

State of Georgia
Department of Administrative Services
State Purchasing
Process Improvement & Audits

Official Announcement #01-08

DATE: August 27, 2007

AREA: Agency & University Procurement Officials and Buyers

TOPIC: **Georgia Procurement Registry Update**

DESCRIPTION: The Department of Administrative Services (DOAS), State Purchasing Division (SPD), announces the following upcoming enhancements to the Georgia Procurement Registry (GPR):

➤ **Bid Processing Based on Delegated Purchase Authority**

Effective Thursday, September 6, 2007, the following enhancements to the Georgia Procurement Registry will be activated to provide greater automation of the bid process for State Agencies based on Delegated Purchase Authority (DPA):

- 1) DPA's will be loaded into the system for all entities which are under the purview of State Purchasing
 - all DPA's will be loaded to the Parent Agency level
 - it will be the responsibility of the Parent Agency to monitor bid postings to the system within assigned levels of DPA
 - SPD recommends internal controls be put into place by Parent Agencies prior to the date listed above to prevent the posting of bids above assigned DPA levels

- 2) Bid processing controls will be assigned in the system based on the estimated dollar value of the bids:
 - bids entered within DPA (to the Parent Agency level):
Agency has authority to process the bids
 - bids entered greater than DPA:
SPD will process the bids, or
SPD will grant Agency **Complete** authority to process the bids,
or
SPD will grant Agency **Conditional** authority to process the bids (certain conditions/additional requirements will be stated in the justification for granting this authority)

The enhancements listed above will allow SPD to automate the current process of granting/denying requests made by State Agencies to exceed their DPA. These changes, however, will not affect current procedures in place for State Agencies to use the Request for Proposal form of solicitation. When using the Request for Proposal method of solicitation regardless of dollar amount, State Agencies **MUST** have approval by SPD prior to processing on the GPR. Please refer to the Georgia Procurement Manual for this type of solicitation.

RESOURCES: Access to the [Georgia Procurement Registry](#) is available from the [State Purchasing website](#).

QUESTIONS: For questions or guidance on using the GPR, contact Mae Toombs at 404-656-5720, LaTonya Burnett at 404-651-5858 or by e-mail at StatePurchasing@doas.ga.gov