

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-B-1
		Effective 4-1-00
Section STATEWIDE CONTRACTS AND STANDARDS	Agencies Affected ALL	Replaces 8-1-96
Title STATE PROCUREMENT STATEWIDE CONTRACTS (FORMERLY BULLETINS)		Page 1 of 5

AUTHORITY: [Wis. Stats.](#) 16.72(4)(a)

SCOPE: - to establish policy and procedure for the issuance and use of State Procurement statewide contracts
- to explain the State Procurement statewide contract numbering method

CONTENT: I. State Procurement statewide contracts are written directives issued by the State Bureau of Procurement to authorize agency purchasing activities.

A. Contracts contain complete operational instructions as follows:

1. What quality is authorized for the procurement
2. Steps to be taken in selecting the materials or services
3. How to requisition or order the materials or services
4. Source of supply
5. Price structure
6. Terms and delivery information
7. Stipulations or management controls

B. Contracts identified as mandatory will be used by the agency when a need exists, regardless of dollar amount, for the material or contractual service contained in the contract. Optional contracts may be used at the agency's discretion.

C. The agency will consult the contract listing on VendorNet when a material or contractual service is needed.

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II. The Bureau assigns contract numbers.

A. The contract number represents the following information (e.g., 15-59200-090):

15	59200	0	90
<u>Contract</u> series	Commodity code (class and group)	Calendar year in which <u>contract</u> <u>is written</u>	Sequential number

B. Contract series is used as follows:

<u>Contract</u> <u>Series</u>	<u>Description</u>
10	Mandatory short-term <u>contracts</u> , less than one year in length, where specific items and quantities are known
11	Experimental in nature, optional, possible future development into 10 or 15 series <u>contracts</u>
14	Mandatory long-term <u>contracts</u> , one year or longer, for estimated quantities, work center vendor
15	Mandatory long-term <u>contracts</u> , one year or longer, for estimated quantities
18	<u>Contract</u> resulting from sole source procurements requiring the Governor's approval (general waiver of the bidding process), over \$25,000, State Bureau of Procurement initiated
20	Sole source procurements requiring the Governor's approval (general waiver of the bidding process), over \$25,000, agency initiated

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- 21 General request for approval of accumulated, similar transactions over the course of a one year period in which competition occurs, over \$10,000
- 22 Contract resulting from State Bureau of Procurement approval of the request for proposal (RFP) process, over \$25,000
- 23 State Bureau of Procurement approval of intergovernmental transactions, over \$25,000
- 24 State Bureau of Procurement approval of emergency procurements
- 25 State Bureau of Procurement approval of waiver of bidding, \$25,000 or less
- 26 State Bureau of Procurement approval of RFPs, \$25,000 or less
- 27 State Bureau of Procurement approval of intergovernmental transactions, \$25,000 or less
- 28 State Bureau of Procurement approval of piggybacks
- 29 State Bureau of Procurement approval of collective purchasing over \$10,000
- 30 State Bureau of Procurement approval of simplified bids, agencies to take bids
- 40 State Bureau of Procurement approval of official sealed bids, agencies to take bids
- 44 State Bureau of Procurement approval of a Request for Purchasing Approval/Authority, agency to contract with a work center

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60 Contracts issued to one agency from a Request for Purchasing Approval/Authority, State Bureau of Procurement to take bids

C. Sequential number:

1. The sequential number is used to uniquely identify the contract.
2. The sequential number is assigned as follows:

<u>Sequential Number</u>	<u>Description</u>
00	No identifier required
01-10	Sequential number (several contracts in same commodity area over a year's period)
11-30	Agency identifier
31-40	Location identifier
41-60	Vendor identifier
70	Badger State Industries
90	Waupun warehouse contract
91	Agency purchase from Waupun warehouse
99	All agency <u>contract</u>
# alpha	Printing related <u>contract</u>

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- III. The Bureau posts contracts on VendorNet. The agency contacts on PRO-A-7, Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices, receive weekly e-mail notification of new contracts and contract updates.

- IV. A purchase order written for a standard commodity in the 10, 14, 15 or 18 series contracts will comply with the corresponding contract.
 - A. The agency may not negotiate with the vendor concerning terms, conditions, commodities or prices when such are specified on the contract.

 - B. Only items specifically referred to in the contract may be purchased. Other products available from the vendor but not specified on the contract are not covered.

- V. Issuing a contract in response to a Request for Purchasing Approval/Authority for contractual services constitutes "prior approval" as required by s. 16.72(4)(a), Wis. Stats.

- VI. See [PRO-B-2](#), Index of Scheduled Statewide Contracts, and [PRO-B-10](#), Index of Procurement Information Memorandums (PIMs).

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