

# Sales Opportunities with Local Government Agencies in the Green Bay Area

*November 10, 2022 | 1:00 - 3:00 pm*



# ABOUT WPI SUPPORTING THE MISSION

Celebrating 34 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/GoToMeeting
- **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 is a Procurement Technical Assistance Center (PTAC) funded in part by the Department of Defense (DOD), WEDC and other funding sources.*



# Sign-up for our Newsletter

*Stay up-to-date with the latest WPI news and events.*

<https://www.wispro.org/newsletter-signup/>

# 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)*

## ▪ FOND DU LAC

- *Envision Greater Fond du Lac*

## ▪ GREEN BAY

- *NWTC Startup Hub*

## ▪ APPLETON

- *Fox Valley Technical College*

## ▪ OSHKOSH

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

## ▪ EAU CLAIRE

- *Western Dairyland*

## ▪ LADYSMITH

- *Indianhead Community Action Agency*

## ▪ RHINELANDER

- *Nicolet Area Technical College*

## ▪ ASHLAND

- *Ashland Area Development Corporation*

## ▪ FLORENCE

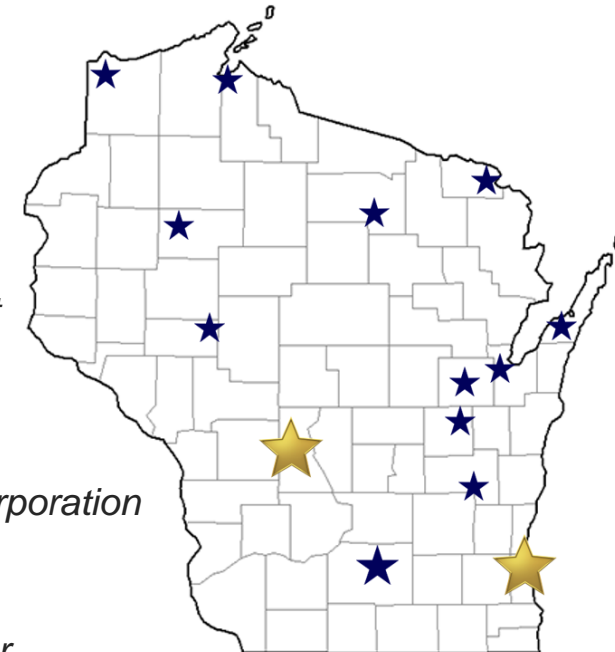
- *Florence County Economic Development*

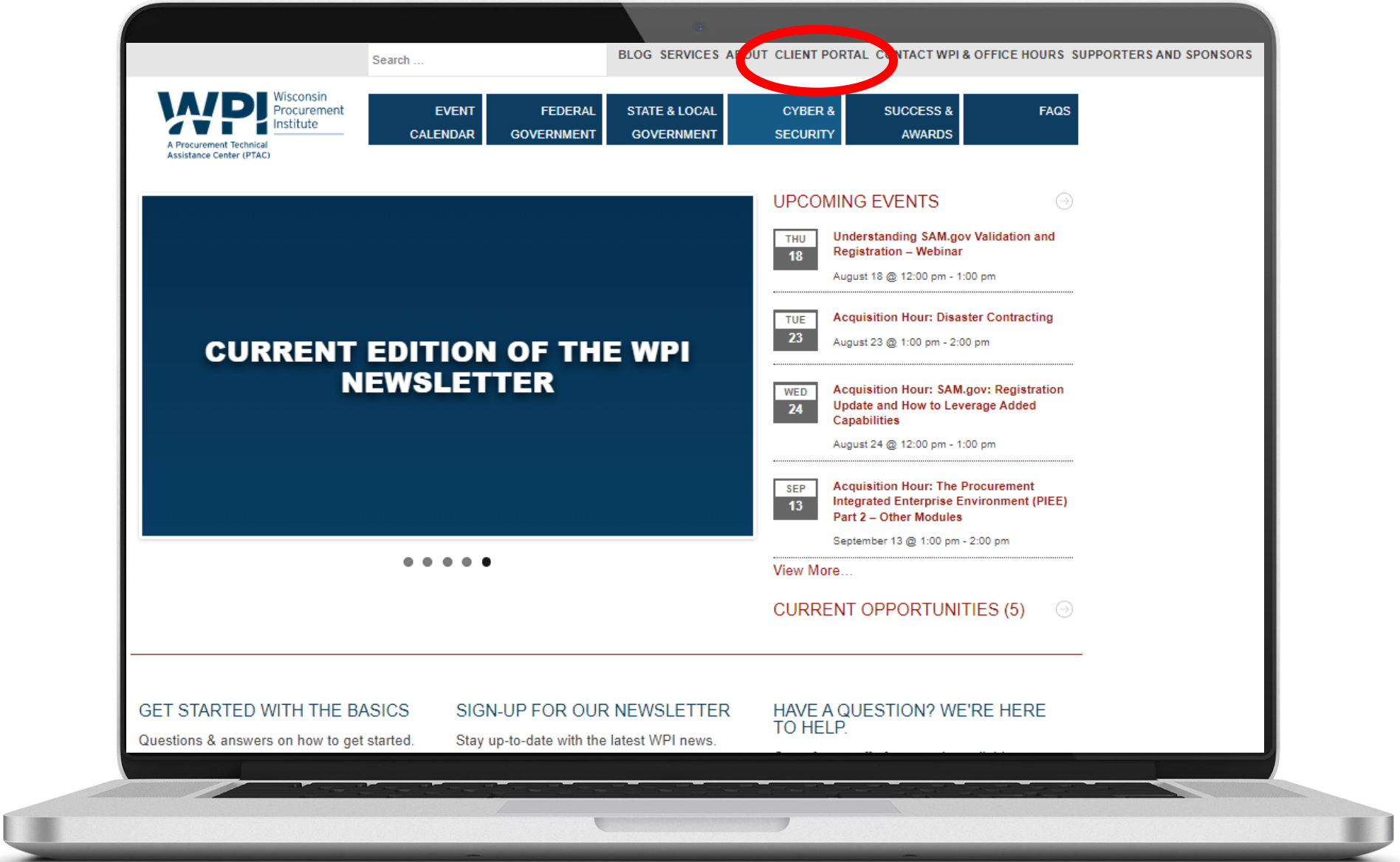
## ▪ DOOR COUNTY

- *NE WI Technical College*
- *Door County Economic Development Corporation*

## ▪ SUPERIOR

- *Small Business Dev Center; UW Superior*





Search ...

BLOG SERVICES ABOUT CLIENT PORTAL CONTACT WPI & OFFICE HOURS SUPPORTERS AND SPONSORS



- EVENT CALENDAR
- FEDERAL GOVERNMENT
- STATE & LOCAL GOVERNMENT
- CYBER & SECURITY
- SUCCESS & AWARDS
- FAQS

## CURRENT EDITION OF THE WPI NEWSLETTER

### UPCOMING EVENTS

- THU 18** Understanding SAM.gov Validation and Registration – Webinar  
August 18 @ 12:00 pm - 1:00 pm
- TUE 23** Acquisition Hour: Disaster Contracting  
August 23 @ 1:00 pm - 2:00 pm
- WED 24** Acquisition Hour: SAM.gov: Registration Update and How to Leverage Added Capabilities  
August 24 @ 12:00 pm - 1:00 pm
- SEP 13** Acquisition Hour: The Procurement Integrated Enterprise Environment (PIEE) Part 2 – Other Modules  
September 13 @ 1:00 pm - 2:00 pm

[View More...](#)

### CURRENT OPPORTUNITIES (5)

GET STARTED WITH THE BASICS  
Questions & answers on how to get started.

SIGN-UP FOR OUR NEWSLETTER  
Stay up-to-date with the latest WPI news.

HAVE A QUESTION? WE'RE HERE TO 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

Northeast Wisconsin Technical College

Green Bay Area Public School District

# POLL

# CITY OF GREEN BAY

# Thomas J. Walenski

Procurement Manager City of Green Bay

# City of Green Bay

Open Solicitations

[Home](#) > [Departments](#) > [Administrative Services](#) > [Purchasing](#)

## Purchasing

### Governmental Purchasers Code of Ethics

The City of Green Bay Purchasing Division is committed to providing quality, timely and cost effective goods and services to all City departments. The Purchasing Division subscribes to the National Institute of Governmental Purchasers Code of Ethics and those principles govern the activities and conduct of the Division.

### City Bid Opportunities

The City of Green Bay welcomes the opportunity to do business with all interested vendors. City bid opportunities from the Purchasing Division are available on the [Open Solicitations](#) page and published on two bid distribution networks nationwide; **DemandStar** and **VendorNet**. This purchasing network brings together an extensive database of government agencies and vendors on the Internet. Their services enable us to improve our service to you by promoting automatic bid notification and instant access to bid information via the web. The City Purchasing Division no longer maintains an in-house bidders' list and no longer sends bid notices by mail or fax. To ensure receipt of bid or quote opportunities, you must be a subscriber to these bid networks. To assure that your company gets **free** notifications of the City's Purchasing Division solicitations, become a subscriber on

## Contact Us

### Purchasing

[Email Purchasing](#)

### Physical Address

100 N Jefferson St  
City Hall - Room 101  
Green Bay, WI 54301

Phone: 920-448-3047

<https://greenbaywi.gov/192/Purchasing>

# City of Green Bay

Once registered, you will receive automatic and immediate notification of participating local government procurement opportunities. You will have access to bidding documents, addenda, bid results 24 hours a day, 7 days a week.

## Become a Subscriber on DemandStar

- View the [DemandStar Vendor Registration Instructions](#).
- View the [DemandStar User Guide](#) online.
- If you have any questions or problems regarding registering, [email DemandStar](#) or call (206) 940-0305.

## Become a Subscriber on VendorNet

- Follow the instructions to [Register on VendorNet's website](#).
  - Select your registration type at the bottom of the page and continue to follow the instructions.

## Documents

- [Statement of Qualification \(SOQ\)- Application \(PDF\)](#)
- [DemandStar Vendor Free Registration Instructions \(PDF\)](#)

# City of Green Bay



## CHOOSE YOUR FREE AGENCY

Type "WAPP" in the Search Box

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

Wisconsin Association of Public Procurement (WAPP) ✕

Narrow down your search by selecting a state and county.

State

County

Wisconsin Association of Public Procurement (WAPP)

# City of Green Bay

Under \$10,000

Department is required to purchase good/services on open market if appropriate price is known

- If the vendor does not accept credit card without a fee: a PO is created, and the vendor is paid by check
- If the vendor accept Credit card without a fee PCard is used

# City of Green Bay

Between \$10,000 and \$25,000

3 quotes

Lowest Qualified Responsible Bidder

OR

RFQ/RFP Posted on DemandStar

# City of Green Bay

Over \$25,000

RFB developed and posted on DemandStar

Sealed competitive bid

# City of Green Bay

The City of Green Bay welcomes the opportunity to do business with all interested vendors. City bid opportunities from the Purchasing Division are available on the Open Solicitations page and published on two bid distribution networks nationwide; DemandStar and VendorNet.

# City of Green Bay

VendorNet Registration Bids Contracts NIGP Codes Forms General Procurement FAQ Contact Us Login

## Search Bids

Keyword or Number

Agency

city of green bay

NIGP (VendorNET only)

Agent Name

\*Hit Enter to Search

Check "Awarded" to search only Awarded Solicitations

Filter By:  Awarded/ Canceled

Include eSupplier

<https://vendornet.wi.gov/Bids.aspx>

Solicitation Reference #	Title	Agency	Available Date	Due Date	Available in eSupplier
<a href="#">2022-63</a>	IT - Enhancement / Upgrade Aruba Switches	City of Green Bay	11/9/2022	11/17/2022 2:00:00 PM	<input type="checkbox"/>
<a href="#">Parks 6-22 - DPW</a>	Parks 6-22 Park Shop Reroof	City of Green Bay	10/28/2022	11/22/2022 2:00:00 PM	<input type="checkbox"/>
<a href="#">2022-60</a>	Sports Bleachers	City of Green Bay	10/25/2022	11/10/2022 2:00:00 PM	<input type="checkbox"/>

# **Thomas J. Walenski**

## **City of Green Bay – Procurement Manager**

**[Thomas.Walenski@greenbaywi.gov](mailto:Thomas.Walenski@greenbaywi.gov)**

# 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 17 years of experience spanning both private and public procurement. She is in her 12<sup>th</sup> year with NWTC. Her leadership, has brought forth streamlined processes, improved customer service through effective communication, and efficiencies in reporting through the utilization of technology. Jennifer is a results-driven leader whose focus includes cost-saving strategies, strategic communication, and collaboration.

# Doing Business with Northeast Wisconsin Technical College

Wisconsin Procurement Institute Presentation  
November 10, 2022



# Northeast Wisconsin Technical College

- Founded in 1912, NWTC is a two-year technical college, nationally recognized for student success
- NWTC serves over 20,000 students and more than 500 businesses 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 \$20 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

# Complex Spend Portfolio

## How we buy

- 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

# Complex Spend Portfolio

## How we buy

- All purchases are processed according the procurement policy.

\$2,500 - \$10,000

One Quote

\$10,000 - \$50,000

Multiple Quotes or Request for Quote

\$50,000 and more

Request for Proposal

# Complex Spend Portfolio

## Purchasing Methods

- eProcurement system
  - Electronic punch-out sites to over 15 vendors
  - Purchase orders
- Procard
- Negotiated, executed contract
- Invoice

# 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
  - Proposal requirements
  - Signed pricing form
  - Certified supplier form
  - References
  - Cooperative purchasing agreement
5. Submit your response

# Diverse Supplier Preference

## NWTC supports the use of diverse suppliers

- NWTC will award a competitive solicitation to a certified diverse supplier (minority-owned disabled veteran-owned, and women owned), if the supplier has submitted a bid that is no more than 5% higher than the lowest bid or the proposal is no more than 5% lower than the high point score and has indicated they are a diverse supplier on the supplier certification form included in the bid document.
- A contract award based on diverse supplier preference may only be made if the business is certified by the State of Wisconsin's Minority, Woman, and Disabled Veteran-Owned Business (MBE/WBE/DVB) program at the time of bid/proposal opening.

# Standard Terms and Conditions

Attached to every Purchase Order and Contract

1. Term and Termination
2. Insurance
3. Confidentiality
4. Indemnification
5. Warranty

# Standard Terms and Conditions

## Force Majeure

If the performance of any part of this Contract by Contractor is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, Contractor shall immediately give notice to NWTC of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of notice of the Force Majeure Event, NWTC may, by giving written notice, terminate this Contract.

# Thank you!

Any Questions?



**NORTHEAST**  
WI Technical College

[nwtc.edu](http://nwtc.edu)

# GREEN BAY AREA 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 20,000 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. Jake is 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](mailto: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 (230+ 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 propose 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](http://www.gobonfire.com)

# Registrations/Certifications

- Vendor Registration
  - Typically occurs once vendor has been selected to receive an order
  - Vendors 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 ?



# CYBER FRIDAY LIVE WEBINAR SERIES

- October 21, 2022  
**Vetting and Creating Agreements with Subcontractors and 3rd Party Service Providers**  
[CLICK HERE](#) for additional information  
Presented by Marc Violante, Wisconsin Procurement Institute
- November 4, 2022  
**Developing and Implementing Essential Security Policies, Practices, and Procedures**  
[CLICK HERE](#) for additional information  
Presented by Marc Violante, Wisconsin Procurement Institute
- November 18, 2022  
**Incident Identification, Reporting Requirements, and Recovery**  
[CLICK HERE](#) for additional information  
Presented by Marc Violante, Wisconsin Procurement Institute
- December 2, 2022  
**Designing and Using Security Exercises to Test and Improve Security Programs**  
[CLICK HERE](#) for additional information  
Presented by Marc Violante, Wisconsin Procurement Institute

## PRESENTED BY



A Procurement Technical Assistance Center (PTAC)



# ACQUISITION HOUR LIVE WEBINAR SERIES

- November 16  
**Preparing for One-on-One Buyer Meetings**
- November 16  
**Certifications for Veteran Owned Businesses**
- November 29  
**The HUBZone Program – Certification Benefits and Regulations**
- January 10  
**The SBA 8(a) Program and Small Disadvantaged Business (SDB) Program**

# DOD SUPPLIER ROADMAP SERIES

- October 20  
**Marketing Your Business to the Government**
- October 27  
**Certifications for Woman Owned Businesses**
- November 3  
**Certifications for Minority Owned Businesses**
- November 10  
**Preparing for One-on-One Buyer Meetings**
- November 17  
**Preparing for One-on-One Buyer Meetings**

**...More information and registrations at [wispro.org/events](https://wispro.org/events)**

# SAVE THE DATE



[MarketplaceWisconsin.com](https://MarketplaceWisconsin.com)

# PRESENTED BY

**Wisconsin Procurement Institute (WPI)**

[www.wispro.org](http://www.wispro.org)

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