



## **SIMPLIFIED BIDDING PROCEDURES**

When a commodity or service is not available on a mandatory State contract with an estimated cost between \$5,000 through \$50,000 with a single transaction\*, a simplified bidding procedure may be used. The department is responsible for ensuring that purchases do not exceed \$50,000 or serial contracting is not used.

The simplified bidding procedure includes using generic specifications with clear criteria identified, not using trade or brand names, to be inclusive of all potential bidders to not restrict fair competition. A minimum of three (3) bids is required from qualified vendors capable of satisfying the requirements of the bid. In evaluating the procurement, a comparative “apples-to-apples” analysis must include a fair evaluation of commodities/services offered by each vendor. The award is made to the lowest cost, responsible bidder that meets all requirements of the bid. Bids may be obtained via written quotes, telephone, catalog or Internet. For specialized commodities or services, a Request for Bid (RFB) document may be used to solicit potential vendors. When obtaining bids, a written response from each vendor is best practice for confirmation of specifications and price.

Purchasing requires documentation of all simplified bidding transactions by completion of the following forms:

- Documentation of purchasing request sent and/or obtained from each bidder/vendor: bid document/specifications that were supplied to the bidder, include State of Wisconsin Standard Terms and Conditions (DOA-3054) and if applicable State of Wisconsin Standard Terms and Conditions for Procurement of Services (DOA-3681)
- Documentation of each vendor response to the bid (written quote, email, catalog, Internet price)
- DOA-3088: Simplified Bidding Record (form to abstract all bid responses) if vendor does not respond, indicate “No Response” and document the communication with vendor)
- UW-Oshkosh Purchasing Requisition

State of Wisconsin Procurement Manual References:

[PRO-C-1: Competitive Bidding Policy](#)

[PRO-C-8: Simplified Bidding](#)

[PRO-B-6: Specifications](#)

[PRO-C-27: Serial Contracting](#)

DOA Forms:

- DOA-3088: Simplified Bidding Record
- DOA-3054: State of Wisconsin Standard Terms and Conditions (included with bid document)
- DOA-3681: State of Wisconsin Standard Terms and Conditions for the Procurement of Services (included with bid document when services are required)



\*NOTE: A single transaction is considered a one-time cost per fiscal year. If multiple purchases or a multi-year contract is desired, the purchasing thresholds are considered across the contract duration. For example, if the anticipated need of a commodity/service is for three (3) years or more and the cost is \$20,000 annually, the total contract cost value is \$60,000 and is required to go through an official sealed bid process.