

PROCUREMENT INFORMATION MEMORANDUM

Date Issued: August 31, 2020

Number: 21-001

Effective Dates: Date Issued Until Modified or Retired

Subject: **Supplier Diversity Reporting Requirements**

I. REFERENCE

Wis. Stat. § 16.75(3m)(c)2
State Procurement Manual PRO-606

II. PURPOSE

Current state procurement policy, [PRO-606, Supplier Diversity Policy and Reporting](#), section IV (Reporting), A, requires that by the 15th of each month state agencies and by the 25th of each month campuses and agencies not using STAR will report spend activities with certified MBEs and DVBs to WISDP (Wisconsin Supplier Diversity Program) using the online reporting tool at wisdpreporting.wi.gov.

The purpose of this guidance is to inform agencies and campuses of certain reporting that does not need to occur, and to reinforce the importance of timely reporting for the information that does still need to be provided to wisdpreporting.wi.gov. See **Table A** below for more information.

If you need access to the site, email your Username and Agency to WisdpWebApplication@wi.gov.

III. REPORTING REQUIREMENTS

Agencies using STAR must submit spend data monthly, no later than the 15th of each month, for the previous month to the Supplier Diversity Office as required by PRO-606 for:

- All agency and campus spending with subcontractors (i.e., Tier 2 except that occurring through the IT Vendor Managed Services (VMS)) contract
- All other verifiable procurement spend with MBE and DVB suppliers that is not otherwise captured in the validation process described below

UW Campuses and State Agencies not using STAR must submit spend data monthly, no later than the 25th of each month for the previous month, everything listed above, and Purchase order and direct charge spend with prime suppliers that are MBE or DVB.

IV. VALIDATION PROCESS

The DOA State Bureau of Procurement in collaboration with the Supplier Diversity Program will identify spend with certified MBE and DVB suppliers for certain transactions and will require monthly validation from the agency and campus for the following:

- Spend made with a state purchasing card (P-Card)
- Subcontract (Tier 2) spend through the state's IT VMS contract
- Spend with City Supply, a certified DVB, made on enterprise contracts



State Agencies using STAR will be asked to validate the information listed above and:

- Spend made on purchase orders as reflected in STAR Finance production system and summarized in STAR Oracle Business Intelligence Dashboards (BI)

Agencies and campuses will receive spend information via email for the previous month no later than the 30th of the month for agencies and no later than the end of the first week of the next month for campuses and will be expected to either confirm the accuracy of the spend reported on their behalf or to provide edits to the information no later than the 15^h of the following month.

Agencies who experience issues reporting or validating spend should reach out to wisdprebapplication@wi.gov for assistance.

Table A - Diverse Spend Validation and Reporting to DOA		
Agency	Spend Type/Action	Date
State Agencies using STAR	<p>Report – wisdpreporting.wi.gov</p> <ul style="list-style-type: none"> •All Tier 2 spend with subcontractors except spend with State's IT Vendor Managed Service (VMS) Provider •All other verifiable procurement spend with MBE and DVB suppliers that is not otherwise captured 	<p>By the 15th of the month</p> <p><i>(Ex. July data must be reported by August 15th)</i></p>
	<p>Validate via Email</p> <ul style="list-style-type: none"> •Purchase Order •P-Card •Tier 2 Spend with State's IT VMS provider •Spend with City Supplier (DVB) made on enterprise contracts 	<p>DOA sends data by 30th of the month</p> <p>Agencies validate by the 15^h of the following month</p> <p><i>(Ex. July data must be validated by September 15th)</i></p>
All UW Campuses and State Agencies not using STAR	<p>Report - wisdreporting.wi.gov</p> <ul style="list-style-type: none"> •Purchase Order and direct-charge spend with prime suppliers that are MBE or DVB (Tier 1) •All Tier 2 spend with subcontractors except spend with State's IT Vendor Managed Service (VMS) Provider •All other verifiable procurement spend with MBE and DVB suppliers that is not otherwise captured 	<p>By the 25th of the month</p> <p><i>(Ex. July data must be reported by August 25th)</i></p>
	<p>Validate via Email</p> <ul style="list-style-type: none"> •P-Card •Tier 2 Spend with State's IT VMS provider •Spend with City Supplier (DVB) made on enterprise contracts 	<p>DOA sends data by the end of the first week of the next month</p> <p>Agencies validate by the 15^h of the following month</p> <p><i>(Ex. July data must be validated by September 15th)</i></p>

