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Michigan Department
of Transportation
2669 (05/2025)

MDOT TRAINING SERVICES REQUEST – PURCHASING TEMPLATE

Information: This form must be completed and attached to the RQN transaction in SIGMA to request training services before the training date(s). This form is for training services, between \$5,000 and \$50,000, that are not offered by Civil Service, not offered in the SOM Learning Center, and not available on contract.

1. Identify why the training approach is unique to the State's needs and provide high-level learning objectives.

2. Who is the vendor?

3. Was the vendor used for training previously?

Yes No

4. Describe the previous training if used previously?

5. What is the business justification for the request?

6. Describe the market research that was done to determine fair and reasonable pricing.

7. What is the anticipated start date?

8. What is the anticipated end date?

9. What is the anticipated cost?

10. What is the funding source for the training?

State % Federal % If combination of State and Federal the total must equal 100%.

Contact [Tammy Walderzak](#), CSD Purchasing Manager if you have any questions.