

state contracting checklist



REGISTER

- ☐ Register your business at www.bid4michigan.com (Help Desk 800.835.4603), the State of Michigan's bid posting website. Sign up as a free, search only access user, or receive email notifications of bids for a small fee.
- ☐ Dedicate 15 minutes of uninterrupted time.
- ☐ Register banking information for payment via EFT at www.michigan.gov/micontractconnect. Select "Vendor Information" tab (Help Desk 888-734-9749).

PREPARATION & RESEARCH

- ☐ Research what the Purchasing Operations currently buys – View current contracts valued at \$25,000+ online at www.michigan.gov/micontractconnect, select *Complete Contract List*
- ☐ For contracts under \$25,000, contact the individual State department buyers at www.michigan.gov/micontractconnect, select "Contact Us," then select "Buyer Contact List for Other State Agencies"
- ☐ Sign up to receive Purchasing's Quarterly Upcoming Bid List at www.michigan.gov/micontractconnect. Scroll down and select "Sign up to Receive Quarterly Upcoming Bid Lists by Email."
- ☐ Attend a State contracting vendor outreach event. Go to www.michigan.gov/micontractconnect, and select "Upcoming Presentation" to find events. Alternatively, go to the same website and view the online training versions by selecting "Elements of a Quality Proposal - Presentation and Video." and "Contracting 101 Tutorial"
- ☐ Obtain copies of past bid responses and bid evaluation synopses through the Freedom of Information Act. www.michigan.gov/micontractconnect, select "Vendor Information," then go to Step 2.
- ☐ Share the innovative business case for your good or service through the online Vendor Gateway portal www.michigan.gov/vendorgateway.

FIND OPPORTUNITIES

- ☐ Bookmark the State of Michigan bid posting website for easy access. www.bid4michigan.com Free, search only access users should make a routine to check frequently for new bids.
- ☐ Review all solicitation documents and attachments.
- ☐ Check back for updates and additional attachments regularly until the bid is due.
- ☐ Ask questions, and ask them in the right way. If you are unsure, contact the buyer.
- ☐ Direct your questions to the buyer by the Q&A deadline.

BID

- ☐ Be competitive, be complete and be timely.
- ☐ Typically, solicitations are posted online for two to eight weeks, making the preparation and research step very important.
- ☐ Solicitations are typically posted online three to six months before the current contract expiration date.

DEBRIEF

- ☐ Schedule a follow-up discussion with the buyer to discover how your proposal could have been stronger.
- ☐ Both successful and unsuccessful bids are learning opportunities.

TIPS & RESOURCES

- ☐ Feel free to contact us, so that we may answer your questions about State bids and contracts.
- ☐ Contact the MEDC's Pure Michigan Business Connect for business resources <http://www.michiganadvantage.org/Business-Connect>
- ☐ Contact your Procurement Technical Assistance Center (PTAC) www.ptacsofmichigan.org.
- ☐ Contact your Small Business and Technology Development Center (SBTDC) www.misbtdc.org.
- ☐ Contact VetBiz Central at www.vetbizcentral.org for resources for veteran-owned companies.

To learn more about opportunities to do business with the State of Michigan, visit our website at:

www.michigan.gov/micontractconnect

or email us at **DTMB-micontractconnect@michigan.gov**