

WisPro: How Can We Help You?

Jessica Potter, Anne Gerke, Nadine Malm, Chuck McCrary

November 14, 2024



Welcome & Introductions

Jessica Potter, WisPro Section Chief

Anne Gerke, Senior Procurement Training Specialist

Nadine Malm, Contracts Specialist - Advanced

Chuck McCrary, Program and Policy Analyst - Advanced



AGENDA

- What is WisPro?
- Meet the Experts from WisPro
- WisPro Help Desk
- Procurement Systems
- Training
- Resources & Knowledge Management
- Special Programs



What is WisPro?





OUR MISSION

Supporting procurement excellence through meaningful education, user-friendly resources, and the expert administration of special programs and procurement systems

OUR VISION

Providing innovative solutions for Wisconsin's procurement needs

OUR VALUES

Be Innovative

Develop new ideas to create the best solutions possible

Be Efficient

Respond quickly and create intuitive systems

Be Trusted

Develop a reputation for excellence and reliability



WisPro is Here to Make Sure You have Access to:



...to conduct procurements for the State of Wisconsin

Meet the Experts from WisPro



WisPro Team

WisPro Help Desk
DOAWisPro@wisconsin.gov



Jessica Potter

WisPro Section Chief

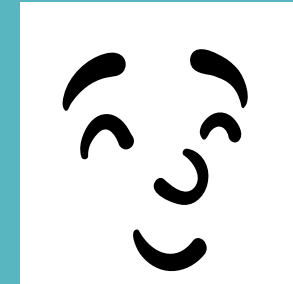
Jessica.Potter@Wisconsin.gov



Anne Gerke

Procurement Training

Anne.Gerke@Wisconsin.gov



Zack Lehman

WisPro Help Desk &

Procurement Systems

Zachary.Lehman@Wisconsin.gov



Nadine Malm

Special Programs

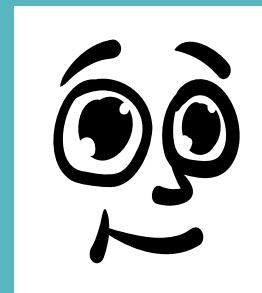
Nadine.Malm@Wisconsin.gov



Chuck McCrary

Special Programs

Charles.McCrary@Wisconsin.gov



Alice Tian

Special Programs

Alice.Tian@Wisconsin.gov



Nathan Wardinski

Resources & Knowledge Mgmt

Nathan.Wardinski1@Wisconsin.gov



Using Chat or Unmute Your Mic...



WisPro Help Desk



WisPro Help Desk

Behind the scenes expertise in:

- Enterprise procurement systems
- Resources
- Tools
- General procurement information

Your first stop for procurement questions

DOAWisPro@Wisconsin.gov



Procurement Systems



Procurement Systems

- VendorNet
- eSupplier Bidder Portal
- Procurement Request Portal
 - RPA System
 - Procurement Plan System
 - High-Risk IT Requests System



VendorNet (<https://VendorNet.wi.gov>)

- VendorNet is Wisconsin's procurement hub
- All solicitations from Agencies, UW System campuses, and participating municipalities are available through the Bids tab
- Shares information with eSupplier, Public Notices
- Hosts resources (e.g., forms library, general procurement information)
- No login/account needed to search for contracts or solicitations
 - Bidders **cannot** register on VendorNet



eSupplier Bidder Portal

<https://eSupplier.wi.gov>

➤ Click on Bidder Portal

- All bidders register through eSupplier (including Agencies, UW System campuses, and participating municipalities)
- Bidders manage their profiles and NIGP codes within eSupplier
- Detailed registration instructions (and other helpful information available through [eSupplier FAQ](#) document available on eSupplier Bidder homepage)
- Technical functions supported by STAR

The screenshot displays the eSupplier Bidder Portal interface. It features a navigation bar with 'My Information', 'Announcements', and 'Quick Links'. The main content area is divided into several sections:

- My Information:** Includes a login form with 'WAMS Username' and 'Password' fields, a 'Sign In' button, and links for 'Need help registering as a bidder?', 'Log in Assistance', and 'System Requirements'.
- Announcements:** A text block providing information about the portal's access to state agency bidding opportunities.
- Upcoming Solicitations:** A table listing various procurement opportunities.
- Help Desk:** A section for 'Questions related to Solicitations' and 'General Procurement Questions'.
- Quick Links:** A sidebar with 'VendorNet', 'FAQs', and a 'Return to Supplier Portal' button.

Solicitation Reference	Title	Agency	Annals (Date)
28437-WEG	Class 1 Printing for the Legislature both Senate and Assembly	DOA	11/19/24 12:00AM
28438-WEG	Class 4 Printing of Business Cards, Brochure and Flyer	DOA	11/19/24 12:00AM
28427-SR	Water Softener Salt	DOA	11/08/24 1:00PM
28438-WEG	Class 3 Printing of Mail Out Files (booklet, Publications Catalog and/or Report Order or Magazine Size)	DOA	11/19/24 12:00AM
AG230081	AG23-18 Marine Labels	DAZCP	11/03/24 12:00AM

Solicitation Reference	Title	Agency	Ann Date/Time
07193-025-000244	Intercept Program	DCF	12/13/24 2:00PM
47193-025-000245	Single Future Relative Program - Milwaukee County (Region 3)	DCF	11/22/24 2:00PM
47193-025-000241	Connecticut Court Preservation/Restoration Program - Milwaukee County	DCF	11/14/24 2:00PM
20-489-20	Wetland Restoration - Allgouvo	ENR	11/14/24 2:00PM
14-000-00	Capitol Flooring, Resident and Ceramic Tiles, and Floor Drains, and Drains	DOA	11/07/24 12:00AM



MY INFORMATION

Please login to respond to solicitations. If you do not have an account, please click on the [Create your WAMS ID](#) link below

WAMS Username:

Password:

[Sign In](#)

Need help registering as a bidder?
Log in Assistance:
[What is WAMS?](#)
[Create your WAMS ID](#)
[Forgot your WAMS ID and/or password?](#)

System Requirements:
[Minimum System Requirements](#)

HELP DESK

Questions related to Solicitations
 Please reference the Agency Contact on the solicitation page.

General Procurement Questions
 State Bureau of Procurement
 Email: DOAWISPro@wisconsin.gov
 Phone: (800) 482-7813 (U.S. only) or 608-264-7897
 Hours: 7:30 am – 6:00 pm CST (M-F)

Technical Questions
 Email: STARSupport@wisconsin.gov
 Phone: (844) WIS-STAR (947-7827)
 Hours: 7:30 am – 6:00 pm CST (M-F)

ANNOUNCEMENTS

The Wisconsin eSupplier Portal for bidders provides easy access to information about state agency bidding opportunities related to purchases of goods and services. This portal will also be the source for bidders to manage their company information, replacing this feature of VendorNet. For more information about this transition, see [VendorNet](#).

All Upcoming Solicitations

SOLICITATION REFERENCE	TITLE	AGENCY	AVAILABLE (TARGET)	
28436-WEG	Class 4 Printing of Thermographic Business Cards	DOA	10/25/24 12:00AM	
28427-SR	Water Softener Salt	DOA	10/30/24 1:00PM	

Note, all times are local Madison WI - Central Time

CURRENT SOLICITATIONS

Most Recent Solicitations

SOLICITATION REFERENCE	TITLE	AGENCY	DUE DATE/TIME
437007-G25-0002444	Intercept Program	DCF	12/13/24 2:00PM
437003-G25-0002453	Brighter Futures Initiative Program - Regions 1,2,4,5,6, & 7	DCF	12/12/24 2:00PM
510596	Monotube Poles, Signal Mast Arms & Accessories	WisDOT	12/10/24 2:00PM
437003-G25-0002454	Brighter Futures Initiative Program - Milwaukee County (Region 3)	DCF	12/04/24 2:00PM
JDE0049R	ELISA Kits with respective synthetic matrix consumables	DOJ	11/28/24 3:00PM
S-1586 DCTS-25	Northern Wisconsin Center On-Call Medical & Psychiatric Services	DHS	11/27/24 2:00PM
28437-WEG	Class 1 Printing for the Legislature both Senate and Assembly	DOA	11/25/24 2:00PM
S-1569 DPH-24	CAREWare Implementation and Data Importing	DHS	11/22/24 2:00PM
S-1574 DCTS-24	Supervised Release Case Management (SRCM)	DHS	11/22/24 2:00PM
510602	Fine-Grained Authorization Software with Okta	WisDOT	11/21/24 2:00PM

QUICK LINKS

[VendorNet](#)
[Lookup Agency Acronyms](#)
[Public Notices Website](#)

FAQs

- How do I use the Bidder Home Page?
- How do I update my Bidder information?
- How do I register as a Bidder?
- How do I search for Solicitations?
- How do I respond to an Event?
- How do I update bid factor after it has been revised by the State?
- New eSupplier FAQ Guide

[Return to Supplier Portal](#)

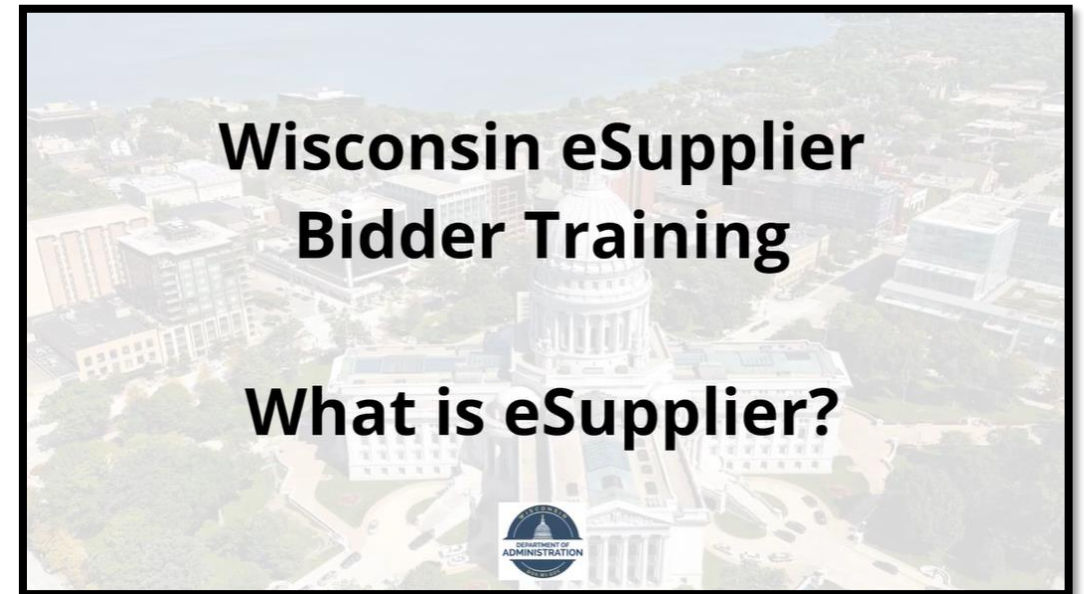
eSupplier Bidder Portal

Is Training Available for eSupplier?

[Wisconsin eSupplier Bidder Training](#) is available on our YouTube channel

Training was designed for:

- Helping bidder get registered
- Helping procurement professionals learn more about the bidder side of procurement



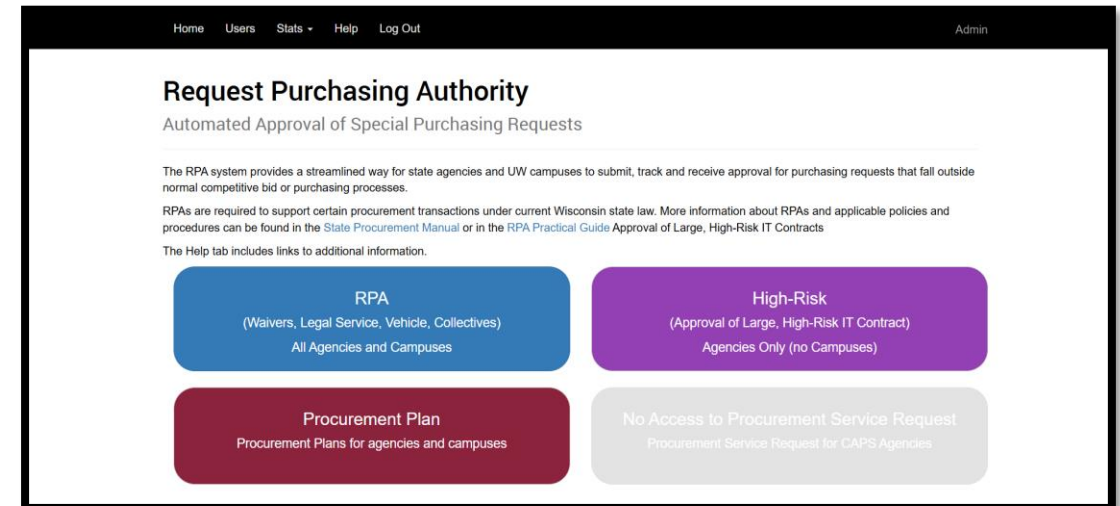
Procurement Request Portal

<https://RPA.wi.gov>

Allows for the electronic submission, tracking, and approval of procurement requests

Portal includes:

- RPA System
- Procurement Plan System
- High-Risk IT Request System
- Help page with registration information and system instructions



Procurement Request Portal: RPA System

- Users must request access to this system through the WisPro Help Desk
- RPAs are requests to go outside of the standard procurement process
- While waivers are an important tool, they should be used sparingly and only when absolutely necessary
- Each year hundreds of waiver requests are processed through the RPA System
- Overall turnaround time for waiver requests has dropped significantly since the RPA System was implemented



Procurement Request Portal: Procurement Plan System

- If you have access to the RPA System, you will also have access to the Procurement Plan System
- The Proc Plan System allows users to submit procurement plans directly to SBOP



Procurement Request Portal: High-Risk IT Requests System

- Users must request access to this system through the WisPro Help Desk
- This system allows users to submit High-Risk IT requests directly to SBOP, and the system routes the request through all necessary parties.



Training



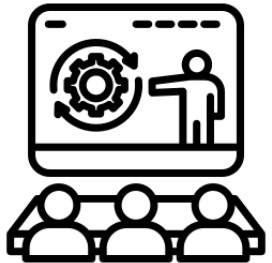
Types of Training



Asynchronous Learning

Complete training at your own pace and schedule

- eLearning modules



Synchronous Learning

Instructors and students interact in real-time

- In-person (ILT)
- Virtual (VILT)
- Hyflex (Students attend face-to-face and online)

Training Delivery Methods

In-person



Virtual



Hyflex



eLearning



Microlearning



Polling Question ...

On average: How long does it take to create an in-person training session?

- **2 hours**
- **4 hours**
- **6 hours**
- **8 hours**
- **10 hours**



Polling Question ...

On average: How long does it take to create an eLearning module?

- **10 hours**
- **20 hours**
- **100 hours**
- **200 hours**
- **1,000 hours**

SBOP's Training Review Process



Anne develops eLearning & completes initial review



SME reviews content for accuracy (Anne updates)



Jessica reviews (Anne updates)



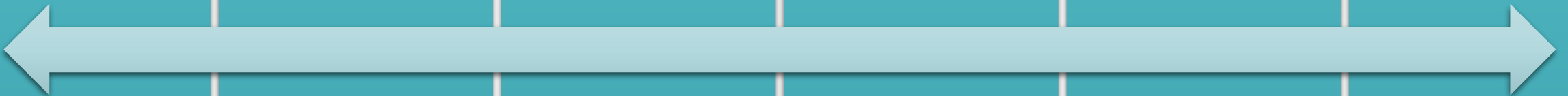
Cheryl reviews (Anne updates & finalizes)



Anne posts eLearning to Cornerstone



Anne reviews evaluations & updates as needed



SBOP Procurement Training Offerings

SBOP Trainings & eLearnings

Instructor-Led Course Name (Hyflex sessions)	2024 Dates
Writing and Conducting Request for Bids (RFB)	3/20/24 7/24/24 9/18/24
Writing and Conducting Request for Proposals (RFP)	3/21/24 7/25/24 9/19/24 rescheduled 10/15/24
Negotiating on Behalf of the State of Wisconsin	5/8/24 8/14/24 10/9/24
Contract Administration	4/17/24 9/4/24 10/23/24

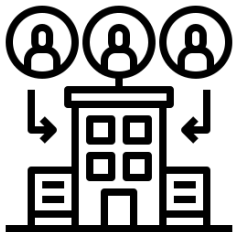
eLearning Course Name	Audience	NEW
Procurement 101: An Introduction for All Employees Prerequisite: <ul style="list-style-type: none"> Current State employee 	Procurement professionals who are currently State employees	Revised 6/19/24
Advanced Procurement: Putting It All Together Prerequisite: <ul style="list-style-type: none"> Procurement 101 	Procurement professionals who are currently State employees	Revised 6/19/24
Cloud Computing and IT Contracting Prerequisites: <ul style="list-style-type: none"> Procurement 101: An Introduction for All Employees eLearning Advanced Procurement: Putting It All Together eLearning Software Licensing 101 eLearning 	This course is suitable for anyone who would like to become familiar with cloud computing terminology and concepts.	
Completing a Cost Benefit Analysis (CBA) Prerequisites: <ul style="list-style-type: none"> Procurement 101 Current State employee 	The primary audience for this course includes procurement staff who will be responsible for completing a Cost Benefit Analysis (CBA).	
Conducting Bidder Outreach Prerequisites: <ul style="list-style-type: none"> Procurement 101: An Introduction for All Employees (eLearning) Advanced Procurement: Putting It All Together (eLearning) 	Anyone completing a Simplified Bid, Request for Information (RFI), Request for Bid (RFB), and Request for Proposal (RFP) in the State of Wisconsin	



Registering for Training

State Agencies:

- Navigate to the [HR Self-Service PeopleSoft portal](#) and login with your IAM User ID and password.
- Click **My Learning** and search for classes using training titles or keywords (such as, “SBOP” or “procurement”).



UW System Campuses:

- Navigate to the [Cornerstone External Portal for Procurement](#)
- This portal should be used exclusively for procurement trainings – other trainings will not be available through this portal
- Questions re: registering and locating classes, please see the [UW External Portal Setup & Login Guide](#)



Using Chat or Unmute Your Mic...



Resources & Knowledge Management

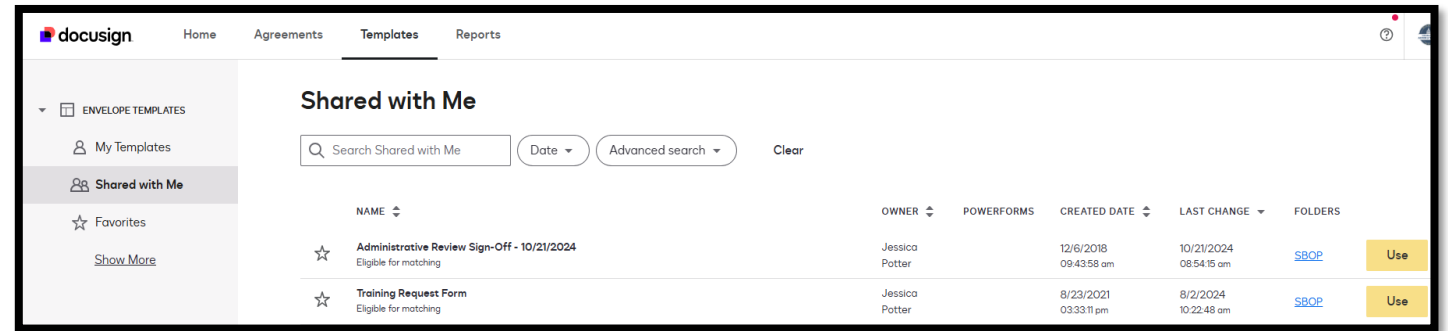
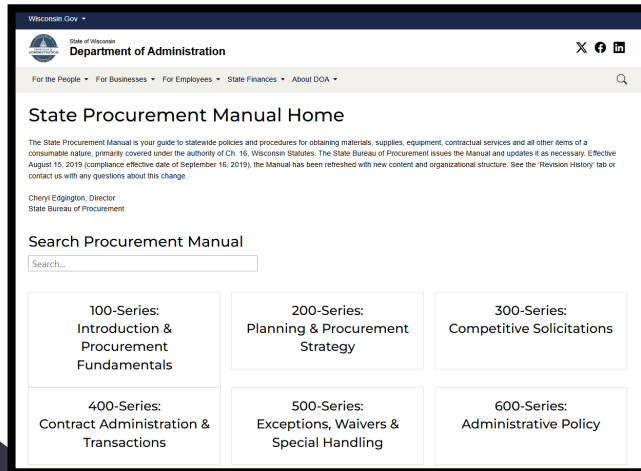
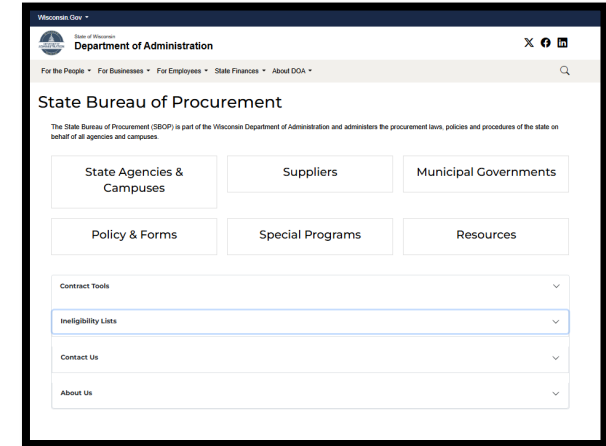


Knowledge Management

- Ensuring our procurement expertise is available to share with the enterprise (and that it doesn't walk out the door when our colleagues move on)
- Involves creating and sharing resources that are accurate, detailed, and readily available for the enterprise
- Projects include:
 - Forms management
 - Creating templates and guides and posting them in appropriate locations
 - Record management and digitization

Resources

- SBOP maintains many resources for the enterprise, including:
 - SBOP website
 - State Procurement Manual website
 - DocuSign



Resources: SBOP Website – Home Page

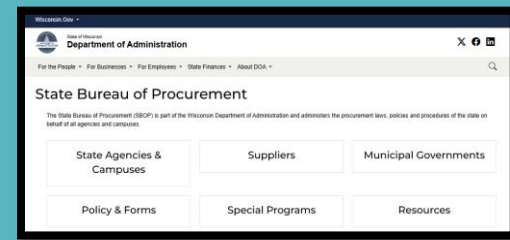
<https://DOA.wi.gov/Procurement>

The screenshot shows the homepage of the Wisconsin State Bureau of Procurement. At the top, there is a navigation bar with the Wisconsin State logo and the text 'State of Wisconsin Department of Administration'. Below this is a secondary navigation bar with links for 'For the People', 'For Businesses', 'For Employees', 'State Finances', and 'About DOA'. The main heading is 'State Bureau of Procurement', followed by a brief description: 'The State Bureau of Procurement (SBOP) is part of the Wisconsin Department of Administration and administers the procurement laws, policies and procedures of the state on behalf of all agencies and campuses.' Below the description are six rectangular buttons arranged in a 2x3 grid: 'State Agencies & Campuses', 'Suppliers', 'Municipal Governments', 'Policy & Forms', 'Special Programs', and 'Resources'. At the bottom, there is a vertical list of four dropdown menus: 'Contract Tools', 'Ineligibility Lists', 'Contact Us', and 'About Us'. The 'Ineligibility Lists' dropdown is currently expanded, showing a blue border around its content area.

Buttons branch out based on audience



Resources: SBOP Website Ineligibility Lists



State Bureau of Procurement

The State Bureau of Procurement (SBOP) is part of the Wisconsin Department of Administration and administers the procurement laws, policies and procedures of the state on behalf of all agencies and campuses.

State Agencies &
Campuses

Suppliers

Municipal Governments

Policy & Forms

Special Programs

Resources

Contract Tools

Ineligibility Lists

[Certification for Collection of Sales and Use Tax](#)

[Wisconsin Office of Contract Compliance ELIGIBLE Vendor Directory](#)

[Wisconsin Office of Contract Compliance INELIGIBLE Vendor Directory](#)

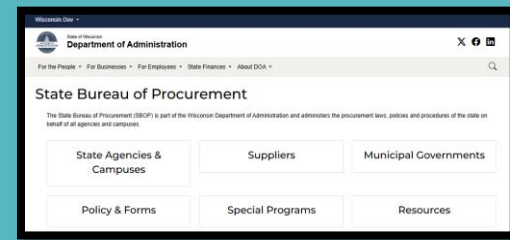
Contact Us

About Us



Resources: SBOP Website

Contact Us - Key Contact Info



Contract Tools ▾

Ineligibility Lists ▾

Contact Us ▲

State Bureau of Procurement

Phone: (608) 266-2605

Mailing Address:

State Bureau of Procurement
PO Box 7867
Madison, WI 53707-7867

101 E. Wilson Street, 6th Floor
Madison, WI 53703

WisPro Help Line: (608) 264-7897 or (800) 482-7813
doawispro@wisconsin.gov

[Key Contact Information](#)

About Us ▾

Wisconsin.Gov ▾

State of Wisconsin
Department of Administration

For the People ▾ For Businesses ▾ For Employees ▾ State Finances ▾ About DOA ▾

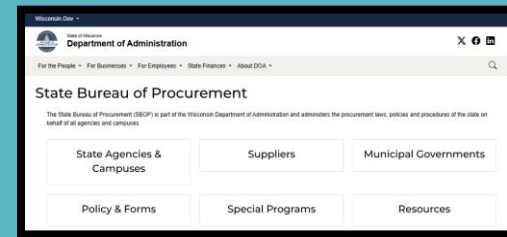
Key Contact Information

State Bureau of Procurement	
CHERYL EDGINGTON (608) 266-1060	BUREAU DIRECTOR
MATT LIMOGES (608) 266-1954	DEPUTY BUREAU DIRECTOR
<u>Audit</u> TERRI LENZ (608) 266-0167	PROCUREMENT SPECIALIST Procurement, audit, and compliance program development, implementation, and performance; State Procurement Manual
<u>Audit</u> JEANNIE MCCARVILLE (608) 264-9590	PROCUREMENT SPECIALIST Procurement, audit, and compliance program development, implementation, and performance; State Procurement Manual
Enterprise IT Sourcing	
BECKY HOEFS (608) 267-2706	SECTION CHIEF
BILL GOFF (608) 266-1002	PROCUREMENT SPECIALIST All Statewide Printing Contracts (Including Books, Brochures, Envelopes, Multi-ply Forms); Printing Grade Papers including Copy Paper; Program to Certify Newspapers to Publish Legal Notices, Public Notices Website Administrator, http://publicnotices.wi.gov/ ; Production Printers (Continuous Feed and Cut Sheet for DET); WSCA Mailing Equipment
RUSS BOWE (608) 267-4506	IS COMP SERVICES SPECIALIST Microsoft; Adobe; VMWare; Zscaler; Splunk; and other Software Licensing Agreements established through the NASPO SVAR and Cloud Contracts
DEBRA ADAMSKI-PAVLOSKI (608)264-9356	IS COMP SERVICES SPECIALIST Cornerstone; B2Gnow (Flex); provides consultation to CAPS on IT Solicitations and Contracts; Software Licensing Agreements established through the NASPO SVAR and Cloud Contracts
LAURA BERGUM (608) 267-6922	PROCUREMENT SPECIALIST IT Vendor Managed Services (IT contracted personnel such as programmers or database analysts, etc.); NASPO Public Safety Video (body-worn videos, car dashboard videos, and cloud video storage); NASPO Public Safety Communication (radios for communication purposes); NASPO Travel Management Services (travel agency services for flight and hotel accommodations)
SUZI MEYER	IS COMP SERVICES CONSULTANT/ADMIN



Resources: SBOP Website

About Us – CAPS Section



About Us

State Bureau of Procurement

The State Bureau of Procurement (SBOP) administers procurement laws, policies and procedures on behalf of all agencies and campuses. SBOP's responsibilities include:

- Interpreting statutes and administrative code
- Establishing policies and procedures governing all agency and campus procurements
- Managing statewide procurements and contracts for goods and services used across state government
- Providing training and consulting services to agencies
- Maintaining the State's online purchasing information systems
- Performing management reviews of agencies and campuses for compliance with state procurement laws, policies and procedures

SBOP is comprised of four sections: Enterprise Sourcing; Enterprise IT Sourcing; Consolidated Agency Purchasing Services (CAPS); and WisPro Resources & Special Programs (WisPro).

Enterprise Sourcing Section

Enterprise IT Sourcing section

CAPS Section

The Consolidated Agency Purchasing Services (CAPS) section of SBOP provides procurement support to non-delegated State agencies. CAPS is dedicated to helping agencies obtain the commodities and services necessary for day-to-day operations at a competitive price while maintaining compliance with procurement regulations and guidelines.

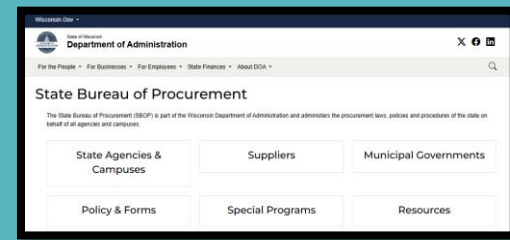
Agencies supported by CAPS generally have small dollar or infrequent procurement activity. CAPS professionals are available on an as-needed basis to manage procurement actions on their behalf, while each CAPS agency maintains responsibility for its financial management. CAPS is the clearing house for releasing and approving requisitions, purchase orders and change orders for its agencies, ensuring that statutory procurement authority exists.

[List of Current CAPS-Supported Agencies](#)



Resources: SBOP Website

State Agencies & Campuses



Wisconsin.Gov -

State of Wisconsin
Department of Administration

For the People - For Businesses - For Employees - State Finances - About DOA -

State Agencies & Campuses

Training

- Procurement Trainings & eLearnings
- Annual Procurement Conference

Procurement Systems:

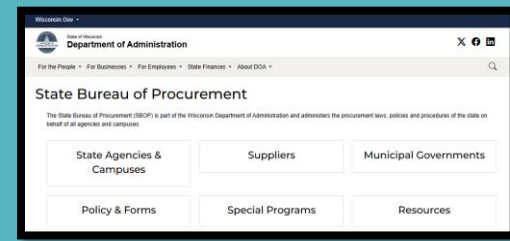
- eSupplier
- VendorNet
- Procurement Request Portal
- Wisconsin eSignature: DocuSign Portal
- Strategic Sourcing: State Agencies Only

State Agency Purchasing/Printing Directory
[Purchasing Directory](#)
[State Agency Purchasing Directory Update Form](#)

Each agency purchasing/printing office is responsible for maintaining the accuracy of the contact information for their purchasing director or designee(s). Changes should be sent to the State Bureau of Procurement using the link above.



State Agencies & Campuses Purchasing Directory



State Agency Purchasing/Printing Directory
[Purchasing Directory](#)
[State Agency Purchasing Directory Update Form](#)

Each agency purchasing/printing office is responsible for maintaining the accuracy of the contact information for their purchasing director or designee(s). Changes should be sent to the State Bureau of Procurement using the link above.

Wisconsin.Gov

State of Wisconsin
Department of Administration

For the People | For Businesses | For Employees | State Finances | About DOA

State Agency Purchasing/Printing Directory

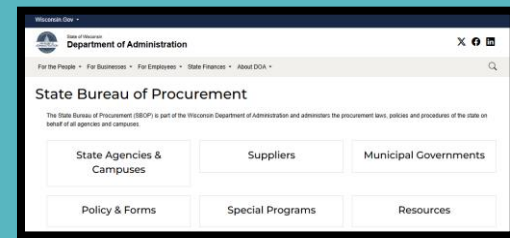
Each agency purchasing/printing office is responsible for maintaining the accuracy of the contact information for their purchasing director or designee(s). Changes should be sent to the State Bureau of Procurement using the link below:
[State Agency Purchasing Directory Update Form](#)

State Agencies

ADMINISTRATION, DEPT. OF	Vacant, (608) 266-3620 (Purchasing) Bill Goff, (608) 266-1002 (Printing) 101 E. Wilson St. 6th Floor Madison, WI 53703-3405 PO Box 7867 Madison, WI 53707-7867 www.doa.wi.gov	CAPS Supported
AGING AND LONG TERM CARE, BOARD ON	Vicki Tiedeman, (608) 246-7013 (Purchasing/Printing) 1402 Pankratz St. Ste. 111 Madison, WI 53704	CAPS Supported
AGRICULTURE, TRADE AND CONSUMER PROTECTION	Ashley Lund, (608) 224-4752 (Purchasing/Printing) Fax: (608) 224-4737 Fax: (608) 224-5107 (Printing) 2811 Agriculture Dr. Madison, WI 53718 PO Box 8911 Madison, WI 53708-8911 http://datcp.wi.gov	CAPS Supported
ASSEMBLY CHIEF CLERK	Carol Redell, (608) 237-9601 (Purchasing) Janine Hale, (608) 237-9616 (Printing) Scott Templeton, (608) 264-8603 (Printing)	



Resources: SBOP Website Suppliers



Suppliers

Introduction to State Procurement

State laws govern purchases. These laws establish competitive bidding as the preferred method and permit the delegation of purchases to state agencies and institutions. The authority and responsibility for all state purchases is placed in the Department of Administration.

Every year, Wisconsin state agencies, institutions and campuses purchase over \$1 billion worth of goods, services and capital equipment. Most of these purchases are made from private companies and are low dollar orders and many are from small businesses.

Frequently Asked Questions

The following are answers to the most frequently asked questions from suppliers about doing business with the State of Wisconsin. If you are unable to find an answer to your question below, please contact the Wisconsin State Bureau of Procurement at doawispro@wisconsin.gov, (800) 482-7813 (US only) or (608) 264-7897.

Wisconsin State Procurement Overview

How does Wisconsin do business? What's the process?

How can I do business with the State?

I want to talk to someone about my products and services. Who can I talk to at your agency?

How do I become a preferred bidder (or preferred vendor)?

Supplier FAQ: For answers to additional supplier questions, refer to this downloadable document.

Getting Started with the State

Types of State Purchases

Methods of Procurement

Tips for Responding to Solicitations

Purchasing Levels

VendorNet

VendorNet is a state database containing all available bids and current contracts for suppliers to search. VendorNet provides easy access to a wide variety of information of interest to suppliers who wish to provide goods and services to state agencies and municipalities.

eSupplier

Companies interested in doing business with the State must register on the eSupplier Portal for Bidders (<https://eSupplier.wi.gov>). Registration is free and is available to all businesses and organizations that want to sell to the State full eSupplier registration instructions are available in the [eSupplier FAQ Guide](#). Once a vendor has registered on eSupplier and has entered all appropriate NIGP codes to their account (codes that match the commodities or services their company provides), they will receive automatic email notifications letting them know any time there is a new opportunity to do business with a state agency, University of Wisconsin System campus or a Wisconsin municipality that chose to post solicitations with the state. In addition, users can search for and respond to agency solicitations through eSupplier. All solicitations are also posted on VendorNet and on the Wisconsin [Public Notices](#) website.

Tutorial: [eSupplier Bidder Registration Video](#)

Wisconsin Reciprocity Law

Wisconsin law does not provide a preference for in-state businesses. Rather, Wisconsin treats another state's vendors as our vendors are treated there (i.e., Wisconsin penalizes an out-of-state vendor if its state imposes an in-state preference). The National Association of State Procurement Officials gathers information on in-state preference practices of all states. For details, consult the following website: <https://www.naspo.org/reciprocity1>.

Supplier Diversity Program

Eligible businesses that become certified by the Wisconsin Supplier Diversity Program gain advantages when doing business with the State of Wisconsin. Learn more about this program and its advantages by reaching out directly to them:

Wisconsin Supplier Diversity website

Wisconsin Supplier Diversity Team Director, Alex Ysquierdo (Alex.Ysquierdo@wisconsin.gov or 608-267-7806)

MBE & DVB Certifications, Khadijah Perry (Khadijah.Perry@wisconsin.gov or 608-264-7893)

WBE Certifications, Libby Schmiedlin (LibbyP.Schmiedlin@wisconsin.gov or 608-267-0297)

Minority Business Enterprises (MBE)

Statutes provide that agencies "shall attempt to ensure that 5% of the total amount expended...in each fiscal year is paid to minority businesses." In addition, state law allows agencies to apply a price preference of up to 5% on behalf of certified MBEs. The MBE goal and preference apply only to minority businesses certified by the Department of Administration, Supplier Diversity Program.

Disabled Veteran-Owned Business (DVB)

Statutes provide that agencies "shall attempt to ensure that 1% of the total amount expended...in each fiscal year is paid to disabled veteran-owned businesses." In addition, state law allows agencies to apply a price preference of up to 5% on behalf of certified DVBs. The DVB goal and preference apply only to disabled veteran-owned businesses certified by the Department of Administration, Supplier Diversity Program.

Contract Compliance - [Wisconsin Affirmative Action Requirements](#)

Contracts estimated to be over \$50,000 require the contractor to submit a written affirmative action plan. The contractor may be exempt from this requirement if their workforce has fewer than 50 employees. Technical assistance in writing an affirmative action plan is available from the contracting State agency.

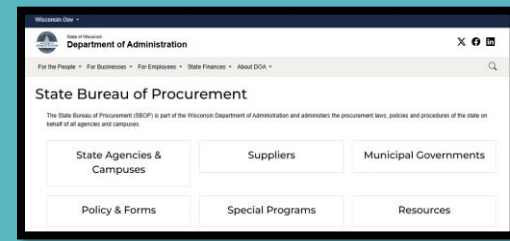
Weekly Oil Pricing

[Price File](#)

Questions relating to Weekly Oil Pricing, contact [Chris Tucker](#) (608) 266-5047.



Resources: SBOP Website Policy & Forms

A large screenshot of the Wisconsin Department of Administration website. The page title is "Policy & Forms". Below the title, there are three sections of text:

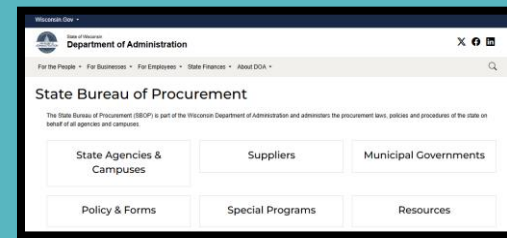
State Procurement Manual: The Wisconsin State Bureau of Procurement's official guide to statewide policies and procedures for obtaining materials, supplies, equipment, contractual services and all other items of a consumable nature.

Procurement Forms: Electronic versions of frequently used procurement forms.

Procurement Desk Guide: This downloadable and printable PDF file provides an easy-to-read summary of State of Wisconsin procurement policies and procedures.



Resources: SBOP Website Special Programs



Wisconsin Gov

State of Wisconsin
Department of Administration

For the People | For Businesses | For Employees | State Finances | About DOA

Special Programs

Some purchasing processes are determined by what is being purchased, rather than the spend amount. These goods/services typically have special considerations because of provisions of Ch. 16 or other applicable State law.

Affirmative Action Requirements: As required by Wisconsin's Contract Compliance Law (s. 16.765, Wis. Stat.), every contractor contracting with the state of Wisconsin must agree to equal employment and affirmative action policies and practices in its employment programs. The attached document will walk contractors through the process of ensuring they are compliant with the affirmative action requirements.

Bureau of Correctional Enterprises: Pursuant to s. 16.75(3t)(c), the Department of Corrections (DOC) will provide a current list of all goods and services supplied by their Bureau of Correctional Enterprises (BCE), Badger State Industries (BSI) and/or Badger State Logistics (BSL).

Contract Compliance: The Wisconsin Contract Compliance Law refers to a collection of legal requirements in place to ensure state contracts and other agreements are only held by entities that agree not to discriminate under certain circumstances and that affirmative actions are taken.

Certified Work Centers: The State Use law requires agencies to procure needed goods or services from certified work centers.

State Use Program: In 1989 the State of Wisconsin legislature crafted an innovative piece of legislation called the State Use Law. The law directs state agencies to purchase products and services from Wisconsin's certified work centers employing persons with severe disabilities. As a result, the State Use Program was created to administer the law that provides state agencies with a fair price, good quality and on-time delivery.

Supplier Diversity: The Minority Business Program was created in 1983 through the enactment of Wisconsin Act 390 which extended and amended the law relating to purchases made by many state agencies and campuses of the University of Wisconsin System

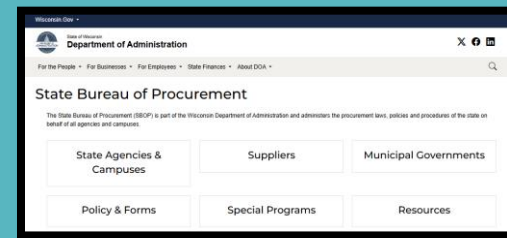
Surplus Property Program: The State Surplus Property Program (SSPP) and Wisconsin's participation in the Federal Surplus Property Program is administered by the Department of Administration (DOA), State Bureau of Procurement (SBOP). The SSPP is responsible for developing and implementing policies for acquiring federal surplus property and disposing of state surplus property, surplus state vehicles and related equipment.

Purchasing Card Program



Resources: SBOP Website

Resources



A screenshot of the Wisconsin Department of Administration website's 'Resources' page. The page is titled 'Resources' and is divided into several sections: 'Policy', 'Guides & FAQ's', 'Brochures & Flyers', and 'Miscellaneous'. Each section contains links to various documents and guides, such as the 'Department of Administration Code', 'State Procurement Manual', 'Wisconsin Statutes', 'Certification for Collection of Sales and Use Tax FAQ', 'Pocket Travel Guide', 'Procurement Desk Guide', 'VendorNet User Guide', 'Vendors' Guide', 'Doing Business with the State Booklet', 'Doing Business with the State Brochure', 'Federal Surplus Brochure', 'SBOP Brochure', 'State Use Pamphlet', 'VendorNet Brochure', 'VendorNet to eSupplier Flyer - instructions', 'VendorNet to eSupplier Flyer', 'Contractual Services Reports', 'Open Book Wisconsin', 'Public Notices', 'Purchasing Forms', 'Uniform Travel Schedule Amounts', and 'UW Madison Purchasing Contract Inquiry Search'. The page also features a search bar and social media icons.



Resources: SBOP Website State Procurement Manual (SPM)

<https://DOA.wi.gov/ProcurementManual>

The screenshot shows the homepage of the Wisconsin State Procurement Manual. At the top, there is a navigation bar with the Wisconsin Government logo and the Department of Administration name. Below this is a secondary navigation menu with links for 'For the People', 'For Businesses', 'For Employees', 'State Finances', and 'About DOA'. The main heading is 'State Procurement Manual Home'. A paragraph of text explains that the manual is a guide to statewide policies and procedures for obtaining materials, supplies, equipment, and contractual services. It mentions that the manual was updated in August 2019. Below the text is the name of the Director, Cheryl Edgington. A search bar is provided for finding specific sections of the manual. At the bottom, there are six boxes representing different sections of the manual: 100-Series (Introduction & Procurement Fundamentals), 200-Series (Planning & Procurement Strategy), 300-Series (Competitive Solicitations), 400-Series (Contract Administration & Transactions), 500-Series (Exceptions, Waivers & Special Handling), and 600-Series (Administrative Policy).

Wisconsin.Gov

State of Wisconsin
Department of Administration

For the People ▾ For Businesses ▾ For Employees ▾ State Finances ▾ About DOA ▾

State Procurement Manual Home

The State Procurement Manual is your guide to statewide policies and procedures for obtaining materials, supplies, equipment, contractual services and all other items of a consumable nature, primarily covered under the authority of Ch. 16, Wisconsin Statutes. The State Bureau of Procurement issues the Manual and updates it as necessary. Effective August 15, 2019 (compliance effective date of September 16, 2019), the Manual has been refreshed with new content and organizational structure. See the 'Revision History' tab or contact us with any questions about this change.

Cheryl Edgington, Director
State Bureau of Procurement

Search Procurement Manual

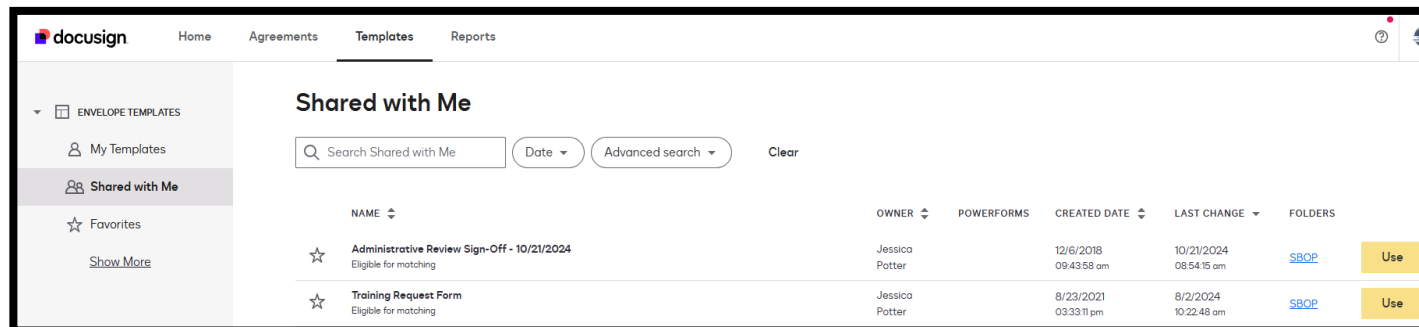
Search...

100-Series: Introduction & Procurement Fundamentals	200-Series: Planning & Procurement Strategy	300-Series: Competitive Solicitations
400-Series: Contract Administration & Transactions	500-Series: Exceptions, Waivers & Special Handling	600-Series: Administrative Policy



DocuSign <https://Account.DocuSign.com>

- Contract Updates, Resources, and Access
- Enterprise usage continues to grow
- Contract continues this year
- Practically unlimited envelopes
- Still billed as part of your agency's Ch. 16 procurement assessment
- Committed to having a DocuSign contract going forward



DocuSign Access

How do I get access?

- Most agencies and campuses have DocuSign accounts
- Reach out to your agency/campus DocuSign Administrator
- Don't know who your agency or campus DS Admin is?
 - Jessica Potter (Jessica.Potter@Wisconsin.gov)
 - WisPro Help Desk (DOAWisPro@Wisconsin.gov)

If you do not have an account, contact Jessica Potter to create a new account



DocuSign Resources

- SBOP's DocuSign User Guides
 - ([Users](#), [Template Builders](#), and [Admins](#))
- eLearning in Cornerstone
 - (*Simplifying eSignatures with DocuSign*)
- Official [DocuSign User Guide](#)
- [DocuSign University](#)
 - Available for anyone with a DocuSign account
- DocuSign's [Support Page](#)
- DocuSign [Trust Center](#)
 - Information about DocuSign's security



Using Chat or Unmute Your Mic...

How Often Do You Use DocuSign?

- As much as possible
- Sometimes
- No, but I wish I did
- Doc-u-what?

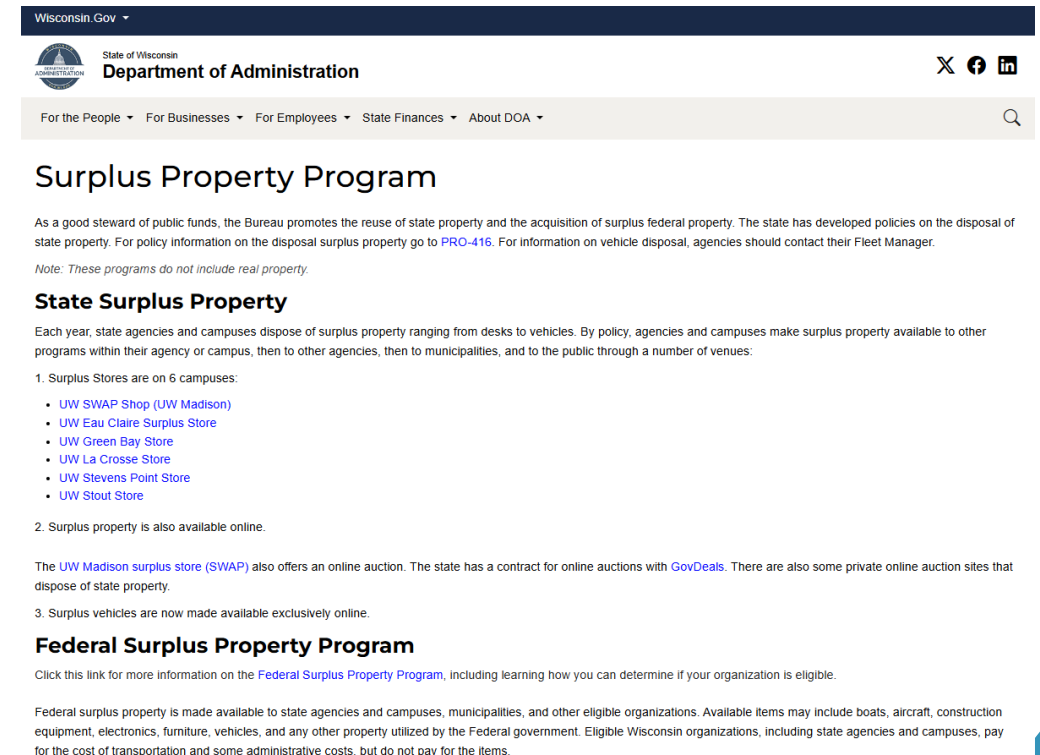
Special Programs



State Surplus Property Programs (SSPP)

<https://DOA.wi.gov/Pages/StateEmployees/SurplusPropProgram.aspx>

- The SSPP is responsible for developing and implementing policies for acquiring federal surplus property and disposing of state surplus property, surplus state vehicles, and related equipment
- Surplus Stores (UW SWAP)
- Online Surplus Auction sites
- See [PRO-416](#) for policy information on the disposal of surplus property



The screenshot shows the Wisconsin Department of Administration website. The header includes the Wisconsin State logo and the text "State of Wisconsin Department of Administration". Below the header is a navigation menu with options: "For the People", "For Businesses", "For Employees", "State Finances", and "About DOA". The main content area is titled "Surplus Property Program". The text below the title states: "As a good steward of public funds, the Bureau promotes the reuse of state property and the acquisition of surplus federal property. The state has developed policies on the disposal of state property. For policy information on the disposal surplus property go to [PRO-416](#). For information on vehicle disposal, agencies should contact their Fleet Manager." A note follows: "Note: These programs do not include real property." The section "State Surplus Property" explains that each year, state agencies and campuses dispose of surplus property ranging from desks to vehicles. It lists six surplus stores on 6 campuses: UW SWAP Shop (UW Madison), UW Eau Claire Surplus Store, UW Green Bay Store, UW La Crosse Store, UW Stevens Point Store, and UW Stout Store. It also mentions that surplus property is available online. The "Federal Surplus Property Program" section provides a link for more information on the Federal Surplus Property Program, including how to determine if an organization is eligible. The final paragraph states that federal surplus property is made available to state agencies and campuses, municipalities, and other eligible organizations, with a list of available items and a note that eligible Wisconsin organizations, including state agencies and campuses, pay for the cost of transportation and some administrative costs, but do not pay for the items.



Federal Surplus Property Programs

Fed Surplus for Public Entities & Eligible Nonprofit Organizations (WIFederal@wisconsin.gov)

- State and public agencies
- Nonprofit educational and public health activities, including programs for the homeless and impoverished
- Nonprofit and public programs for the elderly
- Public airports
- Educational activities of special interest to the armed services
- Special categories

Fed Surplus for Veteran-Owned Small Businesses (VOSBWIFederal@wisconsin.gov)

<https://DOA.wi.gov/Pages/Federal-Surplus-Property-Program.aspx>

The screenshot shows the Wisconsin Department of Administration website. The header includes the state logo and navigation links for 'For the People', 'For Businesses', 'For Employees', 'State Finances', and 'About DOA'. The main content area is titled 'Federal Surplus Property Program' and contains a paragraph describing the program's purpose and the types of property included. Below the text are two buttons: 'Federal Surplus Property for Public Entities & Eligible Nonprofit Organizations' and 'Federal Surplus Property for Veteran-Owned Small Businesses (VOSBs)'.



Federal Surplus Property Programs, cont.

Costs

- Service charge per item is 5% of the original acquisition cost, or a minimum of \$50.
 - The service charge reflects costs associated with operating the program items
- Purchaser is responsible for arranging transportation of items


General Restrictions

- Items must be used for business purposes only (no personal use)
- Items must be placed into use within 12 months
- Items must be used for at least 12 months (sometimes longer, depending on the item)
- During the restriction period, you can't sell, trade, lease, lend, bail, encumber, or otherwise dispose of items



Special Programs: Contract Compliance / Affirmative Action Program

- [Affirmative Action Plan Requirements](#) document walks businesses through the process of requesting an exemption or submitting a plan
- [PRO-403](#) for more policy information



State of Wisconsin Affirmative Action Plan Requirements

Answer the following questions to determine which forms and documents must be submitted to meet the Affirmative Action Plan requirements. All documents should be submitted by email to the State Bureau of Procurement's Contract Compliance Program at DoaDeoSbopPrograms@wisconsin.gov.

To help simplify this process for you, we have noted page numbers where you can find additional instructions or sample documents from [DOA-3021P Contract Compliance Program Contractor Instructions](#) for each applicable requirement below.

In addition, every Contractor with the State of Wisconsin must post the following notices in conspicuous places which are available to employees and applicants for employment:

- [Contract Compliance Law Poster \(disponible en Español\)](#)
- Department of Workforce Development's [Wisconsin Fair Employment Law Poster](#)

If you need assistance or need help understanding the requirements, please contact the Contract Compliance Program at DoaDeoSbopPrograms@wisconsin.gov.

1. Is the contract valued at less than \$50,000.01?

a. Yes – you are not required to submit affirmative action documents. There is nothing further you need to do.

b. No, the contract is valued at \$50,000.01 or more – Continue to #2.

2. Can you answer "Yes" to any of the following statements?

My company/organization...

- has less than fifty (50) employees as of the date the contract was awarded.
- is foreign and has a work force of less than fifty (50) employees in the United States.
- is an agency with the federal government.
- is a Wisconsin municipality.

a. Yes – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following forms by email to DoaDeoSbopPrograms@wisconsin.gov:

- [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
- [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)

b. No – Continue to #3.

Special Programs:

State Use Program (Work Centers)

- Statute directs Wisconsin agencies to purchase products and services from Wisconsin's Certified Work Centers employing persons with severe disabilities, leading to the creation of the State Use Program.
- Of the 39 nonprofit work centers certified to do business under the State Use Program in FY24, 27 work centers (69%) did some business with the State.
- State Use Program contracts provided job opportunities that created a better and more fulfilling quality of life through employment for 440 Wisconsin citizens with disabilities, who worked more than 163K hours, earning over \$1.9M in wages in FY24.
- The average hourly wage earned by people with disabilities employed through the State Use Program was \$11.67, a 3% increase from FY23
- The work centers reported annual sales to state agencies totaling over \$14M, a 7.2% increase from FY23



Special Programs: State Use Program

Types of Contracts

Commodities

- Scrubber Floor Pads
- Gloves
- Socks
- Admission Kits
- Mops
- Spices
- Batteries
- Hand Sanitizer

Services

- Janitorial
- Grounds maintenance
- Shredding services
- Call Center services

Reminders

- State Use contracts are **mandatory** and do **not** expire
- Contracted prices must continue to meet or beat Fair Market prices (checked annually) and any price increases must be justified and must also be within Fair Market

Questions



WisPro Team

WisPro Help Desk:
DOAWisPro@wisconsin.gov



Jessica Potter

WisPro Section Chief

Jessica.Potter@wisconsin.gov



Anne Gerke

Procurement Training

Anne.Gerke@wisconsin.gov



Zack Lehman

WisPro Help Desk &

Procurement Systems

Zachary.Lehman@wisconsin.gov



Nadine Malm

Special Programs

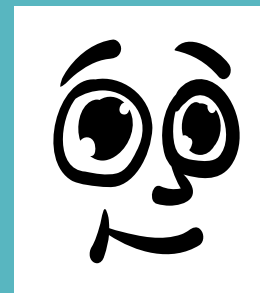
Nadine.Malm@wisconsin.gov



Chuck McCrary

Special Programs

Charles.McCrary@wisconsin.gov



Alice Tian

Special Programs

Alice.Tian@wisconsin.gov



Nathan Wardinski

Resources & Knowledge Mgmt

Nathan.Wardinski1@wisconsin.gov



Thank you!

