



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

Official Announcement #03-11

- FROM:** Tim Gibney, Assistant Commissioner 
- DATE:** February 15, 2011
- ATTENTION:** All APOs, CUPO, and other purchasing officials
- TOPIC:** Georgia Procurement Manual Revisions
- DESCRIPTION:** DOAS has combined the material of the Georgia Procurement Manual and the Georgia Vendor Manual. This also includes revisions to the administrative rules.
- RESOURCES:** DOAS Web site; Georgia Procurement Manual
- QUESTIONS:** Process Improvement
Email: Processimprovement@doas.ga.gov
- DOAS Helpdesk
Email: Procurementhelp@doas.ga.gov
Phone: 404-657-6000

SPD is pleased to announce the release of the new *Georgia Procurement Manual* effective February 15, 2011. The GPM may be viewed online by visiting DOAS' website at www.doas.ga.gov.

The new manual replaces the existing Georgia Vendor Manual and Georgia Procurement Manual by consolidating the material into a single manual. A document summarizing the changes to the new GPM has been enclosed. Any questions may be addressed by contacting SPD via email at processimprovement@doas.ga.gov.

Georgia Procurement Manual

Procurement Revisions – February 2011

General:

- New information was added and/or rewritten to make the manual clearer and to provide more guidance on how to perform certain functions.
- Information was reorganized to follow the Seven Stages of Procurement methodology.
- The Georgia Vendor Manual and the Georgia Procurement Manual have been combined into one manual – the Georgia Procurement Manual.
- Forms now appear in the appropriate stage and links to the forms page have been added.
- The following standard terms have been introduced: “State Entity”, “procurement professional” and “supplier”.

Introduction Chapter:

- Procurement policy has been defined as administrative rules.
- Introduced link to archived versions of the manual available online.

Chapter 1 – Need Identification:

- New tables organizing exemptions to State Purchasing Act.
- Additional clarification regarding intergovernmental agreements.
- Clarification that the competitive bidding rules apply to federal and or private grants funds.
- Order of Precedence has been revised; expansion of Tier 4 to include piggyback purchases and consortia/cooperative purchasing.
- Expanded information concerning Georgia Correctional Industries.
- New policy for consortia and cooperative purchasing.
- Definition of convenience statewide contracts.
- Timeline for reporting emergency purchases increased from 1 business day to 5 business days from date of purchase. Related documentation must be sent within 5 business days of state entity’s receipt of goods or final payment (whichever occurs last).
- Updated language regarding required approval from GTA for certain IT purchases.

Chapter 2 – Pre-Solicitation:

- New text defining identification of scope and critical business needs, conducting market analysis.
- Revised definition of Request for Qualified Contractors process and establishment of standard RFQC process.
- Identification of certain restrictions governing use of reverse auctions.

Chapter 3 – Solicitation Preparation

- “Fixed” and “Open” State Entity contract templates added.
- For State Entities currently using TGM, use of TGM is mandatory for all RFQs, RFQCs and RFPs. RFIs and sole sources should be posted to GPR.
- New table identifying solicitation templates and related attachments.
- Revised and expanded policy for Security and Immigration requirement; not limited to constructions/public works contracts and also now includes subcontractors.
- Addition of description of scrutinized company (previously only addressed in forms).
- Single public posting time period table applicable to all solicitations (regardless of whether sourced through eSource).
- New and expanded language regarding development of solicitation, including applicable worksheets.
- New language describing evaluation criteria by solicitation type.

Chapter 4 – Solicitation Process

- Updated language regarding “prohibition on communication” rule for suppliers.
- New policy regarding State Entity’s response to supplier questions.
- New table describing general “do’s and don’t’s” for suppliers preparing proposals/bids.
- Expanded description of insurance requirements, bonds, letters of credit.
- Minimum acceptance periods defined for RFQs, RFQCs and RFPs.
- Revised policy governing the submissions of multiple responses (not allowed unless expressly authorized by State Entity’s RFX).
- Updated information regarding the supplier’s revision or withdrawal of bids/proposals.
- Revised policy regarding the posting of RFX revisions and the use of signed addenda to capture the supplier’s agreement to revisions.
- New language regarding the State Entity’s release of received bids/proposals in the event of cancellation and immediate rebid (in situation where RFX was cancelled while still under evaluation).

Chapter 5 – Evaluation Process

- New guidance regarding identification of conflicts of interests prior to finalizing evaluation team.
- New language identifying material/information which is not subject to public release during evaluation stage.
- New table identifying general checklist for evaluation process and corresponding rejection reason in the event the supplier fails.
- Minor revisions to guidance on technical evaluation process.
- New language describing cost evaluation for RFPs.
- New language describing evaluation process for RFQCs.

- New language describing request for clarification process (definition, new form, not limited to RFPs).
- New language describing other evaluation activities such as reference checks, oral presentations, product demos, etc.
- New tip to assist in determining whether reciprocal preference is applicable.
- Revised policy regarding evaluation of GEPS cost proposals; 8% price preference as compared to other suppliers' cost proposals.
- New language defining award types (single, multiple, split, etc.)

Chapter 6 – Award Process

- Clarification regarding calculation of contract value for purposes of determining whether NOIA must be posted.
- Revised Purchase Type Codes for Pos.
- New table providing additional information to suppliers regarding NOIA/NOA rejection reasons (non-responsive, non-responsible, etc.).
- Identification of four general types of challenges in protest process.

Chapter 7 – Contract Process

- New authority to process contract amendments not to exceed 10% or \$250,000 (whichever is less) within a 12 month period.
- New authority to process 6 month extension without SPD prior approval if certain conditions are met.
- Effective July 1, 2011, State Entities must process a change order to an existing purchase order (in lieu of creating a new purchase order) when encumbering funds for a new contract renewal unless SPD grants a written exception.
- New contracting resources, including a sample contract amendment, sample renewal template and a contract action summary form.

Chapter 8 – Operational

- Addition of deadlines for completing certification courses.
- Updated TGM Usage table.