



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-203

|  |                  |                     |
|--|------------------|---------------------|
| <b>Section</b>                                     | <b>Effective</b> | <b>Replaces</b>     |
| PLANNING AND PROCUREMENT STRATEGY                  | 9/16/19          | PRO-B-8<br>(9-1-83) |
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| STANDARDS AND SPECIFICATION DEVELOPMENT COMMITTEES |                  | 1 of 2              |

**SCOPE:** The purpose of this policy is to establish the function and composition of standards committees for the State Bureau of Procurement, and specification development committees for delegated agencies.

**POLICY:** Standards committees may be formed by the Bureau for the following purposes:

- Drafting standard specifications for a statewide contract
- Establishing standardized policies or procedures affecting a specific commodity or procurement technique
- Resolving disputes or rectifying unusual situations related to a contract or specific commodity or service category
- Conducting pilot projects in commodity or service categories not yet covered by an existing standard or statewide contract

A standards committee is formed in instances where several state agencies are involved, and the aggregate spend or potential savings warrant such action. Standards committees serve in an advisory capacity to the Bureau.

- PROCEDURE:**
- I. Standards Committee Composition and Duties
    - A. A standards committee consists of the procurement manager from the Bureau as the lead, other selected designees from the Bureau, and various state agency personnel based on subject matter expertise of a commodity or service.
    - B. The lead is responsible for selecting members to participate. Agency interest and final committee member invitations will be made in writing.



### Legal Authority

Wis. Stats. s. 16.72(2)(a) and (b)

Agencies Affected: All, unless otherwise noted

### Authorized:

Sara Redford, Director  
State Bureau of Procurement



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- C. The committee may engage suppliers when necessary before finalizing standard specifications and contract conditions to ensure that they are compatible with the market.
  - D. The lead may appoint task groups from the membership to be given specific assignments and asked to report to the committee.
- II. Lead Responsibilities
- A. The committee convenes upon call by the lead to hear, discuss, and make recommendations of solutions or actions the Bureau might consider taking.
  - B. The lead coordinates all activities involving use of standards committees or special task groups assigned from such committees. Records of meetings and work products are kept in accordance with PRO-105, Procurement Record Retention and Access.
- III. Specification Development Committees
- A. For non-standard specifications, the Bureau or delegated agencies may convene specification development committees comprised of subject matter experts and other personnel with special knowledge of the good or service.
  - B. The composition and duties of specification development committees are the discretion of the procuring agency so long as the requirements of PRO-202, Specifications and Standards and other applicable policies are met.



### Legal Authority

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