



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

Official Announcement #02-12

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 Assistant Commissioner

Date: July 28, 2011

Re: Policy Changes and Related Documents

This communication is to announce the latest revised Georgia Procurement Manual (GPM-V2-July2011) that can now be found online at <http://doas.ga.gov/Pages/Home.aspx>. This new version has all the policy changes described in the recent Official Announcement SPD #01-12, dated July 18, 2011. This new GPM version does *not* have the policy changes that will take effect on September 1, 2011. The text of the upcoming September policy change can be found in the SPD #01-12 Official Announcement Supplement located at <http://doas.ga.gov/StateLocal/SPD/Policies/Pages/Home.aspx>.

Official Announcement SPD #01-12 included a general summary of changes occurring to the GPM. However, one additional GPM change was omitted from that announcement. Please note Table 5.5 "General Checklist for Evaluating RFQs, RFQCs and RFPs" was revised to remove the note regarding acceptance of the signed and notarized security and immigration affidavit after the close of the solicitation. Please note that a supplier that fails to submit a signed and notarized security and immigration affidavit (if required) as part of its bid must be disqualified.

For your convenience, a summary of these revisions (including specific references to sections) has been included with this announcement on the following pages.

Chapter: Introduction and General Overview

Section	Revision
Section I.3.3	“Supplier Registration”: Revised text to remove reference to payment of subscription fee to receive email notices of new solicitations.

Chapter 3: Stage 3 – Solicitation Preparation

Section	Revision
Tables 3.2, 3.3 and 3.4	Added reference to Section 3.5.1.3 “Immigration and Security Compliance – Public Works Projects” for each reference to the affidavit.
Section 3.5.1.3	“Immigration and Security Compliance – Public Works Projects”: Updated section title to include reference to public works; added language to section text to clarify that affidavit is only required for construction/public works contracts.
Section 3.5.2.1	“Posting and Closing Dates”: Added new rule to provide that solicitation closing date and time as published on the Georgia Procurement Registry will govern over any conflicting solicitation closing date and time identified in posted solicitation documents.

Chapter 5: Stage 5 – Evaluation Process

Section	Revision
Table 5.5	“General Checklist for Evaluating RFQs, RFQCs and RFPs”: Removed note from Row 5 of the table regarding acceptance of the Security and Immigration Affidavit after the close of the solicitation.

Chapter 7: Stage 7 – Contract Process

Section	Revision
Table 7.1	Added links to the Georgia Department of Administrative Services’ website for certain identified report templates.
Section 7.5.2.6	“Statewide Contract Payments and Sales Reports”: Added link to the Georgia Department of Administrative Services’ website for the contract quarterly administrative fee report.
Section 7.6.2	“Contract Renewals”: Added exception to rule governing amendments to existing purchase orders to exercise contract

renewal options.

Chapter 8: Operational

Section	Revision
Section 8.2.1	“APO/CUPO Responsibilities”: Updated first bullet to include explanation for requirement that the state entity’s procurement officer be familiar with the Georgia State Purchasing Act.
Section 8.3.2	“Exceeding Delegated Purchasing Authority”: Deleted reference to specific email address and added reference to form to define submission process.
Section 8.3.5	“Monitoring Purchases through Open Contracts”: Replaced reference to RFQ with reference to RFP; deleted reference to specific email address and added reference to form to define submission process.
Table 8.3	“Training Certification”: Revised table to include extended dates for completion of training requirements.