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
DOAS Helpdesk
Email: 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.

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.