WisPro: How Can We Help You?

Your One Stop for Procurement Resources and Expertise

November 13, 2025

DOAWisPro Team

Who We Are and What We Do

The WisPro section's overall goal is to support the procurement actions of the State Bureau of Procurement (SBOP) and the enterprise at large.
We work hard to (hopefully) make your job easier.

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 Team

Kara Perz-Rader & Brooke Gullick

- Our newest WisPro recruits are folks who have many years of experience working with the State Bureau of Procurement (SBOP).

- Both are responsible for supporting the procurement systems, like VendorNet and the Procurement Request Portal, on behalf of the enterprise.

- Kara will be diving into data analysis and reports as well.

- Brooke will be taking over as the main DocuSign guru in the near future.
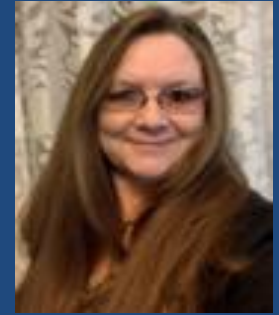

Kara Perz-Rader

Brooke Gullick

WisPro Team

Nadine Malm & Alice Tian

- Both are responsible for the Contract Compliance program.

- Nadine also supports State and Federal Surplus Property Programs and the State Use Board.

- Alice also works with setting up vendors in State Transforming Agency Resources (STAR) and a multitude of various support roles that keep SBOP functioning.

Nadine Malm

Alice Tian

WisPro Team

Anne Gerke, Morgan Roedner, & Nathan Wardinski

- **Anne** is our procurement training superstar and is responsible for all the trainings, eLearnings, as well as coordinating the annual procurement conference.

- **Morgan** is working on a project to help organize our digital contract records, making things more efficient and user-friendly for SBOP staff who routinely need access to information while working remotely.

- **Nathan** works on creating helpful user guides, documenting procedures, and keeping our Forms Library up to date.

Anne Gerke

Morgan Roedner

Nathan Wardinski

WisPro Team

Jessica Potter

- I lead the WisPro Section and am happy to step in wherever I'm most needed.

- I tend to work on special projects, including transitioning the current VendorNet system to a new platform while updating the site's backend functionality and making the site more user-friendly.

Jessica Potter

Using the Chat...

What have you contacted the WisPro team for in the past?

DOAWisPro Help Desk

When You Need Help,
We're Just a Click or Call Away

DOAWisPro Help Desk

Answer Questions
We answer your questions, provide access and support to procurement systems, and are a resource for all your procurement needs.

Staffing Updates
Zack Lehman has retired
Kara & Brooke are the main support for WisPro.

Resources
Email: DOAWisPro@wisconsin.gov
Phone: 608-264-7897

DocuSign

eSignatures that Move Procurement Forward

DocuSign

- Enterprise usage continues to grow.
- Continued commitment to having a DocuSign contract going forward.
- Contract continues:
    - **User experience-** Practically unlimited envelopes.
    - **Behind the scenes:**
        - SBOP estimates the next year's envelope usage and contracts with DocuSign to get the best rate per envelope.
        - If actual usage exceeds the estimate, then we purchase additional envelopes at the existing price (instead of getting the larger discount that would have been available if we purchased a larger envelope count up front.
    - **Billing:** Still billed as part of your agency's Ch. 16 procurement assessment.

Resources

- Login: https://account.docusign.com

- DocuSign User Guide: Reviews how to use DocuSign for beginners.

- DocuSign Template Builder Guide: Reviews how to use templates, PowerForms, and bulk sending within DocuSign.

- DocuSign Administrator Guide: How to do basic administration tasks within DocuSign.

- **DocuSign training:** *Simplifying eSignatures with DocuSign –* An eLearning that reviews how to use DocuSign for beginners (available in Cornerstone).

- DocuSign Outage Tracker: Check to see if there's a known outage for DocuSign.

Using the Chat...

What types of documents or processes do you most often use DocuSign for?

eSupplier

Online portal for bidders to access information about State agency bidding opportunities related to purchases of goods and services.

eSupplier

- **All bidders must register on eSupplier**
  - Not through VendorNet

- **Resources:**
  - **https://eSupplier.wi.gov**
  - **eSupplier Bidder FAQ Guide**: Walks through eSupplier Bidder registration and commonly asked questions related to using eSupplier.
  - **Supplier FAQ Guide**: General procurement information for businesses interested in doing business with Wisconsin.
  - **Wisconsin eSupplier Bidder Training:** *What is eSupplier?* (available on our YouTube channel).

VendorNet

Wisconsin's Procurement Hub

VendorNet

- VendorNet is getting an overhaul!
  - The backend of VendorNet is being replaced with 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, in addition to the WisPro admins.
    - Users will login with MyWisconsin ID credentials.
    - Updated appearance (no more giant wall of text on the homepage).
    - Better site functionality overall.
    - Updated backend, meaning a better experience for VendorNet admins.
  - **Timeline:** Construction is underway! Estimated launch early 2026.

Resources

- https://VendorNet.wi.gov

- Additional resources available behind Login screen.

- No login/account needed to search for contracts or solicitations.

- Bidders *cannot* register on VendorNet.

Public Notices

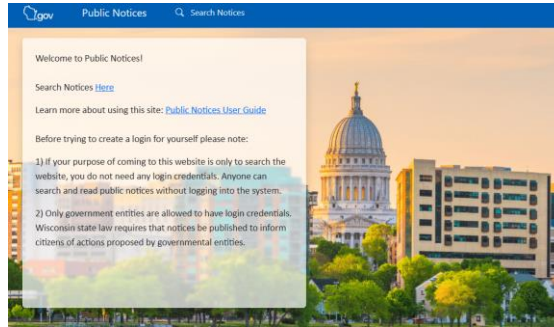Wisconsin's digital public notice system

Public Notices

- Public Notices website was overhauled earlier this year!

- Public Notices website enhancements:

  - Ability to have Agency/Campus-level administrators who manage their own users, in addition to Bill Goff (the overall Admin).

  - Users will login with MyWisconsin ID credentials.

  - Updated appearance.

  - Better site functionality overall.

Public Notices

- Resources:
  - https://PublicNotices.wi.gov
  - Public Notices User Guide: Basic overview of how to use the Public Notices site
  - **Public Notices training:** *Practical Guide: How to Write and Publish Public Notices* eLearning available in Cornerstone

Using the Chat...

How often do you visit the Public Notices website as part of your procurement work?
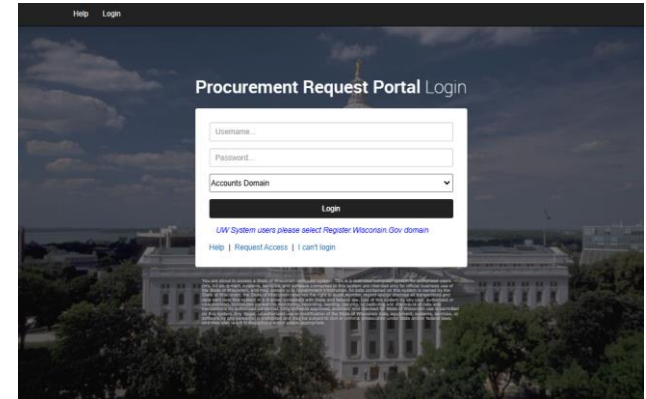
Procurement Request Portal (RPA)

- RPA System
- Proc Plan System
- High-Risk IT System

Procurement Request Portal

- Will be included in future Division of Enterprise Technology (DET) upgrade projects, incorporating MyWisconsin ID.

- Resources:

    - [Procurement Request Portal Login](#)

    - [RPA System User Guide](#)

    - [RPA System Approver Guide](#)

    - [High-Risk IT User Guide](#)

    - [Proc Plan System User Guide](#)

    - **RPA System Training:** *Request for Purchasing Authority (RPA): What You Need to Know* eLearning available in Cornerstone

Resources for Special Programs

Resources

State Use Program

[State Use Program website](#):

- Provides general information about the program, work centers, and links for additional resources.

Contract Compliance

[Affirmative Action Requirements](#):

- Decision tree designed to assist vendors in meeting the contract compliance requirements or successfully requesting an exemption; provides links to all necessary forms.

Resources

Fed Surplus Program

[Fed Surplus Website](#):

- Program available to public entities and eligible nonprofit organizations

[Fed Surplus VOSB Website](#):

- Program available to Veteran-Owned Small Businesses

State Surplus Program

[State Surplus Property Website](#):

- Lists information and contract links (e.g., online auctions)

Training available in Cornerstone:

- *Federal Surplus Program Property Program* eLearning
- *Federal Surplus Property for Veteran-Owned Small Businesses (VOSBs)* eLearning

Using the Chat...

What types of items has your agency posted or obtained through the surplus programs?

SBOP Website

All Your Procurement Resources – Just a Click Away

State Bureau of Procurement (SBOP)
Website

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

Contact Us

About Us

SBOP Website – Eligibility Lists

- State Bureau of Procurement [Homepage](#)
- [Certification for Collection of Sales and Use Tax](#)
  - DOR Nexus Unit works with businesses to correct any outstanding tax issue the business may have
  - DORVendorLaw@wisconsin.gov or (608) 266-3969
  - [DOR's Certification for Collection of Sales and Use Tax FAQs](#)
- [Wisconsin Office of Contract Compliance ELIGIBLE Vendor Directory](#)
- [Wisconsin Office of Contract Compliance INELIGIBLE Vendor Directory](#)

SBOP Website

Agencies & Campuses: Provides resources for the Wisconsin State procurement community.

- Procurement Directory: Lists the main contacts for procurement and print for all Wisconsin agencies and campuses.
- SBOP Trainings & eLearnings: Provides information about SBOP's procurement trainings.
- Class List: List of all SBOP trainings, including instructor-led and eLearnings.
- Annual Procurement Conference: Provides all materials from past and current conferences, including slides, handouts, and available webinar recordings.

SBOP Website

- [Suppliers](#): Provides a variety of resources for businesses looking to do business with the State.

  - [Supplier FAQ Guide](#): Provides answers to questions around State procurement, National Institute of Governmental Purchasing (NIGP) codes, searching for contracts and solicitations on VendorNet, troubleshooting for both VendorNet and eSupplier, and ineligibility lists.

  - [eSupplier Bidder FAQ Guide](#): Answers questions related to eSupplier, including topics like registration, bidder communication, submitting responses through the portal.

  - [Vendors' Guide](#): Provides an overview of how to do business with the State of Wisconsin.

Using the Chat...

What prompts you to visit the SBOP website (e.g., training, policy updates, forms, resources)?

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!

DOAWisPro@wisconsin.gov
608-264-7897