AUTHORITY: Wis. Stats. 16.75
16.82(4)
Chapter 35
Wis. Constitution, Article IV, Section 25

SCOPE:
- to clarify how to select one of three potential purchasing methods
- to delineate ordering procedures required in addition to those described in PRO-E-1, Purchase Order, when preparing purchase orders for individual printed items
- to list the purchasing resources available to the agency printing manager

CONTENT:

I. Determining a purchasing method

A. Establish specifications for an order

1. The agency printing manager is responsible for determining full, detailed and accurate specifications for each order. This includes a description of the item, quantity, delivery schedule, proofing requirements, description of materials to be furnished by the agency, paper requirements, and all other information pertinent to the production of that item.

2. A complete set of specification guidelines and instructions, available from the State Bureau of Procurement, can be used as a checklist to ensure that all specifications have been considered.

3. Once specifications have been determined for an order, one of three purchasing methods needs to be selected.

B. Select a purchasing method

1. State Procurement statewide contracts

When specifications match a mandatory State Procurement statewide contract, this contract will be used. Each contract will describe its unique specifications and optional items that may be

ordered on the contract. Generally, a delivery specification is insufficient to preclude the use of a contract unless the contractor confirms the inability to meet a required delivery date. A list of all Bureau contracts is maintained in PRO-B-2, Index of Scheduled Statewide Contracts.

2. Interagency purchasing

Any item may be purchased from another agency by issuing a type 4 interagency purchase order. Agencies may have the service provider assist with specifications and pricing. Competitive pricing is not required. PRO-C-33, Procurement from Badger State Industries, gives specific information about ordering from Badger State Industries, but orders may be placed with any state agency, except as restricted by agency policy.

3. Competitive pricing (bid process)

If specifications do not match a mandatory contract and the agency chooses not to use another state agency, the agency will obtain competitive pricing in accordance with the procurement levels described in PRO-J-3, Printing Bidding Procedures.

II. Issuing an order for printing

The official state purchase order will be used for all external (non-state service) printing orders. All printing orders will be accompanied by written specifications, regardless of the method or source. When issuing a purchase order for printing, follow the procedures in PRO-E-1, Purchase Order, with the following additional guidelines.

A. Item description

1. Each order using a class 3 or 4 statewide contract or class 7 local service contract should be accompanied by a Printing Order Supplement (form DOA-3077 or DOA-3076) or similar format.

This document contains the printing and paper specifications, pricing and other necessary information.

2. Each order using a statewide custom continuous or snap-set forms contract (8K or 8P) should be accompanied by a Forms Printing Order Supplement (form DOA-3404).

3. Some class 8 contracts do not require order supplements. Specifications may be submitted on the purchase order or alternate method in writing.

III. Resources

A. Contract specifications, terms and conditions

Each contract issued by the Bureau has unique specifications and special terms and conditions that pertain to that contract.

B. Base pricing

Chapter 35, Wis. Stats., requires that the state develop a method of pricing for printing. This pricing is called the Base Price Book and is available on VendorNet. Limited numbers of printed copies are available from the Bureau.

C. Standard terms and conditions for State of Wisconsin printing

The state maintains standard terms and conditions for printing that are unique from those used for the purchase of all other commodities and services. These terms and conditions apply to all orders for printing and will be attached to all orders bid by the agency printing manager. These standard terms and conditions may be modified in specific bids by the use of special terms and conditions. Standard terms and conditions for Wisconsin State Printing are available on VendorNet and may be reproduced without modification by each agency as required.

D. State Bureau of Procurement staff

The State Bureau of Procurement will provide technical assistance and training. For procurement staff specifically assigned to printing contracts, refer to PRO-A-7, Directory of State Bureaus of Procurement/Transportation and State Agency Purchasing/Printing Offices.