

STATE OF MICHIGAN

**PROCUREMENT**



# CONTRACTING 101:

## Doing Business with the State of Michigan

## Agenda

- 1:00 pm – 1:10 pm Welcome: Jared Ambrosier – Chief Procurement Officer
- 1:10 pm – 2:10 pm Contracting 101: Central Procurement Services Staff
- 2:10 pm – 2:20 pm: Break
- 2:20 pm – 2:50 pm: Small Business Administration (SBA) Review: Tom Vargo, SBA Detroit Office
- 2:50 pm – 3:10 pm APEX Accelerator Review: Mike Hindenach, South Central Michigan APEX Accelerator
- 3:10 pm – 3:20 pm: Final Questions and Answers

# About State of Michigan Procurement

## Central Purchasing Office

- Establishes contracts in excess of **\$500,000** on behalf of state agencies
- Sets and implements state's purchasing policies

## State Contracts

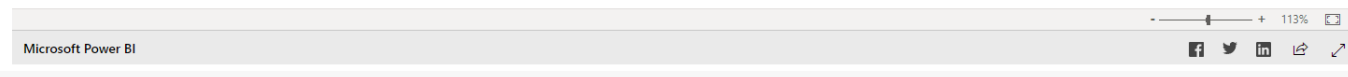
- Approximately 800 multi-year Central Procurement contracts
- State Agency contracts are also listed
- Full list of DTMB contracts on website

# DTMB Contract List

<b>Department</b> All <input type="text"/>	<b>Contract Number</b> <input type="text"/> Search	<b>Vendor Name</b> <input type="text"/> Search	<b>Description</b> <input type="text"/> Search	<b>Expiration Date</b> 2/24/2023 1/1/2035
---	---	---	---	--

Contract Number	Description	Vendor Name	Link	Value	Start Date	End Date
220000001448	SAVED DOOR Replacement Project Building 155	ALLEG BIDDING SERVICE CO OF DETROIT INC		\$58,048.40	9/1/2022	9/1/2022
220000001456	MDOS Branch Ops Safe Replacement - FY22	METRO SAFE CO INC	<a href="#">Link</a>	\$173,250	9/1/2022	9/1/2022
220000001470	As-Needed Pumphouse Electrical Support & Emergency Response	RAUHORN ELECTRIC INC	<a href="#">Link</a>	\$303,700	9/1/2022	9/1/2022
220000001477	Glue and Primer for Shoes	LUNDRER MANUFACTURING, INC.	<a href="#">Link</a>	\$80,000	9/1/2022	9/1/2022
220000001511	Shrink Wrap, Packaging Machinery, Maintenance and Service	VERITIV OPERATING COMPANY	<a href="#">Link</a>	\$249,900	9/1/2022	9/1/2022
220000001513	Glue and Primer for Shoes	Z & T SALES, LLC	<a href="#">Link</a>	\$40,000	9/1/2022	9/1/2022
220000001529	Br. 164/Shelby Township/Janitorial Contract	ABLE & WILLING JANITORIAL SERVICES LLC	<a href="#">Link</a>	\$19,492.08	9/1/2022	9/1/2022
220000001545	WLD working cooperatively to implement Pheasant Release Prog	MICHIGAN ASSOCIATION OF GAMEBIRD BREEDER...	<a href="#">Link</a>	\$99,984	10/1/2022	10/1/2022
220000001562	D&A training/Consortium for MI transits receiving fed. funds	FIRST HOSPITAL LABORATORIES, INC.	<a href="#">Link</a>	\$63,221	10/1/2022	10/1/2022
220000001568	Pest Control Services for MDOC	BIO-SERV CORPORATION	<a href="#">Link</a>	\$450,000	10/1/2022	10/1/2022
220000001571	Pest Control Services for MDOC	RENTOKIL NORTH AMERICA INC	<a href="#">Link</a>	\$180,000	10/1/2022	10/1/2022
220000001579	Br. 144/Dearborn/Janitorial Contract	ABLE & WILLING JANITORIAL SERVICES LLC	<a href="#">Link</a>	\$19,792.08	10/1/2022	10/1/2022
230000000031	Blueberry Ridge Pathway Snow Plowing	SPODECK CONTRACTING	<a href="#">Link</a>	\$13,675	10/1/2022	10/1/2022
230000000044	Snow & Ice Removal Services - Gaylord CSC	EARTHWORKS ENTERPRISES INC	<a href="#">Link</a>	\$66,100	10/1/2022	10/1/2022
230000000052	ITN - OAC Service Agreement for Motion Simulator Bases	MEDIAMATION, INC.	<a href="#">Link</a>	\$124,036.62	10/1/2022	10/1/2022
230000000064	M-3 (Gratiot Ave) Winter Maintenance	BRIGHTVIEW ACQUISITION HOLDING, INC	<a href="#">Link</a>	\$838,999	10/1/2022	10/1/2022
230000000101	Wastewater Lagoon & Lift Station Inspections-St Clair County	EZ OPERATIONS AND CONSULTING SERVICES	<a href="#">Link</a>	\$26,120	10/1/2022	10/1/2022
230000000171	Snow & Ice Removal Services - Michigan Iron Industry Museum	COLLEUR CONTRACTING, LLC	<a href="#">Link</a>	\$86,000	10/1/2022	10/1/2022
230000000172	Snow & Ice Removal Services - Grayling Field Office	JACK MILLIKIN INC	<a href="#">Link</a>	\$65,500	10/1/2022	10/1/2022
230000000184	BMW Motorcycles of Grand Rapids/MI-REP Training Motorcycles	J & B MOTORCYCLES	<a href="#">Link</a>	\$249,999.99	10/1/2022	10/1/2022
230000000185	BMW Motorcycles of Grand Rapids/MI-REP Training Motorcycles	BMW MOTORCYCLES OF GRAND RAPIDS MI	<a href="#">Link</a>	\$249,999.99	10/1/2022	10/1/2022

Last Refresh: 2/16/2023



Contract list available at: [Michigan.gov/MiProcurement](https://Michigan.gov/MiProcurement) > **Contract List**

# DTMB Buying Divisions

**Commodities and Professional Services**

**Information Technology (IT)**

**Real Estate**

**Design and Construction**

# Commodities and Professional Services Division

## Commodities

- Alarm Systems
- Building Equipment / Maintenance
- Clothing
- Copiers
- Energy
- Food
- Furniture/Carpet
- Grounds Equipment
- Radio Equipment
- Road Salt
- Vehicles
- Law Enforcement Supplies
- Earth Moving Equipment
- Office Supplies
- Printing Equipment & Services

# Commodities and Professional Services Div, con't.

## Infrastructure Services

- Janitorial Services
- Security Guard Services
- Pest Control Services
- Landscaping Services



# Commodities and Professional Services Div, con't.

## Professional Services

- Accounting / Auditing
- Auctioneering
- Banking / Financial
- Consulting
- Health Care
- Pharmaceuticals
- Insurance
- Marketing / Advertising
- Procurement Card Program Management
- Temporary Employment Services
- Surveys
- Transcription

# Information Technology (IT)

- Software (Commercial-Off-the-Shelf / Software as a Service)
- Hardware
- Custom Software Development
- Data Communications
- Telecommunications
- Data Storage
- Staff Augmentation

# Real Estate

Approximately **465** leases

About **4.8 million** square feet

Around **\$78 million** in annual rent

*(As of March 2023)*

Interested in Leasing Space to the State of Michigan?

[DTMB - Real Estate Services \(michigan.gov\)](#)

[Michigan.gov/dtmb/services/real-estate](https://michigan.gov/dtmb/services/real-estate)

# Design & Construction

## Services

- Construction
- Engineering
- Architectural
- Plumbing, HVAC, painting, etc.

**Average 520 contracts annually**  
**Averaging \$197 million annually**

# Other Contracting Offices: MDOT

## Michigan Department of Transportation (MDOT) - Bridge and Highway

- Separate office for bridge and highway construction contracting
- Most projects use federal funding – may have to follow federal regulations
- Disadvantaged Business Enterprise (DBE) Program
  - Assists minority, women, and socially and economically disadvantaged business owners
  - Businesses must meet the federal DBE regulations
  - Get certified by contacting the MDOT office at **517-373-2377**
  - **Michigan.gov/MDOT** > Doing Business



# Other Contracting Offices: State Agencies

## Delegated Authority

- DTMB Central Procurement delegates purchasing authority to individual state agencies
- State agencies can make purchases up to **\$500,000**
- Each agency has their own office that makes these purchases
- Department of Health and Human Services/Department of Corrections: All direct human services purchasing

# Other Contracting Offices: State Agencies, cont.

## Purchases under \$50,000

- Solicitations under **\$50,000** do not have to be posted publicly.
- State agencies are still required to competitively bid the project
- For typical sale under **\$50,000**:
  - Market to the agencies using the “State Agency Buyer List”
  - **[Michigan.gov/MiProcurement](https://www.michigan.gov/MiProcurement)** > Contact Us

# SIGMA VSS – Bid Posting System

- Sigma Vendor Self Service (Sigma VSS): See [Michigan.gov/SIGMAVSS](https://Michigan.gov/SIGMAVSS) for information
- Replaced Buy4Michigan and Contract and Payment Express (C&PE)
  - One system for bid posting, payment, and to manage account information
  - Improved communication and privacy





# SIGMA VSS – Bid Posting System, cont.

- Training tools available on the website
- Registration is free!
- Questions:
  - Email: **SIGMA-Vendor@michigan.gov**
  - Phone: 888-734-9749




# SIGMA VSS – Bid Posting System, cont.

- Ensure registration is complete
  - Enter all Commodity Codes which apply to business
  - Enter all applicable business types
- Complete registrations:
  - Receive appropriate bid notifications
  - Identification of business for available opportunities



# SIGMA VSS – Welcome Page

SIGMA Vendor Self Service [www.michigan.gov](http://www.michigan.gov) [www.michigan.gov/micontractconnect/0,4541,7-225-50558--00.html](http://www.michigan.gov/micontractconnect/0,4541,7-225-50558--00.html) [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)

 **Welcome to State of Michigan SIGMA Vendor Self Service (VSS)** [Help](#) [Contact Us](#)  
[Policies](#)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan (SIGMA VSS) Support Center at SIGMA-Vendor@Michigan.gov or by calling 517-284-0550. The State of Michigan SIGMA VSS Support Center office hours are 7:00 AM until 5:00 PM EST, Monday - Friday.

**\* = Required**

\* **User ID**

\* **Password**

[Password Reset](#)

Click the Register button to register a new or existing account.

**Announcements**

01/09/2020  
Some vendors may have received notification that upon login to your VSS account, a pop up will appear to verify your email address. This will serve as a reminder to review your account periodically. Thank you for your cooperation and please contact your SIGMA Vendor Helpdesk at 888-734-9749 or emailing SIGMA-Vendor@michigan.gov if you have any questions or concerns.  
[View All Announcements](#)


**Contacts**


Click on link below to view the list of department contacts.


[Agency Contacts](#)

**Forms and Reference Documents**

Click on a form below to either save it to your desktop or open it in Adobe.

 [SOM VSS User Guide for New Vendors](#)

 [SOM VSS User Guide for Existing Vendors](#)

 [SOM VSS User Guide for Grantees](#)

Forms used by Foreign payees:

- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (Form W-8BEN) <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding and Reporting (Entities) (Form W-8BEN-E) <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- Certificate of Foreign Person's Claim for Exemption from Withholding (Form W-8ECI) <https://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- Certificate of Foreign Government or other Foreign Organization for U.S. Tax Withholding (Form W-8EXP) <https://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) <https://www.irs.gov/pub/irs-pdf/f8233.pdf>

[Access forms](#)

Copyright © 2001, 2016, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.



# Bid Process

## Pre-bid meetings

- Some are mandatory: attendance is required to bid

## Follow the solicitation's communication rules

## Question-and-answer period

- Email the buyer by the Q&A deadline specified
- Q&A addendum may revise solicitation requirements

## Submit a complete bid proposal

- Respond to all bid details
- Submit on time

# Bid Process, cont.

## Bid Evaluation

- Evaluation scoring criteria identified in solicitation document
- Bids can be evaluated by solicitation manager, subject matter expert(s), or Joint Evaluation Committee (JEC)
- Written portion of bid scored on 100-point scale; 80 points is generally passing but there are exceptions

**Award based on best value, not always lowest price**

**Award recommendation made**

# Debrief

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

# State Purchasing Preferences

## Service Disabled Veteran-Owned Business

- 10% price preference for qualified bidders
- For more info go to [Michigan.gov/SDVOB](https://Michigan.gov/SDVOB)

## Community Rehabilitation Organizations

- Nonprofit charitable organization or institution that operates for the purpose of carrying out a recognized program of employment and training services for people with disabilities
- CROs may request that contracts be set aside

# State Purchasing Preferences, cont.

## All Things Being Equal

- Michigan preference
- Clean Corporate Citizens preference
- Bio-based products sourced in Michigan preference
- Geographically-disadvantaged business enterprise with a principal place of business in Michigan.



# misc

MICHIGAN **SUPPLIER** COMMUNITY

# About MiSC

State of Michigan agencies are able to solicit quotes from 3 MiSC qualified vendors for select goods and services. Vendors must meet certain requirements.

Comprehensive info about the program is available at **[Michigan.gov/MiSC](https://Michigan.gov/MiSC)**



# MiSC Requirements, Overview

## **Michigan businesses must be one of the following to qualify for MiSC:**

- Small business
- Michigan Geographically Disadvantaged Business Enterprise (GDBE)
- Veteran-Owned or Service-Disabled Veteran Owned (SDVOB)
- Community Rehabilitation Organization (CRO)

**You must be this:**

**...and ONE of these to be eligible for MiSC**

**A Michigan business as defined in PA 431.**

**Small business with less than 500 employees and annual revenues equal to or less than \$25M.**

**Michigan Geographically-Disadvantaged Business Enterprise as defined in Executive Directive 2019-08 that meets one of the following criteria:  
HUBZone certified by the Small Business Administration OR Principal place of business is in a Qualified Opportunity Zone OR Majority of employees either work or maintain a principal residence within a Qualified Opportunity Zone**

**Veteran-Owned or Service-Disabled Veteran -Owned (SDVOB)**

**Community Rehabilitation Organization (CRO)**

# MiSC Registration

## To register for MiSC, vendors must:

- Be registered in SIGMA VSS
- Update or create profile with appropriate business types

Full info is available on State of Michigan Procurement's website: **[Michigan.gov/MiSC](https://www.michigan.gov/MiSC)**

# MiDEAL Extended Purchasing Program

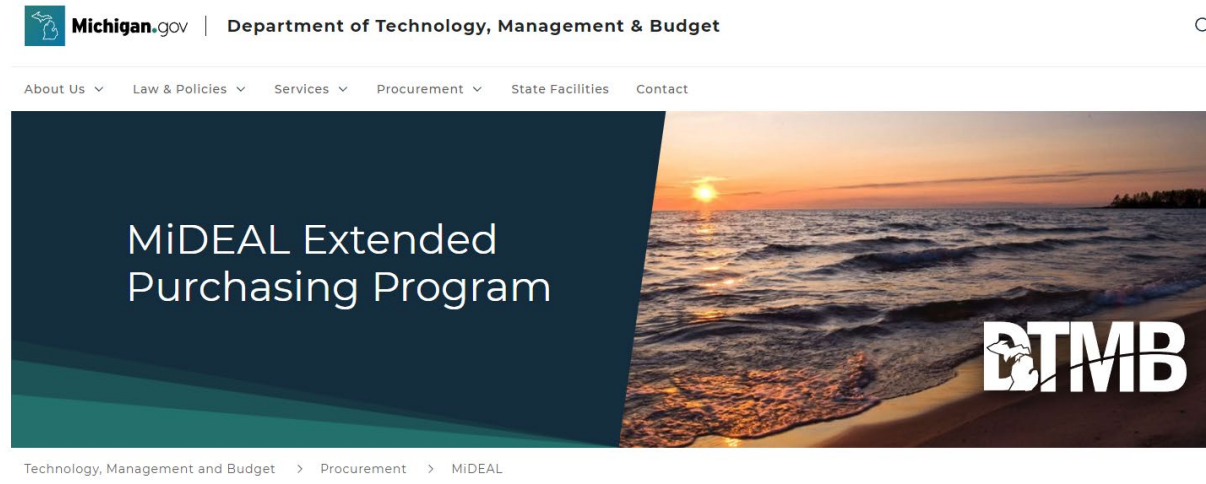
Enables local units of government to purchase from state contracts

- Cities
- Townships
- Villages
- Counties
- Schools
- Universities
- Colleges
- Nonprofit Hospitals



# MiDEAL Extended Purchasing Program, cont.

A vendor **MUST** have a State of Michigan contract to participate in the MiDEAL program.



## About MiDEAL

MiDEAL is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by [Michigan Legislation](#) and has been in existence since 1984. Membership is available for a nominal [annual fee](#). To become a member, send an email to [MiDEAL@michigan.gov](mailto:MiDEAL@michigan.gov).

# Michigan Business Resources

## **APEX Accelerators (formerly PTACs)**

[www.ptacsofmichigan.org](http://www.ptacsofmichigan.org)

## **Small Business Administration (SBA)**

[www.sba.gov](http://www.sba.gov)

## **Small Business Development Centers (SBDC)**

[www.sbdcmichigan.org](http://www.sbdcmichigan.org)

## **Vet Biz Central**

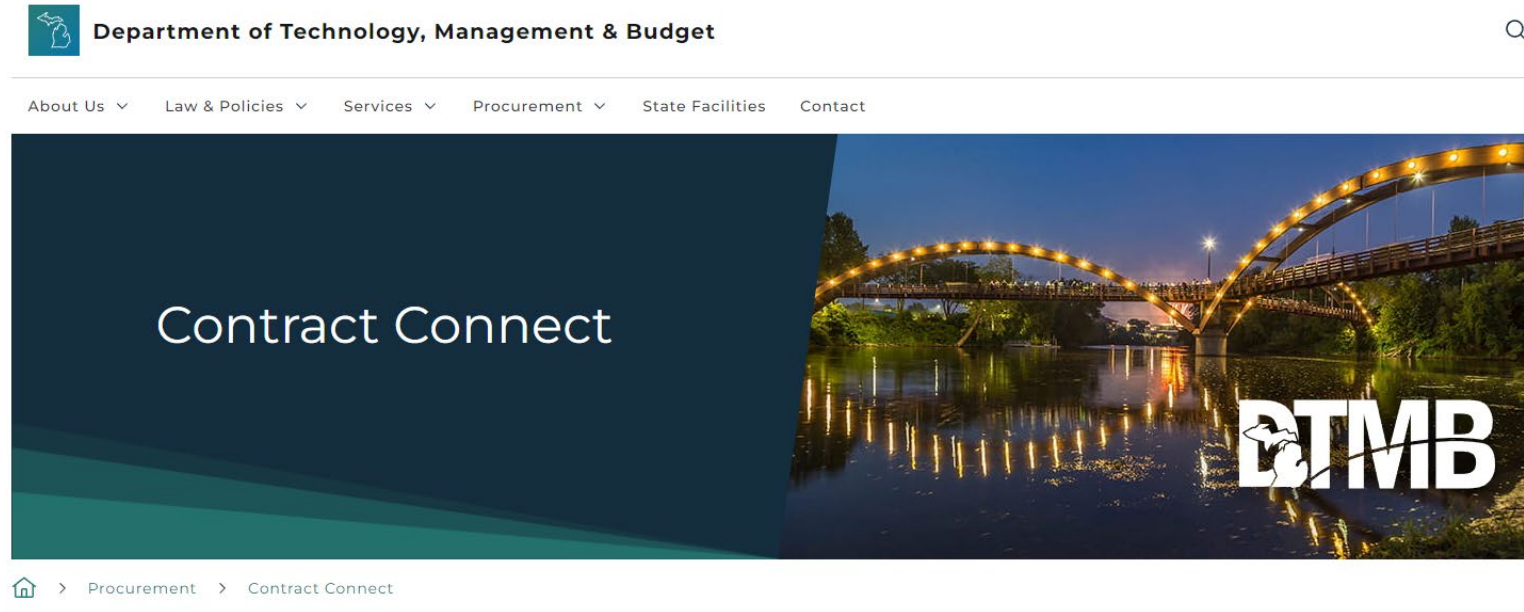
[www.vetbizcentral.org](http://www.vetbizcentral.org)

## **National Veterans Business Development Council**

[www.nvbdc.org](http://www.nvbdc.org)



# State of Michigan Procurement Website



## Let's Do Business.

## Welcome to Contract Connect!

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


## About State of Michigan Procurement

State of Michigan Procurement is the State of Michigan's central purchasing office and serves as the [Department of Technology, Management and Budget's \(DTMB\)](#) central purchasing authority. Procurement handles all aspects of high-level, complex bids so the State's agencies can achieve their missions and get the best value possible for Michigan's residents.

# Vendor Opportunity Dashboard

Department of Technology, Management & Budget

About Us | Law & Policies | Services | Procurement | State Facilities | Contact



Vendor Opportunity Dashboard

Home > Procurement > Contract Connect > Vendor Opportunity Dashboard

## About the Vendor Opportunity Dashboard

The Vendor Opportunity Dashboard displays the State of Michigan's active and planned procurement projects. Interested vendors can use this dashboard to research and anticipate upcoming opportunities to bid on projects. The dashboard updates every Monday.

The Vendor Opportunity Dashboard may not include all opportunities available to the vendor community. Vendors should always ensure they are registered for all relevant categories and regularly review opportunities in the State's bidding system, [SIGMA VSS](#). For more info on how to register and bid on projects review the [Register As A Vendor page](#).

## How to Use the Dashboard

## Vendor Resources

- [How to Register as a Vendor](#)
- [MISC: Michigan Supplier Community](#)
- [SIGMA Vendor Self Service](#)
- [Vendor Innovation Portal](#)
- [Vendor Opportunity Dashboard](#)

Search by Project Description

Estimated Post Date

Sourcing Category

## Projects

Project Name	Year	Month	Buyer Name	Buyer Email	Agency Name	Status
Admin, Scoring, Reporting of Statewide Assessm...	2023	February	Melissa Beck	beckm3@michigan.gov	Michigan Department of Education	Re-Bid
Annual Reports & Audits for Disproportionate Sh...	2023	March	Jordana Sager	sagerj2@michigan.gov	Michigan Department of Health and ...	Re-Bid
Asset Management Solution	2026	March	Christopher Martin	martinc20@michigan.gov	Michigan Department of Transportati...	Re-Bid
Bridges Eligibility System Maintenance & Support	2023	July	Brandon Samuel	samuelb@michigan.gov	Michigan Department of Health and ...	Re-Bid
Child Welfare CCWIS	2023	June	Jarrod Barron	barronj1@michigan.gov	Michigan Department of Health and ...	New Bid
Comprehensive Healthcare	2023	August	Brandon Samuel	samuelb@michigan.gov	Michigan Department of Health and ...	Re-Bid
Contract Management Software Maintenance an...	2024	December	Christopher Martin	martinc20@michigan.gov	Michigan Department of Transportati...	New Bid
Digital Signature Solution	2025	March	Christopher Martin	martinc20@michigan.gov	Michigan Department of Transportati...	New Bid

## Link to Current Contracts (When Project Status is Re-Bid)

Contract #	Link	Description	Vendor Name
071B1300067	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	Michigan Automated Response Voice Interactive Netw...	CENTURION CARES INC
071B1300080	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	Universal Addressing Software	PRECISELY SOFTWARE INCORPORATED
071B1300215	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	Enrollment Broker Services - DCH	MAXIMUS HEALTH SERVICES, INCORPORATED
071B2200046	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	CONTRAXX Contract Management Software Maintena...	ECTEON INC
071B2200052	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	NARCOTIC DISPENSING SYSTEMS	ONS LLC
071B4300038	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	MAERS Maintenance and Enhancements	ENFOTECH & CONSULTING INC
071B4300125	<a href="https://www.michigan.gov/dtmb/-/media/P...">https://www.michigan.gov/dtmb/-/media/P...</a>	Electronic Monitoring Program Alcohol Monitoring De...	ALCOHOL MONITORING SYSTEMS

# Review

## Purchasing Offices

- DTMB Central Procurement Services = IT, Commodities, and Professional Services Divisions
- DTMB Real Estate, Design & Construction
- State Agencies

## Opportunities & Research

- **[Michigan.gov/SIGMAVSS](https://michigan.gov/SIGMAVSS)**
- DTMB Contract List
- Vendor Opportunity Dashboard
- Debrief

# Connect with Procurement



**Join our email list:**  
**[Michigan.gov/MiProcurement](https://Michigan.gov/MiProcurement)**



**Follow us on Twitter**  
**@Miprocurement**  
**#Micontracts**

# State Procurement Office Contacts

## **DTMB Design and Construction**

Kristi Zakrzewski, Contract Services Manager

Phone: 517-243-5669

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

## **DTMB Real Estate**

Phone: 517-335-6877

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

## **State of Michigan Procurement**

See the list at:

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

> Contact Us

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

Lisa Thompson, DBE Program Administrator

Phone: 517-335-1708

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

## **Other State Agencies**

See the list at

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

> Contact Us

# State Procurement Office Contacts



**Michigan.gov/MiProcurement**



**DTMB-micontractconnect@michigan.gov**

**Craig Terrill**

Communications Specialist  
State of Michigan Procurement  
517-388-6012

**TerrillC@Michigan.gov**

**Eric Pratt**

Geographically Disadvantaged  
Business Specialist  
State of Michigan Procurement  
517-231-3875

**PrattE2@Michigan.gov**

STATE OF MICHIGAN

**PROCUREMENT**

