



State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement # **19-03**

FROM: Lisa Eason, Deputy Commissioner, DOAS

DATE: May 20, 2019

TO: State of Georgia Procurement Professionals

RE: Requirements Under the Statewide Sexual Harassment Prevention Policy for Independent Contractors

The Department of Administrative Services (DOAS), through its Human Resources Administration (HRA) and State Purchasing Division (SPD), announces today that updated resources to assist state entities in complying with the [Statewide Sexual Harassment Prevention Policy](#), are now available online.

The Statewide Policy requires that independent contractors who are regularly on agency premises and/or regularly interact with agency personnel complete the sexual harassment prevention training on an annual basis. The Statewide Policy allows this requirement to be waived if the contractor acknowledges the Statewide Policy and certifies that he/she has completed annual sexual harassment prevention training with his/her employer.

To assist state entities in complying with this requirement, model language has been developed and incorporated into the following resources:

- SPD - Stage 3 Solicitation Preparation: Updated [State Entity Contract Templates](#) to incorporate into all new contract awards;
- HRA – Sexual Harassment Prevention – State Contract Resources: New [Amendment Template](#) to incorporate model language into existing contracts at any time; and
- HRA – Sexual Harassment Prevention – State Contract Resources: New [Renewal Template](#) to incorporate model language into existing contracts at contract renewal.

For state entities that do not use DOAS' contract templates, the model language may be copied and incorporated into the state entity's contract templates. Please note that DOAS-SPD will incorporate the required language, as applicable, into statewide contracts.

For additional information, please review the recorded webinar conducted April 18, 2019 and related resources available on HRA's [State Contract Resources page](#).

If there are any questions or concerns regarding the Statewide Sexual Harassment Prevention Policy, please contact HRA via email at hra@doas.ga.gov.