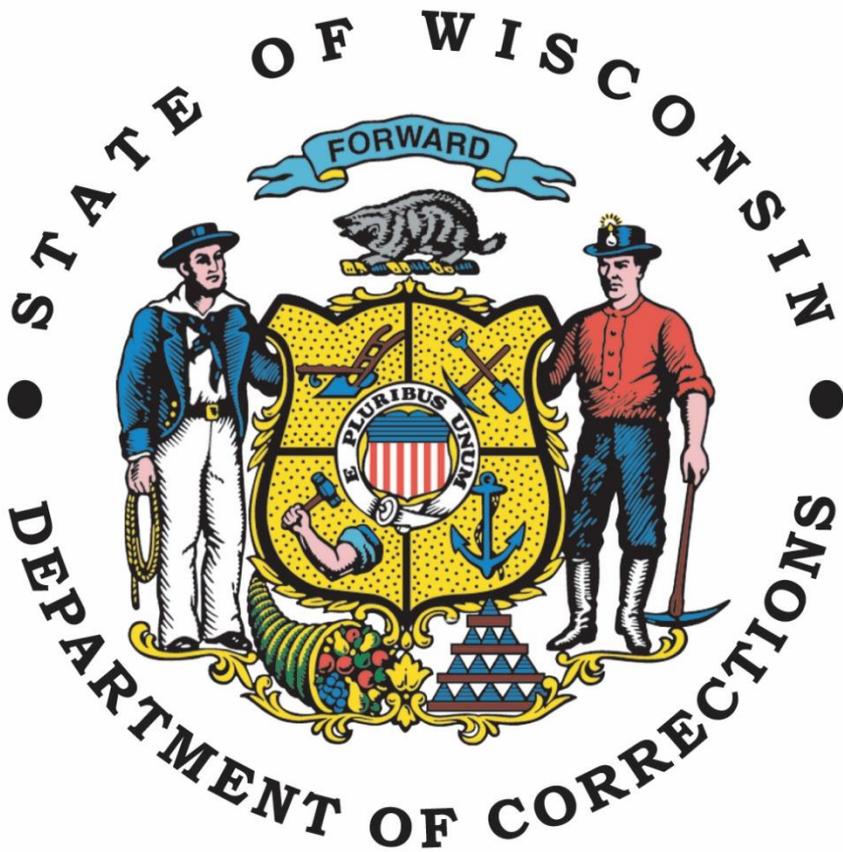


Wisconsin Department of Corrections



DOC operates throughout the state with a main office at

3099 East Washington Ave., Madison, WI

608-240-5000

ABOUT THE DEPARTMENT OF CORRECTIONS

The Wisconsin Department of Corrections (DOC) is the largest state agency and operates 36 adult institutions and facilities with 10,000 employees statewide. DOC is responsible for the safe and humane custody of 20,000 Persons in Our Care (PIOC) in prisons and correctional centers and the supervision of 62,000 adult offenders on court-ordered probation, parole, or extended supervision in the community. DOC is also responsible for about 200 juveniles committed by the courts to secure state juvenile facilities or community supervision. A variety of other programs and offices support the DOC's public safety mission, which includes providing support and services to crime victims. The DOC's operations also include prison industry programs (Bureau of Correctional Enterprises - BCE), correctional farms/dairy, and warehouse (Badger State Logistics - BSL).

DEPARTMENT OF CORRECTION PURCHASING UNIT

DOC's Purchasing Unit is comprised of Three Units – Contracts, Operations, and Compliance.

Contracts Unit: Conducts solicitations over \$50,000; Establishes contracts, MOUs, and other agreements for DOC; Manages Governor's waiver requests; Serve as contract managers

Operations Unit: Approves Requisitions, Purchase Orders, and Simplified Bids; Manages the Purchasing Helpdesk; Creates reports; Handles the administration of P-Cards, DocuSign and WISBuy; Reviews P-Card Transactions for compliance; Conducts annual reviews of DOC purchasing processes; Conducts procurement training

Compliance Unit: Audits Contracts; Fulfills records requests; Tracks contract compliance with certificates of Insurance and affirmative action plans; Records retention; Maintains all templates and monitors compliance with terms and conditions and procurement authority

All Units: Process MOUs, MOAs, and any agreement that requires signature of the Secretary.

HOW IS STATE PURCHASING GOVERNED?

State laws place the responsibility for all State purchasing with the Department of Administration's State Bureau of Procurement (SBOP) and grants them the authority to delegate this responsibility to State agencies. Purchasing offices are located throughout the state.

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

IS THE PROCUREMENT PROCESS COMPLICATED?

The State of Wisconsin adjusts its bid levels according to what is allowed by the law. Agencies make special efforts to award to small businesses, veteran-owned businesses, disabled veteran-owned businesses, minority businesses, and work centers.

- **Best Judgment Purchases of \$5,000 or less** – Purchases may be made from vendors who, according to the best judgment of the purchasing agent, can supply the item of appropriate quality at a reasonable price.
- **Simplified Bid Purchases over \$5,000 through \$50,000** – The purchasing agent compares bids from a minimum of three bidders whenever possible from price lists, quotes on file, phone or verbal quotes, or written bids. The low bid price should be confirmed in writing by the vendor.
- **Request for Bid or Proposal Over \$50,000** – At this level, a formal process is used. Solicitations are posted on eSupplier (<https://eSupplier.wi.gov>) and VendorNet (<https://VendorNet.wi.gov>).

COMMODITIES PURCHASED

- Agricultural Equipment & Supplies
- Bakery Equipment & Supplies
- Carpet and Flooring & related supplies
- Chemicals & Cleaning Supplies
- Commercial Kitchen Equipment
- PIOC Clothing and Footwear (male & female)
- Dairy Equipment & Supplies for milk, ice cream, and sherbet production
- Educational and Training Materials
- Electronics & Communication Equipment
- Food: Fresh Produce, Eggs, and Bakery; Suppliers for Prime Food Vendor
- Food Service Supplies & Small wares
- Gases: Industrial, Medical, and Welding
- Hospital Beds and Mattresses
- Linens: bedding, towels
- Locks and other Security Devices
- Manufacturing Supplies for prison industries (furniture, license plates, printing, signage, textiles)
- Medical, Dental, and Pharmacy Equipment & Supplies
- Mobility Devices and Aids
- Personal Hygiene Supplies
- Sand, Gravel, Asphalt
- Security Equipment & Supplies
- Surveillance Cameras & Recording Equipment and related supplies
- Vehicles, including off road
- Water Heaters

SERVICES PURCHASED

- Agricultural services: grain storage, veterinary services, manure hauling
- Dental and Medical Services
- Laboratory Testing
- Physical Therapy
- Vision Care
- Medical, Dental, Pharmacy Staffing
- Dentists and Dental Assistants
- Pharmacists and Pharmacist Assistants
- Physicians, including Physician Assistants
- Nurses, including Nurse Practitioners
- Psychiatrists
- Educational and Vocational Instructors
- Housing for offenders in the community: emergency, short-term, and transitional
- Repair, Maintenance, and Inspections: Electrical, HVAC, Plumbing, Refrigeration
- Offender Services: Anger Management, Cognitive Behavioral Therapy, Domestic Violence Intervention, Employment Readiness, Residential Treatment Programs, Sex Offender Treatment
- Substance Abuse Treatment, Vocational Training
- Social Workers, Substance Abuse Counselors, and Clinical Supervisors
- Pest Control Services
- Waste & Sludge Removal and Recycling

**These lists are not inclusive of all purchases*

HOW ARE SOLICITATIONS AWARDED?

Provided the bid response meets all specifications and requirements, an RFB will be awarded to the lowest responsible bidder, with considerations made for price, responsibility, qualification, and capability of the bidder; the availability of funds; and all other relevant factors.

DOES THE STATE CONSIDER VALUE OR JUST COST?

Competitive negotiation, or the request for proposal (RFP) process, is used for soliciting proposals where an award cannot be made strictly on specifications or price and several firms are qualified to furnish the product or service. However, price is always factored into the decision.

WHAT TYPES OF CONTRACTS ARE THERE?

Mandatory State Use Contracts

State Use contracts are awarded to community-based work centers that offer training and jobs to individuals with severe disabilities. State Use contracts include items such as: Socks, Gloves, Mops, Hygiene Kits, Spices.

Mandatory BCE Contracts

BCE is a DOC vocational and work skills development program for PIOC. BCE contracts include items such as: Furniture, Printing, Dairy Products, Laundry Service, and Paper Goods.

Mandatory Enterprise Contracts

DOA-State Bureau of Procurement conducts and manages contracts that all state agencies must use. They include but are not limited to:

- Electrical & Plumbing
- Motor Fuel
- Food
- Office supplies & Toner
- Cleaning Chemicals

- Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP) Contracts for Medical Supplies; Dental Supplies and Services; Drug Testing Products and Services; Pharmaceuticals and Biologicals; and Nutritional Formulas/Products
- National Association of State Procurement Officials (NASPO)/Valuepoint Contracts for Maintenance Repair Operations (MRO), IT software, Copiers, Security and Fire Protection Services, Public Safety Communications Equipment, and Public Safety Video Systems.

DOC Contracts

DOC manages contracts to meet our unique requirements and agency's mission or programs that are not covered through enterprise contracts. Such as: Behavioral Health Treatment Services, Residential Program Services, PIOC Services (such as Canteen, Property, Hobby, and Phone/Video Visitation Services), Temporary Staffing Services, Employment and Educational Support Services, Facilities Repair and Maintenance Services (such as Elevator and Waste/Recycling Services), Specialized Training Services, and products and services for BCE's industry, correctional farm, and warehouse programs.

NOTE: DOC is required to follow Chapter 16 solicitation processes when establishing contracts on behalf of PIOC such as Canteen, Property, Hobby, and Phone/Video Visitation Services.

Purchasing "off contract" requires an approval from Contract Manager in the form of a Business Case Exception

Collaborative Contracting

Other types of contracts are available for DOC to use that don't require an RFB/RFP process but require separate approval processes from DOA.

Collective Purchasing: State agencies may:

- 1) Purchase from any vendor on agreements established by any other state government, federal government, or any

municipality of the State of Wisconsin, provided the agreement(s) were competitively awarded.

2) Purchase directly from a regional or national consortium composed of nonprofit institutions that support governmental or educational services, or from any vendor on agreements established by such consortium, provided the agreement(s) were competitively awarded. Consortium agreements must be awarded by the consortium itself, or by an entity listed in (1) above.

3) Purchase directly from another state government or any municipality of the State of Wisconsin.

Examples of the types of collective purchasing agreements DOC has established are: Behavioral Health Treatment Service agreements with several counties, Workforce Development Board agreements for employment support and job placement services, and Technical College agreements for educational services, curriculum, and credentialing of DOC instructors.

Piggybacking: State agencies may:

1) Use a contract established by another Wisconsin state agency, if agreeable to both the contracting agency and the vendor, to obtain the benefits of volume purchases and/or reduction in administrative expenses, under the terms outlined herein.

2) Collaborate with another Wisconsin state agency to conduct joint competitive solicitations and use the resulting contracts.

Examples of the types of piggyback contracts DOC utilizes are: pest control services, commercial kitchen equipment and repair services, warehouse equipment and repair services, and emergency back-up food supplies.

Cooperative Purchasing: State agencies may:

1) Enter into an agreement with a one or more Wisconsin municipalities, and municipalities may enter into agreements with each other, under which the parties may agree to participate in, administer, sponsor or conduct purchasing transactions under a joint contract(s) for the purchase of goods or contractual services.

2) Cooperate with purchasing agents and other interested parties of any other state or the federal government to develop uniform purchasing specifications under s. 16.72(2), Wis. Stats., on a regional or national level to facilitate cooperative, interstate purchasing transactions.

3) Enter into agreements with purchasing agents of any other state or the federal government under which any of the parties may agree to participate in, administer, sponsor or conduct purchasing of goods or services. The agency may then purchase from contracts established as a result of such agreements.

- Examples of the types of cooperative purchasing agreements DOC has established are: •Inmate Kiosk and Communication Services (DOC signed a participating agreement with NASPO to utilize this contract), Temporary Nursing Services (DOC established a cooperative contract that is available for DHS and several other agencies to use via piggyback), Fresh Bakery Products, and Medical and Industrial Gases.

OTHER PROCESSES WHEN A SOLICITATION IS NOT POSSIBLE

Internal Waiver \$5,000 to \$25,000 - The DOC Purchasing Director may approve waivers up to \$25,000. One or more of the following exist:

- Uniqueness- product/service is one-of-a-kind and available from only one supplier
- Patent or proprietary- the features of product/service are available from only one source- no competition
- Emergency- risk of human suffering or substantial damage to property, must be purchased immediately

General/Sole Source Gov. Waiver \$25,000 +

Waivers over \$25,000 require the Governor's approval and a formal process of request. There are two types of Governor waivers.

General- multiple vendors- RFB/RFP is not possible/practical.
Examples of the types of General waivers DOC has in place:

- Consolidated Medical Services
- Housing/Lodging for offenders on community supervision
- Comprehensive Behavioral Health Services
- Facility Maintenance and OEM Parts/Services
- Temporary Staffing Agencies for Medical Services
- Fresh Produce and Shelled Eggs
- Purchase of goods and services for resale through BCE prison industries
- Annual IT waiver

DOC uses General waivers to establish direct contracts with providers that do not respond to RFB's/RFP's such as medical clinics and hospitals and local fruit, vegetable, and egg suppliers. DOC also uses General waivers to conduct Requests for Services to establish behavioral health service programs to ensure correctional clients receive needed treatment services statewide. DOC uses a similar Request for Services/Quote process to purchase goods and services for resale through BCE. This enables DOC to provide customer driven products to BCE customers and to establish better pricing through spot pricing models.

Sole Source- only one source available. Examples of the types of sole source waivers DOC has in place:

- Swank-movies
- Carey Group- evidence based curriculum

WHAT IS THE WISCONSIN SUPPLIER DIVERSITY PROGRAM?

The Wisconsin Supplier Diversity Program was created in 1983 when the Legislature passed Wisconsin Act 390 that set a 5% participation goal for State agencies and University of Wisconsin campuses for the purchases of goods and services with certified minority businesses enterprises (MBEs). The Act also established a permissive 5% bid preference for certified MBE firms responding to bids for State contracts.

Other helpful information can be found at this link:

<https://doa.wi.gov/DEO/VendorsGuide.pdf> this Vendor's Guide can answer many questions about doing business with the State of Wisconsin.

DOES WISCONSIN HAVE AN IN-STATE PREFERENCE WHEN AWARDING CONTRACTS?

Per §16.75(1)(a) 2, Wis. Stats, if a vendor is not a Wisconsin business but is competing with a Wisconsin business in a procurement event, the agency will apply a penalty to the non-Wisconsin business if they are domiciled in a state, nation or subdivision thereof that applies a preference for their businesses.

A "Wisconsin business" is determined by Wis. Adm. Rule Tax 2.82. See State Procurement Manual PRO-101, Procurement Definitions and Thresholds.

The agency will apply the penalty only when the result will benefit a Wisconsin business. The penalty will not be applied if it only changes which non-Wisconsin business receives the award. The penalty could be applied to more than one non-Wisconsin business if the calculation would cause the award to be made to a Wisconsin business.

See State Procurement Manual PRO-603 for additional information on how reciprocity is handled in Wisconsin.

HOW DO I GET A CONTRACT OR FUNDING FROM DOC FOR MY PROGRAM?

DOC does not provide grant funding. DOC solicits responses through a Request for Bid/Proposal/Service/Quote process when there is an identified need for a particular program or service. DOC has many established contracts in place to meet housing, behavioral health, educational, employment, and other needs of the Persons in Our Care, clients on supervision, and youth. DOC does not establish contracts simply because a potential vendor brought forward an idea for consideration. DOC establishes contracts using Evidence Based Program Standards that target specific criminogenic needs to reduce recidivism. DOC determines the target population for those served under the programs supported by DOC funding.

VENDOR OUTREACH

- DOA Vendor's Guide <https://doa.wi.gov/DEO/VendorsGuide.pdf>
- DOC Web Page
<https://doc.wi.gov/Pages/ContactUs/default.aspx>
- DCC Vendor Survey
<https://doc.wi.gov/Pages/ContactUs/PartneringWithDOC.aspx>
- Marketplace and Small Business Enterprise Representation

VENDOR/BIDDER REGISTRATION

Companies interested in doing business with the State will need to register on the eSupplier Portal for Bidders (https://eSupplier.wi.gov). Registration on eSupplier is available free of charge to all businesses and organizations that want to sell to the State. To register, you will need to complete the following steps:

- Go to https://eSupplier.wi.gov and click **Enter Bidder Site**.
- If you don't already have one, click the link to **Create a WAMS ID**, fill out the form, and click the link in the WAMS ID verification email you receive.
- Return to https://eSupplier.wi.gov, click **Enter Bidder Site**, and login with your WAMS ID and password.
- Complete the registration process by clicking **Register** and filling out the required information.
- Return to the eSupplier Bidder Homepage and click **My NIGP Codes** to search and select the codes that match the commodities or services your company provides.

The screenshot displays the eSupplier Wisconsin State Government portal. It is divided into several sections:

- My Information:** A registration form with fields for WAMS Username and Password, and a 'Sign In' button. It includes links for 'Need help registering as a bidder?', 'I forgot my username', 'What is a WAMS ID?', 'Create your WAMS ID', 'Forgot your WAMS ID or email password?', and 'System Requirements'.
- Announcements:** A text block stating that the Wisconsin eSupplier Portal provides easy access to information about state agency bidding opportunities and a link to 'VendorNet' for more information.
- Upcoming Substitutions:** A table listing substitution opportunities.

Substitution Reference #	Title	Agency	Alternate (Priority)
RFB R22 224 18	CH21100 - Information Systems - Cyber Security - Cyber Security	DMR	0722515 8.066A
- Current Substitutions:** A table listing current substitution opportunities.

Substitution Reference #	Title	Agency	Due Date/Time
S4712 DP-26	MAINTENANCE AND OPERATIONS SERVICES FOR THE STATE OF WISCONSIN - MAINTENANCE AND OPERATIONS	DHS	102510 2.00PM
20-001-G	Parking Operator for Wisconsin State Fair Park	SFP	102910 2.00PM
20-109-08	McKillop Sports Center Lease	DMR	092410 11.00AM
519289	ART - Contract: Maintenance of Auditorium at the State of Wisconsin	WISDOT	082210 2.00PM
42199 02P 001010	Domestic Abuse Support Services	DCHP	082210 2.00PM
WIS0223	State and/or Federal Center Drive	DHS	082210 2.00PM
R48 734	Community Transition Services Center	DCC	081910 1.00PM
042008 05	Commercial Technical Field and Inspection Services	DMPS	081910 2.00PM
INF02123 0M	Wisconsin Purchase and Inspection (WISINS) SERVICES	DCC	081410 2.00PM
202318 02	WISCONSIN POLICE (WISPOL) SERVICES	DCA	081410 2.00PM
- Quick Links:** Includes 'VendorNet', 'Contact System Admin', and 'Public Access Details'. It also features an 'FAQs' section with a question mark icon and a list of frequently asked questions.
- My Bid:** A section for questions related to bid solicitations, with a link to 'General Procurement Questions' and contact information for the State Bureau of Procurement.

TIPS FOR DOING BUSINESS WITH THE STATE

Whether you are responding to an RFB or RFP, we recommend that you:

- Read the documents carefully to understand the State's requirements.
- Take advantage of question and answer opportunities.
- Communicate only with the designated contact for the solicitation, typically only in writing.
- Monitor the solicitation posting while it is open/active to ensure you receive and understand any amendments or other changes made to the event up to the due date.
- Follow the instructions carefully and do not substitute your own materials in lieu of what is being asked so that procuring agencies are able to do apples-to-apples comparisons of bids and proposals.
- Do not alter any of the forms or the price sheet unless the solicitation expressly allows such alterations (e.g., allowing bidders to add more rows to a price sheet) as price/cost sheets are created to solicit pricing in an equitable manner.
- Review the terms and conditions, as they will be part of the final contract with a successful bidder.
- Complete all the required forms so the procuring agency can promptly review responsive bids.

If you have additional questions, check out the DOC website: <https://doc.wi.gov>

Or

Contact the DOC Purchasing Help Desk

DOCPurchasingHelpdesk@wisconsin.gov

For more Policy information, check out the State of Wisconsin Bureau of Procurement, [Procurement Manual](#)