

# PROCUREMENT INFORMATION MEMORANDUM

---

**Date Issued:** September 22, 2017 **Number:** 17-059

**Effective Dates:** September 22, 2017 through September 21, 2018

**Subject:** **WISCONSIN/MINNESOTA COLLECTIVE PURCHASING PROCESS**

I. Reference:

Wisconsin Executive Order #272 relating to identification of potential cooperative service arrangements with Minnesota State Agencies

II. Scope:

All State of Wisconsin agencies have been instructed to explore possible cooperative purchasing opportunities with their counterparts in Minnesota. The Department of Administration, State Bureau of Procurement is releasing this PIM to support this effort by providing a streamlined process for agencies to request the use of a Minnesota contract. Although the process has been streamlined, the Bureau reminds agencies that they still must follow all appropriate procurement policies and procedures when using a Minnesota contract. This PIM only applies to contracts let by the State of Minnesota that contain a (5) at the end of the Minnesota contract release number (e.g. S-871(5)), otherwise current [PRO-D-25](#), Collective Purchasing with Other States or the Federal Government, policies apply.

Website location for Minnesota contracts: <http://www.mmd.admin.state.mn.us/process/contract/>

Access Code: 512881

III. Procedure for Agencies Seeking Approval:

**The following items will be submitted to the State Bureau of Procurement when requesting to use a Minnesota contract:**

- A. A completed Request for Purchasing Authority (RPA) (form [DOA-3046](#));
- B. A completed Collective Purchasing with Other States or the Federal Government Data Request (form [DOA-3044](#));
- C. A copy of the cost benefit analysis (CBA) ([PRO-I-15](#), CBA) if the contract is for services over \$50,000; and
- D. A letter to the Director of the State Bureau of Procurement which:
  - 1. Describes the procurement and identifies it as a Wisconsin-Minnesota initiative;
  - 2. Justifies why the commodity/service is needed;
  - 3. Justifies why it is in the best interests of the state to use the Minnesota contract rather than to bid; and
  - 4. Explains whether the contract will impact a current Wisconsin mandatory or existing state contract and if so explains the benefit of using the contract.



IV. State Bureau of Procurement Approval Process:

- A. The RPA form will be approved by the Director of the State Bureau of Procurement, or his/her designee.
- B. A State of Wisconsin RPA contract number will be assigned to the approved RPA.
- C. The RPA contract number will be used on all State of Wisconsin purchase orders used to procure the commodities or services from the Minnesota contract vendor.

V. Process for Using the Minnesota Contract Once Approved:

Once the collective purchase is approved by the State Bureau of Procurement, agencies will use the Wisconsin and Minnesota Participating Addendum [form](#).