

STATE OF MICHIGAN

PROCUREMENT





Expanding Contracting Opportunities for Small Business

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Presenters:

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Why Are We Here Today?

- To publicize new State contracting program for small businesses

Increased opportunities to obtain State contracts!

- To share information on how to get involved
- To increase the pool of vendors doing business with the State
- To encourage your participation!

About MiSC

About MiSC

About the Michigan Supplier Community Program (MiSC):

- Established in 2019
- Encourages expanded business opportunities within low-income communities and underutilized businesses
- Allows state agencies to solicit quotes directly from qualified vendors for select purchases in amounts under \$500,000

***** Previously agencies couldn't directly solicit quotes over \$50K from vendors. *****

About MiSC, cont.

About the Michigan Supplier Community Program (MiSC):

- No cost to participate!
- Website: Michigan.gov/MiSC

Purpose & Benefits

Purpose of MiSC

Purpose:

MiSC expands on Executive Directive 2019 - 08 and increases opportunities for disadvantaged and small businesses.

- Increased contracting opportunities for qualifying vendors
- Simplified bidding process
- Easier and faster contracting process

The full text Executive Directive 2019 - 08 is available on Michigan.gov/Whitmer

Benefits to Participants

Benefits:

- Vendors may obtain contracts without having to respond to formal solicitations
- Less costly and time-consuming process to respond to Request for Quote vs. formal Request for Proposal
- Reduced administrative overhead
- Reduced lead time (by 2-3 months) to obtain contract

Eligibility

Who is Eligible for MiSC?

- **Must be a Michigan business (as defined in Public Act 431)**
- **And be one of four types of businesses:**
 - ✓ **Michigan-Based Small Business**
 - ✓ **Michigan Geographically-Disadvantaged Business Enterprise**
 - ✓ **Michigan Veteran and/or Service-Disabled Veteran-Owned Business Enterprise**
 - ✓ **Michigan Recognized Community Rehabilitation Organization**

Who Qualifies for the MiSC Program?

Michigan-Based Small Business:

- A small business with less than 500 employees and annual revenues equal to or less than \$25M.



Who Qualifies for the MiSC Program?

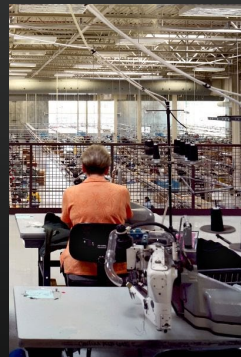


Michigan Geographically-Disadvantaged Business Enterprise

- HUBZone Certified by the Small Business Administration;
- Principal place of business in a Qualified Opportunity Zone;
- Majority of employees working in a Qualified Opportunity Zone; or
- Majority of their employees maintaining a principal residence in a Qualified Opportunity Zone



Michigan Veteran and/or Service-Disabled Veteran-Owned Business Enterprise



Michigan Recognized Community Rehabilitation Organization

***** This Program Is in Addition to Existing Preferences, and Does Not Seek to Replace Them *****

How MiSC Works

How Does MiSC Work?

Agencies may solicit quotes DIRECTLY (not posted) from three MiSC-qualified vendors for select purchases.

- For example: equipment repair, kitchen equipment, etc.

Doesn't change current State-wide contract use policy

- It is mandatory to use existing State contracts
- Exceptions on a case-by-case basis
- Example: office supplies

Who Administers MiSC?

Central Procurement Services

- Sets and implements state's purchasing policies
- Establishes contracts over \$500K with some exceptions on behalf of state agencies.

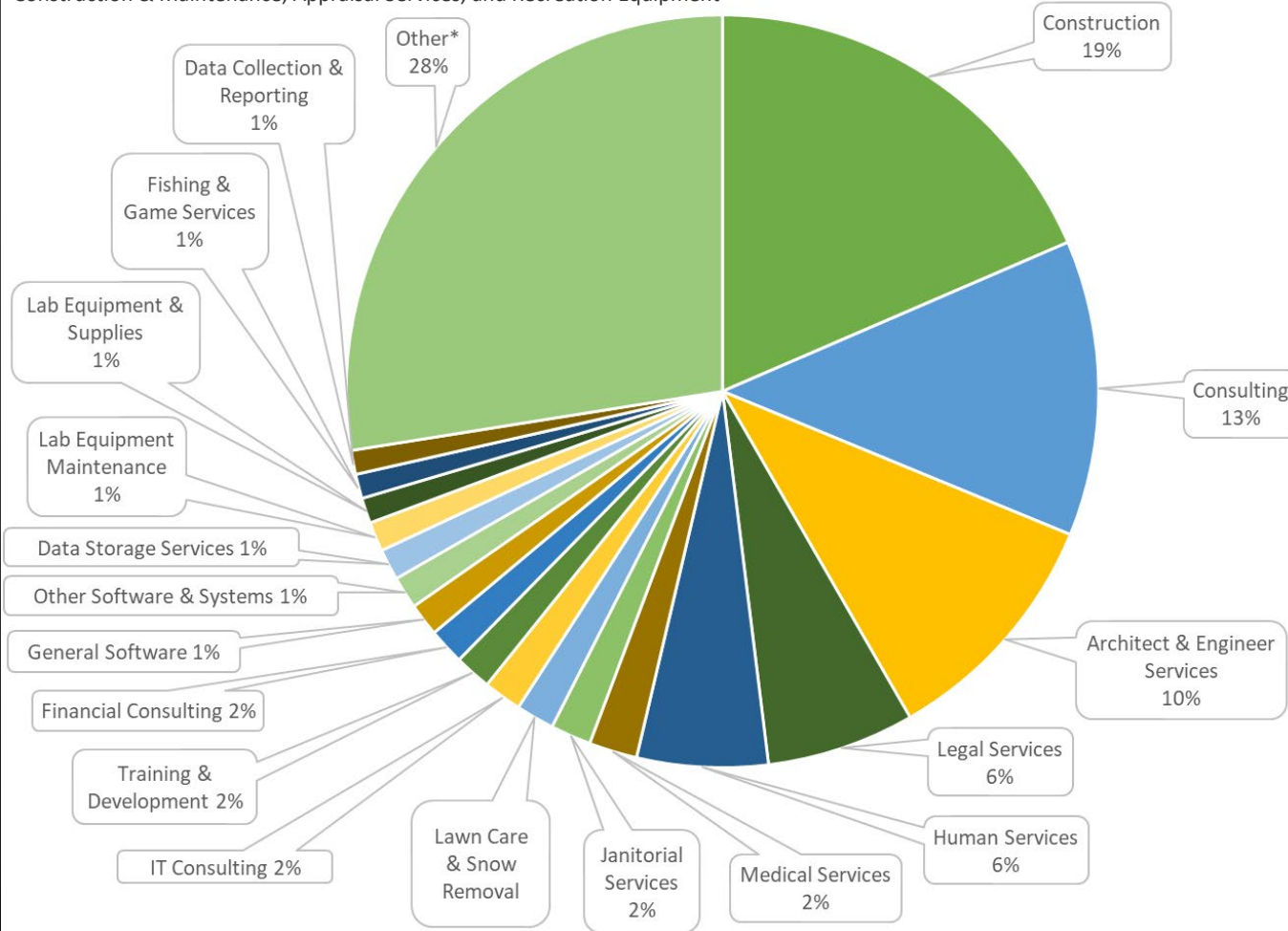
Who Administers MiSC?, cont.

Agency Procurement offices

- Department of Natural Resources, Department of Agriculture, Department of Transportation, etc.
- Operate under “delegated authority” from Department of Technology, Management and Budget
- Make purchases under \$500K with some exceptions

State Contracts Under \$500,000

*Other Includes Spend in 183 different categories including Road Construction & Maintenance, Appraisal Services, and Recreation Equipment



- 4,792 sourcing events under \$500,000
- FY18 Spend of \$131.4 Million
- Contracts related to construction are under the authority of DTMB-Design and Construction, whose participation in this program is at their discretion

What do we buy with MiSC?

MiSC Purchase Examples: Commodities

Purchases under \$500K which may not require a formal RFP

- Textiles
- Clothing
- Kitchen Equipment
- Training materials
- Food serving equipment
- Wall coverings
- Hospital beds
- **...and many more!**



MiSC Purchase Examples: Services

Purchases under \$500K which may not require a formal RFP

- Equipment Repair
- Landscaping
- Pest Control
- Snow Removal
- Janitorial Services
- Testing
- Repairs
- Technician services
- Surveys
- Interpreters
- **...and many more!**



How to Register

How to Register for MiSC

Register in SIGMA Vendor Self Service (SIGMA VSS): It's free!



*** = Required**

*** User ID**

*** Password**

[Password Reset](#)

[Click the Register button to register a new or existing account.](#)

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. 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 VSS (SOM VSS) Support Center at SIGMA-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 7:00 AM until 6:00 PM EST, Monday-Friday.

Announcements

03/27/2020

As you are likely aware, Governor Whitmer announced March 10, 2020, that two Michigan residents tested presumptive positive for coronavirus disease (COVID-19). The governor has declared a state of emergency to maximize efforts and assist local governments and officials to slow the spread of the virus. Additionally, the governor activated the State Emergency Operations Center (SEOC) to coordinate state-government resources to prepare our communities for the disease in Michigan. As our partners/suppliers, you can and do play a key role in the state's efforts to protect the health and safety of Michigan residents.

The state of Michigan has plans in place to continue operations no matter what measures are taken to protect public health in the coming days and weeks. Unless you are told otherwise, the state of Michigan will expect you to continue your services as normal. We realize that conditions may, in some cases, make performance difficult, so we ask that you immediately contact your contract's program manager if you are experiencing or expect to experience difficulties in providing goods or services to the state.

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:

*** **Michigan.gov/SIGMAVSS** ***

New Vendor SIGMA-VSS Registration

Two categories of information entered in SIGMA VSS will distinguish your business as a MiSC vendor:

- Basic business information – including Commodity Codes
- All applicable business types

New Vendor SIGMA-VSS Registration, cont.

Applicable business types:

- Small Business (SMLB)
- Geographically Disadvantaged Business Enterprise (ABHZ etc.)
- Veteran or Service-Disabled Veteran-Owned Business (VTRN and SDVO)
- Community Rehabilitation Organization (CRHB)

New Vendor SIGMA-VSS Registration, cont.

Two Important items to enter, #1

1. Enter basic business information

- Enter correct commodity code to match business model
- ***** Very important! *****
- Business will not be searchable for MiSC program if not done

New Vendor SIGMA-VSS Registration, cont.

Two Important items to enter, #2

2. Enter all applicable business types

- Small Business
- Geographically Disadvantaged Business Enterprise
- Veteran or Service-Disabled Veteran-Owned Business
- Community Rehabilitation Organization

Entering Business Types

Select the Account Information Tab

Self Service | www.michigan.gov | www.michigan.gov/micontractconnect@4541.7-225-50558---00.html | www.michigan.gov/micontractconnect

Home | Help | Accessible Help | Site Map | Policies | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Summary | Business Info | Addresses & Contacts | Users | Commodities | **Business Types** | Service Areas | Attachments | W-8 Forms

Business Types

Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the "View/Update" link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Business Type that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to update an existing Business Type that is awaiting approval can be viewed by clicking the "View Pending Changes" button.

Existing Business Types

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Minority Type	Pending Changes
SMLB	SMALL BUSINESS					<input type="checkbox"/> View/Update View Pending Changes Delete
WMNO	WOMAN/WOMEN OWNED					<input type="checkbox"/> View/Update View Pending Changes Delete

[First](#) [Prev](#) [Next](#) [Last](#)

[Add Items](#) [View Pending Additions](#)

Entering Business Types, cont.

Choose the applicable business types

Choose

Select one or more business types to associate to your organization by clicking the checkbox next to the business types in the Business Type search field and click the Browse link. Once your business type(s) have been selected, click the OK button. Additional information can be entered for the selected business types. Click the Cancel button to cancel your changes and return to the previous screen.

Business Type :

Business Type ID	Business Type
<input type="checkbox"/> SMLB	SMALL BUSINESS
<input type="checkbox"/> SRVC	SERVICE/MAINTENANCE
<input type="checkbox"/> VNTR	VOLUNTEER
<input type="checkbox"/> VTRN	VETERAN OWNED
<input type="checkbox"/> WHCA	WHITE/CAUCASIAN OWNED
<input type="checkbox"/> WHLS	WHOLESALE
<input type="checkbox"/> WHSP	SHELTERED WORKSHOP
<input type="checkbox"/> WMNO	WOMAN/WOMEN OWNED

Existing Vendor: Register for MiSC, cont.

Vendors previously registered in SIGMA-VSS: Update SIGMA profile

- Update SIGMA profile: Review commodity codes to ensure good match to business model

***** Business will not be searchable for MiSC if not done *****

Existing Vendor: Register for MiSC

Vendors previously registered in SIGMA-VSS:

- Update SIGMA profile: Review applicable business types and enter all applicable
 - Small Business
 - Geographically Disadvantaged Business Enterprise
 - Veteran or Service-Disabled Veteran-Owned Business
 - Community Rehabilitation Organization

Commodity Codes

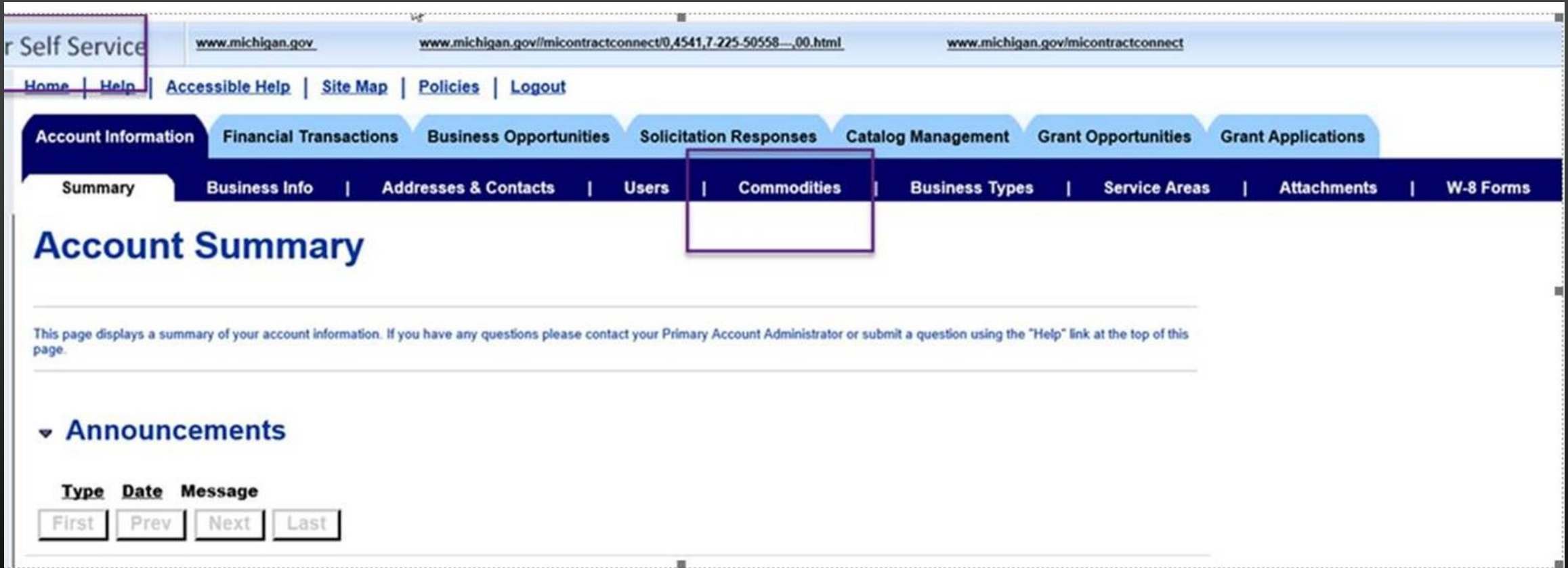
Speaking of Commodity Codes...

Commodity Code: A digit class item code used for identifying commodities and services in procurement systems

- 5 digits primarily
 - For example **56872**: Snow and ice removal services
 - Specify both broad and more specific codes

Enter Commodity Codes in SIGMA-VSS

Select the Commodities tab:



The screenshot shows the Michigan Self Service portal interface. At the top, there are three browser tabs, all displaying the URL www.michigan.gov. The first tab is partially obscured by the text "r Self Service". Below the tabs, a navigation bar contains links: [Home](#), [Help](#), [Accessible Help](#), [Site Map](#), [Policies](#), and [Logout](#). The main navigation area features a series of tabs: **Account Information**, **Financial Transactions**, **Business Opportunities**, **Solicitation Responses**, **Catalog Management**, **Grant Opportunities**, and **Grant Applications**. Below these, a secondary navigation bar includes: **Summary**, **Business Info**, **Addresses & Contacts**, **Users**, **Commodities** (highlighted with a red box), **Business Types**, **Service Areas**, **Attachments**, and **W-8 Forms**. The main content area is titled "Account Summary" and contains a paragraph: "This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the 'Help' link at the top of this page." Below this is a section titled "Announcements" with a dropdown arrow. At the bottom, there is a table header with columns: **Type**, **Date**, and **Message**. Below the header are four buttons: **First**, **Prev**, **Next**, and **Last**.

Help!

SIGMA VSS Assistance

VSS Support Center

- 888-734-9749
- 7am – 6pm EST M-F
- SIGMA-Vendor@Michigan.gov

SIGMA Training

- User Guides
- Vendor Tutorials
- Quick Reference Guides

State of Michigan MiSC Team

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Other Resources

Michigan.gov/MiProcurement

- State's procurement website which contains host of information on doing business with the State

General questions?

- DTMB-micontractconnect@Michigan.gov
- Follow us on Twitter: @Miprocurement
 - Hashtags: #ProcurementTip #MiContract
- Join our email list: Michigan.gov/MiProcurement

Wrap-up

- Increase your participation in state contracting by participating in MiSC
- Take advantage of streamlined solicitation process
- Please tell your fellow small businesses about the program!

Questions?

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