



**State of Georgia
Department of Administrative Services
State Purchasing**

Official Announcement #01-14

To: All Georgia Agency and College/University Purchasing Officers, Chief Financial Officers, Purchasing Card Coordinators, Facility Managers, and Other Purchasing Officials

From: Leslie Lowe
State Purchasing Division, Deputy Commissioner

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Date: July 1, 2013

Re: Georgia Procurement Manual (GPM) Changes Effective July 1, 2013

This communication is to provide details on changes that will be made to the Georgia Procurement Manual (GPM-V4-September 2012) currently found online at <http://doas.ga.gov/Pages/Home.aspx>. These changes are now effective.

As stated in the recent webinars that were held by the State Purchasing Division (SPD), this announcement will serve as official notice of these policy changes until a revised Georgia Procurement Manual is published September 2, 2013, to the State Purchasing website. Special notes and hyperlinks are provided in this announcement for additional information.

For your convenience, a general summary of the upcoming changes to the GPM, including specific references, is listed on the following pages.

Chapter: Introduction and General Overview

Section	Revision
Section I.2.5.2.	The “State Purchasing Division Assistant Commissioner (SPDAC)” is replaced throughout the entire manual with “State Purchasing Division Deputy Commissioner”.
Section I.4.4.6	The hyperlink to the Governor’s Code of Ethics for State Government is corrected to link to the correct page of the Governor’s web site at: http://gov.georgia.gov/sites/gov.georgia.gov/files/imported/vgn/images/portal/cit_1210/55/12/16721115801_10_11_04.pdf

Chapter 1: Stage 1 – Need Identification

Section	Revision
Section 1.3.4.5.	Spelling for “produces” is corrected to “products”.

Chapter 2: Stage 2 – Pre-Solicitation

Section	Revision
Section 2.3.2.2. Table 2.6. Step 7	Instructions for this step are clarified to state a completed Notice of Award form SPD-AP005, including the contract award amount, should be posted directly to the GPR.

Chapter 3: Stage 3 – Solicitation Preparation

Section	Revision
Section 3.5.1.3.	<p>This section reflects a legislative change to the Georgia Security and Immigration and Compliance Act (O.C.G.A.) 13-10-91 et seq to be effective July 1, 2013. This policy is now revised to state all state entities who enter into any service contract \$2,500 or greater are required to obtain a signed and notarized Immigration and Security affidavit from the supplier prior to entering into a contract.</p> <p>Suppliers must verify legal status of their workforce through use of the Federal E-Verify system. A link is now provided to the Federal E-Verify web site for suppliers in this section to assist with this requirement: http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM100004718190aRCRD</p>

A link is also provided in this policy revision for state entities to access the Department of Audits and Accounts web site for more information including reporting requirements:

<http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>

NOTES REGARDING THIS POLICY CHANGE:

A purchase order is a form of contract so any purchase order issued for services \$2500.00 or greater will require the entity to obtain a signed and notarized Immigration and Security affidavit from the supplier prior to issuing the purchase order.

DOAS Legal Adviser Joe Kim has requested clarification from the Attorney General's Office on this new change in law. An Official Announcement will be sent at a later time to inform all procurement professionals of any changes necessary to this policy if the Attorney General's response requires for changes to be made.

Since so many questions were raised during the recent webinars on this policy change, the following link is provided to **House Bill 160** for additional information on the changes to the Immigration and Security Act since the O.C.G.A. referenced in this policy has not been updated at the time of this writing:

<http://www.legis.ga.gov/Legislation/20132014/135275.pdf>

Section 3.7.

This section is changed to no longer require the RFP Scorecard to be sent to State Purchasing *if* the RFP is within the entity's Delegated Purchasing Authority. That scorecard must be maintained with the entity's solicitation file. Only those RFP Scorecards for RFPs that exceed the entity's Delegated Authority are required to be sent to State Purchasing.

Chapter 5: Stage 5 – Evaluation Process

Section

Revision

Section 5.6.6.5.

The hyperlink for the Georgia Reciprocal Preference is corrected to link to the State of Oregon's state-by-state list at:
http://www.oregon.gov/DAS/EGS/ps/Pages/RecipPref/detail_a_main_page.aspx

The link for the Georgia Reciprocal Preference (State of Oregon's state-by-state list) is also corrected on the State Purchasing web site.

Chapter 6: Stage 6 – Award Process

Section	Revision
Section 6.2.2.2. Table 6.5.	The instructions in this table are revised to detail that a completed Notice of Award form, SPD-AP005, should be posted for all Sole Source notices that are required to be posted directly to the GPR.

Chapter 7: Stage 7 – Contract Process

Section	Revision
Section 7.5.1.	This section is updated to include a hyperlink for all references of “purchase order” to assist the user in easily navigating to Section 6.3.1., Purchase Order, of the manual.
Section 7.5.2.3.	A hyperlink is now provided to this section for accessing the new State Accounting Office policy on Payment Method. This new SAO Policy is referenced for information on defining forms of payment on contracts to suppliers: http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/BP_VM_PaymentMethod_1.pdf
Section 7.6.2.	This section is updated to change “best practice” to “mandatory” for processing a change order to the existing purchase order when a contract is being renewed.

Chapter 8: Operational

Section	Revision
Section 8.1	The Introduction to the Operational chapter is revised to include the importance of the state entity’s procurement spend.
Section 8.1.1.	This is a new section added to the Operational Chapter to provide information regarding State Entity Procurement Spend. Details include the following: <ol style="list-style-type: none">1. Defines the State Purchasing Division’s role in reporting state entity purchases.2. Details the responsibility of state entities to report accurate procurement data.3. Details how spend is captured on purchase orders by NIGP Code and Purchase Type Code.

4. Lists reasons why accurate procurement spend is critical to state entities and to SPD:
 - a. for an organization to understand buying efficiencies and trends;
 - b. for an organization to detect the need for creating or renewing entity contracts;
 - c. for an organization and SPD to verify compliance in procurement processes;
 - d. for SPD to create, dissolve, or renew statewide contracts; and
 - e. for SPD to respond to Executive and Legislative inquiries.
5. Details requirements of the APO/CUPO to conduct an analysis of their entity's spend and to report results to SPD on an annual basis.
6. Details how frequent reviews by purchasing staff can aid in correcting spend data.
7. Numerous benefits are also detailed for conducting these frequent reviews:
 - a. Non-compliance with the State Purchasing Act and administrative rules are detected and corrective actions taken;
 - b. Risk exposures to the entity and/or the state are reduced or eliminated;
 - c. Entity spend is more accurately reported;
 - d. Performance levels of procurement staff are evaluated for training needs;
 - e. Saving opportunities are identified;
 - f. Scope of need is determined for developing solicitations.

Section 8.2.1.

This section is revised to list additional duties and responsibilities of APOs/CUPOs:

- Mentoring and training all entity staff, at a minimum annually, and ensuring completion of GCPA Certification as needed;
- Participating in the protest process and ensuring accurate information has been provided by the state entity; and
- Providing an annual self-audit and spend analysis report to SPD.

Section 8.2.2. Policy is revised to eliminate the step for a state entity to receive approval by SPD of the entity's proposed job announcement for hiring a new APO/CUPO. A statement was also added to clarify that the candidate chosen by the entity for APO/CUPO may not assume the duties until SPD approval has been received.

Section 8.4 Policy is updated to include the length of initial certifications and recertification requirements:

- Initial Certifications are valid for five (5) years, and
- Purchasing staff must complete the recertification process to maintain State of Georgia purchasing credentials.

Section 8.4.1. This section is modified to detail the three (3) Certifications offered by SPD:

1. Georgia Certified Purchasing Associate (GCPA)
2. Georgia Certified Purchasing Manager (GCPM)
3. Georgia Certified Purchasing Card Administrator (GCPCA)

NOTE: New courses (Contract Management and Negotiations) will be offered by SPD Training during FY14 that will make it possible for a candidate to achieve a GCPM Certification. An announcement by SPD Training will be made as soon as these courses are scheduled in the LMS system for registration.

Section 8.4.4. This is a *new* section added to the Operational Chapter on Recertification to provide details on the requirements, activities, and training courses for gaining recertification:

- Continuing education units (CEUs) will be granted by SPD on an hour-for-hour credit for completed course time.
- Procurement professionals are required to obtain forty (40) hours of CEUs over five (5) years.
- The following types of training will be counted towards recertification for each of the three (3) Certifications offered by SPD:
 - . SPD sponsored webinars on the introduction of new or existing statewide contracts, GPM updates, or procurement system enhancements/updates;
 - . State Purchasing refresher training;
 - . New SPD training courses that are added to

existing certification programs; and

- Relevant procurement-related courses that are approved by SPD from outside sources to include NIGP, ISM, and NAPCP (for GCPCA Recertification).

Instructions are also provided for seeking SPD approval of CEUs for procurement related courses outside of SPD. Students must submit the following for verification:

- Details of the organization/source providing the course;
- A full description of the course; and
- Number of hours required for completing the course.

Once a student completes training courses that have been approved by SPD from an outside source or from accredited organizations, recertification CEUs can be accumulated by submitting the following details to training@doas.ga.gov:

- Name of Individual
- Entity Name
- Name of Organization Presenting the Training (i.e. SPD, ISM, NIGP)
- Name of Course/Webinar Completed
- Description of Course/Webinar Attended
- Number of hours attended
- Date(s) of Training
- Location of Training
- Certificate of Completion or a sign-in sheet for verification of attendance.

Individuals whose certification expires, and who fail to re-certify within 6 months following that date, will be required to complete the curricula in its entirety.

For any individual designated as APO/CUPO for an entity or an affiliate, recertification will also be contingent on completion and delivery of an annual self-audit and spend analysis report for every year during the certification period beginning January 31, 2014. The self-audit and spend analysis report must be submitted to Training@doas.ga.gov by January 31 each year.

NOTE: Instructions will be titled "Instructions for Annual APO/CUPO Self-Audit Report" and will be located in the LMS system by the September 2nd GPM release date.