



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-402

<b>Section</b>	<b>Effective</b>	<b>Replaces</b>
CONTRACT ADMINISTRATION AND TRANSACTIONS	9/16/19	PRO-B-1 (3-15-13)
<b>Title</b>		<b>Page</b>
STATE CONTRACTS: STANDARDS AND UTILIZATION		1 of 3

**SCOPE:** The purpose of this policy is to establish official procedure for issuance and agency utilization of statewide contracts, as well as establish standards for enterprise contract numbering conventions.

**POLICY:** Statewide procurement contracts are written directives issued by the State Bureau of Procurement to authorize agency purchasing activities in specified goods and services categories.

Contracts identified as mandatory will be used by the procuring agency, regardless of dollar amount, unless a waiver (i.e. business case exception request) is granted by the contract manager. Business case exception requests (i.e. requests to waive the use of a mandatory contract) are considered on their merits. Where approved, the agency must account for an alternate procurement authority based on the estimated dollar amount. Waiving the use of contract does not also waive applicable bidding procedure. See PRO-301, Competitive Procurement Policy.

Non-mandatory (i.e. optional-use) contracts may be used at the agency's discretion for the goods and services contained in the contract.

State agencies that use the STAR Enterprise Resource Planning (ERP) System must follow the Bureau's established contract numbering convention. See PIM 16-001, Contract Naming Convention.

State agencies that do not use STAR, such as the University of Wisconsin System and its campuses, will use their own unique numbering system for any contracts they administer.

Ch. 16.72(4)(a), Wis. Stats. requires prior approval to enter into services contracts. The following are considered acceptable forms of "prior approval":

- Approved Request for Purchasing Authority
- Approved procurement plan



## Legal Authority

Wis. Stats. ss. 16.71; 16.72(4)(a)  
 2018 Wisconsin Executive Order 288  
 Agencies Affected: All, unless otherwise noted

Authorized:  
 Sara Redford, Director  
 State Bureau of Procurement



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-402

<b>Section</b>	<b>Effective</b>	<b>Replaces</b>
CONTRACT ADMINISTRATION AND TRANSACTIONS	9/16/19	PRO-B-1 (3-15-13)
<b>Title</b>		<b>Page</b>
STATE CONTRACTS: STANDARDS AND UTILIZATION		2 of 3

- Approved request for \$150,000 IT or consultant purchases pursuant to 2018 Wisconsin Executive Order 288 (where applicable)
- Authorized piggybacking and use of statewide enterprise contracts

Agencies will first consult contract listings on VendorNet or STAR when goods or contractual services are needed.

**PROCEDURE:**

- I. Statewide Contract Elements
  - A. Contracts contain complete operational instructions as follows:
    1. What quality is authorized for the procurement
    2. Steps to be taken in selecting the materials or services
    3. How to requisition or order the materials or services
    4. Supplier(s)
    5. Price and payment structure
    6. Terms and delivery information
    7. Stipulations or management controls
  - B. The Bureau posts contracts using the state’s procurement systems. See PRO-103, Procurement Systems and Bidders Lists.
- II. Statewide and STAR Agency Contract Numbering
  - A. Statewide and agency contracts established by STAR agencies will follow the [STAR Purchasing Contract ID Naming Conventions](#).



**Legal Authority**

Wis. Stats. ss. 16.71; 16.72(4)(a)  
2018 Wisconsin Executive Order 288  
Agencies Affected: All, unless otherwise noted

Authorized:  
Sara Redford, Director  
State Bureau of Procurement



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-402

<b>Section</b>	<b>Effective</b>	<b>Replaces</b>
CONTRACT ADMINISTRATION AND TRANSACTIONS	9/16/19	PRO-B-1 (3-15-13)
<b>Title</b>		<b>Page</b>
STATE CONTRACTS: STANDARDS AND UTILIZATION		3 of 3

- B. STAR agencies will create contract numbers for all the following transactions:
  - Awarded official sealed bids
  - Awarded Requests for Proposals (RFPs)
  - Approved Request for Procurement Authority (RPAs)
  - Transactions from approved procurement plans
  - Awarded simplified bids covering more than one year

### III. Use of Contracts

- A. All purchase orders and other transactions written against a contract will comply with the terms and pricing of the contract. See PRO-408, Purchase Requisitions, Orders and Methods of Payment.
- B. Only items specifically referred to in the contract may be purchased. Other products available from the contractor but not specified on the contract are not covered.
- C. The agency may not modify the scope or the material terms and conditions of the original contract through negotiation. This does not preclude the agency from negotiating and accepting more advantageous or unique terms needed by the procuring agency, or more competitive pricing. See PRO-404, Standard Terms and Conditions.



#### Legal Authority

Wis. Stats. ss. 16.71; 16.72(4)(a)  
2018 Wisconsin Executive Order 288  
Agencies Affected: All, unless otherwise noted

Authorized:  
Sara Redford, Director  
State Bureau of Procurement