




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

Official Announcement #01-11

FROM: Assistant Commissioner Tim Gibney 

DATE: September 15, 2010

ATTENTION: All Procurement Officers

TOPIC: eSource and Team Georgia Marketplace™

DESCRIPTION: eSource: new functionality, revised policy and new forms
Team Georgia Marketplace™: new and revised forms

RESOURCES: New RFX/Forms Webinar
Monday, September 20, 2010
10:00 am – 12:00 pm
Register at
<https://www1.gotomeeting.com/register/356120584>

QUESTIONS: Policy Questions:
DOAS Process Improvement
processimprovement@doas.ga.gov

Technical Questions:
DOAS Help Desk
404-657-6000
procurementhelp@doas.ga.gov

eSource	
New Functionality:	<p>Effective September 15, 2010, State Purchasing is pleased to announce the release of eSource, a new version of eQuote with increased functionality. Examples include:</p> <ul style="list-style-type: none"> • automating receipt of the supplier’s certificate of non-collusion • automating the Notice of Intent to Award and Notice of Award processes • supporting two-step Requests for Qualified Contractors (RFQCs) process in which the RFQC qualifies the suppliers and a second solicitation is used to make contract award • supporting Requests for Proposals (RFPs) • supporting Requests for Information (RFIs) (no contract award is made) • increasing award options <p>The expanded functionality of eSource has no effect on each State Entity’s current delegated Purchasing Authority (DPA).</p>
Revised Policy:	<p>eSource is the electronic sourcing tool for all state entities not currently using Team Georgia Marketplace™. The revised policy for eSource is as follows:</p> <ul style="list-style-type: none"> • <u>Optional Use:</u> State entities may use eSource to conduct RFIs, RFQCs and RFPs. State entities may also use eSource to conduct RFQs for construction or public works. • <u>Required Use:</u> State Purchasing mandated use of eQuote for processing RFQs in November 2008. State entities are required to continue to use eSource to process all RFQs (other than RFQs for construction or public works). • <u>Prohibited Use:</u> Sole source notices may NOT be posted in eSource. Sole source notices must be published directly to the Georgia Procurement Registry. <p>The Georgia Procurement Manual will be updated later this year to reflect the policy changes in this Official Announcement.</p>
New Forms:	<p>State Purchasing is pleased to announce several new/revised forms and templates to support the increased functionality of eSource. New and revised forms have been identified in the attachment to this announcement.</p> <p>These forms/templates may be viewed online at the following link: http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx. All procurement professionals are strongly encouraged to attend the webinar identified in the “Resources” section of this announcement.</p>

Team Georgia Marketplace™

New Forms:

To facilitate a standardized template for electronic sourcing, State Purchasing modified its existing RFP and RFQ templates for Team Georgia Marketplace™ so that these templates may also be used in eSource. The benefits of standardizing the templates include:

- Ease of transition from eSource to Team Georgia Marketplace™
- Simplified training
- More standardized look for suppliers using both systems

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Attachment 1**

All forms may be viewed on DOAS' website at
<http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx>.

Stage 2 – PS: Pre-Solicitation			
SPD-PS004	State Entity eRFI Template	Template used for processing electronic Requests for Information through TGM or eSource	<i>New</i>
SPD-PS005	State Entity RFI Template	Template used for processing non-electronic Requests for Information through the GPR	<i>New</i>
Stage 3 – SP: Solicitation Preparation			
SPD-SP008	eQuote Solicitation Instructions	---	DELETED
SPD-SP013	Supplier's General Information Worksheet	Template used for RFQs, RFQCs and RFPS to capture general information and administrative requirements	<i>New</i>
SPD-SP014	Tax Compliance Form	Form used to confirm supplier's tax compliance	<i>Revised & new title</i>
SPD-SP018	State Entity RFP Template	Template used for processing non-electronic Requests for Proposals through the GPR	<i>Revised</i>
SPD-SP020	State Entity eRFP Template	Template used for processing electronic Requests for Proposals through TGM or eSource	<i>Revised</i>
SPD-SP021	Statewide Contract eRFP Template	Template used for processing electronic Requests for Proposals through TGM to establish statewide contracts	<i>Revised</i>
SPD-SP022	State Entity eRFQ Template	Template for processing electronic Requests for Quotes in TGM or eSource	<i>Revised</i>
SPD-SP023	Statewide Contract eRFQ Template	Template used for processing electronic Requests for Proposals through TGM to establish statewide contracts	<i>Revised</i>
SPD-SP024	Requirements Sheet	Template used to create requirements and/or questions for RFQs, RFQCs and RFPS	<i>New Document Description</i>
SPD-SP029	State Entity RFQC Template	Template used for processing non-electronic Request for Qualified Contractors	<i>New</i>

SPD-SP030	State Entity eRFQC Template	Template used for processing electronic Requests for Qualified Contractors in TGM and eSource	<i>New</i>
SPD-SP031	Statewide Contract eRFQC Template	Template used for processing electronic Request for Qualified Contractors through TGM related to statewide contracts	<i>New</i>
Stage 6 – AP: Award Process			
SPD-AP002	Notice of Intent to Award	State’s official public notice of its intent to make contract award	<i>Revised</i>
SPD-AP003	Notice of Award	State’s official public notice of contract award	<i>Revised</i>
SPD-AP004	RFQC List of Qualified Contractors	Form used to identify qualified contractors as a result of RFQC posted to eSource or the GPR	<i>New</i>
Stage 7 – CP: Contract Process			
SPD-CP022	eSource Standard Contract Terms	Basic contract terms automatically included in all eSource RFQs and RFPs (buyer may attach additional contract terms if desired)	<i>Revised & new title</i>