

## What is state procurement?

State procurement is the method by which agencies and UW campuses purchase goods and services.

Procurement creates savings and improves efficiency by identifying the right process, product, price, quantity, quality, and time and place of delivery.

## Special Programs

The State Bureau of Procurement has a variety of special programs related to doing business with the State of Wisconsin, including:

- Affirmative Action/Contract Compliance
- State Use Program
- Supplier Diversity (*working closely with the Office of Supplier Diversity*)

For more information on each of these special programs, visit our website at:

**[www.doa.wi.gov/procurement](http://www.doa.wi.gov/procurement)**

## Procurement 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.

### VendorNet

*VendorNet.wi.gov*

VendorNet is an online system that enables agencies, municipalities, and vendors to access a variety of purchasing-related information. UW System and municipalities also post solicitations on VendorNet.

### WISBuy

*WISBuy.wi.gov*

WISBuy is an online shopping site that hosts catalogs from suppliers contracted to do business with the state. WISBuy is available for State, Tribe, Municipality, and UW System employees.

## State Bureau of Procurement

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# State Bureau of Procurement



*Leaders in responsible and strategic state contracting*

## What is SBOP?

Wisconsin's State Bureau of Procurement, otherwise known as SBOP, is part of the Department of Administration (DOA). SBOP administers procurement laws, policies, and procedures on behalf of all agencies and campuses. SBOP's responsibilities include:

- Interpreting statutes and administrative code related to procurement;
- 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 VendorNet, the State's online purchasing information system; and
- Performing management reviews of agencies and campuses for compliance with state procurement laws, policies, and procedures.

*To learn more, visit our website:*  
**[www.doa.wi.gov/procurement](http://www.doa.wi.gov/procurement)**

## What does SBOP do?

SBOP consists of four Sections, each with a distinct purpose:

### Enterprise Sourcing Section

The Enterprise Sourcing Section focuses on enterprise-wide procurements, contract development, and contract administration for a range of goods and services used by most agencies, campuses, and municipalities. The Section's most widely used contracts include office supplies, furniture and flooring, MRO supplies, elevator maintenance, medical supplies, pharmaceuticals, vehicles, and fuel.

### IT Sourcing Section

The IT Sourcing Section develops competitive procurements and manages statewide contracts for computer hardware and peripherals, enterprise software, IT services, non-IT temporary professional services, internet services, all statewide printing, and telecommunications. The Section is responsible for highly technical, challenging procurements and works closely with the Division of Enterprise Technology (DET) and the Information Technology Executive Steering Committee (ITESC).



### Consolidated Agency Purchasing Services (CAPS) Section

The CAPS Section supports the DOA and 24 other agencies, boards, and offices. Agencies supported by CAPS generally have small dollar or infrequent procurement activity. 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.

### WisPro Resources & Special Programs (WisPro) Section

Unlike the other SBOP Sections, the WisPro Section is not involved with the procurement of products and services for the State. Instead, WisPro is focused on helping to update and improve current systems used in procurement, maintaining technical procurement systems (VendorNet and WISBuy), as well as ensuring all public procurement professionals receive the training required to perform their duties.