

State Procurement Manual

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Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 2-1-87
Title PRICING AND DISCOUNTS		Page 2 of 2

price. If an apparent mistake exists in the extended price, the unit price will govern in the bid evaluation and the resulting order or contract.

- IV. Pricing may be based on quantity discounts, where lower prices may result as higher quantities are achieved in a contract period. These are known as sliding-scale discounts and will be in the form of credits or refunds to the state.

Quantity discounts that involve bill-back clauses, where the state or an agency will be billed back the difference between a contract quantity price and an actual purchase price, if the contract quantity is not achieved, will not be entered into by the state.

In making awards, low bid is determined by the price offered on the quantity actually contracted for, and not on a potentially lower price that might be received should other quantities be achieved.

- V. In determining awards on competitive bids, discounts that are offered for early payment will only be considered when all other conditions are equal.
- VI. The State of Wisconsin qualifies for governmental discounts and its educational institutions also qualify for educational discounts. Unit prices will reflect these discounts. Prices may be lower than U.S. government contract prices since states are exempt from the most-favored customer clause in GSA contracts.
- VII. In processing invoices, priority is given to invoices which bear a cash discount.
- VIII. All possible attention will be given to processing invoices within the terms of payment. See [PRO-E-6](#), Prompt Payment Policy.

Authorized:



Director
State Bureau of Procurement