



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

**Official Announcement # 02-10**

- FROM:** Tim Gibney, SPD Assistant Commissioner
- DATE:** January 25, 2010
- ATTENTION:** Agency Procurement Officers  
College/University Procurement Officers  
Purchasing Card Program Administrators  
Purchasing Card Program Coordinators
- TOPIC:** Changes to the Georgia Procurement Manual and the Georgia Vendor Manual
- DESCRIPTION:** The Department of Administrative Services, State Purchasing Division, announces changes to the Georgia Procurement Manual. These are shown below. Corresponding changes were made to the appropriate sections of the Georgia Vendor Manual.
- RESOURCES:** State Purchasing Division web site:  
<http://www.statepurchasing.doas.ga.gov>
- Webinar:  
Monday, January 25, 2010  
10:00 AM – 12:30 PM  
Contact Melanie Spencer at 404-656-5339 for information
- QUESTIONS:** Email [processimprovement@doas.ga.gov](mailto:processimprovement@doas.ga.gov)

## Georgia Procurement Manual Revisions

### ***Chapter 1: Revisions: January 2010***

Section	Revision
Section 2.2	“Official Code of Georgia (O.C.G.A.) Governing Administrative Authority”: Added link to website for the Georgia General Assembly, renamed “official memorandums” as “official announcements” and added link to access recent official announcements.

### ***Chapter 2: Revisions: January 2010***

Section	Revision
Section 2.3	“Agency Procurement Officer”: Added new text to describe procurement officer’s duties with respect to analyzing purchases, monitoring compliance with administrative rules, and notifying SPD of staff changes.
Section 6	“Emergency Purchases”: Provided additional information regarding events constituting emergencies, utilization of P-Card and notification to SPD.

### ***Chapter 3: Revisions: January 2010***

Section	Revision
Section 1.1	“Fundamental Administrative Rules”: Slight revisions to clarify existing rule regarding purchases of \$5,000 or more.
Section 1.2	“Procedure”: Replaced some references to “item or service” with “purchase”.
Section 5.4	“Team Georgia Marketplace™”: Added table providing guidance for certain transactions within Team Georgia Marketplace™.
Section 5.5	“eQuote”: Removed “eQuote Vendor Notification Policy Chart” and revised text addressing vendor notification process.
Section 5.6	“Formal Sealed Bids”: In Item 4, replaced “seven (7) business days” with “five (5) business days”.
Section 5.7	“Competitive Sealed Proposals”: In Item 2.d.5.b, replaced “seven (7) business days” with “five (5) business days”.
Section 6.3	“Insurance Limits”: Replaced existing text with reference to SPD’s Insurance and Bonding Guidelines which are available online.
Section 6.5	“Piggyback Cooperate Purchasing”: Renamed this section “Piggyback Purchasing” and added link to Piggyback Request Form.

Section	Revision
Section 6.6	“Notice of Award Amendments”: Revised subsection 1.d, 1.e, and 2.e as noted in the GPM.
Section 6.8	“Statewide Contracts”: Modified waiver request process to refer to mandatory statewide contracts, added link to Statewide Contract Waiver Request Form, and identified five (5) business day response time for SPD to process the waiver request.
Section 6.10	“Sole Brand”: Added link to Sole Brand Justification Form and requirement that completed form must be publicly posted with the solicitation.
Section 6.12	“Purchasing Card”: Replaced existing text with general statement regarding use of the State of Georgia Purchasing Card and added link to access the State of Georgia P-Card Policy.
Section 6.13	“Emergency Purchases”: Removed existing text and added reference to GPM Chapter 2, Section 6.
Section 6.16	“Agency Contract Index”: Renamed this section “State Entity Contract Index” and included link to access the index.
Section 6.17	“Statewide Fuel Card Standards and Guidelines”: Added new section to provide a link to the “Statewide Fuel Card Standards & Guidelines in Accordance with State Policy”.
Section 6.18	“Sales and Use Tax Compliance”: Added new section identifying verification process to determine whether a selected vendor is a prohibited source prior to awarding any contract exceeding \$100,000.
Section 9.3	“Retention of Procurement Records”: Replaced existing text with more general provision addressing the Georgia Records Act, retention schedules available on the Secretary of State’s website, and the APO/CUPO’s responsibility to manage procurement records.

***Chapter 9: Revisions: January 2010***

Section	Revision
Section 1	“Protest Process”: Added text identifying protest process as a mandatory administrative procedure.

***Appendix: Revisions: January 2010***

Section	Revision
Section 2	“Sample Contract Clauses”: Deleted Section 2.8 Insurance Clause Sample 1 “Sample Contract Clauses”: Deleted Section 2.9 Insurance Clause Sample 2