



The Contracting Academy

*Developing and Growing
Government Contractors*

September 9, 2021

PRESENTED and HOSTED BY



**WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION**



A Procurement Technical
Assistance Center (PTAC)

Wisconsin
Procurement
Institute



**The
Contracting
Academy**

*Developing and Growing
Government Contractors*

State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

September 9 | 1:00pm CST

Tondra Davis; WI Department of Administration

Adonica Randall; Abaxent, LLC



**WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION**

WPI Wisconsin
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RESPONDING TO STATE OF WISCONSIN OPPORTUNITIES

STATE BUREAU OF PROCUREMENT



THE CONTRACTING ACADEMY PROCUREMENT AGENDA

- i General procurement
- i Successful bidding strategies
- i Common errors and how to avoid them
- i Requirements and compliance considerations



GENERAL PROCUREMENT

- i Agencies and campuses purchase goods and services needed to support operations under authority of state statute (Chapter 16)
 - i Construction and Architecture/Engineering will be discussed in Hour 3
- i Agencies must adhere to the policies and procedures outlined in the State Procurement Manual
- i All procurement activity must follow a transparent, fair, and open process
- i All vendors must receive fair and equitable treatment



GENERAL PROCUREMENT: METHODS

Simplified Bid

- Informal bidding method
- Minimum of three quotes
- Agency provides requirements and suppliers provide pricing
- Can be verbal or in writing

Request for Bid (RFB)

- Formal bidding method
- Agencies provide requirements
- Suppliers agree to meet all requirements and provides cost
- Awarded to low-cost bidder



Request for Proposal (RFP)

- Formal bidding method
- Agencies ask suppliers to propose solutions
- Suppliers respond with solutions and provide cost
- Proposal responses evaluated, ranked, cost factored in
- Awarded to highest scoring proposer

GENERAL PROCUREMENT: MBE/DVB CONSIDERATIONS

- ; State statute allows agencies to award to a vendor other than lowest bidder or highest scoring proposer if that vendor is a Wisconsin Certified Minority Business Enterprise (MBE) or Disabled-Veteran Owned Business Enterprise (DVB)
 - ; Vendors are certified through the [Wisconsin Supplier Diversity Program](#)
 - ; State has a goal of spending 5% with WI certified MBEs who receive a 5% price preference
 - ; State has a goal of spending 1% with WI certified DVBs who receive a 5% price preference



MBE/DVB PREFERENCE – RFB EXAMPLE

- ; 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** selected.
- ; Diverse Bidder awarded the contract.



MBE/DVB PREFERENCE – RFP EXAMPLE

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



SUCCESSFUL BIDDING STRATEGIES

- | Carefully review the instructions in a solicitation
 - | Contact information, due dates
- | Review the solicitation to fully understand the scope of the project/contract.
 - | Start by reviewing the mandatory bidder requirements/qualifications
 - | If you are not able to meet a mandatory requirement, you might be disqualified



SUCCESSFUL BIDDING STRATEGIES

- | Ask us questions about a solicitation if there is unclear or insufficient information.
- | Follow communication instructions, timeline in solicitation
- | Ask for information or data that you may need in order to respond to a bid (beyond what is already posted).



SUCCESSFUL BIDDING STRATEGIES

- ¡ 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
- ¡ 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



COMMON BIDDING MISTAKES

- ; Not reading the solicitation in its entirety
 - ; Reviewing both bidder and contractor requirements
- ; Revising forms or submitting own forms in place of required forms
- ; Submitting pricing information outside of the format prescribed by the solicitation
- ; Missing deadlines (questions, clarifications, due dates)
- ; Waiting until the last minute to submit a response



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

- Attest to not participating in economic boycotts



ADDITIONAL REQUIREMENTS OF STATE CONTRACTORS

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





Thank You!

- Save the Date -



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December 7, 2021

- Virtual -

Details will be posted at [wispro.org/events](https://www.wispro.org/events)



Upcoming Training & Events



A Procurement Technical
Assistance Center (PTAC)

- *Acquisition Hour* Webinar Series
- *Cyber Friday* Webinar Series
- Special events announced regularly
- **Save the Date:**
 - Dec 8-9 Marketplace Wisconsin – In Person



Nominations Now Open



Marketplace runs a competitive awards program (minority, woman, service-disabled veteran) to recognize Wisconsin companies that exemplify business excellence, with dedicated award categories for larger and smaller, newer and more established businesses. In addition, the conference honors individuals and organizations that are providing leadership in the business communities served by Marketplace.

Visit <https://www.marketplacewisconsin.com/awards/>



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Agenda

1:00 pm State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

2:00 pm Locating and Evaluating State of Wisconsin Opportunities and Requirements - non-construction / goods and services

3:00 pm Responding to State of Wisconsin Opportunities

