

Get Bid Ready Checklist

for Contracting with the City of Detroit



Register in the Oracle Supplier Portal

- [Log in](#) and provide:
 - Taxpayer ID
 - Email Address
 - Business classification
 - Administrative contact
 - Commodities (Goods and/or Services) Offered

Need help registering?

Attend weekly technical assistance sessions on [Mondays at 10:30AM](#) and [Thursdays at 1:00PM](#)



Research Bid Opportunities

- Research [open solicitations](#)
- Check [Supplier Portal](#) for bid invitations
- Sign up for [GovDelivery](#) for procurement updates and bid opportunity notices



Start Business Certification Process with CRIO*

- Get certified by the Civil Rights, Inclusion, and Opportunity Department as a Detroit Based Business to be eligible for local preferences, when applicable
 - [Apply here](#) to certify your business with CRIO
 - Make sure to apply early; a valid certificate must be uploaded with your bid to be applicable



Prepare and Submit a Bid

- Upload to the Supplier Portal:
 - Documents specific to the bid (e.g., proposal, pricing, inventories, staff lists, licenses, etc.)
 - [Certificate of Authority](#)
 - [Conflicts of Interest](#)
 - [Non-Collusion](#)

Need document assistance? Schedule [office hours](#) with one of our specialists



Selection of Winning Bid

- Evaluation team includes field-specific and procurement staff
- Winning bidder(s) selected to receive contract(s)

Draft and Sign Contract

- Contract finalized and signed
- Contract Requirements
 - Certificate of Insurance in Compliance with Contract
 - [Treasury Clearance](#)
 - [Consolidated Affidavits](#) & Sample Employment Application
 - Certificate of Good Standing with State of Michigan [LARA](#)
 - [Payment](#) and [Performance](#) Bonds (If Applicable)

Contract Approved

Contracts \$25K and over require City Council approval

Purchase Order Created by City

- Supplier notified of a [purchase order created in Oracle](#)
- There **MUST** be a signed contract or purchase order from the Office of Contracting and Procurement before beginning any work with a City of Detroit department or agency

Begin Work

- Provide goods and services described in the contract
- City monitors performance and compliance

Submit Invoices in Supplier Portal

- Upload invoice against correct purchase order in the [Supplier Portal](#)