



State Procurement Manual Policy Reform

Summary

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Executive Summary

The Department of Administration, State Bureau of Procurement (Bureau), has issued revisions to the State Procurement Manual (SPM) as the result of a collaborative project managed in conjunction with procurement professionals from agencies with major procurement delegation. This document provides an overview of the project and summarizes the changes made to the SPM.

Project Background

The Bureau contracts for commodities and services for the state through direct or delegated authority and establishes policy and procedures for the performance of this function. Procurement functions in the State are governed by Wis. Stats. §§16.70 – 16.78.

The Bureau is responsible for the development of the [State Procurement Manual](#) (SPM) and posts it on the Department of Administration's website for state agency and public use. The SPM is the official publication for disseminating policy and procedures on the State's procurement function. The Bureau issues the SPM and updates it as necessary.

Announcements of updates are communicated to agency purchasing directors or established agency contacts who are responsible for distributing information within their agency.

The SPM was first published in January 1982. There are currently 157 Manual pieces, 141 of which are "active"; 16 are previously retired or untitled placeholders. Page count of the SPM is 420 pages.

Following the implementation of the statewide ERP system, STAR, many SPM policies related to purchasing transactions needed to be updated. The Bureau published the SPM Addendum on April 7, 2015 to provide temporary, updated guidance to agencies using STAR for purchasing activities. System changes, legal and best practice changes created the impetus for a comprehensive SPM update, which is the first large-scale revision to procurement policy since its original publication.

On September 22, 2017, the Bureau posted a public notice inviting any stakeholder of the SPM to provide written feedback on the following:

- Content – Language that requires updating, revising or clarification, recommendations to add new policies or delete antiquated policies
- Format/Layout – SPM organization, formatting of the individual policies, etc.
- Presentation – Ideas for how and where to publish the SPM online
- Other – Anything that doesn't fall into one of the categories above

In early November 2017, the Bureau collected all written comments and began the planning process for the SPM reform project with the directors of agencies with major procurement delegation (i.e. Interagency Procurement Council (IPC)). The result was the creation of an interagency and campus workgroup, led by the Bureau, to undertake editing of the SPM. The workgroup met weekly from January 2018-November 2018. Any SPM sections that were not reviewed by the workgroup were edited by SBOP staff and reviewed by the IPC.

Objectives

The primary goal of this project was to create a manual that provides for increased efficiency, economy, compliance, consistency and reasonable, responsible flexibility in public procurement activities. Specifically:

- 1) Update references that do not reflect current official procedure or applicable law
- 2) Eliminate unnecessary redundancy (“say it once” principle) and remove sections that are obsolete
- 3) Separate process steps from those procedures and policy that were derived from statutory provisions.
- 4) Create new policies where needed to serve the best interests of the procurement enterprise
- 5) Reformat, reorganize and rebrand the SPM to make it easier to use
- 6) Emphasize best practice in public procurement, and reinforce our collective enterprise mission

The team defined policy, procedure and process and elected to remove all process-related content unless it was critical to the understanding of a procurement concept:

Policy: Statement of required action that is based in applicable law (e.g. statute, administrative code, Executive Order, etc).

Procedure: High level description of acts, conduct and best practice that are followed in furtherance of policy.

Process: “How-to” steps written as instructions for practitioners to follow to ensure compliance with policy and procedure.

Agencies with any level of procurement delegation or authority (major delegated, supported by Consolidated Agency Purchasing Services (CAPS) or other) will adjust all internal processes accordingly.

New SPM Organization

Current policies are organized by subject matter of a major process or type of good/service:

PRO-A: Introduction

PRO-B: Statewide Contracts and Standards

PRO-C: Procurement Process

PRO-D: General Policies

PRO-E: Contracting, Ordering, Receiving and Payment

PRO-F: Transportation, Materials Distribution and Disposal

PRO-G: Records and Reports

PRO-I: Contracting for Services

PRO-J: Printing

PRO-K: Work Center

The new SPM will be reorganized, renumbered and retitled based generally on when in the procurement process a policy would be used:

- PRO-100: Introduction and Procurement Fundamentals
- PRO-200: Planning and Procurement Strategy
- PRO-300: Competitive Solicitations
- PRO-400: Contract Administration and Transactions
- PRO-500: Exceptions, Waivers and Special Handling
- PRO-600: Administrative Policy

In addition to this document, the Bureau has published a comprehensive crosswalk of old-to-new policy sections.

New Format and Additional Resources

To achieve the objectives of the project and improve readability, the following format modifications have been made:

- Consistent order and use of section names: Scope; Policy; Procedure; References (where applicable)
- Legal citations moved to footer, so they appear on each page
- All official definitions and monetary thresholds moved to a new master reference policy, PRO-101, Procurement Definitions and Thresholds
- Procedure subtitled for ease of reference
- Interrelated policies cited, rather than redundant content in multiple policy sections
- Scope of agencies affected moved to footer

The Bureau has enhanced the website for the SPM for ease of searching and finding related resources.

Overview of Changes

This document summarizes the material changes made to each SPM policy. Every policy, even those that were not changed in substance, were changed in form. Every policy was also edited as follows:

- Remove extraneous words that did not add clarity or value to understanding the policy
- Remove references that were outdated or obsolete
- Remove illustrative examples or process content that does not have the force of policy
- Remove redundant content that appeared verbatim in multiple policies
- Removed definitions and/or thresholds and consolidated into PRO-101, Procurement Definitions and Thresholds

These were general adjustments made to the entire manual.

Effective Dating and Enforcement

The Bureau understands that agencies and campuses require time to modify internal processes and to train staff on the scope of SPM changes. To support this change, the Bureau will implement a

thorough communication and training plan, and all policies will be effective 30 days after they are published on the new website to aid in the transition. The retired manual will then remain online in a downloadable PDF file for reference until further notice. Enforcement (compliance monitoring, etc) for the new SPM will start on September 16, 2019.

Any new forms created or updated as a result of the project can be used immediately upon publication to VendorNet.

Summary of Changes: Section PRO-A, Introduction

PRO-A-1 No title/No content

New: PRO-101, Procurement Definitions and Thresholds

New Category: 100-Introduction & Procurement Fundamentals

PRO-A-2 No title/No content

Action: Removed placeholder.

PRO-A-3, Delegation -Formerly Major Delegation

New: PRO-102, Delegation

New Category: 100-Introduction & Procurement Fundamentals

Changes: Reference to legacy systems replaced with new systems. Clarified procedure, turnaround time for delegation applicants. Created a new form from the Purchasing Personnel Inventory, now new form DOA-3833.

PRO-A-4 Procurement Plans

New: PRO-201, Procurement Plans

New Category: 200-Planning and Procurement Strategy

Changes: Now requires a procurement plan to be submitted for bids with a service element that exceeds the bidding threshold. Added a reference to a new term and separate policy related to collaborative contracting. Removed any reference to intergovernmental procurement, deferring to the new policy PRO-504. Removed reference to RPAs, deferring to separate policy PRO-210. Revised form DOA-3720 to align with policy changes.

PRO-A-5 State Procurement Manual

Action: Retired. Content of this section was recreated as web content on the new website, declaring the SPM to be the official source for state procurement policy.

PRO-A-6 Management Reviews

New: PRO-110, Management Reviews

New Category: 100-Introduction & Procurement Fundamentals

Changes: Reframed language on purchasing decisions. Defer content related to records availability to separate policy regarding records.

PRO-A-7 Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices

Action: Retired. Content of this section was recreated as web content on the new website, listing current purchasing contacts at agencies and campuses.

PRO-A-8 State Agencies Purchasing Council

Action: Retired. Content of this section was recreated as web content identifying SAPC as a group that exists and is an available resource for agency purchasing staff.

Summary of Changes: Section PRO-B, Statewide Contracts and Standards

PRO-B-1 State Procurement Statewide Contracts (Bulletins)

New: PRO-402, Statewide Contracts: Standards and Utilization

New Category: 400-Contract Administration and Transactions

Changes: Referred to PIM for STAR contract numbering. Reinforced requirement to create STAR contracts under certain circumstances. Added term "business case exception request" to differentiate from term "waiver". Added ability to negotiate better pricing or terms when using a contract. Clarified appropriate ways for an agency to get prior approval to establish contracts.

Current Section: PRO-B-2 Index of Scheduled Statewide Contracts (formerly Bulletins)

Action: Retired. Content of this section is replaced with the contract search function of VendorNet.

PRO-B-3 NIGP Commodity Codes

New: PRO-104, NIGP Codes and Standard Coding Structures

New Section: 100-Introduction & Procurement Fundamentals

Changes: Contact change to doawispro.wi.gov. Clarified schedule of SBOP updates to code list.

PRO-B-4 Questionnaires, State Procurement Operational

Action: Retired. Relevant content merged into updated policy PRO-202, Specifications.

PRO-B-5 No title/No content

Action: Removed placeholder.

PRO-B-6 Specifications

New: PRO-202, Specifications and Standards

New Section: 200-Planning and Procurement Strategy

Changes: Added administrative code reference and content related to allowable modifications. Added reference to recyclability, services and American-made materials. Reference to surveys retires outdated B-4, Questionnaires. Clarified use of trade names.

PRO-B-7 Standard Commodities and Statewide Contracts

Action: Retired. Content merged into revised policies for PRO-203, Standards Committees and PRO-402, Statewide Contracts: Standards and Utilization.

PRO-B-8 Standards Committees

New: PRO-203, Standards and Specification Development Committees

New Section: 200-Planning and Procurement Strategy

Changes: Added reference to agencies' ability to form committees. Separated standards vs. specification development committees, tied to standard vs. non-standard specs in statute. Clarified duties of the Bureau vs. an agency in managing committees.

PRO-B-9 Value Analysis

Action: Removed placeholder, no longer an active policy since April 2000.

PRO-B-10 Index of Procurement Information Memorandums (PIMs)
Action: Retired. Content of this section will be recreated as web content listing all active PIMs.

PRO-B-11 No title/No content
Action: Removed placeholder.

PRO-B-12 Procurement Information Memorandum (PIM)
Action: Retired. Content of this section will be recreated as web content listing all active PIMs.

Summary of Changes: Section PRO-C, The Procurement Process

PRO-C-1 Competitive Bidding Policy
New: PRO-301, Competitive Procurement Policy
New Section: 300-Competitive Solicitations
Changes: Clear statement of favoring competitive bidding. Descending order of options to use from competitive to non-competitive processes.

PRO-C-2 Request for Purchasing Authority (RPA) Policy and Procedure
New: PRO-210, Request for Purchasing Authority (RPA) Policy and Procedure
New Section: 200-Planning and Procurement Strategy
Changes: Reference to new electronic system, rpa.wi.gov. Significant consolidation of related content for different types of RPAs. Reference to checklist form for recordkeeping.

PRO-C-3 Emergency Procurement
New: PRO-503, Emergency Procurement
New Section: Exceptions, Waivers, and Special Handling
Changes: Basic updates; see "Overview of Changes".

PRO-C-4 Non-Collusion Statement
New: PRO-602, Non-Collusion and Disclosure of Conflicts of Interest
New Section: Administrative Policy
Changes: Consolidated non-collusion content with disclosure content of PRO-C-28. Updated conflict of interest material based on s. 19.45(6). Add reference to new forms to use for compliance. Add link to services, independence of relationship. Link to unauthorized purchase policy if contract is void.

PRO-C-5 Bidding Policy and Procedure, Official Sealed Bid
New: PRO-304, Bidding Policy and Procedure, Official Sealed Bid
New Section: Competitive Solicitations
Changes: Removed redundant content related to many topics covered by other policies. Added reference to new form for recordkeeping. Clarified "adequate" as it relates to lead time. Reinforce need for method of bid and award to match and be objectively measurable.

PRO-C-6 Legal/Public Notice
New: PRO-601, Legal/Public Notice
New Section: Administrative Policy
Changes: Removed reference to old contract numbers, requirement to print a notice in hard copy. Preference for public notice vs. legal notice. Reference to use of required systems.

PRO-C-7 Equipment List Procedure

Action: Removed placeholder, no longer an active policy since October 2000.

PRO-C-8 Simplified Bidding

New: PRO-303, Simplified Bidding

New Section: Competitive Solicitations

Changes: Clarified use of template is optional for simplified bidding. Links to other policy for Supplier Diversity, recordkeeping. Clarify effort and tools required by agencies in simplified bidding activities.

PRO-C-9 Waiver of Bidding Process

New: PRO-501, Waiver of Bidding Process

New Section: Exceptions, Waivers and Special Handling

Changes: Significant consolidation of redundant content. Removal of process and suggestion-related content.

PRO-C-10 Bid Waiver Justification Letter

Action: Retired. Content merged into revised policy PRO-501, Waiver of Bidding Process.

PRO-C-11 General Waiver

Action: Retired. Content merged into revised policy PRO-501, Waiver of Bidding Process.

PRO-C-12 Competitive Negotiation (Request for Proposal)

New: PRO-306, Competitive Negotiation (Request for Proposal)

New Section: Competitive Solicitations

Changes: Removed redundant references. Similar clarifications as made to official sealed bid policy.

PRO-C-13 Noncompetitive Negotiation (Sole Source)

Action: Retired. Content merged into revised policy PRO-501, Waiver of Bidding Process.

PRO-C-14 Utility Services

Action: Retired. Content merged into revised policy PRO-504, Grants and Other Non-Procurement Transactions

PRO-C-15 Basis for Awards

New: PRO-305, Basis for Bid Awards

New Section: Competitive Solicitations

Changes: Removed material that had no legal authority (examples, process for ties). Prescribe ties are broken in order of steps. Clarify impact of other policies. Add ability to negotiate terms and price only with low bidder(s). Add section on consideration of quantity discounts from PRO-E-14.

PRO-C-16 Lowest Responsible Bidder

Action: Retired. Content merged into revised policy PRO-305, Basis for Bid Awards.

PRO-C-17 Bidders Lists

New: PRO-103, Procurement Systems and Bidders Lists

New Section: Introduction and Procurement Fundamentals

Changes: Merged content related to bidders lists and VendorNet policy (expanded to include reference to eSupplier and STAR). Clarified use of systems to generate official bidders lists.

PRO-C-18 Printing Procurements

Action: Retired. Content merged into revised policy PRO-505, Printing Procurement Policy and Procedure.

PRO-C-19 Bonds and Sureties

Action: Retired. Content merged into revised policy PRO-607, Risk Management Considerations in Procurement: Insurance, Bonds and Sureties.

PRO-C-20 Reciprocity Law

New: PRO-603, Reciprocity Law and Handling State Preferences

New Section: Administrative Policy

Changes: Separated sections on in-state, supplier-diverse and international suppliers. Added new resource from NASPO related to other states' preferences (replacing link to prior source, State of Oregon, which tracked this information in the past).

PRO-C-21 Mail Job Action Contingency Plan

Action: Retired. Content assumes a completely paper-based bidding process and telephonic notification system. Bidding procedures are now covered by official sealed bidding policy, PRO-304.

PRO-C-22 Request for Information (Formerly Estimate Solicitation)

New: PRO-207, Request for Information and Other Pre-Sourcing Methods

New Section: Planning and Procurement Strategy

Changes: Add draft solicitation and contemplate other pre-sourcing methods. Add use of templates and general vs. specific questions.

PRO-C-23 Notice to Unsuccessful Bidder

New: PRO-309, Notice of Award for Competitive Solicitations

New Section: Competitive Solicitations

Changes: Consolidates PRO-C-23 and I-14. Covers notice of award and intent to award, bid and RFP. Covers notice to awardee and unsuccessful bidders. Not elective to send copies to unsuccessful bidders. Refer to other policies for legal notice, records access.

PRO-C-24 Tied Bids

Action: Retired. Content now contained in PRO-305, Basis for Bid Awards.

PRO-C-25 Intergovernmental Procurements

Action: Retired. Content now contained in PRO-504, Grants and Other Non-Procurement Transactions and PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities.

PRO-C-26 American-Made Materials Policy

New: PRO-605, American-Made Materials Policy

New Section: Administrative Policy

Changes: Clarified distinction between exemption and order of preference based on interpretation of 16.754.

PRO-C-27 Serial Contracting

New: PRO-107, Serial Contracting

New Section: Introduction and Procurement Fundamentals

Changes: Clarified responsibility of delegated vs. subdelegated entities. Added reference to CAPS and its role in monitoring activities of supported agencies; clarified limit of a fiscal year for "period".

PRO-C-28 Disclosure

Action: Retired. Content now contained in PRO-602, Non-Collusion and Disclosure of Conflicts of Interest.

PRO-C-29 Evaluation Committee (Request for Proposal)

New: PRO-307, Evaluation Committee (Request for Proposal)

New Section: Competitive Solicitations

Changes: Merged all policies related to managing evaluation committees. Revised eval committee report template to include cost scoring/sharing sections. Created report as official DOA form. Separated instructions as training resource.

PRO-C-30 Communication with Proposers (RFP)

Action: Retired. Content now contained in PRO-306, Competitive Negotiation (RFP).

PRO-C-31 Reverse Auction

New: PRO-311, Reverse Auction

New Section: Competitive Solicitations

Changes: Last approved auction in 2004. Forms not official, not available. Repurposed to identify that there is authority to hold a reverse auction as a procurement method but it is exceptional and agencies are to work with the Bureau if this method is of interest.

PRO-C-32 Grants and Non-Procurement Transactions

New: PRO-504, Grants and Other Non-Procurement Transactions

New Section: Exceptions, Waivers, and Special Handling

Changes: Merged all non-procurement related elements into revised policy. Inter-governmental refers to federal/tribal only. Refer to form for recordkeeping.

PRO-C-33 Procurement from Bureau of Correctional Enterprises (dba Badger State Industries/Logistics)

New: PRO-507, Procurement from Wisconsin Bureau of Correctional Enterprises

New Section: Exceptions, Waivers, and Special Handling

Changes: New term "right of first refusal" used to cover all required elements of getting a waiver from BSI. Reference to updated BSL policy and new policy for signage.

PRO-C-34 Evaluation Committee Problems/Issue Resolution (RFP)

Action: Retired. Content now contained in PRO-307, Evaluation Committee (Request for Proposal).

PRO-C-35 VendorNet

Action: Retired. Content now contained in PRO-103, Procurement Systems and Bidders Lists.

PRO-C-36 Electronic Forms

Action: Retired. Replaced with VendorNet, Forms tab.

PRO-C-37 World Trade Organization Procurement Agreement

New: PRO-604, World Trade Organization Government Procurement Agreement

New Section: Administrative Policy

Changes: Replaced with general description of the WTOGPA and its possible impact on certain procurement events. Due to ongoing changes to WTOGPA, procedure replaced with statement to work with the Bureau on a case-by-case basis.

PRO-C-38 Guidelines for Use of Request for Proposals, Official Sealed Bids and Waivers
Action: Retired. Appropriate use of various procurement types are covered in separate policy about those methods.

PRO-C-39 Best and Final Offer Process and Procedure
Action: Retired. Content now covered in PRO-308, Basis of Award for Competitive Negotiation (RFP).

PRO-C-40 Evaluation Committee Reports
Action: Retired. Content now covered in PRO-307, Evaluation Committee (Request for Proposal).

Summary of Changes: Section PRO-D, General Policies

PRO-D-1 Minority Business Enterprise Policy
New: PRO-606, Supplier Diversity Policy and Reporting
New Section: Administrative Policy
Changes: Merged all MBE and DVB and supplier diversity reporting policies. Update references to methods of reporting.

PRO-D-2 Honorarium
Action: Retired. Content now covered in PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-D-3 Contract Compliance Policy and Procedures
New: PRO-403, Non-Discrimination and Contract Compliance
New Section: Contract Administration and Transactions
Changes: Merge content related to non-discrimination and affirmative action plans. Updates added as result of 2019 Wisconsin Executive Order 1. Significant reduction in redundant content. Clear distinction between non-discrimination and affirmative action plan requirements. Effectively retires PIM 19-003, Non-Discrimination in State Contracts Per 2019 Wisconsin Executive Order 1.

PRO-D-4 Material Safety Data Sheet (MSDS) Requirement
New: PRO-609, Purchasing Products with Safety Data Sheets, and Products Containing Phosphorus
New Section: Administrative Policy
Changes: Updated term to "SDS" (vs. MSDS) in line with updates made by OSHA. Removed reference to a reporting of any kind going to SBOP for phosphorus products, as this process is not required or currently supported.

PRO-D-5 Graphic Reproduction Equipment
New: PRO-510, Procurement of Equipment: Energy-Efficient and Graphic Reproduction
New Section: Exceptions, Waivers, and Special Handling
Changes: Updated procedure for graphic reproduction equipment. Add entire new section on energy efficiency per requirements of s. 16.75(10e).

PRO-D-6 Federal Property Program

Action: Retired. Content now contained in PRO-416, Surplus Property.

PRO-D-7 Telecommunications Procurements

New: PRO-508, Information Technology (IT) and Telecommunications Procurements

New Section: Exceptions, Waivers, and Special Handling

Changes: Added content related to IT approvals. Update legal citations for IT approvals. Reference to separate telecommunication approval process as part of scope of IT.

PRO-D-8 Unlawful Benefits to State Employees and Public Officials

New: PRO-109, Unlawful Benefits to State Employees and Public Officials

New Section: Introduction & Procurement Fundamentals

Changes: Updated legal references, added content related to procurement ethics and core principles.

PRO-D-9 Small Business Policy

Action: Retired. Content merged into PRO-606, Supplier Diversity Policy and Reporting.

PRO-D-10 Council on Small Business, Veteran-Owned Business and Minority Business Opportunities

Action: Retired. Content merged into PRO-606, Supplier Diversity Policy and Reporting.

PRO-D-11 Use of Private Facilities

Action: Retired. Content merged into PRO-513, Procurement Considerations in Facilities-Related Projects and Leasing of Space.

PRO-D-12 Veteran-owned Business Policy

Action: Retired. Content merged into PRO-606, Supplier Diversity Policy and Reporting.

PRO-D-13 Insurance and Bonds

New: PRO-607, Risk Management Considerations in Procurement: Insurance, Bonds and Sureties

New Section: Administrative Policy

Changes: Merged all policies related to risk-related issues including insurance coverage, certificates of insurance, requirements for bonds or sureties. Clarified when certificates of insurance must be obtained vs. permissive.

PRO-D-14 Use of Products Containing Phosphorus

Action: Retired. Content merged into PRO-609, Purchasing Products with Safety Data Sheets, and Products Containing Phosphorus.

PRO-D-15 Contracts for Household Moves

Action: Retired. Majority of content is obsolete. Current information merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-D-16 Procurement of Motor Vehicles

New: PRO-506, Motor Vehicle Policy; State-Owned, Procurement and Rental

New Section: Exceptions, Waivers, and Special Handling

Changes: Merge of procurement and leasing vehicle policies. Update legal citations and definitions.

PRO-D-17 Limited Trades Contracts

New: PRO-513, Procurement Considerations in Facilities-Related Projects and Leasing of Space

New Section: Exceptions, Waivers, and Special Handling

Changes: Merged all polices related to facilities into one. Added reference to applicable rules under an emergency. Updated references to mirror current Division of State Facility Development and Management operations.

PRO-D-18 Contracts with Carriers for Transportation of Merchandise (Except Household Goods)

Action: Retired. Majority of content is obsolete. Primary procurement methods are covered by policies related to competitive bidding and impacted by policies for contractual services. Current information about certain transportation payments merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-D-19 Recycling Procurement

New: PRO-209, Sustainability in Procurement

New Section: Planning and Procurement Strategy

Changes: New terminology (sustainability) to be used to generally describe various requirements in procurement related to recycling and recyclability. Re-organized by major responsibility. Reference to life cycle and equipment/energy use. Refreshed legal citations.

PRO-D-20 Letters of Endorsements and/or Testimonials

New: PRO-108, Endorsement, Testimonial and Promotional Advertising

New Section: Introduction and Procurement Fundamentals

Changes: Broadened concepts to promotion in any form (vs. just written letters on letterhead). Clarified specific prohibition on certain promotional activities. Add responsibility to notify suppliers.

PRO-D-21 Construction Projects

Action: Retired. Content merged into PRO-513, Procurement Considerations in Facilities-Related Projects and Leasing of Space.

PRO-D-22 Procurement of Space

Action: Retired. Content merged into PRO-513, Procurement Considerations in Facilities-Related Projects and Leasing of Space.

PRO-D-23 Public Records Access

New: PRO-105, Procurement Record Retention and Access

New Section: Introduction and Procurement Fundamentals

Changes: Removed redundant content related to public openings (otherwise covered). Clarified points in time for public access. Merged concepts related to record retention. Referenced new form for recordkeeping.

PRO-D-24 Cutoff Days for Encumbering Funds

Action: Retired. Reference to purchase order timing contained in PRO-408, Purchase Requisitions, Orders and Methods of Payment as determined by the State Controller's Office.

PRO-D-25 Collective Purchasing with Other States or the Federal Government

New: PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities

New Section: Exceptions, Waivers, and Special Handling

Changes: New term to describe piggybacking, collective and cooperative contracting. Add visual guide explaining the difference between these procurement methods. Clarified difference between intergovernmental procurement, cooperative purchasing, collective purchasing and an agency piggyback.

PRO-D-26 Antitrust Laws

Action: Removed placeholder, no longer an active policy since October 2000.

PRO-D-27 Contract Award-Competitive Negotiation

New: PRO-308, Basis of Award for Competitive Negotiation (RFP)

New Section: Competitive Solicitations

Changes: Basic consolidation, reference to new committee report form number and updated policies for RFP management.

PRO-D-28 Amendments to Requests for Purchasing Approval/Authority (RPAs)

Action: Retired. Content merged with PRO-210, Request for Purchasing Authority (RPA) Policy and Procedure.

PRO-D-29 Piggybacking (Formerly Identical Requirement Contracts)

Action: Retired. Content merged with PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities.

PRO-D-30 Cooperative Purchasing: Wisconsin Municipalities

Action: Retired. Content merged with PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities.

PRO-D-31 Certification for Collection of Sales and Use Tax

New: PRO-415, Vendor Collection of Sales and Use Tax; Agency Tax Exemption and Payments of Certain Taxes

New Section: Contract Administration and Transactions

Changes: Merged with policy on excise taxes, E-15. Point to DOR for issues. Clarified agency role in assisting non-compliant vendors. Add point related to agency reserving the right not to wait for a bidder to resolve tax compliance issues in an award, citing related award and contract eligibility policies. Remove references to other resources for tax compliance. Refer to DOR statute for legal definitions.

PRO-D-32 Procurement of Transportation: Individual and Small Group Travel

Action: Retired. Relevant content merged with PRO-514, Travel and Conference-Related Procurement.

PRO-D-33 Conference, Meeting, Seminar and Group Travel Planning

New: PRO-514, Travel and Conference-Related Procurement

New Section: Exceptions, Waivers, and Special Handling

Changes: Removed all student athlete travel content and reference to obsolete content such as the DOA travel program.

PRO-D-34 Certificates of Insurance

Action: Retired. Content now contained in PRO-607, Risk Management Considerations in Procurement: Insurance, Bonds and Sureties.

PRO-D-35 Disabled Veteran-Owned Business Policy
Action: Retired. Content merged into PRO-606, Supplier Diversity Policy and Reporting.

Summary of Changes: Section PRO-E, Contracting, Ordering, Receiving and Payment

PRO-E-1 Purchase Order

New: PRO-408, Purchase Requisitions, Orders and Methods of Payment

New Section: Contract Administration and Transactions

Changes: Merged content related to requisitions, purchase orders, use of direct charges, and mention of P-Card program. Clarified proper use of direct charges, and chronologically followed considerations for direct vs. use of PO. Reference to PO threshold will be increased, unless at internal agency discretion. Updated references to systems, outdated codes, and level of detail required on a PO. Reduced content related to payables, replace with reference to State Accounting Manual.

PRO-E-2 Purchase Requisitions

Action: Retired. Content merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-E-3 Receiving, Inspection and Claims Procedures on Purchased Materials

New: PRO-412 Receiving and Acceptance of Purchased Goods and Services

New Section: Contract Administration and Transactions

Changes: Added acceptance procedure for services.

PRO-E-4 Direct Charges, Invoices and Vouchers

Action: Retired. Content merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-E-5 Receipt of Damaged Goods (Formerly Rejection Documentation)

Action: Retired. Content merged into PRO-412, Receiving and Acceptance of Purchased Goods and Services.

PRO-E-6 Prompt Payment Policy

New: PRO-409, Prompt Payment Policy

New Section: Contract Administration and Transactions

Changes: Modified 2/15 terms to 2/10 terms. Refer to State Accounting Manual for additional detail.

PRO-E-7 Standard Terms and Conditions

New: PRO-404, Standard Terms and Conditions

New Section: Contract Administration and Transactions

Changes: Clarify that agencies have the ability to incorporate terms into own templates but all concessions or changes are to be made following review or approval of agency legal.

PRO-E-8 Prior Approval of Purchases/Unauthorized Purchases

New: PRO-106, Prior Approval of Purchases/Unauthorized Purchases

New Section: Contract Administration and Transactions

Changes: Clarified posterior approval, added reference to letter from Bureau.

PRO-E-9 Noncontract Blanket Orders
Action: Retired. Content merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-E-10 Length of Contracts
New: PRO-206, Length of Contracts
New Section: Planning and Procurement Strategy
Changes: Removed majority of examples. Change 3 to 5-year standard term for statewide contracts. Modified and consolidated print content.

PRO-E-11 Funds Available
New: PRO-406, Contract Funding
New Section: Contract Administration and Transactions
Changes: Merge with policy content from former PRO-E-17 on capital acquisition financing. Added reference to s. 18.10 and to use of standard terms and conditions. Added reference to State Accounting Manual.

PRO-E-12 Lease and Rental Agreements
New: PRO-414, Lease and Rental Agreements
New Section: Contract Administration and Transactions
Changes: Merged content. Require amount estimates to be based on total term of the agreement not limited to one year.

PRO-E-13 Maintenance and Repair Contracts
Action: Removed placeholder, no longer an active policy since April 2000.

PRO-E-14 Pricing and Discounts
New: PRO-407, Pricing and Discounts
New Section: Contract Administration and Transactions
Changes: Reference to how discounts affect bid award decisions moved to applicable policy.

PRO-E-15 Excise Taxes-Exempt or Not
Action: Retired. Content merged into PRO-415, Vendor Collection of Sales and Use Tax; Agency Tax Exemption and Payments of Certain Taxes.

PRO-E-16 Contract Blanket Orders
Action: Retired. Content merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-E-17 Capital Acquisition Financing
Action: Retired. Content merged into PRO-406, Contract Funding.

PRO-E-18 No Title/Placeholder. Removed.

PRO-E-19 Life Cycle Cost Estimates
New: PRO-208, Life Cycle Costing
New Section: Planning and Procurement Strategy
Changes: Added mention of Bureau's technical guidance. Mirrored statute in requirement to use life cycle costing where applicable and include method in solicitation.

PRO-E-20 Release Orders

Action: Retired. Content merged into PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-E-21 Contract Cancellation and Termination Procedures

New: PRO-411, Contract Cancellation and Termination Procedures

New Section: Contract Administration and Transactions

Changes: Clarified difference between cancellation and termination. Added causes/severity of issues for cancellation. Clarified different ways to terminate. Removed examples, replaced with reference to contract administration and compliance policies. Clarified use of termination of contract in the public interest.

PRO-E-22 Leasing/Rental, Passenger Sedans; Vans and Station Wagons; Work Vans, Trucks and Buses; Airplanes; and Motorcycles

Action: Retired. Content merged into PRO-414, Lease and Rental Agreements.

PRO-E-23 Purchasing Card

New: PRO-410, Purchasing Card

New Section: Contract Administration and Transactions

Changes: Removed content related to HR impacts for misuse of card; these policies are the purview of the Division of Personnel Management and not Procurement.

PRO-E-24 Extended Period/Continuing Contracts

New: PRO-418, Extended Period Contracts

New Section: Contract Administration and Transactions

Changes: Modified reference to indefinite period contracts, limiting to only work center contracts. If a contract has extended period status, would require a limited number of recurring periods before expiration. Removed reference to SBOP committee on extended contracts, as it does not exist. Removed "continuing" from "extended period/continuing contracts", now referred to as "extended period contract".

Summary of Changes: Section PRO-F, Transportation, Materials Distribution, Disposal

PRO-F-1 Surplus Property Disposal-Vehicles and Related Equipment

New: PRO-416, Surplus Property

New Section: Contract Administration and Transactions

Changes: Merged with F-3, Surplus Property Disposal - Nonvehicles and Federal Property. Moved all vehicle-specific procedure for sales processes and special disposal handling to developing PIM or checklist form. Removed reference to vehicle auction procedure as no longer supported.

PRO-F-2, Materials Distribution Services (Formerly State Consolidated Stores) and Waupun Central Warehouse

New: PRO-417, Purchasing from E-Commerce Systems, Materials Distribution Services and Badger State Logistics

New Section: Contract Administration and Transactions

Changes: Expand to add ecommerce (WisBuy). Updated users of MDS to campus only. Updated location and contact information.

PRO-F-3, Surplus Property Disposal-Nonvehicles
Action: Retired. Content merged with PRO-416, Surplus Property.

Summary of Changes: Section PRO-G, Records and Reports

PRO-G-1 No Title/Placeholder. Removed.

PRO-G-2 Minority Business Enterprise Procurement Activity Reporting
Action: Retired. Content merged with PRO-606, Supplier Diversity Policy and Reporting.

PRO-G-3 Disabled Veteran Owned Business Procurement Activity Reporting
Action: Retired. Content merged with PRO-606, Supplier Diversity Policy and Reporting.

PRO-G-4 Records Retention
Action: Retired. Content merged with PRO-105, Procurement Record Retention and Access.

PRO-G-5 No Title/Placeholder. Removed.

PRO-G-6 Complaint Report on Vendor/Contractor Performance
New: PRO-413, Reporting Supplier Complaints
New Section: Contract Administration and Transactions
Changes: Removed all references to outdated forms and procedure. Incorporated print contract dispute information. Clarified agency vs. Bureau responsibilities.

Summary of Changes: Section PRO-I, Contracting for Services

PRO-I-1 Introduction
New: PRO-204, Contractual Services Procurement
New Section: Planning and Procurement Strategy
Changes: Removed definitions to 101. Added and updated content from Protest/Appeal policy. New content added regarding performance, background checks, American services. Added overview of what is unique about contractual services.

PRO-I-2 Checklist
Action: Removed placeholder, no longer an active policy since October 2001.

PRO-I-3 Definitions
Action: Retired. Content merged into PRO-101, Procurement Definitions and Thresholds.

PRO-I-4 Justification of Need
Action: Retired. Content merged into PRO-205, Cost Benefit Analysis (CBA), Continued Appropriateness and Justification of Need for Services.

PRO-I-5 Contracting for Advertising Services
Action: Retired. Procedure and rules for advertising services covered by general policy and rules for all contractual services.

PRO-I-6 Contracting for Banking Services
New: PRO-512, Services Requiring Special Approval Authority: Banking and Security Services

New Section: Exceptions, Waivers, and Special Handling
Changes: Merge policies for private security and banking into one because both require special, functional approval before contracting.

PRO-I-7 Contracting for Private Security Guard Services
Action: Retired. Content merged into PRO-512, Services Requiring Special Approval Authority: Banking and Security Services.

PRO-I-8 Legal Services
New: PRO-511, Legal Services
New Section: Exceptions, Waivers, and Special Handling
Changes: Updated reference to RPAs for RFPs/Bids, use of the procurement plan process. Removed content for sample retainer agreement.

PRO-I-9 Compliance with Collective Bargaining Agreements/Notification of Labor Organizations
Action: Removed placeholder, no longer an active policy since September 2012.

PRO-I-10 Contracts for Temporary Help
Action: Removed placeholder, no longer an active policy since May 2013.

PRO-I-11 Employer-Employee Relationship
New: PRO-608, Employee-Employer Issues: Common Law Factors and Contracting with State Employees
New Section: Administrative Policy
Changes: Added reference to IRS common law factors for employer-employee resource. Updated references to state agencies Ethics Commission and Division of Personnel Management in relation to contracting with state employees. Clarified that documentation of decisions on state employee contracts will be part of the transaction record (vs. permissive use of "should" be included).

PRO-I-12 Contracting with State Employees
Action: Retired. Content merged into PRO-608, Employee-Employer Issues: Common Law Factors and Contracting with State Employees.

PRO-I-13 Appeals Process-Contractual Services
Action: Retired. Content merged into policy PRO-204, Contractual Services Procurement.

PRO-I-14 Notice of Intent-Contractual Services
Action: Retired. Content merged into policy PRO-309, Notice of Award for Competitive Solicitations.

PRO-I-15 Cost Benefit Analysis (CBA)
New: PRO-205, Cost Benefit Analysis (CBA), Continued Appropriateness and Justification of Need for Services
New Section: Planning and Procurement Strategy
Changes: Merge CBA and CA and Justification. Refresh form DOA-3821a to be all in one narrative and add a new section for agencies to identify if certain CBA exemptions apply.

PRO-I-16 Continued Appropriateness of Contracting for Services
Action: Retired. Content merged into policy PRO-205, Cost Benefit Analysis (CBA), Continued Appropriateness and Justification of Need for Services.

PRO-I-17 Contract Administration

New: PRO-405, Contract Administration

New Section: Contract Administration and Transactions

Changes: Advise use of guidelines for commodities contracts as well as services. Add reference to including the name of a contract administrator in the contract or in the file for the contract.

Summary of Changes: Section PRO-J, Printing

PRO-J-1 Printing Definition

New: PRO-505, Printing Procurement Policy and Procedure

New Section: Exceptions, Waivers, and Special Handling

Changes: Consolidation of most PRO-J and C-18 policies related to the unique elements of state printing.

PRO-J-2 Printing Purchase Orders

Action: Retired. Content now merged with policy PRO-408, Purchase Requisitions, Orders and Methods of Payment.

PRO-J-3 Printing Bidding Procedures

Action: Retired. Process for competitive bidding covered by PRO-304, Bidding Policy and Procedure, Official Sealed Bid and PRO-303, Simplified Bidding.

PRO-J-4 Printing Contract Disputes

Action: Retired. Content now merged with policy PRO-413, Reporting Supplier Complaints.

PRO-J-5 Public Printing Reporting

Action: Retired. Content now merged with policy PRO-505, Printing Procurement Policy and Procedure.

Summary of Changes: Section PRO-K, Work Centers

PRO-K-1 Agency Initiation of a Contract

New: PRO-509, Sourcing with Work Centers

New Section: Exceptions, Waivers, and Special Handling

Changes: Consolidation of all PRO-K series policies. Added explanation of roles of State Use Board, DOA program. Clarify requirements of a work center bid/contract vs. work center bidding as a standard vendor.

PRO-K-2 Work Center Solicitation of a Contract

Action: Retire. Content now contained in policy PRO-509, Sourcing with Work Centers.

PRO-K-3 Fair Market Price

Action: Retire. Content now contained in policy PRO-509, Sourcing with Work Centers.

PRO-K-4 Request for Certificate of Exception

Action: Retire. Policy has not been in effect since October 2002.

PRO-K-5 Appreciable Contribution

Action: Retire. Content now contained in policy PRO-509, Sourcing with Work Centers.

PRO-K-6 Contract Cost Analysis

Action: Retire. Policy has not been in effect since October 2002.

PRO-K-7 Index of Commodities and Services

Action: Retire. Content contained on State Use Program website and VendorNet.

New Policies

In addition to the changes made to existing SPM policies, four (4) new policies have been added to the Manual.

New: PRO-302, Best Judgment Purchasing

Replaces: Content with brief mention of best judgment purchasing made in the prior policy for simplified bidding. Best judgment purchases have a discrete threshold, and as such, a discrete policy.

New: PRO-310, Procurement of Signage

Replaces: PIM 18-002, Procurement of Signs by State Agencies and Campuses

New: PRO-401, Basic Contract Eligibility

Replaces: This policy summarizes the requirements of doing business with the state under contract and references additional, separate policies where applicable.

New: PRO-419, Prohibited Boycotts in State Contracting

Replaces: PIM 18-001, Prohibition of Discriminatory Boycotts of Israel in State Contracting