

**0510.36 Award, Finance & Claims, and State Administrative Board for Procurement –  
*Pre-Award for New Purchase, Post-Award for Amendment***

Issued: October 31, 2007

Revised: July 31, 2012

- SUBJECT:** Award, Finance & Claims, and State Administrative Board (Purchasing) –  
*Pre-Award for New Purchase, Post-Award for Amendment.*
- APPLICATION:** Executive Branch Departments and Sub-units.
- PURPOSE:** To outline the process for submittal of purchasing items within the authority of the Department of Technology, Management and Budget, Procurement, delegated and non-delegated, to Finance & Claims and State Administrative Board for approval.
- CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Procurement
- TELEPHONE:** 517-284-7000
- FAX:** 517-335-0046
- SUMMARY:** These procedures apply to obtaining Finance & Claims (F&C) and State Administrative Board (AdBd) approval for initial purchases, for establishment of contracts, purchase orders, and/or value or term amendment requests. These contracts or purchase orders are established for the purchase of commodities, general and professional services, and information technology (IT) products and services under the jurisdiction of DTMB Procurement, according to DTMB Procurement and AdBd policy and approval. These procedures are mandatory for Executive Branch departments unless specifically provided otherwise by statute.
- Thresholds for items which must be presented to the AdBd for approval are defined within the procedures and resolutions published on the [State Administrative Board](#) Website.
- In addition, Executive Branch Department and Sub-units proposing specified types of contracts, leases, grants, state land transactions, small claims settlements or certain other forms of disposal of state assets, prior to implementation submits the proposed actions for approval by the AdBd (see Administrative Guide Procedure 0620.02).
- All procurement activities under this procedure are subject to review/audit by DTMB. Violations by departments may result in the loss of delegated authority.
- APPLICABLE FORMS AND PROCESSES:** Purchase Request Form (PRF) in iTRAC  
iTRAC PRF – Request  
Civil Service Annual Disclosure
- Bid4Michigan:
- Solicitation Notice, including:

- Bid Status
    - Award Information
  - Notice Award
- MAIN:
- CS-138 Contractual Services Request (PCHL2117)
  - EFT Compliance (PCHL5250)
  - Purchase Order (PO) (PCHL2340)
  - Blanket Purchase Order (BPO) (PCHL2342)
  - Direct Purchase Order (DPO) (PCHL2360)
  - Advice of Change (AOC) (PCHL8010)
- DTMB Procurement Procedures & Policy Letters:
- Signature Authority Letter (Purchasing Operations PL127)
  - Protest Policy Letter/Procedures
  - State Administrative Board Procedures and Resolutions
- Procurement Documentation:
- Finance & Claims Agenda Format (OCM-810)
  - State Administrative Board Contract Abstract (SAB-811)
  - Bid Tabulation form macro/template
    - AdBdNew
    - AdBdChng
  - Price/Cost Proposals from Responsive Bidders/Vendors
  - Notice of Recommendation Letter (Bid4Michigan)
  - Contract Management Toolkit (optional for purchases at or below \$25,000; mandatory for purchases over \$25,000)

PROCEDURES:

Agency and DTMB Procurement Approvals:

- Internal and external approvals must be obtained and documented according to agency policies and procedures, including provisions surrounding signature authority.

Agency:

- New Purchase:
  - Must follow its department's internal procurement policies and procedures, recognizing that the policies and procedures of the delegating authority supersede those of the department in the event of a conflict.
  - If the procurement is in the department's delegated authority, completes the Contract Abstract (SAB-811) reflecting the award recommendation internally in accordance with published processes and procedures (including memorandums of understanding). Submits to the AdBd secretary according to the published due date (see Administrative Guide Procedures 0620.01 Submissions to the Finance & Claims Committee and 0620.02 Obtaining State Administrative Board Approval).
  - Resolves protests submitted in accordance with protest policies and procedures prior to deadlines required for acceptance of submission to F&C and AdBd for review.
  - Once department/agency receives "Approved" stamped bid tab from AdBd, obtains signatures for contract or purchase order according to policy including signature authority, and posts the PDO, PO or BPO in MAIN.
  - Completes and distributes the Notice of Award using the Bid4Michigan system according to the steps outlined in the NOR/NOA screen walk posted on the DTMB [Purchasing](#) Intranet. Maintains a .pdf copy of the Buyer's Messages Sent screen and the Buyer's copy.
    - Issues and posts Award in Bid4Michigan:

- Posting the Award will require approved vendor name(s) and awarded dollar value(s) for each PO/BPO/DPO and PO/BPO/DPO number from order issued in MAIN.
    - Post a copy of the contract as signed by both parties on Bid4Michigan and the Award information to maintain transparency in the solicitation process and minimize the need for Freedom of Information Act (FOIA) requests.
  - Places all documentation of the evaluation process in the appropriate electronic and hardcopy bid folder/contract folder tab for future reference and use.
  - For procurements outside department/agency delegated authority, completes a PRF in iTRAC. Abides by the terms of any signed evaluation forms/documents, referring any inquiring vendors to the DTMB Procurement Buyer with any questions/inquiries.
  - Updates status in iTRAC throughout the procurement process.
- Amendments:
  - Submits change request by completing a PRF in iTRAC, selecting appropriate routing path to e-mail all necessary documents and attachments to DTMB Procurement.
  - Follows the process prescribed in Administrative Guide Procedure 0610.02 Advice of Change Processing.
  - Updates status in iTRAC and selects appropriate routing path(s) throughout the procurement process.

DTMB Procurement:

- New Purchase:
  - In collaboration with the agency through iTRAC, records all progress and issues that arise, amending procurement plan as necessary.
  - Obtains signatures on any required evaluation forms or materials in accordance with Administrative Guide Procedures 0510.31-35 regarding bidding, evaluation and recommendation for award.
  - Resolves protests submitted in accordance with protest policies and procedures prior to deadlines required for acceptance of submission to F&C and AdBd for review.
  - Completes the bid tab form according to the template approved for a new purchase.
  - According to signature authority levels, obtains and secures all necessary internal reviews, sign-offs and approvals.
  - Submits to AdBd secretary by specified due date.
  - Maintains a copy of the approved and signed bid tab in the contract folder.
  - Responds to any questions or requests for clarification from DTMB Procurement management, the Attorney General, or the Governor's Office, if so directed.
  - Once "Approved" stamped bid tab is received from AdBd, obtains any remaining signatures required for contract execution according to policy and signature authority.
  - Completes the PO or BPO and posts in MAIN.
  - Completes and distributes the Notice of Award using the Bid4Michigan system according to the steps outlined in the NOR/NOA screen walk posted on the DTMB [Purchasing](#) Intranet. Maintains a .pdf of the Buyer's Messages Sent screen and the Buyer's copy.
    - Issues and posts Award in Bid4Michigan:
      - Posting the Award will require approved vendor name(s) and awarded dollar value(s) for each PO/BPO/DPO and PO/BPO/DPO number from order issued in MAIN.
      - It is recommended that a copy of the contract as signed by both parties be posted on Bid4Michigan with the Award information to maintain transparency in the solicitation process and minimize the need for Freedom of Information Act (FOIA) requests.
  - Forwards copy of executed BPO or PO to vendor.
  - Places "Approved" stamped bid tab and associated documentation in appropriate PO/BPO file for future reference and use.

- Updates status in iTRAC and selects appropriate routing path(s) throughout the procurement process.
- Amendments:
  - Reviews PRF and all attachments submitted by agency through iTRAC (statement of work, justifications, terms and conditions signed by vendor).
  - Follows the process prescribed in Administrative Guide Procedure 0610.02 Advice of Change Processing.
  - Updates status in iTRAC and selects appropriate routing path(s) throughout the procurement process.

Authority:

- Public Act 431 of 1984, as amended (governing authority) with accompanying agency Memorandums of Understanding (MOU).
- Public Act 91 of 2005 (Service Disabled Vet Preference).
- Public Act 237 of 1988 (Reciprocal Preference Table).
- Public Act 112 of 1988 (Persons with Disabilities).
- Public Act 2 of 1921, as amended.
- Michigan Constitution of 1963, Article V, § 8.
- Revised Statutes 1846, c. 12, as amended.

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