



Supplier Orientation

“Path to Partnership”



STATE PURCHASING

Welcome!



Dorna F. Werdelin

Training & Outreach Manager
Supplier Relations & Communications
Dorna.Werdelin@doas.ga.gov
Phone: 404-463-4044
Fax: 770-344-4999

Julian Andrea Bailey

Marketing Outreach Specialist
Julian.Bailey@doas.ga.gov
Phone: 404-651-9704



Agenda



- Overview of State Purchasing
- Georgia Procurement Manual
 - Order of Precedence
 - Competitive Bidding Requirements
- Georgia Procurement Registry
- Team Georgia Marketplace™
- eSource
- Bidders' Conference
- E-Verify: Georgia Immigration & Security Law
- Purchasing Card (P-Card) Program
- Supplier Services
- Supplier Training
- Resources

3

Georgia Department of Administrative Services

State Purchasing Division



- State Purchasing is the centralized office responsible for the purchase of more than \$4.5 billion of goods and services each year
- Delegates Purchasing Authority to State Agencies
- Promotes equal access and competition among suppliers

For more information, visit our Web site:
www.doas.ga.gov

4

Georgia Department of Administrative Services

Georgia Procurement Manual



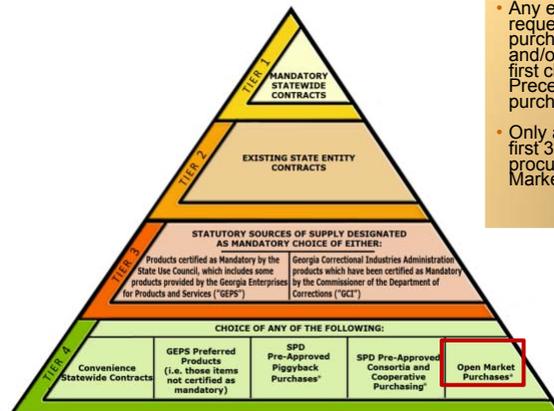
The GPM is available online and in print format from our website. You can access both formats at any time.

5

Georgia Procurement Manual



Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

6

Georgia Procurement Manual



Competitive Bidding Requirements



< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and eSource

7

Georgia Department of Administrative Services

Under \$25K Small Business Initiative



- For purchases under the \$25k bidding threshold, entities are encouraged to use small business to satisfy needs
- Gives entities flexibility to reach out to small businesses
- Eliminates administrative burden
- Encourages small business participation

8

Georgia Department of Administrative Services

Georgia Procurement Registry



Department of Administrative Services
Improving efficiency, compliance and workforce performance

Learn About DOAS | Our Community | Need Help | Q

New Careers Website
HRA rolls out new and improved ...

Have you rented a car?
How was your car rental experie...

State contacts on the go
Download Team Georgia Directory

FY14 Workforce Report
Snapshot of the State's Workfor...

Supplier Services
Learn how to do business with t...

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
Seven Stages of Procurement
View All

FLEET MANAGEMENT

9

Georgia Department of Administrative Services

Georgia Procurement Registry



SUPPLIERS

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

AREAS OF FOCUS

GETTING STARTED AS A SUPPLIER

BIDS AND CONTRACTS
State Contracts

TRAINING FOR SUPPLIERS

MINORITY BUSINESS ENTERPRISE CERTIFICATION

SUPPLIER FAQs

CONTACT

Suppliers
Dorna Wardlein
Supplier Outreach
Communications

Phone
404-463-4044

Email
Dorna.Wardlein@doas.ga.gov

View All Division Contacts

f t in g

10

Georgia Department of Administrative Services

Georgia Procurement Registry



Home > State Purchasing > Suppliers > Bids and Contracts

UNDERSTANDING BIDS AND CONTRACTS

Team Georgia Marketplace is the center for e-business matching Georgia government buyers with sellers. The electronic procurement system is designed to improve practices, capacity, information tracking and procurement technology for government entities. Registering in Team Georgia Marketplace is the first step for companies wishing to do business with the state.

Bid Opportunities

Contract opportunities are posted by state and local government buyers via the Georgia Procurement Registry (GPR), a free web-based advertising system. Suppliers should check the GPR for potential bid opportunities from Team Georgia Marketplace and eSource.

Statewide Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment. State and local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. These contracts are classified as mandatory or convenience. For more information on statewide contracts, visit the [Statewide Contract Index](#).

Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail

CONTACT

Understanding Bids and Contracts
Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



RELEVANT LINKS

- [Team Georgia Marketplace](#)
- [Georgia Procurement Registry](#)
- [ESource](#)
- [Agency Procurement Officers \(APOs\)](#)

Georgia Procurement Registry



- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts

The screenshot shows the Georgia Procurement Registry website. At the top, there are navigation tabs for HOME, CONTACT US, and SUPPLIERS SEARCH. Below this, there are three main sections: 'Recently Awarded' with links to 'Wiring - Bartow County buildings', 'Slip in Fire Pumps', and 'Barcode Printers'; 'New Opportunities' with links to 'Janitorial Services for Columbus Regional Office' (closing on Jan 02, 2011), 'Hydraulic Mulch' (closing on Mar 24, 2011), and '041 Sole Brand Panasonic Copiers'; and a box for 'Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile'. Below these sections is a 'SEARCH CRITERIA' section with a dropdown menu for 'Type of response required' (set to 'All'), 'Event Status' (set to 'OPEN'), and 'Government Type' (set to 'ALL GOVERNMENT TYPE').

Team Georgia Marketplace™

Team Georgia Marketplace™ is an electronic procurement system. It is part of a plan to run the State like a business, an initiative launched by Governor Perdue in 2005. Officially, the purpose of our Procurement Transformation Initiative is to update and improve the practices, capacity, information tracking, and procurement technology for state agencies.



13

Georgia Department of Administrative Services

Supported Browsers

- Internet Explorer 8, 9, 10, 11*
- Firefox 3.6, 7
- Mac Users: Safari 3, 4, 5



- On IE, you may have to click on Compatibility View to use latest functions

- *While Internet Explorer 11 is not officially supported by Oracle/PeopleSoft to use with TeamWorks Financials 9.1 and HCM 9.1 applications, SAO has tested Internet Explorer 11 in 'Compatibility View'. Based on our testing, we have found that both Financials and HCM applications work well with IE11 in compatibility view.

- SAO does not support mobile devices
- Some features may not work properly if you are using an unsupported browser.

14

Georgia Department of Administrative Services

Team Georgia Marketplace™



STATE PURCHASING DIVISION

The State Purchasing Division (SPD) oversees the procurement functions for the State of Georgia and manages all policies related to procurement. SPD negotiates Statewide Contracts and provides technical assistance to State Entities in conducting and evaluating entity-specific competitive bids. We also provide electronic sourcing tools that allow procurement professionals to post and award their own competitive bids. SPD manages and monitors use of State purchasing cards, procurement tools that allow State employees to obtain goods and services quickly and efficiently. SPD also offers training, including a certification program, to provide procurement professionals with the knowledge and skills they need to perform their job duties within the legal and policy constraints of the State of Georgia.

CONTACT

State Purchasing
Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)

[f](#) [t](#) [in](#) [s](#)

AREAS OF FOCUS

| | | | | |
|---------------------|-----------------------------------|--|-------------------------|-----------------------------|
| STATEWIDE CONTRACTS | SUPPLIERS | LAW, ADMINISTRATIVE RULES AND POLICIES | ORDER OF PRECEDENCE | SEVEN STAGES OF PROCUREMENT |
| PURCHASING TOOLS | PURCHASING EDUCATION AND TRAINING | TEAM GEORGIA MARKETPLACE | STATEWIDE CARD PROGRAMS | STATE PURCHASING FAQS |

15

Georgia Department of Administrative Services

Team Georgia Marketplace™



TEAM GEORGIA MARKETPLACE

The Team Georgia Marketplace™ is a set of state-of-the-art electronic PeopleSoft procurement tools including virtual catalogs provided by SciQuest. Together these applications are designed to be the backbone of the State purchasing system of the 21st century. These tools will make many purchasing tasks easier and so much more!

Team Georgia Marketplace™ is a bustling community that includes you and state employees who request goods and services to do their jobs as well as supervisors who approve requests. TGM also includes hundreds of procurement professionals across the state who manages the purchasing of goods and services that are needed to operate the business of government. Of course, Team Georgia Marketplace™ must include the businesses, large and small, who sell goods and services to the state.

This vibrant community of people comes together using the computer software that is available 24 hours a day, seven days a week to request goods and services as well as approve the requests, manage the purchases, and the contracts associated with the transactions between the State and the suppliers.

CONTACT

Team Georgia Marketplace

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)

[f](#) [t](#) [in](#) [s](#)

AREAS OF FOCUS

| | | | | |
|---------------------|----------------|-----------------------|----------------------------|---------|
| STATEWIDE CONTRACTS | WINDOW SHOPPER | SUPPLIER SELF-SERVICE | SUPPLIER SELF-SERVICE DRKS | ESOURCE |
|---------------------|----------------|-----------------------|----------------------------|---------|

16

Team Georgia Marketplace™

Supplier Self Service

- > Two-way online communication with suppliers enabling self-service access to register and change their bidder information and access to outstanding POs and payment status
- > Tool for companies to respond to electronic bids
- > Less paperwork, faster communications, less administrative time, and easily available information for suppliers

Sourcing Bidder

If your company provides goods or services but has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder. Your company may fit into this category even if it was active in the old Vendor Registration System.

Supplier

If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a PeopleSoft vendor number in our Financials system.

Administrative Services

During Registration

Sourcing Bidders:

4 Important sections to complete:

1. Tax ID #
2. Add NIGP Codes
3. Minority Business Classification
4. More about your Organization

Maintain Supplier Information:

1. Keep NIGP Codes Updated
2. Review Organization's Info

18

Administrative Services

Team Georgia Marketplace™



- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state

Team Georgia Marketplace

Bidder Search

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

Search Criteria

NIGP Code: Description:

| Select | SIC Code | Description |
|--------------------------|----------|---|
| <input type="checkbox"/> | 05508 | Belts, Safety, and Child Restraint Systems |
| <input type="checkbox"/> | 05591 | Vehicle Safety Systems (Including Collision Avoidance and Impact Sensing) |
| <input type="checkbox"/> | 07541 | Jacks, Safety Stands, Portable Cranes, and Parts (For Automobiles, Trucks, and Transmissions) |
| <input type="checkbox"/> | 12041 | Gates, Safety, Marine |
| <input type="checkbox"/> | 12096 | Water Safety Equipment and Supplies (Not Otherwise Classified; Rope Float Lines, etc.) |

Georgia Department of Administrative Services

FY16 Policy Changes: New Business Definitions



- **Small Business:** A business which is independently owned and operated with either fewer than 300 employees or less than \$30M in gross receipts per year (OCGA 50-5-121, 50-5-122)
 - Small businesses are provided the opportunity to Price Match or received up to 5% of the available points in RFP or RFQC solicitations as defined in GPM 3.5.1.6

20

Georgia Department of Administrative Services

FY16 Policy Changes: New Business Definitions



- **Georgia Resident Business**

- Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state, or;
- A new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, however, that place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122).
- Georgia resident businesses are provided the opportunity to Price Match in RFQs or receive up to 5% of the available points in RFP or RFQC solicitations as defined in 3.5.1.6 of this manual.

21

Georgia Department of Administrative Services

FY16 Policy Changes: New Business Definitions



- **Georgia Resident Small Business**

- Any business that meets both criteria of Small Business and Georgia Resident Business as defined above.
- Georgia Resident Small are provided the opportunity to Price Match in RFQs or receive up to 5% of the available points in RFP or RFQC solicitations as defined in 3.5.1.6 of the GPM.

22

Georgia Department of Administrative Services

Business Status Considerations



- **Minority-Owned Business**
 - Any business that is 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (OCGA 50-5-131).
 - The State of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.
- **Certified Minority Business Enterprise**
 - The process for certifying as a Minority Business Enterprise pursuant to OCGA 50-5-130 and as a Minority Subcontractor pursuant to OCGA 48-7-38 with the Georgia Department of Administrative Services (DOAS) is streamlined.
 - It involves using the Georgia Department of Transportation's (GDOT) Uniform Certification application and personal net worth affidavit as the central certification forms. This will result in dual certification with both DOT DBE and DOAS MBE.
 - Georgia law permits an income tax adjustment on the state tax return of any company that subcontracts with a certified minority-owned firm to furnish goods, property or services to the state of Georgia.

23

Georgia Department of Administrative Services

Supplier Search- Public Portal



Columns have been added for the GA Resident and Small Business on the Supplier Search Result page on Public portal. New search option has been added on Supplier Search page.

Supplier Search

Note : Please enter Data in at least one search field, the Security Check code, then Click the Search Button.

Company Name: Begins With

City:

State: Please Select One

GA Resident: Yes No

Minority Search: All Vendors

There are 100 Suppliers for this search
Suppliers 1 to 100 on this page
Click on the Select button for more information of the Supplier

Supplier Search Results

| | Company Name | City | State | GA Resident | Small Business | Certified Minority Vendors | Owners Ethnicity Status |
|---------------------------------------|------------------------------------|-------------|-------|-------------|----------------|----------------------------|-------------------------|
| <input type="button" value="Select"/> | 01 Georgia Backflow Testing | Buford | GA | Y | Y | N | NOM |
| <input type="button" value="Select"/> | 24/7 Drug & Alcohol Testing Center | Conley | GA | Y | Y | N | AFA |
| <input type="button" value="Select"/> | 9-1 Test | Atlanta | GA | Y | N | N | NOM |
| <input type="button" value="Select"/> | A New Life Testing Services | Atlanta | GA | Y | Y | N | AFA |
| <input type="button" value="Select"/> | ABC-Test | Atlanta | GA | N | N | N | NOM |
| <input type="button" value="Select"/> | AJT Equipment (Roberts Testing) | Savannah | GA | Y | Y | N | NOM |
| <input type="button" value="Select"/> | AMERICAN COLLEGE TESTING | IOWA CITY | IA | N | N | N | NOM |
| <input type="button" value="Select"/> | AMERICAN TEST CENTERS | RIVER FALLS | WI | N | N | N | NOM |

State Purchasing Division

New Attachment Summary when Responding in TGM



Team Georgia Marketplace

Menu

Search: []

- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - Maintain My User Contact
 - My Bidder Profile
 - Discussion Forums
 - View Terms & Conditions
 - Change My Password

Bid Confirmation

Your bid has been successfully submitted.

Bid ID: 1 **Bid Date:** 01/15/2016 11:56:59AM EST
Event ID: DCH0000100 GA Families & GA Families 360 Care Management Org
Event Format: Sell Event **Round:** 1 **Version:** 9
Start Date: 02/09/2015 12:57PM EST **End Date:** 01/31/2016 03:00 PM

Your Total Price: 20.00 USD

OK

Your Event Attachments :

| Attached File | Attachment Description |
|---|-----------------------------------|
| FY2016_Supplier_Orientation.pdf | Orientation updates |
| Mandatory_Scored_Requirements_Worksheet.xls | Mandatory Requirements |
| CommunicationMatrix.pdf | Communication Matrix |
| Change_Request_Process.pdf | Bid factor attachment |
| Scored_call.xlsx | Delete and reattach |
| Virtual_Catalog_Discrepancy_Form.doc | General attachment |
| MaintainBidderInformation.pdf | Bid factor attachment on resubmit |

25

Georgia Department of Administrative Services

New Attachment Summary when Responding in TGM



Fri 1/15/2016 11:57 AM

StateofGeorgia <SAO_PS_EMail@sao.ga.gov>
 Your bid has been received

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Message **Your_Bid.pdf (24 KB)**

Bing Maps

Bid Notification

This is a confirmation of your bid on a State of Georgia sourcing event. See below for details. You must ensure that all required documents are attached.

This is a system generated email, please do not respond.

Bid Details

Event ID: 41900 - DCH0000100 Round 1 Version 9
Event Name: GA Families & GA Families 360 Care Management Org
Bid ID: 1
Date Posted: 01/15/16 11:56:59AM EST

[Sign In Team Georgia Marketplace™](#)
[Team Georgia Marketplace™](#)

26

Georgia Department of Administrative Services

New Attachment Summary when Responding in TGM



Event Details (cont.)

PeopleSoft Strategic Sourcing

| Event ID | Format | Type | Page |
|---|-------------------------|------|------|
| 41900-DCR0000100 | Sell | RFX | 8 |
| Event Round | Version | | |
| 1 | 9 | | |
| Event Name | | | |
| GA Families & GA Families 360 Care Management Org | | | |
| Start Time | Finish Time | | |
| 02/09/2015 12:57:46 EST | 01/31/2016 15:00:00 EST | | |

Event Currency: US Dollar
Bids allowed in other currency: No

Bid Number: 1
Bid Date: 01/15/2016 11:56:59 EST
Total Bid Amount: 20.00

Bidder: Default Bidder Procurement
200 Piedmont Ave South East
West Tower 1308
Atlanta GA 30334
United States

Submit To: Community Health, Dept. of
GA Department of Community Health
2 Peachtree Street, NW
Financial Services, 34th Floor
Atlanta GA 30303-3159
United States

Contact: Dana Harris 404/657-4322
Email: Rajasekhar.Jakkilinki@sao.ga.gov

Total number of attachments are : 7
File attachments included in this bid submission are as follows :

| Attached File | Attachment Description |
|---|-----------------------------------|
| FY2016_Supplier_Orientation.pdf | Orientation updates |
| Mandatory_Scored_Requirements_Worksheet.xls | Mandatory Requirements |
| CommunicationMatrix.pdf | Communication Matrix |
| Change_Request_Process.pdf | Bid factor attachment |
| Scored_call.xlsx | Delete and reattach |
| Virtual_Catalog_Discrepancy_Form.doc | General attachment |
| MaintainBidderInformation.pdf | Bid factor attachment on resubmit |

27

Georgia Department of Administrative Services

eSource

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace
- eSource pre-recorded training webinars

Georgia Department of Administrative Services

Bidders' Conferences



- Public meetings that occur prior to the closing date of the solicitation to distribute information
- *Pre-bid/Offerors' conferences* may be conducted for the purpose of allowing suppliers to participate in a site visit to the physical location
- The solicitation must identify any such public meeting and define whether or not a supplier's attendance at such public meeting is mandatory
- If it is **mandatory**, you **MUST** attend to participate in solicitation!

There is 100% chance the winner of the contract is in the room for mandatory conferences!

29

Georgia Department of Administrative Services

eVerify: Georgia Immigration and Security Law



Effective 7/1/13, all contractors and sub-contractors who provide services over **\$2,499.99** in value must enroll in E-Verify if you employ one or more employees.

****Not required for contracts solely involving the purchase of goods by a government agency****

Georgia Department of Administrative Services

State of Georgia Purchasing Card Program

Benefits of Credit Card Acceptance



- Reliability – If Visa regulations are followed, face-to-face transactions are guaranteed. For internet, mail order & telephone transactions, payments from the State are very low risk
- Security – No returned checks, no cash loss or theft
- Convenience – Faster payments (usually paid within 24 – 48 hours). No Accounts Receivable hassles, following up on invoices or need to wait for checks and then deposit them – payment is streamlined. This equates to better cash flow
- Increased Sales – Merchants that accept cards generally benefit from higher average tickets and higher total sales
- Customer Preference and Convenience – “...more cards than all other major payment brands combined” according to Visa, Q4 2006



31

Georgia Department of Administrative Services

Supplier Services



MOST FREQUENTLY ASKED

- ? How Do I Register As A Supplier?
 - ? What Are NIGP Codes?
 - ? How Do I Review Existing Bid Contracts?
 - ? How Does The State Of Georgia Support Small Business?
- [VIEW ALL FREQUENTLY ASKED](#)

SUPPLIERS

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

CONTACT

Suppliers
Dona Werdein
Supplier Outreach
Communications
Phone
404-463-4044
Email
Dona.Werdein@doas.ga.gov
View All Division Contacts
f t in s

AREAS OF FOCUS

GETTING STARTED AS A SUPPLIER

BIDS AND CONTRACTS

TRAINING FOR SUPPLIERS

MINORITY BUSINESS ENTERPRISE CERTIFICATION

SUPPLIER FAQs

Georgia Department of Administrative Services

Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!

SUPPLIER TRAINING

Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register for a Supplier Orientation.](#)

Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)
- [Responding to a Request for Information in eSource](#)
- [Respond to Events and Place Bids in Team Georgia Marketplace](#)

PURCHASING TRAINING DOCUMENTS FOR BIDDERS AND SUPPLIERS

Training for : Bidders and Suppliers
 Training for : Responding to Solicitations

CONTACT

Supplier Training
 Dona Warden
 Communications and Outreach

Phone
 404-657-4544

Email
 Dona.Warden@doas.ga.gov

[View All Division Contacts](#)



SORT BY: Priority



More Resources

Agency, College & University Procurement Officers List

Board of Regents of the University System of Georgia
 Christina Hobbs, Business Development Manager
 Office of External Activities and Facilities
christina.hobbs@usg.edu
 404-657-2514

Georgia Tech Procurement Assistance Centers (GTPAC)
 Joe Beaulieu
 Program Director
joe.beaulieu@innovate.gatech.edu
www.gtpac.org

Georgia Small Business Development Centers
<http://www.georgiasbdc.org>
 Peter Rassel
 Business Consultant

| AGENCY | NAME (APO) | EMAIL ADDRESS (APO) |
|--------------------------------------|-------------------|--------------------------------|
| ABRAHAM BALDWIN AGRICULTURAL COLLEGE | ROBBIE HAWSEY | rhawsey@abac.edu |
| ADMINISTRATIVE SERVICES AGENCY | VERNEICHER FAVORS | verneicher.favors@doas.ga.gov |
| ADMINISTRATIVE SERVICES SWC | WILLIE MOON | wmoon@doas.ga.gov |
| AGRICULTURE DEPARTMENT OF | LAURA HARDWICK | laura.hardwick@agr.georgia.gov |
| ALBANY STATE UNIVERSITY | LORI BURNETT | lori.burnett@asurams.edu |
| ALBANY TECHNICAL COLLEGE | N/A | N/A |
| ALTAMHA TECHNICAL COLLEGE | N/A | N/A |
| ARMSTRONG ATLANTIC STATE UNIVERSITY | DAPHNE BURCH | Daphne.Burch@armstrong.edu |
| ATHENS TECHNICAL COLLEGE | STERLING DANIEL | sdaniel@athenstech.edu |
| ATLANTA METROPOLITAN COLLEGE | KEITH WILLIAMS | kwilliams@atim.edu |
| ATLANTA TECHNICAL COLLEGE | ELLA SIZEMORE | esizemore@atlantatech.edu |
| AUDITS AND ACCOUNTS DEPARTMENT OF | SHANNON KENT | kentsa@audits.ga.gov |
| AUGUSTA STATE UNIVERSITY | N/A | N/A |
| AUGUSTA TECHNICAL COLLEGE | LAUREN SCOTT | ljackson@augustatech.edu |
| BAINBRIDGE COLLEGE | AMY SHEPHARD | ashephard@bainbridge.edu |

Georgia Department of Administrative Services

We're on Facebook!

DOAS – State Purchasing
Now on Facebook

We'll Help You Navigate State Procurement.



Get synced up. We're your direct line to:

- Vital procurement information
- Exclusive marketing tips
- Answers you need to reach your State of Georgia business goals

Become a Fan. Like Us.
www.facebook.com/gapurchasing



35

Georgia Department of Administrative Services

Support and Assistance

- **Supplier Services Website –**
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- **Supplier Orientation**
- **Supplier Webinar**
- **Supplier Outreach & Communications –**
 - Dorna.Werdelin@doas.ga.gov or call 404-463-4044
- **State Purchasing Helpdesk Email –**
procurementhelp@doas.ga.gov
- **State Purchasing Helpdesk – 404-657-6000**



36

Georgia Department of Administrative Services

Summary



- Search the Georgia Procurement Registry for bid opportunities
- Register in Team Georgia Marketplace to respond to bid opportunities
- Update Team Georgia Marketplace profile with NIGP codes at any time
- Use eSource-specific User ID/Password combination to bid on eSource
- Attend pre-bid and offerors' conferences
- Contact your banking institution to become a credit card merchant
- Utilize resources provided by the State!
- READ!