STATE PROCUREMENT MANUAL

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

Section
GENERAL POLICIES

Agencies Affected
ALL

Replaces
1-12-12

Effective
9-1-17

Title
COLLECTIVE PURCHASING WITH OTHER STATES OR THE FEDERAL GOVERNMENT

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AUTHORITY: Wis. Stats. 16.73(4)
16.75(1)(a)

SCOPE:
- to establish policy for collective purchasing with other states or the federal government

CONTENT:
I. When it is in the best interests of the state and consistent with competitive purchasing practices, state agencies may enter into agreements with purchasing agents of any other state or the federal government under which any of the parties may agree to participate in, administer, sponsor or conduct purchasing of materials, supplies, equipment, permanent personal property, miscellaneous capital or contractual services. The state may purchase from any vendor selected as a result of such purchasing agreements. This does not apply to construction contracts that are subject to 16.855 or 66.0901, Wis. Stats.

II. State agencies may cooperate with purchasing agents and other interested parties of any other state or the federal government to develop uniform purchasing specifications under s. 16.72(2), Wis. Stats., on a regional or national level to facilitate cooperative interstate purchasing transactions.

PROCEDURES:
I. All requests for collective purchasing with other states or the federal government for commodities and services covered under a statewide mandatory contract regardless of the dollar amount of the transaction must be approved by the State Bureau of Procurement. All requests for collective purchasing for commodities and services not covered under a statewide mandatory contract must be approved by the State Bureau of Procurement if the value of the procurement exceeds $50,000. Collective purchasing for services does not eliminate the need for the procuring agency to submit a Request for Purchasing Approval/Authority (RPA) (form DOA-3046). State agencies must conduct a cost benefit analysis if the value of those services exceeds $50,000. (See PRO-I-15, Cost Benefit Analysis.)

II. When the agency wishes to use a contract established by another state or the federal government, the agency researches the original contract and determines that the following conditions are met.

A. The contract must be an open contract, that is, the contract must be open for the use of other states and the contract term has not expired. The agency must verify that prices have remained competitive since the time of award.

B. The originating procurement must have been competitive, that is, several bidders, generic specifications, etc. Sole source contracts cannot be used.
C. Any protests or appeals to the procurement were addressed and resolved.

D. The commodities or services to be purchased are the same as on the original contract. The prices must be the same or better than those the agency could expect to obtain if a request for bid or request for proposal was conducted and the terms and conditions acceptable to the agency and consistent with the state’s standard terms and conditions.

III. All delegated agencies and agencies not consolidated under Consolidated Agency Purchasing Services (CAPS) will submit the following to the Bureau for approval:

A. A completed RPA (form DOA-3046)

B. A completed RPA Checklist (form DOA-3046A)

C. A completed Collective Purchasing with Other States or the Federal Government Data Request

CAPS agencies will submit their materials to CAPS staff who will in turn submit them to the Bureau.

IV. Authorization for the procurement is done by issuing an RPA contract number to the agency by the Bureau. The director, State Bureau of Procurement, will sign the RPA.

V. When the agency wishes to participate in the development of the request for bid/proposal with another state or the federal government, the agency must submit an RPA prior to participation regardless of the dollar amount of the transaction. Approval, if granted, would be contingent upon meeting the conditions in III.

VI. When the agency wishes to lead a request for bid/proposal for a contract developed with another state or the federal government, the agency requests Bureau approval regardless of the dollar amount of the transaction.