



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-303

<b>Section</b>	<b>Effective</b>	<b>Replaces</b>
COMPETITIVE SOLICITATIONS	9/16/19	PRO-C-8 (11-5-13)
<b>Title</b>	<b>Page</b>	
SIMPLIFIED BIDDING	1 of 2	

**SCOPE:** The purpose of this policy is to establish authority and procedure for simplified bidding.

**POLICY:** Simplified bidding is a method of procurement used when the estimated cost of a transaction is less than the minimum of the official sealed bidding threshold, but more than the best judgment threshold, using the total value anticipated for the purchase, and when the need cannot otherwise be met on a mandatory contract. See PRO-101, Procurement Definitions and Thresholds and PRO-402, Statewide Contracts: Standards and Utilization.

Agencies will use all reasonable efforts to maximize competition in the solicitation and award of simplified bids, including but not limited to the use of existing systems and bidders lists. See PRO-103, Procurement Systems and Bidders Lists.

Agencies will report such transactions with supplier-diverse businesses as required by PRO-606, Supplier Diversity Policy and Reporting.

Agencies will use all reasonable efforts to solicit small businesses, veteran-owned businesses, supplier-diverse businesses and work centers. The simplified bid process will not be used to restrict competition or to prevent qualified bidders from bidding on procurements.

- PROCEDURE:**
- I. Selection and Recordkeeping
    - A. Solicitations for simplified bids are conducted through notice to at least three appropriate bidders. Where the results of a simplified bid do not produce three bids, the agency will document its efforts to obtain bids from the minimum of three appropriate, qualified bidders.
    - B. Where quotes are solicited in various forms, the agency will document the receipt and details of such quotes to support the purchase. Agencies will use form DOA-3088, Simplified Bidding



### Legal Authority

Wis. Stats. 16.75(1)(b), (c); 16.75(2m)(c); Ch. 35  
Wis. Adm. Code Chapter Adm 8.01  
Wis. Constitution, Article IV, Section 25  
Agencies Affected: All, unless otherwise noted

Authorized:  
Sara Redford, Director  
State Bureau of Procurement



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Record or its functional equivalent. See PRO-105, Procurement Record Retention and Access.

- C. The agency is responsible for ensuring that purchases do not exceed the allowable threshold or that serial contracting is not present. See PRO-107, Serial Contracting.

REFERENCE: DOA-3088, Simplified Bidding Record



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