

Supplier Orientation

“Path to Partnership”



Department of Administrative Services
Improving efficiency, compliance and workforce performance

State Purchasing Division



Welcome!



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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



Ensuring reliable sources of goods and services at the lowest possible cost while promoting fair and open competition and small business opportunity to maximize government efficiency and compliance.

[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

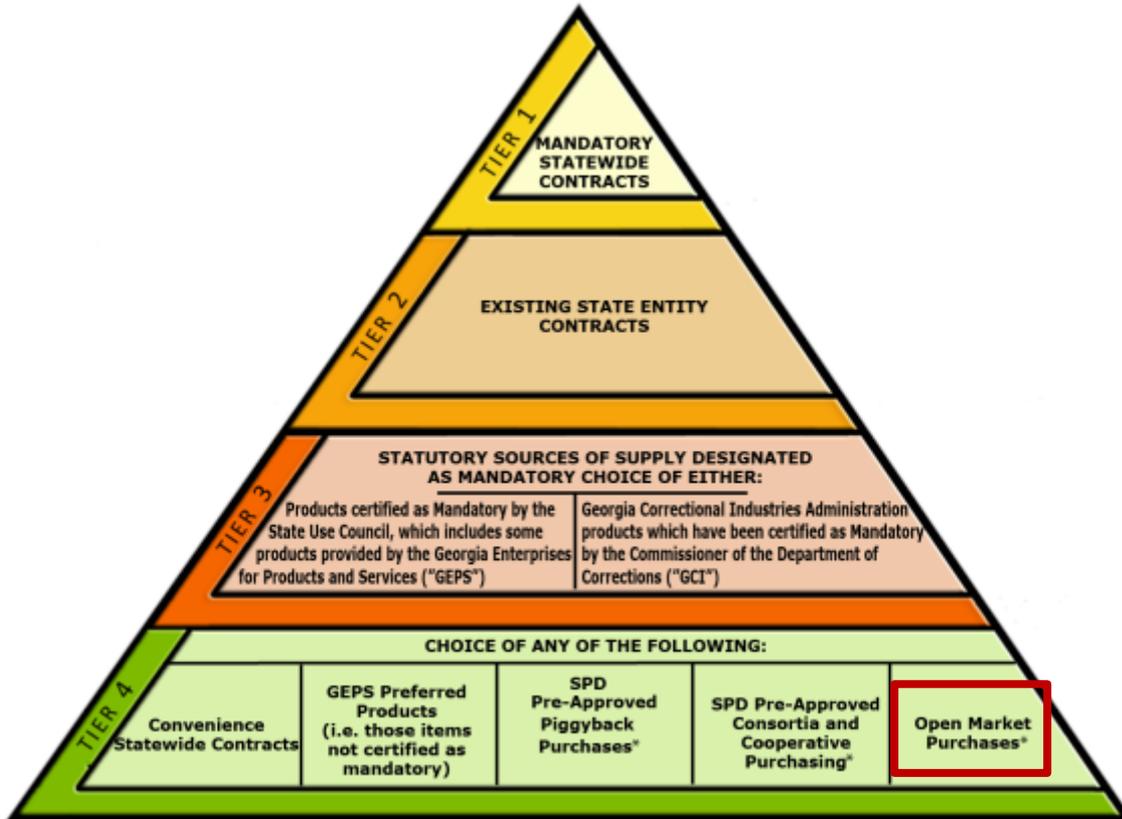
Georgia Procurement Manual



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

Georgia Procurement Manual

Order of Precedence



- 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

Order of Precedence – Statewide Contracts

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.

Order of Precedence – Statewide Contracts

Statewide Contract Index

Team Georgia Marketplace

State of Georgia

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?](#)

SIGN IN

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

Order of Precedence – Statewide Contracts

Statewide Contract Index - Search



Shop > Shopping > Shopping Home > Shopping Dashboard-TGM Guest

Shopping Dashboard-TGM Guest

Advanced Contract Search



Click [here](#) for the Advanced Contract Search & Quick Category Search links

Use the search feature to search for information on the contract status, contract administrator, suppliers, etc.

0000161

PD0000161 is now live on TGM and replaces temporarily be placed directly with the awarded ordering will be updated soon.

Contract ID

00000 000 0000000161 0000

[Cloud Solutions and Services Statewide Contract!](#) 1/2/2020 3:29 PM

January 2, 2020 Having trouble reading this? View this email in your browser <<https://mailchi.mp/doas/rent-it-lease-it...>>

[Georgia Procurement Conference Vision Awards!](#) 12/23/2019 12:49 PM

December 23, 2019 Having trouble reading this? View this email in your browser <<https://mailchi.mp/doas/rent-it-lease-it...>>

['Tis the season to be jolly: Happy holidays to you and yours!](#) 12/19/2019 3:44 PM

Shop From the Top

Search Product Keywords, Description, Supplier [Advanced Search](#)

Shortcuts

[Favorites](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse

[Suppliers](#) | [Categories](#) | [Contracts](#)

System Notifications

No alerts/notifications at this time.

Catalog Discrepancy

[Catalog Discrepancy Form](#)

Showcases

Office Supplies



Computers, Single-Use Printers, Multifunction Printers and Related Technologies (Purchase & Lease Options)

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

Team Georgia Marketplace™



Registering in [Team Georgia Marketplace™](#) is the first step to doing business with the State of Georgia.

Desktop and Laptop Computers

TeamWorks Financials 9.2

(PeopleTools v. 8.55.20)

- Chrome 35, 43, 58, 69
- Microsoft Edge 39, 52
- Internet Explorer 11
- Firefox 38, 42, 52, 53, 60, 62
- Mac Users: Safari 8, 9

Mobile Browsers

TeamWorks Financials 9.2

(PeopleTools v. 8.55.20)

- Chrome for Android 5, 6, 7, 8
- Safari for iOS 8, 9

Team Georgia Marketplace™

The screenshot shows the homepage of the Georgia Department of Administrative Services. At the top left is the Georgia logo and the text "Department of Administrative Services" with the tagline "Improving efficiency, compliance and workforce performance". To the right is a "2016 STATE PROCUREMENT RANKINGS" badge. Further right are navigation links: "Learn About DOAS", "Our Community", and "Need Help" with a search icon. The main header features the text "WELCOME. WHAT ARE YOU LOOKING FOR?" above a search bar with a "Filter-by..." dropdown and a "SEARCH" button. Below the search bar are four promotional cards: "New Careers Website" (purple), "State contacts on the go" (grey), "Supplier Services" (blue, highlighted with a red border), and "Georgia Procurement Conference 2017" (blue). The "Supplier Services" card includes the text "Do business with the state". Below these cards is a "BUSINESS SERVICES" section with three boxes: "RISK MANAGEMENT", "STATE PURCHASING" (highlighted with a red border), and "FLEET MANAGEMENT". The "STATE PURCHASING" box lists "Georgia Procurement Conference 2017", "Statewide Contracts", "Suppliers" (highlighted with a red border), "Law, Administrative Rules and Policies", "Order of Precedence", and "View All".

Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | 🔍

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

New Careers Website
New and improved ATS

State contacts on the go
Download Team Georgia Directory mobile app!

Supplier Services
Do business with the state

Georgia Procurement Conference 2017

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All

FLEET MANAGEMENT

Select Suppliers under **State Purchasing**

Team Georgia Marketplace™

SUPPLIERS

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- 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

Supplier Relations

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Click to see Bid Opportunities

AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Team Georgia Marketplace™



Department of Administrative Services
Improving efficiency, compliance and workforce performance



Learn About DOAS

Our Community

Need Help



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 buyers 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.

Understanding Bids and Contracts

Phone
404-657-6000

procurementhelp@doas.ga.gov

Agents are available.

[View All Division Contacts](#)



Click to register in
Team Georgia
Marketplace™

RELEVANT LINKS

[Team Georgia Marketplace](#)

[Georgia Procurement Registry](#)

[ESource](#)

[Agency Procurement Officers \(APOs\)](#)

Team Georgia Marketplace™

The screenshot shows the homepage of the Team Georgia Marketplace. At the top left is the logo for Team Georgia Marketplace, which includes a shopping cart icon. To the right of the logo is a dropdown menu labeled "My Homepage". Below the logo and menu are four main sections: "News and Announcements" with a "latest news" icon, "Sign In" with a door and arrow icon, "Important Notice" with a paragraph of text and a bolded agreement statement, and "User Registration" and "Bidding Opportunities" with their respective icons and counts. A large blue arrow on the left side points to the "User Registration" section.

Team Georgia Marketplace

▼ My Homepage

News and Announcements

latest news

Sign In

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

View Registration Options.

Bidding Opportunities

02 Opportunities

Click on User Registration to Register

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](#)

Team Georgia Marketplace™

Bidder Registration

[Help](#)

WelcomeIdentifying InformationAddressesContactsSubmit

Exit | Previous Next

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) 657-8000
or email: procurementhelp@doss.ga.gov

Select an activity below: [?](#)

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

Select either Business or Individual

Exit | Previous Next

* Required field

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

The screenshot shows the 'Bidder Registration' interface. The 'Identifying Information - Step 2 of 5' section is highlighted with a red box. Below it, there are fields for 'Unique ID & Company Profile', 'Tax Identification Number', and 'Entity Name'. A 'Profile Questions' section asks if the company can be classified as a minority-owned business. Below that is a table for 'Standard Industry Codes - NIGP' with columns for 'Standard Industry Code' and 'Description'. A red box highlights the 'Add NIGP Codes' button. A modal window titled 'Look Up List' is open, showing search criteria and a list of results. A red callout bubble points to the first result, 'NAA - American Indian or Alaska Native - Greater than 51%', with the text 'Select Minority Classification'.

Identifying Information - Step 2 of 5

*Tax Identification Number (TIN) or Social Security Number
*There is no limit to the number of NIGP commodity codes

Unique ID & Company Profile

Tax Identification Number
* Entity Name
http://URL

Profile Questions

* Can your company be classified as a MINORITY OWNED BUSINESS by the following definition?

Standard Industry Codes - NIGP

Standard Industry Code	Description

Add NIGP Codes

Look Up List

Question ID: 2
List Line Number =
List Item begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

List Line Number	List Item
1	NAA - American Indian or Alaska Native - Greater than 51%
2	ASA - Asian - Greater than 51%
3	AFA - Black or African American - Greater than 51%
4	PAI - Native Hawaiian or Other Pacific Islander - Above 51%
5	HIA - Hispanic or Latino - Greater than 51%
6	Not Applicable

Select Minority Classification

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:

SIC Codes - NIGP Find | | First 1-16 of 16 Last

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

Team Georgia Marketplace™

Bidder Registration



Addresses - Step 3 of 5

Exit

Previous

Next

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 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

Exit

Previous

Next

Team Georgia Marketplace™

Bidder Registration

Welcome

Identifying Information

Addresses

Contacts

Submit

Contacts - Step 4 of 5

Click "Add Contact" to create your and
Examples of a description include Job

Company Contacts ?

You have not added any contact

Add Contact

Contacts

Click "Add C
Examples of
Compan

You have

Add

* Required

Add Contacts

Contact Information ?

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID (User's account login name. Entered value must be at least 5 characters and be in all caps.)

Password (The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character. (Example - Password1!))

Confirm Password

Language Code

Time Zone

Currency Code

OK

Cancel

Team Georgia Marketplace™

Bidder Registration

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

Previous

Next

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

Exit

Previous

Next

Please review your information to ensure that it is correct prior to selecting the Submit Button.

Georgia Procurement Registry

The screenshot shows the homepage of the Georgia Procurement Registry. At the top left is the Georgia Department of Administrative Services logo with the tagline "Improving efficiency, compliance and workforce performance". To the right is a "2016 STATE PROCUREMENT RANKINGS" badge. Further right are navigation links: "Learn About DOAS", "Our Community", and "Need Help" with a search icon. The main heading reads "WELCOME. WHAT ARE YOU LOOKING FOR?". Below this is a search bar with a "Filter-by..." dropdown and a "SEARCH" button. A row of four promotional cards is displayed: "New Careers Website" (purple), "State contacts on the go" (grey), "Supplier Services" (blue, highlighted with a red border), and "Georgia Procurement Conference 2017" (dark blue). Below this is a "BUSINESS SERVICES" section with three cards: "RISK MANAGEMENT" (white), "STATE PURCHASING" (blue, highlighted with a blue callout), and "FLEET MANAGEMENT" (white). The "STATE PURCHASING" card lists "Georgia Procurement Conference 2017", "Statewide Contracts", "Suppliers" (highlighted with a red box), "Law, Administrative Rules and Policies", "Order of Precedence", and "View All".

- 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**

Georgia Procurement Registry

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Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Click to see Bid Opportunities

AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Georgia Procurement Registry

Home > State Purchasing > Suppliers > Bids and Contracts

Click to see Bid Opportunities

UNDERSTANDING BIDS AND CONTRACTS

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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.

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

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RELEVANT LINKS

[Team Georgia Marketplace](#) >

[Georgia Procurement Registry](#) >

[ESource](#) >

[Agency Procurement Officers \(APOs\)](#) >

Georgia Procurement Registry



- Quick Links
 - Bidding Event Search
 - Supplier Search
 - NIGP Search
 - Team Georgia Marketplace - Bidder and Supplier Portal
 - GPR Buyer Login
- References

Announcements

Welcome to New Georgia Procurement Registry

Welcome to the Georgia Procurement Registry new look and feel. The information you have access to has not changed. You now have improved user friendly screens, mobile access and more options to view data. Look for more information on the DOAS.GA.GOV website, under news and events.

Georgia Small Business Symposium

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response	Search Keyword	Event Status
All	Enter Event ID or Title	OPEN
Government Type	Government Entity	
All	All	

Advanced Search

Event Process Type	Event Date Range
All	--- Select ---
<input type="button" value="Reset"/>	<input type="button" value="Search"/>



[Click here](#) to access the Registry!

Georgia Procurement 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

The screenshot shows the Georgia Procurement Registry website. The top navigation bar includes the logo for the Georgia Procurement Registry and the Team Georgia Marketplace. A left sidebar contains quick links for Bidding Event Search, Supplier Search, NIGP Search, Team Georgia Marketplace, and GPR Buyer Login. The main content area features an 'Announcements' section with a welcome message and a 'Georgia Small Business Symposium' announcement. Below this is the 'Event Search Criteria' section, which is highlighted with a red box. This section includes a 'Type of Response' dropdown set to 'All', a 'Search Keyword' field with the placeholder 'Enter Event ID or Title', a 'Government Entity' dropdown, and an 'Event Status' dropdown menu set to 'AWARDED'. A callout bubble points to the 'Event Status' dropdown, indicating that searching for 'Awarded' events helps in setting price points for bidding.

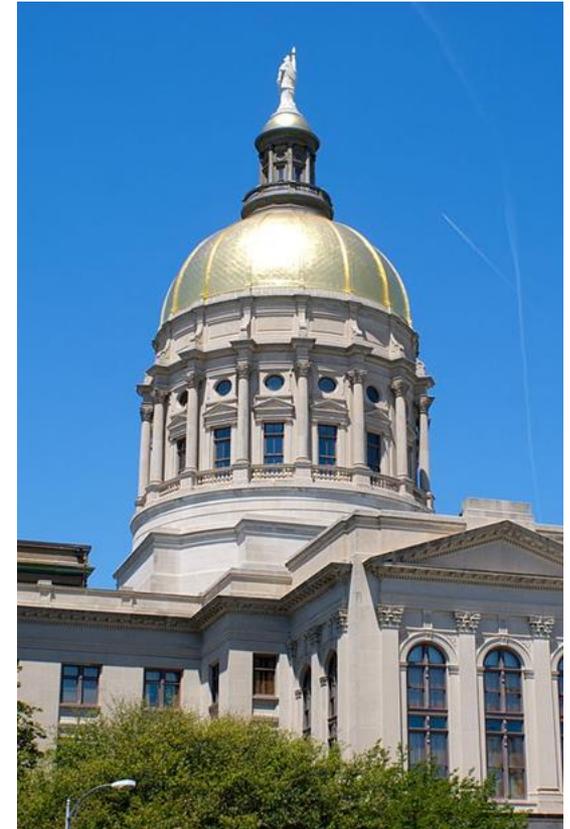
Searching for “Awarded” events will help you to set your price points for bidding!

Georgia Procurement Registry

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.



- Quick Links
- Bidding Event Search
- Supplier Search
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- GPR Buyer Login
- References

Announcements

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Event Search Criteria

Type of Response	Search Keyword
Electronic Responses	Event ID or Title
Government Type	Government Entity
All	All

Advanced Search	Event Date Range
Event Process Type	MM/DD/YYYY
All	--- Select ---

To search for eSource bids select "Electronic Responses"

- Quick Links
- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace
- Bidder and Supplier Portal
- GPR Buyer Login
- References

Event Search Criteria

Type of Response: Search Keyword: Event Status:

Government Type: Government Entity:

Advanced Search

Event Process Type: Event Date Range:

OPEN Events

Show entries

Previous Next

Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
ES-RFQ-52100-364	J Building Boilers	Albany State University	Jan 17, 2020 @ 03:46 PM	Feb 18, 2020 @ 01:00 PM	15 days	Open
ES-RFP-56900-89	Atlanta Metro State College Bookstore	Dalton State College	Jan 02, 2020 @ 11:39 AM	Feb 14, 2020 @ 02:00 PM	11 days	Open
ES-RFP-53600-691	Creative Design Consultant	Georgia College And State University	Jan 24, 2020 @ 10:59 AM	Feb 24, 2020 @ 01:00 PM	21 days	Open
ES-RFP-52100-360	CLASSIFICATION AND COMPENSATION STUDY	Albany State University	Dec 19, 2019 @ 11:43 AM	Feb 04, 2020 @ 01:00 PM	1 days	Open
99999-SPD0000172	Integrated Security & Surveillance Products & Serv	Administrative Services, Department Of - Swc	Dec 20, 2019 @ 05:48 PM	Feb 06, 2020 @ 04:00 PM	3 days	Open
171	Security Services - Armed and Unarmed	Administrative Services, Department Of - Swc	Jan 30, 2020 @ 04:30 PM	Feb 18, 2020 @ 05:00 PM	15 days	Open

eSource Bids begin with the letters "ES".



bidnotice.donotreply@doas.ga.gov | Bailey, Julian

eSource Announcement to Suppliers, Ref: ES-RFQ-52100-364

eSource Announcement to Suppliers

Julian Bailey

julian.bailey@doas.ga.gov

Default Bidder Team Georgia Marketplace

ALBANY STATE UNIVERSITY, a Georgia government entity, has posted a solicitation which is available for your company's response. Your firm was selected based on NIGP code(s) listed in your profile.

This solicitation entitled, J Building Boilers, is accessible for on-line viewing and reply. It will close on 02/18/2020 @ 01:00 PM.

To access this solicitation, the following system Invitation-ID and Invitation Code are required.

NOTE: The Invitation-ID and Invitation Code are provided for this solicitation only. They are not related to your user name and password in the registration system. Your Invitation-ID and Invitation Code are required to access the solicitation.

Invitation-ID: julian.bailey@doas.ga.gov

Invitation Code: eqTJI04ZC4

Click on the link below to access the eSource system:

http://ssl.doas.state.ga.us/PRSapp/EQ_vendor_login.jsp?N=5536412

If you have any 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 \(https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?\)](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.

- 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

State of Georgia 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).

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

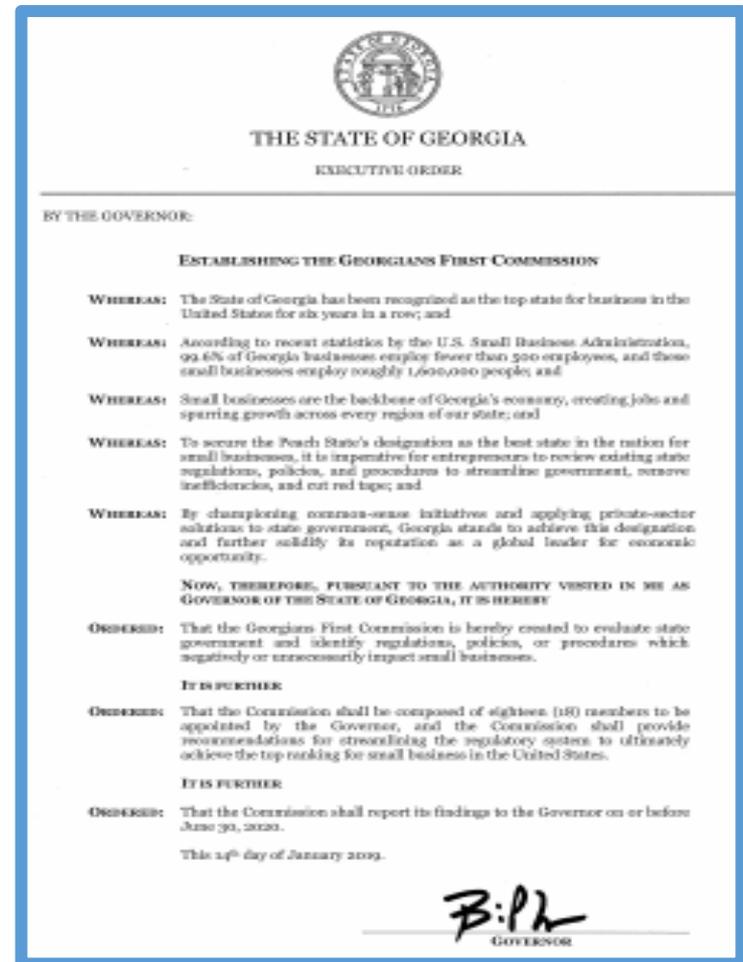
- For purchases under the \$25k bidding threshold, entities are encouraged to use small businesses to satisfy needs
- Gives entities flexibility to reach out to small businesses
- Eliminates administrative burden
- Encourages small business participation

The image shows a screenshot of the Georgia USA Small Business Resource Directory website. At the top, the logo for Georgia USA is on the left, and the text "Georgia USA Small Business Resource Directory" is in the center. On the right, there are links for "Women | Minorities | Youth | Veterans". Below the logo, there is a navigation bar with six categories: "START", "GROW", "FINANCE", "LEARN", "CONNECT", and "INNOVATE". The main content area features a background image of three women smiling and looking at something together. Overlaid on this image is a search interface. It starts with the text "I AM LOOKING TO..." in large white letters. Below this is a dropdown menu with the option "start my small business" and a downward arrow. Underneath that is the word "AND" in white. Below "AND" is another dropdown menu with the option "select sub-topic..." and a downward arrow. At the bottom of the search interface is a dark grey button with the word "GO" in yellow.

Small Business Initiative

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.



GROWING SMALL BUSINESS IN GEORGIA
LEARN. CONNECT. THRIVE.

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.

Small Business Initiative

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 Symposiums? Please click on the link to take a survey: <https://www.surveymonkey.com/r/M9Y9255>

MBE Certification Program

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 ethnic minority groups:

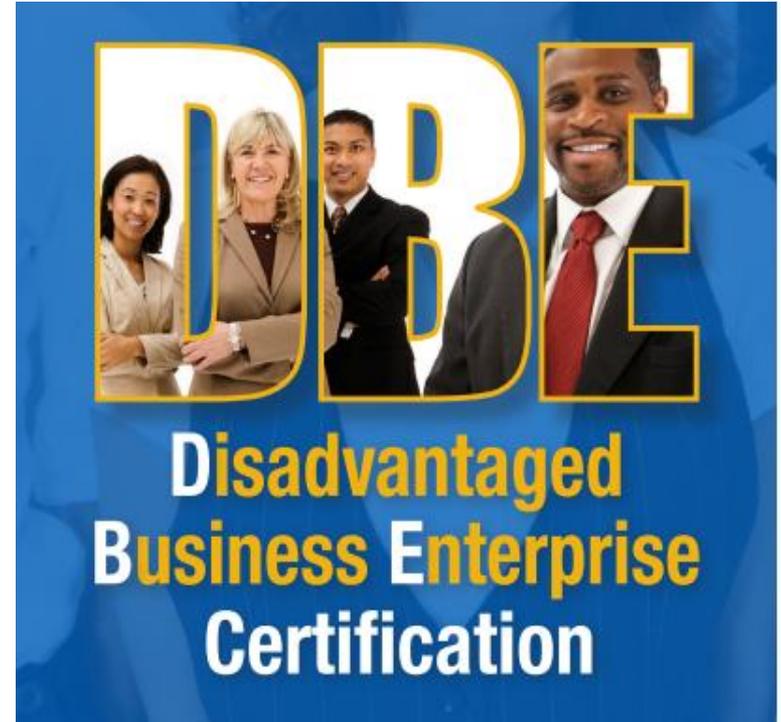
- African American
- Asian American
- Hispanic/Latino
- Native American
- Pacific Islander

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.

DBE Application

- 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)



Supplier Search - Public Portal

- Quick Links
 - Bidding Event Search
 - Supplier Search
 - NIGP Search
 - Team Georgia Marketplace - Bidder and Supplier Portal
 - GPR Buyer Login
- References >

To search the list of suppliers and bidders, use a keyword or any combination of criteria. Suppliers and Bidders will be displayed in the search results.

Supplier Search Criteria

Company Name: Begins With City: State:

Zip Code:

GA Resident: Yes No

Minority Groups: All Suppliers

Minority Suppliers: Certified Not Certified All

Select One or Multiple Types of Suppliers:

- All Suppliers
- Service Disabled Veteran Owned Business
- Veteran Owned Business
- Non Veteran Owned Business
- Small Business
- Women Owned Business

I'm not a robot  This field is required.

Suppliers can be located by using various [Search](#) criteria such as “GA Resident”, “Small Business”, “Certified Minority Vendors”

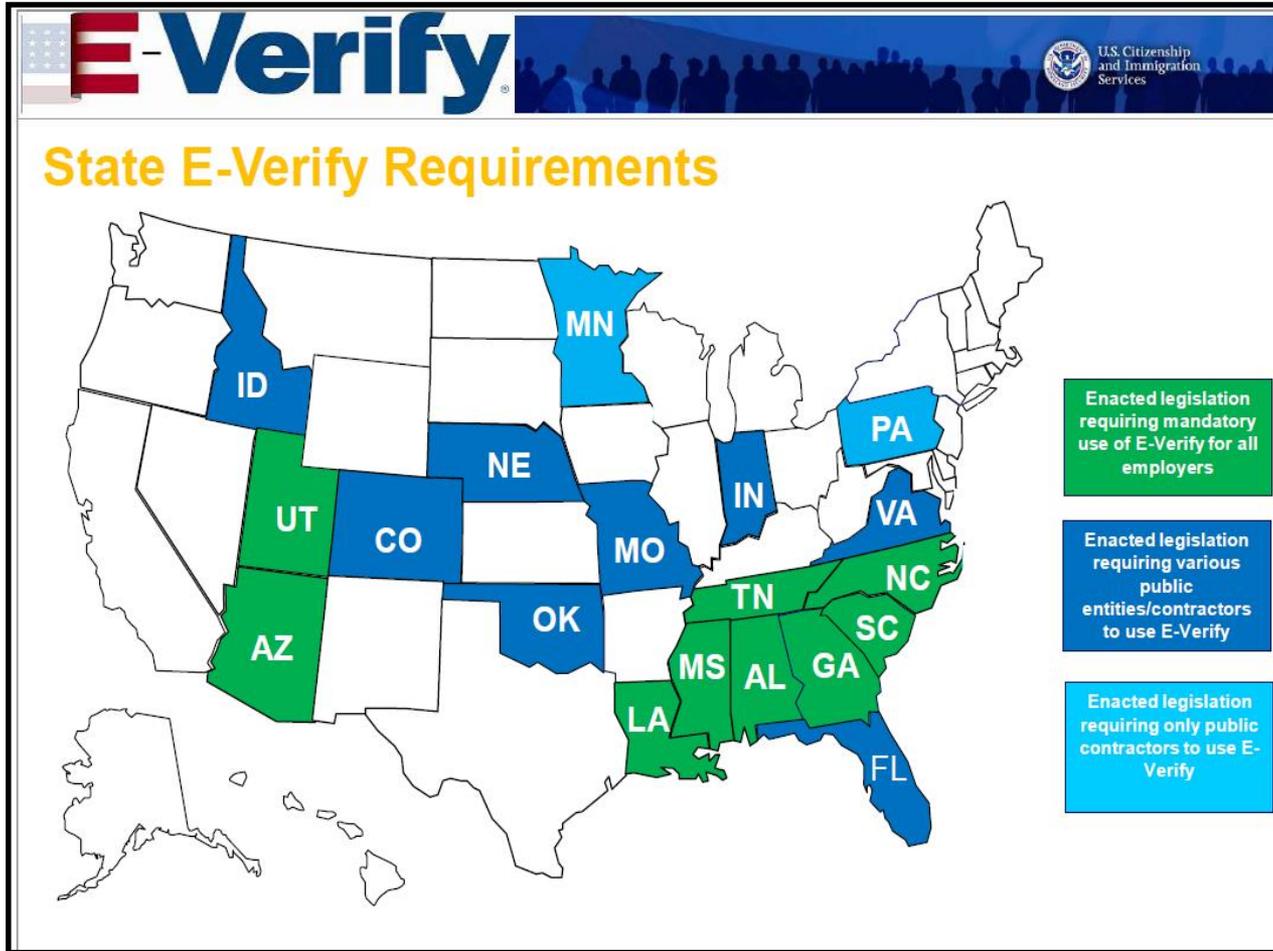
You can also search by [NIGP Codes](#) used when registering in Team Georgia Marketplace™

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!**

eVerify: Georgia Immigration and Security Law



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****

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



Supplier Training

Supplier 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](#)

CONTACT

Supplier Training

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)





Resources and Partners



Department of Administrative Services
Improving efficiency, compliance and workforce performance

Contact The Office



Small Business
Development Center
at Georgia State University
UNIVERSITY OF GEORGIA



gtpac
Georgia Tech
Procurement Assistance
Center

Serving Georgia
businesses since 1986



GDOT
Georgia Department of Transportation

UGA Small Business Development Center (UGA SBDC)

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/>



**Small Business
Development Center**
UNIVERSITY OF GEORGIA

Georgia Tech Procurement Assistance Center

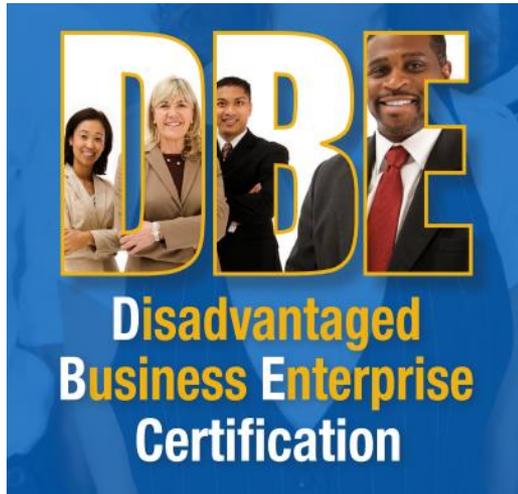
GTPAC helps Georgia businesses identify, compete for, and win government contracts through teaching, mentoring and coaching. Their services are available at no cost to any Georgia business, large or small, that possesses the interest and potential to perform work — as a prime contractor or a subcontractor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



GDOT State Supported Funding Program



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/>

University System of Georgia

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



**UNIVERSITY SYSTEM
OF GEORGIA**

Agency Procurement Officers List

Agency Procurement Officers (APO)

AGENCY	NAME (APO)	EMAIL ADDRESS (APO)	ACTIVE FLAG
M BALDWIN AGRICULTURAL COLLEGE	ROBBIE HAWSEY	rhawsey@abac.edu	A
ADMINISTRATIVE SERVICES, DEPARTMENT OF - AGENCY	DESIREE WILLIAMS	desiree.williams@doas.ga.gov	A
DEPARTMENT OF - SWC	MUKESH PATEL	mpatel1@doas.ga.gov	A
	LATONYA AMMONS	latonya.ammons@agr.georgia.gov	A
	JOY CAUSEY	joy.causey@asurams.edu	A
COLLEGE	JASON RENFROE	jrenfroe@albanytech.edu	D
TECHNICAL COLLEGE	MONICA O'QUINN	moquinn@altamahatech.org	D
UNIVERSITY	DAPHNE BURCH	Daphne.Burch@armstrong.edu	A
COLLEGE	STERLING DANIEL	sdaniel@athenstech.edu	A
UNIVERSITY	BRANDIE GRESHAM	bgresham@atim.edu	A
UNIVERSITY	SYLVELL MANSFIELD	smansfield@atlantatech.edu	A
A-REGION TRANSIT LINK	N/A	N/A	A
AND ACCOUNTS, DEPARTMENT OF	SHANNON KENT	kentsa@audits.ga.gov	A
STATE UNIVERSITY	LYNN CARMACK	lcarmack@aug.edu	D
TECHNICAL COLLEGE	LAUREN SCOTT	ljackson@augustatech.edu	A
UNIVERSITY	GREGORY WOODLIEF	gwoodlief@augusta.edu	A
COLLEGE	AMY SHEPHARD	ashephard@bainbridge.edu	A
BANKING AND FINANCE, DEPARTMENT OF	CHRISTOPHER PITTMAN	cpittman@dbf.state.ga.us	A
BEHAVIORAL HEALTH, DEPARTMENT OF	MATTHEW CARTER	matthew.carter@dbhdd.ga.gov	A
BRYAN COUNTY BOARD OF COMMISSIONERS	N/A	N/A	A
CALHOUN-GORDON COUNTY AIRPORT AUTHORITY	N/A	N/A	A
CENTRAL GEORGIA TECHNICAL COLLEGE	MICHELLE SINIARD	msiniard@centralgatech.edu	A
CENTRAL STATE HOSPITAL	LAJUAN MORRIS	almorris@dhr.state.ga.us	D
CHATTAHOOCHEE TECHNICAL COLLEGE	MECHELLE BALLEW	mechelle.ballew@chattahoocheetech.edu	A
CLAYTON STATE UNIVERSITY	MARCIA JONES	marciajones@clayton.edu	A
COASTAL PINES TECHNICAL COLLEGE	KATHY KOVACH	kkovach@coastalpin.es.edu	A
COLLEGE OF COASTAL GEORGIA	KAREN MARTIN	kmartin@coga.edu	A
COLUMBUS STATE UNIVERSITY	MATTHEW SHIVER	shiver_matthew@columbusstate.edu	A
COLUMBUS TECHNICAL COLLEGE	GYPSI ALEXANDER	galexander@columbustech.edu	A
COMMUNITY AFFAIRS, DEPARTMENT OF	SCOTT KUBIE	scott.kubie@dca.ga.gov	A
COMMUNITY HEALTH, DEPARTMENT OF	ANNETTE BAZHAW	Annette.Bazhaw@dch.ga.gov	A

Available on DOAS website:
https://ssl.doas.state.ga.us/PRSapp/PRapo_public_list.jsp

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
 - Julian A. Bailey, julian.bailey@doas.ga.gov
 - Telisha Farrow Jackson, telisha.jackson@doas.ga.gov
 - State Purchasing Contact Center Help Desk Email – procurementhelp@doas.ga.gov
- State Purchasing Contact Center Help Desk – 404-657-6000

