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To: APOs & CUPOs

AUD #19-04

CC: Lisa Eason, Deputy Commissioner, State Purchasing Division
Mary Chapman, Director of Policy & Training

From: Audits, State Purchasing Division

Date: December 11, 2018

Re: Audit of Georgia Procurement Registry (GPR) solicitation statuses

Conclusion

Most of the solicitations posted to the Georgia Procurement Registry (GPR) have a status that reflects their award or cancellation. However, approximately 2% of the solicitations showed a status of “under evaluation” at the time of this review. At the time of our audit, we found that 89 out of 4,182 solicitations posted during the review period (fiscal year 2011 through fiscal year 2017) were in “under evaluation” status. While this number represents only slightly more than 2% of all solicitations posted during the period, there are still associated risks. The audit team is working closely with the DOAS systems team to ensure that inaccurate statuses are updated and corrected by the respective agencies.

Background

Section 6.2 of the *Georgia Procurement Manual (GPM)* requires state entities to publish the results of the evaluations of all Request for Proposals (RFP), Request for Quotes (RFQ) and Request for Qualified Contractors (RFQC). The public notice of the completion of the evaluation process is accomplished via the posting of the Notice of Intent to Award (NOIA) or the Notice of Award (NOA) or both. At this stage, the protest period begins and interested suppliers may review the published results as per section 6.4 of the GPM. If a contract is awarded and the solicitation status is not updated from “under evaluation” to “NOIA/NOA” on the GPR, suppliers may miss the opportunity to participate in the protest process as per section 6.5 of the GPM.

Recommendations

To avoid the risks associated with inadequate solicitation statuses, APOs and CUPOs are reminded to review section 6 of the GPM with all staff involved in the posting of solicitations and to ensure that the status of their solicitations is kept current and accurate in relation to the respective award stage of the event.