

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 negotiations](#)
- ☐ 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](#)