## 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.