



## Supplier Debriefing Process

### Frequently Asked Questions

The following information is provided to assist procurement staff with understanding the new supplier debriefing process. For additional assistance, please contact the State Purchasing Division via email at [process.improvement@doas.ga.gov](mailto:process.improvement@doas.ga.gov).

**Q: What is the supplier debriefing process?**

A: The supplier debriefing is an informational session between the state entity and an unsuccessful supplier to share information about the evaluation and award process. SPD adopted a supplier debriefing process, as described in the [Georgia Procurement Manual](#), Section 6.6 Supplier Debriefing Process.

**Q: What are the benefits of the supplier debriefing process?**

A: Suppliers can benefit from supplier debriefings by enhancing their understanding of the procurement process and gaining insights to improve the competitiveness of their responses to future solicitations.

**Q: When does the supplier debriefing process apply?**

A: The supplier debriefing process applies to all solicitations **posted** on or after **November 1, 2020** that result in **contract award of \$250,000 or more**.

**Q: Are there solicitation types/notices to which the supplier debriefing process does not apply?**

A: Yes, the supplier debriefing process does not apply to any of the following:

- Requests for Information (RFIs)
- Requests for Qualified Contractors (RFQCs) use for pre-qualification only
- Sole Source Notices
- Cooperative/Consortia Notices

**Q: My solicitation was posted prior to November 1<sup>st</sup> but will not be awarded for several months. Does the supplier debriefing process apply?**

A: No, since the solicitation was posted prior to November 1, 2020, the supplier debriefing process does not apply.



**Q: I'm awarding an open agency contract with no guaranteed purchase amount. How do I know if the supplier debriefing process applies?**

A: You should use the estimated dollar value posted in the Notice of Award. If equal to or greater than \$250,000, the supplier debriefing process applies.

**Q: My solicitation was cancelled without contract award. Does the supplier debriefing process still apply?**

A: No, the supplier debriefing process applies only to solicitations that result in a contract award of \$250,000 or more.

**Q: Does the supplier debriefing process apply to solicitations conducted outside of the State Purchasing Division's purview?**

A: No, the supplier debriefing process applies only to solicitations governed by the Georgia Procurement Manual. For additional information, please review [Georgia Procurement Manual](#), Section 1.2. Determining Application of this Manual: Is the Good/Service Exempt?

**Q: Is the supplier debriefing process adversarial?**

A: No, the supplier debriefing process is non-adversarial and may not be used to challenge the contract award results. Any supplier that wishes to challenge the state entity's contract award must follow the supplier protest process as described in the [Georgia Procurement Manual](#), Section 6.5.

**Q: How is the supplier debriefing process initiated?**

A: The unsuccessful supplier must submit a written request to the issuing officer within fifteen (15) calendar days of the Notice of Award, requesting a supplier debriefing session. The issuing officer will review and grant any requests that meet the requirements of the GPM Section 6.6.

**Q: Who conducts the supplier debriefing?**

A: The supplier debriefing may be conducted by the issuing officer or the Agency Procurement Officer (APO)/College and University Procurement Officer (CUPO) and may include other state entity representatives as appropriate who are knowledgeable of the procurement.

**Q: How is the supplier debriefing conducted?**

A: The issuing officer may elect to conduct the supplier debriefing in person, by phone, virtually, or in writing. If multiple supplier requests are received, the debriefing may be conducted individually or as a group.



**Q: When is the supplier debriefing conducted?**

A: Whenever possible, the state entity should attempt to conduct the supplier debriefing within thirty (30) days of the written request but only upon completion of the protest process and resolution of any related litigation for the awarded solicitation.

**Q: What information is shared during the supplier debriefing process?**

A: The general scope of the supplier debriefing may include:

- An overview of the solicitation process,
- The selection criteria,
- The unsuccessful supplier's evaluation results,
- The strengths and weaknesses of the unsuccessful supplier's response, and
- If requested by the state entity, feedback from the unsuccessful supplier regarding the procurement process.

**Q: What information should not be included in the supplier debriefing process?**

A: Per the GPM Section 6.6.1., the debriefing shall not include point-by-point comparisons of the debriefed supplier's response with those of other participating suppliers. The unsuccessful supplier can submit an open records request to receive any evaluation material outside the scope of the supplier debriefing process. The issuing officer cannot disclose any information that is not subject to release under the Georgia Open Records Act or State Purchasing Act.

**Q: Are resources available to assist the issuing officer in conducting the supplier debriefing process?**

A: Yes, the issuing officer may review the following resources:

- [SPD-AP014 Supplier Debriefing Tips and Suggestions](#)
- [SPD-AP015 Supplier Debriefing Record Template](#)
- [Supplier Debriefing Webinar Recording](#) (which includes an example debriefing)

**Q: I received a supplier debriefing request that does not meet the requirements of the Georgia Procurement Manual (submitted late, for a contract award less than \$250,000, etc.). May I still grant the request?**

A: Yes, the issuing officer has the discretion to grant a supplier debriefing request that is received late or that does not conform to all of the requirements of the Georgia Procurement Manual.



**Q: I anticipate that my solicitation will receive a large number of bids, and it may not be practical to conduct supplier debriefings for each unsuccessful bidder if requested. What are my options?**

A: Please contact SPD at [process.improvement@doas.ga.gov](mailto:process.improvement@doas.ga.gov) prior to RFX posting to discuss options, including a single, group supplier debriefing session or a waiver from the GPM.

**Q: Is the issuing officer required to document the supplier debriefing process?**

A: Yes, documentation of the supplier debriefing should be maintained by the state entity as part of the procurement files. Please reference [SPD-AP015 Supplier Debriefing Record Template](#), which is an optional tool to assist the issuing officer.