

PROCUREMENT INFORMATION MEMORANDUM

Date Issued: June 2, 2020 **Number:** 20-002

Effective Dates: Date Issued Until Modified or Retired

Subject: COVID-19 Federal Funds Purchase Orders and Contracts

I. REFERENCE

Executive Order #72
Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020

II. PURPOSE

On March 12, 2020, Governor Tony Evers issued Executive Order 72 (hereinafter “Order”) directing all state agencies to assist as appropriate in the State’s ongoing response to the COVID-19 coronavirus public health emergency.

The federal government has enacted legislation to provide funding to states to cover certain expenditures incurred due to the COVID-19 public health emergency, including the Coronavirus Preparedness and Response Supplemental Appropriation Act (enacted 3/6/2020), the Coronavirus Aid, Relief, and Economic Security (CARES) Act (enacted 3/27/2020), and the Paycheck Protection Program and Health Care Enhancement Act (enacted 4/24/2020). This document refers to the funds provided by these bills as the “COVID-19 federal funds.”

The Department of Administration (DOA) established a COVID-19 clearing appropriation (91600) within nonstatutory business unit 90100 from which certain expenditures are encumbered and paid for the purpose of responding to the COVID-19 coronavirus public health emergency. DOA will at a later date, prior to FY 2019-20 year-end closing, transfer appropriation 91600 expenditures to existing Chapter 20 program revenue federal (PR-F) or program revenue service (PR-S) appropriations into which direct or pass-through COVID-19 federal funds revenues may be received to provide for the payment of qualifying COVID-19 expenses.

III. OBJECTIVES, NEW PROCUREMENT POLICY

The DOA State Bureau of Procurement (SBOP) and DOA Bureau of Financial Management (BFM) have been instructed by the DOA Secretary’s Office to oversee, account for, and anticipate expenditures made from appropriation 91600. To that end, SBOP and BFM require state agencies to obtain prior approval of contracts and purchase orders intended to be paid from appropriation 91600. The objective of this policy is to ensure transparency and accountability of expenditures intended to be paid with COVID-19 federal funds.

IV. IMPLEMENTATION

1. Effective immediately, agencies must obtain DOA approval prior to entering into contracts or issuing purchase orders for expenditures intended to be paid from appropriation 91600 or with COVID-19 federal funds. The approval identified in this section only applies to the use of appropriation 91600 or COVID-19 federal funds and does not establish the appropriate procurement authority to enter into a contract or issue



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a purchase order. Agencies shall follow a DocuSign process to be established by SBOP providing the following approvals:

1. Authorized agency finance or procurement official
2. DOA State Bureau of Procurement Section Chief
3. DOA Bureau of Financial Management Director
4. DOA Legal
5. COVID-19 Supply Team Leader
6. DOA Deputy Secretary

The agency shall include the following information in its request:

1. Business unit number
 2. Supplier name
 3. Procurement method or contract number (if purchase order)
 4. Anticipated expenditure amount
 5. Sum of expense amounts
 6. Detailed description of services and products
 7. Rationale for COVID-19 federal funds
2. Agencies must provide a complete list of contracts and purchase orders intended to be paid from appropriation 91600 or with COVID-19 federal funds that were approved prior to the issuance of this PIM. The list shall include:
1. Business unit number
 2. Contract or purchase order number
 3. Supplier name
 4. Date of contract or purchase order issuance
 5. Contract or purchase order amount
 6. Sum of expenditure amounts
 7. Detailed description of services and products
 8. Rationale for COVID-19 federal funds

