DATE: January 20, 2009

ATTENTION: Agency Procurement Officers
College and University Procurement Officers
Other State Procurement Officials

TOPIC: Sole Source Policy and Procedures

DESCRIPTION: The Department of Administrative Services, State Purchasing Division, announces the following changes to the Georgia Procurement Manual (GPM) and the Georgia Vendor Manual (GVM).

**Georgia Procurement Manual (GPM) Updates**

Chapter 3: Source Selection and Contract Formation
Section 5 Competitive Procurement
5.6 Formal Sealed Bids
Item 3 Public Notice, Subsection (c)
*REVISED*

Changes to public notice posting period

Chapter 3: Source Selection and Contract Formation
Section 6 Types of Procurement
6.9 Sole Source

Definition of sole source acquisition; clarify policy, public advertisement, challenge to a Sole Source notice, and contract award

Chapter 3: Source Selection and Contract Formation
Section 5 Competitive Procurement
5.12 Public Notice
*NEW PROVISION*
Chapter 9: Legal and Contractual Remedies
Section 1 Formal Protests and Informal Complaint Process
1.1 Filing for Formal Protests for Solicitations $100,000.00 or more
Item 3
RENUMBERED and NEW PROVISION added as Item #3

Define challenge filing period

Chapter 9: Legal and Contractual Remedies
Section 1 Formal Protests and Informal Complaint Process
1.6 Request for Formal Review and Time for Filing
REVISED

Clarify that another vendor may challenge protest decision; add provision that Commissioner may require person requesting oral presentation to assume cost of transcriptionist services

Chapter 9: Legal and Contractual Remedies
Section 1 Formal Protests and Informal Complaint Process
1.9 Informal Complaint Process for Solicitations over $5,000.00 and less than $100,000.00
REVISED

Modify informal complaint process to permit challenges to specs and provide that filing period will begin once NOIA is posted if Agency elects to post NOIA.

Chapter 9: Legal and Contractual Remedies
Section 1 Formal Protests and Informal Complaint Process
1.10 Informal Complaint Process for Solicitations over $5,000.00 and less than $100,000.00
NEW PROVISION

Clarify that certain protests will be handled by GSFIC.
Georgia Vendor Manual (GVM) Updates

Chapter 3: Procurement and Award Methods
Section 3.2 Competitive Bidding/Proposals
NEW PROVISION added as Item #6

Definition of sole source acquisition; clarify policy, changes to public notice posting period, challenge to a Sole Source notice, and contract award.

Chapter 3: Procurement and Award Methods
Section 3.7 Contract Award
REVISED to Public Notice and Contract Award

Definition of Notice of Intent to Award and Notice of Award

Chapter 3: Procurement and Award Methods
Section 3.8 Formal Protest and Informal Complaint Process
REVISION to outline, REVISION to Request for Formal Review Section (e), and NEW Item 3

Clarify that another vendor may challenge protest decision; add provision that Commissioner may require person requesting oral presentation to assume cost of transcriptionist services; clarify that certain protests will be handled by GSFIC.

Chapter 3: Procurement and Award Methods
Section 3.8 Formal Protest and Informal Complaint Process,
Item 4 Informal Complaint Process for Solicitations over $5,000 and less than $100,000.00
REVISED

Provide additional process information; address optional NOIA.
RESOURCES: Georgia Procurement Manual
             Georgia Vendor Manual
             State Purchasing Website

QUESTIONS: Donna File
            Process Improvement and Compliance Manager
            404 651-9289