

## Chapter Adm 9

### BIDDERS LIST REGISTRATION FEE AND SUBSCRIPTION SERVICE

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**Adm 9.01 Authority.** This chapter is promulgated under the authority of ss. 16.701 and 16.004, Stats., to implement s. 16.701, Stats.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96; correction made under s. 13.92 (4) (b) 7., Stats., Register July 2011 No. 667.

**Adm 9.02 Purpose.** The purposes of this chapter are to:

(1) Establish a bidders list registration fee to be paid by vendors requesting to be placed on a list maintained under s. 16.7015, Stats.

(2) Establish a fee for providing a subscription service containing current information of interest to prospective vendors concerning state procurement opportunities.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96.

**Adm 9.03 Definitions.** In this chapter:

(1) “Department” means the department of administration.

(2) “Subscription service” means an electronic service provided by the department of administration to prospective vendors regarding state procurement opportunities, statistical information relating to state procurements, or other relevant procurement information.

(3) “Vendor” means any private business entity which is a party to a procurement transaction under s. 16.75, Stats., and has a separate federal employer identification number (FEIN), or social security number for those businesses not having a FEIN.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96.

**Adm 9.04 Fee.** Every vendor who requests to be placed on a bidders list maintained under s. 16.7015, Stats., and who is placed on such a list for any portion of that fiscal year in connection with transactions in excess of the amount indicated in s.

16.75 (1) (c), Stats., shall pay a bidders list registration fee as provided in s. Adm 9.05.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96.

**Adm 9.05 Bidders list registration fee.** (1) Except as provided by sub. (2), the bidders list registration fee shall be \$125 per year.

(2) The following classes of providers shall pay a bidders list registration fee of \$65 per year:

(a) Minority businesses certified by the department under s. 16.287 (2), Stats.

(b) Work centers qualified to participate in the program established by s. 16.752, Stats.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96; correction in (2) (a) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; correction in (2) (a) made under s. 13.92 (4) (b) 6. Register June 2023 No. 810.

**Adm 9.06 Subscription fee.** The fee for any electronic subscription service provided by the department shall be \$100 per year for each location. A vendor shall not be required to pay a subscription fee for any year in which the vendor has paid a bidders list registration fee if the subscription is for only one location.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96.

**Adm 9.07 Refunds.** If the department or any agency fails to place a vendor, who has paid the bidders list registration fee, on a bidders list and a vendor is not notified of a request for bids or proposals, then the vendor shall be given a refund of the fee if the vendor makes an application for such refund. Failure to notify a vendor as provided in s. 16.7015, Stats., shall not require the department or any agency to take any other action beyond refund of the fee.

**History:** Cr. Register, August, 1996, No. 488, eff. 9-1-96.