



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

**Official Announcement #05-11**

**FROM:** Sherrie Southern, Chief Operating Officer

**DATE:** May 2, 2011

**ATTENTION:** APOs, CUPOs, Purchasing Card Coordinators, Facility Managers, and other Purchasing Officials

**TOPIC:** Changes to Georgia Procurement Manual Requirements

**DESCRIPTION:**

- 1) Exception granted to state entities without electronic requisitioning for a new contract renewal;
- 2) Extended deadline for completing the Georgia Certified Purchasing Associate (GCPA) or Basic Certification Requirement; and
- 3) Updates to the Georgia Procurement Manual

**RESOURCES:** DOAS website; Georgia Procurement Manual Sections 7.6.2. Contract Renewals and 8.4.1 Certification Programs

**QUESTIONS:** Process Improvement  
Email: [Processimprovement@doas.ga.gov](mailto:Processimprovement@doas.ga.gov)

DOAS Helpdesk  
Email: [Procurementhelp@doas.ga.gov](mailto:Procurementhelp@doas.ga.gov)

In an effort to better assist our customers, the following changes to the Georgia Procurement Manual issued February 15, 2011, are effective immediately.

1. *Section 7.6.2. Contract Renewals* states:

*In lieu of creating a new purchase order, it is best practice for the state entity to process a change order to the existing purchase order when encumbering funds for a new contract renewal. 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. Requests for exceptions must be submitted in writing to [processimprovement@doas.ga.gov](mailto:processimprovement@doas.ga.gov).

An exception to this practice is granted to any state entity if the following condition exists:

The state entity does not have the system capability to copy in the contract renewal from an electronic requisition where the information has already been entered. This will normally apply to multiyear contracts.

2. *Section 8.4.1. Certification Programs, Table 8.3*

The completion deadline for APOs/CUPOs and other procurement professionals to achieve the Georgia Certified Purchasing Associate (GCPA) or Basic Certification Requirement is:

- *No later than July 1, 2011 for all existing procurement professionals*

This deadline requirement is now extended from July 1, 2011 until December 15, 2011.

Note: There are no changes to the RFP Certification Program deadline requirements and those will remain the same as stated in the Georgia Procurement Manual.

3. GPM Updates:

DOAS anticipates updating the *Georgia Procurement Manual* in January 2012 to address the revisions noted in this Official Announcement as well as the revisions noted in the previous Official Announcement #04-11 Georgia Security and Immigration Affidavit Clarification.