



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)



**The
Contracting
Academy**

*Developing and Growing
Government Contractors*

Locating and Evaluating State of Wisconsin Opportunities and Requirements - non- construction / goods and services

September 9 | 2:00pm CST

Cheryl Edgington; WI Bureau of Procurement



**WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION**

WPI Wisconsin
Procurement
Institute

A Procurement Technical
Assistance Center (PTAC)

LOCATING AND EVALUATING STATE OF WISCONSIN OPPORTUNITIES

STATE BUREAU OF PROCUREMENT



THE CONTRACTING ACADEMY

SECOND HOUR AGENDA

- | What opportunities exist?
- | Where do I find the opportunities?
- | How does the State purchase?
 - | Purchasing thresholds and processes
- | Reviewing bid documents
- | Evaluating opportunities for your company



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

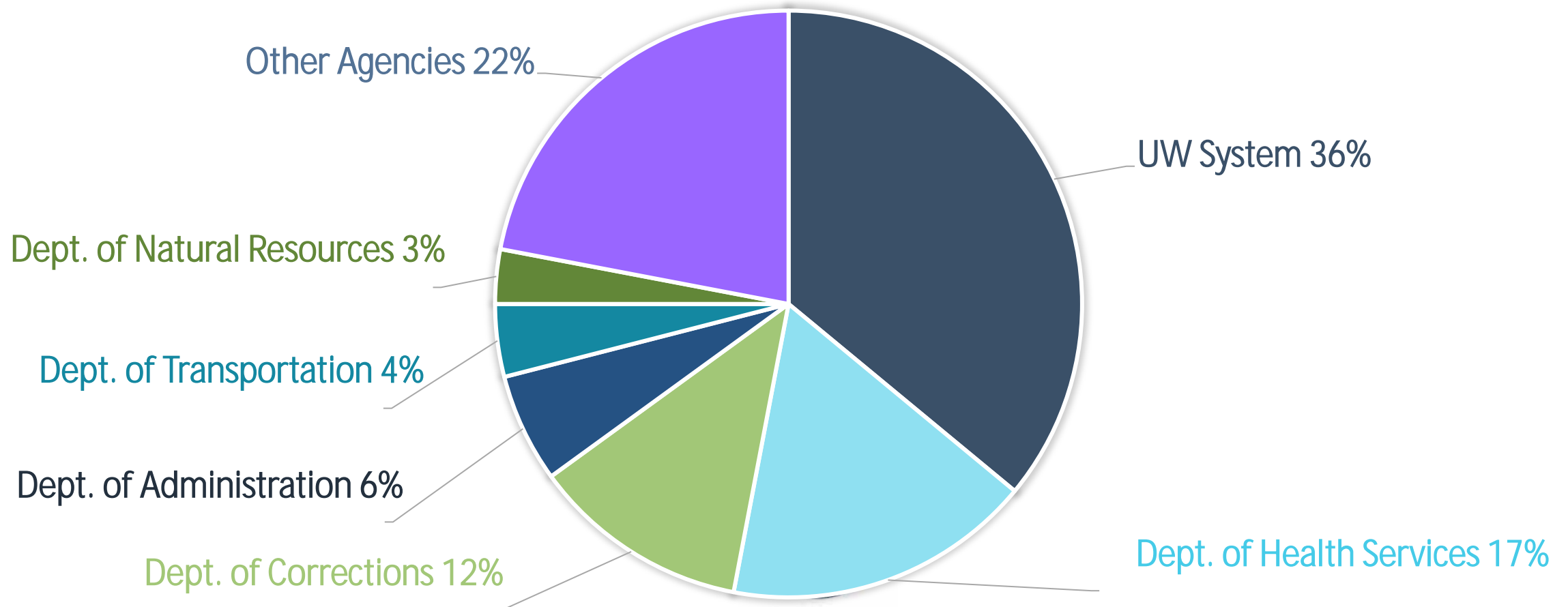


WHO'S BUYING?



OVERVIEW OF STATE AGENCY PURCHASES

Enterprise spend in FY 20 was \$1,738,499,377 of goods and services.



WHERE ARE BID OPPORTUNITIES?

eSupplier

- ; Used by state agencies
- ; View bid opportunities
- ; Online bid retrieval and submittal

VendorNet

- ; Used by UW campuses and some municipalities
- ; View bid opportunities
- ; Online bid retrieval only (hard copy submittal)



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

- ; Online bid and proposal response capabilities
- ; In-system question/answer features
- ; Self-service maintenance of your company's contact and registration information
 - ; All bidders register using eSupplier even if responding to bid opportunities on VendorNet



REGISTER IN 3 EASY STEPS

eSupplier - 1, 2, 3






Bidder Portal: Registration and Sign-in Process

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

1 WAMS

Create a WAMS ID for your organization and verify new account

- Click the **Create your WAMS ID** link
- Read and Accept the *Wisconsin Web Access Management System User Acceptance Agreement*. Scroll to the bottom of the page to click the **Accept** button.



- Complete the information on the Self-Registration page and click **Submit**. You will be asked to verify your email address. Click **OK**.

NOTE: All fields with a yellow asterisk * are required fields. All other fields are optional.



Self-Registration

* Indicates Required Field

Profile Information

First Name

Middle Initial

Last Name

- A message will be sent to your email. Click on the link in the email that you receive. Enter your user ID and password to verify your newly created account. You will receive a congratulations message if your account was properly verified.
- Once your WAMS ID has been created, return to the eSupplier page to continue with the Bidder registration process.



Registration and Sign-in Process for Bidders

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

2 LOGIN

Log in to eSupplier with your newly created WAMS ID

- After creating a WAMS ID, return to the eSupplier login page
- Enter your WAMS ID and password to sign in

3 REGISTER

Register as a bidder in eSupplier

- Click on **Register** button
- Enter the email address associated with the WAMS ID you created
- Fill in the **Bidder Registration** form

- Check the box to agree with the User Acceptance agreement
- Click **Save**
- You will receive a confirmation email with a bidder ID.

- Be sure to access the **My Information** section of the home page to edit profile information, select NIGP codes, and view any responses and communications related to sourcing events that you have bid on.

VENDORNET

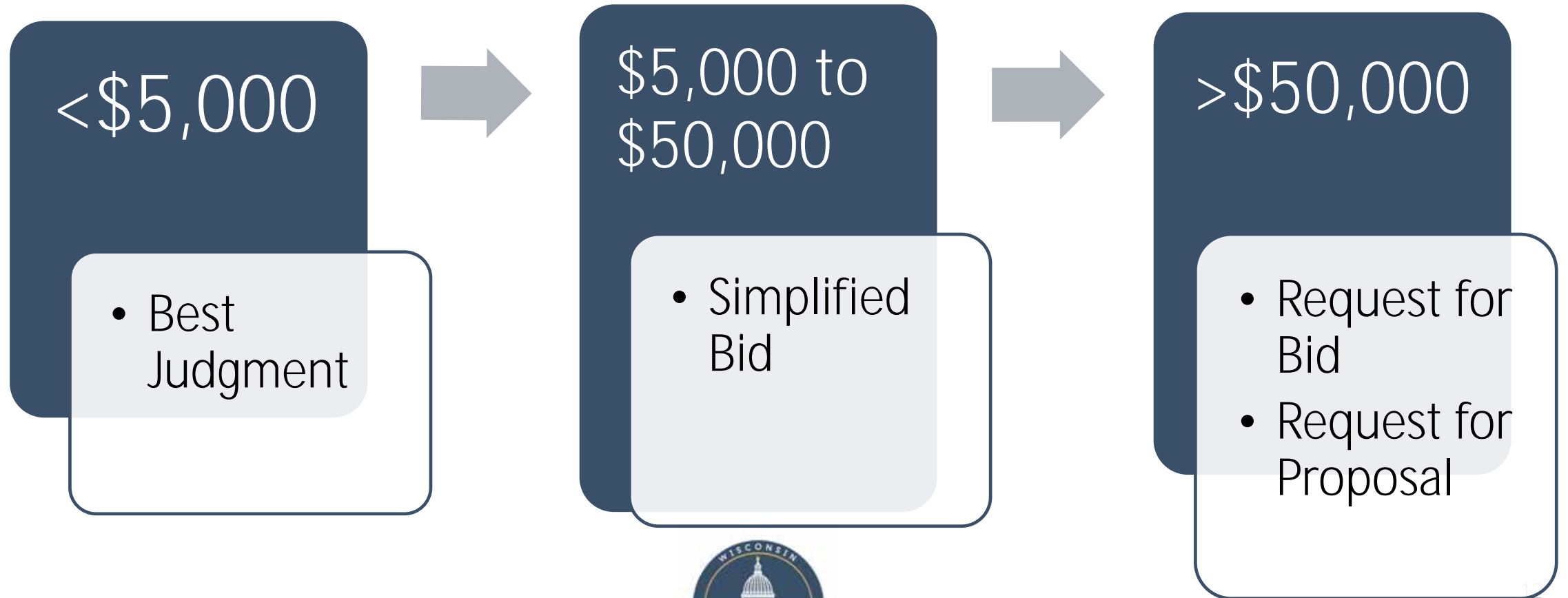
STATE OF WISCONSIN • BUREAU OF PROCUREMENT

VendorNet System

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



HOW DOES THE STATE PURCHASE: THRESHOLDS AND PROCESSES



BEST JUDGMENT

- i 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.
- i "Best able to supply" = delivery location, quality, price, conformity of specifications, purpose, date, etc.
- i 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
- ; Agencies are strongly encouraged to post simplified bid opportunities on the eSupplier Portal for Bidders; campuses strongly encouraged to post these bids on VendorNet



OFFICIAL SOLICITATIONS (> \$50,000)

Request for Bid (RFB)

- i Agencies use this process when they know the needs and outcome and can develop detailed specifications
- i RFBs must be posted on required systems (eSupplier or VendorNet)
- i Receive written responses with cost to meet the specifications
- i Award to the lowest responsible bidder

Request for Proposal (RFP)

- i Agencies use this process when they know their intended outcome but require solutions from the supplier community in the form of scored proposals
- i RFPs must be posted on required systems (eSupplier or VendorNet)
- i Receive written proposals and award to the highest score, taking technical and cost factors into account
- i Award to the highest scoring proposer



REVIEWING BID DOCUMENTS

- | Read the bid documents carefully
- | Pay particular attention to mandatory requirements, qualifications, specifications
 - | “Bidder shall/must...”
 - | Minimum number of years in business
 - | Required licenses/certifications
- | Ask questions if there is unclear or insufficient information



EVALUATING OPPORTUNITIES

- | Review the scope of the solicitation and the contract requirements to ensure it's a good fit for your capabilities
 - | Overview of agency needs typically located in the Introduction, Background/Scope section
 - | Consider:
 - | Statewide coverage vs. regional or site-specific
 - | Ongoing service need vs. one-time purchase
 - | Required staff, licenses, experience



EVALUATING OPPORTUNITIES

- ; It is important to ensure that the scope and requirements of the contract are a good fit for your company
- ; Failure to perform on a contract could result in:
 - ; Corrective Action Plan
 - ; Financial penalties (liquidated damages)
 - ; Contract termination



EVALUATING OPPORTUNITIES

- | If there are some aspects of the contract that are a good fit but not all, other possibilities to consider:
 - | Sub-contracting
 - | Joint ventures/cooperatives
 - | Bid document will identify if allowed and provide instructions for how to notify agency of intent





Thank You!

- Save the Date -



**The
Contracting
Academy**

*Developing and Growing
Government Contractors*

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/>



The Contracting Academy

Developing and Growing Government Contractors

September 9, 2021

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

