Supplier Orientation: Part 2

“Accessing Procurement Systems and Tools”
Welcome!

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Agenda

• State Purchasing Overview
• Georgia Procurement Manual
• Order of Precedence
• Competitive Bidding Requirements
• Team Georgia Marketplace
• eSource
• Statewide Contact Index
• Agency Procurement Officers List
• Supplier Training
• Support and Assistance
• Questions and Answers
State Purchasing 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 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.
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
First step in 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
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

Click to see Bid Opportunities
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. Click to register in Team Georgia Marketplace™

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

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
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.
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: Plumbing [Search]

SIC Codes - NIGP

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<th>Select</th>
<th>SIC Code</th>
<th>Description</th>
</tr>
</thead>
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<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>
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<tr>
<td></td>
<td>67054</td>
<td>Brass, Plumbing Tubular Goods (Inactive, please see commodity code 658-02 effective January 1, 2016)</td>
</tr>
<tr>
<td></td>
<td>67055</td>
<td>Plumbing Fixtures and Parts</td>
</tr>
<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>
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</table>
Bidder Registration

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
- 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

Georgia Department of Administrative Services
Please review your information to ensure that it is correct prior to selecting the Submit Button.
Team Georgia Marketplace™

Team Georgia Marketplace
Demonstration
Georgia Procurement Registry

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.

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

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

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Statewide Contracts

RELEVANT LINKS

- Team Georgia Marketplace
- Georgia Procurement Registry
- ESource
- Agency Procurement Officers (APOs)
Check the GPR for bids!
**eSource** is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities.

*Used by Colleges/Universities*
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

Invitation ID: julian.bailey@doas.ga.gov
Invitation Code: eqTII042C4

Click on the link below to access the eSource system:
http://ssl.doas.state.ga.us/PRSapp/EQ_vendor_login.jsp?N=3536412

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/pcs/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL) ‘Login’ to maintain your Supplier Information and follow the instruction to update the information.
Enter the Invitation ID and the Invitation Code that was emailed to you.
You will now have access to the bid details and can respond to the bid.
Statewide Contract Index

Welcome. What are you looking for?

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Click to login to access the Statewide Contact Index
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](#)
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<tr>
<td>COMMUNITY AFFAIRS, DEPARTMENT OF</td>
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<td><a href="mailto:scott_kuhre@doas.ga.gov">scott_kuhre@doas.ga.gov</a></td>
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<td>ANNETTE BACHMANN</td>
<td><a href="mailto:annette@doas.ga.gov">annette@doas.ga.gov</a></td>
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Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!
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