

# State Procurement Manual

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

		Number PRO-C-33
		Effective 7-1-02
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 8-1-91
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AUTHORITY: [Wis. Stats.](#) 16.72(2)(d)  
16.75(3t)(b)(c)

SCOPE: - to establish policy on procurement of commodities and services from Badger State Industries (BSI)  
- to establish mandatory contract release procedures

- CONTENT: I. Wisconsin statutes provide that state agencies:
- A. Will to the extent possible write specifications for commodities and services so as to permit their purchase from BSI, i.e., prison industries.
  - B. Will offer BSI the opportunity to supply said commodities or services which conform to the specifications if the price is comparable to that which may be obtained through competitive bidding.
  - C. May solicit competitive bids, if necessary to determine a comparable price.
- II. Agencies will contact BSI to discuss their requirements prior to making purchases, or soliciting bids, for those commodities and services available, as indicated by existing statewide contracts, from BSI.
- A. BSI will review agencies' requirements to determine its ability to provide commodities or services per the specifications and delivery dates within five working days of receipt of agency requirements.
  - B. BSI will notify state agencies when to proceed with standard purchasing procedures to obtain commodities or services which exceed BSI's present resources as determined in II. A.
- III. Mandatory contract release procedures
- A. When BSI cannot meet the requirements of a specific need, agencies will obtain a mandatory contract release (MCR) number by calling BSI's

Authorized:



Director  
State Bureau of Procurement

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sales and marketing supervisor at 608/240-5243. MCR numbers are issued in the following situations:

1. When BSI's product will not work for the specific application (e.g., add on or replacement components which must be mechanically compatible, or a dimensional problem such as the need to place an item in a small area where BSI's product is too large);
  2. When BSI is unable to meet the contract lead time (In this case, the agency may either place the order with BSI and then request an MCR number if BSI cannot meet the contract delivery; or, if desired, a call may be made to BSI first to determine its ability to deliver.); and
  3. When BSI cannot supply a product at a price competitive with an outside industry.
- B. MCR numbers will not be used to make up for lack of planning. The contract lead times are considered reasonable and therefore will be used for all planning of purchases.
- C. If a situation arises, other than those specified above, and the agency feels justified in obtaining an MCR number, the agency will call the director of BSI at 608/240-5201 to discuss the situation. At the agency's request, the director will review this with a representative of the State Bureau of Procurement and a joint decision will be made.
- D. Blanket exemptions will not be granted. A separate MCR number will be obtained for each purchase order placed with an outside vendor. It is mandatory that this MCR number be listed on the file copy of the purchase order. Purchasing audits will focus attention on this detail.

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