



**State of Georgia
Department of Administrative Services
State Purchasing Division**

Official Announcement # 23-01

FROM: Jim Barnaby, Deputy Commissioner, DOAS JB 1/18/2023
Julian Bailey, Small Business & Supplier Diversity Manager

DATE: January 18, 2023

TO: Agency Procurement Officers and College and University Procurement Officers

RE: Announcement of Small Business Liaison Role and Duties

Pursuant to Governor Brian P. Kemp's [Executive Order 07.13.22](#), the Department of Administrative Services (DOAS) has initiated a Small Business and Supplier Diversity Initiative. As part of the initiative, DOAS seeks to increase outreach to the small business community, focusing on woman-owned, veteran-owned, and minority-owned businesses.

Led by the Small Business and Supplier Diversity Manager, DOAS, through its State Purchasing Division (SPD), also seeks to make the state procurement process easier for small and diverse businesses to access. With input from the small business community, small business development partners, and other stakeholders, DOAS has identified preliminary recommendations to make the state's procurement process easier for small and diverse businesses. More information is available through DOAS' [report](#) published on October 31, 2022.

Close partnership with state entities, colleges, and universities is critical to the success of the initiative. To facilitate communication and collaboration, state entity leadership must designate an individual to serve as the small business liaison and communicate such selection to the applicable agency or college and university procurement officer (APO/CUPO). The APO/CUPO must share the designation with SPD no later than **February 15, 2023**, by completing this [survey](#). DOAS has contacted state entity leadership separately to provide more information about the initiative and the new small business liaison role (Attachment 1).

Through this Official Announcement, SPD is incorporating the new small business liaison role and associated duties as part of the Georgia Procurement Manual. SPD will incorporate these revisions into a future update of the [Georgia Procurement Manual](#), which will be announced separately. Purchasing policy updates are outlined below and in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 2).

A. Summary of Changes to Georgia Procurement Manual

- 1. Small Business & Supplier Diversity Initiative:** Effective January 18, 2023, SPD is modifying GPM Section I.3.5. Business Status Considerations to reference the new initiative. Please see Attachment 2 for additional information.
- 2. Small Business Liaison:** Effective January 18, 2023, SPD is adding a new subsection, GPM Section I.3.5.5 Small Business Liaison, to identify the role and associated duties of the small

business liaison. SPD is modifying GPM Section 8.2.1 APO/CUPO Responsibilities to reference GPM Section I.3.5.5. Small Business Liaison. Please see Attachment 2 for additional information.

3. **Future Release of Georgia Procurement Manual:** SPD will incorporate these revisions into a future update of the [Georgia Procurement Manual](#), which will be announced separately.

Please distribute this Official Announcement internally. For any questions related to this Official Announcement, please contact DOAS Small Business and Supplier Diversity Manager, Mrs. Julian Bailey, via email at supplier.diversity@doas.ga.gov. SPD will provide additional information to the designated small business liaisons in upcoming communications.



Brian P. Kemp
Governor

Rebecca N. Sullivan
Commissioner

January 17, 2023

Memorandum

To: Agency Heads
Chancellor of the University System of Georgia
College and University Presidents
Commissioner for the Technical College System of Georgia,
Vice Presidents of Administrative Services for Technical Colleges

From: Rebecca N. Sullivan *RNS*
Commissioner

Re: Governor's Small Business and Supplier Diversity Initiative

Pursuant to Governor Brian P. Kemp's Executive Order 07.13.22, the Department of Administrative Services (DOAS) has initiated a Small Business and Supplier Diversity Initiative. As part of the initiative, DOAS seeks to increase outreach to the small business community, focusing on woman-owned, veteran-owned, and minority-owned businesses.

Led by the Small Business and Supplier Diversity Manager, DOAS, through its State Purchasing Division (SPD), also seeks to make the state procurement process easier for small and diverse businesses to access. With input from the small business community, small business development partners, and other stakeholders, DOAS has identified preliminary recommendations to make the state's procurement process easier for small and diverse businesses. More information is available through DOAS' [report](#) published on October 31, 2022.

Close partnership with state entities, colleges, and universities is critical to the success of the initiative. To facilitate communication and collaboration, state entity leadership must designate an individual to serve as the small business liaison effective **February 15, 2023**.

DOAS will provide training and guidance to each entity's small business liaison, who will be responsible for coordinating with DOAS' Small Business and Supplier Diversity Manager to perform the following duties:

- Serve as a point of contact to the Small Business and Supplier Diversity Manager;
- Participate in informational and training sessions related to the initiative;
- Share information about the liaison's organization, including, but not limited to, purchasing and contracting activities, identified challenges or needs of businesses interacting with the organization, opportunities for engagement within the geographic area, ideas for making the state procurement process more easily accessible, and any other relevant information;
- Participate in public events hosted or coordinated by DOAS, such as outreach, training, networking, or matchmaking events;
- Serve as a liaison to small and diverse businesses;

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- Work collaboratively with SPD to accomplish the following objectives:
 - Identify and promote “right-sized” bid opportunities for small businesses;
 - Connect small businesses to bid opportunities that may lend themselves to less experienced businesses;
- Share small business success stories or lessons learned from activities; and
- Other duties identified by the SPD.

The small business liaison role is a supplemental role to be assigned to an existing staff member, as no additional funding is being provided. Ideal candidates for the small business liaison role include:

- the state entity's chief procurement officer (or the chief procurement officer of the parent state entity if the entity is administratively attached to another organization),
- procurement staff member, or
- staff member with an understanding of the state entity's contracting opportunities and some knowledge of the procurement process.

State entity leadership should inform its chief procurement officer of the identified candidate, who will communicate this information to SPD. If a small business liaison is not designated, the state entity's chief procurement officer will serve in this capacity.

The SPD Deputy Commissioner and Small Business and Supplier Diversity Manager will release an official announcement to each state entity's chief procurement officer regarding this change in purchasing policy and provide instructions on identifying the designated small business liaison.

DOAS will host an informational session on January 31, 2023 from 12:30 – 1:30 pm should you and your leadership wish to attend. Please [register](#) to attend. A recording of this session will be made available [here](#) for anyone unable to attend. Any questions about the initiative or small business liaison role may be shared with the DOAS Small Business and Supplier Diversity Manager, Mrs. Julian Bailey, via email at supplier.diversity@doas.ga.gov.

Thank you in advance for your support of this important initiative!



**Summary of Purchasing Policy Changes
Effective January 18, 2023**

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement #23-01 **Announcement of Small Business Liaison Role and Duties**. In the event of any conflict between this table and the GPM (once published), the revised GPM shall govern.

GPM Section	Description of Change
<i>INTRODUCTION AND GENERAL OVERVIEW</i>	
Section I.3.5. Business Status Considerations	<ul style="list-style-type: none"> • Add the following new text directly following the first paragraph: <p><u>Pursuant to the Governor’s Executive Order 07.13.22, DOAS has initiated the Small Business and Supplier Diversity Initiative. As part of the initiative, SPD seeks to increase outreach to the small business community with a focus on woman-owned, veteran-owned and minority owned businesses. Led by the Small Business and Supplier Diversity Manager, SPD also seeks to make the state procurement process easier for small businesses to access.</u></p>
Section I.3.5.5. Small Business Liaison (<i>New</i>)	<ul style="list-style-type: none"> • Add new subsection as follows: <p><u>I.3.5.5. Small Business Liaison</u> <u>Each state entity must designate an individual to serve as the small business liaison. Each small business liaison is responsible for coordinating with SPD’s Small Business and Supplier Diversity Manager or designee to perform the following duties:</u></p> <ul style="list-style-type: none"> • <u>Serving as a point of contact to the SPD Small Business and Supplier Diversity Manager;</u>

GPM Section	Description of Change
	<ul style="list-style-type: none"> • <u>Participating in informational and training sessions conducted by DOAS related to the Small Business and Supplier Diversity Initiative;</u> • <u>Sharing information related to the liaison’s organization, including, but not limited to, purchasing and contracting activities, identified challenges or needs of businesses interacting with the organization, opportunities for engagement within the geographic area, ideas for making the state procurement process more easily accessible, and any other relevant information;</u> • <u>Participating in public events hosted or coordinated by DOAS, such as outreach, training, networking, or matchmaking events;</u> • <u>Serving as a liaison between state agencies and small and diverse businesses;</u> • <u>Working collaboratively with SPD to accomplish the following objectives:</u> <ul style="list-style-type: none"> ○ <u>Identification and promoting “right sized” bid opportunities for small businesses;</u> ○ <u>Connecting small businesses to bid opportunities that may lend themselves to less experienced businesses;</u> • <u>Sharing small business success stories or lessons learned from activities; and</u> • <u>Other duties identified by the SPD.</u> <p><u>State Entities may contact SPD at supplier.diversity@doas.ga.gov to identify the designated small business liaison.</u></p>
CHAPTER 8, OPERATIONAL	
Section 8.2.1 APO/CUPO Responsibilities	<ul style="list-style-type: none"> • Revise 9th item of bulleted list of APO/CUPO duties as follows: • Serving as the liaison (or identifying a <u>communicating the state entity’s</u> designee to serve as liaison) to provide assistance to suppliers qualifying as small, or <u>minority-owned, woman-owned or veteran-owned businesses as further described in Section I.3.5.5 Small Business Liaison (the name and contact information of the liaison should be identified in all of the state entity’s solicitations and forwarded to SPD via email at processimprovement@doas.ga.gov);</u>