



State Procurement Manual

Addendum

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1. Background and Introduction to Addendum

1.1 Current Manual

The [State Procurement Manual](#) is a guide to statewide policies and procedures for obtaining materials, supplies, equipment, contractual services and all other items of a consumable nature.

The State Bureau of Procurement (Bureau) issues the *Manual* 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 his/her agency.

There are currently 157 Manual pieces, 141 of which are “active”; 16 are previously retired or untitled placeholders.

1.2 Impact of the STAR Project

The STAR ERP project will include the implementation of several modules related to state purchasing and procurement which are set to go live July 1. These modules will significantly change the way nearly all state agencies perform many of their purchasing functions.

In response to these changes, the Bureau needs to revise many of the process directives in the Manual to properly advise agencies that are impacted by the STAR project on how processes will change, and to advise non-STAR agencies and campuses how conduct their processes in the future.

1.3 How is the Manual Changing?

After a review of the Manual, consultation with subject matter experts of the STAR project and members of delegated state agencies, the Bureau has identified a list of 59 pieces that will require varying levels of revision due to ERP (referred to as Phase 1 revisions). The purpose of this addendum is to communicate those revisions.

The approach to revision was to separate policy, procedure and process--the majority of STAR-related revisions will be to process only. For the purposes of the Manual, these sections are defined as follows:

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.

1.4 Objectives of Addendum

The purpose of this addendum is to serve as a short-term mechanism to communicate changes to the Manual that are currently under development. As more information about the ERP implementation and the functionality of the software is obtained, this addendum will be updated accordingly.

The Manual pieces themselves will be published to VendorNet as revisions are approved.

The revisions to the Manual contained herein represent actual content or language changes. In an effort to separate Policy, Procedure and Process, many provisions previously in one large “Content” section will be relocated to “Policy/Procedure/Process” but those moves were not considered revisions for the purposes of this addendum.

Readers are advised that the ERP system is referred to throughout as the “PeopleSoft system” and agencies being implemented on the PeopleSoft system are referred to as “PeopleSoft Agency(-ies)”. Agencies that are not part of the project or will be implemented at a later date are referred to as “Non-PeopleSoft Agency(-ies)”.

1.4.1 Style Notes

Readers are advised of the following:

- Manual pieces include cross references to other policies and forms. A “Reference Material” section will be added to each piece to list those documents.
- Edits that represent actual content/language changes are formatted in the font of the Manual, Times New Roman, 12 pt.
- Not all manual pieces currently contain certain sections, such as “Definitions”. However, all pieces will include the new uniform structure for the Manual so pieces that do not contain certain sections will show “NA”.

1.5 Example of Revisions

The following is an example of how the revisions will look as Manual pieces are updated:

State Procurement Manual DOA-3449 N(R06/94) Formerly AD-P-12		Number PRO-C-8
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Effective DATE
Title SIMPLIFIED BIDDING		Replaces DATE
		Page 1 of 1
AUTHORITY:	<p>Wis. Stats. 16.75(1)(b) & (c) 16.75(2m)(c) Chapter 35 Wis. Adm. Code Chapter Adm 8.01 Wis. Constitution, Article IV, Section 25</p>	
SCOPE:	<p>-to define simplified bidding -to define the circumstances when simplified bidding is used -to define authority for the execution of simplified bidding -to establish policy and procedures for simplified bidding processes</p>	
DEFINITION:	<p>"Simplified bidding" is a method of procurement used when the estimated cost of a transaction is \$50,000 or less.</p>	
POLICY: CONTENT:	<p>I. Simplified bidding takes place when three or more qualified suppliers are solicited to submit bids on a procurement. However, "three or more" is a minimum. The definition of "three or more" bidders is not to be used to restrict competition or to prevent qualified bidders from bidding on procurements.</p>	
PROCEDURE:	<p>I. The agency first determines the estimated cost of the procurement. To establish whether the simplified bidding process or an official solicitation is necessary, the agency will use the estimated dollar amount applicable to the entire contract duration...(more content to follow)</p>	
PROCESS:	<p>I. Recordkeeping:</p> <p>A. Documentation of all simplified bidding transactions is required.</p> <p>1. When the estimated cost is \$5,000 or less, the agency determines recordkeeping requirements...</p> <p>PeopleSoft Agencies that chose to use PeopleSoft to conduct simplified bids refer to the applicable User Productivity Kit (UPK):</p> <p>Strategic Sourcing 9.2, Creating Events, Creating a Sourcing Event Purchasing 9.2; Managing Requests for Quotes (Book)</p> <p>Non-PeopleSoft Agencies and PeopleSoft Agencies that choose not to use PeopleSoft to conduct simplified bids, continue with current business processes."</p>	
REFERENCE MATERIAL:	<p>See also:</p> <p>PRO-C-9, Waiver of Bidding Process... (more references to follow)</p>	

2. Changes to Section A: Introduction

NEW: PRO-A-1, Procurement Definitions

A new Manual piece, PRO-A-1, has been created to address terminology used within the ERP system and show how it relates to current procurement and purchasing terms. The Definitions piece should be used as a reference tool by readers of the Manual. The current draft is located at the end of this addendum.

State Procurement Manual DOA-3449 N(R06/94) Formerly AD-P-12		Number PRO-A-1
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Effective DATE
Title PROCUREMENT DEFINITIONS		Replaces DATE
		Page # of #
AUTHORITY:	Wis. Stats. TBD	
SCOPE:	-to establish a comprehensive source of definitions for procurement terms and terms used within purchasing-related software modules of PeopleSoft (“System”)	
POLICY:	I. The definitions contained herein are a collection of terms found in applicable law, long-standing best practices, and the purchasing-related software modules of the PeopleSoft ERP System.	
PROCEDURE:	I. All agencies will use the following terms consistently in their practice of state procurement and purchasing activities.	
REFERENCE MATERIAL:	See Definitions table below:	

PRO-A-3 Delegation (Formerly Major Delegation)

AUTHORITY: No change
 SCOPE: No change
 DEFINITIONS: No change
 POLICY: No change
 PROCEDURE: No change
 PROCESS: Revised in part to read:

“The agency’s baseline procurement data gathered from WiSMART or the PeopleSoft System, state purchasing card transactions, and agency contract data support the level of delegation assigned.”

Related PeopleSoft UPK: Strategic Sourcing 9.2; Running Reports; Running Financial and SCM Reports

Purchasing 9.2; Analyzing Procurement (Book)

REFERENCE MATERIAL: Appendices moved from separate section to general Reference Material section.

PRO-A-5 State Procurement Manual

AUTHORITY: No change
SCOPE: Revised in part to read “-to provide for the ongoing publication of policy, procedures, and processes in the *State Procurement Manual*“
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no language changes

REFERENCE MATERIAL: PRO-A-1: Procurement Definitions (*New*)
PRO-A-7, Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Print Offices

3. Changes to Section B: Statewide Contracts and Standards

PRO-B-1 State Procurement Contracts

AUTHORITY: No change
 SCOPE: Revised in part to read “-to establish policy and procedure for the issuance and use of State Procurement contracts”
 DEFINITIONS: NA
 POLICY: Section moves, no language changes
 PROCEDURE: Revised to add:

- II. Non PeopleSoft Agencies will consult the contract listing on VendorNet when a material or contractual service is needed.
- III. PeopleSoft Agencies will consult the contract listing in PeopleSoft when a material or contractual service is needed.

PROCESS: Revised significantly to add:

I. Contracts numbers shall be assigned by an Agency or the Bureau.

A. This contract naming convention should be used to define contract ID numbers. The Contract ID number shall not exceed 25 characters (e.g., 395100-M14-0FFICESUPPL-01).

Three (3) digit Agency Number	<u>SBOP:</u> 1. Enterprise Contracts = 505 (DOA Agency Number) 2. Contracts per approved RPA= 505 3. CAPS Agency Contracts = (3) digit agency number (see list) <u>Agency:</u> 4. Agency specific – (3) digit agency number (see list)
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Three (3) digit identifier for the contract user within the agency at the division level	<u>SBOP:</u> 1. Enterprise Contracts = ENT (Enterprise/ SBOP only) 2. Contracts per approved RPA- see List 3. CAPS Agency Contracts = CAP <u>Agency:</u> 4. Agency specific – three digit Origin Code (see list)
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One (1) digit Contract Type (<u>replaces contract series number</u>):	<ul style="list-style-type: none"> • <u>M</u>andatory (M) • <u>O</u>ptional (O) • <u>G</u>eneral <u>W</u>aiver (W) • <u>G</u>rant (G) • <u>S</u>ole Source (S) • <u>U</u>se Center (U) • <u>C</u>ollective Purchase (C) • <u>I</u>nter-<u>A</u>gency (A) • <u>I</u>nter-Governmental (I) • <u>V</u>ehicle Purchase (V) • <u>L</u>egal Services (L)
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- Other (R)

Two (2) digits for Fiscal Year of Award or Contract Start if contract not a result of a solicitation	Example: 2014 would be listed as <u>14</u> .
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Agency Defined Description and/or Sequence Number:	<ul style="list-style-type: none"> • CAPS=Sourcing Event Number • Agencies may define this as desired • Recommend sourcing event number be placed here • All characters do not have to be utilized (e.g., 11 characters are available however, only 8 may be needed)
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Two (2) digit Sequential Number	Identifier for multiple vendors on a single contract (e.g., awarded vendor 01, awarded vendor 02)
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Examples:

SBOP:

1. Enterprise Contracts = **505ENT-M14-OFFICSUPPL-01**
2. Contracts per approved RPA= **505370-W14-HLTHSFTWRE-01**
3. CAPS Agency Contracts = **115CAP-M14-AG140549-01**

Agency:

4. Agency specific = **395100-M14-HRDWRMAINT-01**

B. Contract Type is used as follows:

Contract

<u>Type</u>	<u>Description</u>
(M)	Mandatory long-term contracts, one year or longer, for estimated quantities
(O)	Optional, experimental in nature, possible future development into mandatory contracts
(W) less	General Waiver, State Bureau of Procurement approval of waiver of bidding, \$25,000 or less
(G)	Grant
(S)	Sole Source contract resulting from sole source procurements requiring the governor's approval (general waiver of the bidding process), over \$25,000, State Bureau of Procurement or Agency initiated.

- (U) Use Center
- (C) Collective Purchase State Bureau of Procurement approval of collective purchasing
- (A) Inter-Agency,
- (I) Inter-Governmental, State Bureau of Procurement approval of intergovernmental transactions
- (V) Vehicle Purchase
- (L) Legal Services
- (R) Other, State Bureau of Procurement approval of piggybacks

II. The Bureau posts contracts on VendorNet. The agency contacts on PRO-A-7, Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices, receive weekly e-mail notification of new contracts and contract updates.

III. All PeopleSoft Agencies will use the numbering system detailed in point (I) this section for any agency-specific contract it administers.

IV. All Non PeopleSoft Agencies may use their own contract numbering/ naming convention (e.g. UW System is a Non-PeopleSoft Agency).

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Administering Purchase Order Contracts (Book)

- Entering Master Contracts
- Entering Order Contracts
- Staging Contract POS
- Reviewing PO Contract Events

Strategic Sourcing 9.2; Analyzing Bids and Awarding Events; Posting Awards

Non-PeopleSoft Agencies continue to follow current requirements and business practices.

REFERENCE MATERIAL: PRO-B-2, Index of Scheduled Statewide Contracts
 PRO-B-10, Index of Procurement Information Memorandums (PIMs)

[PRO-B-2 Index of Scheduled Statewide Contracts \(Formerly Bulletins\)](#)

This Manual piece consists of information related to a contract numbering scheme that will no longer be applicable, and will be entirely replaced with the content of PRO-B-1. This Manual piece will be retired.

PRO-B-3 NIGP Commodity Codes

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: Revised to reference definition of Category Code, residing in PRO-A-1
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Managing Items (Book)
Strategic Sourcing 9.2; Creating Events; Adding and Maintaining Bid Factors for an Event
Strategic Sourcing 9.2; Creating Events; Creating an Event with RFx Document

For Non-PeopleSoft Agencies, continue to follow current requirements and business practices.

REFERENCE MATERIAL: PRO-A-1: Procurement Definitions

PRO-B-6 Specifications

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no language changes
Revised to add: PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Creating Bid Factors (Book)
Strategic Sourcing 9.2; Creating Events; Adding and Maintaining Bid Factors for an Event

For Non-PeopleSoft Agencies, continue to develop specifications in accordance with current requirements and business practices.

REFERENCE MATERIAL: PRO-E-7, Standard Terms and Conditions

PRO-B-7 Standard Commodities and Statewide Contracts

All references to “bulletin(s)” are amended to read “contract(s)”.

AUTHORITY: No change
SCOPE: Revised in part to read: -to establish policy requiring agency purchasing offices to use mandatory contracts, designated by the one digit “Contract Type” (M) in purchasing operations.
DEFINITIONS: No change
POLICY: Revised to read:

II. The State Bureau of Procurement alone may take bids on standard commodities. All standard commodities are identified to agencies by State Procurement mandatory contracts, designated by the one digit “Contract Type” (M). Each agency will refer to VendorNet and PeopleSoft for the most current contract information during the purchasing process.

III. It is mandatory that standard commodities be purchased by all agencies requiring such materials or services, to the exclusion of all other like commodities. During the purchasing process, agencies will refer to the appropriate mandatory contract and closely follow its instructions.

IV. The Bureau's procurement managers also may issue type “O” State Procurement operational contracts for optional use by agencies of certain materials and contractual services with possible future development into mandatory contracts.

PROCEDURE: NA
PROCESS: Revised to add:

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Administering Purchase Order Contracts (Book)
Strategic Sourcing 9.2; Posting Awards

For Non-PeopleSoft Agencies, continue to develop specifications in accordance with current requirements and business practices.

REFERENCE MATERIAL: NA

4. Changes to Section C: The Procurement Process

PRO-C-2 Request for Purchasing Approval/Authority (RPA) Policy & Procedure

AUTHORITY:	No change
SCOPE:	No change
DEFINITIONS:	No change
POLICY:	Section moves, no language changes
PROCEDURE:	Section moves, no language changes
PROCESS:	Section moves, no changes to current language. Revised to add new language as follows:

“PeopleSoft Agencies are advised that RPAs will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved RPAs when processing the purchase order.

RPA numbering shall remain unchanged for all agencies (PeopleSoft and Non-PeopleSoft). The prefix list is hereby added as follows:

Prefix (For Purchase Order Number)

<u>AD</u>	Administration, Dept. of
<u>AE</u>	Administration, Dept. of—Fuel Contract Management
<u>OE</u>	<u>Employment Relations, Office of</u>
<u>BA</u>	Aging and Long Term Care, Board on
<u>AG</u>	Agriculture, Trade and Consumer Protection (Including: Grain and Whse. Comm.)
<u>AB</u>	Arts Board
<u>AC</u>	Assembly, Chief Clerk
<u>CF</u>	<u>Children and Families, Dept. of</u>
<u>CC</u>	Circuit Courts
<u>DD</u>	Commerce, Dept. of

Corrections, Dept. of; Administrative Divisions

<u>KA</u>	Adult Institutions, Div. of
<u>KC</u>	Community Corrections, Div. of
<u>KH</u>	Correctional Health, Bureau of
<u>KJ</u>	Juvenile Corrections, Div. of
<u>KM</u>	Management Services, Div. of
<u>KP</u>	Parole Commission
<u>KR</u>	Planning and Movement, Div. of
<u>KS</u>	Secretary, Office of

Corrections, Dept. of; Institutions

<u>WB</u>	Badger State Industries
<u>WC</u>	Columbia Correctional
<u>WZ</u>	Corrections Farms
<u>WD</u>	Dodge Correctional
<u>JE</u>	Ethan Allen School, Wales

<u>WF</u>	Fox Lake Correctional
<u>WG</u>	Green Bay Correctional
<u>WJ</u>	Jackson Correctional
<u>WM</u>	Kettle Moraine Correctional
<u>JL</u>	Lincoln Hills School, Irma
<u>KE</u>	<u>Milwaukee Community Correctional</u>
<u>WK</u>	Oakhill Correctional
<u>WE</u>	Oshkosh Correctional
<u>JP</u>	Prairie du Chien School

Prefix (For Purchase Order Number)

Corrections, Dept. of; Institutions (cont.)

<u>WR</u>	Racine Correctional
<u>WP</u>	Racine Youthful Offender
<u>WA</u>	<u>Redgranite Correctional Institution</u>
<u>JK</u>	Southern Oaks Girls School
<u>WX</u>	<u>Supermax Correctional Institution</u>
<u>WT</u>	Taycheedah Correctional
<u>WH</u>	Waupun Central Warehouse
<u>WL</u>	Waupun Correctional
<u>WS</u>	Wis. Correctional Center <u>System</u>
<u>JY</u>	Youth Leadership Training Center

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<u>CA</u>	Court of Appeals
<u>SC</u>	<u>Court System, Wisconsin</u>
<u>EC</u>	Educational Communications Board
<u>EB</u>	Elections Board
<u>ET</u>	Employee Trust Funds, Dept. of
<u>ER</u>	Employment Relations Commission
<u>EH</u>	Ethics Board
<u>FN</u>	Financial Institutions
<u>EO</u>	Governor, Office of
<u>GA</u>	<u>Government Accountability Board</u>

Health Services, Dept. of; Administrative Divisions

<u>FM</u>	<u>All Org</u>
<u>FD</u>	Children and Family Services
<u>FH</u>	<u>Enterprise Services</u>
<u>FK</u>	Health Care Financing
<u>FJ</u>	<u>Long Term Care</u>
<u>FB</u>	<u>Mental Health and Substance Abuse Services</u>
<u>FF</u>	<u>Policy Initiatives and Budget</u>
<u>FA</u>	Public Health
<u>FC</u>	<u>Quality Assurance</u>

Prefix (For Purchase Order Number)

Health Services, Dept. of; Institutions

<u>GT</u>	Central Wis. Center for the Developmentally Disabled
<u>GM</u>	Mendota Mental Health, Madison
<u>GN</u>	Northern Wis. Center for the Dev. Disabled, Chippewa Falls
<u>GR</u>	<u>Sand Ridge Treatment Facility</u>

<u>GS</u>	Southern Wis. Center for the Developmentally Disabled, Union Grove
<u>GW</u>	Winnebago Mental Health, Winnebago
<u>HE</u>	Higher Educational Aids Board
<u>HS</u>	Historical Society, State
<u>IN</u>	Insurance, Office of Commissioner
<u>IV</u>	Investment Board
<u>JS</u>	Joint Survey Committee on Retirement
<u>JU</u>	Judicial Commission
<u>CJ</u>	Justice Assistance
<u>JD</u>	Justice, Dept. of
<u>LB</u>	Legislative Audit Bureau
<u>LC</u>	Legislative Council
<u>LF</u>	Legislative Fiscal Bureau
<u>LR</u>	Legislative Reference Bureau
<u>LT</u>	<u>Legislative Technology Services Bureau</u>
<u>LG</u>	Lieutenant Governor
<u>LW</u>	Lower Wisconsin State Riverway Board
<u>MA</u>	Military Affairs, Dept. of, Installation Officer
<u>NR</u>	Natural Resources, Dept. of
<u>NM</u>	Madison
<u>NL</u>	Neil H Lemay Forestry Center
<u>ND</u>	Northeast Region
<u>NH</u>	Northern Region/Rhineland
<u>NK</u>	Northern Region/Spooner
<u>NS</u>	Research Center
<u>NB</u>	South Central Region
<u>NC</u>	Southeast Region
<u>NG</u>	West Central Region
<u>PF</u>	Public Defender
<u>Prefix</u> (For Purchase Order Number)	
Public Instruction	
<u>PA</u>	Administration
<u>PP</u>	Administration, Printing
<u>PL</u>	Reference/Loan Library
<u>PD</u>	School for Deaf, Delavan
<u>PV</u>	School for Visually Handicapped, Janesville
<u>LP</u>	Public Lands, Board of Commissioners
<u>PS</u>	Public Service Commission
<u>RL</u>	Regulation and Licensing, Dept. of
<u>RD</u>	Revenue, Dept. of
<u>RS</u>	Revisor of Statutes Bureau
<u>DS</u>	<u>Safety and Professional Services, Dept. of</u>
<u>SS</u>	Secretary of State, Office of
<u>SN</u>	Senate, Chief Clerk
<u>SF</u>	State Fair Park Board
<u>SP</u>	State Purchasing
<u>TM</u>	Tourism, Dept. of
<u>TR</u>	Transportation, Dept. of
<u>ST</u>	Treasurer, Office of State

University of Wisconsin System

<u>UR</u>	<u>UW College</u>
<u>RK</u>	UW-Baraboo/Sauk County
<u>RT</u>	UW-Barron County
<u>RF</u>	UW-Fond du Lac
<u>RR</u>	UW-Fox Valley
<u>RN</u>	UW-Manitowoc
<u>RY</u>	UW-Marathon County
<u>RB</u>	UW-Marinette
<u>RP</u>	UW-Marshfield/Wood County
<u>RU</u>	UW-Richland
<u>RM</u>	UW-Rock County
<u>RW</u>	UW-Sheboygan
<u>RZ</u>	UW-Washington County
<u>RX</u>	UW-Waukesha

Prefix (For Purchase Order Number)

University of Wisconsin System (cont.)

<u>UW</u>	<u>System Administration</u>
<u>UC</u>	Eau Claire
<u>UT</u>	Extension
<u>UD</u>	Green Bay
<u>UE</u>	LaCrosse
<u>UA</u>	Madison
<u>UB</u>	Milwaukee
<u>UF</u>	Oshkosh
<u>UG</u>	Parkside (Kenosha)
<u>UH</u>	Platteville
<u>UJ</u>	River Falls
<u>UK</u>	Stevens Point
<u>UL</u>	Stout (Menomonie)
<u>UM</u>	Superior
<u>UN</u>	Whitewater

Veterans Affairs

<u>VA</u>	Administration
<u>VH</u>	Wisconsin Veterans Home, King

VO Vocational, Technical and Adult Education, Board of

IL Workforce Development

Revised to add: "PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Processing Purchase Orders (Book)

Purchasing 9.2; Creating Purchase Orders; Entering Standard Comments

Non-PeopleSoft Agencies continue to follow current business practices."

REFERENCE MATERIAL: PRO-B-1, State Procurement Contracts
PRO-C-10, Bid Waiver Justification Letter
PRO-C-11, General Waiver
PRO-C-13, Noncompetitive Negotiation (Sole Source)
PRO-I-4, Justification of Need

PRO-C-3 Emergency Procurement

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Sections moves, no changes to current language. Revised to add:

“PeopleSoft Agencies are advised that emergency procurement reporting will not be processed within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field where applicable when processing the purchase order.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft Strategic Sourcing 9.2; Creating Events; Understanding the Purchasing Default Hierarchy

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-18, Printing Purchase Orders

PRO-C-5 Bidding Policy and Procedure, Official Sealed Bid

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, minor language changes:

- I. Include form DOA-3027, Designation of Confidential and Proprietary Information.
- K. Include appeals language. (All references to \$25,000 revised to \$50,000)
- IX. Recordkeeping,

- 5. A list of bidders with small, veteran-owned, disabled veteran-owned, minority businesses and work centers identified

- 14. A statement of the application of life cycle costing options, reciprocity, minority bidder preference, disabled veteran-owned bidder preference and "Buy American" preference, where pertinent

15. A copy of the notice of intent for bids for services over \$50,000

18. [Removed]

B. For PeopleSoft Agencies, the system will not replace current processes for public records access. All agencies must continue to follow current records request processes.

PROCESS: Section moves, no changes to current language. Revised to add:

“III. The PeopleSoft Agency will post official sealed bids over \$50,000 on PeopleSoft and mail bids to bidders who do not receive an automatic notification from PeopleSoft.

IV. Non-PeopleSoft Agencies will post official sealed bids over \$50,000 to VendorNet or mail bids to bidders who do not receive an automatic notification.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Bidders list – PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders

Minority-business - PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders

Disabled veteran-owned business – PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders

Specifications – PeopleSoft Strategic Sourcing 9.2 – Specifying Bid Factor Attributes

Bidding events – PeopleSoft Strategic Sourcing 9.2

Creating Bid Factors

Creating Events

Managing Events

Placing and Managing Bids

Analyzing Bids and Awarding Events

Using Optimization

Negotiating Events Using Multiple Rounds and Versions

Standard terms and conditions - PeopleSoft Strategic Sourcing 9.2 – Placing and Managing Bids

Legal-public notice - PeopleSoft Strategic Sourcing 9.2 - Creating Events

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-B-4, State Procurement Operational Questionnaires

PRO-B-6, Specifications

PRO-C-8, Simplified Bidding

PRO-C-15, Basis for Awards

PRO-C-16, Lowest Responsible Bidder

PRO-C-17, Bidders Lists

PRO-C-19, Bonds and Sureties

PRO-C-20, Reciprocity Law

PRO-C-27, Serial Contracting

PRO-C-35, VendorNet

PRO-C-37, World Trade Organization Government Procurement Agreement

PRO-D-1, Minority Business Enterprise Policy

PRO-D-23, Public Records Access
PRO-D-30, Cooperative Purchasing: Wisconsin Municipalities
PRO-D-31, Certification for Collection of Sales and Use Tax
PRO-D-35, Disabled Veteran-Owned Business
PRO-E-7, Standard Terms and Conditions
PRO-I-13, Appeals Process—Contractual Services
PRO-I-14, Notice of Intent—Contractual Services.
DOA-3027, Designation of Confidential and Proprietary Information
DOA-3333, Vendor Agreement

PRO-C-6 Legal/Public Notice

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Revised to read:

I. PeopleSoft Agencies will post official sealed bids and requests for proposals over \$50,000 on the PeopleSoft system. From this announcement, the system automatically will generate a public notice on the Internet. This will satisfy the advertising requirement. There will be a minimum of seven days between the posting and the date submissions are due.

II. Non-PeopleSoft Agencies shall post official sealed bids and request for proposals in accordance with current requirements and business practices.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft Strategic Sourcing 9.2, Creating Events

Non-PeopleSoft Agencies continue to follow current business practices.

REFERENCE MATERIAL: Intergovernmental procurements are exempt from PRO-C-6. See PRO-C-25, Intergovernmental Procurements.

PRO-C-8 Simplified Bidding and Best Judgment

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, minor language changes as follows:

III. Simplified Bidding

A. Solicitations for simplified bids are conducted through notice to an appropriate list of potential bidders. PeopleSoft Agencies may use the PeopleSoft System to post simplified bids. Also, solicitations may be published in selected newspapers, including the classified column of the official state newspaper. These simplified bids may not appear in the legal notice column which is reserved for official sealed bid announcements. When a bidders list is limited to one known source, the bid may be advertised at least once in a publication determined to be most appropriate by the agency.

PROCESS: PeopleSoft Agencies that chose to use PeopleSoft to conduct simplified bids refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2, Creating Events, Creating a Sourcing Event
Purchasing 9.2; Managing Requests for Quotes (Book)

Non-PeopleSoft Agencies and PeopleSoft Agencies that choose not to use PeopleSoft to conduct simplified bids, continue with current business processes.”

REFERENCE MATERIAL: PRO-C-9, Waiver of Bidding Process
PRO-C-27, Serial Contracting
PRO-D-1, Minority Business Enterprise Policy
PRO-D-9, Small Business Policy
PRO-D-12, Veteran-owned Business Policy
PRO-D-35, Disabled Veteran-owned Business Policy
PRO-G-2, Minority Business Enterprise Procurement Activity Reporting
PRO-G-3, Disabled Veteran-owned Business Procurement Activity Reporting
PRO-K-1, Agency Initiation of a Contract
PRO-K-2, Work Center Solicitation of a Contract
PRO-K-3, Fair Market Price
Form DOA-3005, Minority Business Enterprise Procurement Activity Report
Form DOA-3088, Simplified Bidding Record
Form DOA-3240, Disabled Veteran-owned Business Procurement Activity Report

[PRO-C-9 Waiver of Bidding Process](#)

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Current language revised slightly as follows:

III. The agency places a legal or public notice as applicable per PRO-C-6, Legal/Public Notice.

PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies are advised that waivers will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved waivers when processing the purchase order.”

REFERENCE MATERIAL: PRO-C-32, Grants and Other Nonprocurement Transactions

PRO-C-11 General Waiver

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Revised to add:

“PeopleSoft Agencies are advised that waivers will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved waivers when processing the purchase order.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2 – Processing Purchase Orders--Book

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-D-16, Procurement of Motor Vehicles
PRO-C-9, Waiver of Bidding Process
PRO-C-6, Legal/Public Notice
PRO-C-10, Bid Waiver Justification Letter
PRO-D-28, Amendments to Requests for Purchasing Approval/Authority (RPAs)
PRO-E-7, Standard Terms and Conditions

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

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: References to “25,000” changed throughout to “50,000”
Link to MBE resources updated to: <https://wisdp.wi.gov/search.aspx>
PROCEDURE: Section moves, no language changes
PROCESS: All references to PRO-I-9, Compliance with Collective Bargaining Agreements/Notification to Labor Organizations have been removed.

Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Bidders list – PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders
Minority-business - PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders
Disabled veteran-owned business – PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders
Specifications – PeopleSoft Strategic Sourcing 9.2 – Specifying Bid Factor Attributes
Bidding events – PeopleSoft Strategic Sourcing 9.2
 Creating Bid Factors
 Creating Events
 Managing Events
 Placing and Managing Bids
 Analyzing Bids and Awarding Events
 Using Optimization
 Negotiating Events Using Multiple Rounds and Versions
Standard terms and conditions - PeopleSoft Strategic Sourcing 9.2 – Placing and Managing Bids
Legal-public notice - PeopleSoft Strategic Sourcing 9.2 - Creating Events

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-A-3, Delegation
 PRO-A-4, Procurement Plans
 PRO-C-5
 PRO-C-6, Legal/Public Notice
 PRO-C-24
 PRO-C-37, World Trade Organization Government Procurement Agreement
 PRO-D-1, Minority Business Enterprise Policy
 PRO-D-23, Public Records Access
 PRO-E-7, Standard Terms and Conditions
 PRO-I-13, Appeals Process

PRO-C-13 Noncompetitive Negotiation (Sole Source)

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, not changes to current language. Revised to add:

“The process detailed herein occurs outside of PeopleSoft and is applicable to both PeopleSoft Agencies and Non-PeopleSoft Agencies.

PeopleSoft Agencies are advised that waivers will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved waivers when processing the purchase order.”

REFERENCE MATERIAL: PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid.

PRO-C-6, Legal/Public Notice
PRO-C-18, Bidding of Printing Procurements
PRO-I-4, Justification of Need

PRO-C-15 Basis for Awards

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, slight language changes as follows:

1.If a certified minority business enterprise or disabled veteran-owned business has submitted a qualified responsible bid that is no more than 5% higher than the apparent lowest responsible bid, or a competitive proposal that is no more than 5% lower than the proposal with the apparent high point score, the award may be made to the minority business enterprise.

Revised to add:

“For PeopleSoft Agencies, all award notices (award and notices to unsuccessful bidders) must be drafted and distributed outside the PeopleSoft system prior to awarding a sourcing event, which automatically creates a transactional contract. Notices must be done in accordance with timeframes currently prescribed by applicable law. See PRO-I-14 (Notice of Intent-Contractual Services).

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Analyzing Bids and Awarding Events (Book)

Non-PeopleSoft Agencies continue to follow current business practices.

REFERENCE MATERIAL: PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid
PRO-C-17, Bidders List
PRO-C-24, Tied Bids
PRO-D-35, Disabled Veteran Owned Business Policy
PRO-E-6, Prompt Payment Policy

PRO-C-17 Bidders Lists

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: Revised to add ““Bidders list” is a listing of vendors who are registered to receive notification of requests for bids/proposals over \$50,000 in their designated commodity/service area(s).”
POLICY: Slight revision to change “vendor” to “bidder”
PROCEDURE: Section moves, revised to add:

I. Non-PeopleSoft Agencies will use VendorNet for the statewide bidders list for requests for bids/proposals over \$50,000 and are encouraged to use this list for simplified bidding as well.

II. PeopleSoft Agencies will use PeopleSoft for the statewide bidders list for requests for bids/proposals over \$50,000 and are encouraged to use this list for simplified bidding as well.”

PROCESS: Section moves, no language changes. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Creating Events; Inviting Bidders
Understanding Posting Events

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-35, VendorNet

PRO-C-22 Request for Information

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: NA
PROCESS: Revised to add:

“For PeopleSoft Agencies that choose to conduct RFIs in the PeopleSoft system, refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Creating Events; Creating RFI Events

For Non-PeopleSoft Agencies or PeopleSoft Agencies that choose not to conduct RFIs in the PeopleSoft system, continue to follow current business practices.”

REFERENCE MATERIAL: Sample RFI

PRO-C-23 Notice to Unsuccessful Bidder

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Revised to add:

“For PeopleSoft Agencies, all notices (award and notices to unsuccessful bidders) must be drafted and distributed outside the PeopleSoft system prior to awarding a sourcing event, which automatically

creates a transactional contract. Notices must be done in accordance with timeframes currently prescribed by applicable law. See PRO-I-14 (Notice of Intent-Contractual Services).

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Analyzing Bids and Awarding Events; Understanding Event Awards
Posting Awards

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: A. PRO-D-23, Public Records Access
 B. PRO-I-14, Notice of Intent—Contractual Services

PRO-C-24 Tied Bids

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Added title for subsequent content, “Awarding Tied Bids”
 Section moves, no additional language changes
PROCESS: Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2, Analyzing Bids and Awarding Events; Understanding Bid Analysis
Understanding Constraints in Bid Analysis

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: NA

PRO-C-26 American-made Materials Policy

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, slight language change to replace reference from “\$25,000” to
“\$50,000”
PROCESS: Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2, Creating Bid Factors (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid
PRO-C-17, Bidders List
PRO-C-24, Tied Bids
PRO-C-37, World Trade Organization Government Procurement Agreement

PRO-C-32 Grants and Nonprocurement Transactions

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves; references to “procedures” revised to read “processes”. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Grants 9.2 – Managing Award Projects

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-25, Intergovernmental Procurements

PRO-C-35 VendorNet

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, slight changes to current language. Revised to add:

- III. The State Bureau of Procurement maintains on VendorNet a statewide bidders list of Bidders who are registered to receive notification of requests for bids/proposals over \$50,000.
- IV. Non-PeopleSoft Agencies will use VendorNet for the statewide bidders list for requests for bids/proposals over \$50,000 and are encouraged to use this list for simplified bidding as well.
- V. PeopleSoft Agencies will use PeopleSoft for the statewide bidders list for requests for bids/proposals over \$50,000 and are encouraged to use this list for simplified bidding as well.

PROCEDURE: Section moves, slight changes from “vendor” to “bidder”
PROCESS: Section moves, slight changes from “vendor” to “bidder”
REFERENCE MATERIAL: PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid
PRO-C-17, Bidders List

PRO-C-36 Electronic Forms

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Revised slightly as follows:

“III. Paper copies of some forms may be available through the Forms Catalog. To order, send a completed form DOA-3330 to: Document Sales and Distribution, 4622 University – Suite 10-A Madison, 53705.”

“VI. Any questions regarding forms should be directed to the Bureau of Procurement Forms Coordinator at 608/266-5669.”

PROCESS: Section moves, no language changes
REFERENCE MATERIAL: Form DOA-3330

PRO-C-39 Best and Final Offer Process and Procedures

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no language changes
Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Negotiating Events Using Multiple Rounds and Versions (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-29, Evaluation Committee (Request for Proposal)

5. Changes to Section D: General Policies

PRO-D-1 Minority Business Enterprise Policy

AUTHORITY: Replace current statutory reference from 560.036 to 16.287(1)(2)

SCOPE: No change

DEFINITIONS: Slight revision as follows:

A. "Minority business enterprise" is a business certified by the Department of Administration under s. 16.287(1)(2).

POLICY: Section moves, minor language changes from "Bureau of Minority Business Development" to "Supplier Diversity Program" and changes from "Commerce" to "Administration".

PROCEDURE: Section moves, no language changes. Revised to add:

"The PeopleSoft agency shall indicate in the bidders PeopleSoft profile if the bidder is a minority business enterprise."

PROCESS: Section moves, minor language changes as follows:

Reporting: Each central procuring office will record and electronically report to the State Bureau of Procurement monthly using the Wisconsin Supplier Diversity Program Report system at <http://wisdpreporting.wi.gov/Account/Index>.

Subcontractual reporting: On any procurement that involves a contractor (first tier provider) to the state employing subcontractors (second tier provider) as a result of the state contract, any amount of the contract that was subcontracted to a certified minority business enterprise will be reported by the prime contractor to the procuring office. This amount will be included in reports to the State Bureau of Procurement on form DOA-3234.

Revised to add:

"PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Registering and Maintaining Bidders
Analyzing Bids and Awarding Events

Non-PeopleSoft Agencies continue to follow current business practices."

REFERENCE MATERIAL: PRO-G-2, Minority Business Enterprise Procurement Activity Reporting
DOA-3234, Minority & Targeted Business Participation Quarterly Report

PRO-D-7 Telecommunications Procurements

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes.
PROCEDURE: Section moves, no language changes.
PROCESS: Section moves, no language changes. Revised to add:

“PeopleSoft Agencies are advised that TSSRs will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to attach approval documentation when processing the purchase order.

PeopleSoft Agencies are further advised that some telecommunications NIGP (category) codes must be routed to the role of State IT Approver. A list of these codes will be published in the near future.

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: DOA-6497, Telecommunications System Study Report
DOA-3046, Requests for Purchasing Approval/Authority
DOA-3720, Procurement Plans

PRO-D-12 Veteran-Owned Business Policy

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: Revised to add:

I. "Veteran-owned business" means a small business, as defined in 16.75(4)(d), that is certified by the Department of Veterans Affairs as being at least 51% owned by one or more veterans, as defined in s. 45.35(5).

II. “Small business” as defined in 16.75(4)c), means a business which has had less than \$1.5 million in gross annual sales in the most recent calendar or fiscal year.

POLICY: Section moves, no language changes
PROCEDURE: Section moves, slight language changes. Revised as follows:

“II. The State Bureau of Procurement, and agencies with delegated purchasing authority, will refer applicants for certification as a veteran-owned business to the Department of Veterans Affairs.”

“D. The PeopleSoft Agency shall indicate in the bidders PeopleSoft profile if the bidder is a veteran-owned business.”

PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft Strategic Sourcing 9.2 – Registering and Maintaining Bidders

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: WDVA-1037, Veteran-Owned Business Request for Certification

PRO-D-23 Public Records Access

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: All references to “\$25,000” revised to “\$50,000”
PROCEDURE: Section moves, no content changes
PROCESS: Section moves, revised slightly to read:

I. Each agency will make available for inspection and copying any record produced or collected by a vendor under a contract to the same extent as if the record were maintained by the agency.

II. For PeopleSoft Agencies, the PeopleSoft system will not replace current processes for public records access. All agencies must continue to follow current records request processes.

REFERENCE MATERIAL: PRO-C-5, Bidding Policy and Procedure, Official Sealed Bid
PRO-C-12, Competitive Negotiation (Request for Proposal)
PRO-C-17, Bidders List

PRO-D-24 Cutoff Days for Encumbering Funds

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft 9.2; eProcurement; Creating a New Requisition

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: NA

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

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: All references to “\$25,000” revised to “\$50,000”
PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies are advised that RPAs will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved RPAs when processing the purchase order.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Processing Purchase Orders (Book)
Purchasing 9.2; Creating Purchase Orders; Entering Standard Comments

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-B-1, State Procurement Contracts
PRO-I-15, Cost Benefit Analysis
Request for Purchasing Approval/Authority (RPA) (form DOA-3046)
RPA Checklist (form DOA-3046A)
Collective Purchasing with Other States or the Federal Government Data Request (form DOA-3044)

PRO-D-27 Contract Award - Competitive Negotiation

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add:

“For PeopleSoft Agencies, all notices (award and notices to unsuccessful bidders) must be drafted and distributed outside the PeopleSoft system prior to awarding a sourcing event, which automatically creates a transactional contract. Notices must be done in accordance with timeframes currently prescribed by applicable law. See PRO-I-14 (Notice of Intent-Contractual Services).

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Analyzing Bids and Awarding Events (Book)

Non-PeopleSoft Agencies continue to follow current business practices.

REFERENCE MATERIAL: NA

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

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add new language as follows:

“PeopleSoft Agencies are advised that RPA amendments will not be processed for approval within PeopleSoft. However, PeopleSoft Agencies are required to use the standard comments field and assigned contract number for approved RPAs when processing the purchase order.”

REFERENCE MATERIAL: NA

PRO-D-35 Disabled Veteran-Owned Business Policy

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no changes to current language. Revised to add:

“D. The PeopleSoft Agency shall indicate in the bidders PeopleSoft profile if the bidder is a disabled veteran-owned business.”

PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft Strategic Sourcing 9.2, Registering and Maintaining Bidders

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-G-3, Disabled Veteran-Owned Business Procurement Activity Report
DOA-3240, Disabled Veteran-Owned Procurement Activity Report
DOA-3234, Minority & Targeted Business Participation Quarterly Report

6. Changes to Section E: Contracting, Ordering, Receiving and Payment

PRO-E-1 Purchase Order

The content from PRO-E-11, Funds Available, is hereby incorporated into the Policy section of PRO-E-1; PRO-E-11 will be retired.

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, slight language changes as follows:

“I. For Non-PeopleSoft Agencies, the State of Wisconsin Purchase Order, form DOA-3272 (WiSMART), is available from the Printing and Publications Section/Forms Unit.”

PeopleSoft Agencies will use the PeopleSoft system for processing of purchase orders.

III. Contracts may be let in excess of funds currently available, provided such contracts state if effect that continuance beyond the limit of existing funds is contingent upon the appropriation of additional funds.”

PROCEDURE: Section moves, no language changes
PROCESS: Section moves, significant revisions and additions as follows:

“All purchasing agents with delegated authority to issue purchase orders are required to use purchase order forms established by the State Bureau of Procurement which includes DOA-3272 for Non-PeopleSoft Agencies or the PeopleSoft system for PeopleSoft Agencies.

Order types:

1. An order type number should be typed on each purchase order. For Non-PeopleSoft Agencies, the order types are (order types list unchanged)
2. PeopleSoft Agencies are advised to utilize standard comments on processing purchase orders in the PeopleSoft system.

B. Purchase order number

For Non-PeopleSoft Agencies, purchase orders are numbered and assigned prefixes. The prefixes are coded according to agency and fiscal year.

4. An example of a purchase order number is ADJ231 (prefix AD, plus fiscal year J, plus number 231).

PeopleSoft Agencies’ purchase orders will be auto-numbered using each agency’s 3-digit business unit number, two additional zeroes (“00”), plus a sequential number. Fiscal year designations will not be made within the purchase order number, but queries can be run in PeopleSoft to identify which fiscal year the purchase order is issued in.

E. Federal Employer Identification Number/Social Security Number/Supplier Number

1. For Non-PeopleSoft Agencies, include the vendor Tax Identification Number which is either the Federal Employer Identification Number (FEIN) or, if there is no FEIN, the vendor Social Security Number (SSN). A suffix (up to three characters) may be included at the option of the agency...

7. PeopleSoft Agencies will use the supplier ID number, not FEIN/TIN/SSN numbers, for supplier purchase orders.

J. Bid number

For Non-PeopleSoft Agencies, the bid number will be used only when the purchase is based on an agency (not State Bureau of Procurement) bid; otherwise, the space will be blank. Do not use a bid number on blanket—noncontract type 5 orders.

For PeopleSoft Agencies, the bid number will not appear on the purchase order, but can be obtained by searching for the referenced contract, which will have a bid number associated to it.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Creating Purchase Orders (Book)
Processing Purchase Orders (Book)
Managing Purchase Order Change Orders (Book)
Managing Purchase Orders (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: Form DOA-3272, Purchase Order
PRO-E-4, Direct Charges, Invoices and Vouchers

PRO-E-2 Purchase Requisition

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, slight language changes and additions as follows:

“For Non-PeopleSoft Agencies:

A. The Purchase Requisition (form DOA-3066) may be used...

PeopleSoft Agencies will use the PeopleSoft system for processing of purchase orders.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2, Managing Requisitions (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-E-5, Receipt of Damaged Goods
PRO-C-36, Electronic Forms
Form DOA-3066, Purchase Requisition

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

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the User Productivity Kit (UPK):

PeopleSoft Receivables 9.2 - Processing Exceptions and Collections

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-E-6, Prompt Payment Policy
PRO-D-4, Material Safety Data Sheet (MSDS) Requirement
DOA-5036, Notice to Vendor of Good Faith Dispute or Improper Invoice

PRO-E-4 Direct Charges, Invoices and Vouchers

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, slight language changes as follows:

A. Fees (subscription, witness, court filing, membership, registration, tuition, royalties). Subscription fees related to the purchase of software or other IT solutions as a “subscription” are not included and cannot be direct charged. Applicable procurement rules apply.

PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the User Productivity Kit (UPK):

Purchasing 9.2, Creating Purchase Orders, Understanding the Purchase Default Hierarchy

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-14, Utility Services
PRO-D-2, Honorarium
PRO-D-15, Contracts for Household Moves

PRO-D-17, Limited Trades Contracts
PRO-D-21, Construction Projects
PRO-E-1, Purchase Order

PRO-E-7 Standard Terms and Conditions

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, slight language changes and additions as follows:

“A. For PeopleSoft Agencies, bidders agree to the Standard Terms and Conditions and the Supplemental Standard Terms and Conditions clauses in the system.

B. For Non-PeopleSoft Agencies, the Standard Terms and Conditions and the Supplemental Terms and Conditions are available on VendorNet.”

PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Creating Purchase Orders; Entering Standard Comments
Strategic Sourcing 9.2; Creating Bid Factors (Book)
Strategic Sourcing 9.2; Analyzing Bids and Awarding Events; Collaborating on Bid Analysis

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-36, Requesting Electronic Forms
DOA-3054, Standard Terms and Conditions
DOA-3681, Supplemental Terms and Conditions

PRO-E-9 Noncontract Blanket Orders

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no changes to current language
PROCEDURE: Section moves, no changes to current language
PROCESS: Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2; Creating Purchase Orders (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-C-8, Simplified Bidding
PRO-C-27, Serial Contracting
PRO-E-16, Contract Blanket Orders
PRO-E-20, Release Orders

PRO-E-11 Funds Available

The content in this Manual piece is minimal, and has been consolidated into PRO-E-1, Purchase Orders. This Manual piece is being retired.

PRO-E-16 Contract Blanket Orders

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, slight language changes and revised as follows:

“Non-PeopleSoft Agencies use the Official State Purchase Order (Form DOA-3067) for contract blanket orders.

PeopleSoft Agencies will use the PeopleSoft system to process contract blanket orders.

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

PeopleSoft Purchasing 9.2; Creating Purchase Orders

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: Form DOA-3067

PRO-E-20 Release Orders

The content in this Manual piece is minimal, and has been consolidated into PRO-E-1, Purchase Orders and PRO-A-1: Procurement Definitions. This Manual piece is being retired.

PRO-E-21 Contract Cancellation and Termination Procedures

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add:

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):_

PeopleSoft eProcurement 9.2 - Receiving and Returning Items
PeopleSoft Strategic Sourcing 9.2 – Placing and Managing Bids
PeopleSoft Purchasing 9.2 – Managing Requisitions

Non-PeopleSoft Agencies continue to follow current business practices.

REFERENCE MATERIAL: PRO-D-31, Certification for Collection of Sales and Use Tax
PRO-D-3, Contract Compliance Policies and Procedures
PRO-E-7, Standard Terms and Conditions
DOA-3054, Standard Terms and Conditions

[PRO-E-23 Purchasing Card](#)

This policy has been significantly rewritten. As such, the entire policy (changed and unchanged language) is included herein.

AUTHORITY: Wis. Stats. 16.71(1)

SCOPE: - to establish policies and procedures for management of a Purchasing Card Program in an agency

DEFINITION: I. “Agency Cardholder” means a specific state employee who has been issued a purchasing card by an agency.

II. “Agency PCard Administrator” means the individual(s) appointed by the agency head to manage, coordinate and control purchasing cards within the agency.

III. “Agency PCard Approver” means the individual who will validate that transactions have been reconciled and will approve the transactions to be paid in PeopleSoft.

IV. “Agency PCard Reconciler” means the individual (typically the cardholder) who will reconcile the transactions but will not have the authority to approve their own transactions in PeopleSoft.

V. “Agency PCard Reviewer” means the individual (typically auditors) who will have the view only access to transaction information in PeopleSoft.

VI. “Bank” means the financial institution listed as the vendor on the Purchasing Card Program, Fleet Card Program and Travel Card Program contract.

VII. “Billing file” means the PCard Statement file that is received by the State Controller’s Office on a nightly basis from the bank and is loaded into PeopleSoft for PeopleSoft agencies. For Non PeopleSoft

Agencies the “Billing File” means the detailed bi-weekly billing that is received electronically by the State Controller’s Office or individual University of Wisconsin campus from the bank.

- VIII. “MCC” means the merchant category code assigned by the banking industry. The state has three standard specifications: regular, travel and foreign emergency major medical expense.
- IX. “Original receipt” means the customer copy of the purchasing card receipt signed by the cardholder at the time of purchase. In the case of phone, fax or Internet orders, “original receipt” means the copy of the receipt sent by the supplying vendor to the purchaser with the goods purchased. This “original receipt” should be annotated by the cardholder to indicate that the order was placed by phone, fax or Internet.
- X. “Proxies” means PeopleSoft users who have access rights to purchasing card transactions. Possible options include the following: Administrator, Approver, Reconciler, Reviewer.
- XI. “Purchasing card”(also referred to as PCard) means a charge card issued to an authorized state employee through the Department of Administration, State Bureau of Procurement’s Purchasing Card Contract.
- XII. “Record of purchases” means the medium used by the cardholder to record and verify purchases against the statement. Agencies may determine the mechanism that works best for them. The Purchasing Card User Manual shows a sample Purchase Log Form.
- XIII. “Supervisor” means whoever is responsible for approving the cardholder’s time and leave reporting.
- XIV. “Statement” means the detailed statement of charges that is sent to the cardholder by the purchasing card vendor.

POLICY: I. The purchasing card is a tool to manage purchasing and accounting resources by concentrating low-dollar purchases in a less paper-intensive process. Use of the purchasing card results in agency (state) liability, *not* personal liability for the cardholder. The cardholder’s credit rating will not be affected by use of the purchasing card. However, the cardholder is responsible for maintaining security of the card and any misuse as outlined here, in the State Accounting Manual and in the Purchasing Card User Manual. All documents related to the purchasing card may be fully disclosed as a public record to the extent provided for by the Open Records Law.

A. The purchasing card is:

1. Authority granted by the agency head to individual state employees.
2. Authorized for official state use only.
3. Authorized for individual purchases through \$5,000.
4. Authorized for purchases greater than \$5,000 on statewide contracts where indicated or when authorized by the State Bureau of Procurement.
5. Authorized for use with only certain categories of merchants and commodities.
6. Authorized for certain travel costs including airline tickets and travel agency service fees, lodging and any applicable taxes, car rental and rental car gas, hotel and airport parking and other commercial transportation including trains, such as Amtrak, buses, taxis and shuttles.
7. Authorized for foreign emergency major medical expense.

B. The purchasing card is *not*:

1. A means to avoid appropriate procurement or payment procedures.
2. A card to access cash or credit.
3. A right of employment.
4. For cardholder personal use.
5. For reimbursable meal costs. Individual meals are NOT allowed to be charged on the purchasing card.

C. For interagency or intra-agency use (except for retail purchases from any agency operation that sells goods to the public and accepts a charge card; e.g., Document Sales, campus bookstores, etc.). Purchasing card for travel:

1. Effective October 17, 2005, a state-issued charge card will be used for official business-related airline tickets, travel agency service fees, hotel room rates and any applicable taxes and rental car costs.

2. A purchasing card may also be used to charge car rental gas, hotel and airport parking, commercial transportation including trains, such as Amtrak, buses, taxis and shuttles. A purchasing card should also be used for training and conference registrations.

PROCEDURE:

- I. Agency responsibilities:
 - A. Agency participation in the Purchasing Card Program will be approved by the State Bureau of Procurement.
 - B. The agency is responsible for establishing proper controls, including developing internal policies and procedures within the state guidelines identified here and in the State Accounting Manual and the Purchasing Card User Manual, and monitoring use of the cards by individual cardholders to ensure all purchases comply with all requirements of state statutes.
 - C. The agency is responsible for maintaining budgetary controls.
 - D. The agency is responsible for establishing individual cardholder credit limits. The single purchase limit may not exceed \$5,000 per transaction without prior approval from the State Bureau of Procurement except when used on authorized state contracts where indicated.
 - E. Assigning an Agency PCard Administrator to serve as the liaison between the agency and the State Bureau of Procurement's Enterprise Cards Program manager. Responsibilities include, but are not limited to, providing training to cardholders and supervisors, processing purchasing card applications, providing assistance with suppliers (merchants), and responding to inquiries regarding internal policies and procedures, billing information, missing statements and damaged, lost or stolen cards.

PROCESS:

- A. Agency PCard Administrator's role in the agency implementation process:
 1. Complete the setup forms provided by the contractor.
 2. Select the appropriate merchant category code default template for the agency.
 3. Submit written requests for statewide standard MCC and other policy exemptions to the State Bureau of Procurement's Enterprise Cards Program manager.

Requests must provide programmatic justification for exemption.

B. Agency PCard Administrator's role in the cardholder setup process:

1. Obtain and retain a completed Purchasing Card Application and Use Agreement (form DOA-3584) from each cardholder applicant. The form may be reproduced or customized as needed. An electronic version is available on VendorNet.
2. Complete the cardholder account setup via the online system provided by the contractor.

C. For PeopleSoft Agencies only:

1. Submit the Security Request Form to the STAR Security Administrator who will assign purchasing card roles.
2. Once role confirmation is received from the STAR Security Administrator, create the cardholder profile in PeopleSoft.
3. Assign default set of ChartFields to the purchasing card.
4. Assign proxy users to the purchasing card as needed.

IV. Agency Cardholder responsibilities:

A. ***The card will be used only by the person whose name appears on the card.***

B. Before a state employee can be issued a purchasing card, s/he will:

1. Sign a statement acknowledging her/his understanding of the restrictions on the use of the card and the possible actions if s/he violates the conditions of statewide and agency policies on use of the card (Purchasing Card Application and Use Agreement, form DOA-3584). The form may be reproduced or customized as needed. An electronic version is available on VendorNet.

2. Receive training as established in agency policies and procedures and documented by the Agency PCard Administrator.
- C. The Agency Cardholder will maintain a record of purchases and retain all original receipts. See form DOA-3585 as an example of a record of purchases. The form may be reproduced or customized as needed. An electronic version is available on VendorNet.
- D. For PeopleSoft Agencies only:
- The Bank will transmit a PCard Statement file on a nightly basis. A batch process will load the PCard statements to a Staging Table and check for errors. If no errors, PeopleSoft will load the PCard Statement and a batch process will load the PCard transactions to the Reconcile Statement page with a status of Staged. If errors occur, the State PCard Administrator will research errors and work with PeopleSoft Agencies to resolve errors.
 - The Agency Cardholder or the Agency PCard Reconciler is responsible for reconciling each purchasing card transaction in PeopleSoft. For each transaction, the Agency Cardholder or Agency PCard Reconciler must validate the ChartField, indicate the business purpose of the transaction in the Description Field of the Billing Tab and run the Budget Validation process.
 - If any errors occur in the Budget Validation process, the Agency Cardholder or the Agency PCard Reconciler must update the ChartField values and rerun the Budget Validation process.
 - If there are no Budget Validation errors, the Agency Cardholder or Agency PCard Reconciler changes the transaction status from Staged to Verified.
- E. Upon receipt of the statement from the card company, the Agency Cardholder will verify that the statement agrees with the record. The Agency Cardholder will then sign the record to attest that all purchases are for official state business and comply with appropriate rules and regulations. The cardholder will then forward the signed record with original receipts to his/her supervisor. (See State Accounting Manual for reviewer's responsibilities.)

- F. Agency Cardholders are responsible for working directly with the bank to dispute transactions. For PeopleSoft Agencies, Agency Cardholders or Agency PCard Reconcilers may note and track disputed transactions in PeopleSoft, but must still work directly with the bank to dispute the transaction using the process prescribed by the bank.
 - G. If a cardholder violates the prohibition against personal use, s/he will return the merchandise for complete credit or repay the state all personal amounts, including any applicable state, county or city sales taxes.
- V. Supervisor/Approver Responsibilities for Card Use:
- A. For PeopleSoft Agencies, the Agency Purchasing Card Approver reviews the Chartfield allocation and receipts and verifies the business purpose. If approved, the Agency Purchasing Card Approver changes the status from Verified to Approved. If not approved, the Agency Purchasing Card Approver inserts an explanation in the comments section and sets the transaction status to Staged for the purchasing cardholder or his/her proxy to review and re-reconcile the transaction accordingly.
 - B. For Non-PeopleSoft Agencies, refer to the State Accounting Manual for supervisor responsibilities.
- VI. Agency Purchasing Card Program Administrator Responsibilities:
- A. For cardholders using foreign emergency major medical expense cards, the Agency PCard Administrator will follow up with the employee (cardholder) to assure that an insurance claim is filed. Refer to the State Accounting Manual for further information and instructions.
 - B. For PeopleSoft Agencies only:
 - The Agency PCard Administrator runs the Purchasing Card Transaction Report (PO_RPT_034) and validates that all transactions for the billing cycle are in Approved status with a valid budget. The Agency PCard Administrator confirms transactions are reconciled. If reconciled, the State PCard Administrator runs the process to load the purchasing card transactions to the voucher staging tables. If not reconciled, the Agency PCard Administrator will force reconcile the transactions and set the status to Approved.

- The PCard transactions are built into vouchers and the system will run a voucher build process. If pre-edit errors occur, the Agency PCard Administrator will correct the pre-edit errors and set transactions to “Build” through the Voucher Build Error Detail page.

V. Agency purchasing office responsibilities:

- A. The central purchasing office will record and report to the State Bureau of Procurement purchases made with Wisconsin-certified minority business enterprises on a monthly basis as described in PRO-G-2, Minority Business Enterprise Procurement Activity Reporting. Agencies will use card company reports to compare against the Wisconsin certified minority business enterprise listing. Include these vendors in the Minority Business Enterprise Procurement Activity Report <http://wisdpreorting.wi.gov/Account/Index>
- B. The central purchasing office will record and report to the State Bureau of Procurement purchases made with Wisconsin-certified disabled veteran-owned businesses on a monthly basis as described in PRO-G-3, Disabled Veteran-Owned Business Procurement Activity Reporting. Agencies will use card company reports to compare against the Wisconsin certified disabled veteran-owned business enterprise listing. Include these vendors in the Disabled Veteran-Owned Business Enterprise Procurement Activity Report (Form DOA-3240).

The central purchasing office will conduct random audits of purchasing card use to ensure that policies and procedures are being followed, purchase volume appears reasonable, transactions are appropriate, documentation is complete, and proper internal controls exist with regard to the program.

PeopleSoft Agencies refer to the applicable UPKs:

Purchasing 9.2, Using Procurement Cards, Creating a Requisition using a Procurement Card

Purchasing 9.2, Using Procurement Cards, Creating an Express Requisition using a Procurement Card

Purchasing 9.2, Using Procurement Cards, Reconciling Procurement Card Transaction Statements

Purchasing 9.2, Using Procurement Cards, Resolving Disputed Transactions

Non-PeopleSoft Agencies continue using current business practices.

REFERENCE MATERIAL: For accounting responsibilities, refer to the State Accounting Manual, Section V, Subsection 13.

Merchant Category Code Standards: State Merchant Category Code Exclusion Standard, State Merchant Category Code Standard Specification for Travel, State Foreign Emergency Major Medical Expense Standard
PRO-G-2, Minority Business Enterprise Procurement Activity Reporting
PRO-G-3, Disabled Veteran-Owned Business Procurement Activity Reporting
DOA-3240, Disabled Veteran-Owned Business Procurement Activity Report
DOA-3584, Purchasing Card Application and Use Agreement
DOA-3585, Purchasing Card Record
PO_RPT_034, PCard Transaction Report
<http://wisdpreporting.wi.gov/Account/Index>, Minority Business Enterprise Procurement Activity Report

PRO-E-24 Extended Period/Continuing Contracts

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no change to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Creating Events; Copying Events from Other Transactions
Purchasing 9.2; Administering Purchase Order Contracts (Book)

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-E-10, Length of Contracts

7. Changes to Section F: Transportation, Materials Distribution, Disposal

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

AUTHORITY:	Section moves, added: Existing specific state statutes prevail over general statutes, such as s. 16.72(4)(b), and over the scope of SSPP authority. Examples of such statutes are: A. s. 346.65(6)(g) (proceeds from seized vehicles) B. s. 125.14(2)(e) (proceeds from alcohol seizures)
SCOPE:	No change
DEFINITIONS:	No change
POLICY:	Section moves, no language changes
PROCEDURE:	Section moves, no language changes
PROCESS:	Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies that utilize FleetAnywhere for these functions are advised that PeopleSoft will not replace the functionality that FleetAnywhere provides, but may be required to be used for certain asset management functions which are yet to be determined.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Asset Management 9.2, Adding and Maintaining Assets
Adjusting and Transferring Assets
Retiring Assets
Maintaining Parent & Child Assets

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL:	DOA-3081, Used State Vehicle Condition Report/Identification DOA-3736, Inter-Agency Used Vehicle Sale Report DOA-3178, Surplus Property/Declaration Authorization PRO-D-16, Procurement of Motor Vehicles
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PRO-F-3 Surplus Property Disposal -- Nonvehicles

AUTHORITY:	Revised to add specific state statutes governing surplus proceeds: 16.72(4)(b) 346.65(6)(g) 40.01(2) 125.14(2)(e)
SCOPE:	No change
DEFINITIONS:	No change

POLICY: All references to “\$25,000” revised to “\$50,000”
PROCEDURE: All references to “\$25,000” revised to “\$50,000”
PROCESS: All references to “\$25,000” revised to “\$50,000”

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Asset Management 9.2, Adding and Maintaining Assets
Adjusting and Transferring Assets
Retiring Assets
Maintaining Parent & Child Assets

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-F-1, Surplus Property Disposal – Vehicles and Related Equipment
Form DOA-3178; Surplus Property Declaration
Policy and Procedure Summary Table
Expanded Definitions of “Property of Potential Historical Value”

8. Changes to Section G: Records and Reports

PRO-G-2 Minority Business Enterprise Procurement Activity Reporting

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: References to the Department of Commerce as the certifying body revised to “Department of Administration, Division of Enterprise Operation’s Supplier Diversity Program” at <https://wisdp.wi.gov/Home.aspx>

E. All agencies will continue to use the current reporting processes, however, the PeopleSoft system may in the future replace reporting with Business Intelligence (BI).

REFERENCE MATERIAL: PRO-D-1, Minority Business Enterprise Policy
Electronic Form DOA-3005, Minority Business Enterprise Procurement Activity Report

PRO-G-3 Disabled Veteran-Owned Business Procurement Activity Reporting

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: No change
PROCEDURE: Section moves, no language changes
PROCESS: References to the Department of Commerce as the certifying body revised to “Department of Administration, Division of Enterprise Operation’s Supplier Diversity Program” at <https://wisdp.wi.gov/Home.aspx>

E. All agencies will continue to use the current reporting processes, however, the PeopleSoft system may in the future replace reporting with Business Intelligence (BI).

REFERENCE MATERIAL: PRO-D-35, Disabled Veteran–owned Business Policy
Form DOA-3240; Disabled Veteran-owned Business Procurement Activity Report

PRO-G-4 Records Retention

The content in this Manual piece is minimal, and has been consolidated into PRO-D-23, Public Records Access. This Manual piece is being retired.

9. Changes to [Section I: Contracting for Services](#)

[PRO-I-3 Definitions](#)

The content in this Manual piece has been consolidated into the new Manual piece, PRO-A-1, Procurement Definitions. This Manual piece is being retired.

[PRO-I-13 Appeals Process - Contractual Services](#)

AUTHORITY:	No change
SCOPE:	No change
DEFINITIONS:	No change
POLICY:	Section moves, no language changes
PROCEDURE:	Section moves, no language changes
PROCESS:	Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2, Analyzing Bids and Awarding Events, Adding Bid Factors

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL:	PRO-C-5; Bidding Policy and Procedure, Official Sealed Bid PRO-C-12; Competitive Negotiation (Request for Proposal)
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[PRO-I-14 Notice of Intent - Contractual Services](#)

AUTHORITY:	No change
SCOPE:	No change
DEFINITIONS:	NA
POLICY:	Section moves, no language changes
PROCEDURE:	Section moves, no language changes
PROCESS:	Section moves, no changes to current language. Revised to add:

“PeopleSoft Agencies will conduct the solicitation in PeopleSoft, however, the notice of intent to award process will be conducted outside the system. Following the close of the applicable protest or appeals process, and contract negotiations, PeopleSoft Agencies will award the solicitation in the PeopleSoft system.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Strategic Sourcing 9.2; Analyzing Bids and Awarding Events; Posting Awards

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL:

Sample, Notice of Intent
PRO-I-13; Appeals Process

10. Changes to Section J: Printing

PRO-J-2 Printing Purchase Orders

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: NA
POLICY: Section moves, no changes to current language. Brief policy statement added to read:

“All agency printing managers must follow one of the established procedures when preparing purchase orders for individual printed items.”

PROCEDURE: Section moves, slight language changes from references to “VendorNet” to “VendorNet and PeopleSoft”; reference to “Badger State Industries” to “Badger State Industries/Logistics”.

PROCESS: Section moves, no changes to current language. Revised to add:

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

Purchasing 9.2, Processing Purchase Orders; Selecting Requisitions to Create a PO
Dispatching Purchase Orders

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: PRO-A-7, Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices
PRO-C-33, Procurement from Badger State Logistics
PRO-E-1, Purchase Orders
PRO-J-3, Printing Bidding Procedures
DOA-3077 – Class 3 Printing Order Supplement
DOA-3008 – Class 4 Printing Order Supplement
DOA-3404 – Forms Print Order Supplement
DOA-3602P – Printing Reference Guide

PRO-J-5 Public Printing Reporting

AUTHORITY: No change
SCOPE: No change
DEFINITIONS: No change
POLICY: Section moves, no language changes
PROCEDURE: Section moves, no language changes
PROCESS: Section moves, no changes to current language. Revised to add:

“A. All agencies will continue to use the current reporting processes, however, the PeopleSoft system may in the future replace reporting with Business Intelligence (BI).

B. PeopleSoft Agencies may choose to generate the report within the system following UPK and then submit to Printing Manager.

PeopleSoft Agencies refer to the applicable User Productivity Kit (UPK):

eProcurement 9.2; Running Reports; Running Financials and SCM Reports

Non-PeopleSoft Agencies continue to follow current business practices.”

REFERENCE MATERIAL: DOA-3011, Print Log Fiscal Year Report

11. Changes to [Section K: Work Center](#)

The Bureau does not anticipate any changes to Manual pieces in this section as a result of the STAR project.

PRO-A-1, Procurement Definitions

Procurement Term	Definition	PeopleSoft Term	Definition
A			
Acceptance	The act of accepting by an authorized representative; an indication of a willingness to pay; the assumption of a legal obligation by a party to the terms and conditions of a contract.	Bidder Acceptance	To register, a guest to the site completes and submits the information on the Bidder Registration page and agrees to the terms and conditions. After the information is submitted, PeopleSoft Strategic Sourcing assigns the registrant a user ID and the appropriate bidder roles for events. The system then sends a registration confirmation email to the bidder.
Acquisition	The act of acquiring goods and services (including construction) for the use of a governmental activity through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contraction administration, and related functions.	Creating Events	<p>There are three event formats in PeopleSoft Strategic Sourcing: 1) A sell event is the sale of goods that you own (equivalent to a forward auction). 2) A buy event is the purchase of goods or services (equivalent to a request for purchase or quote or a reverse auction). 3) An RFI event is a request for information.</p> <p>There are two event types in Strategic Sourcing: 1) An RFx (request for quote) event is an event where bidders do not actively compete against each other and do not see their bid scores. RFx events can be sealed and made public. 2) An Auction event is an event where bidders actively compete against one another to obtain the best score. Auction events can be lotted. Lotting enables you to create multiple auction events and link them together as lots within an overall auction process.</p>
Affirmative Action Plan (AAP)	Is a written document committing the contractor to a program designed to achieve a balanced work force within a reasonable period of time. It contains, at a minimum, a policy statement, work force analysis, program goals, internal monitoring system, and dissemination of the plan. An acceptable plan is one which satisfies s. 16.765, Wis. Stats., and Adm 50, Wisconsin Administrative Code.		
Affiliate	Means a person, as defined in s. 77.51(10), that controls, is controlled by, or is under common control with another person, as defined in s. 77.51 (10).		

Agency (State Agency)	Any department, board, commission, independent agency, or any other separate entity established by statute or by constitution, in the state government, including the legislature.	Business Unit, Chart Field	Business Unit: A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions. Chart Field: In Oracle's PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called ChartFields. Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular ChartField always represents only one category of data, it stores many values that you use to further categorize that same data.
Agency Purchasing Card Program Administrator	Means the individual(s) appointed by the agency head to manage, coordinate and control purchasing cards within the agency.		
Agreement	A duly executed and legally binding contract; the act of agreeing.	Agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

Amendment	A written modification to a contract or purchase order or other agreements.	Change Order	<p>Change Requests and Change Orders are used to modify Purchase Order details, communicate an update to vendors, or to resolve match exceptions include 1) Circumstances might include a need to increase the number or type of goods/services originally ordered or resolve a match exception. 2) They are also used to cancel PO lines or an entire PO. 3) Agencies will determine which of the two options should be used to process changes to an existing Purchase Order. 4) Change Request - initiated by the Requisitioner as a change to the original requisition and approved by a Requisition Approver to satisfy the requisition workflow requirements. Change Order - initiated by Agency Procurement with a direct update to an existing Purchase Order. Change Request process flow: Requesters can make certain changes to the original requisition by using the, Change Request function. This change is sent to Agency Procurement for approval. If the unit price or quantity has increased, the supervisor must first approve the change. After the request is approved, the Change Purchase Order process runs in the background and creates a Change Order that is sent to the vendor. A Change Request maintains the same three levels that exist in a dispatched PO: header, line, and shipment schedule.</p> <p>§ Changes in the header affect the entire PO. § Changes in the line affect one item in the PO. § Changes in the shipment schedule affect the shipping details of an item.</p>
Anything of Value	Means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the state, fees, honorariums and expenses which are permitted and reported under s. 19.56, political contributions which are reported under ch. 11, or hospitality extended for a purpose unrelated to state business by a person other than an organization.		

Appeals Process	Is a procedure used to resolve protests about a solicitation and the intent to award a contract for services only.		
		Approver	Individual viewing and approving requisitions, work orders, timesheets, progress logs, expenses, or invoices. This individual is usually the requestor's manager.
Athletic Team Travel	Means university-sponsored Division I, II or III sports teams traveling when state funds or funds processed through state/university accounts are used, excluding official NCAA travel.		
Auction Fee	Means a charge by the State Surplus Property Program for disposing of a vehicle or related equipment at a vehicle auction.		
Auction Sale	Means sale by bidding at a public auction, including on-line auctions, conducted by the State Surplus Property Program.		
		Award	<p>After you have received bids in response to sourcing events, you can begin the bid analysis process. This process may include:</p> <ul style="list-style-type: none"> •Award splitting. •Multi-version and multiround events. •Analysis collaboration. <p>After you have analyzed bids and selected the best bid, PeopleSoft Strategic Sourcing enables you to award the winning bid. To award buy events:</p> <ul style="list-style-type: none"> •Determine the winner and finalize the award. •Determine whether the award results in a contract or a purchase order. •The system creates a purchase order or a contract. •The system informs the winning and outbid bidders. <p>You can split awards among bidders in two ways:</p> <ul style="list-style-type: none"> •Split by percentage. The percentage must be based on the line quantity and cannot exceed 100 percent. •Split by quantity. The quantity awarded cannot exceed the quantity bid.
B			

Balanced Work Force	Means an equitable representation of persons with disabilities, minorities and women available for jobs at any particular level from the relevant labor market.		
Best and Final Offer (BAFO)	Best and Final Offers (known as BAFO) are a procurement strategy that is often used when the evaluation team (technical proposal) and/or procurement manager (cost proposal) believes a proposal could be improved, or when some elements of a proposal are confusing and need further definition. It is also used to obtain additional information that will provide a larger point difference between competitive proposals. The best and final offer (BAFO) process represents an optional step in the selection process in the request for proposal (RFP) process and is not part of the contract negotiation process.		
Best Judgment Disposal	Means disposing of state surplus property with a current market value of \$5,000 or less in a manner that most appropriately meets the agency's needs.		
		Bid, Score	Bid/Score: In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
Bidder	A person or firm submitting a competitive bid in response to an invitation for bids and a set of specifications.	Bidder, Proxy Bidding	Bidder: May or may not have done business with the state and registered in PeopleSoft. Proxy Bidding: In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
		Bid Response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
Bidders List	Is a listing of vendors who are registered on VendorNet to receive notification of requests for bids/proposals over \$50,000 in their designated commodity/service area(s).		
Billing File	Means the detailed bi-weekly billing that is received electronically by the State Controller's Office or individual University of Wisconsin campus from the purchasing card vendor.		

Blanket Order	<p>1. A "contract blanket order" is used to establish an account with a vendor and encumber funds for purchases of materials and services as a result of a competitive bid/request for proposal or a waiver of bidding approved by the State Bureau of Procurement or by the agency if approved under the terms of delegation; e.g., when ordering from a mandatory contract or a contract resulting from a competitive process.</p> <p>2. A contract blanket order will result in delivery of goods and services purchased through the competitive or noncompetitive process over a time period as indicated to the vendor by subsequent release orders. (See PRO-E-20, Release Orders.)</p>		
		Transactional Contract	<p>PeopleSoft Supplier Contract Management provides you with the framework to create and manage the transactional procurement contracts that are used for executing purchases.</p> <p>It provides a robust document management authoring capability to create and manage the written contract document using Microsoft Word.</p> <p>The system also provides a structured method to develop and manage the contract clause library, the life cycle, and processing documents using approvals.</p>
Bureau	The State of Wisconsin, Department of Administration, Division of Enterprise Operations, State Bureau of Procurement.		
		Business Task	The name of the specific function depicted in one of the business processes.
See "Agency"		Business Unit	Agency
		Business Unit Constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
C			

Cancellation	Occurs when either party ends a contract for breach by the other. The cancelling party retains any remedy for breach of the whole contract or any unperformed balance. When one party violates the terms and conditions of a contract, the other party has the right to cancel. The entire contract may be rolled back, payments previously made may be refunded, and any remaining obligations are immediately ended.		
Cardholder	Means a specific state employee who has been issued a purchasing card by an agency.		
Certificate of Insurance	Means a document issued by an insurer which evidences that an insurance policy is in place with the vendor providing information such as: insurer, insurance agency, insured, type(s) of insurance, policy number(s), effective date(s), expiration date(s), limits, certificate holder, cancellation procedure, and the name of the representative who authorized the policy.		
Confidential Information/Trade Secret	Is information which is intended by the owner not to be available to anyone other than the owner, or persons having access thereto with the owner's consent, and is so stated by the owner, which accords or may accord the owner a competitive advantage over other persons.		
Contractual Services	Includes all services, materials to be furnished by a service provider in connection with services, and any limited trades work to be done for or furnished to the state or any office thereof.		
Commercial Carrier	Means a passenger airline other than charter or private aircraft.		
Commodity	A transportable article of trade or commerce that can be bartered or sold.		
Commodity Code	The "National Institute of Governmental Purchasing (NIGP) commodity code" structure is a set of numbers used to identify commodities/services procured by the state. (See NIGP Definition)	Category Code	(See UNSPC/NIGP Definition)

Commodity or Standard Service Procurement	Means a contract, procurement or purchase which is not a high risk service procurement as defined in Appendix A, Insurance Coverage Limits Requirements.		
Construction Projects	Means all labor and materials used in the completion of construction work under the direction of an engineer or architect as identified by a specific Department of Administration project number assigned by the Division of Facilities Development.		
Construction Work	Means all labor and materials used in the framing or assembling of component parts in the erection, installation, enlargement, alteration, repair, moving, conversion, razing, demolition or removal of any appliance, device, equipment, building, structure or facility. All construction work projects; i.e., projects having project numbers assigned by the Division of Facilities Development (DFD), require the services of an architect or engineer, and are subject to "prevailing wage rate" and apprenticeship regulations of the Department of Workforce Development (DWD), Division of Equal Rights. Any questions concerning the applicability of these construction regulations should be directed to the DWD at (608) 266-6860.		
Continued Appropriateness	A periodic review of, and justification for, continuing a contractual services agreement involving an estimated annual expenditure of more than \$50,000. This review must be done before renewal of any contract, but may be done more often.		
Continued Appropriateness of Contracting	Is a review by the agency prior to any contract renewal (or issuance of a purchase order) of any contractual service agreement with an estimated annual amount over \$50,000.		
Contract	Any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which an agency is a party. Is any agreement between two or more parties which creates an obligation to perform or refrain from performing some act. Acceptance of a purchase order constitutes a contract.	Contract or Transactional Contract	See also Transactional Contract

Contractor	Means a supplier with whom the State Bureau of Procurement has entered into a contract or negotiated an agreement and the individual contracting state agency has placed the order for materials or services.		
Contract Blanket Order	Is used to establish an account with a vendor and encumber funds for purchases of materials and services as a result of a competitive bid/request for proposal or a waiver of bidding approved by the State Bureau of Procurement or by the agency if approved under the terms of delegation; e.g., when ordering from a mandatory contract or a contract resulting from a competitive process. A contract blanket order will result in delivery of goods and services purchased through the competitive or noncompetitive process over a time period as indicated to the vendor by subsequent release orders. (See PRO-E-20, Release Orders.)		
Contract Compliance Program (CCP)	Means the organization within the State of Wisconsin responsible for overall administration of Wisconsin's Contract Compliance Law (s. 16.765, Wis. Stats.). The CCP is a part of the Wisconsin Department of Administration.		
Contractor	Means any person or entity providing equipment, construction work, materials, supplies, contractual services, or leasing real property to a contracting agency of the state.	Supplier	Someone who is already doing business with the State and has an ID# in PeopleSoft. Supplier records are maintained buy the SCO.
Contract Administration	The management of all actions after the award of a contract that must be taken to assure compliance with the contract; e.g., timely delivery, acceptance, payment, closing contract, etc.	Supplier Contract Management	<p>PeopleSoft Supplier Contract Management provides you with the framework to create and manage the transactional procurement contracts that are used for executing purchases.</p> <p>It provides a robust document management authoring capability to create and manage the written contract document using Microsoft Word.</p> <p>The system also provides a structured method to develop and manage the contract clause library, the life cycle, and processing documents using approvals.</p>

Contracting Agency	The business unit would execute and maintain a contract for the state.	Business Unit	<i>(See Business Unit Definition)</i>
Contracting State Agency	Means any department, commission, board, or other agency of Wisconsin State Government with authority to purchase or contract for contractual services (defined in s. 16.70(3), Wis. Stats.), equipment, construction work, materials or supplies.		
Control	Means to own, directly or indirectly, more than 10% of the interest in or voting securities of a business.		
Cooperative Purchasing	The combining of requirements of two or more governmental units to obtain the benefits of volume purchases and/or reduction in administrative expenses. This includes Municipalities, school districts, and tribal.	Cooperative Purchasing	
Cost Analysis	Means a work center's information documenting its anticipated costs to produce a single unit of a product or a month of service.		
Criteria	<p>A standard by which a judgment can be formed to determine whether delegation is warranted for a state agency.</p> <p>Request for Proposals that go through an evaluation panel where benchmarks are scored and evaluated among vendors.</p>	Collaboration	See Strategic Sourcing Module
Cost Benefit Analysis (CBA)	A uniform analysis of any proposed purchase of contractual services involving an estimated annual expenditure of more than \$50,000. This is required for any request for approval to engage any person or firm to perform contractual services and will include a description of the contractual services to be procured, justification of need, justification for not contracting with other agencies, a specific description of the scope of contractual services to be performed, and cost comparison between contracting out the service versus performing the service in-house.		
D			

Disabled Veteran	Means a person who is verified by the Department of Veterans Affairs as being all of the following at the time the person applies for certification under s. 16.283(3): 1. A veteran as defined in s. 45.01(12), 2. A resident of this state, and 3. A person who is in receipt of an award from the U.S. Department of Veterans Affairs of a service-connected disability rating under 38 USC 1114 or 1134 of at least 20%.		
Disabled Veteran-owned Business (DVB)	Is a business certified by the Department of Administration, Wisconsin Supplier Diversity Program under s. 16.283(3).		
Direct Labor	Means all labor or work (in hours or compensation) involved in producing or supplying materials, supplies or equipment or performing contractual services including preparation, processing and packing, but excluding supervision, administration, inspection and shipping.		
Delegation	The authority for an agency to purchase up to a specified dollar level without obtaining prior approval for each individual transaction from the State Bureau of Procurement.		
Delivery	The formal handing over of property; the transfer of possession, such as by carrier to purchaser. Pertaining to delivery cost (i.e. FOB). Also a term and condition of a contract.	Drop Ship, Direct Ship, Direct Receipt	Direct Ship: Items shipped from the vendor or warehouse directly to the customer (formerly referred to as drop ship). Direct Receipt: Items shipped from a warehouse or vendor to another warehouse.

Developmental Disability	Wis. Stats. s. 51.01 (5)(a), means a disability attributable to brain injury, cerebral palsy, epilepsy, autism, Prader-Willi syndrome, intellectual disability, or another neurological condition closely related to an intellectual disability or requiring treatment similar to that required for individuals with an intellectual disability, which has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted individual. "Developmental disability" does not include dementia that is primarily caused by degenerative brain disorder.		
E			
Electronic Forms	Forms available on VendorNet.		
Emergency Procurement	See Emergency Situation	Emergency Acquisition	A threat to public health, welfare, or safety that threatens the functioning of government, the protection of property or the health or safety of people.
Emergency Situation	A. Threatens the public health, safety, or welfare; and all of the following conditions exist: was unforeseen; calls for immediate action; and cannot be responded to using established procurement methods; or B. Exists as the result of a declaration by the governor, under s. 323.10, Wis. Stats.		
Evaluation Committee Member	Resource that participates as a scoring member of a team in award of an RFP	Collaborator	A participant in the creation and/or evaluation of an event.
		Event	There are three event formats in PeopleSoft Strategic Sourcing: •A sell event is the sale of goods that you own (equivalent to a forward auction). •A buy event is the purchase of goods or services (equivalent to a request for purchase or quote or a reverse auction). •An RFI event is a request for information.

Event Constraints

PeopleSoft Strategic Sourcing enables you to define award constraints and set up defaulting rules so that the constraints can automatically default onto events. During the award process, the constraint rules are included in the optimization process so that the ideal award allocation is recommended while ensuring adherence to the defined constraints. When awards are posted, the system also checks the awards to ensure adherence to the constraints.

Extended Period/Continuing Contract	<p>Status is reserved for exceptional circumstances when continuing a contractual relationship with a particular vendor for an extended period of time is more beneficial to the state than could be provided by any other vendor in the foreseeable future. Normally procurement contracts run for one year with two one-year renewals, however, s. 16.75(3), Wis. Stats., provides that under certain circumstances procurement contracts may be for any period which is in the best interests of the state. The extended period/continuing contract allows the state flexibility to adjust to changes through mutual efforts. The extended period/continuing contract should exist as long as it is advantageous to the state to continue it. For a contract to be designated with extended period/continuing contract status, it must meet the following standards:</p> <p>A. Contracts for services only.</p> <p>B. Requires substantial investment in time, money, infrastructure, training and knowledge by the state and/or the vendor in order to start up and maintain the contract.</p> <p>C. Requires consistency in vendor personnel over time to provide evolving understanding of the state's culture, structure and operations.</p> <p>D. Requires innovation and changes in scope, process and technology that are developed by and are mutually beneficial to both partners.</p> <p>E. A change of vendors will disrupt critical state operations and/or cause the state to incur significant, documented costs.</p> <p>F. Competition is extremely limited or non-existent.</p>		
F			
Fair Market Price	Means the price for a commodity/service that compares favorably to the price available from other industry sources.		
Federal Employer Identification Number (FEIN)	Is the number assigned by the IRS to employers for tax reporting purposes or the Social Security Number (SSN) if the contractor is a sole proprietorship with no FEIN.		

Fiscal Year	The 12 months between one annual settlement of financial accounts and the next; a term used for budgeting, etc. The fiscal year for the U.S. Government is October 1 to September 30; the fiscal year for the State of Wisconsin is July 1 to June 30.	Fiscal Year	SAME
Foreign Entity	Means an organization which is headquartered in a country other than the United States.		
Formal Solicitation	A solicitation which requires a sealed response.	Bid	<i>(See Bid Definition)</i>
"Full Delegation"	Transfers procurement authority to a special designated agent in another state agency. This delegation authorizes the agency to: A. Conduct bids for commodities in any dollar amount if not provided on a mandatory statewide contract. B. Approve sole source procurements meeting statutory requirements through \$25,000. Full delegation does not include authority to: A. Conduct any request for proposal over \$50,000, B. Conduct any bid for services over \$50,000, and C. Approve any sole source waiver request over \$25,000. Full delegation to a special designated agent must be acquired from the Bureau.	N/A	N/A
G			
General Purpose Vehicle	Means an automobile, fuel efficient sedan, used for general travel and passenger transportation.		
General Waiver	Is a waiver submitted for approval to the State Bureau of Procurement to purchase similar materials or services on a recurring basis for a period not to exceed one year.		

	<p>Means property that has the following characteristics:</p> <p>A. It has not been procured by a state agency.</p> <p>B. It has been given to a specific state agency for that agency’s benefit.</p> <p>C. If a gift is never put into programmatic use and is sold, it is assumed that the donor’s intent was for proceeds to benefit that agency. In such cases, gifts will not be considered a replacement asset or surplus property as defined in PRO-F-3, and proceeds will be returned to the recipient agency.</p> <p>D. If a gift is received and put into programmatic use, it will be considered either replacement property or surplus property as defined in PRO-F-3 at the time of disposal. If the asset is determined to be surplus property as defined in PRO-F-3 at the time of disposal, net proceeds will be returned to the Budget Stabilization Fund unless the terms of the donation specifically require all such disposal proceeds to remain with the agency.</p>		
Gift or Donation			
Goods	All types of personal property including commodities, materials, supplies, and equipment.	Goods	SAME
Good Faith Dispute	Means a contention by an agency that goods delivered or services rendered were of a lesser quantity or quality than ordered or specified by contract, were faulty or were installed improperly; or any other reason giving cause for the withholding of payment by the agency until the dispute is settled.		
Governmental Body	Means a local agency, board, commission, committee, council, department, or public body created by constitution, statute, ordinance, rule, or order.		
Grant	The transfer of things of value to a recipient to carry out a public purpose of support or stimulation authorized by law.		

Graphic Reproduction Equipment	Means equipment used for printing or graphic reproduction by an agency or campus providing these services for the convenience of its agency or campus or other agency or campus. This includes, but is not limited to: photocopiers, laser printers, proofing equipment, prepress equipment, and CTP (computer to plate) equipment.		
Group Travel	Means the planning or purchasing of air transportation, lodging, ground transportation, food, beverages and related services, audio visual equipment and/or any other requirements purchased for athletic team, student studies or conferences, meetings, seminars or any other activity when eight or more people are traveling at or around the same time to the same destination to conduct official state business and when state funds or funds processed through state/university accounts are used.		
H			
Hazardous Chemical	As defined under the United States Department of Labor, Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1200(c), means any chemical that is a physical hazard or a health hazard.		
Health Hazard	As defined under OSHA, 29 CFR 1910.1200(c), means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. (For further information see Appendices A and B of 29 CFR 1910.1200.)		

High Risk Service Procurement	As defined in Appendix A, Insurance Coverage Limits Requirements, means a contract, procurement or purchase that significantly increases the possibility of loss or exposure to loss to the State of Wisconsin, its agencies, employees, agents or officers from a third party.		
Honorarium	Is a gift or gratuitous payment to an individual or group of individuals for performing services on an occasional basis for which fees are not required, legally or traditionally. The agency, not the individual or group, determines the size of the honorarium. The honorarium includes the allowance for expenses incurred in providing the service such as meals, travel, and lodging. If the individual or group prescribes the fee, an honorarium situation does not exist; rather, a contract for service situation exists. Honorarium does not include payment of a fee to an individual or group of individuals providing services where they are available regularly to provide that service or where a substantial portion of the person's income is derived from providing that service.		
I			
		Ideal Response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
Improper Invoices	Means an invoice presented for payment not submitted with adequate or correct information for processing. Examples include incorrect price, cash discount not shown, incorrect reference to purchase order number and submittal to the incorrect address for processing.		

Individual with a Disability	<p>Means a person who:</p> <ol style="list-style-type: none"> 1. Has a physical or mental impairment that substantially limits one or more major life activities; 2. Has a record of such an impairment; or 3. Is regarded as having such an impairment. <ol style="list-style-type: none"> a. "Has a record of such impairment" means has a history of, or has been classified as having, a mental or physical impairment which substantially limits one or more life activity. A "record" refers to any form of documentation of a past or current disability. b. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, walking, standing, seeing, hearing, eating, sleeping, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. c. "Is regarded as having such an impairment" means: <ol style="list-style-type: none"> (1) Has a physical or mental impairment that does not substantially limit major life activities, but that is treated by a recipient as constituting such a limitation; (2) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others towards such impairment; or (3) Has none of the impairments defined in this section but is treated by a recipient as having such an impairment. 		
Ineligible	If a vendor does not pay it's taxes they are placed on an ineligible vendors list. The State is not allowed to award a bid to the listed vendors.		
Inter-agency Sale	Means sale between State of Wisconsin agencies.		
Intergovernmental Procurements	Are those purchases of supplies, materials, equipment, or contractual services other than printing and stationery, from the federal government, from another state, or from any county, city, village, town, or other governmental body in this state.		
Invoice	A list of goods or services sent to a purchaser showing information including prices, quantities and shipping charges for payment.	Invoice	SAME
J			

Job Category	Means a broad-based group of employees with comparable job responsibilities who are located at comparable levels of responsibility within an organization. Job categories are located on the U.S. Equal Employment Opportunity Commission Web site: http://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm .		
K			
No Entries for K			
L			
Labor Market	Means an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.		
Late Fee	Means charge by the State Surplus Property Program for late submittal of the Inter-Agency Used Vehicle Sale Report.		
Legal Notice	Means an advertisement of a procurement in the official state newspaper.		
Lease	A contract conveying from one entity to another the use of real or personal property for a designated period of time in return for payment or other consideration.		
Local Governmental Unit	Is a political subdivision of this state, a special purpose district in this state, an agency or corporation of a political subdivision or special purpose district, or a combination or subunit of any of the foregoing. Local governmental unit includes counties, cities, villages, towns, school districts and Vocational, Technical and Adult Education districts.		

Limited Trades Work	<p>Includes both maintenance work and construction work as defined in Chapter DWD 292, Wisconsin Administrative Code. If a bid or proposal and resulting contract is for construction work which has been defined as being the erection, construction, remodeling, repairing, altering, painting or decorating of any public building, or any other project of public works, the payment of prevailing wage rates in conformance with s. 103.49, Wis. Stats., is required. If prevailing wage rates are required to be paid, the applicable wage determination for the project must be identified in the bid or proposal documents attached. If the bid is for maintenance work, the prevailing wage rate requirement does not apply. See PRO-D-17, Limited Trades Contracts. Means maintenance work consisting of the repair or replacement of existing equipment or building components with equipment or components of the same kind, if the work is not dependent upon the design services of an architect or engineer, and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits, or the fire protection or sanitation of the building. Limited trades work includes decorative and surface material changes within a building and minor preventive maintenance to ancillary facilities such as exterior lighting, drives, parking lots, sidewalks and fences.</p>		
Line Item	An item of supply or service specified in a solicitation for which the vendor must specify a separate price.	Line Item	To purchase an item, you need to create a requisition. In PeopleSoft eProcurement, a requisition is an online form that you use to request items or services. In this topic, you create a requisition and review the various pages within the Create Requisition component. You will also learn how to use comments and attachments on a requisition.
List Price	The price of an article published in a catalog, advertisement or printed list from which discounts, if any, may be subtracted.	N/A	N/A
		Line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

Low Bid	Refers to the lowest dollar total submitted in response to a bid solicitation.		
Lowest Responsible Bidder	Refers to the supplier who submits the lowest dollar total appearing in combination with other elements of the bid that best meet the requirements of the solicitation.		
M			
Maintenance Work	Means work on equipment and facilities routinely accomplished to preclude breakdown or deterioration.		
Mandatory	Required by the order stipulated, e.g., a specification or a specific description that may not be waived.		
Manufactured	Means mined, produced, manufactured, fabricated or assembled.		
Manufactured in the United States	Means that materials are manufactured in whole or in substantial part within the United States, or that the majority of the component parts thereof were manufactured in whole or in substantial part in the United States.		
Materials	As used in the definition of contractual services means products, supplies, equipment, or reports incidental to the required performance under the contract but not a specific end product. means any goods, supplies, equipment or any other tangible products or materials.		
Materials Distribution Services at the University of Wisconsin-Madison (MDS)	“Materials Distribution Services at the University of Wisconsin-Madison (MDS)” and “Waupun Central Warehouse (WCW)” operations are funded by program revenues (offset costs with an add-on to their cost of goods). The University of Wisconsin-Madison administers MDS, and the Department of Corrections administers WCW. Both may sell items to any tax supported entity located within the boundaries of the State of Wisconsin; federal, state, county, municipal or public school district. Both have the option of stocking State Bureau of Procurement statewide contract products, allowing these operations/warehouses to be allowable alternative sources for those commodities.		

Material Safety Data Sheet	As defined under OSHA, 29 CFR 1910.1200(c), means written or printed material concerning a hazardous chemical which is prepared in accordance with 29 CFR 1910.1200(g).		
Meeting Room	Means a room(s) with a door(s) and/or a floor-to-ceiling and wall-to-wall divider(s) utilized by group travel participants for business meetings, breakout sessions and/or meals.		
Merchant Category Code (MCC)	Means the merchant category code assigned by the banking industry. The state has three standard specifications: regular, travel and foreign emergency major medical expense.		
Minority	Means persons whose race or ethnic group is either: 1. American Indian or Alaskan Native: persons with origins in any of the original peoples of North America who maintain cultural identifications through tribal affiliation or community recognition; 2. Asian or Pacific Islander: persons having origins in the Far East, Southeast Asia, the India Subcontinent or the Pacific Islands; 3. Black: persons not of Hispanic culture having origins in any of the Black racial groups of Africa; or 4. Hispanic: individuals of Mexican, Puerto Rican, Caribbean, Central or South American or other Spanish culture or origin, regardless of race.		
Minority Business Enterprise (MBE)	Is a business certified by the Department of Commerce under s. 560.036(2).		
Minority Group Member	Means any of the following: Black American, Hispanic American, American Indian, Eskimo, Aleut, native Hawaiian, American Asian-Indian, and an American of Asian-Pacific origin.		
Motor Vehicle	Means any automobile, truck, motor bus, or any self-propelled or motor-driven vehicle operated on a public highway [MVD 194.01(01)], and aircraft and inboard motor powered boats.		

Moveable Equipment	Means furnishings, machinery, tools and other property which is to be used in conjunction with programs in the new building or facility. It is not incorporated into the construction. Although it may be fastened to the structure and may be connected to utility service, it is readily separable. It is generally funded with construction project funds, but is not part of the construction contract.		
Multiple Award	Contracts awarded to more than one supplier for comparable supplies and services. Awards are made for the same generic types of items at various prices.	Award Splitting	In the Strategic Sourcing Module, after you have received bids in response to sourcing events, you can begin the bid analysis process. This process may include: <ul style="list-style-type: none"> •Award splitting. •Multi-version and multiround events. •Analysis collaboration
Municipality	As defined in s. 16.70(8), Wis. Stats., means a county, city, village, town, school district, board of school directors, sewer district, drainage district, technical college district or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts.		
N			
NASPO	National Association of State Purchasing Officials. An organization of state procurement representatives for the purpose of promoting efficient and effective public purchasing policies and procedures at the state level. Now known as NASPO ValuePoint.		

		<p>Negotiation Processes</p>	<p>When you analyze events, you can sort the information using different criteria. For example, you can sort by highest score, lowest price, or lowest total cost to display the best bid.</p> <p>You can filter out identical bid factor responses during bid analysis. This enables you to expedite the analysis and negotiation processes by viewing only those bid factor responses that differ across all the bidders.</p> <p>When the event closes, evaluate the bid responses and award the event to the best bidder or bidders. PeopleSoft Strategic Sourcing enables you to break down awards to the line level and award by quantity or by percentage to one or more bidder per line.</p> <p>If you are using constraints, these constraints can automatically default onto events and are used during the optimization process to determine an ideal award allocation, while adhering to the constraints. Edits are also performed when awards are posted to check that mandatory constraints are adhered to. This ensures that sourcing business policies are followed. You may also calculate the cost of a constraint to determine the financial impact of business policies as well as see the progress to date for global and business unit constraints.</p> <p>If you are using the optimization tool, you can also request that the system recommend an ideal award based on lowest price, lowest cost, or highest score. You may compare different recommended awards to see how the award allocation differed.</p>
Net Proceeds	Means the difference between the income received from the sale less allowable deductions. (See the State Accounting Manual.)		

NIGP/NIGP Code	National Institute of Governmental Purchasing. A nonprofit, educational and technical assistance corporation of public purchasing agencies and activities at the federal, state and local levels of government. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.	Related to UNSPC	(See UNSPC Definition)
No Bid	A response to a solicitation for bids stating that respondent does not wish to submit an offer. It usually operates as a procedure consideration to prevent suspension from the vendors list for failure to submit a response.	No Bid	SAME
Noncontract Blanket Order	Is used to establish an account with a vendor and simplify the filling of anticipated recurring needs for materials and services.		
Nonprocurement Transaction	A grant, agreement between state agencies, and payment made pursuant to statute.		
Noncompetitive Negotiation	Is the process that may be used to purchase a product or service that can be obtained only from one source. The agency must demonstrate and the State Bureau of Procurement must concur that only one source exists, that the price is equitable, and/or that noncompetitive negotiation is in the best interests of the state.		
Nonprofit/Other Government Sale	Means sale to a nonprofit or other governmental unit within Wisconsin.		
O			
Open Contract	Is a continuing contract for a specific period of time which is current, that is, operating within the designated contract period including renewal options.		
Original Receipt	Means the customer copy of the purchasing card receipt signed by the cardholder at the time of purchase. In the case of phone, fax or Internet orders, "original receipt" means the copy of the receipt sent by the supplying vendor to the purchaser with the goods purchased. This "original receipt" should be annotated by the cardholder to indicate that the order was placed by phone, fax or Internet.		

P			
Packing List/Invoice	A document which itemizes in detail the contents of a particular package or shipment.		
Partial Delegation	The transfer of procurement authority with specific dollar or commodity and/or service limits.		
Payment Made Pursuant to Statute	Only one provider is statutorily permissible and the rate of reimbursement is set by statute.		
Performance Specification	A specification setting forth performance requirements determined necessary for the item involved to perform and last as required.	Performance Specification	SAME
Person	Includes any natural person, firm, partnership, limited liability company, joint venture, joint stock company, association, public or private corporation, the United States, the state, including any unit or division of the state, any county, city, village, town, municipal utility, municipal power district or other governmental unit, cooperative, estate, trust, receiver, personal representative, any other fiduciary, and any representative appointed by order of any court or otherwise acting on behalf of others. "Person" also includes the owner of a single-owner entity that is disregarded as a separate entity under Chapter 71.		
Personally Assigned Vehicle	Is a general purpose vehicle assigned to an individual state officer or employe for business use.		
Physical Hazard	As defined under 29 CFR 1910.1200(c) means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive.		
Piggybacking	Is when an agency uses an existing open contract established by another agency. Piggybacks will not exist beyond the final contract date of the originating agency contract. The agency piggybacking will contact the originating agency to determine whether renewal options have been exercised prior to attempting to renew its contract with the vendor.		

Pool Vehicle	Is a general purpose vehicle assigned to a pool fleet to be used on a request basis as needed.		
Position	Means a single approval by the governor for the operation of a motor vehicle.		
Price	The amount of money that will purchase a definite weight or other measure of a commodity.	Price Components, Price List, Price Rules	Price Components: In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price. Price List: Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges. Price Rules: The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
		Price Breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
		Process Request	A single "run request," such as an SQR or BI Publisher report.
		Process Instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
Procuring Agency	The state agency that conducts the purchasing transaction.	See Business Unit	
Procurement	The acquisition of goods or services by purchasing, renting, leasing, contracting or bartering, but not by seizure, condemnation, donation or requisition.		

Procurement Information Memorandums (PIM)	Is a tool used by the director of the State Bureau of Procurement to communicate immediate information, pertinent legislative mandates and administrative policy changes. The PIM will give notification of these mandates and changes with interim instructions until formal policies and procedures can be developed, reviewed and formally incorporated in the State Procurement Manual or until the directive has been rescinded.		
Procurement Plan	The form that is submitted by a state agency to the State Bureau of Procurement to obtain purchasing authority for specific transactions.		
Property of Potential Historical Value	<p>Means any item in good condition that conforms to one or more of the following descriptions: (See Expanded Definition of “Property of Potential Historical Value”.)</p> <p>A. Property that was vital and unique to the activities and programs of an agency.</p> <p>B. Property that was invented, designed, handcrafted or manufactured in Wisconsin.</p> <p>C. Property associated with an important person, site or event in Wisconsin history, distant or recent.</p> <p>D. Property that advertises or symbolizes Wisconsin-based businesses, organizations or events.</p> <p>E. Property that is a work of art and that depicts Wisconsin people, places, events, symbols or activities.</p> <p>F. Property that is 50 years old or greater.</p>		
Property Type	Means either state surplus property or state replacement property.		
Proposer	A person or firm submitting a proposal in response to a request for proposals (RFP).		

Proprietary	The only items that can perform a function and satisfy a need. This should not be confused with "single source." An item can be proprietary and yet available from more than one source. For example, if you need a camera lens for a Nikon camera, the only lens that will fit is a Nikon lens, thus, this lens is "proprietary." However, the Nikon lens is available from more than one source, thus, it is not single source.		
Public Facility	Means a facility owned, leased or operated by the state which includes the University of Wisconsin System and properties owned, leased or operated by municipalities which includes tribal properties.		
Public Highway	Means every public street, alley, road, highway or thoroughfare of any kind, except waterways, in this state while open to public travel and use [MVD 194.01(02)].		
Public Printing	Is defined by state law as all graphic reproduction by whatever process and the necessary material and binding that is paid for with state funds or funds handled through state accounting and disbursing channels.		
Purchase	Means acquire by purchase or lease. A transaction whose principal purpose is to acquire goods or services for the direct benefit/use of the state and is subject to Chapter 16, Subchapter IV.	Sell Event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
Purchase Order	A state purchase order form used to offer to contract with a vendor. The signed written acceptance of the offer from the vendor. A purchase order serves as the legal and binding contract between both parties.		
Purchasing Card (Pcard)	Means a charge card issued to an authorized state employee through the Department of Administration, State Bureau of Procurement's Purchasing Card Contract.		
Q			
Qualified Vendor/Responsible Vendor	A vendor determined by a buying organization to meet minimum set standards of business competence, reputation, financial ability and product quality for placement on the vendor list.		

Qualified Bid	Is a bid or a proposal submitted by a minority business enterprise that is a responsible bid or proposal and that is no more than 5% higher than the apparent low bid or no more than 5% lower than the proposal with the apparent high point score. A qualified bid may not be considered on a procurement of printing or stationery.		
Quality	The composite of material attributes, including performance features and characteristic, of a product or service to satisfy a given need.		
Quantity	Amount or number.		
Quantity Discount	A reduction in the unit price offered for large volume contracts.		
R			
Reasonable Accommodation	Means changes and modifications that could be made in the structure of a job or employment and training program which are done to make possible the employment of a person with a disability, unless such changes would impose undue hardship on the operation of the contractor's business. Such a change is made to employ or to continue employment of a person with a disability. Note: reasonable accommodation may include making facilities used by the employees, including hallways, restrooms, cafeterias and lounges, accessible to persons with disabilities. It also may include job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters or other similar actions.		
Record	Means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics which has been created or is being kept by an agency. Record does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared in the name of the person for whom the originator is working.		

Recovered Material	Is a product which is recovered from solid waste in a form identical to the original form for a use that is the same as or similar to the original use. The recycling of old glass containers into new glass containers is an example of using recovered material.		
Recycled Material	Is a product which is manufactured from solid waste or paper mill sludge. Plastic lumber that is manufactured from old milk jugs is an example of a recycled material.		
Recyclable Material	Is material in waste for which there exists a commercially demonstrated processing or manufacturing technology which uses the material as a raw material. Glass containers and plastic milk jugs used as examples in items III. and IV. are also types of recycled materials.		
Recycled Product	A product that contains the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, contains substantial amounts of pre-consumer material.		
Record of Purchases	Means the medium used by the cardholder to record and verify purchases against the statement. Agencies may determine the mechanism that works best for them. The Purchasing Card User Manual shows a sample Purchase Log Form.		
Release Order	Is used to authorize the vendor to fill orders for materials and services as stated on the noncontract/contract blanket order.		
Remanufactured Product	Any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.		
Request for Bid (RFB)	A solicitation in which the terms, conditions, and specifications are described and responses are not subject to negotiation.	RFX Event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

Request for Proposal (RFP)	All documents, whether attached or incorporated by reference, utilized for soliciting proposals. A solicitation in which it is not advantageous to set forth all the actual, detailed requirements at the time of solicitation and responses are subject to negotiation. Price must be a factor in the award but not the sole factor.	RFx Event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
Request for Purchasing Approval/Authority (RPA)	The form and all attached materials that are submitted by a state agency to the State Bureau of Procurement to initiate a procurement process beyond the agency's delegated authority.	Request for Purchasing Approval/Authority (RPA)	Handled outside the system, but transactional contracts will be assigned and entered into PeopleSoft (<i>See Transactional Contract Definition</i>).
Requirement	Materials, personnel or services needed for a specific period of time.	SAME	
Requisition	An internal document that a functional department (stores, maintenance, production, etc.) sends to the purchasing department containing details of materials to meet its needs, replenish stocks or obtain materials for specific jobs or contracts.	SAME	
Requester	Means any person who requests inspection or copies of a record.	Requestor	A Requestor is a user that needs to procure goods or services. Every Requestor will have default information established on their Requestor profile which streamlines the requisition data entry process by populating the default information on a requisition.
Resident Vendor	A person, firm, or corporation authorized to conduct business in the State of Wisconsin on the date a solicitation for a contract is first advertised or announced. It includes a foreign corporation duly authorized to engage in business in Wisconsin	Resident Bidder/Supplier	No Change
Responder	One who submits a response to a solicitation document.	Bidder	(<i>See Bidder Definition</i>)
Responsible Bidder	A bidder whose reputation, past performance, and business and financial capabilities are such that the bidder would be judged by an appropriate authority as capable of satisfying an organization's needs for a specific contract.	No Change	No Change

Request for Information	A communication process used to enable an agency to obtain preliminary information for a potential procurement. The document should be clearly marked A request for information is used to obtain information only. It is not a substitute for the request for bid/proposal process.	RFI Event	In PeopleSoft Strategic Sourcing, a request for information.
		Requestor	Individual within the enterprise that can create and manage service projects, activities, requisitions and work orders, view sourcing and bid/response information. This individual can also approve timesheets, progress logs, and expenses.
Reverse Auction	Is an on-line procurement method used to obtain bids for commodities and services. In a reverse auction, something is purchased from the lowest bidder (which is the "reverse" of a normal auction, wherein something is sold to the highest bidder). A reverse auction is typically conducted via the Internet whereby bidders anonymously bid against each other for a lot (an item or group of items) for which an agency has a requirement. Bidding takes place at a specified date and time and continues for a specified amount of time or until no more bids are received.		
Reverse Auction Service Provider (RASP)	Is an outside vendor that conducts a reverse auction on behalf of the state.		
Risk	Means the potential for property loss, for physical harm, or legal liability.	No Change	No Change
		Run Control ID	A unique ID, associating each operator with his or her own run control table entries.

			<p>Depending on your organization, there may be a requirement to ask suppliers to provide a quote to you. The supplier will identify their costs and business practices that might help you decide if you want to do business with them. To expedite and track this procedure, PeopleSoft Purchasing provides the Request for Quote (RFQ) functionality as part of the purchasing application.</p> <p>You may establish one request for quote and send it to as many suppliers as needed. You can send a request for quote to a supplier that is not yet approved, but they must be approved before you can award the RFQ to that supplier. To simplify selecting suppliers, you can establish groups of suppliers specific to particular items, locations, or other criteria under a single Supplier Quote Group and send your RFQ to the entire group or a subset of the group. Once you create the request for quote and select the suppliers you wish to send it to, you can dispatch it to each supplier using the dispatch method you or they prefer.</p>
S			
Sales Tax	A levy on a vendor's sale by an authorized level of government.	No Change	No Change
Salvage Sale	Means sale for scrap value by bids.	No Change	No Change
Second Tier Provider/Second Tier	Is a supplier that invoices the prime contractor for commodities and/or services provided under the prime contractor's state contract. A subcontractor is an example of a second tier provider.	No Change	No Change
		Score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
		Scope of Work	Description of the work to be performed by the service provider.
Sealed	A method to prevent the contents being revealed or known before the deadline for submission of responses.	No Change	No Change
Secretary	The Secretary of the Department of Administration.	No Change	No Change

Serial Contracting	Is the practice of a procuring unit issuing a series of purchase orders, or using the purchasing card for purchases, to the same vendor for the same commodity or service without the benefit of a competitive process or a waiver as required under state purchasing policies and procedures.	No Change	No Change
Services	Unless otherwise indicated, both professional or technical services and service performed under a service contract.	No Change	No Change
Severely Handicapped Individual	Means an individual who has a physical, mental or emotional disability, which is a substantial handicap to employment and prevents the individual from engaging in normal competitive employment.	No Change	No Change
Simplified Bid	"Simplified bidding" is a method of procurement used when the estimated cost of a transaction is \$50,000 or less.	No Change	No Change
Single Source	An acquisition where, after a search, only one supplier is determined to be reasonably available for the required product, service or construction item.		No Change
Small Business	Means a business which has had less than \$1.5 million in gross annual sales in the most recent calendar or fiscal year. In general, minority businesses are considered to be small businesses. A designation for certain statutory purposes referring to a firm, corporation or establishment having a small number of employees, low volume of sales, small amount of assets or limited impact on the market.	No Change	No Change
Sole Source	Also referred to as noncompetitive negotiation; is the process that may be used to purchase a product or service that can be obtained only from one source. The agency must demonstrate and the State Bureau of Procurement must concur that only one source exists, that the price is equitable, and/or that noncompetitive negotiation is in the best interests of the state.	No Change	No Change
Solicitation	The process used to communicate procurement requirements and to request responses from interested vendors. A solicitation may be, but is not limited to a request for bid and request for proposal.	RFx Event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

Special Designated Agent	The person within an agency who receives the primary procurement delegation for that agency.	No Change	No Change
Standard	An item's characteristic or set of characteristics generally accepted by the manufacturers and users of the item as a required characteristic for all such items.	No Change	No Change
Standard Commodity	Is a material or contractual service, the single specification for which, suitably provides the requirements of all agencies using such commodity or service. A commodity or service is declared a standard commodity by the Bureau's procurement manager after a Procurement survey has determined that such action will benefit the state as a whole and be consistent with the best interests of the state.	No Change	No Change
State	Means the State of Wisconsin, or any agency thereof, a contractor acting pursuant to a contract with the state and any person acting on behalf of the state or any agent thereof.	No Change	No Change
State Agency (Agency)	Means an executive branch agency or the University of Wisconsin. Any department, board, commission, independent agency, or any other separate entity established by statute or by constitution, in the state government, including the legislature.	No Change	No Change
State Replacement Property	Means property (supplies, materials or equipment) that has the following characteristics: A. It is due to be replaced because of one or more of the following: 1. It is beyond the specified date established in an agency replacement schedule. 2. It meets established Department replacement criteria. 3. It is technologically obsolete. 4. It does not function in whole or in part. B. It will be replaced within the standard replacement schedule or within the current fiscal year with property that is functionally similar.	No Change	No Change
State Surplus Property Program (SSPP)	“SSPP” means the State Surplus Property Program.	No Change	No Change

	<p>Means property (supplies, materials or equipment) with the following characteristics:</p> <p>A. It does not meet program needs because of one or more of the following:</p> <ol style="list-style-type: none"> 1. It does not function in whole or in part. 2. It is technologically obsolete. 3. It is otherwise not useful to the program. 4. It is not needed in the foreseeable future to meet program responsibilities. <p>B. It will not be replaced within the standard replacement schedule or within the current fiscal year with property that is functionally similar.</p> <p>C. Given appropriation type, net proceeds may be credited to the Budget Stabilization Fund according to the guidelines established by the State Controller’s Office. Refer to the State Accounting Manual for further information.</p>		
State Surplus Property		No Change	No Change
Statement	Means the detailed statement of charges that is sent to the cardholder by the purchasing card vendor.	No Change	No Change
Statewide Contract (Formerly State Bulletin)	Written directives issued by the State Bureau of Procurement that authorize agency purchasing activities and establish the procedures to be followed in purchasing from that contract.	No Change	No Change
Stipulation	A condition established by the State Bureau of Procurement for a specific procurement with which the agency must comply.	No Change	No Change
Student Studies Travel	Means university-sponsored student study travel abroad for course credit when state funds or funds processed through state/university accounts are used. Travel may or may not include a university faculty and/or staff member.	No Change	No Change
Subcontractor	Means a person or company that assumes by secondary contract some or all of the obligations of an original contractor.	No Change	No Change
Sub-delegation	The act of a special designated agent assigning procurement authority within the construct of this policy, to a position(s) within his or her procurement oversight.	No Change	No Change
Substantially Equal	Means a tied bid or equal proposal score.	No Change	No Change

Summer Use Program or Temporary Assignment	Means any surplus vehicle(s) that is retained by the owning agency on a temporary basis after the replacement vehicle has been received. Such vehicles must be justified and approved in writing by the SSPP within 30 days after delivery of the replacement vehicle.	No Change	No Change
See Contractor		Supplier	Someone who is already doing business with the State and has an ID# in PeopleSoft. Supplier records are maintained buy the SCO.
Supervisor	Means whoever is responsible for approving the cardholder's time and leave reporting.		
Surplus Vehicle	Means a used vehicle that the Department of Administration has approved for disposal because it satisfies one or more of the following criteria: A. Vehicle is replaced by a new, used or other vehicle. B. Mileage exceeds minimum criteria as established in the PIM for each year. C. Vehicle no longer satisfies agency's needs. D. Body and/or mechanical damage for passenger vehicles and light trucks exceeds 50% of the National Auto Research Black Book value to repair. E. Vehicle, including a bus or a large truck, has been approved for replacement for other reasons by the Department of Administration.	No Change	No Change
		Proxy Bidding	Proxy Bidding: In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
T			

Telecommunications	Refers to all services and facilities capable of transmitting, switching or receiving information in any form, by wire, radio or other electronic means. Voice and data communications services and voice and data telecommunications equipment and services include, but are not limited to, voice processing, video conferencing, wireless paging, wireless/cell phone technology, TDM or VoIP PBX (Private Branch Exchange) and key systems, hosted telephony services, ACD (Automatic Call Distribution), non-statewide contracted local and long distance services, ISDN (Integrated Services Digital Network), IVR (Interactive Voice Response), and LAN (Local Area Network) interconnection (WAN, i.e., Wide Area Network) services.	No Change	No Change
Termination	Occurs when either party ends a contract other than for a breach. Any parts of a contract that already have been completed will be left alone, but obligations for the future, not yet performed, will cease.	No Change	No Change
Terms and Conditions	A phrase generally applied to the rules under which all bids must be submitted and the stipulations included in most purchase contracts; often published by the purchasing authorities for the information of all potential vendors.		
Transaction	Under a noncontract blanket order is the total invoice that results from the purchase of one or multiple items from the same vendor at one time.		
Travel	Means air, bus, rail, boat, lodging and rental cars.	No Change	No Change
Travel Agency	Means a traditional or Internet-based travel company licensed to sell commercial airline tickets.	No Change	No Change
Travel Planner	Means a state employee(s) planning the group travel and/or the purchasing staff responsible for following purchasing rules for group travel.	No Change	No Change

Total Number of Employees	Means 1) for purposes of determining whether the contractor needs to submit an Affirmative Action Plan, the number of employees on the contractor's payroll as of the date that the contractor receives a State of Wisconsin contract; and 2) for purposes of submitting a work force analysis, the number of employees on the contractor's payroll as of any date within one year of receiving its State of Wisconsin contract.	No Change	No Change
Tow-away Vehicle	Means a vehicle that has been declared unsafe to operate on public highways.	No Change	No Change
Toxic Substances	Are referenced by the Wisconsin Employees' Right to Know Law. Since they are encompassed as a subset within the broader definition of hazardous chemicals, they are not specifically defined here.	No Change	No Change
U			
Underrepresentation	Means the contractor's work force does not approximate the percentage of women, minorities or persons with disabilities available for jobs in any particular job category from the relevant labor market in which the contractor recruits.	No Change	No Change
Unit Price	The price of a selected unit of a good or service.	No Change	No Change
Unit of Measure (UOM)	The standard unit of measure for an item is defined when the item is established in the system.	No Change	No Change
UNSPC	The United Nations Standard Products and Services Code. UNSPSC is a classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.	No Change	No Change
V			

Vehicle	Means airplane, truck, automobile and motorcycle. Means any automobile, truck, motor bus, or any self-propelled or motor driven vehicle operated on a public highway (MVD 194.01(01)), and aircraft and inboard motor powered boats. See s. 16.04, s. 20.915, and PRO-D-16, Procurement of Motor Vehicles, for further information.	No Change	No Change
Vehicle Lease	Means a contract between an agency and a vendor to provide a vehicle for a period of 30 consecutive days or more.	No Change	No Change
Vehicle Rental	Means a rental of 29 days or less that is covered by the state's current contract for leasing or renting vehicles.	No Change	No Change
Vendor	Someone who sells something; a "seller." Means a supplier with whom the individual contracting state agency has negotiated and placed the order for the materials or services.	Bidder/Supplier	<i>(See Bidder/Supplier Definition)</i>
Vendor's List	A list of names and addresses of suppliers from whom bids, proposals and quotations might be expected. The list, maintained by the purchasing office, should include all suppliers who have expressed interest in doing business with the government.		
VendorNet	Is a system which enables vendors, agencies and municipalities to access electronically a variety of purchasing related items; such as, the state bidders list, requests for bids/proposals and contracts.		
Veteran-owned Business	Means a small business, as defined in 16.75(4)(c), that is certified by the Department of Veterans Affairs as being at least 51% owned by one or more veterans, as defined in s. 45.35(5).	No Change	No Change
W			
Waiver	The State Bureau of Procurement may provide for a waiver of bidding when certain circumstances exist which preclude bidding.	No Change	No Change

Warranty	The representation, either expressed or implied, that a certain fact regarding the subject matter of a contract is presently true or will be true. Not to be confused with "guarantee," which means a contract or promise by one person to answer for the performance of another person.	No Change	No Change
Weight or Weighting	The practice of setting weights (or point values) for sections in an RFP.	Weight or Weighting	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential "soft" or non-price dollars) of a particular award approach.
Wisconsin Business	Means any producer, distributor, supplier, or retailer that has all of the following: one or more employees located in Wisconsin; a physical business presence such as a store, factory, warehouse, or office in Wisconsin; "nexus" in Wisconsin as defined by Wis. Adm. Rule Tax 2.82, and is required to file a tax form; and, when required, is licensed to do business in Wisconsin by the Department of Regulation and Licensing and/or the Secretary of State.	No Change	No Change
Work Force	Means the composite number of employees without regard to job categories of the contractor. The contractor may designate its work force, for the purposes of satisfying the Wisconsin Contract Compliance Law, either as that part of the entity (division, company, subsidiary) primarily responsible for satisfying the State of Wisconsin contract or as the work force of the entire entity, with the concurrence of the CCP.	No Change	No Change

	Means a charitable organization or nonprofit institution which is licensed under s. 104.07 and incorporated in this state or a unit of county government which is licensed under s. 104.07, and which is operated for the purpose of carrying out a program of rehabilitation for severely handicapped individuals and for providing the individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature, and which is engaged in the production of materials, supplies or equipment or the performance of contractual services in connection with which not less than 75% of the total hours of direct labor are performed by persons with severe disabilities.	No Change	No Change
Work Center		No Change	No Change
		Work Order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order. Specifies the basic terms and conditions of a project. This is also known as the Statement of Work.
Work Vehicle	Is any type motor vehicle used to perform a special function, including automobile with special carrying capacity, law enforcement vehicles, trucks, buses, etc.	No Change	No Change
X			
No Entries for X			
Y			
No Entries for Y			
Z			
No Entries for Z			

