



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-103

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| Section | Effective | Replaces |
| INTRODUCTION AND PROCUREMENT FUNDAMENTALS | 9/16/19 | PRO-C-17, 35 (Various Dates) |
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| PROCUREMENT SYSTEMS AND BIDDERS LISTS | 1 of 5 | |

SCOPE: The purpose of this policy is to establish the responsibility and official procedure for use of state procurement systems and maintenance of bidders lists.

POLICY: The Department of Administration, State Bureau of Procurement, supports two primary procurement systems for conducting the competitive process and disseminating procurement information.

STAR Enterprise Resource Planning (ERP) System

State agencies that use STAR to conduct purchasing and procurement functions, including posting and receiving competitive solicitations, do so through the State of Wisconsin eSupplier Portal.

VendorNet

State agencies that do not use the eSupplier Portal, such as the University of Wisconsin System and its campuses, use VendorNet to post competitive solicitations. VendorNet is also used by all agencies to post awarded contract information.

Municipalities may also use VendorNet for posting solicitations with the proper registration credentials.

Bidders List

Vendors must register on the eSupplier Portal to be placed on the state bidders list. When an agency posts requests for bids/proposals using the eSupplier Portal or VendorNet, only those vendors with a valid e-mail address, registered on the eSupplier Portal, will be notified automatically of such solicitations in their designated commodity/service area(s).



Legal Authority

Wis. Stats. ss. 16.004; 16.701; 16.7015; 16.75(1)(a); 16.75(4)(a);
16.753; 19.48(11)
Wis. Adm. Code Chapter 7.05; 9
Agencies Affected: All, unless otherwise noted

Authorized:
Sara Redford, Director
State Bureau of Procurement



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PROCEDURE:

- I. Solicitation Posting and Management
 - A. Delegated agencies that use STAR will post request for bids/proposals (RFB/RFP) documents on the eSupplier Portal.
 - B. Consolidated Agency Purchasing Services (CAPS) agencies will work through their Department of Administration CAPS staff to post RFBs/RFPs on the eSupplier Portal.
 - C. Agencies that do not use STAR will use VendorNet for posting RFB/RFPs.
 - D. Agencies are encouraged to also post simplified bids on their designated system (STAR or VendorNet).
 - E. For RFBs/RFPs, agencies will post award, amendment and/or cancellation information on the eSupplier Portal or VendorNet as applicable.
 - F. Access to post or edit solicitations on either the eSupplier Portal or VendorNet must be authorized by the agency special designated agent, CAPS or directly by the State Bureau of Procurement Director as applicable.

- II. Bidders List Maintenance
 - A. The official bidders list for an agency solicitation will be generated from the information in the eSupplier Portal at the time of the solicitation posting.
 - B. If a vendor is not registered with a valid email address in the eSupplier Portal and makes a request of the agency to be notified of the solicitation, agencies will provide the vendor with instructions on where to obtain information about the



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solicitation. The agency will retain a record of this activity in the procurement file.

III. Bidders List Removal

- A. If the agency deems a bidder to be non-responsible, the agency will submit rationale for removal from the bidders list to the Bureau. The Bureau will determine if the bidder should be excluded from bidding, and whether it should only be for that agency specifically or on a statewide basis.
- B. The following are reasons for removal from the bidders list:
 - 1. Repeated failure to bid responsively;
 - 2. Failure to meet contract specifications after an award has been made;
 - 3. Failure to render satisfactory performance on a contract that has been awarded; and
 - 4. Furnishing false or erroneous information to obtain listing on a bidders list.
- C. The following are procedures that govern removal:
 - 1. The process of removal requires the agency to investigate reasons and evidence that support removal. That information will be forwarded to the Bureau with a request to remove the vendor.
 - 2. When removal is based on vendor contract performance, the agency informs the bidder in writing about the performance issues.



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3. The Bureau will keep complete records of all decision items to document the reasons and basis for the decision.
4. A bidder who has been removed may request reinstatement. If the bidder sufficiently demonstrates that the reason for removal has been eliminated, the bidder may be reinstated at the sole judgment of the Bureau. Reinstatement may be probationary for a specific period.

IV. Notification of Subscription Service

- A. All agencies will include in each RFB/RFP over the official bidding threshold the following language (or similar) regarding bidder registration:

“Wisconsin eSupplier Portal Registration: Only Bidders registered with the State of Wisconsin’s eSupplier Portal (the State’s electronic purchasing information system) will receive future official notice for this service/commodity. The State of Wisconsin purchasing information and Bidder notification service is available to all businesses and organizations that want to sell to the State. Anyone may access the Wisconsin eSupplier Portal on the internet at <https://eSupplier.wi.gov> to register as a Bidder with the State of Wisconsin. Bidders may use the same internet address for inclusion on the Bidders list for goods and Services that the organization wants to sell to the State. A subscription with notification guarantees the organization will receive an email message each time a State Agency, including any campus of the University of Wisconsin System, posts a request for bid in their designated Commodity/service area(s) with an estimated value over \$50,000. Organizations without internet access may receive paper copies by request to the agency. Increasingly, State agencies also are using Wisconsin eSupplier Portal or



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VendorNet to post simplified bids valued at \$50,000 or less. Bidders also may receive email notices of these simplified bid opportunities. Bidders may also visit VendorNet at <https://VendorNet.wi.gov> to get information on State purchasing practices and policies, goods and Services that the State buys, and tips on selling to the State.”

B. Agencies will refer vendors who are unfamiliar with the registration process to the DOA Procurement Support staff at doawispro@wisconsin.gov.

V. Contract Posting

A. Agencies will post and maintain current contracts for on-going needs on VendorNet. Contracts for one-time purchases need not be placed on VendorNet. Contracts where the contractor(s) has agreed to extend its terms and conditions for cooperative purchasing will be posted on VendorNet.



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