DEPARTMENT OF Management & Budget

STATE CONTRACTING CHECKLIST

1. Get Started

- ☐ Make sure your business plan and marketing plan are current.
- ☐ Network with other small business owners that are involved in government contracting. Form collaborative relationships that enhance your opportunities to provide comprehensive services to the State of Michigan.
- ☐ Educate yourself on entrepreneurship through website and business publications.
- ☐ Contact your Small Business and Technology Development Center (SBTDC) www.misbtdc.org.
- ☐ Contact your Procurement Technical Assistance Center (PTAC) www.ptacsofmichigan.org.
- ☐ Network effectively with both target audiences and resources.

2. Register

- ☐ Determine if your company is considered a "small business."
  Resource: Small Business Administration website www.sba.gov/size
- ☐ Have banking information, tax id# and general business information handy.
- ☐ Dedicate 15 minutes of uninterrupted time.
- ☐ Register online with the State of Michigan.
  Resource: www.michigan.gov/buymichiganfirst, select "Vendor Information" tab. Register also at www.bid4michigan.com, bid notification system.

3. Preparation and Research

- ☐ Research what the State of Michigan currently buys – review the complete list of contracts for goods, services and information technology valued at $25,000+.
  Resource: www.michigan.gov/buymichiganfirst, select "Complete Contract List."
- ☐ Obtain copies of contracts and past bid responses through the Freedom of Information Act.
  Resource: www.michigan.gov/buymichiganfirst, select "Vendor Information," then look for "FOIA Information" under Step 2.
- ☐ Contact DMB buyers and agency buyers to get tips on how to maximize your time in the competitive bid process.
  Resource: www.michigan.gov/buymichiganfirst, select "Contact Us," then look for staff directories under "Purchasing Operations" and "Other Executive Agencies."
- ☐ Maximize DMB's open access policy – schedule a Vendor Visit by calling (517) 373-0300.

4. Find Current Opportunities

- ☐ Make this part of a weekly routine in order to maximize all opportunities and have maximum time for responses.
- ☐ Bookmark the State of Michigan bid posting website for easy access.
  Resource: www.bid4michigan.com
- ☐ 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.

5. Bid

- ☐ Be Competitive, Be Complete and Be Timely.
- ☐ Typically, solicitations are posted between two to eight weeks, making the preparation and research step very important.
- ☐ Start drafting some parts of bid responses after your preparation and research work.

6. Debrief

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

To learn more about opportunities to do business with Michigan, visit our website at www.michigan.gov/BuyMichiganFirst,

or email us at BuyMichiganFirst@michigan.gov.