



STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
James M. Langdon, Administrator

IT Vendor Management Program (VMP): Communication and Meeting Protocol

The State Bureau of Procurement (SBOP) and the Division of Enterprise Technology (DET) are working together to enhance IT procurement and contract management practices. These efforts are driving procedural changes that affect the vendor community.

Consistent with the goals of public procurement (transparency, fairness, integrity in contracting), new protocols are now in place for supplier/vendor interaction and meetings (in person, conference call, etc).

- All meetings will be arranged via email through DOAVendorRelations@wisconsin.gov
- DET and SBOP staff and management will not accept any meeting invitations (e.g., Outlook appointment requests) sent directly by any supplier (prospective, or those with an existing contract).
- DET and SBOP will not accept any impromptu meetings that are not scheduled through the proper channels.
- All approved meetings will be scheduled by state staff from DET or SBOP.
- All approved meetings will have written, pre-reviewed agendas. The meetings will then adhere to agendas.

Suppliers with an interest in discussing future or prospective business that is not related to the scope of an existing contract should contact IT VMP staff or SBOP at doawispro@wisconsin.gov.

Information related to bidder registration can be found on the Wisconsin eSupplier Portal, https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI_BIDDER.

Information related to current contracts and how the State does business can be found on VendorNet, <https://vendornet.wi.gov/Home.aspx>.

We appreciate the relationships we have with our suppliers, and believe these new protocols will increase the productivity, fairness and quality of those relationships.

If there are questions about this initiative, please contact the State Bureau of Procurement at doawispro@wisconsin.gov.