

Need Information? Use the [Communication Matrix](#) to get answers.

State Purchasing Communication Matrix		
Information Needed	Topic	Contact
Open Records Requests	Open Records Requests	State Purchasing Help Desk Phone: 404-657-6000 Email: records.management@doas.ga.gov
Policy and Official Forms	Location and use of State Purchasing Official Forms	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-656-5340 (Josh Borden, Policy Manager) • 404-656-5907 (Maggie Clarke, Audit Manager) • 404-463-2103 (Keith Nixon, Audit Supervisor) Email: ProcessImprovement@doas.ga.gov
	Procedures for obtaining special approval from State Purchasing	
	State Policy Questions	
Protests	Suppliers' challenges to the State's procurement process	Fax: 404-656-0934 Email: protests@doas.ga.gov U.S. Mail: DOAS - Attn: Lisa Eason Assistant Commissioner State Purchasing Division 200 Piedmont Ave., SE Suite 1302, West Tower Atlanta, GA 30334-9010
Assistance/Approval for State Entities on Solicitations or Sole Source Notices	Request for assistance with entity solicitations	Janet Pytelewski Agency Sourcing Director Phone: 404-656-5361 Email: Agency.Sourcing@doas.ga.gov
	Request approval for Sole Source Notices \$500,000 or greater	

State Purchasing Communication Matrix

Information Needed	Information Needed	Information Needed
Request for Proposal Process (RFP)	Processes for completing RFP milestones and deliverables	Josh Borden Policy and Operations Manager Phone: 404-656-5340 Email: Josh.Borden@doas.ga.gov
	Proper use of RFP forms	
	RFPs that exceed the Delegated Purchase Authority	Janet Pytelewski Agency Sourcing Director Phone: 404-656-5361 Email: Janet.Pytelewski@doas.ga.gov
Statewide Contracts	Mandatory and Convenience Statewide Contracts and understanding the difference What is included on a specific Statewide Contract	Darryl Mitchell Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov
	When to lease vs. buy	
	How to obtain the best discount on a specific Statewide Contract	
		<u>Goods Category Team</u> Clarence Ingram Group Category Manager Phone: 404-657-4297 Email: Clarence.Ingram@doas.ga.gov
		<u>Services Category Team</u> Ricky Beal Group Category Manager Phone: 404-657-8390 Email: Ricky.Beal@doas.ga.gov
		<u>IT Category Team</u> Beverly Denson Group Category Manager Phone: 404-656-5345 Email: Beverly.Denson@doas.ga.gov

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Self Audit Tools	Self-Audit Procedures: Compliance Audits Purchasing Card Audits Location and use of the Self-Audit Tools	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-656-5340 (Josh Borden, Policy Manager) • 404-656-5907 (Maggie Clarke, Audit Manager) • 404-463-2103 (Keith Nixon, Audit Supervisor) Email: ProcessImprovement@doas.ga.gov
Statewide Card Programs	Use of State Purchasing Card, State Fuel Card, or State Travel Card Policy issues for State Purchasing Card, State Fuel Card, or State Travel Card	John Thomason State Cards Program Manager Phone: 404-656-5344 Email: pcard@doas.ga.gov or John.Thomason@doas.ga.gov
Supplier Assistance	Supplier Issue Resolution Certification for Minority Business Enterprise (MBE)	Dorna Werdelin Training & Outreach Manager State Purchasing Division (404) 463-4044 Dorna.Werdelin@doas.ga.gov
Technical Support	Team Georgia Marketplace™ eSource Georgia Procurement Registry State Purchasing Website Registration – Suppliers & Buyers Procedural Issues Responding to a Solicitation Posting a Solicitation	State Purchasing Help Desk Phone: 404-657-6000 Email: procurementhelp@doas.ga.gov
Training	Class Registration User Access to the Learning Management System (LMS) Technical Support to Access the LMS	Professional Development Team Email: training@doas.ga.gov