

Approved by: Vice-Chancellor Business  
& Finance

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## UWGB Procurement Contracts OP-12-17-1

Procurement contracts are different from all other contracts in that **signature authority** flows from the Wisconsin Department of Administration (DOA) to the Purchasing Office through the UW System Office of Procurement. Unlike agreements and contracts which are necessary to fulfill unique University Missions which are controlled by OP-12-17-2 the authority to purchase necessary materials, supplies, equipment, all other permanent movable property, miscellaneous capital, contractual services and all other expense of a consumable nature for agencies is derived from the Department of Administration through the Chapter 16 statute. The DOA delegates this authority to the University of Wisconsin System-Department of Procurement, who delegates authority to individual campuses. **Only the delegated individual within the Purchasing Office has authority to sign procurement contracts under Chapter 16 on behalf of the institution.**

Procurement contracts include contracts for disposal of surplus property, issuance of purchase orders for materials and consumable supplies, the retention of services necessary which are required of all Department of Administration agencies, and retention of miscellaneous capital. **All requests of this nature should be procured through the Purchasing Office.**

### Examples:

<u><i>Department of Administration (State) Chapter 16</i></u>	<u><i>Board of Regents (UW System) Chapter 36</i></u>
Competitive Bids	Academic Support Service Agreements (ASSA's)
Disposal of Surplus	Grants and Extramural Funds
Purchase of Consumable Goods <ul style="list-style-type: none"><li>• Office Supplies</li><li>• Furniture</li><li>• Computers</li></ul>	Speakers and entertainment/performance
General Consultants	Research Equipment / Software
	Interagency Memorandums of Understanding (MOUs)
	Revenue agreements unique to University
	Game Contracts / Guarantees

### **Competitive Solicitation:**

The State of Wisconsin purchasing policy states that the competitive bidding process is the preferred method for purchasing supplies or services and is to be used in every case unless it can be determined, and justified, that competitive bidding is neither practical on a given procurement, nor in the best interest of the University. A waiver of the bidding process must be requested on a case-by-case basis. When requesting a non-competitive purchase over \$5,000, additional information and justification will be required. The Purchasing Office may ask for additional information during the process.

For contracts for items which fall under this delegation, the following thresholds should apply:

<u>&lt;\$5,000:</u>	Best Judgment of Requestor
<u>&gt;\$5,000 &lt;\$50,000:</u>	Simplified Bid
<u>&gt;\$50,000:</u>	RFP/RFB using Sealed Bid process
<u>&gt;\$5,000 &lt;\$25,000:</u>	Sole Source waiver can be granted by Purchasing
<u>&gt;\$25,000:</u>	Sole Source must be submitted for Governor's waiver

### **UWSA Policies:**

[\*\*Purchasing Responsibility and Authority\*\*](#)

[\*\*Sharing Service and Process\*\*](#)

### **Wisconsin Statute**

[\*\*Sec. 16.70 Wis.Stats.\*\*](#)

[\*\*Sec. 36.90 Wis.Stats.\*\*](#)