

Unlocking the Contract Toolbox:

From Discovery to Delivery

Simplify procurement. Save time. Deliver results.





HELLO
my name is



Chris Tucker
Procurement Specialist
Senior



Stacia Buttchen
Procurement Specialist
Objective



Jeannie McCarville
Procurement Specialist
Senior





What is the Contract Toolbox?

- A collection of resources to support every stage of the contract lifecycle
- Each “tool” is built for a specific job.
- Helps you tighten loose ends, fix common issues, and streamline
- Keeps you equipped with the right forms, guides, and checklists

You have the tools you need, just pick the right one for the job!

Contract Toolbox Lifecycle: From Blueprint to Build.

Step 1 - Discovery: Laying the Foundation

Identify the need, define the scope, and gather input from stakeholders

Step 2 - Verify: Measuring Twice

Confirm the sourcing path, funding, and compliance requirements.

Step 3 - Compare: Selecting the Right Tool

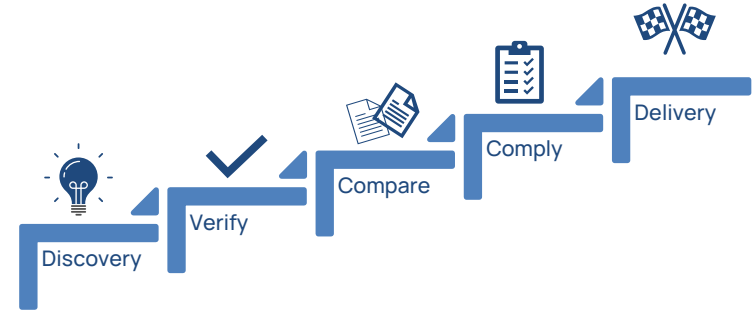
Evaluate vendors, pricing, and performance to determine the best value.

Step 4 - Comply: Securing the Structure

Complete documentation, obtain approvals, and finalize the framework.

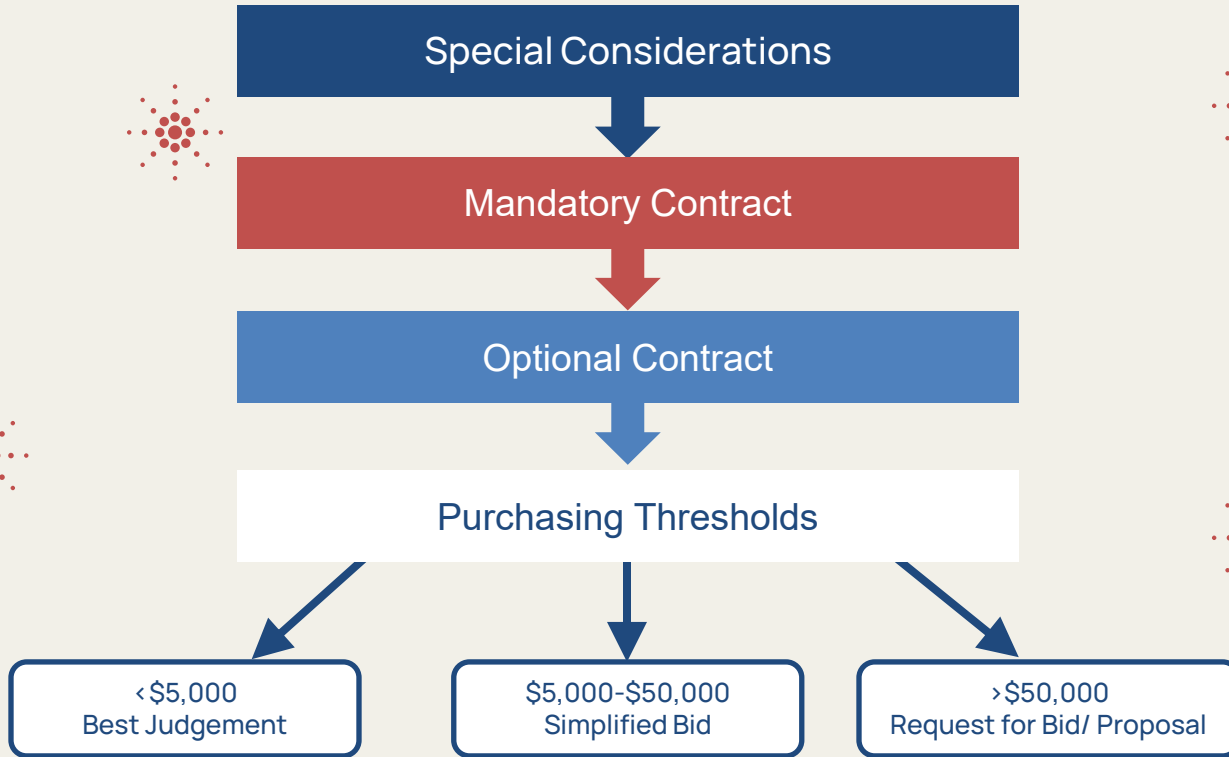
Step 5 - Delivery: From Tools to Results

Implement the contract, onboard vendors, and monitor performance.



**The best
procurement is
often one that
is already done.**

PROCESS OVERVIEW



Tip: Build a quick-reference list of contract sources specific to what you use.



Step 1 – Discovery

Laying the Foundation

Locate and identify suitable existing contracts.

Key Tools:


- [OpenBook Wisconsin](#)
- STAR (Transactional Contracts)
- [VendorNet](#) (existing contracts)

Broadening the Search:

- Cooperative Purchasing (NASPO, MMCAP)
- Agency-Specific or DOT Drug Testing Contracts



DISCOVERY: OpenBook Wisconsin



OpenBook Wisconsin

Monday, October 20, 2025

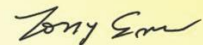
[Home](#) | [Expenditures](#) | [Contracts](#) | [Salary](#) | [Other Resources](#) | [Common Questions](#) | [Contact Us](#)

Welcome and thank you for visiting *OpenBook Wisconsin*!

Wisconsin has a rich tradition of open and transparent government. My administration is committed to making government more accessible to you, the citizens of Wisconsin.

Government works best when our work is transparent and citizens can easily hold their elected officials accountable. OpenBook Wisconsin provides information about how state government is spending your tax dollars, and I hope you'll use this important tool to find any information you need.

Thank you for visiting *OpenBook Wisconsin*.



OpenBook Wisconsin gives you easy access to State of Wisconsin expenditures, or the amount of money we spend to do business. There are more than 25 million entries showing the payments we have made for purchasing goods or services, travel and vendor payments for state agencies, the legislature, the courts and the University of Wisconsin System dating back to 2008.

OpenBook Wisconsin has been updated with data from the State Transforming Agency Resources system known as STAR. STAR data begins with October 1, 2015 activity for most agencies and July 1, 2016 for the Department of Transportation. Legacy system data has not been reformatted in STAR coding. Fiscal Year comparisons may be made at higher levels such as Agency and Category, however, STAR coding has changed at a more detailed level.

OpenBook Website Additions

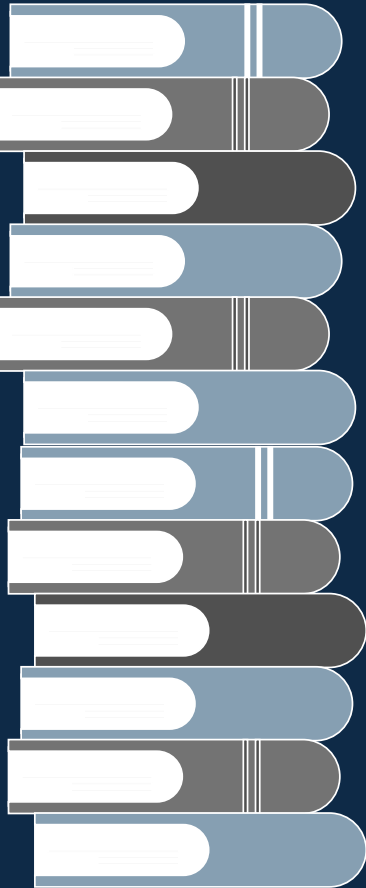
As of March 17, 2017 the following data has been added to the OpenBook Wisconsin website: Fringe Payment Data, Employee Salary, Purchase Orders and Contracts that state agencies have with vendors.


As directed by law, the website does not include aids payments to individuals, organizations, and local assistance payments.

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DISCOVERY: OpenBook Wisconsin





OpenBook Wisconsin

Monday, October 20, 2025

- Home
- Expenditures
- Contracts**
- Salary
- Other Resources
- Common Questions
- Contact Us

Contracts

The contracts data tab includes information for procurement contracts and purchase orders by Agency or Vendor. For payment information on these purchase orders or contracts, visit the Expenditures tab.

Begin Your Search

Note: the key word search can only match how information was entered into the accounting system.

How to search:

1. Select the fiscal year
2. Type text into the fields below
- OR
- Click the Search button on the right side of each field to display the full set of choices
3. Update any Search items (Starts With, Contains, Whole Word)
4. Hit enter

☐ Purchase Orders ☒ **Contracts**

Fiscal Year: 2025

Agency:

Or


Vendor:

Search:

☐ Contains ☐ Whole Word

Data is most current available.

DISCOVERY: OpenBook Wisconsin



OpenBook Wisconsin

Monday, October 20, 2025

[Home](#)[Expenditures](#)[Contracts](#)[Salary](#)[Other Resources](#)[Common Questions](#)[Contact Us](#)

Fiscal Year: 2024 ▼ New Search

Vendor: Ferrellgas

Contracts (3)

Search: Starts With ▼ Search Excel ▼ Export

Agency	Contract	Approval Date	Description	Address
Administration, Department of	505ENT-M20-PROPANESVC-03	06/19/2019	Propane/LP Gas Statewide	PO Box 606 Osceola WI 54020-0606
Administration, Department of	505ENT-M20-PROPANESVC-03	05/06/2021	Propane/LP Gas Statewide	PO Box 606 Osceola WI 54020-0606
Administration, Department of	505ENT-M20-PROPANESVC-03	06/30/2022	Propane/LP Gas Statewide	PO Box 606 Osceola WI 54020-0606

[Data](#) is most current available.

DISCOVERY: OpenBook Wisconsin



OpenBook Wisconsin

Monday, October 20, 2025

HomeExpendituresContractsSalaryOther ResourcesCommon QuestionsContact Us

Fiscal Year:2024New Search

Contract:505ENT-M20-PROPANESVC-03Contract Vendor: FerrellgasContract Date: 6/19/2019Contract Description: Propane/LP Gas StatewideAddress: PO Box 606 Osceola WI 54020-0606

Purchase Orders (14)

Search:Type Search HereStarts WithSearchExcelExport

Purchase Order	PO Date	Vendor	Agency	Amount	Balance
0000030639	01/25/2024	Ferrellgas	Transportation, Department of	\$1,200.00	\$0.00
0000029373	08/14/2023	Ferrellgas	Transportation, Department of	\$500.00	\$469.67
0000007155	07/01/2023	Ferrellgas	Military Affairs, Department of	\$15,000.00	\$0.00
0000028666	07/11/2023	Ferrellgas	Corrections, Department of	\$1,126.25	\$0.00
0000029390	08/15/2023	Ferrellgas	Transportation, Department of	\$12,000.00	\$0.00
0000028906	07/25/2023	Ferrellgas	Transportation, Department of	\$15,000.00	\$0.00
0000028196	07/05/2023	Ferrellgas	Transportation, Department of	\$16,000.00	\$0.00
0000028155	07/05/2023	Ferrellgas	Transportation, Department of	\$4,500.00	\$0.00
0000028902	07/25/2023	Ferrellgas	Transportation, Department of	\$15,000.00	\$0.00
0000046545	07/01/2023	Ferrellgas	Health Services, Department of	\$3,546.15	\$0.00
0000031153	03/27/2024	Ferrellgas	Transportation, Department of	\$276.31	\$0.00
0000030728	02/06/2024	Ferrellgas	Transportation, Department of	\$658.88	\$0.00
0000028732	07/13/2023	Ferrellgas	Corrections, Department of	\$215.87	\$0.00
0000029071	07/25/2023	Ferrellgas	Corrections, Department of	\$2,157.75	\$0.00
Total:				\$87,181.21	\$469.67







Data is most current available.



DISCOVERY: Strategic Sourcing/STAR



Finance & Procurement Ops ▾

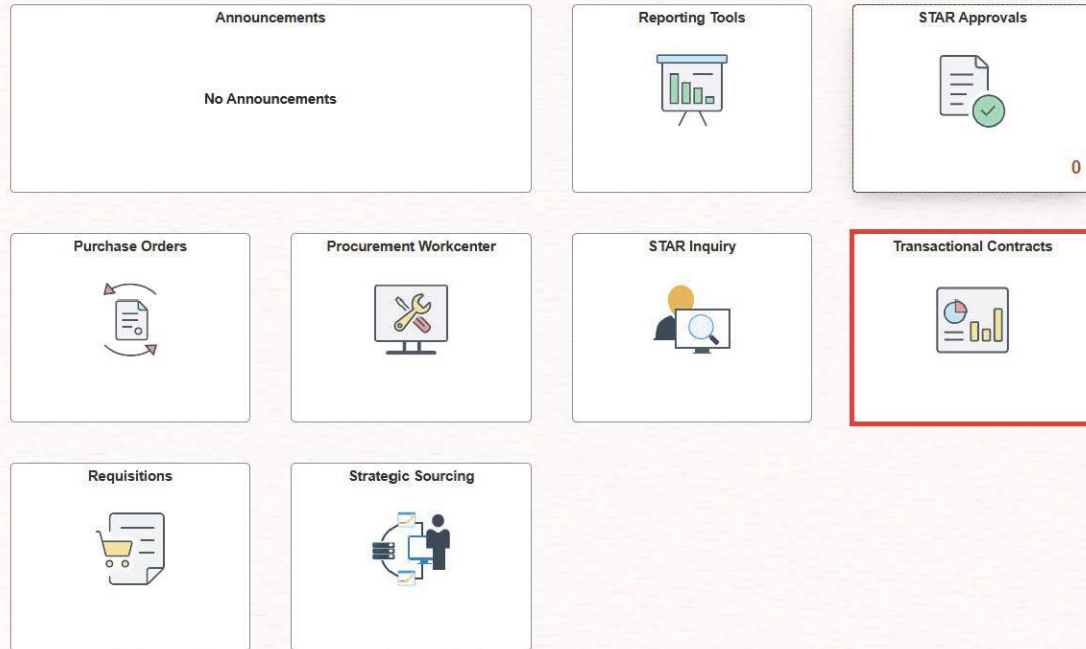
<p>Announcements</p> <p>No Announcements</p>	<p>STAR Inquiry</p> 	<p>Procurement Center</p> 	
<p>Reporting Tools</p> 	<p>Finance Center</p> 	<p>STAR Approvals</p>  <p>0</p>	<p>STAR Support</p> 



DISCOVERY: Strategic Sourcing/STAR



Procurement Center



DISCOVERY: Strategic Sourcing/STAR



Transactional Contracts

Announcements

No Announcements

Add/Update Contracts



Document Status



Contracts by PO





DISCOVERY: Strategic Sourcing/STAR

Contract Entry

Add a New Value

 Find an Existing Value

SetID 

*Contract ID

Style ID 

*Contract Process Option 

Add



DISCOVERY: Strategic Sourcing/STAR

Contract Entry

Find an Existing Value

+ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches



Saved Searches

Choose from saved searches



*SetID



SHARE



Contract ID

begins with

Contract Version

=

Version Status

=

Contract Style

begins with



Contract Process Option

=

Short Supplier Name

begins with



Supplier Name

begins with



Master Contract ID

begins with



Description

begins with

^ Show fewer options

☐ Case Sensitive

Search


Clear

DISCOVERY: Strategic Sourcing/STAR


Contract Entry


Find an Existing Value ⊕ Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.


 Recent Searches

Choose from recent searches



 Saved Searches

Choose from saved searches



*SetID =

Contract ID begins with

Contract Version =

Version Status =

Contract Style begins with

Contract Process Option =

Short Supplier Name begins with

Supplier Name begins with

Master Contract ID begins with

Description begins with

Supplier Name

Ferrellgas

^ Show fewer options

☐ Case Sensitive

Search

Clear



DISCOVERY: Strategic Sourcing/STAR



Supplier Name begins with Q

Master Contract ID begins with Q

Description begins with

^ Show fewer options

☐ Case Sensitive

Search Clear Save Search

▼ Search Results

2 results SetID "SHARE", Supplier Name "ferrellgas"

SetID	Contract ID	Contract Version	Version Status	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Expire Date	Contract Status	Master Contract ID	Description
SHARE	505ENT-M25-PROPANESVC-03	1	Current	General Contract	General	0000030749	FERRELLGAS-001	Ferrellgas	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M20-PROPANESVC-03	1	Current	General Contract	General	0000030749	FERRELLGAS-001	Ferrellgas	06/30/2024	Approved	(blank)	Propane/LP Gas Statewide



DISCOVERY: Strategic Sourcing/STAR

Contract Entry

Master Contract ID begins with

Description begins with

^ Show fewer options

☐ Case Sensitive

☒ Search Results

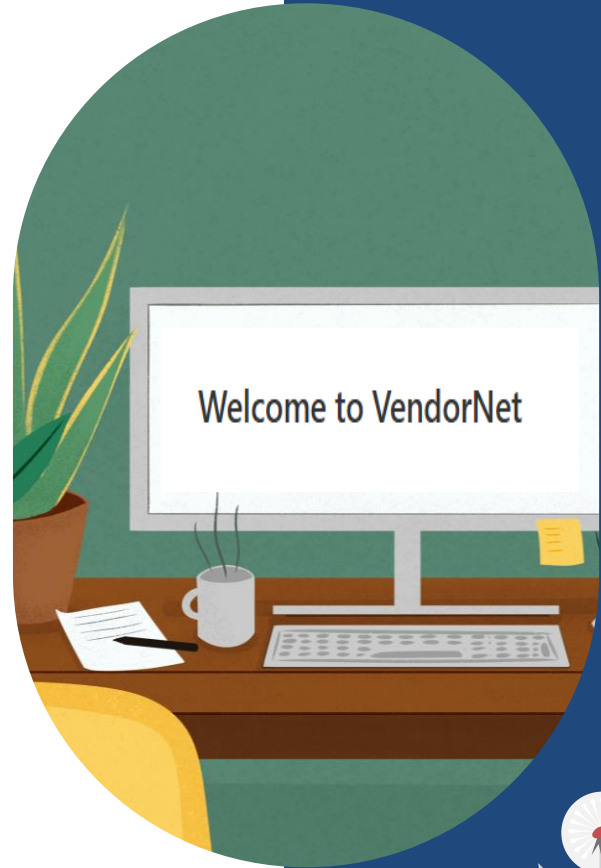
30 results SetID "SHARE", Description "propane"

SetID	Contract ID	Contract Version	Version Status	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Expire Date	Contract Status	Master Contract ID	Description
SHARE	505ENT-M20-PROPANESVC-00	1	Current	General Contract	General	0000017096	CONSOLIDAT-018	Consolidated Energy Company	06/30/2024	Approved	(blank)	Propane
SHARE	505CAP-M25-AD251066-01	1	Current	General Contract	General	0000152224	UTILITYENE-001	Utility Energy Systems LLC	07/30/2027	Approved	(blank)	Propane Air System Testing
SHARE	505ENT-M25-PROPANESVC-08	1	Current	General Contract	General	0000014302	W K APPLIA-001	W K Appliances & Propane Co	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M25-PROPANESVC-07	1	Current	General Contract	General	0000016393	WEBER OIL-001	Weber Oil Co Inc	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M25-PROPANESVC-06	1	Current	General Contract	General	0000014129	THALER OIL-001	Thaler Oil Co Inc	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M25-PROPANESVC-05	1	Current	General Contract	General	0000015523	MILTON PRO-001	Milton Propane Inc	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M25-PROPANESVC-04	1	Current	General Contract	General	0000009100	INSIGHTFS-001	Insight FS	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide
SHARE	505ENT-M25-PROPANESVC-03	1	Current	General Contract	General	0000030749	FERRELLGAS-001	Ferrellgas	06/30/2029	Approved	(blank)	Propane/LP Gas - Statewide

DISCOVERY: **VendorNet**

Access procurement information:

- Download required forms
- Search bids and contracts
- Post contracts





DISCOVERY: VendorNet

[VendorNet](#) [Registration](#) [Bids](#) [Contracts](#) [NIGP Codes](#) [Forms](#) [General Procurement](#) [FAQ](#) [Contact Us](#) [Login](#)

Search Contracts

Keyword or Number	<input type="text"/>
Agency	<input type="text"/>
NIGP	<input type="text"/>
Supplier	<input type="text"/>

Piggyback <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	Cooperative Purchase <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Mandatory Purchase <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	PCard <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both

*Hit Enter to Search

Contract Number	Title	Agency	Start Date
MMCAP OVERVIEW & CONTRACT DIRECTORY	MMCAP OVERVIEW & CONTRACT DIRECTORY	ADMINISTRATION, DEPT OF	1/1/2098
UWMIL-2026-4613-Goodsup	Athletic Apparel, Footwear, and Equipment	UW MILWAUKEE	7/1/2026
435500-Q25-CONCRTSVC-00	Concrete Services	HEALTH SERVICES, DEPT OF	1/1/2026
505CAP-M25-AD251095-01	Stack Emission Testing Services	ADMINISTRATION, DEPT OF	12/1/2025



DISCOVERY: VendorNet



[VendorNet](#) [Registration](#) [Bids](#) **[Contracts](#)** [NIGP Codes](#) [Forms](#) [General Procurement](#) [FAQ](#) [Contact Us](#) [Login](#)

Search Contracts

Keyword or Number

Agency

NIGP

Supplier

Ferrellgas

Piggyback

☐ Yes ☐ No ☒ Both

Cooperative Purchase

☐ Yes ☐ No ☒ Both

Mandatory Purchase

☐ Yes ☐ No ☒ Both

PCard

☐ Yes ☐ No ☒ Both

*Hit Enter to Search

Contract Number	Title	Agency	Start Date
505ENT-M25-PROPANESVC-00	Propane/LP Gas - Statewide	ADMINISTRATION, DEPT OF	7/1/2024





DISCOVERY: VendorNet

VendorNet Registration Bids **Contracts** NIGP Codes Forms General Procurement FAQ Contact Us Login

Search Contracts

Keyword or Number

propane

Agency

NIGP

Supplier

Piggyback

☐ Yes ☐ No ☒ Both

Cooperative Purchase

☐ Yes ☐ No ☒ Both

Mandatory Purchase

☐ Yes ☐ No ☒ Both

PCard

☐ Yes ☐ No ☒ Both

*Hit Enter to Search

Contract Number	Title	Agency	Start Date
505CAP-M25-AD251066-01	Propane Air System Start Up Testing & Preventative Maintenance Inspection Service	ADMINISTRATION, DEPT OF	7/31/2024
505ENT-M25-PROPANESVC-00	Propane/LP Gas - Statewide	ADMINISTRATION, DEPT OF	7/1/2024
505ENT-M20-PRTEST&MAIWI-00	Propane Air System Start Up Testing & Preventative Maintenance Inspection Service	ADMINISTRATION, DEPT OF	8/1/2019



DISCOVERY: VendorNet

VendorNet	Registration	Bids	Contracts	NIGP Codes	Forms	General Procurement	FAQ	Contact Us	Login
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View Contract

Back to Contracts

Title:	Propane/LP Gas - Statewide
Agency:	ADMINISTRATION, DEPT OF
Contract Number:	505ENT-M25-PROPANESVC-00
Start Date:	7/1/2024
End Date:	6/30/2026
Cooperative Purchase?	Yes
Mandatory Purchase?	Yes
PCard?	Yes
Piggyback?	Yes
Manager:	Chris Tucker, Phone: 608-266-5047
Procurement Authority:	RFB 28418-CT
Contract Applicable To:	Statewide
Synopsis:	<p>This contract is for the purchase of Propane and LP by the gallon delivered to storage tanks located throughout the state. The contract(s) that result from this RFB may be utilized by Authorized Users at the State, County, or Local levels of Government. User delivery locations are located throughout the State of Wisconsin.</p> <p>Weekly Oil Pricing (file) - NOTE - File is updated weekly.</p>
Additional Contract Numbers:	<div>505ENT-M25-PROPANESVC-01 Allied Cooperative 505ENT-M25-PROPANESVC-02 Consolidated Energy 505ENT-M25-PROPANESVC-03 Ferrellgas LP 505ENT-M25-PROPANESVC-04 Insight FS 505ENT-M25-PROPANESVC-05 MILTON PROPANE 505ENT-M25-PROPANESVC-06 Thaler Oil Co., Inc. 505ENT-M25-PROPANESVC-07 Weber Oil Company 505ENT-M25-PROPANESVC-08 WK Appliances, Inc.</div>



DISCOVERY: Broadening the Search NASPO & MMCAP

- Access a wider range of pre-negotiated contracts.
- Benefit from volume pricing and shared expertise.
- Streamline sourcing while ensuring compliance and quality.





DISCOVERY: NASPO



- What is NASPO?
- Wisconsin's Role
- Impact & Benefits





NASPO: What is NASPO?



- National Association of State Procurement Officials (NASPO) is a nonprofit with procurement officials from all 50 states, D.C., and territories.
- Promotes public procurement excellence through collaboration, education, and shared resources.
- Oversees NASPO ValuePoint – the nation's largest public cooperative purchasing program.





NASPO: Wisconsin's Role



Wisconsin participates in multiple NASPO ValuePoint cooperative contracts to achieve cost savings and efficiencies.

- Appropriate sections evaluate NASPO contracts to ensure alignment with state statutes and agency needs.
- Serve on NASPO committees and working groups to help shape best practices nationwide.
- Leverage NASPO's market research and sourcing expertise for upcoming statewide solicitations.





NASPO: The Impact & Benefits



Reduces administrative burden by eliminating the need for repetitive solicitations

- Expands access to national pricing and vendor competition.
- Promotes consistency, transparency, and accountability.
- Fosters collaboration and innovation across states.
- Drives hundreds of millions in cost savings and efficiencies.
- Advances small and diverse business participation.
- Offers training and certifications through NASPO's Procurement U.
- Streamlines contract management with standardized tools.

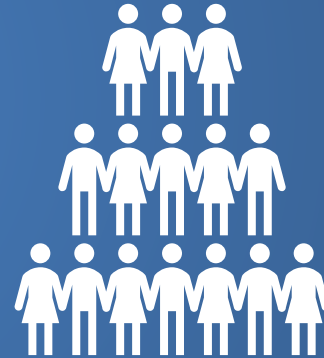


DISCOVERY:

MMCAP



- What is MMCAP?
- Wisconsin's Role
- Impact & Benefits



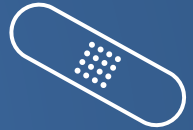
DISCOVERY: What is MMCAP?

- MMCAP is a national cooperative purchasing program for government-owned and nonprofit health care facilities.
- Operated by the Minnesota Department of Administration, Office of State Procurement.
- Provides access to competitively awarded contracts for pharmaceuticals, medical supplies, and related services.



DISCOVERY: Wisconsin's Role

- Participating state agencies, universities, correctional facilities, veterans' homes, public health departments, and other qualifying entities.
- Wisconsin agencies participate through the Department of Administration (DOA) to access group-negotiated pricing.
- State contact and Pharmacy Contact attend the national members conference each year in March/April.



DISCOVERY: Impact & Benefits

- Harnesses the purchasing power of 13,000+ members nationwide.
- Delivers cost savings on healthcare and lab supplies.
- Reduces admin effort with pre-competed, easy-to-use contracts.
- Supports agency needs for drug testing, vaccines, and pharmacy services.



Step 2 – Verify

Measuring Twice



Determine whether your agency can use the contract.

Contract Types:


- **Mandatory (M):** Required for agencies/campuses.
- **Optional (O):** Convenience use; not required.

Reminder: Always check limitations and prohibited uses.

Limitations and *prohibited* Uses



Federal
Government



Non-Profit
Organization



Other States'
Municipalities

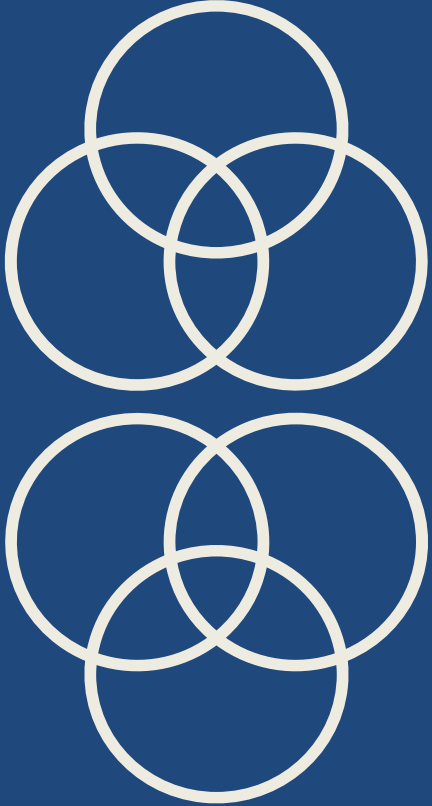
Step 3 – Compare

Selecting the Right Tool

Ensure alignment between agency needs and contract coverage.

- Define specific requirements, deliverables, and timelines.
- Review contract scope (what's included / excluded).

Example: Staples and certain products you may THINK you would go to them for, but not so fast!



What is the *Fit*?

Full Fit



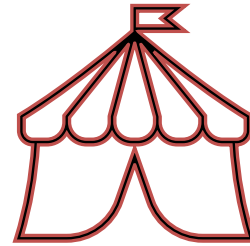
Proceed

Partial Fit



*Supplemental
Solicitation*

No Fit



New Solicitation



Tip: Maintain a reference sheet of which forms and signatures are required for each scenario.



Step 4 – Comply

Securing the Structure

Common Approval Tools:

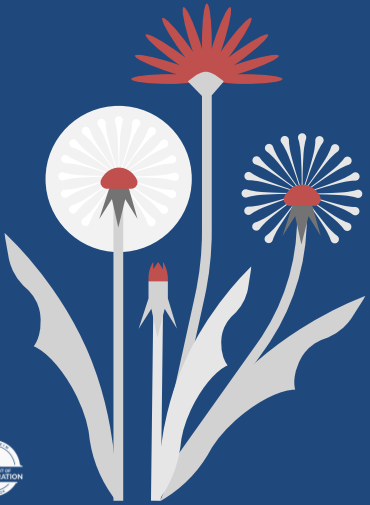
- Business Case Exception (BCE)
- Waiver
- Piggyback Agreements

Before you use an existing contract, ensure all administrative and legal requirements are met.

COMPLY:

Business Case Exception

A Business Case Exception (BCE) is a formal request submitted by a State agency seeking approval to be exempt from using a mandatory statewide contract for a specific good or service.



COMPLY:

Business Case Exception



Purpose: Used when a mandatory contract is not in the best interest of the State.

Approval: Requires DOA Contract Manager approval.

Scope: Applies to a single, specific purchase or contract instance.

Justification: A Business Case Exception (BCE) may be requested for reasons such as:

- More favorable pricing
- Inability of the contract to meet agency needs
- Product or system compatibility requirements
- No qualified vendors available



Request for Purchasing Authority (RPA)

Instructions: Attach the completed form to the online RPA request at <https://rpa.wi.gov>. Unless otherwise noted, complete all sections of this form. Only complete Section 6 if applicable. Complete section 9 (RPA Checklist) at the end of this form to ensure all applicable, required components of the RPA are included. If requesting an amendment, use form DOA-3046A.

Section 1: General Information

Agency Requesting RPA:		Agency Business Unit Number:
RPA Type (Check one only)	<input type="checkbox"/> Noncompetitive (Sole Source) <input type="checkbox"/> General Waiver <input type="checkbox"/> Motor Vehicle (sections 1, 2 and 8)	<input type="checkbox"/> Legal Services <input type="checkbox"/> Collective Purchase (sections 1, 2, 4 and 5)
RPA Title		
RPA Number ((Agency Prefix (2 alpha) FY Code (1 alpha) Number (4)))		
Agency Program Contact Name:	Phone Number:	E-Mail Address:
Contract Start and End Dates:	Renewals:	Total Spend (Contract Term and Renewals):
Vendor Name ("Multiple" if General Waiver)	Vendor Address ("Multiple" if General Waiver)	
NIGP Code(s):	Funding (e.g. SEG, GPR, etc.):	

Section 2: Requesting Agency Signatures

The undersigned certify that this request for approval meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request. The undersigned also specifically acknowledges that for sole source and general waivers, a public notice is required, and the agency has posted the notice at the time of this RPA submittal.

Authorized Agency Requestor	Phone Number	Signature	Date
Purchasing Liaison/Agent Name			
Purchasing Director or Division Administrator Name			
Program Division Administrator Name (optional)			
Agency Head/Chancellor or Designee Name			

Section 3: Justification to Waive Bidding Requirements (Sole Source, General Waiver and Legal Services ONLY)

The following questions must be answered in accordance with applicable procurement policy, derived by the RPA type.

- Provide the background and description of the procurement/request. The request should be written in clear, non-technical language, that can be understood by persons who may not be directly involved in, or familiar with, the specific request, with all acronyms fully defined.
- Why are these goods or services needed?

COMPLY: Waiver

Request for Purchasing Authority (RPA)

• DOA-3046

COMPLY: **Waiver**

An RPA must be submitted in the following situations:

Sole source and
general waivers
(PRO-501)

Motor vehicle
purchases
(PRO-506)

Legal service
procurements
(PRO-511)

Collective purchasing
(PRO-502)



Piggyback

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DOA-3047 (R 10/2014)
S. 16.71 WIS. STATS

STATE BUREAU OF PROCUREMENT
101 EAST WILSON STREET, 6TH FLOOR
P. O. BOX 7867
MADISON, WI 53707-7867

Piggybacking Data Plan

Instructions: Send the completed form via e-mail to: doadlprocplan@wisconsin.gov

Agency Requesting Piggyback: <input type="text"/>	
Agency Contact: <input type="text"/>	
Phone Number: <input type="text"/>	E-Mail Address: <input type="text"/>
Commodity/Service Procured: <input type="text"/>	
Commodity Code: <input type="text"/>	Estimated Annual Spend: \$ <input type="text"/>
Vendor Name: <input type="text"/>	FEIN: <input type="text"/>
Contract Effective Dates: <input type="text"/>	Renewal Options: <input type="text"/>
Request for Bid/Proposal Number: <input type="text"/>	Contract Number: <input type="text"/>
Number of Bids/Proposals Received: <input type="text"/>	Date of Award: <input type="text"/>
Have you validated that the vendor is not in the: Certification for Collection of Sales and Use Tax Ineligible Vendor Directory? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Wisconsin Office of Contract Compliance Ineligible Vendor Directory? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief description of commodity/service to be purchased: <input type="text"/>	
Description of the scope of the original procurement and how it corresponds to this procurement: <input type="text"/>	
What research have you done to ensure the contract pricing is competitive? (PRO-D-29, Section I.A.): <input type="text"/>	
Impact, if any, on any new minority business enterprise, disabled veteran-owned business or work center: <input type="text"/>	

This document can be made available in alternate formats to individuals with disabilities upon request.



Form DOA-3047

For use by campuses
only.



STAR Piggybacking Request

Instructions: Send the completed form via e-mail to: doadlprocplan@wisconsin.gov

Section 1: Agency Requesting Piggyback		
Agency Requesting Piggyback:		Agency Business Unit Number:
Agency Contact Name:	Phone Number:	E-Mail Address:
<input type="checkbox"/> My agency has notified the Originating/Contracting Agency identified in Section 2 below that we intend to use their contract and they have agreed.		
Section 2: Originating/Contracting Agency		
Originating/Contracting Agency:		Agency Business Unit Number:
Originating/Contracting Agency Contact Name:	Phone Number:	E-Mail Address:
Section 3: Contract Information		
Contract Number	Supplier Name	Supplier ID Number
Commodity/Service Codes:		Estimated Annual Spend: \$
Is the purchase of software included in this request? If "yes", complete Section 5 below. Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
Section 4: Eligibility Check		
<input type="checkbox"/> My agency has validated the following, in compliance with the requirements of the State Procurement Manual, PRO-502.		
<input type="checkbox"/> Contract is Open	Contract Effective Dates:	Renewal Options:
<input type="checkbox"/> Competitively Bid	Request for Bid/Proposal Number:	
<input type="checkbox"/> Supplier(s) is/are not on the Certification for Collection of Sales and Use Tax Ineligible Vendor Directory		
<input type="checkbox"/> Supplier(s) is/are not on the Contract Compliance Ineligible Vendor Directory		
Impact, if any, on any minority business enterprise, disabled veteran-owned business or work center:		



Piggyback DOA-3831

Section 5: Large, High-Risk IT Contract (Agencies Only; N/A for UW Campuses)
As required by §16.973(10) and (13), Wis. Stats, contracts involving a large, high-risk IT project as defined by the Division of Enterprise Technology must include certain contractual terms and controls. Further, contracts (including participating addendums, engagement agreements, statements of work or purchase orders) agencies enter into solely for the purpose of supporting or servicing a large, high-risk IT project are subject to review and approval by DOA.
<input type="checkbox"/> My agency has reviewed PRO-508, Information Technology (IT) and Telecommunications Procurements and PIM 22-001 Large, High-Risk Contract Review and Approval Process and will adhere to all required policies and procedures contained therein.

Section 6: Software Purchase Impact on STAR System		
State agency software purchases must be compliant with the STAR Software Purchasing Policy (see PIM 17-001 and additional reference material attached therein). Please complete Section 6 for software purchases and include a technical contact that can be reached for questions related to your agency's request.		
Agency Technical Contact Name: <input type="text"/>	Phone Number: <input type="text"/>	E-Mail Address: <input type="text"/>
<input type="checkbox"/> My agency has reviewed the in-scope modules of the STAR System and we do not consider the requested software to overlap or conflict with system functionality.		
<input type="checkbox"/> My agency has reviewed the in-scope modules of the STAR System and the requested software does appear to overlap or conflict, in whole or in part, with system functionality. We hereby request that approval be granted to make the purchase.		
Provide a rationale for approval of the request where there appears to be a conflict or overlap with the STAR System: <input type="text"/>		



Resources Sect. 5 & 6:
SS 16.973(10) (13)



PRO-508
PIM 22-001
PIM 17-001

State Bureau of Procurement Use Only			
Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: <input type="text"/>	Approved By (Initial): <input type="text"/>	If UW, STAR Contract Number Assigned: <input type="text"/>

Piggyback

Resources



VendorNet:

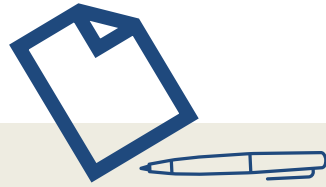
- Forms [DOA-3047](#) and [DOA-3831](#)
- Contract Research
- General Procurement > [Certification for Collection of Sales and Use Tax](#), WI Office of Contract Compliance [Eligible/Ineligible](#) Vendor Directory

State Procurement Manual:

- [PRO-502, Collaborative Contracting](#): Piggybacking and the Use of Contracts with Other Authorities

Questions:

DOADLProcplan@wisconsin.gov



Step 5 – Delivery

From Tools to Results



Implement the contract, onboard vendors & monitor performance.

Steps:

- Finalize and execute agreements.
- Create Transactional Contract as needed. (Piggyback/Waiver/BCE).
- Issue Statement of Work (SOW).
- Issue Purchase Order (PO).
- Post Procurement Authority on VendorNet (agency) or ShopUW+ (campus).

Performance:

- Maintain open communication with vendor and end users.
- Monitor vendor Performance vs. Expectations.
- Create strong partnerships for successful contract delivery.

Build partnerships that last.



Resources and Assistance

Where to Find Help:

- [VendorNet](#)
- [NASPO](#)
- [MMCAP](#)
- WisPro Help Desk email (DOAWisPro@wisconsin.gov)
- [OpenBook Wisconsin](#)

Contact:

- Chris Tucker - chris.tucker@wisconsin.gov
- Stacia Buttchen - stacia.buttchen@wisconsin.gov
- Jeannie McCarville - jeannie.mccarville2@wisconsin.gov

Questions?

November 13, 2025: 9:30 am – 11:45 am

	Workshop A		Workshop B	
Breakout Session 1 9:30 – 10:30 am	Building Trust Through Contracts, Code, and Supply Chains		WisPro: How Can We Help You?	
10:30 – 10:45 am	Break			
	Workshop A	Workshop B	Workshop C	
Breakout Session 2 10:45 – 11:45 am	IT Software / Subscription Terms	Unlocking the Contract Toolbox: From Discovery to Delivery	STAR Analytics	



Thank you!

*Keep building better contracts,
one tool at a time!*

