

**Official Announcement #03-15 - GPM Changes  
Effective July 1, 2015**

GPM Section	Description of Change
<b><i>Introduction and General Overview</i></b>	
I.2.4. Partnership with Executive Agencies	<ul style="list-style-type: none"> <li>• Added the University System of Georgia to the list of partnerships with SPD</li> <li>• Changed in Table I.3:               <ul style="list-style-type: none"> <li>○ Secretary of State: The Secretary of State’s Office tracks annual corporate filings and grants professional licenses.</li> <li>○ Added the University System of Georgia/Department of Archives and History: The Department of Archives and History provides resources which are relevant to the state’s procurement process such as information concerning policy governing retention of state government records.</li> <li>○ Provided a link for the University System of Georgia/Department of Archives and History:</li> </ul> </li> </ul>
<b><i>Chapter 1: Stage 1 – Needs Identification</i></b>	
Key Steps	Added new form to Table1.1 <ul style="list-style-type: none"> <li>• SPD-NI007 Fast Track RFP Request</li> </ul>
1.2.3.1. Exempt from the State Purchasing Act	Added clarification for Professional Services Exemption in Table 1.5: Exemptions for these services may be extended from the individual to a company, provided however, that the work products have been reviewed and validated as compliant by an individual with the level of certification required for that profession.
1.3.4. Tier 4 - Convenience Statewide Contracts, Preferred Products, Consortia or Cooperative Purchasing and Open Market	Changed: Entities are allowed to contract with a consortia-approved or cooperative-approved supplier after satisfying the public notice requirements detailed in Section 1.3.4.4. Consortia and Cooperative Purchasing (NOTE: following the Sole Source process is no longer required)
1.3.4.3. Piggyback Purchases	Changed for approved Piggyback purchases: a monthly report of spend is no longer required to be submitted to State Purchasing.

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	<p>Added: State entities must track spend against the contract to ensure their purchases do not exceed the approved amount permitted on their Piggyback Request.</p>
<p>1.3.4.4. Consortia and Cooperative Purchasing</p>	<p>Changed policy to align with new process (Note: The Georgia Procurement Registry will allow posting Consortia/Cooperative Notices on July 1, 2015):</p> <ul style="list-style-type: none"> <li>• Consortia or Cooperative Purchases will no longer follow the Sole Source policy (Section 2.3.2.2.).</li> <li>• Added new Table 1.7 for guidelines on conducting a consortia or cooperative purchase: <ul style="list-style-type: none"> <li>○ Conduct Market Research</li> <li>○ Prepare Consortium/Cooperative Purchasing Justification form (SPD-PS021)</li> <li>○ Estimate Expected Contract Value and Route to SPD as needed</li> <li>○ Post Public Notice (5 business days if value is under \$250,000 or 15 business days if value is \$250,000 or greater)</li> <li>○ Invite Market Response (details listed on new Justification form, SPD-PS021)</li> <li>○ Complete Protest Process</li> <li>○ Contract Award (if no protest is successfully challenged, post Notice of Award)</li> </ul> </li> </ul>
<p>1.3.5. Emergency Purchase</p>	<p>Clarity added: an emergency procurement is handled outside of the normal competitive process for purchases greater than \$24,999.99.</p>
<p>1.3.5.2. Notifying SPD of Emergency Purchases</p>	<p>Modified:</p> <ul style="list-style-type: none"> <li>• Non-Team Georgia Marketplace™ Users - completed Emergency Justification Form must be forwarded by the APO/CUPO via email to <a href="mailto:processimprovement@doas.ga.gov">processimprovement@doas.ga.gov</a> within five business days of the emergency purchase.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Team Georgia Marketplace™ Users - completed Emergency Justification Form must be attached at the header level of the PO in the system as well as other pertinent documentation relating to the emergency purchase.</li> </ul>
<p><b>Chapter 2: Stage 2 - Pre-Solicitation</b></p>	
<p>Key Steps</p>	<p>Changed name of forms in Table 2.1:</p> <ul style="list-style-type: none"> <li>• SPD-PS010 SWC RFP Project Plan changed to SPD-PS010 SWC RFX Project Plan</li> <li>• SPD-PS023 State Entity RFP Project Plan changed to SPD-PS023 State Entity RFX Project Plan</li> </ul> <p>Added new justification form to Table 2.1:</p> <ul style="list-style-type: none"> <li>• SPD-PS023 Notice to Utilize Consortium Contract or Cooperative Purchasing Agreement</li> </ul>
<p>2.3.2.2. Conducting Sole Source Purchases Table 2.6, Step 5</p>	<ul style="list-style-type: none"> <li>• Corrected typographical error for NIGP</li> <li>• Eliminated from Sole Source process: using sources of supply established by other states, consortia, or cooperatives</li> </ul>
<p>2.4.2 Request for Proposals</p>	<p>Added clarity for when an RFP is used:</p> <ul style="list-style-type: none"> <li>• If the end user wishes to evaluate the experience of the supplier and the quality of the supplier response to either a clear and accurate statement of work or to identify a supplier who can offer the best possible solution to the state entity's identified needs. Additionally, an RFP should be used when the potential for amendments or refinement of scope may be required.</li> <li>• Added to sentence: Unless SPD has granted delegated purchasing authority to the state entity to make the RFP certification on its own, or to use the RFP Fast Track Process as detailed in Section 2.4.2.1.</li> </ul>
<p>2.4.2.1. Fast Track RFP</p>	<p>Added new subsection:</p> <ul style="list-style-type: none"> <li>• For non-complex solicitations under \$250,000.00 that are considered to be projects that do not require extensive customization, pilot of functionality, or</li> </ul>

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	<p>negotiations of technical requirements, and which can be completed within 6 months of contract award</p> <ul style="list-style-type: none"><li>• Added new Table 2.8 for Instructions to Fast Track an RFP :<ul style="list-style-type: none"><li>○ Submit completed form, SPD-NI007 Fast Track RFP Request for Approval, to <a href="mailto:processimprovement@doas.ga.gov">processimprovement@doas.ga.gov</a> for approval by SPD Deputy Commissioner. (If approved, continue process.)</li><li>○ Contact a minimum of 5 suppliers to determine they are able to respond fully to the RFP and its worksheets and attachments within 15 calendar days of posting the solicitation. (If the majority of suppliers cannot meet this timeframe, this Fast Track process should not be used.)</li><li>○ Solicitation is posted using the State Entity RFP Template (SPD-SP015 or SPD-SP016); worksheets generated by the Requirements Sheet for RFP (SPD-SP057); and all required forms detailed in GPM Chapters 3 and 4. The solicitation will include one question and answer period, and will not include an offeror's conference or facilitated site visits. (Questions should be received within 5 calendar days of posting the solicitation and answered within 2 business days of receipt.)</li><li>○ Upon receipt of the Supplier's response to the solicitation, the Issuing Officer will complete the Administrative Review as detailed in Chapter 5. (Suppliers who have submitted complete responses and all required forms will advance for evaluation.)</li><li>○ An evaluation team composed of three (3) Entity employees will independently evaluate the Supplier's Responses prior to convening for a Validation Meeting. (The Supplier Technical Evaluation Form, SPD-SP007, is provided to the evaluation team with the proposals for their independent consideration, but is not required to be used or returned prior to the validation meeting.)</li><li>○ Issuing Officer will convene a Validation Meeting of the Evaluation Team, and will facilitate the scoring of the proposals based on the independent scores provided by the Evaluation Team, using SPD-EP013 Master Technical Evaluation Template (which will serve as the official scoring mechanism for Fast Track RFPs).</li><li>○ Issuing Officer then will open cost, combine the scoring of technical and cost components, and identify the winning proposal. If Cost Negotiations are</li></ul></li></ul>
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	<p>required, the APO/CUPO, who has a Negotiations Certificate, may conduct Cost Negotiations. * (Determination of the winning Supplier is contingent on their full compliance with all required documents and signature by the Supplier of the Contract.)</p> <p>* Technical Negotiations are not part of the Fast Track RFP process.</p> <ul style="list-style-type: none"> <li>○ Issuing Officer will document the award amount, timeframe of the solicitation, and alert State Purchasing if either the dollar amount or timeframe exceeded the approved thresholds prior to Notice of Award. (Issuing Office will post NOIA or NOA, depending on award amount, as detailed in Chapter 6.)</li> </ul>
<p>2.6. Step 5 – Planning the Solicitation</p>	<p>Changed:</p> <ul style="list-style-type: none"> <li>● Table number changed from 2.8 to 2.9</li> <li>● Name of form: SPD-PS023 State Entity RFP Project Plan changed to SPD-PS023 State Entity RFX Project Plan</li> <li>● Name of form: SPD-PS010 SWC RFP Project Plan changed to SPD-PS010 SWC RFX Project Plan</li> </ul>
<p><b>Chapter 3: Stage 3 – Solicitation Preparation</b></p>	
<p>Key Steps</p>	<p>Table 3.1</p> <ul style="list-style-type: none"> <li>● Added new forms: <ul style="list-style-type: none"> <li>○ SPD-SP013 Georgia Resident and Small Business Verification Form</li> <li>○ SPD-SP014 Checklist for Bid Posting Times and Protest Filings</li> </ul> </li> <li>● Deleted form: <ul style="list-style-type: none"> <li>○ SPD-SP054 Immigration and Security Form</li> </ul> </li> <li>● Notation added for: <ul style="list-style-type: none"> <li>● SPD-SP042 Supplier General Information Worksheet *</li> </ul> <p>*This form should only be used if the procurement professional is posting a solicitation directly to the Georgia Procurement Registry. Solicitations posted electronically through Team Georgia Marketplace™ or eSource will</p> </li> </ul>

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	capture this information in the system from the supplier with each bid response.
3.2. Using Third-Party Consultants	<p>Added more clarification:</p> <ul style="list-style-type: none"> <li>• A <i>third-party consultant</i> is an individual or company that is paid or unpaid to assist in the development of the solicitation.</li> <li>• Any third-party consultant who assists in the development of a solicitation document will also be prohibited from assisting in the evaluation or subsequent negotiation process.</li> <li>• The Issuing Officer will provide notification in writing to the affected contractor/company of their ineligibility to participate in the solicitation or subsequent work resulting from that contract.</li> </ul> <p>Changed: Nothing in this section prohibits the procurement professional from soliciting information or preliminary market research from suppliers through the RFI process . . .</p>
3.4. Selecting the Correct Solicitation Template	Deleted all references to SPD-SP054 in Tables 3.2, 3.3, and 3.4
3.5.1.2. Tax Compliance 3.5.1.4. Scrutinized Company 3.5.1.5. Small or Minority Company	<p>References to SPD-SP042 Supplier General Information Worksheet are modified:</p> <p>This form should only be used if the procurement professional is posting a solicitation directly to the Georgia Procurement Registry. Solicitations posted electronically through Team Georgia Marketplace™ or eSource will capture this information in the system from the supplier with each bid response.</p> <p>NOTE: This change is effective in the above-mentioned systems July 1, 2015</p>
3.5.1.3. Immigration and Security Compliance – Service Contracts	<ul style="list-style-type: none"> <li>• Deleted reference to State Purchasing’s form: SPD-SP054</li> <li>• Changed reference to Department of Audits and Accounts Immigration and Security Form</li> <li>• Provided link to Department of Audits and Accounts web site for locating the Immigration and Security Form: <a href="http://www.audits.ga.gov/NALGAD/section_3_affidavits.html">http://www.audits.ga.gov/NALGAD/section_3_affidavits.html</a></li> </ul>

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<p>3.5.1.6. Georgia Resident and/or Small Business</p>	<p>Added new subsection:  To the extent possible, solicitations should include statements encouraging Georgia Resident business and/or Small business participation, specify the use of an additional scored question, and completion of SPD-SP013 Georgia Resident and Small Business Verification Form, as applicable, to receive not more than 5% of the total available points.</p>
<p>3.5.2.1. Posting and Closing Dates, Table 3.5</p>	<ul style="list-style-type: none"> <li>• Revised Posting Dates in Table 3.5 to align with the \$25,000 Competitive Bid Threshold and to reduce posting periods (see attached document <i>SPD-014 Checklist for Bid Posting Times and Protest Filings</i> for details)</li> <li>• Added note below Table 3.5: Public posting guidelines for consortia and cooperative purchases are described in Section 1.3.4.4. Consortia or Cooperative Purchasing.</li> </ul>
<p>3.5.5.1.6 Price Matching Requirements</p>	<p>Added new subsection to allow for Price Matching for RFQs:  The RFQ should specify whether a price matching option will be available for Georgia Resident, Small Businesses, or Georgia Resident Small Businesses and any conditions under which it will be available. The ability to price match will only be granted to responsive and responsible bidders that are within 5% and \$10,000 of the lowest responsive and responsible bid. The indication by the supplier that the supplier will price match does not constitute further negotiation of pricing.</p>
<p>3.5.5.2. RFP Technical Requirements and Questions</p>	<p>Added:</p> <ul style="list-style-type: none"> <li>• Any supplier that fails to answer an additional scored question cannot receive the points associated with the question.</li> <li>• If the solicitation includes provision of consideration for Georgia Resident and/or Small business, then the Issuing Officer must include, as part of the Additional Scored Worksheet, the SPD-SP013 Georgia Resident and Small Business Verification Form.</li> </ul>
<p>3.5.8.3 Requests for Proposals</p>	<p>Modified to align with training: evaluation criteria should be established prior to the posting of the RFP.</p>

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<b>Chapter 4: Stage 4 - Solicitation</b>	
Key Steps	Added <i>new</i> form to Table 4.1: SPD-SPR014 RFX Cancellation Notice
4.5.11 Confirmation of Georgia Resident and/or Small Business	<p>Added new subsection:</p> <ul style="list-style-type: none"> <li>• By submitting a response to the solicitation, the supplier agrees to permit the state entity the right to verify its status as a Georgia resident or small business, in order to reasonably ascertain that the requested status may be considered in the evaluation process, and will facilitate access to the Issuing Officer in the performance of such inspection.</li> <li>• SPD-SP013 Georgia Resident and Small Business Verification Form will be used during the procurement process with the Additional Scored Worksheet in RFP and RFQC Solicitations.</li> </ul>
4.8.2. Cancelling the Solicitation	Added use of new form, SPD-SPR014 RFX Cancellation Notice, to detail reasons for cancelling a solicitation
<b>Chapter 5: Stage 5 – Evaluation Process</b>	
Key Steps	<p>Added new forms to Table 5.1:</p> <ul style="list-style-type: none"> <li>• SPD-EP016 Invitation to Negotiations</li> <li>• SPD-EP018 Negotiations Workbook</li> </ul> <p>Modified form name for SPD-EP20 to RFQ Cost Negotiations (Best and Final Offer)</p> <p>Modified note below Table 5.1: Only the State Entity APO/CUPO is authorized to use SPD-EP016, SPD-EP017, and SPD-EP018 as detailed in Section 5.8.1. RFP Rounds of Negotiation</p>
5.6.2.3. General Checklist for Evaluating Solicitations	<p>Added to Table 5.5:</p> <p>8. Ensure all Georgia resident and/or Small business considerations have been addressed.</p> <p>Added additional Rejection Reasons:</p>

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	<ul style="list-style-type: none"> <li>• Price Match GRB (RFQ)</li> <li>• Price Match SB (RFQ)</li> </ul>
<p>5.6.3.1. Evaluating Responses to RFQs</p>	<p>Modified: For all contracts established through the RFQ process, unless otherwise specified in the solicitation that price match has been allowed, award will be made to the lowest priced responsible and responsive supplier.</p>
<p>5.6.5.1. Reference Checks</p>	<p>This section is modified so that new subsections are added to detail the process for evaluating references by solicitation type:</p> <ul style="list-style-type: none"> <li>• 5.6.5.1.1. RFP or RFQC Reference Evaluation Process <ul style="list-style-type: none"> <li>○ Client references must be evaluated by all members of the evaluation committee and validated as part of the evaluation process. A list of questions for the client references must be prepared in advance and posted with the solicitation.</li> <li>○ References may be evaluated on a pass/fail basis. In the event points were reserved to score client references as part of an RFP or scored RFQC, the evaluation committee must evaluate the responses to the identified reference questions using the predefined scoring method and allocated points.</li> <li>○ Sample suggestions for types of questions include: <ul style="list-style-type: none"> <li>- Nature and duration of the work,</li> <li>- Quality and quantity of supplies delivered or services rendered, (individuals served)</li> <li>- Timeliness of performance,</li> <li>- Number of changes and/or claims,</li> <li>- Business integrity—including behavior with subcontractors and regular payment of obligations to their suppliers and/or employees,</li> <li>- Willingness to cooperate, especially when confronted with unexpected issues, and/or</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>- Effectiveness of management of the project and internal practices.</li> <li>• 5.6.5.1.2 RFQ Reference Evaluation Process             <ul style="list-style-type: none"> <li>○ Solicitation should require suppliers to submit client references as part of the suppliers' responses. During the evaluation process, the issuing officer has the discretion to ask suppliers to provide client references even if the solicitation did not require client references to be submitted.</li> <li>○ Issuing Officer should conduct reference checks for the RFQ Process and should be evaluated on a pass/fail basis. Intent for these checks should be for determining that the Supplier is Responsible.</li> <li>○ Sample suggestions for types of questions include:                 <ul style="list-style-type: none"> <li>- Nature and duration of the work,</li> <li>- Quality and quantity of supplies delivered or services rendered, (individuals served),</li> <li>- Timeliness of performance,</li> <li>- Contractual Issues related to Deficiency/Cure Process,</li> <li>- Criminal or Tax Compliance Issues.</li> </ul> </li> </ul> </li> <li>• A reference form is recommended for the RFQ Process but a phone call may be used to confirm information. The Issuing Officer is responsible for accurately documenting the findings of any reference check conducted to include the date/time of the reference check, individual that was contacted, and any determination of a "failed" reference. These records should be maintained with the procurement file to support any removal of a supplier as non-responsible during the solicitation process.</li> </ul>
<p>5.6.5.2. Oral Presentations and Product Demonstrations</p>	<ul style="list-style-type: none"> <li>• Added clarification: Oral presentations are made to all members of the evaluation committee</li> <li>• Changed requirement: For product demonstration scoring for RFPs/RFQCs, the evaluation committee will use scored questions to appropriately evaluate the quality of the presentation, the supplier's ability to meet the needs of the solicitation, and to assist in the overall evaluation of the supplier.</li> </ul>

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5.6.6.5. Reciprocal Preference Law	<ul style="list-style-type: none"> <li>• Added reference for Reciprocal Preference Law to O.C.G.A. Section 50-5-60</li> <li>• Corrected link to Georgia’s Reciprocal Preference on the State of Oregon’s state-by-state listing: <a href="http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx">http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx</a></li> </ul>
5.8.1 RFP Rounds of Negotiation	Modified to expressly authorize state entity APOs/CUPOs to negotiate during the RFP process upon completion of the Negotiation Certificate.
5.8.1.1. State Entity’s Negotiation Authority	<p>Added:</p> <ul style="list-style-type: none"> <li>• Any state entity desiring approval to conduct RFP rounds of negotiations, whose APO/CUPO has not yet completed a Negotiations Certificate, must submit an approval request to SPD at <a href="mailto:processimprovement@doas.ga.gov">processimprovement@doas.ga.gov</a>.</li> <li>• Any state entity, whose APO/CUPO has received a Negotiations Certificate by attending and successfully passing the associated exam, will have the capability to have that individual negotiate on their behalf up to the entity’s delegated purchasing authority.</li> </ul>
5.8.1.3. Reasonably Susceptible to Contract Award	<p>Added:</p> <p>A state entity’s APO/CUPO is expressly authorized by SPD by completion of a Negotiations Certificate to conduct RFP rounds of negotiation.</p>
5.8.1.4. Use of Negotiations Team	<p>Added:</p> <p>The state entity RFP negotiation team will be headed by the APO/CUPO who has completed the Negotiation Certificate.</p>
5.8.1.5. Negotiation Invitations	<p>Added:</p> <p>Suppliers selected to participate in negotiations will be notified in writing by the issuing officer using SPD-EP016 Invitation to Negotiations.</p>
5.8.1.6. Rounds of Negotiation and Rescoring	<p>Modified the following information in this section:</p> <p>In conducting such negotiations, there will be no disclosure to competing suppliers of any information contained in the competing suppliers’ proposals (technical or cost). The APO/CUPO, having received a Negotiations Certificate, is authorized to disclose to each supplier that particular supplier’s scores and/or overall ranking.</p>

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	<p>However, cost scores should not be revealed to suppliers during negotiations if the state entity is using the cost formula described in Section 5.6.3.2.2. - RFP Cost Scoring or any other cost formula that has been disclosed to suppliers that would enable suppliers to calculate the amount of another supplier's cost proposal.</p> <p>SPD and the APO/CUPO that has completed a Negotiations Certificate, must use the SPD-EP016 Invitation to Negotiations and may also use the following resources to assist in the negotiations process: SPD-EP017 Negotiation Script and SPD-EP018 Negotiations Workbook. These resources may be released to a state entity upon that state entity's completion of negotiation training or as otherwise approved by SPD.</p> <p>Each supplier should use caution during the negotiation process in preparing the revised response to ensure any revised response still meets all RFP requirements. Should the State Purchasing Issuing Officer or APO/CUPO designated to complete the Negotiations Process on behalf of an entity choose not to have the original worksheets revised, then, at a minimum, the points negotiated, and agreed upon, must be included in a formal document, signed by both parties, and affixed to the contract agreement.</p>
5.10. Step 9: Re-soliciting When Necessary	Added use of new form, SPD-SPR014 RFX Cancellation Notice, to cancel a solicitation.
<b>Chapter 6: Stage 6 – Award Process</b>	
6.3.1. Purchase Order	<p>Added:</p> <ul style="list-style-type: none"> <li>• Reference to SAO Policy regarding when purchase orders should be used and provided link to the policy: <a href="http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/PO%20Policy%20050114%20FINAL.pdf">http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/PO%20Policy%20050114%20FINAL.pdf</a></li> <li>• All PO line descriptions must clearly identify what is being purchased (using invoice, manufacturer, or item number alone are not acceptable).</li> <li>• For Team Georgia Marketplace™ users, Purchase Orders should be executed in the system and contain all of the above listed criteria. When utilizing a statewide contract or state entity contract for a purchase, each purchase order line should reflect the contract number whether the purchase is sourced from a catalog or not.</li> </ul>

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	<ul style="list-style-type: none"> <li>Following these specific instructions on Purchase Orders will ensure accurate data is captured in entity procurement spend reports.</li> </ul>
6.3.1.1. Commodity Codes	<p>Modified:</p> <ul style="list-style-type: none"> <li><i>Commodity codes</i> are used to identify commodities and/or services being purchased and these purchases must be coded with the applicable NIGP Code™ regardless of the dollar amount.</li> <li>Every purchase order line item must be coded accurately with a five-digit (Class) NIGP Code™ selected from the correct three-digit (Category) Code.</li> </ul>
6.3.1.2. Purchase Type Codes	<p>Changed in Table 6.6:</p> <ul style="list-style-type: none"> <li>Exempt Purchase Type (EXM) – added Section 1.2.4.</li> <li>Multiple Purchase Order Type (MUL) - The state entity's issuance of a single PO to a single supplier to purchase a combination of Purchase Type items. Some examples include: OMP (less than \$25,000) and SWCM OMP (less than \$25,000) and SWCC OMP (less than \$25,000) and AC OMP (less than \$25,000) and MAN (<a href="#">GEPS</a> mandatory) OMP (less than \$25,000) and Exempt Contact <a href="mailto:processimprovement@doas.ga.gov">processimprovement@doas.ga.gov</a> for questions concerning acceptable purchase combinations for use of the MUL code.</li> <li>Modified note below Table: Use of the "MUL" code is intended to introduce work efficiencies by allowing a single purchase order to be issued to a single supplier for a combination of purchases as shown in the examples in the table above. The "MUL" code is available for use by all state entities</li> <li>For all PeopleSoft users making a purchase from a SWC or AC when the MUL code is used, the contract number must be entered at the PO line.</li> </ul>
6.4. Step 3 - Supplier Reviews Posted Results	Added Rejection Options to Table 6.7 for Price Match on RFQs:

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	<ul style="list-style-type: none"> <li>• GRB (Georgia Resident Business) - Supplier's lowest price was matched by a Georgia resident business</li> <li>• Price Match SB (Small Business) - Supplier's lowest price was matched by a Small business</li> </ul>
6.5.4. Filing Deadlines	Revised protest filing periods in Table 6.9 to align with the \$25,000 Competitive Bid Threshold, and reduced filing periods based on amount of bid (see attached document <i>SPD-SP014 Checklist for Bid Posting Times and Protest Filings</i> for specific details)
6.5.5. Stay of Procurement During Protest Review	<ul style="list-style-type: none"> <li>• Changed when a challenge to the competitive bidding process is timely filed, it must be filed: <ul style="list-style-type: none"> <li>○ one day before the closing date and time if the solicitation is under \$250,000; or</li> <li>○ two days before the closing date and time if the solicitation is \$250,000 or greater</li> </ul> </li> <li>• Added: When a protest is timely filed challenging a consortium or cooperative purchase notice, the state entity will not proceed to actual contract award unless the State Purchasing Division Deputy Commissioner makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of the state.</li> </ul>
<b>Chapter 7: Stage 7 – Contract Process</b>	
Key Steps	Added new form to Table 7.1: SPD-CP012 Contract Administrative Change Template
7.6.1.1. Administrative Change	Added use of new form, SPD-CP912 Contract Administrative Change Template, for making administrative changes to contracts.
7.6.2. Contract Renewals	Changed Table 7.5, Step 7 <ul style="list-style-type: none"> <li>• Deleted reference to State Purchasing's form: SPD-SP054</li> </ul>
7.6.4. Assignment and Delegation	<ul style="list-style-type: none"> <li>• Deleted reference to State Purchasing's form: SPD-SP054</li> </ul>

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	<ul style="list-style-type: none"> <li>• Changed reference to Department of Audits and Accounts Immigration and Security Form</li> <li>• Provided link to Department of Audits and Accounts web site for locating the Immigration and Security Form: <a href="http://www.audits.ga.gov/NALGAD/section_3_affidavits.html">http://www.audits.ga.gov/NALGAD/section_3_affidavits.html</a></li> </ul>
<b>Chapter: Operational</b>	
Key Steps	Removed form from Table 8.1: SPD-OP010 Entity Organizational Information
8.1.1. State Entity Procurement Spend	Changed the deadline to February 15 for APO/CUPO to submit the annual self-audit and spend report.
8.2.1. APO/CUPO Responsibilities	<ul style="list-style-type: none"> <li>• Bullet for <i>Providing an annual self-audit and spend analysis report to SPD</i> - modified to state that four (4) quarterly self-audit results can be submitted annually in lieu of one annual report.</li> <li>• Bullet for <i>Notifying SPD of Staff Changes by submitting SPD-OP10 Entity Organizational Form</i> – omitted form requirement and modified to state the APO/CUPO must update this information on the Georgia Procurement Registry Agency Information with Procurement Staff site.</li> </ul>
8.4.1. Certification Programs	<p>Added requirements to Table 8.3 - Georgia Certified Purchasing Manager (GCPM) Certification:</p> <ul style="list-style-type: none"> <li>• Employee must complete GCPA Basic Certification prior to pursuing GCPM status</li> <li>• RFP Negotiation Certificate - All employees are not required to take this course for GCPM Certification. APOs/CUPOs alone will have the authority to conduct Negotiations on behalf of the State Entity and will be required to complete this course.</li> </ul> <p>Added new Deadlines in Table 8.4 for completing the Georgia Certified Purchasing Manager (GCPM) Certification:</p> <ul style="list-style-type: none"> <li>• For APOs/CUPOs:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Within six months of completing RFP Certificate</li> <li>○ RFP training classes included in the RFP Certificate must be completed and Negotiations Certificate received prior to negotiation of any RFP which identifies the APO/CUPO as the Negotiating Party for the State Entity.</li> <li>• For all other procurement professionals...             <ul style="list-style-type: none"> <li>○ Within the deadline established by the APO/CUPO except that the RFP training classes included in the RFP Certificate must be completed prior to the posting of an RFP which identifies the procurement professional as the RFP issuing officer.</li> <li>○ APOs/CUPOs alone will have the authority to conduct Negotiations on behalf of the State Entity.</li> </ul> </li> </ul> <p>To request an exception, contact SPD via email at <a href="mailto:processimprovement@doas.ga.gov">processimprovement@doas.ga.gov</a>.</p>
8.4.2. Training Registration	Added: Contact <a href="mailto:Training@doas.ga.gov">Training@doas.ga.gov</a> in order to acquire access to the LMS (Learning Management System)
8.6.1. Retention of Procurement Records	Changed: <ul style="list-style-type: none"> <li>• Georgia Records Act to O.C.G.A. 50-16-92.</li> <li>• Manage records according to procedures and regulations issued by the Department of Archives and History of the University System of Georgia</li> <li>• Link to the State’s Retention Schedules: <a href="http://www.georgiaarchives.org/records/retention_schedules">http://www.georgiaarchives.org/records/retention_schedules</a></li> </ul>



## Checklist for Bid Posting Times and Protest Filings

<b>\$ Thresholds</b>	<b>Posting times for bids</b>	<b>Protest filings for Challenges to Competitive Bid Process</b>	<b>Protest filings for Challenges to NOIA</b>
\$0 - \$24,999.99	0 days	NA	NA
\$25,000 - \$99,999.99	3 business days	Submit to DOAS 1 business day prior to closing date/time of solicitation	If NOIA is used: Submit to DOAS within 5 calendar days from date NOIA is posted
\$100,000 - \$249,999.99	5 business days	Submit to DOAS 1 business day prior to closing date/time of solicitation	Must use NOIA: 5 calendar days to notify DOAS from date NOIA is posted + 5 calendar days to complete/submit to DOAS *
\$250,000 and above	15 calendar days	Submit to DOAS 2 business days prior to closing date/time of solicitation	Must use NOIA: Submit to DOAS within 10 calendar days from date NOIA is posted to submit to DOAS (status quo)

\* If no notice of Protest is received by DOAS by the end of the 5th calendar day, then the State Entity may award and sign the contract.