



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

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To Whom It May Concern:

The State of Wisconsin, through the Consolidated Agency Purchasing Services Section, will be posting a Request for Bid, XXXXXXXX. The purpose of this Request for Bid (RFB) is to provide interested parties with details to enable them to prepare and submit a bid for XXXXXXXXXXXX.

We have been asked to add you to the list of vendors who may be interested in responding to this RFB.

To receive an automatic notification for this RFB and any future procurement opportunities, you must register on the Wisconsin e-Supplier Portal. There is no cost for this registration.

The following link provides Wisconsin e-Supplier Portal Registration Information.

[https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI\\_GUEST&wimsg=Logout](https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI_GUEST&wimsg=Logout)

The NIGP codes used for this RFB are XXXXXX.

Only vendors who are registered in Wisconsin e-Supplier Portal are guaranteed to receive notice of State of Wisconsin solicitation opportunities in their commodity or service area. If you are a registered Vendor, please review the commodities and services you have indicated you want to sell.

**If you registered on the Wisconsin e-Supplier Portal AFTER the posting of this RFB, you must return through the Wisconsin e-Supplier Portal to view the Questions and Answers document or any amendments that may have been posted.**

This RFB may also be viewed at the Public Notice site, however in order to respond electronically to the RFB you must be registered on the Wisconsin e-Supplier Portal.

1. Open web page: <http://publicnotices.wi.gov/index.asp>
2. In the upper left navigation, select "Search Notices"
3. Search using any of the following key words: XXXXXXXX.
4. Select the RFB notice titled, "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX".

If you cannot access any of the web-sites above, or do not have internet access, please request the RFB by calling 608/XXX-XXXX.

Best Regards,

XXXXXXXXXXXXXXXXXX  
Procurement Specialist