

# 2025 Wisconsin State Procurement Conference

## The State of State Procurement

**Cheryl Edgington**, Director, State Bureau of Procurement

**Becky Hoefs**, Deputy Director, State Bureau of Procurement





# Agenda

- Welcome and Conference Overview
- Special Guests:
  - Supplier Diversity
  - Risk Management
- State Bureau of Procurement (SBOP) Updates
- Looking Ahead

# Alex Ysquierdo, MSc. - Director



Building Partnerships. Expanding Possibilities.



# What We Do

- Empowering Diverse Businesses to Thrive and Succeed in Wisconsin: Certification Opens Doors to State Opportunities!
- Wisconsin has Purchasing Goals of 5% with MBEs and 1% with DVBs

MBE – Minority-Owned Business Enterprise

WBE – Women-Owned Business Enterprise

DVB – Service-Disabled Veteran-Owned Business

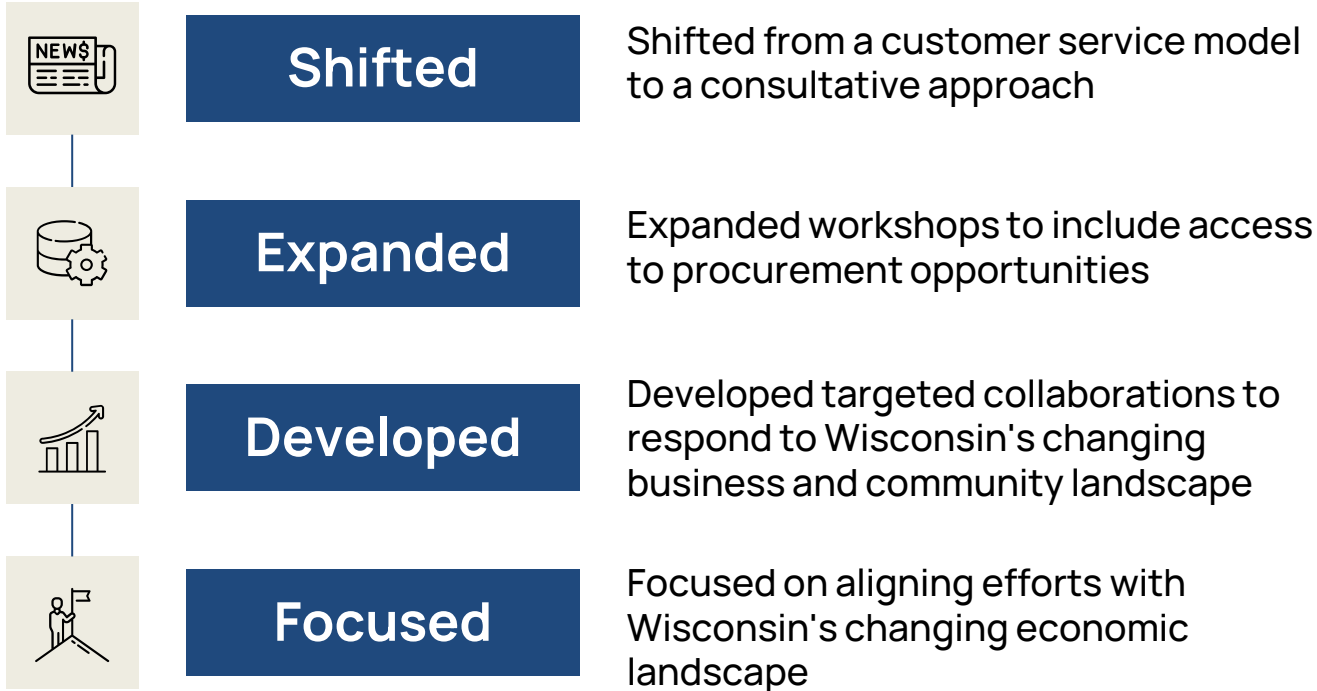


## How Did WI Do In FY24?

Diverse suppliers accounted for **\$265,203,230** of the **\$3,698,845,991** State Agency and University of Wisconsin System spending in general procurement, facilities construction, architecture and engineering, and state highway services during FY24.

Diverse supplier purchases represented **7.17%** of total spending.

# What We've Been Up To...



# 5-20% Diverse Spend Agencies

Justice, Department of	19.19%
Wisconsin Technical College System Board	18.80%
Agriculture, Trade and Consumer Protection, Department of	18.63%
Legislative Technology Services Bureau	17.02%
Administration, Department of	13.30%
Transportation, Department of	12.47%
Governor, Office of the	11.80%
Public Instruction, Department of	10.85%
Historical Society	9.12%
Health Services, Department of	8.06%
Lieutenant Governor, Office of the	7.31%
Natural Resources, Department of	6.94%
Public Lands, Board of Commissioners of	5.09%

## › 20% Diverse Spend

Lower Wisconsin State Riverway Board	68.21%
Supreme Court	42.45%
Financial Institutions, Department of	37.76%
Aging and Long-Term Care, Board on	37.12%
Workforce Development, Department of	24.02%
Elections Commission	22.08%
Employee Trust Funds, Department of	21.56%
Insurance, Commissioner of	21.05%
Children and Families, Department of	20.89%





# Supplier Diversity's Goal for Success

- ***Connect*** – Build meaningful relationships across the state
- ***Cultivate*** – Grow understanding through shared learning
- ***Collaborate*** – Continue to form strategic partnerships
- ***Champion*** – The program and elevate the state's dedication to supplier diversity

# Contact Information



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# Risk Management

**Jason Gates, Bureau of State Risk  
Management (BSRM) Director**

**Brad Templin, Property & Liability Program  
Manager**

2025 Wisconsin Statewide Procurement Conference

## ESSENTIALS OF RISK MANAGEMENT:

1. DON'T DO ANYTHING WRONG TODAY.
2. DON'T DO ANYTHING WRONG TOMORROW.
3. REPEAT.



Complex Discovery

GLASBERGEN

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**Risk is inherent in any organization or operation. The idea behind risk management is not to completely eliminate risk but rather identify and control risk.**





## *We are All Risk Managers!*

### **RISK MANAGEMENT:**

- **Is everyone's responsibility**
- **Requires daily attention**

# Techniques/Methods of Managing Risk

## “Risk Management Toolbox”

- Avoidance
- Prevention
- Mitigation
- Retention
- Transfer



*Procurement professionals practice one or more of these techniques regularly and those efforts extremely important for the enterprise as a risk management tool. Contractual transfer, keeping appropriate parties responsible.*

# Standard Terms and Conditions-Include standard insurance requirements PRO-607 Appendix A

\*App A-also has guidance for categories of higher risk or exposure

I. Standard Insurance Limits  
 Workers Compensation (WC): Statutory Limits  
 Employers Liability Each Accident \$100,000  
 Employers Liability Disease—Policy Limit \$ 500,000  
 Employers Liability Disease—Each Employee \$ 100,000  
 Commercial General Liability (CGL):  
 Each Occurrence \$ 1,000,000  
 General Aggregate including  
 Products and Completed Operations \$ 1,000,000  
 Automobile Liability:  
 Combined Single Limit \$ 1,000,000

Additional insured: State of WI, it's officers, employees and agents.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 245 South Executive Drive Suite 200 Brookfield WI 53005		<b>CONTACT</b> Joe Agent NAME PHONE (A/C No. Ext): 920-555-5555 E-MAIL Joe_Agent@ajg.com ADDRESS:		FAX (A/C No.):
<b>INSURED</b> Best Risk Management Advice, Inc. 123 Wisconsin Ave Madison, WI 53715		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Insurance Company of American		39993
		<b>INSURER B:</b> Wisconsin Casualty Company		31127
		<b>INSURER C:</b> National Fire Insurance Co of Madison		20478
		<b>INSURER D:</b> American Casualty Company		20427
		<b>INSURER E:</b> Wisconsin Casualty Company		20443
		<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 97129593 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RISK LTR		TYPE OF INSURANCE		ADOL. SUBR		POLICY NUMBER		POLICY EFF. (MM/DD/YYYY)		POLICY EXP. (MM/DD/YYYY)		LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		Y	Y	123456789A	1/1/2025	1/1/2026	EACH OCCURRENCE		\$ 1,000,000		
	<input checked="" type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>						OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)		\$ 100,000	
	<input type="checkbox"/>		<input type="checkbox"/>							MED EXP (Any one person)		\$ 10,000	
	<input type="checkbox"/>		<input type="checkbox"/>							PERSONAL & ADV INJURY		\$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE		\$ 2,000,000		
POLICY <input checked="" type="checkbox"/> PRO <input type="checkbox"/> LOC <input checked="" type="checkbox"/>									PRODUCTS - COMP/OP AGG		\$ 2,000,000		
OTHER:											\$		
C	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY		Y	Y	123456789B	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident)		\$ 1,000,000		
	<input checked="" type="checkbox"/>	ANY AUTO							BODILY INJURY (Per person)		\$		
	<input checked="" type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>						SCHEDULED AUTOS	BODILY INJURY (Per accident)		\$	
	<input checked="" type="checkbox"/>	HIRE AUTOS ONLY	<input checked="" type="checkbox"/>						NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident)		\$	
<input checked="" type="checkbox"/>	Comp. \$1,000	<input checked="" type="checkbox"/>	Coll. \$1,000								\$		
B	<input checked="" type="checkbox"/>	UMBRELLA LIAB		<input checked="" type="checkbox"/>	OCCUR	Y	Y	123456789C	1/1/2025	1/1/2026	EACH OCCURRENCE		\$ 5,000,000
	<input checked="" type="checkbox"/>	EXCESS LIAB		<input checked="" type="checkbox"/>	CLAIMS-MADE						AGGREGATE		\$ 5,000,000
	DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000									\$		
D	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	N/A	123456789D	1/1/2025	1/1/2026	<input checked="" type="checkbox"/>	PRO	<input type="checkbox"/>	STATUTE	\$ 500,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/>						OTHER				
	If yes, describe under DESCRIPTION OF OPERATIONS below												
E	<input checked="" type="checkbox"/>	Crime				123456789E	1/1/2025	1/1/2026	Employee Dishonesty		\$1,000,000		
					Theft of Client Prop.				\$ 1,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, ADDITIONAL REMARKS SCHEDULE, MAY BE ATTACHED IF MORE SPACE REQUIRED)

Sample: Contract 12345: (goods or services) Dept of \_\_\_\_\_

State of Wisconsin, it's officers, employees and agents as additional insureds under the Commercial General Liability and Auto policy.

<b>CERTIFICATE HOLDER</b>  State of Wisconsin C/O Bureau of Procurement PO BOX 7867 Madison, WI 53707-7867	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Michael Burg</i>
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# General Risk/Insurance Considerations and review of unique Procurements (requirements)

- Many if not all contracts will have indemnity language written so that the contractor/vendor should be indemnifying the State of WI.
- ❖ **Conceptual cheat sheet regarding insurance requirement considerations:**  
*Insurance (risk concept) serves as essentially method of financial support to contract risk and/or indemnity (legal concept).*
- Procurement contacts within their agencies should get to know their agency's (if/as applicable) Risk Manager or Risk Management contact. These person(s) can be relied on for Insurance Requirement or coverage questions, limits etc. *For agencies without dedicated risk personal, BSRM can assist directly or through DOA central procurement.*



## Help US Help YOU.....tips for complex, unique procurements and related risk/insurance requirements

Can be hard to digest a large RFP document, especially when stepping into a work in progress with no knowledge of stakeholder needs/asks etc. Very helpful, when a procurement fits outside the guidance of PRO 607, to give BSRM a summary with some of these (samples below) considerations:

- *Summary of the RFP/RFB (what is it for?)*
- *What will it do (service/good/outcome) and who will benefit from/use? (one agency, multiple, target users etc.)*
- *Is there an existing or previous contract or is this new? If previous, what's changed in service or good-what changed in the RFP?*
- *Does the vendor use or have access to any of the following: Vehicles, PII, Environmental concerns, Computer/IT, cash or financial handling etc.?*
- And yes, sometimes a good old fashioned phone call or meeting is a great way to exchange information and ideas.....

# Thank you!!!

## Questions?



# SBOP Updates



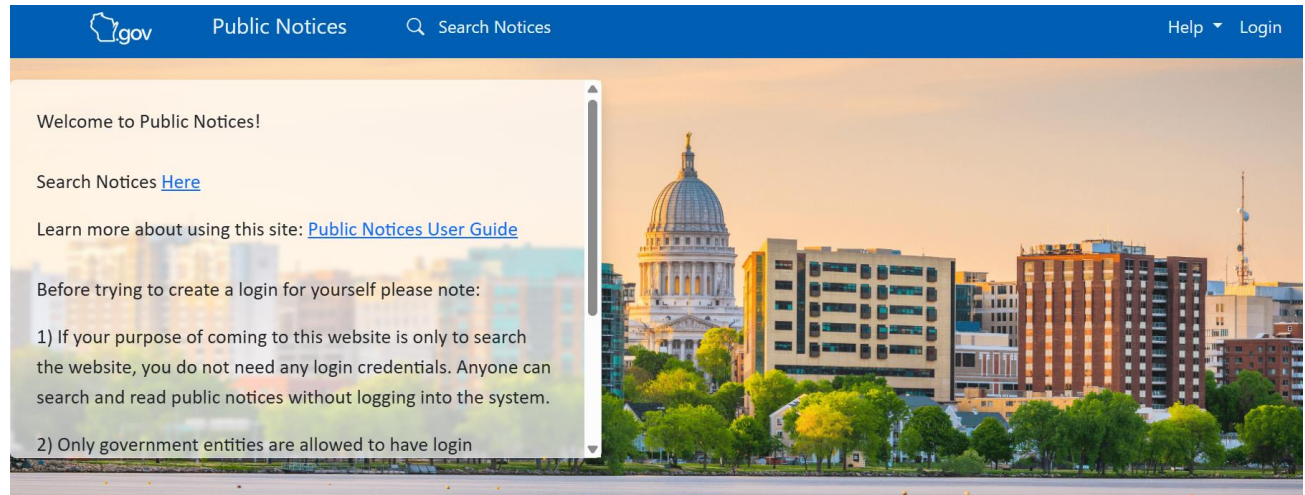
# Staffing News

- **Summer Higgins** joined SBOP in the Consolidated Agency Purchasing Services (CAPS) Section in April.
- **Becky Hoefs** was promoted to Deputy Bureau Director in September.
- **Brooke Gullick** moved from CAPS to WisPro in October.
- **Kara Perz-Rader** moved from Enterprise Sourcing to WisPro in October.



# Accomplishments: Public Notice

- Went live with the public notice refresh in July.
- For information on using the system, please check out the [User Guide](#) linked to the left or under the Help section.



# Accomplishments: RFB Template

- The new Request for Bid (RFB) Template is finalized, and it will replace the 2018 version currently posted on [VendorNet](#).
- The new version has updated language, new requirements to address data and IT security and enhanced instructions to guide procurement specialists through development.
- We will begin piloting the template in our CAPS Section before rolling it out more widely to the Bureau.
- At that time, we will post the new version on VendorNet as a resource for agencies.



# Accomplishments – Security Rider

- The Department of Administration (DOA) Security Rider is in the final review stages with plans to roll it out to DOA and DOA supported agencies within the next few months.
- SBOP will be including it in all solicitations and contracts for the purchase of IT goods and services.
- After the initial trial period, DOA will evaluate how to share it more broadly.

Exhibit XX

## <Security Rider Instructions for Procurement Managers>

### <DELETE THIS INSTRUCTIONAL PAGE BEFORE SHARING WITH POTENTIAL VENDORS>

The Security Rider shall be included in solicitations, contracts, and other agreements as an Exhibit for the purchase of IT Products and Services for DOA and DOA supported agencies and boards. The Security Rider is not the only consideration and additional IT specific terms should be included in the Master Contract, Statement of Work (SOW), Service Level Agreement (SLA), or other agreement (E.g., EULA, Data Processing Agreement, etc.). If the Security Rider is attached as part of a NASPO Participating Addendum, the Procurement Manager should clarify what constitutes as the Master Contract (the PA or the NASPO Master Agreement).

If a vendor makes red lines to the Security Rider terms, these shall be reviewed first by the Procurement Manager in consultation with the Enterprise IT Sourcing Section Chief to determine if the red lines have been deemed negotiable or non-negotiable by the State. If further assistance is needed, a consultation will occur with the Vendor Management Program (VMP) staff. If the redlines are still outstanding after they have been reviewed by VMP, the Procurement Manager will consult with the State CISO and/or escalate to legal counsel for review, if necessary, before final acceptance. The Procurement Manager should track all accepted edits in a draft version of the Security Rider and retain copies in the procurement file for reference.

### Cybersecurity Solicitation and Contract Language Considerations

The following are several important considerations for the State as it prepares its technology and service cybersecurity contract language.

#### Solicitation and Contract Development:

- Involve cybersecurity subject matter experts such as the Agency IT Director or other designated information technology staff in the solicitation or contract development process. This ensures security is integrated from the start of the process and aligns with the DevSecOps approach. DevSecOps or iDevSecOps, stands for development, security, and operations, is a framework that integrates security into all phases of the system development lifecycle. This approach reduces the risk of releasing code with security vulnerabilities while being faster, more agile, and more iterative.
- Include relevant cybersecurity requirements in addition to the Security Rider in all contracts and agreements where IT Products and Services will be purchased. This helps protect the State from third-party cybersecurity risk.
- Ensure cancellation rights are outlined in the Master Contracts to protect the State in the event of transfers of State Data for any reason (E.g., mergers and acquisitions, contractor's sale of State data, Novation's (replacement of one of the parties in an agreement between two parties, with the consent of all three parties involved. To novate is to replace an old obligation with a

words   Accessibility: Investigate

# Looking Ahead...





# VendorNet

- [VendorNet](#) is getting an overhaul!
- The backend of VendorNet is being replaced, which gives us the perfect opportunity to make some much-needed improvements to the current system.
- **What to expect:**
  - Better, quicker, and more intuitive search functions.
  - Ability to have Agency/Campus-level administrators who can manage their own users.
  - Users will login with MyWisconsin ID credentials.
  - Updated appearance (no more giant wall of text on the homepage).
- **Timeline:** Construction is underway! Estimated launch early 2026.

# Acceptable Use Policy (AUP)

- Contractors are required to ensure personnel with access to State IT resources comply with the AUP.
- The following language will be included in all enterprise contracts managed by SBOP.
- Agencies can adopt this language or use similar language in agency-managed contracts.

# AUP Proposed Language

***SECURITY OF PREMISES, EQUIPMENT, DATA AND PERSONNEL.** During the performance of Services under this Contract, the Contractor may have access to the personnel, premises, equipment, and other property, including data files, information, or materials (collectively referred to as “data”) belonging to the State. The Contractor shall preserve the safety, security, and the integrity of the personnel, premises, equipment, data and other property of the State, in accordance with the instruction of the State. Contractor shall ensure personnel with access to the State’s IT Resources comply with the [State’s Acceptable Technology Use, Access and Security Policy](#).*

*The Contractor shall be responsible for damage to the State's equipment, workplace, and its contents, or for the loss of data, when such damage or loss is caused by the Contractor, Contracted Personnel, or Subcontractors, and shall reimburse the State accordingly upon demand. This remedy shall be in addition to any other remedies available to the State by law or in equity.*

# Website Accessibility Compliance

- By April 26, 2026, State agencies are required to be in compliance with the federal requirements for website accessibility.
- SBOP has developed requirements for inclusion in all enterprise solicitations and contracts .
- Solicitation requirements will be presented as a mandatory requirement to ensure bidder/proposer compliance.
- Contract requirements will:
  - Require contractor compliance.
  - Outline measures the State will take if contractor fails to maintain compliance.
  - Require contractor to provide an accessibility conformance report upon request.

# Artificial Intelligence (AI)

## *When can we start using AI?*

- Agencies are required under the Enterprise Acceptable Use Policy (AUP) to implement an AI Policy before utilizing AI

## *We have a policy, are we good now?*

- No, before AI technology can be implemented, the Use Case requires approval from DOA
- This also applies to current AI technology, an approved Use Case is required for continued usage



# Coming Up Next

**November 12, 2025: 12:30 – 4:00 pm**

12:30 – 1:30 pm	General Session	Welcome, State of State Procurement – Cheryl Edgington & Becky Hoefs, State Bureau of Procurement		
1:30 – 1:45 pm	Break			
	Workshop A	Workshop B	Workshop C	
Breakout Session 1 1:45 – 2:45 pm	IT Best Practices	Understanding Grants and Other Exemptions	STAR Procurement in Progress: Enhancements, Insights, and What’s Next	
2:45 – 3:00 pm	Break			
Breakout Session 2 3:00 – 4:00 pm	Get to Know the IT Team	Get to Know the Enterprise Sourcing Team	Purchasing Best Practices with CAPS	



# Thanks!