

Resources

eSupplier Bidder Portal

eSupplier.wi.gov

The eSupplier Bidder Portal is an online site through which businesses can view and bid on solicitations from State agencies. Registering on this site will provide notifications for solicitations on both eSupplier and VendorNet.

VendorNet

VendorNet.wi.gov

VendorNet is an online system where users can search for solicitations and contracts, view the *Vendors' Guide* to learn more about doing business with the State, or access a variety of purchasing-related information.

Public Notices

PublicNotices.wi.gov

The Public Notices website is an online means to advertise notices of procurements for the state of Wisconsin.



State Bureau of Procurement

PO Box 7867
Madison, WI 53707-7867

www.doa.wi.gov/procurement
doawispro@wisconsin.gov

(800) 482-7813 toll-free phone (US only)
(608) 264-7897 phone
(608) 267-0600 fax

Doing Business with the State of Wisconsin



State Bureau of Procurement
Division of Enterprise Operations
Department of Administration



Tips for Doing Business with the State of Wisconsin

- Read the documents carefully to understand the State’s requirements.
- Take advantage of question and answer opportunities .
- Communicate only with the designated contact for the RFB or RFP, typically only in writing .
- Monitor the RFB or RFP posting while it is open/ active to ensure you receive and understand any amendments or other changes made to the event up to the due date .
- Follow the instructions carefully and do not substitute your own materials in lieu of what is being asked so that procuring agencies are able to do apples-to-apples comparisons of bids and proposals .
- Do not alter any of the forms or the price sheet unless the bid expressly allows such alterations (e.g., allowing bidders to add more rows to a price sheet) as price/cost sheets are created to solicit pricing in an equitable manner .
- Review the terms and conditions, as they will be part of the final contract with a successful bidder.
- Complete all the required forms so the procuring agency can promptly review responsive bids .

Are you interested in doing business with the State of Wisconsin? This document provides a useful overview of the process and introduces you to helpful resources.

State Procurement

What does the State buy?

A complete list of items purchased by the State would be too lengthy to list here. The State of Wisconsin operates buildings, institutions, offices, university facilities, parks, forests, farms, and car and truck fleets. To do this, the State looks to various vendors to provide a variety of services, commodities, and capital equipment.

From whom does the State purchase?

Every year agencies, institutions, and campuses make purchases totaling over \$1 billion. Some of these purchases are made from private companies and are low dollar orders and many are from small businesses.

How is State purchasing governed?

State laws place the responsibility for all State purchasing with the Department of Administration’s State Bureau of Procurement (SBOP) and grants them the authority to delegate this responsibility to State agencies. Purchasing offices are located throughout the state.

Wisconsin procurement statutes provide a framework for the policies and procedures used by State agencies and campuses to acquire commodities and services needed for day-to-day operations. State procurement laws and policies are established as follows:

- §16.70-16.78 of the *Wisconsin Statutes* applies to all general purchasing of commodities and services by agencies and campuses,
- ADM 5-11 and 50 of the *Wisconsin Administrative Code* define purchasing and competitive bidding rules, and
- The *State Procurement Manual* sets forth detailed procurement policies and procedures and is available online via the SBOP and VendorNet websites.



Doing Business with the State of Wisconsin: Getting Started

Companies interested in doing business with the State will need to register on the eSupplier Portal for Bidders (eSupplier.wi.gov). To register, you will need to complete the following steps:

- Go to eSupplier.wi.gov and click **Enter Bidder Site**.
- If you don’t already have one, click the link to **Create a WAMS ID**, fill out the form, and click the link in the WAMS ID verification email you receive.
- Return to eSupplier.wi.gov, click **Enter Bidder Site**, and login with your WAMS ID and password.
- Complete the registration process by clicking **Register** and filling out the required information.
- Return to the eSupplier Bidder Homepage and click **My NIGP Codes** to search and select the codes that match the commodities or services your company provides.

Once you’ve registered and have entered the appropriate NIGP codes, you will begin to receive automatic emails notifying you of new solicitations with State agencies, the University of Wisconsin System, and municipalities that match the codes you’ve selected. All solicitations will also be posted on the Public Notices website (PublicNotices.wi.gov) and on VendorNet (VendorNet.wi.gov).

To respond to a solicitation from a State agency, simply login to eSupplier, review the solicitation, and submit your responses electronically within the system.

To respond to a solicitation from a UW System campus or municipality, go to VendorNet (VendorNet.wi.gov) to view the solicitation and follow the directions within the document to submit your response.

eSupplier & VendorNet: What Can They Do for You?

- Expand your business opportunities with the State of Wisconsin, University of Wisconsin System campuses, and municipalities.
- Automatically notify you of opportunities to do business with the State that match the service or commodity areas you’re interested in.
- Provide you with the contact information for the procurement professionals responsible for conducting the solicitations.
- Keep you informed of the State’s procurement activities.
- VendorNet allows you to search current contracts to review pricing and scope.
- With pre-announcements of upcoming solicitations on eSupplier, you’ll be able to allocate your resources more efficiently.
- Allow you to access, review, and respond electronically to agency solicitations in eSupplier.

