMB-3527 Grant Abstract (New Grant or Amendment)

DTMB-3529 Bid Tabulation and Recommendation for New Contract Award

DTMB-3530 Contract Change Recommendation

Building Committee Forms:

DTMB-0412 Bid Tabulation and Recommendation for Contract Award

DTMB-0402 Contract Order and Contract Change Order

PROCEDURES:

Proposing Agency:

- Refers to the current Ad Board threshold resolutions to determine if the proposed item requires Ad Board approval.
- For F&C items, refers to the Annual Calendar to select the appropriate committee meeting to submit its proposed item allowing sufficient lead-time to prepare and submit supporting documents. Submissions for the F&C Agenda are due in accordance with the deadlines in the Annual Calendar.
- For Building items, refers to the DTMB Design and Construction calendar for deadlines.
- For DEQ, DNR, and MDOT items for the T&NR agenda, refers to the appropriate Agency calendar for deadlines.
- Assures that all prerequisites, including all required reviews and approvals, are met before submission for committee action. With the exception of MDOT items, items without approvals must not be placed on agendas (Items will not be approved contingent on future approvals).
- An emergency purchase (see Ad Guide Procedure 0510.38) is defined as a purchase in an emergency situation which has a value in excess of a department's delegated

purchasing authority and is made to protect the immediate health, safety, or welfare of individuals or property. Due to the immediate nature of an emergency purchase, approval by the State Administrative Board is not required, but requires the Agency to report in writing to the Ad Board within 45 days of execution. Emergency purchase reports are placed in the Special Items Section of the F&C Agenda.

- A request for retroactive approval of a non-emergency purchase made without the Ad Board prior approval must be accompanied by a letter from the Agency's director explaining the reason the purchase was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent purchases without prior Ad Board approval in the future.
- Refers to Administrative Guide Procedures as applicable - 0620.02, 0620.03, 0620.04, 0620.05, 0620.06, 0620.07, 0620.08 and 0620.09 for the F&C.
- Refers to Administrative Guide Procedures as applicable - 0110.01 for Surplus Real Property; 0110.03 for Facility Leasing; 0110.04 for Allocation of Project Funding; 0110.05 for Purchase of Real Property; 0110.07 for Construction of New Buildings/Facilities; 0110.08 for Additions or Renovations; 0110.09 for Professional Services (Major Projects); and 0110.10 for Professional Services (Minor Projects) for the Building Committee.
- Refers to MDOT's procedures for T&NR Committee submissions.
- Refers to DNR's procedures and Administrative Guide Procedure 1710.17 State Owned Mineral Rights for DNR's agenda for the T&NR Committee.
- Refers to DEQ's procedures for DEQ's Bottomland procedures for the T&NR Committee.
- Items withdrawn at a previous standing committee meeting or a Ad Board must be resubmitted to the appropriate standing committee in order to be reconsidered at a later Ad Board meeting.

Claimant:

- Uses the Claim Against the State of Michigan for Personal Losses Less Than \$1,000 (DTMB-1104) or the Claim of Damages Less than \$1,000 (MDOT-3600) and refers to the applicable Administrative Guide Procedures 0620.06 for Prisoner Claims, 0620.07 for State Employee Claims, or 0620.08 for General Public and MDOT Claims.

Ad Board Secretary:

- Maintains Ad Board records.
- Reviews all submissions to the committees and to the Ad Board for compliance with Ad Board requirements.
- Prepares agenda for the F&C.
- Prepares reports of each committee meeting.
- Prepares the minutes of Ad Board meetings.
- Posts agendas, reports, minutes, Annual Calendar, and special/new information on the Ad Board website.
- Forwards Ad Board claim decisions to Agencies.
- Posts the stamped approvals from the F&C on the DTMB Intranet site.
- Posts the final agendas, committee reports, and Ad Board minutes on the Ad Board website.
- Signs deeds, jurisdictional transfer affidavits, and license agreements requiring the Ad Board Secretary's notarized signature; forwards them to the Governor for signature; and upon their return, forwards the original documents to the requesting Agency.

- Reviews and signs Certifications prepared for the State Building Authority and Michigan Strategic Fund bond closings and returns the certifications to the State Building Authority or Treasury's Bond Counsel.
- For MDOT claims from the public, requests a copy of the claim file from the MDOT Regional Transportation Center and processes the claims per 0620.08.
- Processes claims per 0620.06, 0620.07, or 0620.08.
- Corresponds with individuals who have filed claims against the state.

\* \* \*

Revised: TBD  
Procedure 0620.01

State of Michigan  
Administrative Guide to State Government

**0620.02 New Procedural Resolutions and Amended Resolutions**

Issued: September 3, 1996  
Revised: TBD

**SUBJECT:** Submission of New Resolutions and Amended Resolutions to the State Administrative Board for all standing committee items

**APPLICATION:** Executive Branch Departments and Sub-units (Agency)

**PURPOSE:** To communicate procedures for submission of resolutions and amended resolutions of the State Administrative Board under the authority of MCL 17.2

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement Fax

**SUMMARY:** The Ad Board Secretary reviews and/or assists Agencies, members of the Ad Board, and the standing committees of the Ad Board with drafting and amending resolutions of the Ad Board

**APPLICABLE FORMS** New Resolution Template (Sample 1, attached)  
Revising Resolution Template (Sample 2, attached)  
Rescinding Resolution Template (Sample 3, attached)

**PROCEDURES:**

**Requesting Agency:**

- Completes the draft new resolution or the amended resolution and submits it to the Ad Board Secretary.

**Ad Board Secretary:**

- Assigns a resolution number.
- Reviews the Agency's draft resolution.
- Works with the Agency to make any necessary revisions.
- Circulates the draft resolution or draft amended resolution to the appropriate Ad Board standing committee members and Ad Board members.
- Places the final draft version of the proposed resolution or amended resolution on the agenda of the appropriate standing committee.
- Places resolutions that pertain to the actions of all three standing committees on the F&C Agenda.
- Forwards committee recommendations to the Ad Board for action.
- Notifies all parties of Ad Board decisions.
- Stamps the approved resolution with the Ad Board's "Approved" stamp.
- Adds the new or revised resolution to the resolution notebook and to the list of resolutions by date.
- Uploads the revised resolution list by date to the Ad Board website.
- Updates the Administrative Guide to State Government, if necessary

\*\*\*

**SAMPLE 1:**

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201-\_\_**

**RESOLUTION REGARDING \_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.

4. The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government and to \_\_\_\_\_.

5. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.

**SAMPLE 2:**

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201-\_\_**

**AMENDING RESOLUTION DATED \_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. (If necessary) The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.

4. (If necessary) The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government and to

\_\_\_\_\_.

5. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.

**SAMPLE3:**

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201-\_\_**

**RESOLUTION RESCINDING RESOLUTION DATED \_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. The resolution dated \_\_\_\_\_ is rescinded.
2. (If necessary) The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.
3. (If necessary) The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government.
4. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.

**0620.03 Submission of Contracts and Contract Amendments by DTMB Procurement**

Issued: TBD

**SUBJECT:** Submission of new Contracts and Contract Amendments for Goods and Services to the Finance and Claims Committee of the State Administrative Board

**APPLICATION:** Department of Technology, Management and Budget, Procurement Division

**PURPOSE:** To communicate the procedures for the Department of Technology, Management, and Budget, Procurement Division for submission of new contracts and contract amendments for approval by the State Administrative Board.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement fax

**SUMMARY:** The Ad Board Secretary reviews the DTMB-3529 Bid Tabulation and Recommendation for New Contract Award forms and DTMB-3530 Contract Change Recommendation forms presented for Ad Board approval.

**APPLICABLE FORMS** DTMB-3529 Bid Tabulation and Recommendation for New Contract Award (Bid Tab)  
DTMB-3530 Contract Change Recommendation (CCR)

**PROCEDURES:**

Requesting Agency:

- Determines whether Ad Board approval is required pursuant to the August 30, 2011 Ad Board Resolution 2011-1 prior to execution of the contract, purchase order or amendment to a contract regardless of their source of funding or duration, according to any of the following requirements:
  - General Requirements:
    - Revenue-generating contracts or purchase orders may require Ad Board approval.
    - Until the value of a contract or purchase order reaches \$250,000, a contract or purchase order and its amendments do not require Ad Board approval.
    - A request for retroactive approval of a non-emergency purchase made without Ad Board prior approval must be accompanied by a letter from the Agency's director explaining the reason the purchase was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent purchases without prior Ad Board approval in the future.
  - New Contract Requirements - for procurement of goods and services between state departments and vendors, between state departments and educational institutions, or between state departments and other governmental units are as follows:
    - All contracts or purchase orders of \$250,000 or more require Ad Board approval prior to execution.
    - All contracts whose dollar values are not fixed but which are estimated to be \$250,000 or more require Ad Board approval prior to execution.
    - Emergency contracts of any value involving public health or safety do not require prior approval (see Administrative Guide Procedure 0510.38). These contracts must be



- Uploads F&C Agendas and Reports for the F&C on the Ad Board website.
- Emails the links to the committee recommendations to the Ad Board for action.
- Attends and takes minutes at the Ad Board meeting.
- Creates the Ad Board minutes, scans them, and uploads them to the Ad Board website.
- Adds the approval stamp to the Bid Tabs and CCR's and uploads them to the Procurement Intranet site.
- Stamps the Bid Tabs and CCR's "approved" and distributes them to DTMB Procurement.

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**0620.04 Submission of New Contracts and Contract Amendments by Agencies**

Issued: TBD

- SUBJECT:** Submissions of New Contracts and Contract Amendments by Agencies for Goods and Services to the Finance & Claims Committee of the State Administrative Board.
- APPLICATION:** Executive Branch Departments and Sub-units (Agency).
- PURPOSE:** To communicate the procedures for submissions to the Finance and Claims Committee (F&C) of the Ad Board per the August 30, 2011 Resolution 2011-1 of Agency New Contracts and Contract Amendments either delegated by the Department of Technology, Management and Budget, Procurement per MCL 18.1261 or from Agencies with statutory authority to contract directly.
- CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)
- TELEPHONE:** 517-335-2559 Ad Board Secretary
- FAX:** 517-335-0046 DTMB Procurement Division fax
- SUMMARY:** The Ad Board Secretary reviews the DTMB-3529 Bid Tabulation and Recommendation for New Contract Award forms and DTMB-3530 Contract Change Recommendation forms presented by Agencies for Ad Board approval.
- APPLICABLE FORMS:** DTMB-3526 Finance & Claims Agenda Format (Agenda Format)  
DTMB-3529 Bid Tabulation and Recommendation for New Contract Award (Bid Tab)  
DTMB-3530 Contract Change Recommendation (CCR)

**PROCEDURES:**

Requesting Agency:

- All hearing officer contracts or purchase orders require Ad Board approval and submission of a Bid Tab with Michigan Administrative Hearing System approval.
- All hearing officer contract amendments for time, scope or additional dollars require Ad Board approval and submission of a CCR with a signed copy of the contract amendment.
- Determines whether Ad Board approval is required prior to execution of the contract, purchase order or amendment to a contract regardless of their source of funding or duration, according to any of the following requirements per the August 30, 2011 Ad Board Resolution 2011-1:
  - General Requirements:
    - Revenue-generating contracts or purchase orders may require Ad Board approval.
    - Until the value of a contract or purchase order reaches \$250,000, a contract or purchase order and its amendments do not require Ad Board approval.
    - A request for retroactive approval of a non-emergency purchase made without Ad Board approval must be accompanied by a letter from the Agency's director explaining the reason the purchase was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent purchases without prior Ad Board approval in the future.

- Legal Services Contracts or Amendments submitted by any agency other than the Department of the Attorney General (AG) require submission of an approval letter by the AG with the Bid Tab or CCR. Follow Administrative Guide Procedure 0510.41 to obtain AG approval.
- New Contract Requirements – for procurement of goods and services between state departments and vendors, between state departments and educational institutions, or between state departments and other governmental units are as follows:
  - All contracts or purchase orders of \$250,000 or more require Ad Board approval prior to execution.
  - All contracts whose dollar values are not fixed but which are estimated to be \$250,000 or more require Ad Board approval prior to execution.
  - Emergency contracts of any value involving public health or safety do not require prior approval (see Administrative Guide Procedure 0510.38). These contracts must be reported in writing to the Ad Board within 45 days after execution. Emergency Purchase Reports are placed in the Special Items Section of the F&C Agenda.
  - If the new contract requires Ad Board approval, a completed Bid Tab must be submitted to the Ad Board Secretary.
  - Contract protest periods for submitted items must expire no later than 5:00 p.m. the day before the F&C meeting, and protests for any submitted items must be resolved no later than 5:00 p.m. the day before the F&C meeting or the item will be removed from the F&C Agenda. The Ad Board Secretary must be notified of any unresolved protest before the F&C meeting.
- Contract Amendment Requirements – for procurement of goods and services between state departments and vendors, between state departments and educational institutions, or between state departments and other governmental units are as follows:
  - Once a contract or purchase order reaches \$250,000, the first amendment that takes the total amendment amount to \$125,000 or more requires Ad Board for approval prior to execution.
  - Once \$125,000 in amendments has been approved for a contract or purchase order, amendments may accumulate to \$125,000 again before amendments require Ad Board approval prior to execution.
  - If the contract amendment requires Ad Board approval, a CCR must be submitted to the Ad Board Secretary.
  - Once the Ad Board approves the term of a contract, Ad Board approval of different start and end dates is not required as long as the contract term remains the same.
  - An Option is an additional length of time allowed under the current contract language and does not require Ad Board approval unless money to fund the option is also being added and that funding requires Ad Board approval.
  - If the proposed action is exercising multiple option years, the Agency must explain the benefit to the state on the CCR.
  - If the proposed action is allowed in the current contract language and requires Ad Board approval, state in the CCR that the current contract language allows this amendment.
  - If the proposed action is a change in scope of the contract (including extensions beyond final term), Ad Board approval is required and the CCR must include the language explaining the appropriate exception to competitive bidding from MCL 18.1621(3).
  - Emergency contract amendments of any value involving public health or safety do not require prior approval (see Administrative Guide Procedure 0510.38). These amendments must be reported in writing to the Ad Board within 45 days after execution. Emergency Purchase Reports are placed in the Special Items Section of the F&C Agenda.

- Emails the signed submissions to the Ad Board Secretary for each F&C Committee meeting as follows:
  - A Microsoft Word file of the DTMB-3526 Agenda Format Form
  - A PDF file of the signed Bid Tab for each new contract and the signed CCR for each contract amendment with any attachments immediately following each Bid Tab or CCR.

Ad Board Secretary:

- Reviews the Agencies' Agenda Formats and places the information on the F&C Agenda.
- Reviews the Bid Tab(s) and CCR's for each submission.
- Tracks items with unexpired protest periods and items with unresolved protests.
- Organizes the Bid Tabs and CCR's for scanning and uploads them to the Procurement intranet site.
- Emails the draft agendas and the links to the backup documents to the reviewers.
- Emails the F&C Agenda Summary to the Director of DTMB Procurement for the DTMB Director.
- Handles necessary correspondence or other communication relative to items presented.
- Finalizes the F&C Agenda and uploads it to the Ad Board website.
- Attends and takes minutes at the F&C meetings.
- Creates the F&C Report and makes any corrections to the F&C Agenda.
- Uploads F&C Agendas and Reports on the Ad Board website.
- Emails the links to the Committee Reports to the Ad Board for action.
- Attends and takes minutes at the Ad Board meetings.
- Creates the Ad Board minutes, scans them, and uploads them to the Ad Board website.
- Adds the approval stamp to the Bid Tabs and CCR's and uploads them to the Procurement intranet site.
- Emails the link for the stamped approved Bid Tabs and CCR's to all Agencies.

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**0620.05 Submission of New Grants and Grant Amendments by Agencies**

Issued: TBD

**SUBJECT:** Submission of New Grants and Grant Amendments by Agencies to the Finance & Claims Committee of the State Administrative Board.

**APPLICATION:** Executive Branch Departments and Sub-units (Agency).

**PURPOSE:** To communicate procedures for submissions of new grants and grant amendments to the F&C of the Ad Board pursuant to the August 30, 2011 Ad Board Resolution 2011-1.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement Division fax

**SUMMARY:** The Ad Board Secretary reviews the DTMB-2526 F&C Agenda Format and DTMB-3527 Grant Abstract for new grants and grant amendments presented by Agencies for Ad Board approval.

**APPLICABLE FORMS:** DTMB-3526 Finance & Claims Agenda Format (Agenda Format)  
DTMB-3527 Grant Abstract (Grant Abstract)

**PROCEDURES:**

Requesting Agency:

- Determines whether Ad Board approval is required prior to execution of the new grant or grant amendment regardless of the source of funding or duration, according to any of the following requirements:
  - General Requirements:
    - Legislatively-authorized grants which describe the purpose, grantee name(s) and amount for each grantee do not require Ad Board approval.
    - Until the value of a grant reaches \$250,000, a grant and any amendments do not require Ad Board approval.
    - If the proposed action is a new grant or grant amendment that requires Ad Board approval, a Grant Abstract must be submitted to the Ad Board Secretary.
    - A request for retroactive approval of a grant made without Ad Board prior approval must be accompanied by a letter from the Agency's director explaining the reason the grant was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent award of grants without prior Ad Board approval in the future.
  - New Grant Requirements – for procurement of goods and services between state departments and grantees, between state departments and educational institutions, or between state departments and other governmental units are as follows:
    - All grants of \$250,000 or more require Ad Board approval prior to execution except legislatively-authorized grants as described in the General Requirements.

- All grants whose dollar values are not fixed but which are estimated to be \$250,000 or more require Ad Board approval prior to execution except legislatively authorized grants as described in the General Requirements.
- Grant Amendment Requirements – for procurement of goods and services between state departments and grantees, between state departments and educational institutions, or between state departments and other governmental units are as follows:
  - Once a grant reaches \$250,000, the first amendment that takes the total amendment amount to \$125,000 or more requires Ad Board approval prior to execution.
  - Once \$125,000 in amendments has been approved for a grant, amendments may accumulate up to \$125,000 again before amendments require Ad Board approval prior to execution.
  - An Option is an additional length of time allowed under the current grant language and does not require Ad Board approval unless money to fund the option is also being added and that funding requires Ad Board approval.
  - Once the Ad Board approves the term of a grant, Ad Board approval of different start and end dates is not required as long as the grant term remains the same.
- Emails submissions to the Ad Board Secretary for each F&C meeting as follows:
  - A Microsoft Word file of the DTMB-3526 (Agenda Format).
  - A PDF file containing all of the signed Grant Abstracts for the Agency's submissions.

Ad Board Secretary:

- Reviews the Agencies' Agenda Format and places this information on the F&C Agenda.
- Reviews the Grant Abstracts for each submission.
- Organizes the Grant Abstracts for scanning and uploads them to the Procurement intranet site.
- Emails the draft agendas and the links to the backup documents to the reviewers.
- Emails the F&C Agenda Summary to the Director of Procurement for the DTMB Director.
- Handles necessary correspondence or other communication relative to items presented.
- Finalizes the F&C Agenda and uploads it to the Ad Board website.
- Attends and takes minutes at the F&C meetings.
- Creates the F&C Report and makes any corrections to the F&C Agenda.
- Uploads F&C Agendas and Reports on the Ad Board website.
- Emails the links to the Committee Reports to the Ad Board for action.
- Attends and takes minutes at the Ad Board meetings.
- Creates the Ad Board minutes, scans them, and uploads them to the Ad Board website.
- Adds the approval stamp to the Grant Abstracts and uploads them to the Procurement intranet site.
- Emails the link for the stamped approved Grant Abstracts to all Agencies.

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State of Michigan  
Administrative Guide to State Government

**0620.09 Submissions of Special Items to the Finance and Claims Committee**  
Issued: TBD

**SUBJECT:** Submissions of Special Items to the Finance and Claims Committee of the State Administrative Board

**APPLICATION:** Executive Branch Departments and Sub-units (Agency)

**PURPOSE:** To communicate the procedures for submitting special items to the Finance and Claims Committee (F&C) of the State Administrative Board.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement fax

**SUMMARY:** The Ad Board Secretary reviews all special items submitted to the F&C for Ad Board approval and places them in Section XI – Special Items on the F&C Agenda.

Examples of special items are as follows:

- Release of capital outlay allocation pursuant to MCL 18.1246(2).
- Adoption of the Department of Corrections' State Administrative Board Prisoner Property Reimbursement procedures under authority of MCL 17.2.
- Disposition of lost, unclaimed or abandoned personal property pursuant to MCL 434.156.
- Release of liens related to State Emergency Relief (SER) for mortgage payments, land contract payments, property taxes and home repair. (The SER law has been repealed, but the Ad Board continues to release liens authorized under the old SER law when the debts incurred under the repealed law have been paid).
- Creation or increase in petty cash funds for departments pursuant to MCL 18.1421(1)(f).
- Annual Ad Board calendar of standing committee and Ad Board meetings and F&C submission deadlines pursuant to the April 5, 1977 Ad Board Resolution.
- Approval of Administrative Guide Procedures for the Ad Board pursuant to MCL 17.2.
- Approval of contracts for intellectual property and licensing of their use pursuant to MCL 17.401 and 17.402.
- Approval of annual contract templates for the Michigan Education Trust pursuant to MCL 390.1426(2).
- Approval of Bond Financing resolutions pursuant to MCL 17.451, MCL 324.4504(1), MCL 324.19703, MCL 324.71503, MCL 388.921, and MCL 388.981.
- Approval of Ad Board procedural resolutions under authority of MCL 17.2.
- Approval of applications for fiscal stabilization bonds from cities or counties pursuant to MCL 141.1002.

- Approval of designation of renaissance zone creation, amendment, or revocation pursuant to MCL 17.2a.
- Approval of Records Retention and Disposal Schedules pursuant to MCL 18.1287(3)(c).
- Approval of agreements between the Michigan Secretary of State and the United States government regarding identification cards pursuant to MCL 28.291(9) and MCL 257.307(15).
- Monthly reports of claims paid under a department director's delegated authority to resolve employee claims under \$500 per MCL 600.6420.
- Reports of Emergency Purchases pursuant to Administrative Guide 0510.38 Emergency Purchase – Post Award.

APPLICABLE FORMS: None

PROCEDURES:

Requesting Agency:

- Prepares the special item for submission by scanning it into PDF format.
- Prepares the Agenda Writeup in Microsoft Word format. Example:  
DEPARTMENT OF \_\_\_\_\_  
Requests approval of \_\_\_\_\_.
- Emails the following to the Ad Board Secretary:
  - Memo from the Agency explaining the submission and requesting approval of the submission
  - PDF file of the special item and any backup documents.
  - Agenda Writeup in Microsoft Word format.
- Sends the Ad Board Secretary original documents needing the signature of the Ad Board Secretary.
- For write-offs of state receivables, see the State of Michigan Financial Management Guide, Part V, Chapter 4, Section 100 for 1099 Reporting.
- For release of capital outlay funds, see Administrative Guide Procedure 0110.04.

Ad Board Secretary:

- Reviews the special items submissions and backup document(s) and adds items to F&C Agenda.
- Handles necessary correspondence or other communication relative to items presented.
- Prepares, distributes and posts agendas and reports for the F&C.
- Forwards committee recommendations to the Ad Board for action.
- Notifies all parties of the Ad Board decisions.

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