

Selling Goods & Services to the State of Wisconsin



Beyond the Basics

October 23, 2019

Agenda

- ✓ Processes by solicitation type
- ✓ What are considered best practices for suppliers?
- ✓ Where can I find more information?



WHAT DOES THE SOLICITATION PROCESS LOOK LIKE?

Smaller Purchases

Best
Judgment &
Simplified
Bids

RFB

Request for
Bids

RFP

Request for
Proposals



BEST JUDGMENT

- If there's no mandatory or agency contract, agencies can award a vendor best judged able to supply for goods or services under \$5,000.
- “Best able to supply” = delivery location, quality, price, conformity of specifications, purpose, date, etc.
- Best judgment purchases of goods are often paid for using a state purchasing card (P-Card)



SIMPLIFIED BIDDING

- Get a minimum of 3 quotes by telephone, verbal, catalog, web, etc., and confirm in writing.
- Award to lowest responsible bidder.
- For agencies, it's strongly recommended to post simplified bid opportunities on the eSupplier Portal for Bidders; for campuses, it's recommended to post these bids on VendorNet.



OFFICIAL SEALED BID (OR RFB)

- A formal bid solicitation for goods/services valued over \$50,000
- Agencies use this process when they know your needs and outcome and can communicate that with detailed specifications.
- RFBs must be posted on required systems (eSupplier or VendorNet)
- Receive written responses with cost to meet the specifications.
- Award to the lowest responsible bidder.



REQUEST FOR PROPOSALS (RFP)

- A formal proposal solicitation for goods/services valued over \$50,000
- Agencies use this process when they know their intended outcome but require solutions from the supplier community in the form of scored proposals.
- RFPs must be posted on required systems (eSupplier or VendorNet)
- Receive written proposals and award to the highest score, taking technical and cost factors into account
- Award to the highest scoring proposer



SUPPLIER BEST PRACTICES

- Carefully review the instructions in a solicitation
- Follow the instructions in submitting a bid or proposal, including all required forms
- Do not modify any forms for a solicitation unless instructions expressly permit edits



SUPPLIER BEST PRACTICES

- Regardless of solicitation type, responsive pricing must be provided by a due date and cannot be accepted afterwards
- Do not expect that an agency will ask for clarifications or additional opportunities to supplement your bid or proposal



SUPPLIER BEST PRACTICES

- Ask us questions about a solicitation if there is unclear or insufficient information.
- Review the scope of service to be sure it is sized appropriately for your business before submitting a bid or proposal.
- Ask us for information or data that you may need in order to respond to a bid (beyond what is already posted).



MORE INFORMATION: STATE CONTRACTS, SPEND

- VendorNet includes information about statewide and some agency-specific contract
- Includes information about scope, term, and a main contact for you to reach out to with questions.
- OpenBook Wisconsin is a site that offers information about state agency spend (by supplier, by year, etc)



MORE INFORMATION: RECORDS

- If you're looking for records related to state procurements, purchasing or contracts, first look on the systems where this information is already posted
 - For example, if you are seeking a copy of an agency's bid, you will be able to find that record online on eSupplier or VendorNet (if UW campus)
- If you do not see the record you are looking for on these systems, contact the procuring agency public records contact or your main contact for the transaction

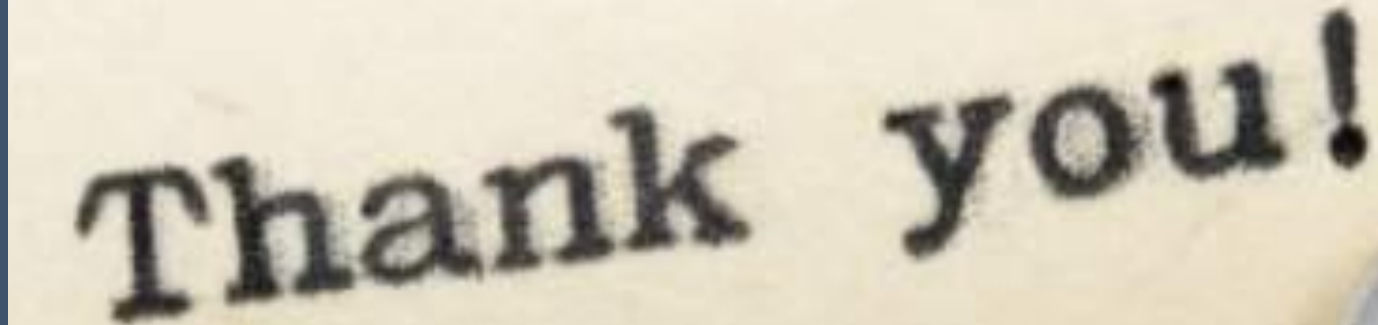


SELLING GOODS & SERVICES TO THE STATE: BEYOND THE BASICS

- Questions?

WRAP UP

- Send us questions, concerns or other feedback at doawispro@Wisconsin.gov



Thank you!