

State Procurement Manual

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

		Number PRO-B-1
		Effective 3-15-13
Section STATEWIDE CONTRACTS AND STANDARDS	Agencies Affected ALL	Replaces 4-1-00
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., 15-95823-101):

15	95823	1	01
Contract Series	Commodity code	Calendar year in	Sequential number

which contract is written

B. Contract series is used as follows:

<u>Contract Series</u>	<u>Description</u>
10	Mandatory short-term contracts, 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 contracts
14	Mandatory long-term contracts, one year or longer, for estimated quantities, work center
15	Mandatory long-term contracts, one year or longer, for estimated quantities
18	Contract 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
21	General request for approval of accumulated, similar transactions over the course of a one year period in which competition occurs, over <u>\$25,000</u>

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- 22 Contract resulting from State Bureau of Procurement approval of the request for proposal (RFP) process, over \$50,000
- 23 State Bureau of Procurement approval of intergovernmental transactions, over \$50,000
- 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, \$50,000 or less
- 27 State Bureau of Procurement approval of intergovernmental transactions, \$50,000 or less
- 28 State Bureau of Procurement approval of piggybacks
- 29 State Bureau of Procurement approval of collective purchasing
- 30 State Bureau of Procurement approval of simplified bids, agencies to take bids
- 31 State Bureau of Procurement/governor approval of extended period/continuing contracts
- 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
- 60 Contracts issued to one agency from a Request for Purchasing Approval/Authority, State Bureau of Procurement to take bids



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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	<u>Contractor</u> identifier
70	<u>Bureau of Correctional Enterprises dba Badger State Industries</u>
90	<u>Bureau of Correctional Enterprises dba Badger State Logistics (formerly Waupun Central Warehouse)</u> contract
91	Agency purchase from <u>Bureau of Correctional Enterprises dba Badger State Logistics (formerly Waupun Central Warehouse)</u>
99	All agency contract
-- # alpha	Printing related contract

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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 contractor concerning terms, conditions or commodities when such are specified on the contract.
- B. Only items specifically referred to in the contract may be purchased. Other products available from the contractor but not specified on the contract are not covered.
- V. Issuing a contract in response to a Request for Purchasing Approval/Authority or approval of a procurement plan for contractual services constitutes "prior approval" as required by s. 16.72(4)(a), [Wis. Stats.](#)
- VI. Consolidated Agency Purchasing Services (CAPS) will use its own unique numbering system for any agency-specific contract it administers.
- VII. Delegated agencies and agencies not consolidated under CAPS will use their own unique numbering system for any contracts they administer. However, under certain situations, the Bureau may allow agencies to use the contract numbering as outlined in [Content II.](#) above.
- VIII. Reference material:
- A. [PRO-B-2](#), Index of Scheduled Statewide Contracts
- B. [PRO-B-10](#), Index of Procurement Information Memorandums (PIMs)

Authorized:



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State Bureau of Procurement