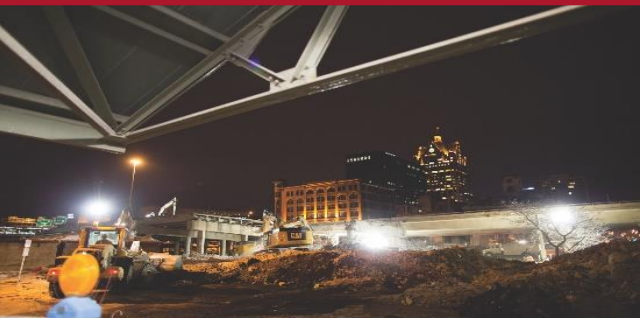




**SALES OPPORTUNITIES IN THE CITY OF GREEN BAY, UW-GREEN BAY,
THE GREEN BAY AREA PUBLIC SCHOOL DISTRICT AND THE NORTHEAST
WISCONSIN TECHNICAL COLLEGE**

November 04, 2020



ABOUT WPI SUPPORTING THE MISSION

**Celebrating 32 Years of
serving Wisconsin Business!**



Assist businesses in creating, developing and growing their sales, revenue and jobs through Federal, State and Local Government contracts.

- **INDIVIDUAL COUNSELING** – At our offices, at client’s facility or via telephone/GoToWebinar
- **SMALL GROUP TRAINING** – Workshops and webinars
- **CONFERENCES** to include one on one or roundtable sessions

Last year WPI provided training at over 100 events and provided service to over 1,200 companies

WPI OFFICE LOCATIONS

▪ MILWAUKEE

- *Technology Innovation Center*

▪ MADISON

- *FEED Kitchens*
- *Dane County Latino Chamber of Commerce*
- *Wisconsin Manufacturing Extension Partnership (WMEP)*
- *Madison Area Technical College (MATC)*

▪ CAMP DOUGLAS

- *Juneau County Economic Development Corporation (JCEDC)*

▪ STEVENS POINT

- *IDEA Center*

▪ APPLETON

- *Fox Valley Technical College*

▪ FLORENCE

- *Florence County Economic Development*

▪ OSHKOSH

- *Fox Valley Technical College*
- *Greater Oshkosh Economic Development Corporation*

▪ EAU CLAIRE

- *Western Dairyland*

▪ MENOMONIE

- *Dunn County Economic Development Corporation*

▪ LADYSMITH

- *Indianhead Community Action Agency*

▪ RHINELANDER

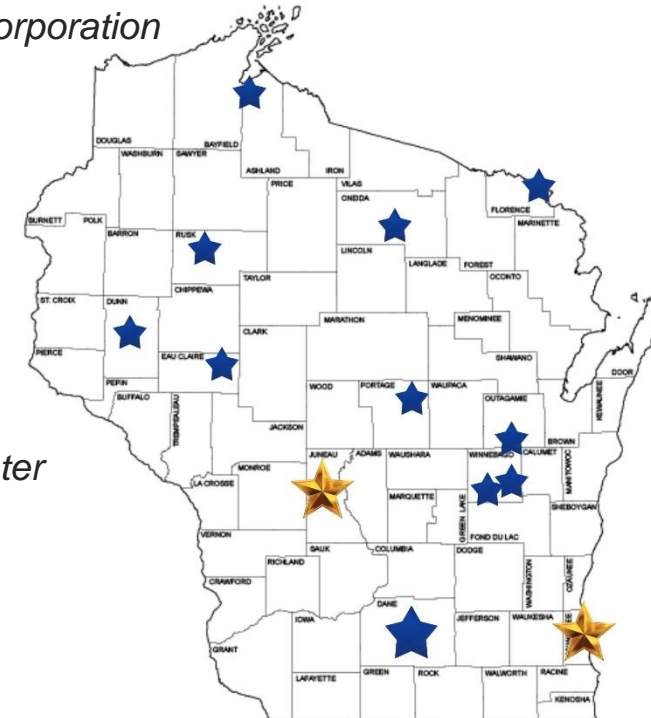
- *Nicolet Area Technical College*

▪ GREEN BAY

- *Advance Business & Manufacturing Center*

▪ ASHLAND

- *Ashland Area Development Corporation*





Search ...

BLOG SERVICES ABOUT **CLIENT PORTAL** SPONSORSHIP CONTACT



- EVENT CALENDAR
- FEDERAL GOVERNMENT
- STATE & LOCAL GOVERNMENT
- GRANTS
- SUCCESS & AWARDS
- FAQS



www.wispro.org

UPCOMING EVENTS

- WED 21** Acquisition Hour: Government Property Management for Federal Contractors and Subcontractors
August 21 @ 12:00 pm - 1:00 pm
- THU 22** Advancing Cybersecurity in the Industry, Energy, Water Nexus – Oshkosh, WI
August 22 @ 9:00 am - 3:00 pm
Oshkosh WI
- THU 22** NDIA Great Lakes Chapter 10th Anniversary – Milwaukee, WI
August 22 @ 12:30 pm - 7:30 pm
Brookfield Wisconsin
- SEP 11** Acquisition Hour: The End of the Fiscal Year is Here – What is Hot and What is Not
September 11 @ 12:00 pm - 1:00 pm

[View More...](#)

CURRENT OPPORTUNITIES (1)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

[SIGN UP](#)

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

[GET HELP](#)

AGENDA

WHAT ARE WE GOING TO TALK ABOUT TODAY

- What & how the agencies buy
- How the agencies announce opportunities
- First Steps – registrations, certifications, other requirements
- Provisions for non-performance /Force Majeure

AGENCIES

- City of Green Bay
- UW Green Bay
- Green Bay Public School District
- Northeast Wisconsin Technical College

POLL

CITY OF GREEN BAY



CALVIN WINTERS

Procurement Manager; City of Green Bay

Mr. Winters is a graduate of the University of Wisconsin- Stevens Point and holds a degree in Business Administration with a Management concentration and a minor in accounting. He has procurement and supply chain experience in both the public and private sectors. He is the former Director of Procurement for Portage County, WI and is the current Procurement Manager for the City of Green Bay. Mr. Winters takes a special interest in reviewing existing policies and procedures and finding ways to utilize new methods and technology to make the procurement process more efficient and simple for all parties to a transaction. He is involved in several professional organizations including the Wisconsin Association for Public Procurement (WAPP) and the National Institute of Governmental Purchasing (NIGP). In his free time he enjoys golfing and spending time outdoors hunting and fishing with his dogs.

Doing Business with the City of Green Bay

Calvin Winters- Procurement Manager

What We Buy

- ▶ The Purchasing Department supports all city departments, including Green Bay Metro Transit and Green Bay Water Utility
- ▶ Purchasing is involved in purchases of vehicles, heavy equipment, financial services, police and fire equipment, parks and recreation equipment, information technology hardware and software, PPE, maintenance services, & consulting services. This is not an all encompassing list
- ▶ Purchasing will also solicit, at the direction of Department of Public Works, small scale construction projects

How We Buy

- ▶ Any* purchase estimated to be greater than \$5,000 requires a competitive process (RFQ, RFB, RFP, Group Cooperative, State Contract)
- ▶ The city will issue a Request for Quote (RFQ) directly to vendors of products and services estimated between \$5,000 and \$25,000
- ▶ Most* purchases over \$25,000 will be formally solicited with a Request for Bid (RFB) or Request for Proposal (RFP)
- ▶ The city utilizes various group purchasing cooperatives (NJPA, Sourcewell, etc.) and State of Wisconsin Contracts for certain purchases
- ▶ All public works/construction projects greater than \$5,000 will be issued via a Request for Bid
- ▶ Purchases are paid for via Check, ACH Payment, or Credit Card
- ▶ All awards greater than \$25,000 must be approved by the City Council

*certain situations call for sole/single source purchases to be made. Those purchases are evaluated on a case by case basis and are either approved or denied by multiple approvers within the city.

How are Solicitations Announced?

- ▶ Formal solicitations (RFB & RFP) are posted to the State of Wisconsin VendorNet site (<http://vendornet.wi.gov>) & DemandStar (www.demandstar.com). Both are free for vendors to register with and receive notifications.
- ▶ Currently working on a webpage located at City of Green Bay website to post solicitations as well.
- ▶ Solicitations are also posted in the Green Bay Press Gazette. Frequency of newspaper postings depends on costs associated.
- ▶ Low level procurements (RFQ's) are typically sent directly to vendors via email, but some may be posted to bid distribution networks if enough vendor contacts are not known.

Steps to Becoming a Supplier

- ▶ Register with VendorNet and DemandStar to receive notifications about active solicitations
- ▶ Provide contact information to the Purchasing Department to be considered for emailed RFQ's
- ▶ Do not continually cold call or send unsolicited emails/mailings
- ▶ When responding to solicitations carefully read and follow all instructions and submit all required documents
- ▶ Carry proper insurance for the business line you are in

Provisions for Non-Performance and Force Majeure

▶ Non-Performance

- ▶ Range of remedies utilized by the city including but not limited to:
 - ▶ Withholding payment until work is completed
 - ▶ Liquidated Damages
 - ▶ Legal action
 - ▶ Being flagged as a non responsible bidder and excluded from future offerings if patterns of non performance are found

▶ Force Majeure

- ▶ *Neither party shall be in default by reason of any failure in performance of this Contract 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.*

Questions?

UW GREEN BAY

Tory Ortscheid

PURCHASING DIRECTOR; University of Wisconsin Green Bay



Tory Ortscheid was named Purchasing Director in June, 2017.

Mr. Ortscheid has worked in the procurement field in various roles since 1993, primarily in private sector manufacturing and in the public sector since 2017. Most recently, Mr. Ortscheid served as the Procurement Business Process Manager at Morton Salt where he automated the procure-to-pay function by implementing B2B eCommerce solutions. Previous to the Morton experience, Mr. Ortscheid was Procure-to-Pay Supervisor for Supply Chain Finance and PepsiCo. Included in his PepsiCo experience are multiple SAP implementations, Indirect spend analysis, Product costing and Contract administration for three billion dollars in annual spend. He is a graduate of the University of Miami with post graduate study in accounting at Loyola University Chicago.

UW-Green Bay Procurement Department



UNIVERSITY of WISCONSIN
GREEN BAY

Procurement Categories

- **GOODS** – Office supplies, Student instructional materials, MRO, Capital equipment, Furniture, Athletics equipment, IT hardware/software, Printing, Postage, Chemicals, Fuel, Vehicles, Uniforms, Medical supplies, Signage, Human cadavers
- **SERVICES** – Employee Training, Outsourcing (Wellness Center, Food Service, Bookstore), Document duplication, Banking services, Fire protection, Leased equipment, Advertising/marketing
- Everything that may be required to operate a town (GB is about 10,000 people)



Procurement Process

- Must first use State of Wisconsin mandatory contracts (i.e. office supplies, MRO)
- If spend is less than \$5K, Department uses Best Judgement (Pcard)
- If spend \$5K – \$50K, Purchasing issues Simplified bid to at least 3 suppliers
- If spend is \$50K+, an Official Sealed bid is issued to suppliers and posted to VendorNet



Announcing Opportunities

- \$1-\$5K Department sources from known suppliers or uses internet/other sources to locate potential suppliers. These purchases are not broadly announced to the supplier base
- \$5K-\$50K Department identifies potential suppliers and notifies Purchasing to issue bid
- \$50K+ Purchasing posts bid documents to VendorNet. Also emails solicitation to targeting suppliers with experience in the category



First Steps for Potential Suppliers

- Register in DOA eSupplier portal:
https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI_BIDDER
 - eSupplier interfaces with VendorNet (used at UW System)
- If business awarded, provide W9 and Certificate of Insurance
- Affirmative Action plans on file with State of Wisconsin
- Certification for Collection of Sales & Use Tax with State of Wisconsin (no delinquent taxes to State)



Non-Performance/Force Majeure

- All purchase orders include State T&C which includes Force Majeure provision
- University Contract Administrator first attempts to remedy issues. Escalated to Purchasing if not resolved
- Purchasing engages UW System Legal if still resolve. And may escalated to State Department of Administration Legal if necessary



GREEN BAY PUBLIC SCHOOL DISTRICT



Jake Alverson

Director of Procurement; Green Bay Area Public School District

Jake Alverson is the Director of Procurement for the Green Bay Area Public School District. The District serves approximately 22,000 students in grades PreK-12 and has approximately 3,000 full-time staff members. GBAPS is comprised of more than 42 schools and buildings, and is the fourth largest school district in the State of Wisconsin.

He's responsible for the annual solicitation, award and administration of approximately 50 million dollars in commodity, service and construction type contracts.

Jake holds a B.S. degree in Management from Embry Riddle Aeronautical University and a M.S. degree in Contract Management from American Graduate University.

Prior to assuming his current position, he spent 22 years in federal procurement, first as a United States Air Force officer and then as a civilian working for the Department of Veterans Affairs. He holds a Defense Acquisition Workforce Improvement Act level III certification.

Doing Business with Green Bay Area Public School District

Jake Alverson

Director of Procurement

jalverson@gbaps.org

(920)391-6783



**Green Bay Area
Public School District**
Engagement. Equity. Excellence.

gbaps.org

What Do We Buy?

- What do we buy?
 - Office Supplies
 - Furniture
 - Curriculum Resources
 - Software
 - Computer Hardware (Desktops/Laptops/Chromebooks/Printers/AV Equipment etc.....)
 - Vehicles
 - Kitchen Equipment
 - Heavy Equipment
 - Tech Ed Equipment
 - Renovation Services
 - A&E Services
 - Abatement Services
 - Minor Construction
 - PPE

How Do We Buy?

- How do we buy?
 - District Credit Card (200+ individual cardholders)
 - Purchase Orders
 - Requests for Proposals
 - Contracts

Thresholds and Announcements

- Purchasing Thresholds
 - Under \$10K
 - The department whose budget is being spent either buys the item with their P-Card*, or loads a purchase order. Prior to purchase order approval procurement department determines the price to be reasonable. No documented competition is required
 - Over \$10K <\$250K
 - The department whose budget is being spent requests 3 quotes from different vendors for the product/service being acquired. If no experience buying the product/service can request procurement department assistance. Typically a purchase order is loaded into the system accompanied by the competitive quotes. If a vendor doesn't accept a purchase order, a P-Card can be used.
 - Over \$250K
 - The procurement department issues a Requests for Proposals
 - Exceptions
 - Competitive quotes are not required when:
 - The item/service is only available from a single source
 - Public emergency dictates need for expedited procurement
 - Piggy Backing on another agencies contracts

*P-Card purchases are audited by the procurement department on a monthly basis to ensure compliance

Opportunity Announcements

- Opportunity Announcements
 - Formal announcements of the District's intent to purchase are reserved for RFPs
 - RFPs are required when the cumulative value of the purchase is expected to exceed \$250K
 - RFPs are optional below \$250K at the discretion of the procurement department
- Opportunity Postings
 - RFPs are posted to Bonfire which is a cloud based software
 - Vendors wishing to proposed in response to an RFP post their proposal on the Bonfire website
 - Bonfire is free for vendors
 - A premium version is available for \$300 per year
 - To register on Bonfire please visit www.gobonfire.com

Registrations/Certifications

- Vendor Registration
 - Typically occurs once vendor has been selected to receive an order
 - Vendor complete “New Vendor Packet” providing company specific information and provides W9
 - No registration required for P-Card purchases
 - Check for debarment against SAM (System for Award Management) prior to approving vendor

Non Performance/Force Majeure

- Non Performance
 - The vendor shall make every reasonable effort to maintain staff to deliver the solution purchased by the District. The vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires a modification or cancellation of the contract.
- Force Majeure
 - Neither party shall be held responsible for delay or failure to perform, when such delay or failure is because of any of the following unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure, and provided the defaulting party gives written notice as soon as possible to the other party regarding the inability to perform:
 - Fire ● Flood ● Epidemic ● Strikes ● Wars ● Acts of God
 - Unusually severe weather ● Acts of public authorities
 - Delays or defaults caused by public carriers



QUESTIONS ?



NORTHEAST WISCONSIN TECHNICAL COLLEGE



Jennifer Canavera, CPPB

**Director of Procurement & Distribution;
Northeast Wisconsin Technical College**

Jennifer Canavera leads NWTC's Procurement and Distribution teams. She is a Procurement professional with over 16 years of experience spanning both private and public procurement. She is in her 10th year with NWTC. Her leadership, has brought forth streamlined processes, improved customer service, and efficiencies in reporting through the utilization of technology. Jennifer is a results-driven leader whose focus includes cost-saving strategies, collaboration, and overall team building success.

How to do business with Northeast Wisconsin Technical College

Wisconsin Procurement Institute Presentation
November 4, 2020

Northeast Wisconsin Technical College

- Two-year technical college, nationally recognized for student success
- NWTC serves over 24,000 students annually
- Offers flexible degrees, classes, and training in over 200 high demand career fields via in-person, online, and blended instruction



Procurement & Distribution Mission Statement

We strive to acquire, distribute, and manage materials and services for the best quality, service, delivery, value and lowest cost to the College.

Procurement & Distribution Services

- Procurement & cost savings
- eProcurement
- Pro-card and fuel card programs
- Contract management
- Construction management support
- Manage and maintain fleet vehicles
- Shipping, receiving and mail services

Complex Spend Portfolio

What do we buy

- Last year, as a College we spent \$23 million on equipment, supplies, technology and services
- Services range from Media Buying to Cleaning and Janitorial services
- They type of equipment varies based on the instructional programs

Procurement Policies

- NWTC is considered a public entity supported by tax dollars, therefore, Wisconsin Technical System rules and State & Federal statutes apply
- In accordance with the WTCS Financial Accounting manual, NWTC also has our own Procurement Policy
- This policy dictates when we receive multiple bids and what approvals are needed before we make a purchase

Announcement of Opportunities

Onvia.com (DemandStar)

- Free, online registration service to all suppliers
- System offers automated bid notification and documentation.
- <https://www.demandstar.com/beta/wapp/registration>

To get started:

Registrations, certifications & other requirements

1. Register on Onvia.com
2. Receive the solicitation
3. Review the requirements
4. Fill out the proposal
5. Submit your response

Thank you!

Any Questions?



NORTHEAST
WI Technical College

nwtc.edu

UPCOMING TRAINING - EVENTS

WISCONSIN GOVERNMENT SALES OPPORTUNITIES WITH LOCAL GOVERNMENTS

A Virtual Series presented by the Wisconsin Procurement Institute and Guest Speakers.

VIRTUAL - 11:00am - Noon

- **November 4, 2020:** City of Green Bay, UW-Green Bay, the Green Bay Area Public School District, and the Northeast Wisconsin Technical College
- **November 10, 2020:** Walworth County, Waukesha County, and the Milwaukee Area Technical College
- **November 18, 2020:** Dane County and UW–Madison

Register at www.wispro.org

Questions – contact Michael Steger at michaels@wispro.org or 414-270-3600

- SAVE THE DATE -



December 8-10, 2020

The first virtual marketplace will connect statewide business owners looking to do business with state, federal and local governments, as well as the private sector, in a virtual format over the course of a week.

More info at <https://www.wispro.org/event/marketplace-2020-virtual/>



Developing and Growing Government Contractors

December 8-10, 2020

The Contracting Academy is an opportunity for businesses to grow their technical knowledge of contracting with the State of Wisconsin, Federal Government and Government Prime contractors. This series of workshops will benefit established businesses looking to grow and develop their government sales.

More info at <https://www.wispro.org/event/the-contracting-academy-virtual/>

CYBER FRIDAY LIVE WEBINAR SERIES

- | | | | |
|----------------------|--|---------------------|---|
| Sept 11, 2020 | A Deep Dive into DFARS 252.204-7012 - Looking beyond NIST 800-171 r1 | Dec 4, 2020 | Securing the Supply Chain - "No man is an island" |
| Sept 25, 2020 | Information Security - An overview of programs, general requirements and resources | Dec 18, 2020 | Developing and implementing practices, policies and procedures using CMMC reference documents |
| Oct 9, 2020 | Economic Espionage - You have what they want. | Jan 8, 2021 | The other side of CMMC |
| Oct 23, 2020 | Guarding and Securing Intangibles - Protecting what you cannot see and touch | Jan 22, 2021 | Overview of CMMC Level 1 |
| Nov 6, 2020 | Tools, practices and resources for your cyber-security toolbox | Feb 5, 2021 | Embarking on the path to CMMC Level 3 |
| Nov 20, 2020 | An overview of cyber-threats - What you can't see - can put you out of business! | Feb 19, 2021 | Preparing for a CMMC Certification assessment |
| | | Mar 5, 2021 | CMMC Level 3 - Completing the steps needed to protect Controlled Unclassified Information. |

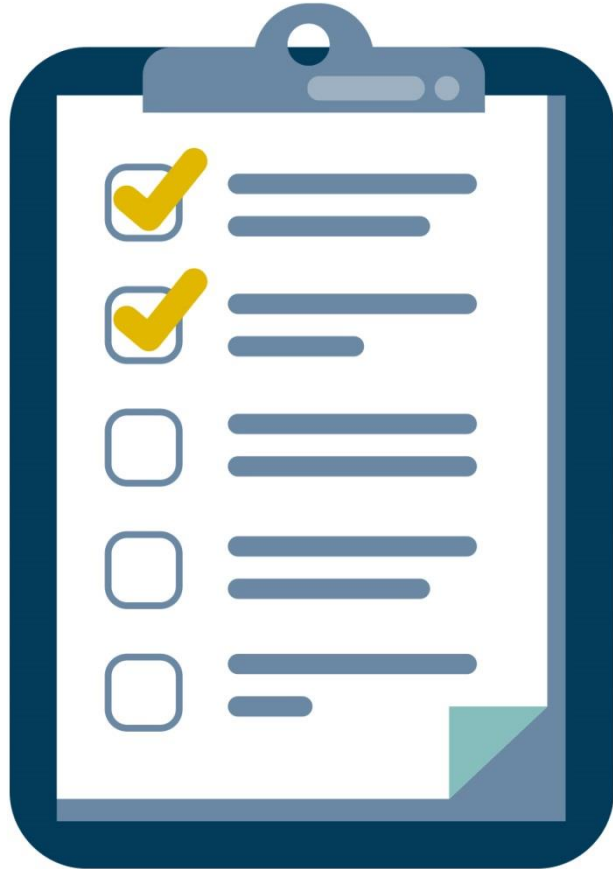
PRESENTED BY



A CRITICAL NOTICE FROM WPI

- If you are a current **FEDERAL / DOD CONTRACTOR** or **SUBCONTRACTOR** – you may have **CYBER – DATA SECURITY REQUIREMENTS** in your contract.
- If you are responding to any **CURRENT FEDERAL SOLICITATIONS** - be aware of your obligations:
 - Key clauses are 52.204-21, 252.204-7008 and 252.204-7012
 - Review for other possible requirements
- If you are a **DOD CONTRACTOR** or **SUBCONTRACTOR** – you will have new **CYBER COMPLIANCE – CERTIFICATION REQUIREMENTS** that may impact your business as early as the end of this calendar year.
 - See: <https://www.acq.osd.mil/cmmc> and <https://www.cmmcab.org> for more up to date information.
 - *Contact Marc Violante at WPI - marcv@wispro.org or 920-456-9990*

SURVEY



PRESENTED BY

Wisconsin Procurement Institute (WPI)

www.wispro.org

Benjamin Blanc, Wisconsin Procurement Institute

benjaminb@wispro.org | 414-270-3600

10437 Innovation Drive, Suite 320
Milwaukee, WI 53226

RESOURCES

City of Green Bay

Calvin Winters; Procurement Manager

calvin.winters@greenbaywi.gov | (920) 448-3048

UW Green Bay

Tory Ortscheid; Purchasing Director

ortschet@uwgb.edu | (920) 465-2598

Green Bay Area Public School District

Jake Alverson; Director of procurement

jalverson@gbaps.org | (920) 391-6783

Northeast Wisconsin Technical College

Jennifer Canavera; Director of Procurement

Jennifer.Canavera@nwtc.edu | (920) 498-5406