



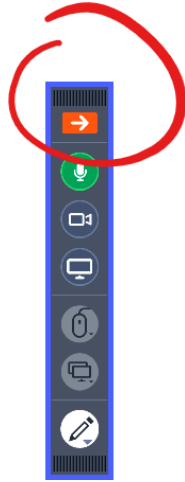
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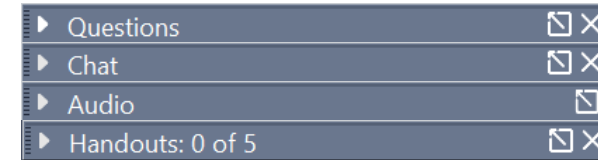
**The
Contracting
Academy**

**SELLING GOODS AND SERVICES TO THE STATE OF WISCONSIN
WITH A FOCUS ON MBE, WBE & DVB**

GoToWebinar Control Panel



In-Session Tools

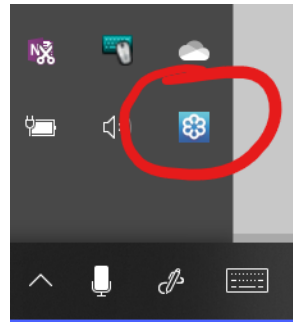


Audio Problems?

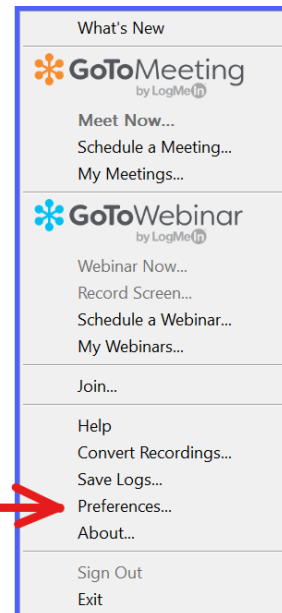
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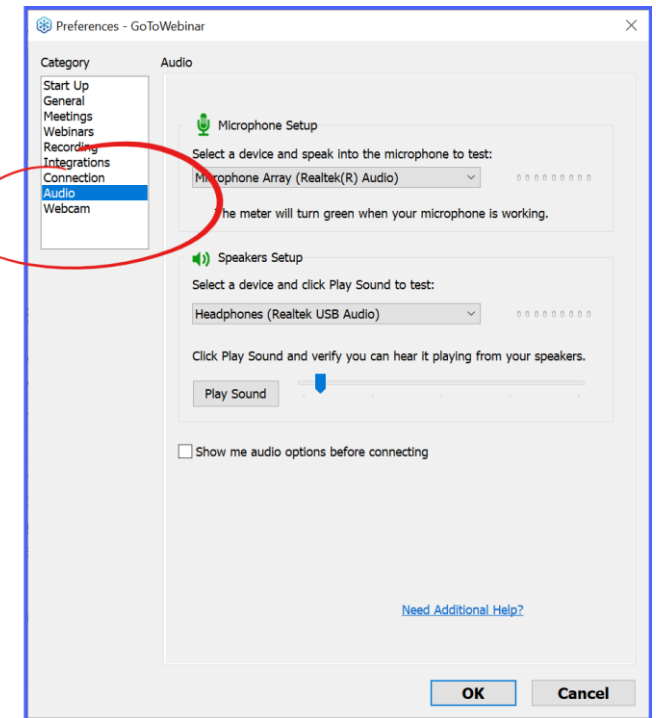
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DOING BUSINESS WITH THE STATE OF WISCONSIN

TONDRA DAVIS, DIRECTOR, SUPPLIER DIVERSITY PROGRAM

CHERYL EDGINGTON, DEPUTY DIRECTOR, STATE BUREAU OF PROCUREMENT



TONDRA DAVIS, DIRECTOR WISCONSIN SUPPLIER DIVERSITY PROGRAM



Tondra Davis began serving as Director for the WI Supplier Program in October 2019. In this role she seeks to help diverse businesses become certified, so they have better opportunity to do business with the state of Wisconsin. Being a diverse business owner for over 13 years, Tondra recognizes the important role the WI Supplier Diversity Program has for diverse businesses and Wisconsin's economy. Tondra's background includes a degree in Industrial Engineering from UW-Madison and over 25 years of experience in the public sector as a grants manager, educator, supervisor and IT project manager. If you wish to become certified as a MBE, DVB or WBE, please contact Tondra or the Supplier Diversity Program.

Email: wisdwebapplication@wi.gov

Website: wisd.wi.gov



CHERYL EDGINGTON, DIRECTOR STATE BUREAU OF PROCUREMENT



On April 27, 2020 Cheryl started in her new role as the Director of the State Bureau of Procurement and is responsible for oversight of all Bureau functions including procurement and contracting, policy, audit and training. Cheryl had been serving as the Acting Director since February and before that, as the Deputy Bureau Director since October 2018. Cheryl served for five years as the Section Chief for the Enterprise Sourcing section in the Bureau where she managed staff responsible for statewide contracts and programs including but not limited to the statewide p-card program, vehicle procurement, Federal and State Surplus, and State Use. Cheryl began her public procurement career in 2005 as a Procurement Specialist in the Bureau, spent three years as a Purchasing Agent for the Department of Children and Families, and rejoined the Bureau in 2013.

Email: Cheryl.edgington@wisconsin.gov

Website: <https://doa.wi.gov/Pages/StateEmployees/Procurement.aspx>

AGENDA

- Overview of State of Wisconsin purchases
 - Agencies and campuses
 - What is the State buying?
- How to locate opportunities
 - VendorNet and eSupplier
 - How to register as a bidder
- How the State purchases
 - Best Judgment, Simplified Bid, Official Sealed Bid
- Finding and connecting with State buyers
- Supplier Best Practices
 - Responding to bid opportunities
 - Contractor compliance

WHO'S BUYING?



TOP CATEGORIES OF STATE SPEND

Information
Technology
Services

IT Hardware &
Software

Social, Medical &
Client Services

Food & Related
Services

Pharmaceuticals &
Chemicals

Vehicles,
Accessories,
Maintenance &
Fuel

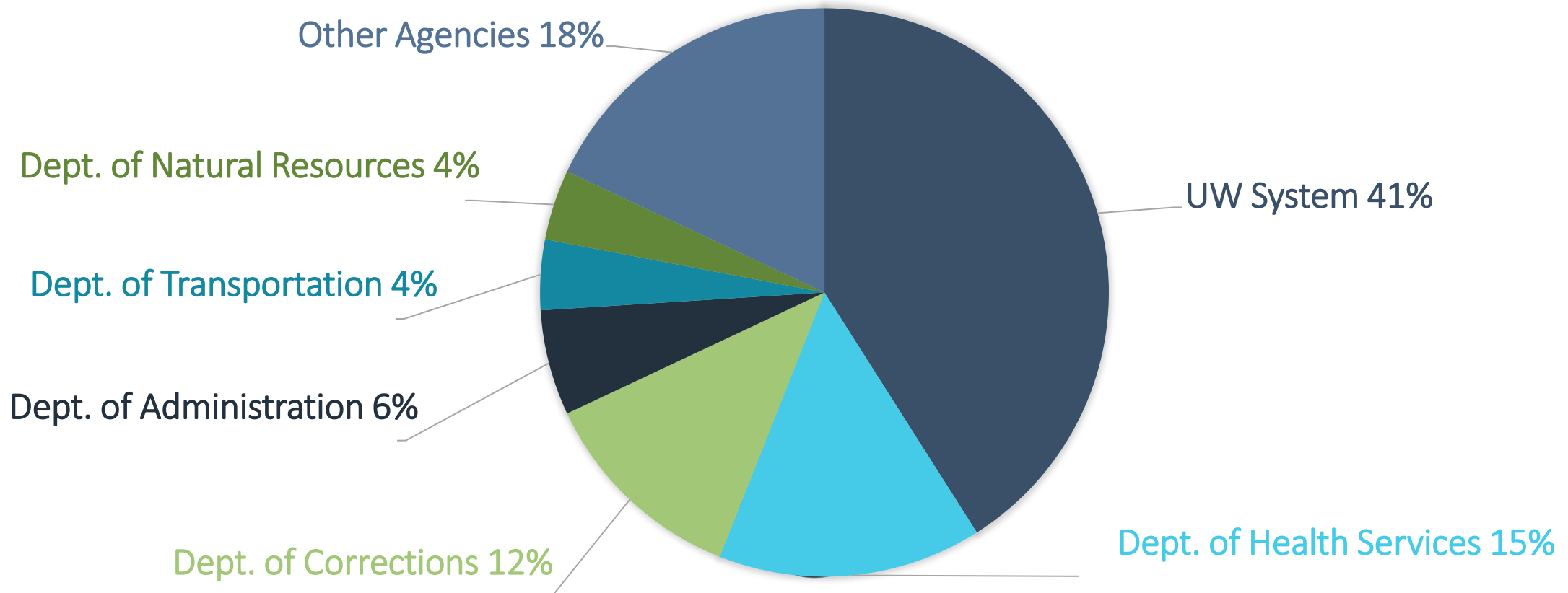
Management
Consultant & Other
Professional
Services

Facilities
Maintenance &
Repair



OVERVIEW OF STATE AGENCY PURCHASES

State spend in FY 18 was \$1,559,506,222 of goods and services.



WHERE ARE BID OPPORTUNITIES POSTED?

VendorNet

- UW Campuses and some municipalities
- Online bid retrieval only (hard copy submittal)

eSupplier

- State agencies
- Online bid retrieval and submittal



VENDORNET

STATE OF WISCONSIN • BUREAU OF PROCUREMENT

VendorNet System

- VendorNet.wi.gov
 - Access general procurement information
 - Download required forms
 - Search bids and existing contracts



WISCONSIN ESUPPLIER PORTAL

- The Wisconsin eSupplier Portal for Bidders offers:
 - Bid/Proposal search (no login required)
 - Upcoming solicitations (if agency elects)
 - FAQs and comprehensive guide
 - Links to agency acronyms, VendorNet, Wisconsin public notices site
 - Access to technical and general procurement help desks



WISCONSIN ESUPPLIER PORTAL

- The Wisconsin eSupplier Portal for Bidders offers:
 - Online bid and proposal response capabilities
 - In-system question/answer features
 - Self-service maintenance of your company's contact and registration information



BIDDER REGISTRATION

- The Wisconsin eSupplier Portal for Bidders is the registration system for potential bidders (goods/services only) for opportunities in both eSupplier and VendorNet
 - Free of charge
 - Need valid email
 - Register for specific NIGP codes and accurate contact information for your company
 - List used by agencies to create potential bidders list for best judgment, simplified bid opportunities as well as official solicitations

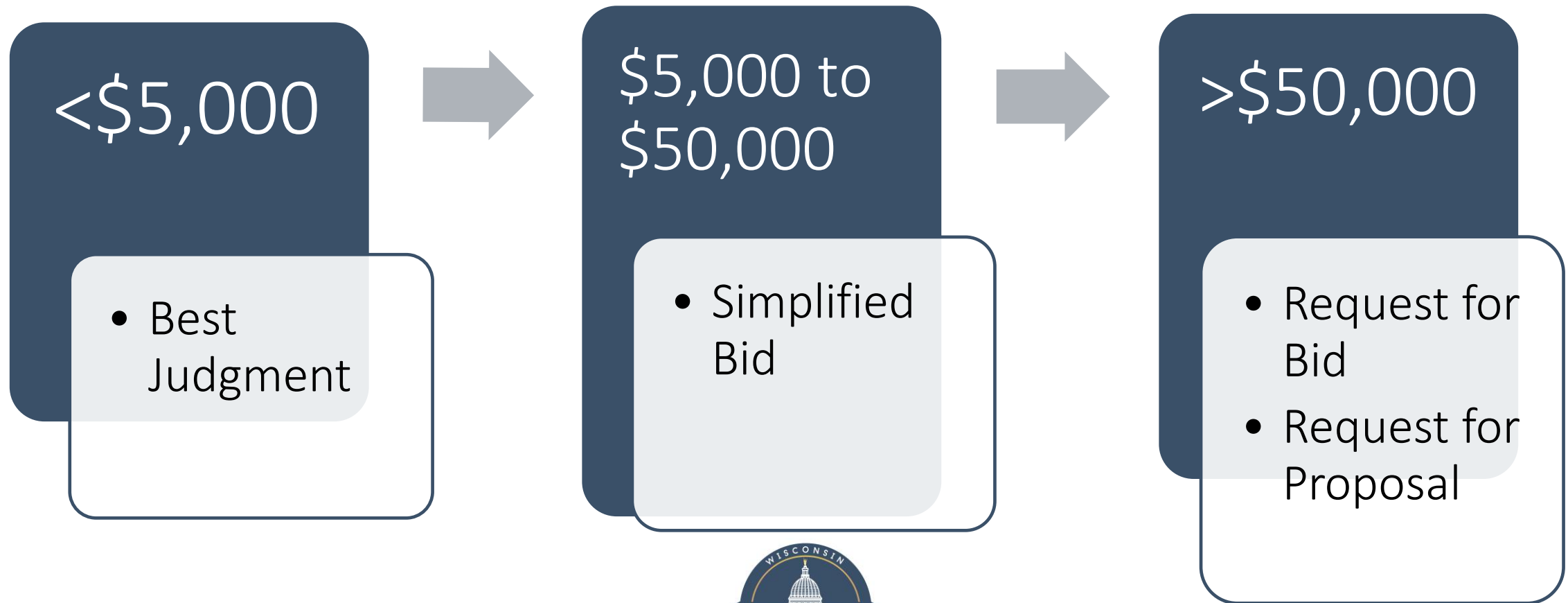


REGISTER IN 3 EASY STEPS

eSupplier - 1, 2, 3



HOW DOES THE STATE PURCHASE?



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 SOLICITATIONS (> \$50,000)

Request for Bid (RFB)

- Agencies use this process when they know the needs and outcome and can develop 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 Proposal (RFP)

- 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

CERTIFICATION PROGRAMS

- **Minority-Owned Business Enterprise (MBE)**
 - Spending Goal – 5%
 - Bid/Pricing Preference – 5%
 - Diverse Supplier Directory – broad business reach to state agencies and prime contractors
- **Disabled Veteran-Owned Business Enterprise (DVB)**
 - Spending Goal – 1%
 - Bid/Pricing Preference – 5%
 - Diverse Supplier Directory – broad business reach to state agencies and prime contractors
- **Woman-Owned Business Enterprise (WBE)**
 - No current spending goal or price preference
 - Diverse Supplier Directory – broad business reach to state agencies and prime contractors



PRICING PREFERENCE – RFB

- Non-Minority Bidder - \$100, no preference – **5% added**, becomes **\$105**.
- Diverse (MBE/DVB) Bidder - \$102, preference - 5% not added, remains **\$102**.
- WI is a low bid state - **\$102** bid selected.
- Diverse Bidder awarded the contract.



PROPOSAL PREFERENCE – RFP

- Non-Minority Proposal – 81 points, no preference – no points added, remains **80 points**.
- Diverse (MBE or DVB) Proposal – 80 points, 5% preference, so points added to become **84 points**.
- In general, proposal with highest score wins – **84 points**.
- Diverse Proposal awarded the contract.



GETTING STATE CONTRACTS

1. LOOK FOR OPPORTUNITIES.
2. SUBMIT COMPETITIVELY PRICED BIDS/PROPOSALS.
3. ONCE AWARDED A CONTRACT – TAKE CARE OF BUSINESS!



FINDING, CONNECTING WITH STATE BUYERS

- See the 'State Agency Purchasing Directory' on the policy homepage
- If on a contract already, call your agency contract manager to discuss appropriate outreach efforts
- Register and keep your information updated (so we can reach out to you!)



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).



BASIC REQUIREMENTS OF STATE CONTRACTORS

All Amounts

- Sales/Use Tax
- Registered to do business in Wisconsin
- Insurance coverage
- Non-Discrimination
- Services performed in US

Over \$50K

- Affirmative Action/Non-Discrimination Plan

Over \$100K

- Attestation to not participate in economic boycotts



ADDITIONAL REQUIREMENTS OF STATE CONTRACTORS

- If service being performed requires a license or certification, must have and maintain required license
- If agency is using federal funds, must not be a federally debarred contractor
- Additional requirements or qualifications will depend on the bid/RFP



PROVISIONS FOR NON-PERFORMANCE

- Per policy, all official RFBs/RFPs must include DOA Standard Terms and Conditions which includes the following Force Majeure provision:
 - “Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.”
- Specific contracts may include additional language/protections, questions should be directed to the contracting agency



WI SUPPLIER DIVERSITY PROGRAM

- Manages certifications – MBE, DVB & WBE
- WisdP.wi.gov
 - Eligibility requirements
 - Application steps
 - Searchable directory of certified suppliers
- WiSDPWebApplication@wi.gov

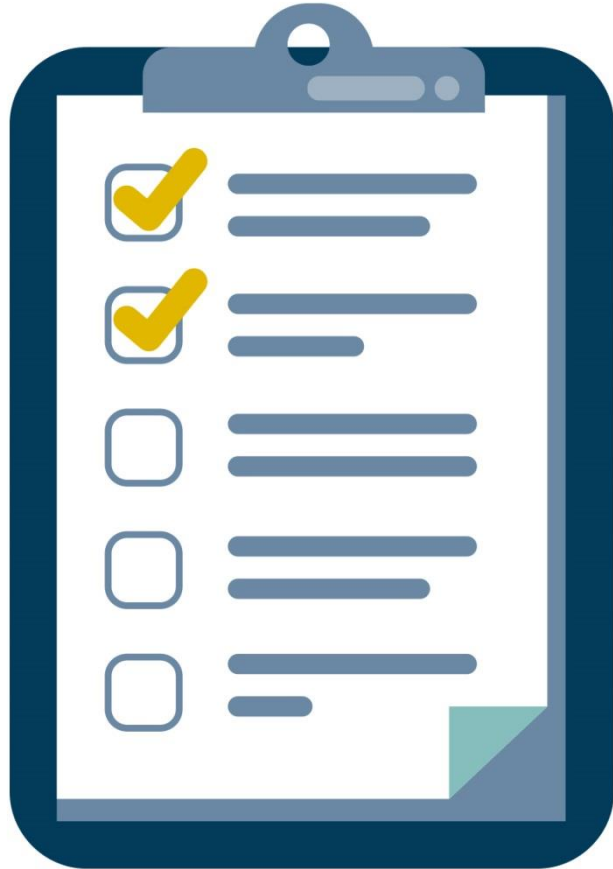
Thank You!



QUESTIONS?



SURVEY





The Contracting Academy

LIVE WEBINAR SERIES

▪ May 12, 2020

**Selling Goods & Services to the State of Wisconsin-
With a Focus on MBE, WBE & DVB**

[CLICK HERE](#) for additional information

▪ May 14, 2020

**Selling Goods & Services to the State of Wisconsin-
With a Focus on MBE, WBE & DVB**

[CLICK HERE](#) for additional information

▪ May 18, 2020

**Selling Architecture, Engineering & Construction to
the State of Wisconsin – With a Focus on MBE, WBE
& DVB**

[CLICK HERE](#) for additional information

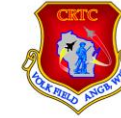
▪ May 20, 2020

**Selling Architecture, Engineering & Construction to
the State of Wisconsin – With a Focus on MBE, WBE
& DVB**

[CLICK HERE](#) for additional information

14th Annual Wisconsin Government Opportunities Business Conference (GOBC)

In partnership with Volk Field ANG and Fort McCoy



This year's event is **TWO DAYS**

Day 1: June 24 2020

- 6 **webinar** sessions of technical training focused for current and prospective Federal/ DOD contractors and subcontractors.
- 8am to 5pm; 1-hour sessions with 30-minute breaks and 1 hour for lunch.
- Register at this [link](#), or at [WisPro.org](#). There is NO COST for DAY 1 of this event.

Day 2: October 15 2020

- **In-person** at Volk Field in Camp Douglas, Wisconsin.
- Our traditional Day 2 program with government agency and prime contractor representatives.
- Watch for further details and registration information.

All businesses, including Small, Large, Disadvantaged, HUBZone, Minority-Owned, Woman-Owned, Veteran-Owned, and Service-Disabled Veteran-Owned firms will benefit from both days of this event.

...More at wispro.org/events

Contact Information WI DOA

Tondra Davis, Director, Supplier Diversity Program

wisdpwebapplication@wi.gov | wisdp.wi.gov

Cheryl Edgington, Director, State Bureau of Procurement

Cheryl.Edgington@Wisconsin.gov | <https://doa.wi.gov/Pages/StateEmployees/Procurement.aspx>

Contact Information WPI

Mark Dennis, CFCM - Government Contract Specialist

markd@wispro.org | 414-270-3600

HELPING MINORITY-OWNED MICRO-BUSINESSES weather the storm

<https://wedc.org/wp-content/uploads/2020/05/Ethnic-Minority-Emergency-Grant-Initiative.pdf>

ETHNIC MINORITY EMERGENCY GRANT

To help ethnic minority-owned micro-businesses cope with the economic impact of COVID-19, the **Ethnic Minority Emergency Grant** Initiative is being launched with a total of \$2 million to be made available to 1,000 Wisconsin micro-businesses.