

STOCKBRIDGE-MUNSEE COMMUNITY
Purchasing Department Policy

Subject:	Centralized Purchasing	Policy No.	PD-01-05.00
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		Supersedes:	

Policy

It is the purpose of this document to establish a written standard to ensure the procurement of goods and services on behalf of the Stockbridge-Munsee Community is accomplished in a uniform manner that will promote efficiency and ensure integrity.

The Purchasing Department shall strive to ensure that all purchases of goods and services are justifiable and cost effective. All purchases will be legitimate and support Tribal program, department and enterprise objectives. The Tribe will purchase goods and services that meet its needs and avoid unnecessary or duplicative purchasing.

General

This policy is applicable to all Tribal departments and businesses. It is the responsibility of Tribal departments and businesses to work within the guidelines of this policy.

Programs, departments and enterprises are required to do their own purchasing, with the exception of office supplies and computer-related equipment. Accordingly, the responsibilities for following the established policies, and subsequent procedures, fall upon the program, department or enterprise staff. Office supply orders will be placed by Finance Department staff, and computer-related equipment orders will generate from the MIS department.

Centralized Purchasing will be used in the following instances:

- Office Supplies
- Janitorial Supplies
- Food Purchases
- Construction Supplies
- Office Equipment
- Office Furniture
- Building Maintenance Supplies

The Purchasing Manager is responsible for maintaining list of exclusive vendors for each of these categories.

Exclusive vendors will become exclusive by way of contractual agreement with the Stockbridge-Munsee Community. These contracts will be negotiated to include discounts on goods and services, agreeable payment terms, and drop-shipping options when appropriate.

The Stockbridge-Munsee Community is eligible, and chooses to take advantage of the State of Wisconsin's negotiated contracts listed on the VendorNet System. The Purchasing Manager will review the state contracts quarterly.

Welcome to VendorNet

VendorNet provides easy access to a wide variety of information of interest to vendors who wish to provide goods and services to the state [as well as state agencies and municipalities](#). Bidding and the time required to identify new vendors is minimized while vendors are automatically notified of opportunities in their area of interest.

General information on how to do business with the state, names, addresses and telephone numbers of state agency procurement staff, and a summary of what the state buys.

Please note, **VendorNet does not provide information on highway or construction projects**; VendorNet is related to purchases of goods and services only. Please see the [Department of Administration, Division of Facilities Development](#) Web site for information on construction projects and the [Department of Transportation](#) for road and airport construction projects.

Vendors and Businesses

[Lookup Agency Acronyms](#)
[Vendor's Guide](#)
[VendorNet 2.0 Guide for Public Use](#)

VendorNet Information Center

Hours: 8:00 a.m. - 4:30 p.m. M-F

Local (608) 264-7897
Toll Free (800) 482-7813
Fax (608) 267-0600

Tips on Doing Business with the State of Wisconsin

- Read the solicitation documents thoroughly and follow all instructions and conditions. Failure to do so could result in the rejection of your submittal.
- Make sure your solicitation is submitted before the specified due date.
- Follow up on your submittal, search the archived solicitations to find who won the award.
- Get to know the purchasing needs of various state agencies. Much of this information can be obtained by reviewing the solicitations and contracts on VendorNet.
- Maintain a good reputation for service and reliability.
- Ask questions; depending on the situation, you can contact the individual that has conducted the solicitation or the State Bureau of Procurement.