

Procurement Delegation

§16.71, Wis. Stats., provides that the Department of Administration (DOA) “shall purchase and may delegate to special designated agents the authority to purchase all necessary materials, supplies, equipment, all other permanent personal property and miscellaneous capital, and contractual services and all other expense of a consumable nature for all agencies.” DOA implements this law through the State Bureau of Procurement (SBOP). The SBOP Director serves as the State Procurement Director.

Currently, SBOP delegates procurement authority to the following agencies:

- Department of Administration, Consolidated Agency Purchasing Services
- Department of Children and Families
- Department of Corrections
- Department of Employee Trust Funds
- Department of Health Services
- Department of Justice
- Department of Natural Resources
- Department of Transportation
- Department of Workforce Development
- University of Wisconsin Madison
- University of Wisconsin System Administration (UWSA in turn delegates procurement authority to campuses excluding Madison)

Each delegated agency employs a specially designated purchasing agent and staff to implement procurement laws and conduct agency-specific solicitations. In addition, delegated agencies are represented on the Interagency Procurement Council, a workgroup consisting of procurement officials who examine purchasing trends and recommends policy revisions and best practices to SBOP.

Most non-delegated executive agencies receive procurement management services directly from DOA Consolidated Agency Purchasing Services (CAPS) in the State Bureau of Procurement. CAPS conducts procurements over \$50,000 for its supported agencies; each such agency has a designated purchasing liaison to CAPS. CAPS-supported agencies include:

- Department of Administration, including the following:
 - Division of Energy, Housing and Community Resources
 - Division of Enterprise Technology
 - Division of Enterprise Operations
 - Division of Facilities Development and Management
 - Division of Gaming
 - Division of Hearings and Appeals
 - Division of Personnel Management
 - Judicial Council
 - Tax Appeals Commission
 - Division of Enterprise Operations
 - Board on Aging & Long Term Care
 - Wisconsin Board for People with Developmental Disabilities
 - Wisconsin Women’s Council
- Department of Agriculture, Trade and Consumer Protection
- Department of Financial Institutions
- Department of Military Affairs

- Department of Public Instruction
- Department of Revenue
- Department of Safety and Professional Services
- Department of Tourism
- Department of Veterans Affairs
- Office of the Commissioner of Insurance
- Office of the State Public Defender
- Educational Communications Board
- Kickapoo Reserve Management Board
- Ethics Commission
- Labor & Industry Review Commission (LIRC)
- Lieutenant Governor's Office
- Office of the Governor
- Secretary of State
- State Treasurer