

Links to more resources

For additional resources on the State of Wisconsin's Procurement processes, please see <http://doa.wi.gov/Divisions/Enterprise-Operations/State-Bureau-of-Procurement>.

For a comprehensive vendors guide to doing business with the state, and many more resources please see <https://vendornet.wi.gov/>.

[/doa.wi.gov/Documents/DEO/Procurement/VendorsGuide.pdf](http://doa.wi.gov/Documents/DEO/Procurement/VendorsGuide.pdf)



State Bureau of Procurement

PO Box 7867
Madison, WI 53707-7867

608.266.2605 ph
608.267-0600 fax

<http://doa.wi.gov/Divisions/Enterprise-Operations/State-Bureau-of-Procurement>

Doing Business with the State of Wisconsin



State Bureau of Procurement
Division of Enterprise Operations
Department of Administration
PO Box 7867
Madison, WI 53707-7867
(608)266-2605



Tips on Doing Business with the State of Wisconsin

- Read the solicitation documents thoroughly and follow all instructions and conditions. Failure to do so could result in the rejection of your submittal.
- Make sure your solicitation is submitted before the specified closing time.
- Follow up on your submittal; find out who won the award, at what prices, and on what terms.
- Get to know the purchasing needs of various state agencies. Much of this information can be obtained by registering on VendorNet.
- Maintain a good reputation for service and reliability.
- Ask questions; depending on the situation, you can contact the individual that has conducted the solicitation or the State Bureau of Procurement at doawispro@wisconsin.gov.

Purpose

This document is designed to provide a brief overview of information regarding doing business with the State of Wisconsin as well as provide information on where to find additional resources. Please don't hesitate to contact the State Bureau of Procurement (SBOP) with any questions or concerns via phone at (608) 266-2605 or e-mail at doawispro@wisconsin.gov.

Basic Information

What does the State buy?

The State of Wisconsin operates buildings, institutions, offices, university facilities, parks, forests, farms and car and truck fleets.

To do this, the State looks to various vendors to provide services, commodities, and capital equipment. A complete list of items purchased by the State would be too lengthy to list here.

From whom does the State purchase?

Every year agencies, institutions and campuses purchase over \$1 billion worth of commodities, services, and capital equipment. Some of these purchases are made from private companies and are low dollar orders; many are from small businesses.

Who is buying?

State laws governing the purchase of commodities and services allow the Department of Administration, State Bureau of Procurement, to purchase centrally or to delegate authority to other state agencies. State agency purchasing offices are located throughout the state.

How is State purchasing governed?

State laws place authority and responsibility for all state purchases in the Department of Administration, State Bureau of Procurement, (section 16.71, Wis. Stats.). Further delegation is made to other State agencies for their operations.

Wisconsin procurement statutes provide a framework for the policies and procedures used by state agencies and campuses to acquire commodities and services needed for day to day operations. State procurement laws and policies are established as follows:

- 16.70-16.78, Wis. Stats., apply to all general purchasing of commodities and services by agencies and campuses
- ADM 5-11 and 50, Wisconsin Administrative Code, define purchasing and competitive bidding policies.
- The State Procurement Manual sets forth detailed procurement policies and procedures and is available online via the SBOP and VendorNet websites.

What can VendorNet do for you?

- Expand your business opportunities with the State of Wisconsin as well as with municipalities.
- Automatically notify you of request for bids and request for proposal opportunities.
- Provide you with the names of purchasing and printing contacts at your fingertips.
- Give you information regarding state procurement activities.
- Provide you with contract information to help you submit competitive quotes.



What is VendorNet?

VendorNet is an Internet system, which enables vendors and municipalities to access electronically a variety of purchasing related services. This purchasing information and vendor notification system is available to all businesses and organizations that want to do business with the state. Anyone may access VendorNet at <https://vendornet.wi.gov/> to obtain information on Wisconsin purchasing policies and practices, commodities and services that the state buys, and tips on selling to the state.

Vendors may use the same Web site address for inclusion on the state bidders list for commodities and services that they want to sell. Registration allows you to receive an e-mail message each time an agency, including any campus of the University of Wisconsin System, posts a request for bid or a request for proposal in your designated commodity/service area(s) with an estimated value over \$50,000.

Increasingly, agencies are using VendorNet to post simplified bids valued at \$50,000 or less. You may receive e-mail notices of these simplified bid opportunities.

It is not necessary to participate in this service to do business with the State of Wisconsin. Alternatively, you can go to www.publicnotices.wi.gov to search for solicitations. But why not let VendorNet save you valuable time and do the work for you?

How can you participate in this program?

Go to our web site at <https://vendornet.wi.gov/> and click on Registration Information. If you have any questions, contact the VendorNet Information Center via phone at 800-482-7813; in Madison 264-7897 or via e-mail at doawispro@wisconsin.gov.

