

# Contracting with the State of Michigan




September 2015

MICHIGAN DEPARTMENT OF  
**DTMB** TECHNOLOGY,  
MANAGEMENT AND BUDGET


State of Michigan DTMB-Procurement

## Connect with us

**Join our email list:**  
DTMB-Procurement Listserv  
[www.Michigan.gov/micontractconnect](http://www.Michigan.gov/micontractconnect)



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**DTMB** ENABLING MICHIGAN'S REINVENTION

You can connect with the State of Michigan's contracting office on through email by following this link:  
[https://public.govdelivery.com/accounts/MIDEPTTMB/subscriber/new?topic\\_id=MIDEPTTMB\\_309](https://public.govdelivery.com/accounts/MIDEPTTMB/subscriber/new?topic_id=MIDEPTTMB_309) or by Twitter @MIProcurement. Tweets and emails include training and event information, tips about general business resources, bid opportunities, and more: <https://twitter.com/Mlprocurement>

## State Contracting Offices in Enterprise Procurement

### DTMB-Procurement

- Establishes contracts in excess of \$25,000 on behalf of State agencies
- Implements the State of Michigan's purchasing policies

### Contracts

- Approx. 950 multi-year contracts
- For a full list of DTMB contracts, see the DTMB-Procurement Complete Contract List at:  
[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)



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The Department of Technology, Management and Budget's (DTMB) Procurement office serves as the State's central purchasing office. DTMB-Procurement acts on behalf of state agencies, handling every aspect of the bidding process for most goods and services in amounts over \$25,000.

DTMB has a portfolio of approximately 950 contracts, worth billions of dollars. Roughly 130 projects are established each year. Many contract periods average three base years and have two additional one-year renewal options, though it varies by contract.

For a full list of DTMB-Procurement contracts, see the DTMB-Procurement Complete Contract List on the homepage of the State's Contract Connect website at [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect).

## Complete Contract List

07181300325	<a href="#">View Contract</a>	Department of State	DOMINION VOTING SYSTEMS, INC.	EXTENDED SERVICE, MAINTENANCE, & WARRANTY: VOTING SYSTEM HARDWARE, FIRMWARE, & SOFTWARE - DOS	\$2,572,220.00	6/30/2019
07182200197	<a href="#">View Contract</a>	Michigan Department of Transportation	LIGHTLE ENTERPRISES OF OHIO, LLC	EXTRUDED ALUMINUM PANELS	\$161,310.00	5/31/2015
07189200003	<a href="#">View Contract</a>	Department of Community Health	CLASSIC OPTICAL LABORATORIES, INC.	FABRICATION OF EYEGLASSES AND RELATED SERVICES	\$5,857,937.62	12/31/2014
07183200095	<a href="#">View MiDeal Contract</a>	Statewide	KIESLER POLICE SUPPLY	FEDERAL AMMUNITION	\$2,103,785.98	4/30/2015
07180200154	<a href="#">View MiDeal Contract</a>	Michigan Department of Transportation	SPARTAN FENCE INC.	FENCE FABRIC AND LINE POSTS	\$170,371.60	4/5/2015
07182200177	<a href="#">View Contract</a>	Department of Natural Resources	SHEPLERS INC	FERRY SERVICE	\$107,520.00	4/30/2015
07183200018	<a href="#">View Contract</a>	Technology, Management and Budget - IT	ZAYO GROUP LLC	FIBER RING, CONNECTIONS, SPURS, AND RELATED SERVICES - DTMB TELECOM	\$1,318,516.95	9/8/2024
07180200246	<a href="#">View Contract</a>	Department of Human Services	INFORMATIX INCORPORATED	PIDM ALLIANCE RFP	\$406,741.67	6/30/2015
07181300288	<a href="#">View Contract</a>	Technology, Management and Budget - IT	INFO TECH INC	FIELD MANAGER SOFTWARE	\$169,500.00	8/31/2014
07183200055	<a href="#">View Contract</a>	Technology, Management and Budget - IT	PNC Bank National Association	FINANCE FOR LEASE PURCHASE FOR IT EQUIPMENT	\$3,072,695.40	12/20/2015



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Here is a snap shot of the *DTMB-Procurement Contract List* . By clicking on “View Contract” under the “Links to Contracts” on the left, you can download a PDF version of each contract. You'll be able to review the entire contract, including current specifications, change notices, and pricing. On the contract's cover sheet you can find other important information such as the buyer's name and phone number, the department day-to-day contact name and phone number, and the vendor sales representative's name and phone number.

“Cumulative Amount” is the *estimated* spend at the time of contract award for all the base years and is not reflective of actual spend, which is typically less.

On the right, you will see the current expiration date of a contract, not including any potential option years. Read the contract or talk to the buyer to determine the timing of the next solicitation. Solicitations can go out up to 6 months or more before the expiration date, depending on complexity and dollar amount. If there is an existing contract for your product or service already in place, don't be discouraged. Studying the *DTMB-Procurement Contract List* provides an excellent opportunity to look at specifications and pricing, ask questions, and be more prepared when the contract is put out to bid again.

You can search through the document by hitting “Ctrl” and “F” at the same time on your keyboard.

## Three Buying Divisions

### 3 Buying Divisions

- Information Technology (IT)
- Commodities and Infrastructure Services
- Services



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DTMB-Procurement contracts are put into place by three divisions: Information Technology, Commodities and Infrastructure Services, and Services. These three divisions make up the Central Purchasing Office at the State of Michigan.

## Information Technology

- Custom Software Development
- Commercial off the Shelf (COTS) solutions/Software as a Service
- Telecommunications
  - Cell Phones, Long-distance Phone Service, Audio-Video Conferencing, Data Communication Equipment and Services
- Hardware
- Maintenance
- IT Staff Augmentation
  - Further details, sign-up documentation and contact information found at: [www.acrocorp.com/acrosom](http://www.acrocorp.com/acrosom)
- IT Consulting
- Multiple function printers
- Managed Services



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Information Technology covers contracts for telecommunications (including cell phones, land lines, internet and WAN service providers, etc.), hardware and software, application development, copiers, maintenance, etc. The list in front of you is only a partial list.

The State has contracted with an outside company to provide various hourly IT services. Please visit the ACRO website at [www.acrocorp.com/acrosom](http://www.acrocorp.com/acrosom) to provide IT Staff Augmentation to the State of Michigan.

Now that we've covered IT, we are going to take a look at another primary procurement area, Commodities.

## Commodities and Infrastructure Services

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



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The Commodities area is responsible for purchasing a wide variety of products, ranging from office furniture to janitorial supplies. The list in front of you covers only a small number of the many categories of products handled by this group. Some of you may be wondering what falls under the “Energy” category. For our purposes, “Energy” refers to the acquisition of natural gas, fuel oil, and propane, as well as alternative energy and energy conservation consultants.

The Commodities area is also responsible for purchasing Infrastructure Services such as lawn care and snow removal.

Moving on, let’s take a look at our final primary area of procurement, Services.

## Services

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



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The Services area handles contracts related to the procurement of professional services such as advertising and consulting. This division is also responsible for the State's health care contracts and, because of that expertise, also handles pharmaceuticals and related services. As with the IT and Commodities Divisions, the Services Division handles contracting for other services besides those listed here.



## Real Estate and Design & Construction

- Real Estate
  - Between 400-500 leases
  - Approximately 6 Million Sq. Ft.
  - Around \$85 Million Annual Rent
  - Interested in Leasing Space to the State of Michigan?  
[www.state.mi.us/dmb/lessor/lessors.asp](http://www.state.mi.us/dmb/lessor/lessors.asp)
- Design & Construction
  - Average 350 Contracts Annually
  - Averaging \$100 Million Annually
  - Projected Future Contracts Available Online  
[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)



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There are also Real Estate and Design and Construction divisions within DTMB.

The State leases a considerable amount of office and warehouse space across Michigan. If you are interested in leasing space to the State, please go to the website address shown on the slide to receive bid notifications.

(<http://www.state.mi.us/dmb/lessor/lessors.asp>)

Design and Construction purchases construction, engineering, and architectural services, but also bids out painting, plumbing, HVAC and other similar contracts. Furthermore, this group is in charge of implementing the State Capital Improvement Program. Current bids, as well as projected future construction contracts, may be accessed through this website. ([www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect))

## Projected Future Design & Construction Contracts

Projected Future Contracts September 2014

Agy	Seq	PD	Project Name	Facility Name	City	Designer	Phone Number
071	10180	GAG	Paver System Replacement	DTMB/ Hall Of Justice	Lansing	Beckett & Raeder, Inc.	(734) 663-2622
071	11368	RMP	Stairway Upgrades	DTMB/ Lewis Cass Building	Lansing	LehnerFindlan Architects LLC	(586) 412-7050
071	12192	JNS	Stairs and Accessible Ramps Replacement	DTMB/ Ottawa Plaza	Lansing	Materials Testing Consultants, Inc. (MTC)	(616) 456-5469
071	12196	CAK	Building Automations Upgrade	DTMB/ MLHC	Lansing	Matrix Consulting Engineers, Inc.	(517) 487-2511
071	12253	JAN	Window Replacement & Lobby Renovation	DTMB/ Flint State Office Building	Flint	Wigen Trickett Meyer & Associates	(989) 752-8107



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Pictured here is the *Design & Construction Projected Future Contracts List* that is posted on the Contract Connect website – <http://michigan.gov/micontractconnect>.

After the initial design work has been completed for a project, Design and Construction solicits bids for a general contractor. Use this list to contact the lead design firms for any available information regarding the status of a particular project. For those wanting to learn more about the Design and Construction contracting process, there is a separate Contracting 101 presentation that can be found on the Contract Connect website.

## Other Contracting Offices

- Michigan Department of Transportation (MDOT)
  - Separate office for Highway and Bridge contracting
  - Some 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
  - [www.michigan.gov/mdot](http://www.michigan.gov/mdot) -> Doing Business



The Michigan Department of Transportation handles its own purchasing for road and bridge maintenance and construction. Many projects use federal funding and may need to follow federal regulations.

MDOT Bridge and Highway has a Disadvantaged Business Enterprise, or DBE program. This program assists minority, women and other disadvantaged business. Visit the MDOT website at [www.michigan.gov/mdot](http://www.michigan.gov/mdot), to learn more about this program and this MDOT office.

## Other Contracting Offices

- Delegated Authority
  - DTMB-Procurement delegates purchasing authority to individual state agencies
  - Each agency has their own office that makes these purchases
  - Solicitations under \$10,000 may not be posted publicly
  - Typical sale under \$10,000
    - Market to the agencies using the "State Agency Buyer List"
    - [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect) -> Contact Us



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There are opportunities to get involved in smaller projects, which are not necessarily posted publicly. Individual state agencies may obtain bids informally by phone, email and fax for projects less than \$10,000. To learn about potential opportunities, use the directory of agency buyers on the Contract Connect website ([www.michigan.gov/buymichiganfirst/0,4541,7-225-40707---,00.html](http://www.michigan.gov/buymichiganfirst/0,4541,7-225-40707---,00.html)).

## Other Contracting Offices

### Delegated Authority Amounts for Individual State Agencies:

Technology, Management, Budget	\$250,000
Dept. of State	\$100,000
Treasury	\$250,000
Education	\$100,000
Military & Veterans Affairs	\$100,000
Licensing & Regulatory Affairs	\$250,000
Natural Resources	\$250,000
Agriculture & Rural Development	\$100,000
Human Services	All direct human services purchasing
Michigan State Industries	1 million
All others	\$25,000



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Each individual State Agency has delegated authority to make purchases up to a certain dollar amount. This is a list of current thresholds.

# Opportunities

For Current Opportunities, Register:

- [www.Buy4Michigan.com](http://www.Buy4Michigan.com)
- State opportunities \$10,000 and above are posted on this site
- K-12 schools' construction bids posted on this site
- Registration is free
- View bids without registering under the "Open Bids" link
- Need Help? Call 888-734-9749 or email [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov)



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The single most important thing to remember from this presentation is to register your business on [www.buy4michigan.com](http://www.buy4michigan.com). This site is the where the State will post bid opportunities valued at \$10,000 and above.

Michigan community colleges, over 100 K-12 schools and some universities post some of their solicitations on this site as well.

Registration on this site is free. View open solicitations without being registered by clicking the "Open Bids" link on the homepage.



# Opportunities

Buy4Michigan  
Help and Training  
Tutorials are on  
the Contract  
Connect website  
under the "Vendor  
Information" tab

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Home DTMB Contact Us FAQs MI.gov

Search

Resources CONTRACT.CONNECT > VENDOR INFORMATION

Vendor Gateway

State Administrative Board

Register as a Vendor

- Register as a Vendor on Buy4Michigan
- Register on the Contract and Payment Express

Buy4Michigan Training

- Accessing the Award Recommendation
- Buy4Michigan Frequently Asked Questions
- Responses to a Solicitation
- Seller Administrator Role
- Buy4Michigan Help Desk

Local Government

Contract Us

Follow us on Twitter

MiDEAL

Prepare and Research

- Review State Contracting Checklist
- Freedom of Information Act Request to Obtain Contract Information

Find a Bid Opportunity

- Bids and Proposals

Submit, Debrief, and Evaluate

- Important Information for Submitting a Bid
- Bidder Debriefings
- Bidder Protests

What Else You Need to Know

Vendor Assistance  
Types of Solicitations

You will find a host of training material located on the Contract Connect website here: <http://michigan.gov/micontractconnect/0,4541,7-225-48677---,00.html>. Frequently asked questions, and tutorials on how to register, are just some of the information available.



## Bidding

- Pre-Bid Meetings
  - Some are mandatory: attendance is required to bid
- Question and Answer Period
  - Email to the buyer by the Q&A due date and time specified
  - Q&A addendum may revise solicitation requirements
- Follow the solicitation's communication rules
- Submit a complete bid proposal
  - Respond to all bid details
  - Submit on time
- Contract & Payment Express
  - Must register for accounts payable with EFT information



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Once you've discovered a particular solicitation that interests you, one of the first things to do is review the bid documents to determine if there is a pre-bid meeting, and if there is one, whether it's optional or mandatory. Presence at mandatory meetings is only required of prime contractors, however, sub-contractors should consider attending as well – not only to understand the requirements of a project, but to take advantage of networking opportunities. For meetings that are mandatory, make sure you are on time and that you sign the attendance sheet to prove you were there!

The Question and Answer period is a great opportunity to exchange information with the buyer. This is your chance to obtain information to help submit your best proposal. The due date for submitting questions is specified in the solicitation.

It can't be emphasized enough how important it is to follow the solicitation's posted communication rules. Once a solicitation is posted, all communication must be with the assigned buyer only. Any communication outside of this process may result in disqualification. In addition, bid information not received from the assigned buyer may not be reliable. Protect your investment in preparing your bid by obtaining information from the proper source.

Make sure that your bids are thorough. Government bids require a high level of detail. With that in mind, write your proposal understanding that you may not meet with the buyer face-to-face, and that any clarifications will be written. This will help you focus your proposal and ensure that you include all pertinent information.

Be sure to keep-up with any changes to the solicitation. Continue checking the solicitation posting for new attachments and addendums until the bid due date. We will post online Q&A responses and any notices like an extension of the bid due date, additional historical information, etc.

Perhaps most importantly, don't be late! If a bid is even 1 minute late, it is late, regardless of the reason for its delay. The only time late bids will be considered is when no other bids have been received.

Vendors must also register payables information and be set up to receive EFT payments before a contract can be executed. You can access the Contract & Payment Express through the Contract Connect website, [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect).

## Bidding

- Written portion of bid scored on 100 point scale; 80 points is generally passing but there are exceptions
- Bids can be evaluated by the buyer, buyer and requesting agency, or Joint Evaluation Committee (JEC)
- Award based on best value, not always lowest bid (exception for Construction)



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Submitted bids are evaluated by the assigned buyer, buyer and requesting agency, or a Joint Evaluation Committee (JEC); the written portion of the bid is typically scored on a hundred point scale. As an example, 80 points out of the possible 100 might be considered a passing technical score. Receipt of a passing technical score means that your bid pricing will be evaluated.

The JEC consists of a blend of members – those who have a day-to-day interaction with the program, and independent reviewers who do not. This is an important fact to remember for new vendors and incumbents alike. You will be evaluated on the written content of your bid, and since there may not be any face-to-face meetings as part of the evaluation process, including negotiations, it's all the more important that your bid is thorough.

For each solicitation's customized evaluation criteria, Q&A deadline and information on any pre-bid meetings, review the proposal instructions of the solicitation document.

# State Purchasing Preferences

## Purchasing Preferences established by statute:

- Service Disabled Veteran-Owned Business
- Community Rehabilitation Organizations
- Michigan Preference
- Reciprocal Preference



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Let's review the various purchasing preferences and set asides established by the State by statute. First, qualified service disabled veteran-owned companies receive a 10 percent pricing preference. Information on how the preference is calculated, and what documentation is required, is found on this website. A price preference is different than a "set aside." RFP's have a two-step process and the preference is applied if technical bid requirements have been met.

Second, certain goods and services are set aside for procurement from Community Rehabilitation Organizations – sometimes called CROs. A CRO Committee, appointed by the Governor, evaluates set aside requests. Competitive criteria, including a determination of fair market pricing, are applied to select among community rehabilitation organizations for the purchase of goods and services.

Third, a preference is given to products manufactured, or services offered, by Michigan-based firms if all other things are equal and not inconsistent with federal statutes.

Finally, a reciprocal preference to a Michigan business against an out-of-state business is allowed for purchases exceeding \$100,000 and if not inconsistent with

federal statutes. Under this provision, a Michigan bidder is preferred in the same manner in which an out-of-state bidder would be preferred in his or her home state. To claim this preference, a bidder must certify as a Michigan business and must authorize the Department of Treasury to release information necessary to verify the entitlement. A business that purposefully or willfully submits a false certification is guilty of a felony, punishable by a fine of not less than \$25,000.

## Debrief

- Debrief
  - Meet in person or via phone
  - Review Evaluation Synopsis in advance on Buy4Michigan
  - Buyer will identify areas where bid response did not meet requirements.



## Special Programs: MiDEAL

- Program that allows local units of government to purchase from State contracts
  - *Cities*
  - *Townships*
  - *Villages*
  - *Counties*
  - *Schools*
  - *Universities*
  - *Colleges*
  - *Non-profit Hospitals*
- Typical contract = 1 vendor + 1 client
- MiDEAL contract = 1 vendor + 1000+ potential clients



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The MiDEAL program allows local units of government, colleges and universities, school districts and non-profit hospitals to benefit from the State's negotiating and purchasing power by permitting them to purchase from the State's contracts at the same terms, conditions and pricing without issuing their own solicitation. You must have a current State of Michigan contract in order to participate in the MiDEAL program.

# Special Programs: MiDEAL

- [www.michigan.gov/mideal](http://www.michigan.gov/mideal)
- You MUST have a State of Michigan contract in order to have a MiDEAL contract

The screenshot shows the MiDEAL website interface. At the top, there is a navigation bar with 'MiDEAL Contact Information', 'MiDEAL Home', 'DTMB', and 'MI.gov'. Below this is a search bar and the 'MiDEAL Extended Purchasing Program' logo. The main content area is divided into several sections: 'About MiDEAL', 'MiDEAL Membership List', 'Local Government Resources', 'Vendor Center', 'Contracts', 'Contact Us', and 'Law Enforcement Resources'. The 'About MiDEAL' section describes the program as an extended purchasing program that allows Michigan local units of government to use state contracts to buy goods and services. It lists member types: Cities, Townships, Villages, Charities, School Districts, Community Colleges, and Non-profit Hospitals. It also mentions that local governments benefit directly from the reduced cost of goods and services and indirectly by minimizing the time needed to process bids. There are over 300 contracts available to MiDEAL members, categorized by category. A 'More' button is located at the bottom right of the main content area. The 'Announcements' section at the bottom left lists 'Member Success Stories', 'Vehicles', 'Energy Program', and 'Road Salt'. The 'George Cronin' logo is prominently displayed in the center of the page. The bottom of the page features the 'DTMB' logo on the left and the 'ENABLING MICHIGAN'S REINVENTION' slogan on the right.

This is a screen shot from the MiDEAL website. The State maintains a list of all MiDEAL contracts on the website. The public entity that you are marketing to can go here to learn more about the program and independently review the contract details. For those vendors who hold MiDEAL contracts, every MiDEAL member is a new potential client with whom you can do business without having to go through lengthy contract negotiations.

Now, let's change gears and look at some resource organizations available to you as business owners.



## Michigan Business Resources

- Procurement Technical Assistance Centers (PTAC)
  - [www.ptacsofmichigan.org](http://www.ptacsofmichigan.org)
- Small Business Development Centers (SBDC)
  - [www.sbdcmichigan.org](http://www.sbdcmichigan.org)
- Center for Empowerment and Economic Development (CEED)
  - [www.miceed.org](http://www.miceed.org)
- Michigan Minority Supplier Development Council (MMSDC)
  - [www.minoritysupplier.org](http://www.minoritysupplier.org)
- Small Business Administration (SBA)
- Michigan Works!
- VetBiz Central
  - [www.vetbizcentral.org](http://www.vetbizcentral.org)
- Michigan Economic Development Corporation (MEDC)
  - [www.michiganadvantage.org](http://www.michiganadvantage.org)
  - Pure Michigan Business Connect (PMBC) ([www.puremichiganb2b.com](http://www.puremichiganb2b.com))



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There are many organizations offering a great deal of business support services. Procurement Technical Assistance Centers (PTACs), for instance, teach Michigan businesses about government contracting, from bidding on small local contracts all the way up to larger federal contracts. Visit their website at [www.ptacsofmichigan.org](http://www.ptacsofmichigan.org).

The Michigan Small Business Development Center, otherwise known as the SBDC, offers counseling and advocacy for new ventures, existing small businesses, and innovative technology companies. Visit their website at [www.sbdcmichigan.org](http://www.sbdcmichigan.org).

Other groups, such as the Women's Enterprise Council – Great Lakes (sometimes referred to as CEED), and the Michigan Minority Supplier Development Council, exists to empower underrepresented populations of business owners through training and business-to-business networking. They are also excellent resources if you are looking to get certified with the Federal Government as a minority or woman-owned business. You can visit CEED's website at [www.miceed.org](http://www.miceed.org), or visit the Michigan Minority Supplier Development Council's website at [www.minoritysupplier.org](http://www.minoritysupplier.org).

The Small Business Administration (SBA) provides training programs and

opportunities for small business loans to help small businesses grow and expand.

Michigan Works! Agencies across the state provide a broad range of services to employers to support economic workforce and development efforts, including assistance in finding qualified workers and providing interview facilities.

VetBiz Central provides veteran entrepreneurs and business owners with valuable information specific to their community. Visit their website at [www.vetbizcentral.org](http://www.vetbizcentral.org).

Finally, the Michigan Economic Development Corporation (MEDC) offers business development services. Their Pure Michigan Business Connect (PMBC) program serves as a business-to-business contracting portal for Michigan businesses. You can also seek out free services here, such as website development. It is free to sign up on the PMBC. Visit the MEDC website at [www.michiganadvantage.org](http://www.michiganadvantage.org), or go directly to the PMBC website at [www.puremichiganb2b.com](http://www.puremichiganb2b.com).

## Checklist

- Purchasing Offices
  - DTMB-Procurement = IT, Commodities, Services
  - Design & Construction Real Estate & MDOT
  - State Agencies Delegated Spend
- Opportunities & Research
  - Buy4Michigan
  - Purchasing Preferences
  - MiDEAL



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To summarize what we have discussed so far, let's take time for a brief review:

The State of Michigan is split up into different purchasing divisions. DTMB-Procurement makes purchases \$25,000 and up for State Agencies and is split into three divisions, IT, Commodities, and Services. There are also contracting offices for Design & Constructions, Real Estate, & MDOT. Each individual state agency has their own purchasing office for their delegated spend. Remember to market directly to them for opportunities under \$10,000.

Next, find opportunities and do your research. Current open solicitations \$10,000 and above are posted on the State's bid posting website [www.Buy4Michigan.com](http://www.Buy4Michigan.com).

Finally, submit your bid. Attend any pre-bid meetings, especially if they are mandatory. Ask questions during the Q&A session so that you are clear about the requirements of the solicitation. Follow the bid communication rules to the letter, and don't be late submitting your bid! And no matter if you win or lose, schedule a debrief to help you submit the best possible proposal the next time you bid.

# Contract Connect Website

The screenshot shows the Michigan Contract Connect website. The URL is michigan.gov/micontractconnect. The page features a navigation menu on the left with items: Resources, Vendor Gateway, State Administrative Board, I&I Cooperatives, Vendor Information (circled in red), Local Government, and Contact Us (circled in red). Below this is a 'Follow us on Twitter' button with the MIDEAL logo. The main content area is titled 'Welcome to MI Contract Connect' and includes a 'Your Guide to Doing Business with the State of Michigan' link. A red arrow points to the text: 'The DTMB-Procurement Contract List includes DTMB-P... contracts that are scheduled to expire and expected to come back out to bid within approximately... next year.' Below this, there are sections for 'Contract Lists', 'Training', 'Events/Webinars', 'Purchasing Programs', 'Announcements', and 'Bid Opportunities'. The DTMB logo is in the bottom left, and 'MICHIGAN'S REINVENTION' is in the bottom right.

## Contact Information

### Business Development Unit; DTMB-Procurement

Email: [DTMB-MiContractConnect@michigan.gov](mailto:DTMB-MiContractConnect@michigan.gov)  
Twitter: @MiProcurement

### Vendor Outreach Coordinator

Jenni Riehle  
Phone: 517.284.7023  
Email: [Riehlej2@michigan.gov](mailto:Riehlej2@michigan.gov)

### Disabled & Service Disabled Veteran Outreach and Community Rehabilitation Organization

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