

HOW TO CONTRACT WITH THE STATE OF MICHIGAN

The State of Michigan uses a competitive solicitation process when soliciting goods and services. This is in accordance with the Management and Budget Act (1984 PA 431, MCL 18.1261)

REGISTER

REGISTER AS A VENDOR ON SIGMA VSS

Vendors need to register on the SIGMA Vendor Self Service (VSS) system to bid on State of Michigan solicitations. Registration is free. SIGMA VSS lists State opportunities over \$50,000. New opportunities to bid post daily.

Important: Vendors must enter all applicable commodity codes, business types and an email address in SIGMA VSS when registering.

The SIGMA VSS website is available at: Michigan.gov/SIGMAVSS

SUBMIT

BID ON POSTED SOLICITATION

Bid on a posted solicitation: Submit your proposal on SIGMA VSS. When you submit make sure you review and follow all posted communications rules. Use the Q&A period to ask questions and get clarity on anything you may be confused about. Respond completely to all questions and submit on time.

Need assistance registering or submitting? SIGMA VSS has a dedicated help desk to assist with any issues. The SIGMA VSS help desk is available at: SIGMA-Vendor@Michigan.gov or **1-888-734-9749**.

RESEARCH

DO YOUR RESEARCH

State of Michigan Procurement provides a variety of tools to prepare vendors to bid on solicitations.

Central Procurement Contract List: This list shows current contracts in the State of Michigan. It's a great way to see if what you sell is already on contract and has pricing info, contract terms, and expiration dates.

Training Materials: The Training section of Procurement's website has materials, contact lists, and much more to assist you.

Resources available at Michigan.gov/MiProcurement.

MARKET

MARKET YOUR PRODUCT OR SERVICE

Market direct to State departments: Opportunities under \$50,000 are not typically posted on SIGMA VSS. For opportunities under \$50,000, consider marketing direct to state departments. A list of state agency buyers is on Procurement's website at: Michigan.gov/MiProcurement.

Vendor Innovation Portal: Submit info about your new, innovative, or cost-saving product or service to the Vendor Innovation Portal. State program directors review submissions. Select businesses may be asked to make a formal presentation. The portal is at: Michigan.gov/VendorInnovation.

Register on SIGMA Vendor Self Service at Michigan.gov/SIGMAVSS

