

STATE OF MICHIGAN

**PROCUREMENT**



# CONTRACTING 101:

Let's Do Business

# How does State of Michigan Procurement work?

# About State of Michigan Procurement

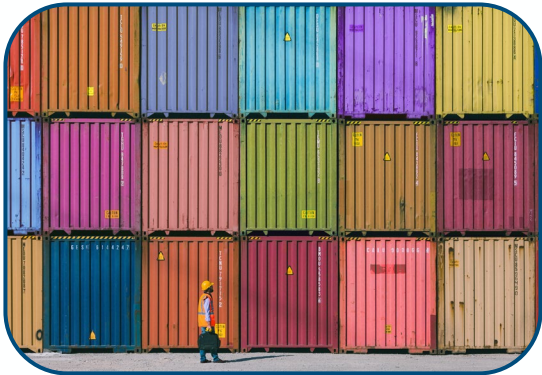
## What Central Procurement Services does:

- Establish contracts over **\$500,000** for State agencies.
- Set & implement State's purchasing policies.

## Our contract portfolio:

- ~800 multi-year Central Procurement contracts
- Worth billions in annual spend.
- Full list of contracts on website

# DTMB's Purchasing Divisions



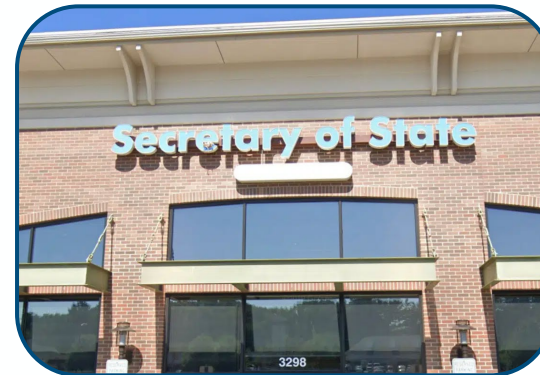
## Commodities & Professional Services

Grounds equipment, office supplies, janitorial services, financial services



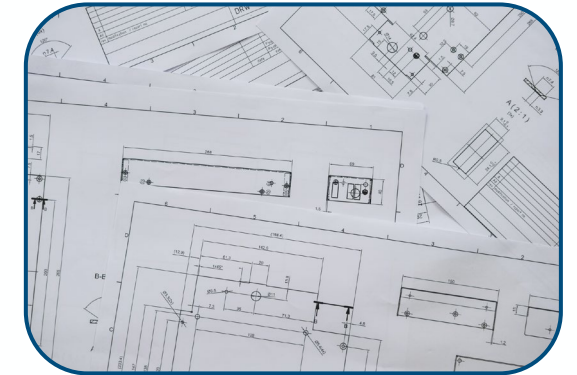
## Information Technology (IT)

Hardware, software, contractors



## Real Estate Services

Offices, warehouses, parking lots, labs



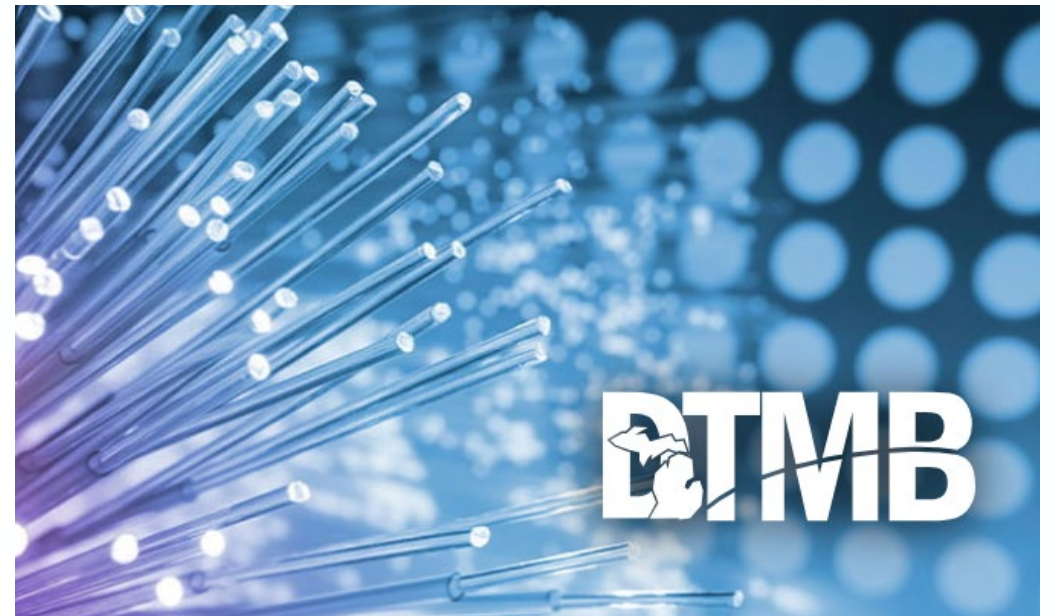
## Design & Construction Services

Construction, engineering, plumbing, HVAC, painting.

# Information Technology (IT)

## The State of Michigan has a wide range of IT needs.

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



# IT Staff Augmentation

Vendors interested in providing temporary IT staffing to the State should register with Knowledge Services.

➤ To register, visit the [\*\*DTMB IT Staff Augmentation Homepage\*\*](#).

Skill sets for staff augmentation include, but are not limited to:

- Business Analysts
- Developers
- Project Managers
- Network Engineers
- Data Architects





# Real Estate Division

## The Real Estate Division manages leases for the state, including:

- Office spaces
- Laboratories
- Mixed-use spaces
- Parking lots
- Warehouses



- Interested in Leasing Space to the State of Michigan?  
**[Michigan.gov/DTMB/Services/Real-Estate](https://Michigan.gov/DTMB/Services/Real-Estate)**



# Design & Construction Division

The Design & Construction Division manages new facility construction, additions, renovations, and environmental cleanup projects.

## Services include:

- Construction
- Engineering
- Architectural
- Plumbing, HVAC, painting
- Other skill trades



# How do other State Agencies work?

# 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 its own office that makes these purchases
- The Department of Health & Human Services and the Department of Corrections have the authority to purchase all direct human services

# Other Contracting Offices: MDOT

## Michigan Department of Transportation (MDOT) – Bridge & Highway

- Separate office for bridge and highway construction contracting
- Federal funds are used for most projects & may require following 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 MDOT at 517-373-2377
- Learn more at [Michigan.gov/MDOT/Business](https://Michigan.gov/MDOT/Business)

# What about small dollar purchases?

# Purchases under \$50,000

## 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” at [Michigan.gov/MiProcurement](https://www.michigan.gov/MiProcurement) > Contact Us

# How can I do business with the State?



# SIGMA VSS – Bid Posting System

## Register your business in SIGMA Vendor Self-Service (VSS)

The State of Michigan posts all bid opportunities in the SIGMA VSS system. You must register and get a SIGMA VSS account to bid on open solicitations.

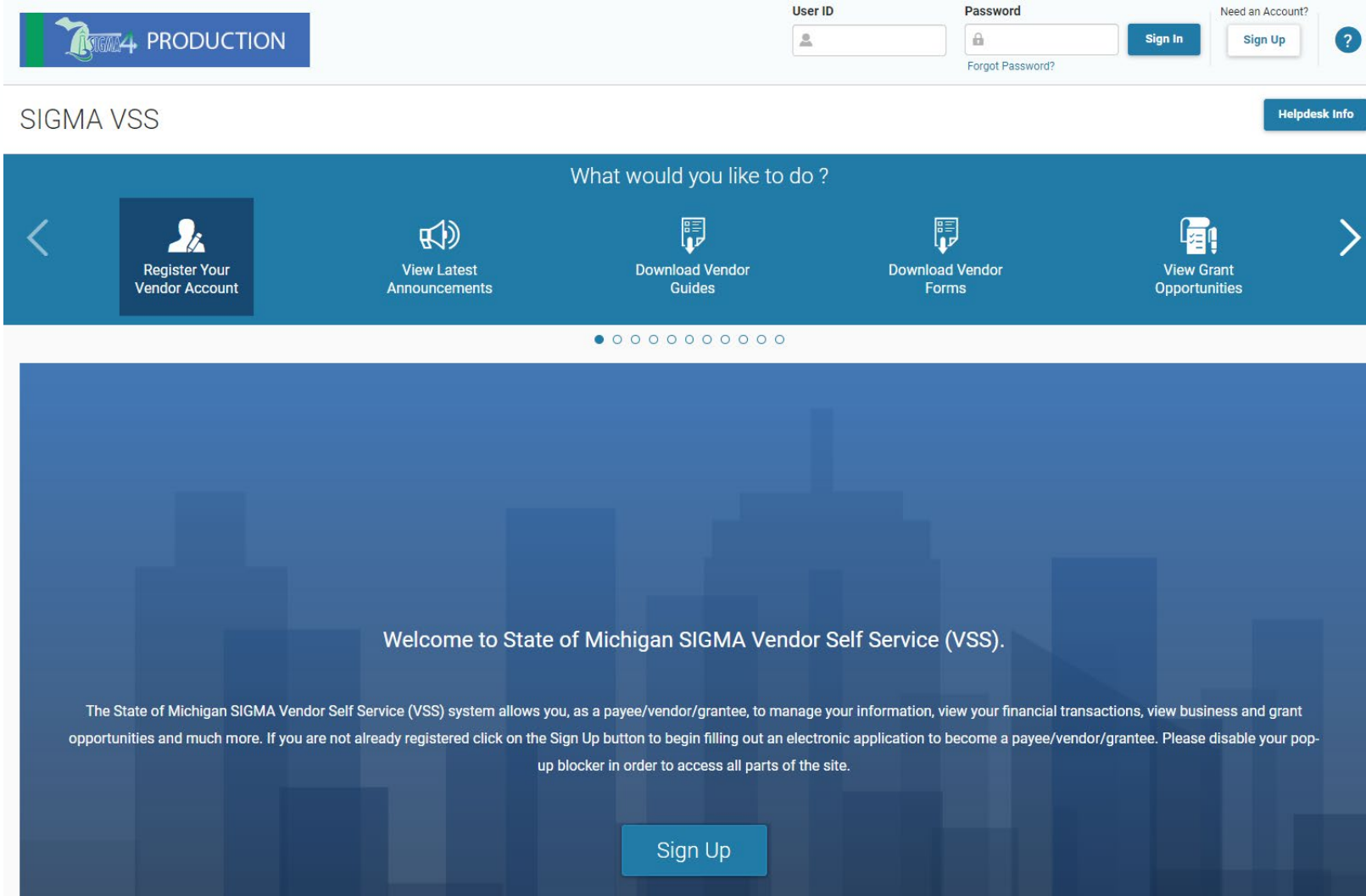
- Registration is free
- One system for bid posting, payment, and to manage account information

## Need Help? Contact the SIGMA Team:

517-284-0540  
SIGMA-Vendor@Michigan.gov  
[Michigan.gov/SIGMAVSS](http://Michigan.gov/SIGMAVSS)



# SIGMA VSS – Welcome Page



The screenshot shows the SIGMA VSS Welcome Page. At the top left is the SIGMA4 PRODUCTION logo. On the right, there are login fields for User ID and Password, a Sign In button, a Sign Up button, and a Forgot Password link. Below the login area is the text 'SIGMA VSS' and a Helpdesk Info button. A central navigation bar contains five options: Register Your Vendor Account, View Latest Announcements, Download Vendor Guides, Download Vendor Forms, and View Grant Opportunities. The main content area features a large blue background with the text 'Welcome to State of Michigan SIGMA Vendor Self Service (VSS)'. Below this is a paragraph explaining the system's purpose and a Sign Up button.

**SIGMA4 PRODUCTION**

User ID  Password  [Sign In](#) [Sign Up](#) [Forgot Password?](#) [Need an Account?](#) [?](#)

SIGMA VSS [Helpdesk Info](#)

What would you like to do ?


- [Register Your Vendor Account](#)
- [View Latest Announcements](#)
- [Download Vendor Guides](#)
- [Download Vendor Forms](#)
- [View Grant Opportunities](#)

Welcome to State of Michigan SIGMA Vendor Self Service (VSS).

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. If you are not already registered click on the Sign Up 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.

[Sign Up](#)





**Commodity Codes are the only way for the State of Michigan to know what goods and/or services a vendor sells.**





**Business Types are important because they establish a vendor's eligibility for various State of Michigan programs.**

# SIGMA VSS – Bid Posting System, cont.

## Complete Your Registration!!!

- You must register and get a SIGMA VSS account to bid on open solicitations.
- Enter Commodity Codes and email to receive relevant bid notifications.
- Enter Business Types to be eligible for purchasing programs or preferences.



# How do I participate in a solicitation?



# The Bid Process

## Pre-bid meetings

- Some are mandatory – attendance is required to bid

## Question-and-answer period

- Follow the solicitation's communication rules
- 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



# The Bid Process, cont.

## **Bid Evaluation**

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

**Awards are based on the best value, not always the lowest price**

**Award recommendation made**

**Debrief**

# Does the State have any purchasing preferences?

# 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 (CRO)

- Nonprofit charitable organization or institution that operates to carry 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
- Michigan Clean Corporate Citizen preference
- Bio-based products sourced in Michigan preference
- Michigan-based Geographically Disadvantaged Business Enterprise

**Are there any purchasing programs with the State?**

# Michigan Supplier Community

State of Michigan agencies can solicit quotes from 3 Michigan Supplier Community (MiSC) qualified vendors for select goods and services. Vendors must meet certain requirements.

## To register for MiSC, vendors must:

- Be registered in SIGMA VSS
- Update or create a profile with appropriate business types
- Learn more at [Michigan.gov/MiSC](https://Michigan.gov/MiSC).



# Michigan Supplier Community

## MISC qualifications:

Michigan based-business plus one of the following:

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





# What is a GDBE and how do I know if my business qualifies?

# Geographically Disadvantaged Business Enterprise

## What is a Michigan Geographically Disadvantaged Business Enterprise (GDBE)?

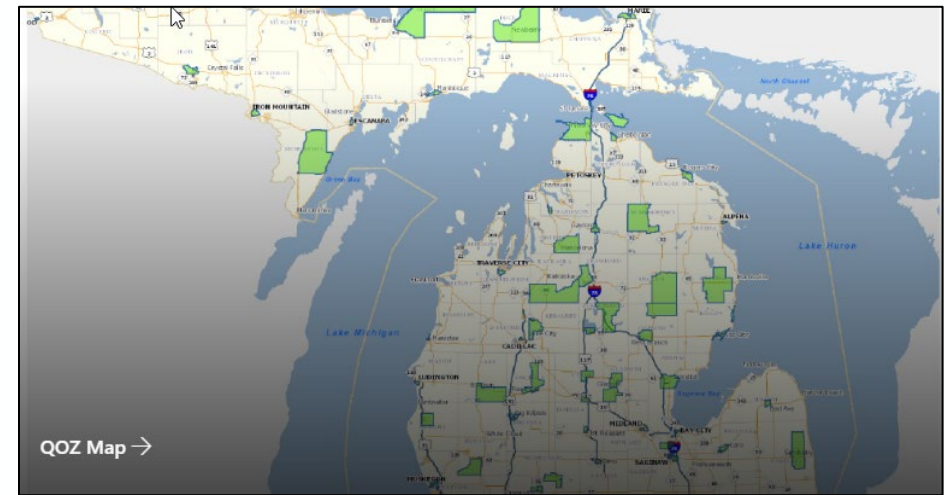
A Michigan GDBE, as defined by Executive Directive 2019-8, must meet one of these qualifying factors:

- The GDBE is certified as a **HUBZone Small Business Concern** by the United States Small Business Administration, **or**
- The principal place of business of the GDBE is located within a population census tract that is a low-income community designated as a **Qualified Opportunity Zone**, also called QOZ, by the United States Secretary of the Treasury, **or**
- A majority of the employees of the GDBE either work at a location within a QOZ or maintain a principal residence within a QOZ.

# Geographically Disadvantaged Business Enterprise

## Qualified Opportunity Zone (QOZ) Map

- Use the QOZ map to verify if your business is in a Michigan QOZ.
  - Vendors that meet the eligibility requirements need to add the QOZ business types to their SIGMA VSS profile.
  - GDBE business types are outlined on the Business Types page.
- Learn more at [Michigan.gov/GDBE](https://Michigan.gov/GDBE)



# Geographically Disadvantaged Business Enterprise

## HUBZone Certified

- HUBZone is an SBA program for small businesses that operate and employ people in historically under-utilized business zones.
  - There are approximately 100-150 HUBZone certified businesses in Michigan.
- Learn more about HUBZone certification at [SBA.gov/District/Michigan](https://www.sba.gov/district/michigan)



**Are there any organizations  
that can help my business?**

# Michigan Business Resources

## **APEX Accelerators**

*(formerly PTACs)*

[miapex.org](http://miapex.org)

## **Small Business Administration**

*(SBA)*

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

## **Small Business Association of Michigan**

*(SBAM)*

[sbam.org](http://sbam.org)

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

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

## **Vet Biz Central**

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

## **National Veterans Business Development Council** *(NVBDC)*

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

**Is there a website that I should visit to see resources?**



# State of Michigan Procurement Website



Home > Procurement > Contract Connect

## Welcome to Contract Connect

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

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



## Let's Do Business

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

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



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# State of Michigan Procurement Website

## Vendor Toolkit



### Register My Business

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

#### Business Type

#### Commodity Code Lookup

#### How to Register as a Vendor

 [New User Checklist](#)



### Resources for Vendors

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

#### SIGMA VSS Training Materials

#### Presentations & Videos



### Research Opportunities

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

#### Active Contracts

#### Bid Proposals

#### Geographically Disadvantaged Business Enterprise

#### IT Staff Augmentation

#### Michigan Supplier Community (MiSC)

#### Open Bids

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

#### Vendor Opportunity Dashboard

# DTMB Contract List

State contracts: [Michigan.gov/MiProcurement](https://Michigan.gov/MiProcurement) > Active Contract List

Contract Number	Description	Vendor Name	Department	Expiration Date	Status	
Search	Search	Search	All	3/1/2003 1/1/2035	Active	
Link	Contract Number	Description	Vendor Name	End Date	Email Address	Dep
<a href="#">MA21000000132</a>	MA21000000132	Actuarial Analysis - Merlinos & Associates	MERLINOS & ASSOCIATES, INC.	11/30/2025	WilsonJ4@michigan.gov	Labc
<a href="#">MA22000000133</a>	MA22000000133	SW Financial Auditing and Accounting Prequal Pro...	THE REHMANN GROUP	10/31/2024	wattsmiths@michigan.gov	Dep:
<a href="#">MA071B7700187C</a>	MA071B7700187C	Unclaimed Property Examination (Audit) Services -	AUDIT SERVICES US LLC	9/30/2027	wattsmiths@michigan.gov	Dep:
<a href="#">MA071B1300034C</a>	MA071B1300034C	Treasury Eskort Maintenance & Support	OPTUM GOVERNMENT SOLUTIONS, INC.	9/30/2027	wattsmiths@michigan.gov	Dep:
<a href="#">MA200000000800</a>	MA200000000800	TEST DEVELOPMENT ADMINISTRATION FOR MDE	DATA RECOGNITION CORPORATION	7/30/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA071B5500120C</a>	MA071B5500120C	Admin, Scoring & Reporting Online SW Assess & f...	DATA RECOGNITION CORPORATION	9/30/2024	wattsmiths@michigan.gov	Dep:
<a href="#">MA071B7700129C</a>	MA071B7700129C	MICHIGAN TEACHER LICENSURE ASSESSMENT (M...	NCS PEARSON INC	3/30/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA220000000412</a>	MA220000000412	Student Loan Processing Services (Default Aversio...	PENNSYLVANIA HIGHER EDUCATION ASSISTANCE	3/31/2027	wattsmiths@michigan.gov	Dep:
<a href="#">MA180000000667</a>	MA180000000667	Online Math & Literacy Tools Subscription	IMAGINE LEARNING, INC	4/30/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA180000000708</a>	MA180000000708	English Language Proficiency Test Administration,	UNIVERSITY OF WISCONSIN	6/30/2026	wattsmiths@michigan.gov	Dep:
<a href="#">MA071B7700145C</a>	MA071B7700145C	Formative Assessment For Michigan Educators (FA...	MICHIGAN ASSESSMENT CONSORTIUM	5/9/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA180000001279</a>	MA180000001279	Collection Services – Department of Treasury	GC SERVICES LIMITED PARTNERSHIP	11/15/2024	wattsmiths@michigan.gov	Dep:
<a href="#">MA190000000307</a>	MA190000000307	PROPERTY TAX RELATED AUDIT SERVICES	Reason Consulting Corporation	7/31/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA190000000540</a>	MA190000000540	Development and Administration of Licensure Exa...	PSI SERVICES LLC	12/31/2024	wattsmiths@michigan.gov	Dep:
<a href="#">MA210000001341</a>	MA210000001341	Income Tax Refund Analysis Services	EXPERIAN INFORMATION SOLUTIONS INC	8/31/2026	wattsmiths@michigan.gov	Dep:
<a href="#">MA210000000176</a>	MA210000000176	MFA STUDENT LOAN SERVICING	NELNET SERVICING LLC	3/31/2033	wattsmiths@michigan.gov	Dep:
<a href="#">MA230000000457</a>	MA230000000457	Administration, Scoring, and Reporting of Assess...	COLLEGE ENTRANCE EXAMINATION BOARD	9/30/2028	wattsmiths@michigan.gov	Dep:
<a href="#">MA240000000655</a>	MA240000000655	Admin, Scoring, & Reporting SW Assessments for ...	DATA RECOGNITION CORPORATION	6/30/2029	wattsmiths@michigan.gov	Dep:
<a href="#">MA200000000373</a>	MA200000000373	Anti-Ligature Furnishing Services - Statewide	CORTECH CORRECTIONAL TECHNOLOGIES INC	1/31/2025	wattsmiths@michigan.gov	Dep:
<a href="#">MA200000000496</a>	MA200000000496	High School Equivalency Testing Services	GED TESTING SERVICE LLC	3/31/2028	wattsmiths@michigan.gov	Dep:
<a href="#">MA230000000005</a>	MA230000000005	Federal Prevailing Wage & Labor Compliance Soft...	LCPTRACKER, INC.	10/31/2027	wattsmiths@michigan.gov	Dep:

Last Refresh: 8/23/2024

+ 113%

Microsoft Power BI

# Vendor Opportunity Dashboard

Department of Technology, Management & Budget
🔍

About Us
Law & Policies
Services
Procurement
State Facilities
Contact

## 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	IONS 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 & contact information

# Review

## Purchasing Offices

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

## Opportunities & Research

- SIGMA Vendor Self-Service (VSS)
- Let's Do Business website
- Contract List
- Vendor Opportunity Dashboard
- Debrief



# 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**



Join our email list:

**Michigan.gov/MiProcurement**



**DTMB-MiProcurement@michigan.gov**



Follow us:

@Miprocurement

#MIcontracts

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