

State Procurement Manual

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

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Page 1 of 1

Section GENERAL POLICIES	Agencies Affected ALL	Replaces 1-1-82
Title SMALL BUSINESS POLICY		Page 1 of 1

AUTHORITY: [Wis. Stats. 16.75\(4\)](#)

SCOPE: - to define small business
- to establish policy and procedures for the state's relationship with small businesses

DEFINITION: I. "Small business" means a business which has had less than \$1.5 million in gross annual sales in the most recent calendar or fiscal year. In general, minority businesses are considered to be small businesses.

CONTENT: I. The State Bureau of Procurement encourages the participation of small businesses in the statewide purchasing program by inviting small businesses to actively solicit public purchasing business and by reducing undue impediments to such participation. The Bureau:

- A. Maintains a bidder list of state small businesses which have shown the capacity to provide materials or services to the state and notifies these businesses of purchasing requests for which they may wish to submit bids or proposals.
- B. Eliminates or reduces, where possible, administrative burdens on small businesses which submit bids and proposals to the state and assists these businesses in complying with the state's competitive bidding and competitive negotiation procedures.
- C. Submits an annual report (October 1) to the Council on Small and Minority Business Opportunities which:
 - 1. Evaluates the performance of small Wisconsin businesses;
 - 2. Makes recommendations for increased involvement of small businesses in submitting competitive bids and proposals; and
 - 3. Develops actions through a small and minority business "outreach" program to communicate with small and minority businesses.
- D. Seeks the cooperation and assistance of the Department of Development in promoting the participation of small businesses in state purchasing act

Authorized:



Director
State Bureau of Procurement