State Procurement Manual

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

Number	Effective	Replaces	Page
PRO-I-1	3-1-00	7-1-94	1 of 1

Section	Agencies Affected	Title
CONTRACTING FOR SERVICES	ALL	INTRODUCTION

AUTHORITY: Wis. Stats. 16.705
16.72(4)(a)
16.75(2)(b)
16.87
84.01(13)
Chapter 35
Wis. Adm. Code Chapter Adm 10

SCOPE: - to ensure that contracts for contractual services are entered into only in the best interests of the state
- to ensure that the state will procure at lowest possible price, without sacrifice in quality, the contractual services required for the optimum performance of state government functions

CONTENT: I. The State Bureau of Procurement has the responsibility to promote maximum competition in contracting for services.

II. In cases where competition through the bidding process is not practical, competitive negotiation or noncompetitive negotiation will be used, based on Bureau review and approval using established processes.

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III. Procurement of contractual services is delegated to agencies up to any dollar amount when using the request for bid and request for proposal processes and through $25,000 when using the noncompetitive (sole source) process. (See PRO-A-4, Delegation.) Legal services are not part of this delegation. (See PRO-I-8, Legal Services.)

IV. Exceptions. PRO-I-1 does not apply to procurements of services of other items that are not contractual services or to any contracts under ss. 16.75(2)(b) for utilities; 16.87 for construction and environmental consultant services; or 84.01(13) for engineering, consulting, surveying or other specialized services; or Chapter 35, Wis. Stats., for printing. For guidance on how to proceed in these areas, refer to respective statutory references.

Authorized:

Director
State Bureau of Procurement