



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-404

Section	Effective	Replaces
CONTRACT ADMINISTRATION AND TRANSACTIONS	9/16/19	PRO-E-7 6-1-99
Title	Page	
STANDARD TERMS AND CONDITIONS	1 of 1	

SCOPE: The purpose of this policy is to establish authority for the development and administration of standard terms and conditions in state procurement.

POLICY: Unless waived by the Department, all official sealed bids and proposals shall contain all standard terms and conditions as established by the State Bureau of Procurement, form DOA-3054: Standard Terms and Conditions (Request for Bids/Proposals). All purchase orders shall also contain terms of DOA-3054A: Standard Terms and Conditions (Purchase Order).

All official sealed bids and proposals for contractual services shall contain form DOA-3681: Supplemental Standard Terms and Conditions for Procurements for Services.

- PROCEDURE:**
- I. Form and Format
 - A. Agencies will use the most current versions of the forms identified above in solicitations and subsequent contracts.
 - B. Alternatively, agencies may incorporate these standard terms and conditions into its contract template where the agency has established additional terms that also apply to their contractual relationships.

II. Modifications During Negotiation

Generally, agencies are not allowed to modify or negotiate state standard terms and conditions. Any exceptions taken must be authorized by the procuring agency’s legal counsel or other designated contracting authority.

REFERENCE: DOA-3054: Standard Terms and Conditions (Request for Bids/Proposals)
DOA-3054A: Standard Terms and Conditions (Purchase Order)
DOA-3681: Supplemental Standard Terms/Conditions for Services



Legal Authority
Wis. Stats. 16.71(1)
Wis. Admin. Code Ch. Adm 7.01

Authorized:
Sara Redford, Director
State Bureau of Procurement

Agencies Affected: All, unless otherwise noted