Agenda

• Overview of State Purchasing
• Georgia Procurement Manual
  ➢ Order of Precedence
  ➢ Statewide Contracts
• Competitive Bidding Requirements
• Team Georgia Marketplace™
• Georgia Procurement Registry
• eSource
• Georgia Business Definitions
• Small Business Initiative
• Bidders’ Conferences
• E-Verify: Georgia Immigration & Security Law
• Purchasing Card (P-Card Program)
• Supplier Training
• Resources
State Purchasing Division is responsible for the purchase of more than $4.5 billion of goods and services each year for state entities, colleges and universities. The division:

- Sets the procurement rules and regulations
- Manages procurement systems and platforms
- Issues and regulates statewide contracts
- Promotes equal access and competition among suppliers

For more information, visit our website: www.doas.ga.gov
The GPM is available online and in print format from our website. You can access both formats at any time.
Any procurement staff 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.
State Purchasing establishes competitive Statewide Contracts for a variety of products, services, and equipment that are needed by state entities. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing and building supplies.

- **Mandatory Statewide Contracts**
- **Convenience Statewide Contracts**

Statewide contracts are put in place for an initial term with renewable options.
Statewide Contract Index

Team Georgia Marketplace

SIGN IN
Welcome To Team Georgia Marketplace!
Existing Users: Please enter your user name and password below (fields are case-sensitive).
New Users: Please Click Here for access. You will be provided with details on how to access this site.

User Name
Password
Forgot your Password?

State of Georgia

Sign in to access information on Statewide Contracts
User name: tgmguest
Password: tgmguest

Georgia Department of Administrative Services
Use the search feature to search for information on the contract status, contract administrator, suppliers, etc.
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
Registering in **Team Georgia Marketplace™** is the first step to doing business with the State of Georgia.

<table>
<thead>
<tr>
<th>Desktop and Laptop Computers</th>
</tr>
</thead>
<tbody>
<tr>
<td>TeamWorks Financials 9.2</td>
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<tr>
<td><em>(PeopleTools v. 8.55.20)</em></td>
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<td>- Chrome 35, 43, 58, 69</td>
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<td>- Microsoft Edge 39, 52</td>
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<td>- Internet Explorer 11</td>
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<td>- Firefox 38, 42, 52, 53, 60, 62</td>
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<td>- Mac Users: Safari 8, 9</td>
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<table>
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<tr>
<th>Mobile Browsers</th>
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<td>TeamWorks Financials 9.2</td>
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<tr>
<td>- Chrome for Android 5, 6, 7, 8</td>
</tr>
<tr>
<td>- Safari for iOS 8, 9</td>
</tr>
</tbody>
</table>
Select Suppliers under State Purchasing
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**
- **Training for Suppliers**
- **Minority Business Enterprise Certification**
- **Supplier FAQs**
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 or Login to Team Georgia Marketplace 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. The login information is as follows: User name: tgmguest. Password: tgmguest.

Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail addresses for Agency, College and University Procurement Officers. This APO / CUPO listing can be used as a resource for companies wishing to secure no-bid purchases.

RELEVANT LINKS

- Team Georgia Marketplace
- Georgia Procurement Registry
- eSource
- Agency Procurement Officers (APOs)
Team Georgia Marketplace™

Important Notice
This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority’s appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

User Registration
Click on User Registration to Register

View Registration Options.

Bidding Opportunities

02 Opportunities
Registration Unknown

Unsure of How to Register?

Bidder Registration
Select this option if you have never done business with State Of Georgia and register here to be able to bid on events.

More...

Register now

Add New User
Add New User For Existing Supplier Account and to be able to see purchasing details.

More...

Register now
Welcome - Step 1 of 5

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps. Once you have provided all the required information, proceed to the "Submit" step.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at: (404) 657-6000 or email: procurementhelp@doas.ga.gov

Select an activity below:

- Start a new registration form
- What type of entity do you represent?
  - Business
  - Individual

* Required field
• 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.
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: Plumbing

SIC Codes - NIGP

<table>
<thead>
<tr>
<th>Select</th>
<th>SIC Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>57031</td>
<td>Lead: Bulk, Granulated, Strips, etc., Not Plumbing or Paint</td>
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<tr>
<td>✔️</td>
<td>57070</td>
<td>Steel, Galvanized: Bars, Pipes, Not Plumbing, Plates, Rods, Sheets, Strips, etc.</td>
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<tr>
<td>✔️</td>
<td>65802</td>
<td>Brass, Plumbing Tubular Goods</td>
</tr>
<tr>
<td>✔️</td>
<td>67054</td>
<td>Brass, Plumbing Tubular Goods (Inactive, please see commodity code 658-02 effective January 1, 2016)</td>
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<tr>
<td></td>
<td>67055</td>
<td>Plumbing Fixtures and Parts</td>
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<tr>
<td></td>
<td>67056</td>
<td>Plumbing Trim: Faucets, Fittings, etc.</td>
</tr>
<tr>
<td></td>
<td>67057</td>
<td>Plumbing Equipment, Accessories and Supplies (Not Otherwise Classified)</td>
</tr>
</tbody>
</table>

Georgia Department of Administrative Services
Addresses - Step 3 of 5

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

**Primary Address**

- **Country**: [USA] United States
- Address 1
- Address 2
- Address 3
- City
- County [Postal]
- State
- **Email ID**

**Other Addresses**

Check boxes below to indicate addresses that are different from your Primary Address above:

- Bill To Address
  - Address for remitting payment
- Ship To Customer
  - Address for shipping goods/service
- Invoice Address
  - Address from which you send invoice
Contacts - Step 4 of 5

Click "Add Contact" to create your additional contact information. Examples of a description include Job Title, Company Name, Email Address, Telephone Number, and Fax Number.

You have not added any contact information. Click "Add Contact" to add a contact or "Contact" to review existing contact information.

Add Contact
Submit - Step 5 of 5

Make sure you read the Terms and Conditions fully before continuing. Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☐ Click to accept the Terms of Agreement below.

Terms of Agreement

Review  Submit

Please review your information to ensure that it is correct prior to selecting the Submit Button.
Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry.

Respond electronically in Team Georgia Marketplace™ or eSource.

Select Suppliers under State Purchasing.
SUPPLIERS

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AREAS OF FOCUS

- GETTING STARTED AS A SUPPLIER
- BIDS AND CONTRACTS
- TRAINING FOR SUPPLIERS
- MINORITY BUSINESS ENTERPRISE CERTIFICATION
- SUPPLIER FAQS

Click to see Bid Opportunities
UNDERSTANDING BIDS AND CONTRACTS

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Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail addresses.
New Look and Feel!

Click here to access the Registry!
Under the Search Criteria you can:

- Search for Open, Awarded, Under Evaluation, Closed and other solicitations
- Search several government entities
  - State Government
  - Municipalities
  - County Government
  - K-12 Public School Districts
- Search by Title and Description
- Sort List by Solicitation Event Number

Searching for “Awarded” events will help you to set your price points for bidding!
Local Government Use of the GPR
(Official Code of Georgia Annotated (OCGA) Section 36-80-27)

- Municipal corporations, counties, and local boards of education are required to post certain solicitations to the GPR.
  - Bid or proposal opportunity for goods, services or both valued at $100,000 or more
  - Bid or proposal opportunity for public works construction contracts subject to Chapter 91 of Title 36 of the Official Code of Georgia valued at $100,000 or more

- Companies will receive notifications based on NIGP Codes when registering in Team Georgia Marketplace™

- All inquiries should be made with the applicable government entity posting the announcement

- Local entities are not required to follow DOAS’ policies and procedures for posting guidelines, competitive solicitations or protest procedures
eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities.

To search for eSource bids select “Electronic Responses”
eSource Bids begin with the letters “ES”.

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Government Entity</th>
<th>Start Date (ET)</th>
<th>End Date (ET)</th>
<th>Ends In</th>
<th>Status</th>
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<td>ES-RFP-5100-364</td>
<td>J Building Boilers</td>
<td>Albany State University</td>
<td>Jan 17, 2020 @ 03:46 PM</td>
<td>Feb 18, 2020 @ 01:00 PM</td>
<td>15 days</td>
<td>Open</td>
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<tr>
<td>ES-RFP-62900-89</td>
<td>Atlanta Metro State College Bookstore</td>
<td>Dalton State College</td>
<td>Jan 01, 2020 @ 11:35 AM</td>
<td>Feb 14, 2020 @ 02:00 PM</td>
<td>11 days</td>
<td>Open</td>
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<tr>
<td>ES-RFP-53600-691</td>
<td>Creative Design Consultant</td>
<td>Georgia College And State University</td>
<td>Jan 24, 2020 @ 10:59 AM</td>
<td>Feb 24, 2020 @ 02:00 PM</td>
<td>21 days</td>
<td>Open</td>
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<tr>
<td>ES-RFP-5100-360</td>
<td>CLASSIFICATION AND COMPENSATION STUDY</td>
<td>Albany State University</td>
<td>Dec 19, 2019 @ 11:43 AM</td>
<td>Feb 04, 2020 @ 01:00 PM</td>
<td>1 days</td>
<td>Open</td>
</tr>
<tr>
<td>99999-GPO2000000172</td>
<td>Integrated Security &amp; Surveillance Products &amp; Serv</td>
<td>Administrative Services, Department Of - Swc</td>
<td>Dec 20, 2019 @ 05:46 PM</td>
<td>Feb 06, 2020 @ 04:00 PM</td>
<td>3 days</td>
<td>Open</td>
</tr>
<tr>
<td>92022-GPO2000000271</td>
<td>Security Services - Armed and Unarmed</td>
<td>Administrative Services, Department Of - Swc</td>
<td>Jan 30, 2020 @ 04:30 PM</td>
<td>Feb 18, 2020 @ 05:00 PM</td>
<td>15 days</td>
<td>Open</td>
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</tbody>
</table>
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

If you have questions regarding this solicitation, you may email Causey, Joy at joy.causey@asurams.edu.

Thank you for your interest in opportunities with Georgia Government.

**Supplier's Guide to eSource**

Responses to this solicitation will not be considered if submitted by Fax, Email, Post or Hand delivery. Only responses submitted via the electronic link provided in this email will be considered.

If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at:

Follow the link to the Team Georgia Marketplace registration system (https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT.LANDINGPAGE.GBL) 'Login' to maintain your Supplier Information and follow the instruction to update the information.
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).

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 Small Business: A business which meets criteria for both Georgia Resident Business and Small Business.
Small Business Initiative

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

- Established by Gov. Brian Kemp on January 14, 2019
- Eighteen member Commission charged with providing recommendations on Small Businesses
- The Commission will report its findings on June 30, 2020
Small Business Initiative

Inaugural Small Business Symposium

A one-day professional development/learning and networking symposium for small businesses.

Mission
To support Georgia-based, small businesses by providing access to the State's purchasing opportunities, create jobs and to provide economic opportunity by providing greater access to education, and business support services.
Inaugural Small Business Symposium was held in Dublin, Georgia on February 12, 2020.

Governor Brian Kemp addressing the audience via video!

Deputy Commissioner Lisa Eason welcoming everyone to the Symposium!

Interested in receiving information on upcoming Symposia? Please click on the link to take a survey: https://www.surveymonkey.com/r/M9Y9255
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 (OCSA 50-5-131).

The state of Georgia recognizes five ethnic minority groups:

- African American
- Asian American
- Hispanic/Latino
- Native American
- Pacific Islander

Certified Minority Business Enterprise

The Minority Business Enterprise (MBE) program is a collaborative effort between the Georgia Department of Administrative Services (DOAS) and the Georgia Department of Transportation (GDOT) and provides a joint process for minority certification. Companies are first required to submit an application for the Disadvantaged Business Enterprise (DBE) Certification. The DBE Certification application captures the required data used by DOAS.
• The disadvantaged owner’s personal net worth (not including primary residence and ownership in the business) may not exceed $1.32 million to qualify as economically disadvantaged.

• Firms located in all Georgia counties, except Fulton, DeKalb, or Clayton, and outside of the State are certified through GDOT. Click here for application!

• Firms located in Fulton, DeKalb, or Clayton County must submit their applications electronically to MARTA. Click here for application!
Benefits of the MBE Certification

- MBE Companies are stored in our CRM system and made available to local government and other organizations.
- Companies are marked as “certified minority” and are available to be accessed through Georgia Procurement Registry search.
- Georgia law allows a tax break for Georgia companies that subcontract to certified minority subcontractors (O.C.G.A. § 48-7-38).
Suppliers can be located by using various **Search** criteria such as “GA Resident”, “Small Business”, “Certified Minority Vendors”

You can also search by **NIGP Codes** used when registering in Team Georgia Marketplace™
Bidders’ Conferences

• Pre-bid/Bidders’/Offerors’ conferences are public meetings conducted for the purpose of allowing suppliers to participate in a site visit to the physical location, and to receive information on the bid.

• The solicitation must identify any such Public Meeting and define whether a supplier’s attendance is mandatory or optional.

• 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!
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**
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
Supplier Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!
Resources and Partners

Contact The Office

Small Business Development Center of Georgia State University
UNIVERSITY OF GEORGIA

gtpac
Georgia Tech Procurement Assistance Center
Serving Georgia businesses since 1986

GDOT
Georgia Department of Transportation
The University of Georgia Small Business Development Center’s goal is to enhance the economic well-being of Georgians by providing a wide range of educational services for small business owners and aspiring entrepreneurs.

Go to their website to see the list of training offered:

https://www.georgiasbdc.org/
GTPAC helps Georgia businesses identify, compete for, and win government contracts through teaching, mentoring and coaching. Their services are available at no cost to any Georgia business, large or small, that possesses the interest and potential to perform work — as a prime contractor or a subcontractor — for federal, state or local government agencies.

Go to their website to see the list of training offered and to sign up for their services:

https://gtpac.org/
Are you a certified DBE in the State of Georgia?

MH Miles Company is the Supportive Services Consultant for the Georgia Department of Transportation’s State Supported Funding Program (SSFP). They provide training, targeted matchmaking, and one-on-one assistance to Georgia’s certified DBE companies.

Please go to their website for more information:

http://gdotstateprojects.com/
The University System of Georgia (USG) is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges.

For information on doing business with USG contact:

Jim Barnaby
Strategic Sourcing Director
Jim.Barnaby@usg.edu
(404) 962-3204
# Agency Procurement Officers List

**Georgia Department of Administrative Services**

Available on DOAS website: [https://ssl.doas.state.ga.us/PRSapp/PR_apo_public_list.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_apo_public_list.jsp)

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<th>ACTIVE FLAG</th>
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<tbody>
<tr>
<td>BALDWIN AGRICULTURAL COLLEGE</td>
<td>ROBERT HAIGHT</td>
<td><a href="mailto:munday@baldwin.edu">munday@baldwin.edu</a></td>
<td>A</td>
</tr>
<tr>
<td>TECHNICAL SERVICES DEPARTMENT</td>
<td>JERROME WILLIAMS</td>
<td><a href="mailto:Classroom@govga.gov">Classroom@govga.gov</a></td>
<td>A</td>
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<tr>
<td>DEPARTMENT OF - EMC</td>
<td>MAUREEN FULTZ</td>
<td><a href="mailto:monica@govga.gov">monica@govga.gov</a></td>
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<tr>
<td>COLQUHOUN TECHNICAL COLLEGE</td>
<td>JOY CALLIER</td>
<td><a href="mailto:joycallier@govga.gov">joycallier@govga.gov</a></td>
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<tr>
<td>CHATTahoochee TECHNICAL COLLEGE</td>
<td>MONIKA JOHNSON</td>
<td><a href="mailto:monika@govga.gov">monika@govga.gov</a></td>
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</tr>
<tr>
<td>CLAYTON STATE UNIVERSITY</td>
<td>JASON HENRY</td>
<td><a href="mailto:jasonh@govga.gov">jasonh@govga.gov</a></td>
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<tr>
<td>COASTAL PINES TECHNICAL COLLEGE</td>
<td>DARRAN BURCH</td>
<td><a href="mailto:Darraun@govga.gov">Darraun@govga.gov</a></td>
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<tr>
<td>COLEGE OF COASTAL GEORGIA</td>
<td>STERLING DAVIE</td>
<td><a href="mailto:sterdavie@govga.gov">sterdavie@govga.gov</a></td>
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</tr>
<tr>
<td>COMMUNITY AFFAIRS DEPARTMENT OF</td>
<td>BRADLEY OSCELMAN</td>
<td><a href="mailto:boscelman@govga.gov">boscelman@govga.gov</a></td>
<td>A</td>
</tr>
<tr>
<td>COMMUNITY HEALTH DEPARTMENT OF</td>
<td>SYDNEY MANFIELD</td>
<td><a href="mailto:sydmanfield@govga.gov">sydmanfield@govga.gov</a></td>
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<td><a href="mailto:shannokent@govga.gov">shannokent@govga.gov</a></td>
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</tr>
<tr>
<td>VAN SANTHORPE DEPARTMENT OF</td>
<td>AMY SHEARD</td>
<td><a href="mailto:astherope@govga.gov">astherope@govga.gov</a></td>
<td>A</td>
</tr>
<tr>
<td>WILSON STATE UNIVERSITY</td>
<td>CHRISTOPHER PITMAN</td>
<td><a href="mailto:Christopher@govga.gov">Christopher@govga.gov</a></td>
<td>A</td>
</tr>
</tbody>
</table>

**Georgia Department of Administrative Services**
Support & 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
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