

**State of Wisconsin  
Department of Health Services**



**Wisconsin Cancer Reporting System Case  
Consolidation, Editing, and Abstracting  
Services**

**Request for Bid (RFB)  
S-1840 DPH-26  
Event Number: 14096**

**Bids Due: July 28, 2026, 2:00 PM, CST**

Procurement Manager: Robert Stanley

Date of Issue: June 25, 2026

### INSTRUCTIONS TO VENDORS

This Request for Bid (RFB) is organized to help you determine if this is a business opportunity for your company. The following document and attachments contain information regarding what the State intends to purchase, how pricing should appear, and the process you must follow in order to submit a response to the RFB.

1. Review Section 1 - Introduction and Purpose to gain an understanding of what the State intends to purchase.
2. Review Section 2 - Vendor Qualifications to learn what a company needs in order to be qualified to bid. This may include a specific license, certification or years of experience.
3. Review Section 3 - Mandatory Required Specifications to learn more about the details of the commodity or service needed. Read this section carefully and determine if you are able to meet ALL of the requirements. RFB requirements are mandatory and therefore if you cannot meet a requirement, it is likely that your bid will be disqualified unless no Vendor can meet an individual RFB requirement.
4. The RFB provides instructions that describe the process you must follow to organize and submit your bid response. It also describes the process the State will use to determine the winning Vendor. If you decide to bid, be sure to review the Bid Procedure and Instructions section and the Selection and Award Process section.
5. If you are still interested in competing for the State's business, provide your best pricing on Attachment A - Price Sheet, complete all the Required Forms and Documentation requested in Section 7, and review the Contract Terms and Conditions provided in Section 4.
6. Remember that your bid response is expected to be complete and accurate. DO NOT substitute your own materials in lieu of what is asked for in the RFB and DO NOT alter any of the required forms or the Price Sheet. Fill out the Vendor Checklist in Attachment B to make sure you have included all of the required forms and documentation.
7. Please note that your RFB response must arrive at the proper location on or before the due date and time. Late bids will be rejected.
8. If you have any questions, contact the Procurement Manager identified in this RFB.

Thank you for your interest in providing commodities and/or services to the State.

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### **ATTACHMENT TO THIS SOLICITATION**

**ATTACHMENT A - PRICE SHEET**

**ATTACHMENT B - VENDOR CHECKLIST**

**ATTACHMENT C - VENDOR QUESTIONS**

**ATTACHMENT D - SAMPLE CONTRACT**

**ATTACHMENT E - BIDDER REQUIRED FORM (DOA 3832)**

**ATTACHMENT F- STANDARD TERMS AND CONDITIONS (DOA 3054)**

## WI Cancer Reporting System Case Consolidation, Editing, and Abstracting Services

### DEFINITIONS

For the purposes of this Request for Bid and resulting Contract(s), the following definitions of terms shall apply, unless otherwise indicated.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agency, Department, or DHS:</b> | The Wisconsin Department of Health Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Authorized Users:</b>           | Any State Agency, University of Wisconsin campus, or other state or local public body authorized to use statewide contracts, as established in §§ 16.70 (1b), (1e), (2), (4) and (8), 16.73 and 66.0301 of the Wisconsin Statutes and § PRO-502 of the State Procurement Manual.                                                                                                                                                                                                                                 |
| <b>Bid:</b>                        | A price quotation specifically given to a prospective purchaser by a prospective seller; a Bid is an offer to sell.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contract or Agreement:</b>      | The written agreement between the successful Vendor and the State covering the services to be performed pursuant to this RFB.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contract Administrator:</b>     | The DHS employee responsible for the implementation, administration, and completion of the Contract.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contract Manager:</b>           | The DHS employee responsible for oversight of the implementation, administration, and completion of the Contract.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contractor:</b>                 | Contractor means any individual or any legal entity, including its officers and directors, that submits bids or proposals for, or is awarded or may be expected to submit bids or proposals for or be awarded a department contract. Contractor includes any subcontractor of a contractor that conducts business with the department as an agent or representative of a contractor and any individual or legal entity that conducts business with the department as an agent or representative of a contractor. |
| <b>Day:</b>                        | A calendar day, unless specifically identified as a business day.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>HIPAA</b>                       | The Health Insurance Portability and Accountability Act of 1996                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Municipality:</b>               | Any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (§ 16.70(8), Wis. Stats.).                                                                                                                                                                                                                                           |
| <b>Oncology Data Specialist:</b>   | An Oncology Data Specialist (ODS), formerly known as a Certified Tumor Registrar (CTR), is a data information specialist who collects, analyzes, and manages complete, accurate, and high-quality data on cancer patients. The ODS credential is managed by the National Cancer Registrars Association.                                                                                                                                                                                                          |
| <b>PII</b>                         | Personally Identifiable Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Procurement Manager:</b>        | The Procuring Agency's procurement specialist or other person responsible for overseeing and administering the procurement process for a Bid.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Procuring Agency:</b>           | The Wisconsin Department of Health Services (DHS).                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>RFB:</b>                        | A Request for Bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>State:</b>                      | The State of Wisconsin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Subcontractor:</b>              | Subcontractor means a person or company that assumes by secondary contract some or all of the obligations of an original contractor.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Supplier:</b>                   | The word "Supplier" shall herein have the same meaning and be equivalent to the word "Contractor" as defined within this document.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Vendor:</b>                     | The word "Vendor" shall herein have the same meaning and be equivalent to the word "Contractor" as defined within this document.                                                                                                                                                                                                                                                                                                                                                                                 |

## 1 INTRODUCTION AND PURPOSE

### 1.1 Purpose and Scope of the Request for Bid

The Wisconsin Department of Health Services (DHS), Division of Public Health (DPH), Office of Health Informatics (OHI) is seeking a pool of certified resources with the Oncology Data Specialist (ODS) credentials. DHS will engage with the resources to provide services for reviewing, abstracting, auditing and providing correction of cancer data.

Wisconsin Cancer Reporting System (WCRS) requires resources with an ODS credential to provide the following technical and skilled tasks:

- Support data collection and processing through the abstraction and finding of cancer cases, following national and State guidelines, and WCRS standards for reportable cancer cases.
- Conduct data quality control and corrections through case consolidations, removal of duplications, abstraction corrections, program edits and visual edits, and by performing other auditing and reviewing procedures.

The Department of Health Services does not guarantee to purchase any specific quantity or pay any minimum Contract price during the term of the Contract. Bids that require a minimum number of commodities or services ordered will be disqualified.

### 1.2 Background/History

The WCRS is working to improve the cancer data quality, timeliness and completeness of the data submitted to the Centers for Disease Control and Prevention (CDC) to successfully fulfill the State reporting mandate and national cancer reporting [standards and requirements](#).

WCRS serves the State of Wisconsin by providing cancer surveillance, detailing the methods in which the cancer shall be reported, and the guidelines and reporting requirements reporters must adhere to, the time schedule with which the cancer shall be reported to both the CDC and from providers to the WCRS, and the types of cancerous and pre-cancerous conditions to be reported.

### 1.3 Contract Term

The Contract shall be effective on the date indicated on the purchase order or the execution date of the accompanying Contract and shall run for three (3) years from that date, with an option by mutual agreement of the agency and the Supplier, to renew for an additional two (2) one (1) year renewals.

Any Contract resulting from this solicitation shall not be, in whole or in part, subcontracted, assigned or otherwise transferred to any other Supplier without prior written approval from the Department.

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### 1.4 Number of Contracts

It is the intention of the Department to award MULTIPLE (up to five (5)) Contracts for the services required in this solicitation. However, the Supplier(s) shall not have exclusive rights to provide all services covered under the Contract during the term of the Contract(s) or any extension thereof.

### 1.5 Procurement Manager

All communication and/or questions on all matters regarding this Bid must be made in writing and refer to Request for Bid number RFB# S-1840 DPH-26 and be directed to the DHS Procurement Manager: Robert Stanley at [DHSProcurement@dhs.wisconsin.gov](mailto:DHSProcurement@dhs.wisconsin.gov).

Any contact or communication with any employee or officer of the State of Wisconsin concerning this RFB except the Procurement Manager is strictly prohibited from the date this RFB is released until the date the notice of intent to award is issued. The Procurement Manager may authorize in writing contact or communication with another State employee or officer as circumstances dictate. Vendors who hold a current Contract with DHS may continue to communicate with the appropriate Contract Administrator regarding the performance of that current Contract.

### 1.6 Vendor eSupplier Registration

Registration on the State of Wisconsin's eSupplier System <https://esupplier.wi.gov> is available free of charge to all businesses and organizations. By registering on eSupplier, a Vendor may register for a Vendor's list for any commodity or service the Vendor is interested in providing to the State. The eSupplier System also provides automatic email notification each time a State Agency, including the University of Wisconsin System campuses, posts an RFB with an estimated value over \$50,000 in their designated commodity and/or service area(s). Only registered Vendors with a valid email address at the time an RFB is posted will receive email notifications of amendments. Vendors who obtain the RFB from a third party, through the State of Wisconsin Public Notices website, or by any other means assume the responsibility for checking for updates to the RFB.

### 1.7 Reasonable Accommodations

DHS can provide reasonable accommodation, including the provision of informational material in an alternative format for qualified individuals with disabilities upon request. If a Vendor needs accommodations at the outset of this solicitation process, please contact the Procurement Manager.

### 1.8 Other Eligible Parties

Wisconsin Statutes §16.73 establishes authority to allow Wisconsin Municipalities to purchase from State contracts. This gives Vendors the opportunity for additional sales without additional bidding, while assisting Municipalities with expedited purchases.

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For the purposes of this solicitation, participation in Wisconsin's cooperative purchasing service is:

☐ MANDATORY: Vendors must agree to furnish the commodities or services of this Bid/Proposal to Wisconsin municipalities. Vendors should note any special conditions on form [DOA – 3832](#).

☒ OPTIONAL: Vendors may or may not agree to furnish the commodities or services of this Bid/Proposal to Wisconsin municipalities. A Vendor's decision on participating in this service has no effect on awarding this Contract. Vendors should indicate their decision on form [DOA – 3832](#).

In addition to Wisconsin's cooperative purchasing service, this Contract may be utilized by other Wisconsin state agencies, Managed Care Organizations, and non-profit organizations specifically linked by their missions to DHS.

## 2 MINIMUM MANDATORY SPECIFICATIONS

All Vendor qualifications in this section are mandatory. Failure to meet a qualification will disqualify your Bid. However, DHS reserves the right to waive any qualification if no Vendor is able to satisfy that qualification.

Before the award of any Contract, the Department shall be satisfied that the Vendor has sufficient qualified resources available for performing the work described in this Bid. It is the Vendor's responsibility to acquaint the Department with these qualifications by submitting appropriate or supporting documentation.

### 2.1 ODS Credentials

- 2.1.1 The Vendor's staff must hold an Oncology Data Specialist (ODS) credential and maintain the ODS credential per [National Cancer Registrars Associations \(NCRA\) requirements](#) for the duration of the contract. Proof of certification numbers are required at time of bidding.
- 2.1.2 The Vendor must attest they have current staff certified as Oncology Data Specialist (ODS) per National Cancer Registrars Associations (NCRA) requirements.

### 2.2 Reporting Experience

The Vendor must attest that ODS staff have two (2) years of experience per staff member in consolidating, editing, de-duplicating, and correcting cancer cases in a hospital or State cancer registry.

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### 2.3 Software Experience

- 2.3.1 The Vendor must attest that ODS staff have a minimum of two (2) years' experience using software programs compliant with national standards and guidelines for collecting and processing cancer registry data, including the CRS Plus module and the Web Plus module within the CDC Registry Plus suite of cancer registry system tools. DHS will provide specific module training once the contractor starts employment term.
- 2.3.2 The Vendor must attest that staff complete the following registry tasks in the CDC Registry Plus software, or at the time of bidding list what tasks their staff must be trained to complete by DHS. These tasks include:
- 
- Collection, case findings, and abstraction of cancer cases
  - Call for Data Edits in the WCRS database using CDC Registry software
  - Computer and data edit corrections based on error messages and observed errors
  - Duplicate case removals and remerging of cases
  - Consolidation (new tumor, new person, etc.) using CRS Plus person matching consolidation modules
  - Consultation for application of Solid Tumor Rules and abstraction best practices utilizing ODS expertise
  - All work must follow the Wisconsin specific guidance found in the [WCRS Reporting Manual](#) and [WCRS Data Dictionary](#).
  - All work must follow the National Guidance found at [National Guidance](#).

### 2.4 Medical Knowledge

The Vendor must attest that ODS staff have medical knowledge demonstrated by two (2) years' experience and analytical skills to cancer data analysis, review, correction and collection needs.

## 3 PROGRAM REQUIREMENTS

All requirements in this section are mandatory and indicate the minimum specifications for the services required. The following requirements must be met at no additional cost above the pricing provided in the Bid. All specifications are defined as minimum mandatory requirements unless otherwise stated. Failure to meet any mandatory requirement will result in the disqualification of the Bid. In the event that no Vendor is able to meet an individual mandatory requirement, the State reserves the right to continue the review of Bids and to select the Bid that most closely meets the requirements specified in this RFB.

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### 3.1 Confidentiality

- 3.1.1 The awarded Vendor will have access to PII and HIPAA related information, therefore, the Vendor and Vendor's staff must agree to maintain confidentiality of data as mandated by the CDC and Wis. Stat. §§ [51.30](#), [146](#), and [255.04](#).
  - 3.1.2 The awarded Vendor must adhere to and sign a Business Associate Agreement (BAA) at time of contracting.
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### 3.2 Reporting Availability Requirements

- 3.2.1 The Vendor must fulfill reporting requirements as required by the WCRS and the CDC. Reports are subject to data submission deadlines imposed by the WCRS and the CDC. Due to the fluid nature of the reporting, deadlines will be discussed when the specific report is assigned to the vendor by WCRS.
  - 3.2.2 Cancer cases are submitted to WCRS on a continual basis from reporting facilities, including hospitals, clinics, and laboratories. The WCRS must provide data review and corrective procedures to ensure that the data is accurate, de-duplicated, reviewed/edited timely, complete, and in the correct layout, per [CDC Requirements](#) and [NAACCR Requirements](#).
  - 3.2.3 The awarded Vendor(s) is required to submit a daily log of work for timesheet reporting weekly to [dhswwcrsdata@dhs.wisconsin.gov](mailto:dhswwcrsdata@dhs.wisconsin.gov). The specific day of submission will be mutually agreed upon by the awarded vendor and WCRS Staff at the time of contracting.
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- 3.2.3.1 The report must include the number of cases abstracted, cases reviewed, and the Abstract ID.

### 3.3 Communication and Equipment

- 3.3.1 The awarded Vendors must respond to all WCRS phone or emailed questions and concerns within two (2) business days. The vendor is to contact WCRS by email via [dhswwcrsdata@dhs.wisconsin.gov](mailto:dhswwcrsdata@dhs.wisconsin.gov) address.
- 3.3.2 The awarded Vendors are required to supply and/or ensure that all contracted staff have computers. DHS will NOT supply any computers to contracted staff.
- 3.3.3 Awarded Vendors are required to allow WCRS to install CDC Registry Plus Software on contracted staff computers. WCRS will provide and manage log on

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credentials for CDC Registry Plus Software to contractor staff. The credentials will not be valid once employment is terminated.

### 3.4 Services Performed in the United States

Wisconsin Statutes §16.705(1r) requires that services must only be performed within the boundaries of the United States, unless a statutorily defined exception applies. The inability to perform services in the United States shall be grounds for disqualifying your Bid

## 4 CONTRACT TERMS AND CONDITIONS

Herein referenced and attached as part of this RFB is a copy of the Contract with standard terms and conditions. The Department reserves the right to negotiate the following terms and conditions when it is in the best interest of the State to do so. Vendors may not submit their own Contract document as a substitute for the State's terms and conditions.

**Vendors must accept all terms and conditions in the State's Contract document or submit point-by-point exceptions with proposed alternative or additional language for each point.** The State may accept, modify, or reject any of the Vendor's suggested revisions. Any changes or amendments to any of the terms and conditions will occur only if the change is in the best interest of the State. **Pricing submitted should assume that no changes to these terms and conditions will be accepted.**

If a Contract document is executed because of this procurement, additional terms and conditions may be contained in that document and negotiated at that time.

## 5 BID PROCEDURE AND INSTRUCTIONS

### 5.1 Calendar of Events

Listed below are dates and times of actions related to this solicitation. The events with specific dates must be completed as indicated unless otherwise amended by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an amendment to this solicitation. There may or may not be a formal notification issued for changes in the estimated dates and times.

| Date                | Event                                                          |
|---------------------|----------------------------------------------------------------|
| 6/25/2026           | Date of issue of the solicitation - Posted to eSupplier Portal |
| 7/8/2026 2:00PM CST | Written Questions Due                                          |

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| Date                        | Event                                                                |
|-----------------------------|----------------------------------------------------------------------|
| 7/15/2026- <i>Estimated</i> | Responses to Questions Posted on eSupplier Portal - <i>Estimated</i> |
| 7/28/2026 2:00PM CTS        | <b>Bids Due - late submissions will not be accepted</b>              |
| 7/28/2026 2:05 PM CST       | Public Bid Opening                                                   |
| 9/1/2026- <i>Estimated</i>  | Notification of Intent to Award - <i>Estimated</i>                   |
| 1/1/2027- <i>Estimated</i>  | Contract Start Date - <i>Estimated</i>                               |

### 5.2 Vendor Questions and Clarifications

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFB document by the Question Due Date specified in section 5.1. Questions must be submitted to the Procurement Manager in writing using the Questions Template provided in Attachment C.

If at any time prior to the due date, a Vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the Vendor must immediately notify the Procurement Manager of the issue in writing and request modification or clarification of the RFB document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, supplements or revisions will be posted on the eSupplier Portal (<https://esupplier.wi.gov>).

### 5.3 Bid Response Organization, Content, and Format

#### 5.3.1 Bid Response Organization and Content

Vendor's response must contain all required documentation organized and labeled in the sections and order described in Attachment B, the Vendor Checklist.

Elaborate submissions (e.g., extensive artwork, illustrations, advanced modeling techniques, promotional statements) beyond what is sufficient to present a complete and effective Vendor submission are neither necessary nor desired. Audio and/or videotapes are not allowed.

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### 5.3.2 Format of Bid Response

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- a) The responses should be formatted and submitted in an 8.5 x 11 format. Font size and style throughout the Bid must be 12-point font or greater with the exception of any applicable diagrams and footnotes and resumes.
- b) The Bid should be well organized and through-numbered with each page clearly marked with a page number, the name of the responding Vendor, and the solicitation number S-1640 DPH-26 WI Cancer Reporting System Case Consolidation, Editing, and Abstracting Services.
- c) All digital copies, whether submitted through eSupplier, should be in a searchable Word, Excel, or PDF format.
- d) The State reserves the right to disqualify any bids that do not follow the required formatting.

### 5.4 Use of Subcontractor(s)

Vendors must identify any potential Subcontractor(s) in their Bid in performance of the Contract. The resulting Contract will be between DHS and the awarded Supplier. The Supplier will be responsible for its Subcontractor's performance of the pertinent Contract obligations and ensure Subcontractor(s) abide by all terms and conditions of the RFB and resulting Contract. All Subcontractor(s) must be approved in writing by the Department.

### 5.5 eSupplier Submittal

Vendors should use the eSupplier System (<https://esupplier.wi.gov>) to respond to this solicitation. The eSupplier Sourcing Event number for this solicitation is **14096**.

If submitting an electronic copy via eSupplier, the date stamp for eSupplier Bid Submittal is the submittal date and time applied by the eSupplier system at the time of submission and serves as documentation of a timely submittal. Vendors should allow ample time to enter their eSupplier response.

Please Note: When all responses to event sections have been entered and saved, click the **Submit** button to send your response to the State. Click **Submit** on the pop-up window to confirm. You should receive a confirmation message that it has been submitted.

The awarded Supplier may be required to provide all digital submittals in Word, Excel or other mutually agreeable format if requested by DHS.

#### 5.5.1 eSupplier Bid Submission

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Vendor must follow instructions in response to all Response Sections. This will include both a complete technical response, as well as a redacted response with all confidential information

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excluded. DHS may additionally require financial statements. If required, these will be a separate Response Section from the technical requirements.

### 5.5.2 eSupplier Multiple Bids

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Multiple Bids from a single Vendor will be permissible; however, each Bid must conform fully to the requirements for response.

To submit multiple Bids via eSupplier, you must create an additional bidder ID, using a different email address for each Bid. More information can be found on the eSupplier Portal [Responding to an Event](#).

### 5.5.3 eSupplier Modifying a Bid

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Vendors may modify a submitted Bid response if the modifications are made prior to the due date and time. Please see [Responding to an Event](#) for detailed instructions on modifying a previously submitted Bid.

### 5.5.4 eSupplier Withdrawal of Bids

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Bids shall be irrevocable until Contract award unless the Bid is withdrawn. Vendors may withdraw a response at any time up to the Bid closing date and time.

The Withdraw button on the Bidder Home Page “My Responses” should be active for any event that hasn't been awarded. If you are electing to withdraw before the due date, you can do so, but withdrawing completely means you will not be considered at all for the event; as you cannot re-submit a response. If you intend to withdraw your bid the Procurement Manager must additionally be notified in writing of the withdrawal.

## 5.6 Alternative Bid Submittals

Email bid submittal(s) are also allowed in lieu of an eSupplier response to sourcing events. However, the State of Wisconsin and DHS have no liability for any error(s) made in inputting or processing any information from such vendor(s) who used a submittal method other than eSupplier. (e.g., State employees entering proposal information into the State's procurement system as a proxy for such vendor(s)). If a vendor(s) is unable to submit their bid response via eSupplier or email, please contact the Procurement Manager listed in RFB Section 1.5 at least five (5) calendar days before the bid due date and time that is specified in this RFB.

### 5.6.1 Email Submittal of Bids

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If a Vendor is submitting their Bid through alternative options such as email, the submittal must include all required documentation organized and named as detailed on Attachment B – Checklist and:

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1. A Complete Bid Response with Proprietary Information Included
2. A Complete Bid Response with Proprietary Information Excluded

If the submission is too large of a file to submit via email, the required files may be submitted via multiple emails that clearly identify the Vendor and their Bid response.

All Bids **MUST** be received no later than Submission Due Date and Time. The timestamp on the email as it is received by DHS will be the submittal time. **Bids received after the submittal time will be considered late and rejected.**

### 5.7 Method of Bid

Attachment A contains the Price Sheet for this solicitation, and must be completed in full and returned at the time of Bid. Vendors may not alter the Price Sheet in any manner. **Alternate pricing formats will not be accepted and may result in disqualification of the Bid.**

Pricing submitted must include all costs to furnish the services included in the Bid, in accordance with the terms and conditions of this RFB, including labor, travel, and insurance. The following additional costs or fees are not allowed in any Bid:

- Delivery location fees
- Small Order/Minimum Order fees
- Special Order fees
- Purchasing Card (P-Card) related charges
- Return/Restocking fees

All prices must be quoted in U.S. Dollars.

### 5.8 Multiple Bids

Multiple Bids from a single Vendor will be permissible; however, each Bid must conform fully to the requirements for response. Each such Bid must be separately submitted and should be labeled as Bid #1, Bid #2, etc., on each page included in the response.

### 5.9 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by Vendors in replying to this solicitation.

### 5.10 Withdrawal of Bids

Bids shall be irrevocable until Contract award unless the Bid is withdrawn. Vendors may withdraw a response at any time up to the Bid closing date and time. To accomplish this, the written request must be signed by an authorized representative of the Vendor and submitted to the Procurement Manager. If a

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previously submitted response is withdrawn before the deadline for Bid, the Vendor may submit another response at any time up to the Bid closing date and time.

### 6 SELECTION AND AWARD PROCESS

#### 6.1 Bid Opening

All public bid openings will be held remotely. The email communicating the posting of the bid will contain an online link that will allow vendor(s) to join the bid opening. A public bid opening will be held remotely on July 28, 2026 at 2:05PM CST at [RFB 1840 DPH-26 Wisconsin Cancer Reporting System Case Consolidation, Editing, and Abstracting Services Event 14096](#). The names of all vendor(s) may be read aloud at that time.

Please use the following instructions to participate in the remote online opening of the sealed bid(s) and contact the Procurement Manager with any question(s):

Meeting ID: 237 059 550 381 945

Passcode: bx2Kw6bV

#### 6.2 Preliminary Review and Acceptance of Bid

All Bids will be reviewed by the Procurement Manager to ensure compliance with submittal requirements. DHS shall be the sole judge as to Vendors' compliance with the Bid instructions.

Bids that do not comply with Vendor Qualifications or Mandatory Specifications **will be** disqualified. Bids that do not comply with Contract Terms and Conditions **may** be disqualified. DHS in its sole discretion retains the right to accept or reject any or all Bids, or accept or reject any part of a Bid, if deemed to be in the best interest of the State.

#### 6.3 Method of Award

The Bid award(s) will be made on the basis of the lowest bid provided on Attachment A: Price Sheet by a responsive, responsible Vendor. Prices must be in U.S. dollars unless otherwise indicated. Bids that require a specific quantity or dollar amount will be disqualified. In the event of a Vendor error in calculation, unit price shall prevail in award.

It is intended that the award for this Contract shall be to multiple Vendors to ensure the services will be available on an ongoing basis. The award will be made to up to five (5) Vendors. Awards shall be made to the five (5) lowest bidders based on their bids total cost. DHS will develop a "call list" (lowest to highest cost) of Vendors providing case consolidation, editing and abstracting services.

The lowest priced bidder will be the Primary Vendor. The second lowest bidder will be the Secondary Vendor. The third lowest bidder will be the Tertiary Vendor. The fourth lowest bidder will be the Quaternary Vendor. The fifth lowest bidder will be the Quinary Vendor. As services are needed, the

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Primary Vendor will be called first. If the Primary Vendor is unable to supply the services in the time needed, the Secondary Vendor will be contacted. If the Secondary Vendor is unable to supply the services in the time needed, the Tertiary Vendor will be contacted. If the Tertiary Vendor is unable to supply the services in the time needed, the Quaternary Vendor will be contacted. If the Quaternary Vendor is unable to supply the services in the time needed, the Quinary Vendor will be contacted.

If a responsive, responsible certified work center meets the fair market price and other work center program criteria, the award will be made to the work center.

In accordance with WI Stats. Ch. 16.75 (3m), see Sections 6.5.1 and **Error! Reference source not found.** for more information.

### 6.4 Vendor References

The Bid response must include a completed Bidder Reference Form located in Section 3 of the Bidder Required Form ([DOA-3832](#)) listing at least four (4) names or companies with whom the Vendor has done business similar in size and scope as required by this RFB within the four (4) years.

DHS will determine which, if any, references to contact and reserves the right to exclude a Vendor from further consideration at any point during the solicitation process should DHS determine that one or more references are unsatisfactory, inadequate, or inappropriate.

### 6.5 Supplier Diversity

#### 6.5.1 Minority-Owned Business Enterprise

Minority-Owned Business Enterprises (MBE) are certified by the Wisconsin Department of Administration (DOA). This program can be found at:

<http://www.doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program>.

The State of Wisconsin is committed to the promotion of MBEs in the State's purchasing program. Wisconsin statutes provide for a permissive 5% price preference for certified MBEs that compete for State contracts. This means that State agencies may make an award to the MBE\* submitting the lowest qualified Bid when that qualified Bid is not more than 5% higher than the apparent low Bid. (An MBE bidder preference will not be considered on a printing or stationery procurement.) Policy provides that MBEs should have the maximum opportunity to participate in the performance of its Contracts. The Contractor is strongly urged to use due diligence to further this policy by awarding Subcontracts to MBEs or by using such enterprises to provide goods and services incidental to this agreement.

**\*The application of a 5% bidding preference for certified minority businesses is currently paused.**

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The Contractor shall furnish appropriate quarterly information about its efforts, including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their Contract amount, and spend for each period to DHS.

A listing of certified MBEs, as well as the services and goods they provide, is available at <https://wisdp.wi.gov/search.aspx>.

### 6.5.2 Veteran-Owned Business

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The State Bureau of Procurement encourages the participation of Veteran-Owned Businesses (VBs) in the statewide purchasing program by inviting VBs to actively solicit public purchasing business and by reducing undue impediments to such participation. VBs are certified by the Department of Veterans Affairs (DVA). Applicants shall complete a Veteran-owned Business Request for Certification form (WDVA 1037). There is no price preference for certified VBs that compete for State Contracts. Contact the DVA at: <https://dva.wi.gov/>.

### 6.5.3 Disabled Veteran-Owned Business

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Disabled Veteran-Owned Businesses (DVBs) are certified by the Wisconsin Department of Administration. This program can be found at:

<https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx> .

The State of Wisconsin is committed to the promotion of DVBs in the State's purchasing program. Wisconsin statutes provide for a permissive 5% price preference for certified DVBs that compete for State Contracts. This means that State agencies may make an award to the DVB submitting the lowest qualified Bid when that qualified Bid is not more than 5% higher than the apparent low Bid. (A Bidder preference will not be considered on a printing or stationery procurement.) Policy provides that DVBs should have the maximum opportunity to participate in the performance of its Contracts. The Supplier/Contractor is strongly urged to use due diligence to further this policy by awarding subcontracts to DVBs or by using such enterprises to provide commodities and Services incidental to this agreement. The Supplier/Contractor shall furnish appropriate quarterly information about its efforts, including the identities of such businesses certified by the Supplier Diversity Program and their Contract amount. A listing of certified DVBs, as well as the Services and commodities they provide, is available at: <https://wisdp.wi.gov/search.aspx>.

### 6.5.4 Woman-Owned Business Enterprise

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Woman-owned Business Enterprises (WBEs) are certified by the Wisconsin Department of Administration. This program can be found at: <https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>.

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State certified WBEs are able to provide both governmental entities and private companies with a credible recognition of the business' ownership. The WBE certification may serve as an additional marketing tool when seeking contract opportunities with entities that place a value on having a diverse supplier base. There is no price preference for certified WBEs that compete for State contracts.

A listing of certified WBEs, as well as the services and commodities they provide, is available at: <https://wisdp.wi.gov/search.aspx>.

### 6.6 Intent to Award Notification

All Vendors who respond to this solicitation will be notified in writing of the Department's intent to award the Contract as a result of this RFB.

### 6.7 Protest and Appeals Process

The protest and appeals process applies to Requests for Bids for services that result in a Contract greater than \$50,000. Any protest of this solicitation or intent to award must be made in writing and based on an alleged violation of a Wisconsin State Statute or a provision of the Wisconsin Administrative Code.

The **Notice of Intent to Protest** must be filed in writing and received no later than five (5) business days after the Notice of Intent to Award is issued.

The **actual Protest** must be filed in writing and received within ten (10) business days after the Notice of Intent to Award is issued.

Protest documents must be sent via email to the DHS Secretary with a copy to the DHS Director of the Bureau of Procurement and Contracting at the following addresses:

**To:**

**Secretary's Office**

[dhssecretaryoffice@dhs.wisconsin.gov](mailto:dhssecretaryoffice@dhs.wisconsin.gov)

**Copy to:**

**Director, Bureau of Procurement and Contracting**

[Jude.Juarez@dhs.wisconsin.gov](mailto:Jude.Juarez@dhs.wisconsin.gov)

#### 6.7.1 Appeals

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The decision of the DHS Secretary may be appealed to the Department of Administration (DOA) within five (5) business days of issuance. Appeals must be made in writing and as specific as possible.

Appeals documents must be sent via email to the DOA Secretary with a copy to the DHS Director of the Bureau of Procurement and Contracting at the following addresses:

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**To:**

**Secretary's Office**

[DOASecretarysoffice@wi.gov](mailto:DOASecretarysoffice@wi.gov)

**Copy to:**

**Director, Bureau of Procurement and Contracting**

[Jude.Juarez@dhs.wisconsin.gov](mailto:Jude.Juarez@dhs.wisconsin.gov)

### 7 REQUIRED FORMS AND ADDITIONAL DOCUMENTATION

The following section contains forms and additional documentation pertaining to this RFB that must be submitted at the time of Bid.

#### 7.1 Required Forms

Attachment B contains a list of forms that must be submitted as a part of the Bid response. Links to each form are provided within Attachment B.

#### 7.2 Disclosure Statements

Any Vendor, other than a political subdivision of the State, must include a written statement with their Bid that discloses and provides relevant information on any of the following conditions should they exist:

- A. An officer or an employee of the contracting or procuring agency or his or her immediate family owns or controls, directly or indirectly, any equity, or is associated with the Vendor.
- B. The Vendor currently employs, or has offered or agreed to employ, any person who is or has been an officer or employee of the contracting or procuring agency within the 12 month period preceding the solicitation.
- C. The Vendor has a contract for materials, supplies, equipment, or contractual services with the contracting or procuring agency or provides or anticipates providing materials, supplies, equipment, or contractual services during the term of the Contract to, a person or organization that is regulated by, or receives State funds from, the contracting or procuring agency.
- D. Any administrative action or lawsuit, threatened or pending, that involves:
  - i. A financial matter that could significantly affect the organization's solvency or financial ability to successfully perform under this Contract.
  - ii. A matter that has been or would be brought against the organization as a party to a Contract by another party to that Contract.
  - iii. A licensing or regulatory matter that would affect the organization's credentials or ability to perform under this Contract.

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- E. Any past Contract actions brought against the organization for breach of Contract, or any Contracts that were terminated because of the organization's breach or financial instability within the last ten (10) years.

**If none of the above conditions exist, the Vendor must include a written statement to that effect.**

If the Vendor is a subsidiary, this information must also be submitted for all parent companies. If the Vendor will use Subcontractors, associated companies, or others to complete the work of the project, the Vendor's responses must include pertinent Subcontractor information.