

State Procurement Manual

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

		Number PRO-B-8
		Effective 9-1-83
Section STATEWIDE CONTRACTS AND STANDARDS	Agencies Affected ALL	Replaces 9-1-82
Title STANDARDS COMMITTEES		Page 1 of 2

AUTHORITY: [Wis. Stats. 16.72\(2\)\(a\)\(b\)](#)

SCOPE: - to establish purpose, selection process, and function of standards committees

CONTENT: 1. Standards committees may be formed by the State Bureau of Procurement for the purpose of drafting standard specifications or acceptable products lists, establishing standardized policies or procedures affecting a specific commodity or procurement technique, resolving disputes or rectifying unusual situations, or conducting pilot projects. Generally a standards committee is formed in instances where several state agencies are involved and the dollar volume of procurement (and potential savings) warrant such action.

2. The appropriate procurement manager in the State Bureau of Procurement is responsible for selecting members to participate. Committee member invitations will be made by letter from the procurement manager.

3. A standards committee consists of the procurement manager as permanent chairperson, other selected representatives from the State Bureau of Procurement, and various state agency personnel invited to participate by the permanent chairperson because of interest in or special knowledge of a particular commodity or service.

The committee may invite manufacturers or suppliers when necessary before finalizing a standard specification and contract conditions to ensure that they are compatible with the product or service available in the market place and with maximum competition.

4. The chairperson may appoint task groups from the membership, to be given specific assignments and asked to report to the committee as a whole.

5. All standards committees serve in an advisory capacity to the State Bureau of Procurement. The committee convenes upon call by the chairperson to hear, discuss, and make recommendations of solutions or actions the State Bureau of Procurement might consider taking. Arrangements for the meetings, agendas, and meeting notes are the responsibility of the chairperson.

Authorized:



Director
State Bureau of Procurement

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6. Copies of all meeting notes and results of standards committee activities are distributed to each member of the committee, the bureau director, section chief, and other parties. The procurement manager coordinates and supervises all activities involving use of standards committees or special task groups assigned from such committees.

Authorized:



Director
State Bureau of Procurement