

# SIGMA Vendor Registration Portal Overview

*(Michigan-Focused)*

The Statewide Integrated Governmental Management Application (SIGMA) is the State of Michigan's official procurement system. Vendors must register in SIGMA to view solicitations, submit bids, receive contract awards, and get paid for State of Michigan contracts.

This guide explains what SIGMA is, who needs it, and how to prepare before registering.

**Note:** *This guide is for planning and preparation purposes and does **not** replace official State of Michigan SIGMA instructions or agency guidance.*

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## What Is SIGMA?

SIGMA is Michigan's centralized platform for:

- Vendor registration and profile management
- State agency solicitations and bids
- Contract awards and amendments
- Purchase orders and invoicing
- Vendor payments

If you plan to pursue State of Michigan contracts, SIGMA registration is required.

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## Who Should Register in SIGMA?

SIGMA registration is recommended or required for:

- Businesses seeking State of Michigan contracts
- Vendors responding to state-issued RFPs, RFQs, or IFBs
- Subcontractors listed on State contracts
- Companies pursuing MDOT, DTMB, MDARD, MDHHS, or other Michigan agencies
- Certified and non-certified vendors alike

**Note:** *SIGMA registration is separate from federal registration systems like SAM.gov.*

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## What You Need Before Registering

Before starting SIGMA registration, have the following ready:

- Legal business name (exact match to IRS records)
- EIN or SSN (for sole proprietors)
- Michigan LARA registration information
- Business address and contact details
- NAICS codes relevant to your services/products
- Banking information for ACH payments
- Authorized company representative information

Optional (but recommended):

- MBE/WBE/DBE certification details
- Capability statement
- Insurance information

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### **SIGMA Registration Process**

1. Create a SIGMA vendor account
2. Enter business profile and contact information
3. Select commodity codes/service classifications
4. Complete payment and tax information
5. Submit registration for activation
6. Maintain profile accuracy and updates

### **Key Differences: SIGMA vs SAM.gov**

<u>Feature</u>	<u>SIGMA</u>	<u>SAM.gov</u>
Jurisdiction	State of Michigan	Federal Government
Required For	Michigan state contracts	Federal contracts
Vendor Payments	Yes	No (registration only)
Commodity Codes	State-based classifications	NAICS
Certifications	State-recognized	Federal programs

**Note:** Many businesses need both systems depending on their contracting goals. SIGMA does not replace SAM.gov, and SAM.gov does not replace SIGMA.

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### **Common SIGMA Registration Pitfalls**

- Mismatched business name vs IRS/LARA records
- Incorrect commodity or service classifications
- Incomplete banking information
- Failure to update profile annually
- Assuming SIGMA replaces SAM.gov (**it does not**)

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### **Best Practices for SIGMA Success**

- Align SIGMA classifications with your NAICS codes
- Update contact and banking info promptly
- Monitor solicitations regularly
- Link certifications where applicable
- Track renewal and update dates
- Review and update SIGMA profiles after ownership, address, or banking changes.

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### **How Quin-Z Supports SIGMA Registration**

We provide administrative and readiness support, including:

- Pre-registration readiness review

- NAICS and service classification alignment
- Profile setup guidance
- Documentation organization
- Integration into broader contracting strategy

**Note:** *We do not provide legal advice or represent vendors before the State.*