

**MI JumpStart Pre-registration program**

**For The**

**State of Michigan  
Department of Management and Budget  
and Local units of Government**

**Request Number**

## **This is a Pre-registration Program**

Request Number:

Document Title: Pre-registration for the MI JumpStart Program

Contact: Jacque Kuch, Buyer  
Purchasing Operations  
517-241-0239  
kuchj@michigan.gov

Agency: The Department of Management and Budget

### **Request Comments:**

The State of Michigan, Department of Management and Budget, Purchasing Operations is issuing this request for vendors interested in pre-registering within the Michigan (MI) JumpStart program to provide resources as describe in [MiJumpStart Position Descriptions](#).

### **NEW VENDORS:**

This request is to allow new vendors to pre-register for all [MiJumpStart Position Descriptions](#). Please see below for information and requirements to register for this program.

### **CURRENT MI JUMPSTART VENDORS:**

This request is also for vendors who are already pre-register to add the new positions of:

**Financial Analyst and Business Process Engineer** to the categories that they currently offer. Vendors who are already pre-registered must submit a response to Jacque Kuch, via email, to this request stating that they agree to offer either or both new position(s), at the rates identified in the rate card, and state which region(s) they will offer these positions. Position descriptions and regions are attached.

Additional information to this solicitation, if any, can be obtained from the State's website located at: [www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst).

For questions, please contact Jacque Kuch at the number listed above.

## INSTRUCTIONS AND GENERAL PROVISIONS

### MI JumpStart Program

MI JumpStart is a pre-registration program that provides fast turn-around bids for the successful and efficient implementation of business services. This particular MI Jumpstart program allows Michigan governmental agencies the opportunity to utilize a list of pre-registered vendors within a specific region to obtain the types of services noted above that the agency requires. When an agency establishes a need, the agency will submit that need to vendors registered as providers of that particular category of service within the agency's requested region and ask for responses, including pricing. The agency will then evaluate the responses and select the company that provides the best proposal using their own procurement policies. The JumpStart bid opportunities are only available to those vendors who have pre-registered by following the registration process steps described below. MI JumpStart bids will be posted on the [Bid4Michigan](#) website. Local units of government and state agencies who wish to use the program will find additional information at "[Instructions for Local Units of Government Posting Bids for the MI JumpStart program](#)." <http://www.michigan.gov/buymichiganfirst/0,1607,7-225--207729--,00.html>

#### MI JumpStart Documents and Resources

The following documents should be reviewed by vendors who are current MI JumpStart vendors, or those interested in becoming a vendor in the MI JumpStart program. These documents can be viewed at <http://www.michigan.gov/buymichiganfirst/0,1607,7-225--207729--,00.html>

- [Not to Exceed Price Grid](#)
- [Terms & Conditions](#)
- [Sample MI JumpStart Invitation to Bid](#)
- [MiJumpStart Position Descriptions](#) - located below are the Business Process Reengineering consultant, and Financial Analyst position descriptions

#### Sample MI JumpStart Invitations to Bid

The sample MI JumpStart Invitation to Bid includes terms and conditions as well as staff category descriptions for the MI JumpStart Program. These documents are provided for informational purposes only. Vendors should not respond to this sample ITB.

#### MI JumpStart Registration Process (for new vendors)

Step 1: Register on the [Bid4Michigan](#) Website.

Step 2: Complete the JumpStart [Registration](#) and the [Required Information](#) for registration. (See below)

Step 3: Mail the completed forms to :

Attn: Jacque Kuch  
DMB-Purchasing Operations  
Mason Building, 2nd Floor  
530 W. Allegan  
Lansing, MI 48933

Step 4: Vendors will receive an e-mail confirmation from the State notifying them of successful enrollment in the MI JumpStart Program. (Please note: Vendors are not enrolled in the MI JumpStart program until they receive confirmation from the state.)

Step 5: Watch for future opportunities on the [Bid4Michigan](#) site.

All questions about MI JumpStart should be directed to Jacque Kuch at [KuchJ@michigan.gov](mailto:KuchJ@michigan.gov). PH# 517-241-0239

# Business Process Analysis Job Description

Not to Exceed Rate - \$ 110.00/Hr

## DESCRIPTION:

Consultant responsibilities will include the following:

- Identify opportunities to streamline government processes.
- Provide consulting to re-engineer and strengthen business processes.
- Participate in an annual, high level business risk assessment to analyze risk related to accomplishment of (local unit of government) business objectives and identify existing risk mitigation strategies. Perform specific risk assessment as the basis for project task prioritization and project planning. Work with management to define risk mitigation action plans to resolve process gaps
- Develop an approach for analyzing effectiveness of key processes. Impact assessment of process gaps is dependent upon analyses of gray areas not clearly defined by established standards and by exercising good business judgment.
- Oversee and provide leadership to team members in project execution. Using experience and interpersonal skills, coach team members to assure consistent, high quality project performance. Assess process strengths and weaknesses utilizing complex analysis techniques, including senior & operating management focused interviews, analytical procedures, transaction testing, bench marking of best practices across the business; and external research to determine optimal techniques for improving effectiveness and efficiency of business operations. Serve as a catalyst for positive change.
- Elicit cooperation and support from key process owners. Establish on-going communication to share with process owners and senior management issues & improvement recommendations throughout the life of the project.
- Gain acceptance of process efficiencies and obtain senior management buy-in to the value of strong control systems in achievement of business objectives. Communicate results.

**REQUIREMENTS:** 3 - 5 years public accounting experience, auditing certification (CPA, CMA, CIA, CISA). Bachelors degree in accounting, economics, or information systems. MBA or equivalent work experience. Consulting experience highly desirable. Excellent written and verbal communications skills, strong interpersonal skills, proven analytical and root cause analysis capabilities, proven leadership skills.

**EDUCATION:** Bachelor's degree in related discipline or equivalent experience required. Master's degree or other advanced degree in related discipline preferred.

# Financial Analyst Job Description

Not to Exceed Rate - \$ 77.00/Hr

## DESCRIPTION:

Consultant responsibilities will include the following:

- Driving financial planning processes.
- Managing capital budget decisions.
- Performing complex financial modeling and analysis
- Managing databases and frequently utilizing spreadsheet applications.
- Project management

**REQUIREMENTS:** 3-5 years of finance experience. A minimum of four years of experience performing complex financial modeling and analysis. Knowledge of budgeting and forecasting techniques as well as proficiency with financial statement analysis and projection. Knowledge of overall business strategy and operations including business processes, revenue and cost components and drivers of these measures, constituent behavior, and general economic modeling. Strong attention to detail and strong analytical ability required. Must have excellent interpersonal and communication skills. Some travel may be required. Ability to adapt easily to change. Seeking business minded individuals with solid financial, analytical and business problem solving skills. A proven record of leadership and strong communications is also required. Backgrounds in finance/accounting and other related business or technical disciplines are preferred.

**EDUCATION:** Bachelor's degree in related discipline or equivalent experience required. Master's degree or other advanced degree in related discipline preferred. MBA desired.

## **MI JumpStart Registration**

**Attached below is the Registration form required for the “MI JumpStart” program. Please review this document, as these are the terms and conditions that need to be agreed upon prior to registration into the program. Completion of this document is required for registration. This document MUST be returned to the Department of Management and Budget, Office of Purchasing Operations, attention Jacque Kuch, Buyer.**

### **Program Background**

The State of Michigan expects to receive federal stimulus dollars over the next year under the American Recovery and Reinvestment Act of 2009 (ARRA).

The Department of Management and Budget currently has established processes in place to manage competitive contracting for goods and services and facility design and construction. The Michigan Department of Transportation has established processes to competitively contract for roads, bridges and infrastructure improvements. Other State departments have established programs that manage federal funds to local units of government, public schools, colleges and universities, and provide assistance to individual citizens of the State.

Because of the large volume of projects, grants, planning and implementation activities, additional resources may be required to assist the State in ensuring all available funds are appropriately applied for, managed, and receiving entities are held accountable for project oversight and audit of programs, grants, and projects funded under the Act:

The State is seeking multiple vendors interested in providing professional services to participate in the MI JumpStart pre-registered program.

The MI JumpStart Program does not include the following services:

- Negotiation of competitive bid contracts
- Planning of roads, bridges, water or sewer projects
- Architectural or engineering design services
- Construction services including roads, bridges, sewer, or other infrastructure projects
- Facility construction services

\_\_\_\_\_(Insert company name) understands that the MI JumpStart program is a new initiative being introduced by the State of Michigan for the ARRA. In order to have my company included in the MI JumpStart program, I certify that I have read and agree to the Terms and Conditions of the MI JumpStart program:

1. Bidders may submit only one candidate per available position, and must provide two reference checks with resume.
  2. All documents along with resumes must be submitted on company letterhead (if applicable). Price proposal must be submitted according to instructions detailed in Section IV, Information Required from Bidder, IV-C Price Proposal of the RFP.
3. Bids / Statements of Work will be out on the **Bid4Michigan** website for registered bidders only. The website is located at <http://www.govbids.com/scripts/Bid4Michigan/Public/home1.asp>.
4. Bids will be posted on the web for three to five business days. All bids will be due to DMB at 3:00 pm on the posted due date.
5. All decisions regarding candidates are final. No appeals will be allowed.
6. An exclusive representation agreement **MUST** be submitted with all candidates.
7. Contracts will be for one year with two additional one-year options, and a maximum dollar amount not to exceed \$250,000.00 per resource per year.
  8. MI JumpStart bids should include a signed cover letter with bidder's company name, vendor ID number, and RFP number. Envelopes must have this information clearly marked on the outside.
9. Vendors must **unconditionally** agree to all terms and conditions as shown in the attached sample MI JumpStart RFP, no exceptions will be allowed.
10. Vendors must complete the Certifications and Representations document and return to DMB with this document.
11. Vendors must agree to the **NOT TO EXCEED RATE** Schedule for all positions.
10. All other terms and conditions of the MI JumpStart program remain the same and will be included in this program.
11. If an award is made to your company, a current Certificate of Insurance must be submitted to DMB prior to the start date of the contract.
12. All participating vendors in the MI JumpStart program **Must** agree to be MI Deal participants (see Terms and Conditions).
13. **Please indicate your interest in the following categories and regions by circling the category(s) and the specific region(s). See map attached**

**Financial Analyst**

Superior Region   North Region      Grand Region   Bay Region

Southwest Region   University Region   Metro Region

**Business Process Engineer**

Superior Region   North Region      Grand Region   Bay Region

Southwest Region   University Region   Metro Region

I certify that my company agrees to the above terms and request that my company be included in the MI JumpStart program, and that I am authorized by my company to enter into this agreement.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **INFORMATION REQUIRED FOR MI JumpStart REGISTRATION**

Vendor's response must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered to be essential to a complete understanding of the proposal submitted. Each section of the information provided should clearly be identified with the appropriate headings:

### **1. BUSINESS ORGANIZATION**

State the full name and address of your organization and, if applicable, the branch office or other subordinates elements that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation, if as a corporation, include the State in which it is incorporated. Clearly state the date the business was established. Vendors, who have not yet registered on the new bid system, will be unable to access bid attachments until this registration through; [www.bid4michigan.com](http://www.bid4michigan.com) is complete.

Provide an authorized expeditor, telephone and facsimile numbers and postal and email addresses.

### **2. STATEMENT OF ACCEPTANCE OF THE STATE'S TERMS AND CONDITIONS**

The vendor will state their unconditional acceptance of the terms and conditions as contained in the sample RFP, Section I and II. Failure to include this statement, or any request to modify any of the terms and conditions, will result in the firm being removed from consideration for this program.

### **3. CERTIFICATIONS AND REPRESENTATIONS**

The vendor must complete in its entirety the attached Certifications and Representation document.

### **4. PUBLISHED RATE CARDS**

The vendor must agree to the Not to Exceed rate card for all classifications as published by the State of Michigan, Department of Management and Budget.

### **5. ADDITIONAL INFORMATION AND COMMENTS**

There may be additional Terms and Conditions that pertain to certain Statements of Work, and will be identified individually within those documents.

### **6. REGISTRATION SUBMITTAL**

One (1) hard copy must be submitted to the attention of Jacque Kuch, Buyer. The Registration Information may be delivered to the receptionist desk of Purchasing Operations or to the addresses listed below:

The Purchasing Operations address for Registration Information submitted by Contract Carrier, Courier Delivery, or Personal Delivery is:

State of Michigan  
DMB, Purchasing Operations  
2nd Floor, Mason Building  
530 West Allegan Street  
Lansing, MI 48933

Proposals submitted through the U.S. Postal Service should be addressed as:

State of Michigan  
DMB, Purchasing Operations  
P.O. Box 30026  
Lansing, MI 48909

7. DUE Dates

The initial enrollment period for the MI JumpStart programs newly developed classifications two weeks (November 2, 2009).

The enrollment period for the MI JumpStart program will be on going with no end date at this time.

## Region Map

