Welcome to the
2019 Wisconsin State Procurement Conference!
Procurement in Partnership

Conference materials available at your fingertips!

Conference Materials:
https://doa.wi.gov/pages/StateEmployees/ProConference.aspx

WiFi Network: SecuredEvent

WiFi Password: A3CseCured

Governing Institute's 2019 Procurement Survey

- In the 2016 national survey, Wisconsin ranked 23rd out of 39 respondents.

- This year, Wisconsin leapt all the way to 6th out of 29 respondents!

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ACQUISITIONS 2019 STATE OF PROCUREMENT:

5 Trends That Are Reshaping How Governments Buy

The Governing Institute's national survey of state procurement officials reveals innovative best practices and leading states

SPECIAL REPORT FROM: GOVE

Governing Institute's 2019 Procurement Survey

What made Wisconsin stand out?

The use of an e-procurement platform (STAR) to manage purchasing transactions including requisitions and purchase orders.

Having a software solution to run sourcing events for RFBs and RFPs with a fully auditable record repository.

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Governing Institute's 2019 Procurement Survey

What made Wisconsin stand out?

Using business intelligence software to improve business decisions.
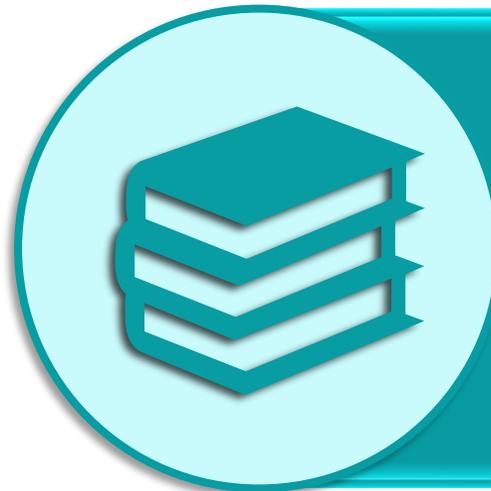
Frequent review and updating of procurement rules and policies.

Governing Institute's 2019 Procurement Survey

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What are some areas of opportunity?

A formal vendor recruitment and onboarding process
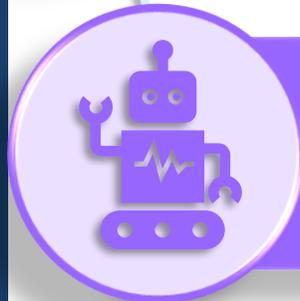
Increased use of automation

A formal quality management plan and the use of data to drive continuous improvement

New & Improved State Procurement Manual

- Released: August 15, 2019
- Effective: September 16, 2019
- https://doa.wi.gov/ProcurementManual

Search Procurement Manual

Search...

100-Series: Introduction & Procurement Fundamentals

200-Series: Planning & Procurement Strategy

300-Series: Competitive Solicitations

400-Series: Contract Administration & Transactions

500-Series: Exceptions, Waivers & Special Handling

600-Series: Administrative Policy

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New & Revised Forms Available on VendorNet > Forms!

DOA-3044: Collective Purchasing

DOA-3720: Procurement Plans

DOA-3721: RFP Evaluation Committee Checklist

DOA-3835: Evaluation Committee Report

DOA-3835i: Evaluation Committee Report Instructions

DOA-3840: Procurement Recordkeeping Checklist

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New & Revised Forms Available on VendorNet > Forms!

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DOA-3850a: Vehicle Lease Request

DOA-3850b: Vehicle Lease Cost Analysis

DOA-3851a: Vehicle Extended Rental Request

DOA-3851b: Vehicle Extended Rental Cost Analysis

DOA-3852: Donated Vehicle Request

DOA-3853: Emergency Vehicle Replacement Request

Subscribe to the Monthly State Bureau of Procurement Newsletter!

Email DOAWisPro@wisconsin.gov to subscribe

State Bureau of Procurement News

An e-newsletter for Wisconsin procurement professionals and the people they serve.

One Procurement: Year 2

One Procurement

- The first contracts have been awarded through the One Procurement initiative!

- Tourism awarded 3 contracts through an integrated marketing of Wisconsin RFP to:
  - Hiebing (marketing and advertising)
  - Turner, Inc. (public and media relations)
  - Simpleview, LLC (website development, hosting and maintenance)

Wisconsin Procurement Innovation Awards

2019 Cronin Awards

- SBOP strives to be competitive in the NASPO Cronin Awards every year!
- Wisconsin submitted two nominations and received honorable mention for both applications:
  - Professional Development in Request for Proposal Management (Top 10)
  - One Procurement Shared Services Initiative (Honorable Mention)

New Enterprise Contracts

Tires, Tubes & Services
505ENT-M19-TIRES&TUBES-00

Propane/LP Gas – Statewide
505ENT-M20-PROPANESVC-00

Broadband Internet Service Provider (ISP) Services
505ENT-O19-BROADISP-00

Strategic Sourcing: Tips & Tricks

Love the Articles?

Review them all in the Strategic Sourcing: Tips & Tricks Comprehensive Archive!

Strategic Sourcing: Tips and Tricks

Event Q & A: Did you know you can download an Excel document containing the questions and answers collected and responded to within eSupplier? To do this, go to Event Q&A and click Update to view a question, then click the Document Generated box. Do this for each question you would like to include in the document. Once you have answered each of these questions, go to Download Event Documents (Main Menu > State of Wisconsin (STAR) > Strategic Sourcing > Enterprise Administration > Download Event Documents), enter your event number and click Search. Finally, select Event Q&A to create the Excel document.

In addition, checking the Post to Bidders checkbox on the Event Q&A page will create a Word document containing the questions that have been asked and answered through eSupplier and place it in the Supporting Documents section of eSupplier for any prospective bidder to read.

Styles of Bid Factors for RFPs: Many sourcing managers will choose to use a long text bid factor for questions in an RFP. While this continues to be a valid option, some users have begun preferring the attachment bid factor because it is more user-friendly for those submitting responses. When using this type, the proposer is able to format their response as they like since they are creating their document outside of the system, which often results in a response that is easier for the evaluators to read.

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https://doa.wi.gov/pages/SSTipsAndTricks.aspx

Procurement Trainings

- Intro to the WI Purchasing Process
- Writing & Conducting RFBs
- Writing & Conducting RFPs
- Contract Administration
- Negotiating on Behalf of the State
- Software Licensing 101
- Purchasing Printing for the State
- Cost Benefit Analysis

Sign up for classes at doa.wi.gov/ procurement

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Meet SBOP

Enterprise Sourcing

Section Chief:
Andrew Shuck
(608) 266-1558

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- Enterprise Sourcing manages Enterprise-wide procurements and contracts for non-IT commodities and services

- Enterprise Souring is also home to:
  - State Use Program
  - State and Federal Surplus program
  - Affirmative Action/Contract Compliance
  - Purchasing Card/Voyager Card program
  - Bureau Forms Manager
  - Other Bureau Support services

Meet SBOP

Enterprise IT Sourcing

Section Chief:
Matt Limoges
(608) 266-1954

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- IT Sourcing develops competitive procurements and manages statewide contracts for:
  - Computer hardware and peripherals
  - Enterprise software
  - IT services
  - Non-IT temporary professional services
  - Internet services
  - All statewide printing
  - Telecommunications
- IT Sourcing is also responsible for large contracts of the Division of Enterprise Technology (DET)

Meet SBOP

CAPS

Section Chief:
Cathy Neidner
(608) 266-3620

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- The Consolidated Agency Purchasing Services (CAPS) provides procurement support to non-delegated State agencies

- It is the mission of CAPS to manage the responsibility of procuring goods and services on behalf of its supported agencies by providing leadership, support and accountability

Meet SBOP

KIT

Section Chief:
Dan Kramarz
(608) 267-2715

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- Unlike other sections of SBOP, the Knowledge Management, Improvement and Training (KIT) section is not directly involved with procurements
- Instead, KIT's focus is on:
  - Maintaining and improving current systems used in procurement (e.g., VendorNet, WISBuy, RPA.wi.gov)
  - Providing data and market analysis to SBOP's staff
  - Providing procurement training to State staff
  - Creating and maintaining a knowledge management system
  - Customer service point of contact through the WisPro Help Desk

Federal Surplus Property Program

Tight budget?
The Federal Surplus Property Program may be able to help!

For a small service fee, eligible organizations can obtain property no longer needed by the Federal Government

For more information and to apply for eligibility please visit: www.WIFederal.com

2019 Wisconsin Statewide Procurement Conference: *Procurement in Partnership*

WAPP's Winter Conference

Wisconsin Association for Public Procurement

December 5-6, 2019

Register at www.wapp.org

Registration closes Friday, November 29

Registration fees vary

Madison Marriott West
1313 John Q Hammons Dr
Middleton, Wisconsin 53562

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