

State Procurement Manual

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

		Number PRO-I-14
		Effective 3-27-03
Section CONTRACTING FOR SERVICES	Agencies Affected ALL	Replaces 5-6-99
Title NOTICE OF INTENT—CONTRACTUAL SERVICES		Page 1 of 1

AUTHORITY: [Wis. Stats. 16.705\(2\)](#)
[Wis. Adm. Code](#) Chapter Adm 10.08(6), [10.15\(1\)](#)

SCOPE: - to establish procedure for issuing a notice of intent to contract

CONTENT: I. When the competitive negotiation process or official sealed bid process is used to procure contractual services over \$25,000, a notice of intent to contract is sent by the contracting agency to the selected proposer or bidder.

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II. Copies of the notice of intent are sent to all other proposers or bidders and the applicable labor organization(s) when required by collective bargaining agreement. Copies are not sent to proposers or bidders who responded with "no bid".

III. All notices of intent will be sent at least five working days before the date of award.

IV. See [sample](#) notice of intent.

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V. If the winning response is \$25,000 or less, proposers or bidders must be notified that the standard appeals process does not apply. See sample alternate language.

Authorized:



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