



**State of Georgia
Department of Administrative Services
State Purchasing
Process Improvement and Compliance**

Official Announcement # 02-09

DATE: January 20, 2009

ATTENTION: Agency Procurement Officers
College and University Procurement Officers
Other State Procurement Officials

TOPIC: Sole Source Policy and Procedures

DESCRIPTION: The Department of Administrative Services, State Purchasing Division, announces the following changes to the Georgia Procurement Manual (GPM) and the Georgia Vendor Manual (GVM).

Georgia Procurement Manual (GPM) Updates

**Chapter 3: Source Selection and Contract Formation
Section 5 Competitive Procurement
5.6 Formal Sealed Bids
Item 3 Public Notice, Subsection (c)
*REVISED***

Changes to public notice posting period

**Chapter 3: Source Selection and Contract Formation
Section 6 Types of Procurement
6.9 Sole Source**

Definition of sole source acquisition; clarify policy, public advertisement, challenge to a Sole Source notice, and contract award

**Chapter 3: Source Selection and Contract Formation
Section 5 Competitive Procurement
5.12 Public Notice
*NEW PROVISION***

Definition of Notice of Intent to Award and Notice of Award

Chapter 9: Legal and Contractual Remedies

Section 1 Formal Protests and Informal Complaint Process

1.1 Filing for Formal Protests for Solicitations \$100,000.00 or more

Item 3

RENUMBERED and *NEW PROVISION* added as Item #3

Define challenge filing period

Chapter 9: Legal and Contractual Remedies

Section 1 Formal Protests and Informal Complaint Process

1.6 Request for Formal Review and Time for Filing

REVISED

Clarify that another vendor may challenge protest decision; add provision that Commissioner may require person requesting oral presentation to assume cost of transcriptionist services

Chapter 9: Legal and Contractual Remedies

Section 1 Formal Protests and Informal Complaint Process

1.9 Informal Complaint Process for Solicitations over \$5,000.00 and less than \$100,000.00

REVISED

Modify informal complaint process to permit challenges to specs and provide that filing period will begin once NOIA is posted if Agency elects to post NOIA.

Chapter 9: Legal and Contractual Remedies

Section 1 Formal Protests and Informal Complaint Process

1.10 Informal Complaint Process for Solicitations over \$5,000.00 and less than \$100,000.00

NEW PROVISION

Clarify that certain protests will be handled by GSFIC.

Georgia Vendor Manual (GVM) Updates

Chapter 3: Procurement and Award Methods

Section 3.2 Competitive Bidding/Proposals

NEW PROVISION added as Item #6

Definition of sole source acquisition; clarify policy, changes to public notice posting period, challenge to a Sole Source notice, and contract award.

Chapter 3: Procurement and Award Methods

Section 3.7 Contract Award

REVISED to **Public Notice and Contract Award**

Definition of Notice of Intent to Award and Notice of Award

Chapter 3: Procurement and Award Methods

Section 3.8 Formal Protest and Informal Complaint Process

REVISION to outline, *REVISION* to **Request for Formal Review Section (e)**, and *NEW* Item 3

Clarify that another vendor may challenge protest decision; add provision that Commissioner may require person requesting oral presentation to assume cost of transcriptionist services; clarify that certain protests will be handled by GSFIC.

Chapter 3: Procurement and Award Methods

Section 3.8 Formal Protest and Informal Complaint Process,

Item 4 Informal Complaint Process for Solicitations over \$5,000 and less than \$100,000.00

REVISED

Provide additional process information; address optional NOIA.

RESOURCES:

Georgia Procurement Manual
Georgia Vendor Manual
State Purchasing Web site

QUESTIONS:

Donna File
Process Improvement and Compliance Manager
404 651-9289