

Frequently Asked Questions

What does the State buy?

A complete list of items purchased by the State would be too lengthy to list here. The State of Wisconsin operates buildings, institutions, offices, university facilities, parks, forests, farms, and care and truck fleets. To do this, the State looks to various vendors to provide services, commodities, and capital equipment.

From whom does the State purchase?

Every year agencies, institutions, and campuses purchase over \$1 billion worth of commodities, services, and capital equipment. Some of these purchases are made from private companies and are low dollar orders and many are from small businesses.

Who is buying?

State laws governing the purchase of commodities and services allow the Department of Administration State Bureau of Procurement to purchase centrally or to delegate authority to other state agencies. Purchasing offices are located throughout the state.

Looking for more information? Check out the *Vendors' Guide* on VendorNet!

Resources

eSupplier Bidder Portal

eSupplier.wi.gov

The eSupplier Bidder Portal is an online site through which businesses can view and bid on solicitations from state agencies.

VendorNet

VendorNet.wi.gov

VendorNet is an online system where users can search for solicitations and contracts, view the Vendors' Guide to learn more about doing business with the State, or access a variety of purchasing-related information.

Public Notices

PublicNotices.wi.gov

The Public Notices website is an online means to advertise notices of procurements for the state of Wisconsin.

State Bureau of Procurement

PO Box 7867

Madison, WI 53707-7867

Web: www.doa.wi.gov/procurement

Email: doawispro@wisconsin.gov

Phone: (608) 264-7897 or (800) 482-7813

Doing Business with the State

- 1 Register
- 2 Select NIGP codes
- 3 Get notices of opportunities
- 4 Respond to bids & proposals



1

Register

People interested in doing business with the State of Wisconsin will need to register on the eSupplier Bidder Portal (*eSupplier.wi.gov*). The first step of registering for eSupplier will be to click the link to create a WAMS ID if you don't already have one.

If you had an active account with VendorNet prior to September 2017, your account information was migrated into the eSupplier Bidder Portal, but you will still need to create a WAMS ID to login to the eSupplier site.

2

Select NIGP codes

Once you've set up an account with eSupplier Bidder Portal, you will need to login and go to "Account Options" to select the NIGP codes that match the products and services you are interested in providing to the State.

NIGP codes are used to identify goods and services purchased by public purchasing entities and are an important part of setting up your account in eSupplier. These codes allow you to receive automatic notifications of opportunities to do business with the State.

3

Get notices of opportunities

When the State, UW System, or municipalities post a solicitation that matches one of the NIGP codes you have selected in your profile, you will automatically get an email notifying you of the opportunity.

These solicitations are also posted publicly in several places, including the eSupplier Bidder Portal (*eSupplier.wi.gov*), VendorNet (*VendorNet.wi.gov*), and Public Notices (*PublicNotices.wi.gov*).

4

Respond to bids & proposals

If you find an opportunity that you would like to submit a response for, you will need to follow the instructions included in the documents.

For solicitations from the State, you will need to login to the eSupplier Bidder Portal (*eSupplier.wi.gov*) to respond to the solicitation within the system.

For opportunities from the UW System or municipalities, you will need to submit your response directly to the requesting party (this information will be included in the documents).

Tips for Doing Business with the State

- Read the documents carefully to understand the State's requirements.
- Take advantage of question and answer opportunities.
- Communicate only with the designated contact for the solicitation, typically only in writing.
- Monitor the solicitation posting while it is open/active to ensure you receive and understand any amendments or other changes made to the event up to the due date.
- Follow the instructions carefully and do not substitute your own materials in lieu of what is being asked so that procuring agencies are able to do apples-to-apples comparisons of bids and proposals.
- Do not alter any of the forms or the price sheet unless the bid expressly allows such alterations (e.g., allowing bidders to add more rows to a price sheet) as price/cost sheets are created to solicit pricing in an equitable manner.
- Review the terms and conditions, as they will be part of the final contract with a successful bidder.
- Complete all the required forms so the procuring agency can promptly review responsive bids.