

What Can CAPS Do for You?

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November 13, 2024



Agenda

- CAPS Overview
- What is Procurement Authority?
- Collective vs Cooperative
- Contractor Not Meeting Expectations?
- Requisition Troubleshooting
- Looking Ahead



CAPS Staff



Amber Rademacher
CAPS Section Chief



Mike Butterworth
Procurement Specialist



Brooke Gullick
Procurement Specialist -
Senior



Josh Junig
Procurement Specialist

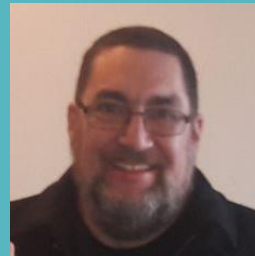


Stella Ness
Procurement Specialist -
Senior

CAPS Staff Continued



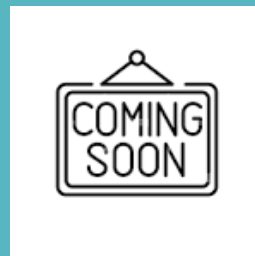
Erin Schmitz
Procurement Specialist



Mark Simon
Procurement Specialist



Heather Strong
Procurement Specialist -
Senior



Procurement Specialist

<https://Doa.wi.gov/Pages/StateEmployees/SBOPKeyContact.aspx>



CAPS Supported Agencies/Boards

- Board on Aging and Long Term Care
- Department of Administration
- 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
- Educational Communications Board
- Ethics Commission

- Kickapoo Reserve Management Board
- Wisconsin Arts Board
- Labor and Industry Review Commission
- Office of the Commissioner of Insurance
- Offices of the Gov. and Lt. Gov.
- Office of the Secretary of State
- Office of the State Public Defender
- Office of the State Treasurer
- Public Service Commission
- Serve Wisconsin
- Wisconsin Board for People with Developmental Disabilities
- Wisconsin State Fair Park
- Wisconsin Women's Council

CAPS Dashboards

Requisition Approvals

FY21 – 5,823
FY22 – 5,430
FY23 – 5,614
FY24 – 5,613

RPAs

FY21 – 64
FY22 – 97
FY23 – 80
FY24 – 69

CAPS Waivers

FY21 – 86
FY22 – 91
FY23 – 94
FY24 – 93

Renewals

FY21 – 97
FY22 – 32
FY23 – 78
FY24 – 46

Grant Exemption

FY21 – 41
FY22 – 29
FY23 – 25
FY24 – 28

RFB/RFI

FY21 – 21
FY22 – 18
FY23 – 24
FY24 – 36

RFPs

FY21 – 4
FY22 – 11
FY23 – 3
FY24 – 15

Simplified Bids

FY21 – 35
FY22 – 47
FY23 – 57
FY24 – 42



What is CAPS?

- Consolidated Agency Purchasing Services
- CAPS was created in 2006 to provide procurement support to non-delegated agencies when the procurement function was consolidated within the Bureau.
- The CAPS Section Chief is the special designated agent for your agency (hold the delegation) and acts as the Procurement Director for your agency.



What Does CAPS Do?

- Procurement Authority
- Dishonesty Bonds for the Enterprise
- Review and Approve Requisitions and Change Purchase Order
- Chapter 16 Exemptions
- Emergency Purchases
- Unauthorized Purchases Memos
- Training



Using Chat or Unmute Your Mic...



What is Procurement Authority?



What is Procurement Authority?

The legal authorization granting an Agency the right to purchase goods or services from a supplier.



Procurement Authority

Procurement Authority	Description	Required Attachments	Approval Justification
Best Judgement PRO-302	\$5,000 or less over a fiscal year	Quote when available	Best Judgement
Simplified Bid PRO-303	Over the \$5,000 up to the \$50,000 over full contract duration	DOA-3088 Attach to requisition or transactional contract	Simplified Bid
Sole Source Under \$25K PRO-501	Under \$25,000 over full contract duration	*Contract notated in Contract ID *Signed authorization letter from CAPS Section Chief	PRO-501
Request for Purchasing Authority (RPA) PRO-210	Over \$25,000 over full contract duration	Contract notated in Contract ID and approved Case Letter	RPA Number
Enterprise, CAPS, or Piggybacking Contract PRO-502	*Mandatory Contracts *Optional Contracts *Piggybacking off UW System	Contract notated in Contract ID	Contract Number



Procurement Authority

Procurement Authority	Description	Required Attachments	Approval Justification
Grant PRO-504	Awarding Grant Funds to Participants	Exemption Letter PO Type: Grant Recommended: Contract w/ \$\$	Grant
Interagency PRO-504	Purchase of commodities or services from Wisconsin state agencies	Nothing Required	Interagency
Intergovernmental PRO-504	Purchase of commodities or services from the Federal Government	Must be a federal government listed as the supplier	Intergovernmental
Collective or Cooperative PRO-502	Purchase from any vendor on agreements established by any other state government, federal government, or any municipality of the State of Wisconsin.	If over \$50K will require a Procurement Plan or approved SBOP Bureau Director RPA	Collective or Cooperative Purchase



Collective vs Cooperative

Question	Collective or Cooperative	Procurement Authority
Direct Supplier another state government, non-profit consortium, or a Wisconsin municipality?	Collective	Procurement Plan
Joint procurement with a Wisconsin municipality?	Cooperative	Procurement Plan
Using a competitively bid contract established by another state?	Collective	DOA-3046 Request for Purchasing Authority (RPA) and DOA-3044 Collective Purchasing
A contract established by the federal government?*	Collective	DOA-3046 RPA and DOA-3044 Collective Purchasing
Directly from, and/or use a contract established by, a nonprofit consortia group that exists specifically to support governmental or educational services?*	Collective	DOA-3046 RPA and DOA-3044 Collective Purchasing

*only if the agency and SBOP can verify the procurement process meets Wisconsin's competitive bidding standards and under very limited circumstances



Finding Procurement Authority

- UW System and UW Madison
 - <https://www.Wisconsin.edu/Procurement/Contracts/>
 - <https://VendorNet.wi.gov/Contracts.aspx>
- State Contracts
 - <https://VendorNet.wi.gov/Contracts.aspx>
- NASPO ValuePoint
 - <https://NaspoValuePoint.org/>
- Other States
- Minnesota
 - <https://Mn.gov/Admin/osp/Other-Purchasers/Cpv/Available-Contracts.jsp>
 - CPV (Cooperative Purchasing Venture)

Using Chat or Unmute Your Mic...



Contractor Not Meeting Expectations?

Document, Document, Document!

1. Initially a verbal conversation regarding the concern is appropriate. Document this after the conversation by sending the contractor an email outlining what you discussed with them.
2. If the performance of the contractor does not improve, a written notice for corrective action (email or letter) should be sent and indicate a specific date the contractor must complete the corrective action (typically 30-days).
3. The agency must complete a DOA-3686 Complaint Report on Vendor Contract Performance (found in [VendorNet](#)) and send the completed form to your assigned CAPS Procurement Specialist.
4. If the contractor does not correct the issue, a second email or letter must be sent to indicate that your agency will be removing them from the contract and indicate the specific date they will be removed.
 - *Check the Cancellation and Termination language used in your original solicitation and any signed contract documents to ensure you are following the terms of the contract.*



Requisition Troubleshooting



Reasons for Delayed Requisition Approval

- Requisition lacks procurement authority
- Requisition lacks necessary documents or information
- Transactional contract doesn't have sufficient funding
- Transactional contract not in "Approved" status.



Requisition Troubleshooting

Reseller Contract Field

Reseller Field should only be used for select contracts:

- Contracts for a specific brand
 - [Copiers, Printers, Related Software and Services](#)
 - [Body Armor and Ballistic Resistant Products](#)
- General Waivers set up using Encumbrance Supplier

Contract you need not an option?

- The Supplier ID used on the requisition must match the Supplier ID used for the transactional contract
- Check the expiration date of the transactional contract



The screenshot shows a user interface for contract selection. At the top right, there is a checked checkbox labeled "Use Contract if Available". Below this, on the left, is the text "Contract ID" followed by a search input field. To the right of the input field are two icons: a magnifying glass and a document with a magnifying glass. Below the input field, the text "Contract Details" is visible in blue.

Requisition Troubleshooting

Held up in approvals?

- Use Manage Requisition to find approval status
- Procurement Center > Requisitions > Process Requisition > Manage Requisitions

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000016409	FY25 DET/BIS-CCPS; MCAF...	50500	10/22/2024	Pending	Prov Valid	

Requester Hernandez, Brittney S
Pre-Encumbrance Balance 0.00 USD
Entered By Hernandez, Brittney S
Priority Medium

Requisition Approvals Inventory Purchase Orders Change Request Receiving

> **Line Information** ?

> **Review/Edit Approvers**

Threshold Approval

FY25 DET/BIS-CCPS; MCAFEE RNWL: Pending

Req Total <= \$5,000

Pending

Multiple Approvers
Agency Requisition Approver 1

starfin.wi.gov/psc/starfin_12/EMPLOYEE/ERP/s/WE...

starfin.wi.gov/psc/starfin_12/EMPLOYEE/ERP/s/WE...

Approver #1

Name: Zanow, Trina
Empl ID: 100037898
Department: 505D000000
Supervisor ID:
Telephone:
Reports To Position Number: 022492
Email ID: Trina.Zanow@wisconsin.gov

Approver #2

Name: Sylla, James
Empl ID: 100012639
Department: 505D000099
Supervisor ID:
Telephone:
Reports To Position Number: 002010
Email ID: James.Sylla@wisconsin.gov

Approver #3

Name: Skiera, Kathryn
Empl ID: 100041497
Department: 505D500001
Supervisor ID:
Telephone:
Reports To Position Number: 040633
Email ID: Kathy.Skiera@wisconsin.gov

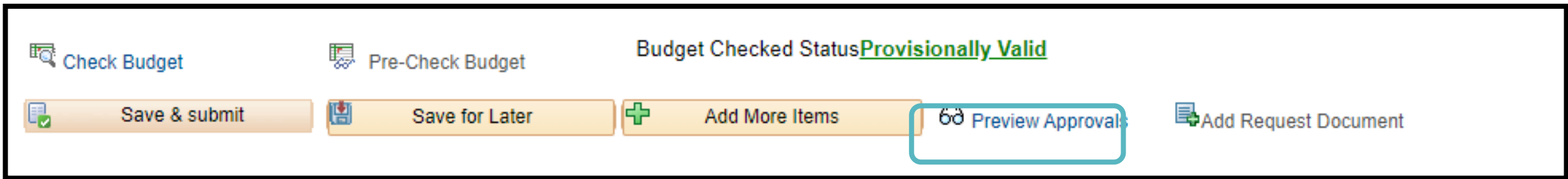
Approver #4



Requisition Troubleshooting

Preview Approvals

Did you know you can preview the approvals prior to submitting a requisition?



Requisition Troubleshooting

Amount Only

- Amount Only should be used when you want the subsequent purchase order to be receipted by amount and not quantity.
 - STAR will automatically change your quantity to one (1) when the Amount Only box is checked.
 - Double check your Total is accurate.
 - If multiple lines, each line must be checked.
- Best if used when multiple invoices are expected like when creating a blanket order for services.

Amount Only Checkbox

- Amount Only Checkbox appears in three (3) places when entering a requisition
- You only need to check it on one place

The screenshot shows a requisition entry form with a table and a dropdown menu. The table has columns for Quantity, UOM, Price, and Total. The dropdown menu is open, showing the 'Amount Only' checkbox checked.

Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1.0000	Each	100.0000	100.00	<input checked="" type="checkbox"/>		<input type="text" value="Add"/>	

- RFQ Required
- Device Tracking
- Zero Price Indicator
- Stockless Item
- Amount Only
- Inspection Required

Requisition Troubleshooting

Requisition Not Sourcing?

Check the Sourcing Workbench

- Procurement Center > Requisitions > Process Requisition > Sourcing Workbench
- Will only show your Business Units

Search Criteria

Process Instance	<input type="text"/>	Q	System Source	<input type="text"/>	▼
Business Unit	50500	Q	PO Stage Type	<input type="text"/>	▼
Requisition ID	<input type="text"/>	Q	PO Stage ID	<input type="text"/>	
Requisition Name	<input type="text"/>	Q	Stage Status	Error	▼
Buyer	<input type="text"/>	Q	Item ID	<input type="text"/>	Q
Contract SetID	<input type="text"/>	Q	Line Number	<input type="text"/>	
Contract ID	<input type="text"/>	Q	Schedule Number	<input type="text"/>	

Requisition Troubleshooting

Sourcing Workbench

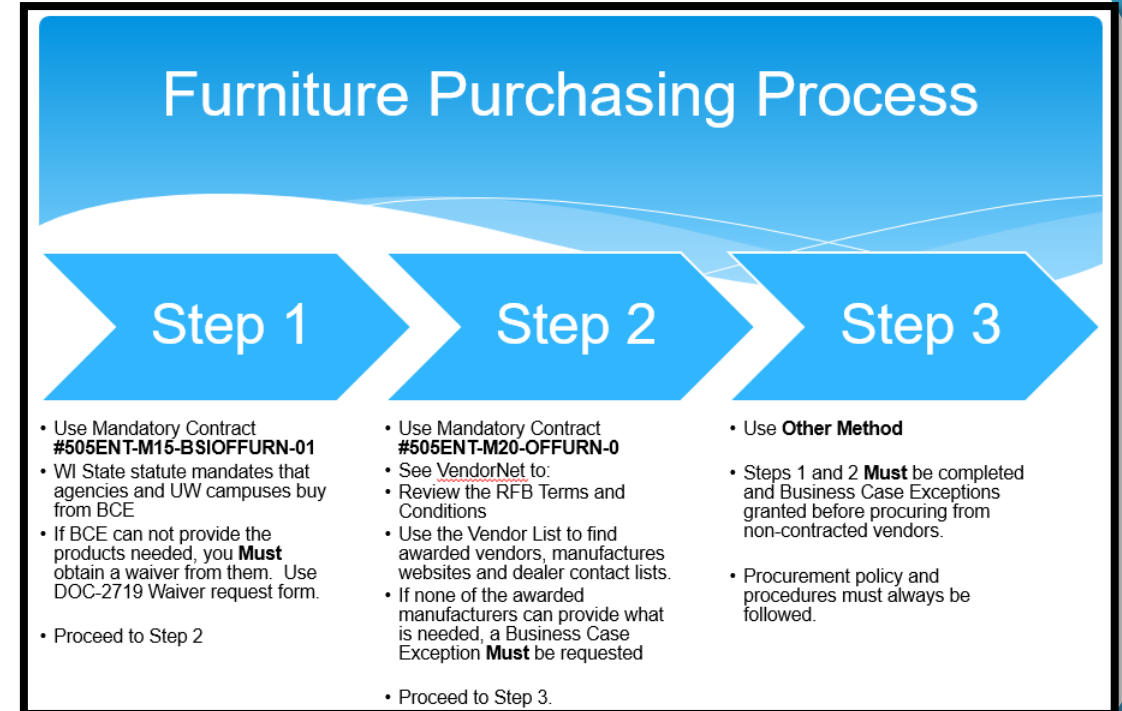
- Use “Error Messages” tab to see why error is occurring
- Selecting “Reset Req and Purge” and then “Save” will send your requisition back to approval status so changes can be made to the requisition and/or the transactional contract

The screenshot displays the Sourcing Workbench interface. At the top, there is a 'Search Results' section with a search bar and a 'Selected Items' tab. Below this, there are three tabs: 'Selected Items', 'Stage Info', and 'Error Messages'. The 'Error Messages' tab is highlighted with a green box. A dropdown menu is open over the 'Error Messages' tab, listing various error types: Error, Error Recycle, In Process, Inv Demand Build in Process, Needs Approval, PO Create in Process, POCALC in Process, Ready to Create, Reset Req and Purge (highlighted in blue), Staged, Warning Issued, and Error. Below the tabs, there is a table with columns 'Sel' and 'Instance'. The 'Instance' column contains the value '18704757'. To the right of the table, there is a 'Message Text' section with a detailed error message: 'The contract specified on the transaction is not valid at this time. It is most likely that the Contract is not in Approved status, or the supplier on the transaction does not match that of the contract, or the PO date is out of range of the contract begin or expire date, or the contract maximums have already been met. Click on the Pricing Info page to verify the contract ID, Purge this transaction, and view the contract to verify its content.'

Requisition Troubleshooting

Furniture Purchases

- Two Mandatory Contracts
 - Statewide Office Furniture (BCE)
 - [505ENT-M15-BSIOFFURN-01](#)
 - Statewide Office Furniture
 - [505ENT-M20-OFFURNITURE-00](#)
- Attach mandatory contract waivers to requisition for quicker processing
- For new furniture only
 - If purchasing used furniture, please note this in the requisition comments for quicker processing



Requisition Troubleshooting

Multiple Year Contracts

- The transactional contract will be set up with the full approved amount
- If that full amount is encumbered on the initial purchase order – it will encumber the full amount of the transactional contract
- Once that purchase order closes, the funds encumbered, but not spent, will be unavailable for the next purchase order

Solutions

- CAPS can run a query to compare funds encumbered, but not spent
 - CAPS will ask to confirm if the report matches the Agency's documented spend
 - CAPS will make notes in the transactional contract and increase the transactional contract accordingly
- Agency updates purchase order prior to purchase order being closed



Using Chat or Unmute Your Mic...



Looking Ahead

Status Meeting

Scheduling status meeting with Agency in early 2025.

Streamline Communication

Updating Agency Liaison Contact list.

Ideas?

We're open to hearing your ideas!



Resources

- SBOP Key Contacts:
 - <https://Doa.wi.gov/Pages/StateEmployees/SBOPKeyContact.aspx>
- VendorNet Forms
 - <https://VendorNet.wi.gov/Forms.aspx>
- CAPS Shared Inbox
 - DoaDeoCaps@wisconsin.gov
- [eLearnings in Leader/Cornerstone](#)



Questions



Questions

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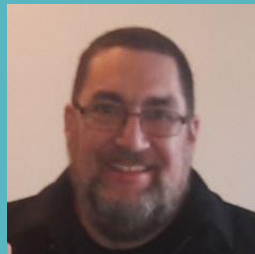


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Thank you!

