



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

Official Announcement #03-13

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

A handwritten signature in blue ink that reads "L. Lowe".

Date: June 21, 2013

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

This communication is to announce updates 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 will be effective July 1, 2013. 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.

Two (2) webinars will be held to provide an overview of the changes detailed in this announcement. We encourage all state procurement professionals to register for one of these sessions at the following links:

Tuesday, June 25, 2:00 pm – 3:00 pm

Register at: <https://www1.gotomeeting.com/register/758429161>

Wednesday, June 26, 10:00 am-11:00 am

Register at: <https://www1.gotomeeting.com/register/603414280>

Time will be allotted during each session to address questions either from this announcement or from the webinar presentation. We encourage you to be prepared to bring any concerns you may have for discussion.

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 1.2.5.2.

The “State Purchasing Division Assistant Commissioner (SPDAC)” will be replaced throughout the entire manual with “State Purchasing Division Deputy Commissioner”.

Chapter 1: Stage 1 – Need Identification

Section

Revision

Section 1.3.4.5.

Spelling for “produces” has been 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 have been 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.

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.

Suppliers must verify legal status of their workforce through use of the Federal E-Verify system. A link will now be provided for suppliers in this section to assist with this requirement

A link will also be provided in this section for state entities to the Department of Audits and Accounts for more information including reporting requirements.

SPECIAL NOTES:

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.

Section 3.7.

This section has been 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.	<p>The hyperlink for the Georgia Reciprocal Preference has been corrected (State of Oregon's state-by-state list).</p> <p>The link for the Georgia Reciprocal Preference is now also corrected on the State Purchasing web site.</p>

Chapter 6: Stage 6 – Award Process

Section	Revision
Section 6.2.2.2. Table 6.5.	<p>The instructions in this table have been 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.</p>

Chapter 7: Stage 7 – Contract Process

Section	Revision
Section 7.5.1.	This section has been 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 SAO Policy is referenced for information on defining forms of payment on contracts to suppliers.
Section 7.6.2.	This section has been 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 was revised to include the importance of the state entity’s procurement spend.
Section 8.1.1.	<p>This is a new section added to the Operational Chapter to provide information regarding State Entity Procurement Spend. Details include the following:</p> <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:<ol style="list-style-type: none">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 State Purchasing to verify compliance in procurement processes;d. for SPD to create, dissolve, or renew statewide contracts; and

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- 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 has been 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.

This 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 was 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 has been 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)

Section 8.4.4.

This is a **new** section added to the Operational Chapter on Recertification. This is to provide requirements, activities, and training courses for gaining recertification. It also details instructions for seeking SPD approval of outside sources for procurement related courses.