

eSource Supplier Guide

DEPARTMENT OF
ADMINISTRATIVE SERVICES

Customer Focused, Performance Driven

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How to Use This Guide

To make it easier for you to identify certain sections within this training guide, we have created a list of icons. These icons illustrate tasks, timeframes, and dependencies.



Notes are preceded with this icon. Notes are used to call your attention to facts regarding the topic being discussed.



Warnings, Alerts and Exceptions are preceded with this icon.



A reminder.



Information indicates to review other documentation available on the topic.

Introduction to 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.

eSource is part of the *Georgia Procurement Registry (GPR)*. The GPR is a web-based system used by Georgia state entities to post and advertise all solicitations.

With eSource, issuing officers can submit a variety of solicitation types, referred to as *events*, and include a closing date and time and all documentation required for processing the solicitation.

When events are posted, those suppliers that are registered in *Team Georgia Marketplace™*, receive automatic notification of events that match the *National Institute of Governmental Purchasing (NIGP) Code* selected during their registration process.

Using the email notification, suppliers can access events and respond to the specific requirements. At the closing of the event, the issuing officer downloads the information submitted by the different suppliers participating in the event and evaluates their responses, makes award decisions, and notifies them of the award decision electronically.

Issuing officers can post various types of solicitations as follows:

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Quote (RFQ)
- Request for Qualified Contractors (RFQC)

Request for Information (RFI) is a method used by procurement to gain information for goods and/or services for a future solicitation. With an RFI, participating suppliers respond to specific questions and submit them for review. However, the response does not include pricing information. There is no award with an RFI. The state can use responses to an RFI to develop a Request for Proposal (RFP), Request for Quotation (RFQ), or a Request for Qualified Contractors (RFQC).

Request for Proposal (RFP) is a method used by procurement to procure goods or services where price is not the only consideration for award decision. To select a supplier for award, all suppliers' technical proposals are scored and the scoring results are combined with their cost proposal scores. The scores are based on a percentage split that adds up to 100%. The supplier with the highest combined scores for the technical and cost proposals is selected for award of the contract. *Only responsible and responsive suppliers are considered for award when using this method.*

Request for Quote (RFQ) is a method used by procurement to procure goods or specifically defined services which must be met by the supplier without deviation. Cost is the only consideration for selecting the winning supplier. *Only responsible and responsive suppliers are considered for award when using this method.*

Request for Qualified Contractors (RFQC) is a two-step method used by procurement. In the first step, the RFQC is used to prequalify suppliers who meet a minimum standard of quality, certification, tolerances, or requirements. In the second step, the prequalified suppliers are asked to participate in a Request for Quotation (RFQ) or Request for Proposal (RFP). The RFQC event is not used to award a contract; it is only used to prequalify the suppliers to participate in another event. This second event is used to select a supplier for award.

To be able to participate in this process, suppliers must be registered on Team Georgia Marketplace™.

Team Georgia Marketplace™ Resources

Team Georgia Marketplace™ is a web-based system containing a database with the list of all the suppliers registered to conduct business with the state of Georgia.



This guide provides you with information to complete your registration in Team Georgia Marketplace™. However, you have access to additional supporting information on the Department of Administrative Services (DOAS) website:

- [Training Clips](#)
- [Quick Reference Guides](#)
- [Additional Instructions](#)

The links to these resources have been provided for your convenience.

Training Clips for Bidders	Description
Bidder Registration (17 minutes)	Learn how to register as a Sourcing Bidder by viewing this training clip.
Maintain Bidder Information (6 minutes)	Be sure to keep your bidder profile up-to-date by following the guidelines in this training clip.
Training Clips for Suppliers	Description
Supplier Registration (7 minutes)	Learn how to register as a Supplier by viewing this training clip.
Maintain Supplier Information (10 minutes)	Be sure to keep your contact information up-to-date by following the guidelines in this training clip.
Manage Purchase Orders (10 minutes)	If you have done business with the State of Georgia, learn how to view purchasing orders online in Team Georgia Marketplace™ in this training clip.
Review Payment Information (6 minutes)	If you have done business with the State of Georgia, learn how to review your payment information online in Team Georgia Marketplace™ in this training clip.

Training Clips for Bid Events	Description
Search and View Bids (15 minutes)	View this training clip which explains how to search for and view public events for the State of Georgia.
Respond to Events and Place Bids (15 minutes)	View this training clip and learn how to respond to events and place events in Team Georgia Marketplace™.
Responding to an RFQ in eSource	View this training clip and learn how to respond to RFQ events using the eSource application.
Responding to an RFP in eSource	View this training clip and learn how to respond to RFP events using the eSource application.
Responding to an RFQC in eSource	View this training clip and learn how to respond to RFQC events using the eSource application.
Responding to an RFI in eSource	View this training clip and learn how to respond to RFI events using the eSource application.

Quick Reference Guides	Description
Register as a Sourcing Bidder	Read and print this guideline to register as a Sourcing Bidder.
Maintain Bidder Profile	Use this guideline to Maintain your Bidder Profile. You are responsible for your information including your NIGP Codes, email address, and other contact information.
Register as a Supplier	Read and print this guideline to register as a Supplier. Included are the instructions to review your company information which is currently in our Financial System.

Maintain Supplier Profile	Use this guideline to Maintain your profile. You are responsible for your information including your NIGP Codes, email address, and other contact information.
View Bids	Learn how to search for and view public events for the State of Georgia with this guideline.
Respond to Bids	Read and print this guideline to respond to events and place events in Team Georgia Marketplace™.
Manage Orders and Review Payment	Use this guideline to view your purchase orders and review payments if you are a current supplier for the State of Georgia.

Additional Instructions	Description
Compatible Operating and Internet Systems	Learn which internet systems and networks are compatible with Team Georgia Marketplace™.

How to Get Help

If you have questions about the solicitation, *contact the Issuing Officer.*



To receive help-desk assistance for eSource or Team Georgia Marketplace™ (for example, you cannot sign on, a screen does not display, etc.), contact the State Purchasing Division's (SPD) help desk:

- By sending an email to the Help Desk at procurementhelp@doas.ga.gov
- or
- By calling the Help Desk at *404-657-6000.*

Registering on the Team Georgia Marketplace™ System

Team Georgia Marketplace™ is a web-based system containing a database with the list of suppliers registered to conduct business with the State of Georgia. Using Team Georgia Marketplace™ requires that you establish a user name and password. You use this user name and password to access Team Georgia Marketplace™.



Due to State security requirements, the password will expire every 6 months. When you try to sign on, you receive a message indicating that your password has expired. When this is the case, simply follow the steps to enter a new password to gain access to Team Georgia Marketplace™.

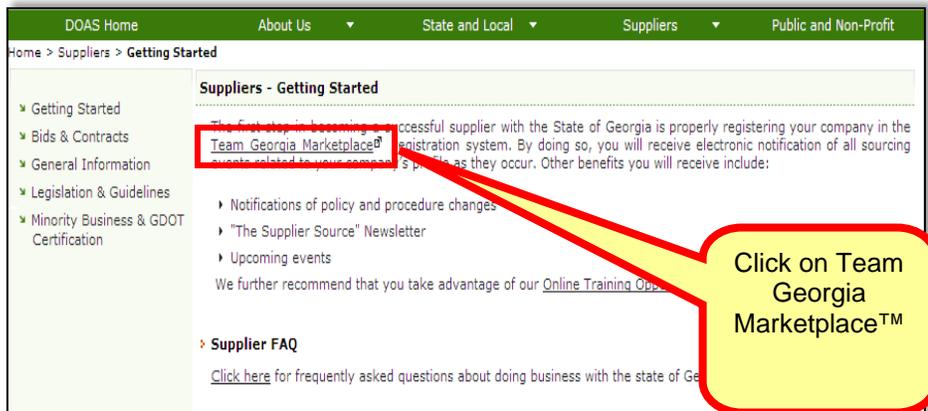
- 1 To register on Team Georgia Marketplace™, display the Department of Administrative Services (DOAS) website at www.doas.georgia.gov.
- 2 Once the DOAS website displays, click on **Getting Started** under the Supplier Services.



You can also click on Suppliers, located on the green header bar to drop down the list of options. Then, click on Getting Started.

Click Getting Started to proceed

3 Click on **Team Georgia Marketplace™** Services.



The following screen displays.



- 4 Before clicking on either link, it is important that you determine whether your company is a:
 - **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 is active in our 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 Team Georgia Marketplace™ vendor number in our Financials system.



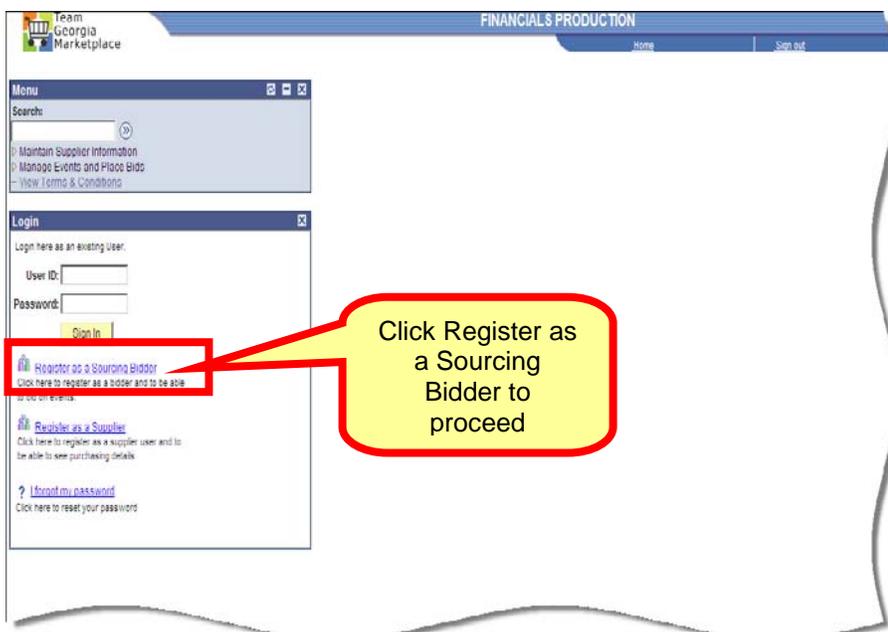
Read these definitions carefully. If you need to, click on the links with instructions. These instructions provide you with additional information on determining whether your company is a Sourcing Bidder or a Supplier.

- 5 Once you determine whether your company is a Sourcing Bidder or a Supplier, click on the corresponding link.

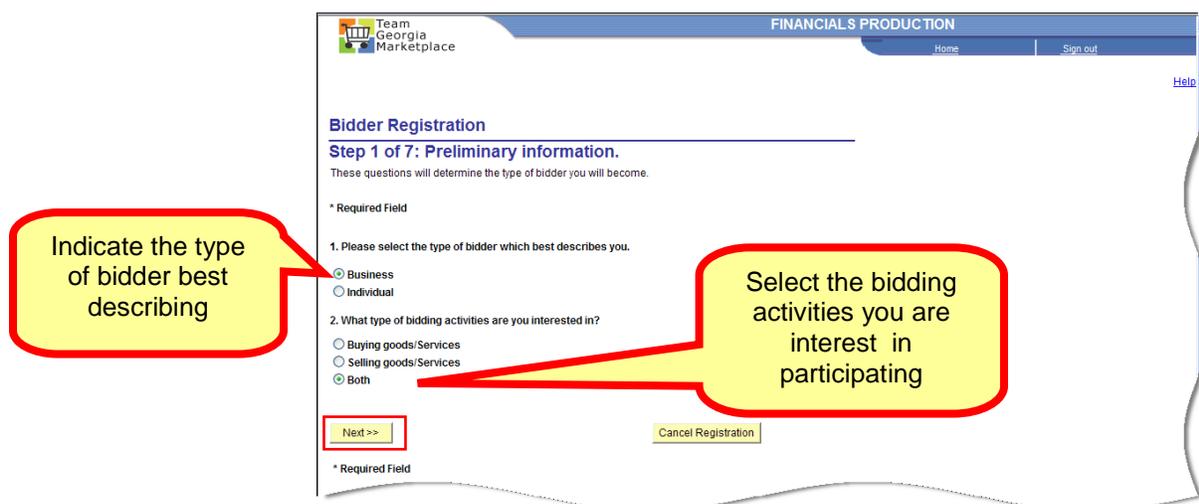
Registering as a Sourcing Bidder

You register as a **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. Your company may fit into this category even if it is active in our old Vendor Registration System.

- 1 To register as a **Sourcing Bidder**, click on **Team Georgia Marketplace™**.
- 2 When this screen displays, click on Register as Sourcing Bidder.



- 3 This begins Step 1 of 7. Provide the necessary responses as they relate to your company and click **Next**.



- 4 Once you click Next, the following screen displays to proceed with the registration process.

This begins Step 2 of 7. Fill out the fields and continue scrolling down until you fill out all fields. Then, click next.

5 Enter all requested information and click **Next**.



Note that some fields have asterisks next to the field name. This indicates that the field is required

6 When you click Next, this screen displays. This begins Step 3 of 7. Provide your primary address information. Then, click **Next**.

7 When you click Next, this screen displays. This begins Step 4 of 7. Select the response that best fits the information requested in this screen then, click **Next**.

Team Georgia Marketplace

FINANCIAL'S PRODUCTION

Home Sign out

Bidder Registration

Step 4 of 7: Other Account Addresses

* Required Field

The Primary Address you have entered for Zippy Zrock Cleaner is:
123 Main Street
Dulford, Georgia, United States

If you need to make corrections, click the Back button and edit your fields.

Other Account Addresses

Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.

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

Bill To Address your company's accounts payable department (for when you purchase goods/services).

Ship To Address default location for where we ship your order (for when you purchase goods/services).

Invoice Address your company's accounts receivable department (for when you sell goods/services).

<< Back **Next >>** Cancel Registration

* Required Field

- 8 When you click Next, this screen displays. This begins Step 5 of 7. Using this screen, you enter additional addresses as necessary.

Enter additional addresses only if your Primary Address is not used for all address types. Then, designate each of your registered users to an appropriate address category. If you are not sure which address category is the best match, choose **Primary Address**.

- 9 Then, click **Next**.

Team Georgia Marketplace

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Home Sign out

Bidder Registration

Step 5 of 7: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

* Required Field

User Name Designate as Contact for
Z.Zee Primary Address

<< Back **Next >>** Cancel Registration

* Required Field

- 10 When you click Next, this screen displays. This begins Step 6 of 7. Enter your Tax Identification information.

- 11 Select your Standard Industry Code (SIC) or NIGP codes. The State of Georgia uses these codes to identify the goods or services that your company provides. Choose only those SIC codes which best represent the products or goods that your company provides.



To enter more than one SIC code, click on Add Row.

Step 6 of 7: Additional Classification Information
Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers

Identification Type	ID Number
1 *Tax Identification Number	<input type="text"/>

SIC Codes - NIGP

Standard Industry Code	Description
<input type="text"/>	<input type="text"/>

Buttons: Delete, Add Row

*1. Can your company be classified as a MINORITY OWNED BUSINESS by the following definition? For the purposes of this question, a minority business enterprise means a small business concern which is at least 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. (Official Code of Georgia Annotated §50-5-131) Please indicate the percentage of company ownership/control attributable to each of the minority groups listed.

VAT Information

Country	Description	VAT ID	Home Country
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Buttons: Delete, Add Row

More About Your Organization (Optional)

Gross Annual Receipts: Sm Disadvantaged Business Prog:

Number of Employees: Veteran-Owned Small Business:

Women-Owned Business
 Small Business
 Georgia Based (An entity that is domiciled in the State of Georgia)

Callouts:

- Select SIC-NIGP codes that best represent the products or services that your company provides
- To search for your Standard Industry Codes, click on the magnifying glass icon
- Enter Tax information (or SSN if registering as an individual)
- If you add a code erroneously, click Delete
- To add multiple SIC codes that represent those goods or services that your company provides, click on Add Row
- If applicable, select the Minority classification. To view the minority classifications, click on the icon to the right

- 12 To reveal the SIC codes available, click on the magnifying glass.

- 13 The system has over 1800 SIC codes. To find the SIC codes that are appropriate to your company, locate the Description field. Then, select from the drop-down box:
- **begins with** - to enter the beginning of the good or service that your company offers using the field on the right, or
 - **contains** – to enter a word contained in the goods or services your company provides using the field on the right
- 14 Click on **Look Up**.

Look Up Standard Industry Code

SIC Code Type: NIGP

Standard Industry Code: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again.

[View All](#) First [] 1-100 of 300 [] Last

Standard Industry Code	Description
00505	Abrasive Equipment and tools
00514	Abrasives, Coated: Cloth, Fibe
00521	Abrasives, Sandblasting, Metal
00528	Abrasives, Sandblasting, Other
00542	Abrasives, Solid: Wheels, Ston
00556	Abrasives, Tumbling (Wheel)
00563	Grinding and Polishing Compound
00570	Pumice Stone
00576	Recycled Abrasives Products an
00584	Steel Wool, Aluminum Wool, and
01005	Acoustical Tile, All Types (In
01008	Acoustical Tile Accessories: C
01009	Acoustical Tile Insulation
01011	Adhesives and Cements, Acousti
01014	Adhesives and Cements, Insulat
01017	Aluminum Foil, etc.
01030	Bands, Clips, and Wires (For P
01038	Clips, Pins, etc. (For Duct In
01041	Cork: Blocks, Boards, Sheets,
01045	Exterior Insulation and Finish
01053	Fiberglass: Batts, Blankets an
01056	Foam Glass: Blocks, Sheets, et
01057	Foam-in-Place Insulation: Phen
01059	Foam Plastics: Blocks, Boards,
01062	Insulation, Interior
01063	Insulation, Blown Type
01064	Insulation, Loose Fill
01065	Jacketing (For Insulation): Ca
01070	Insulation: Blocks, Sheets, etc.

For example, if you enter the keyword *Printing*, the following codes display:

Team Georgia Marketplace

Look Up Standard Industry Code

SIC Code Type: NIGP

Standard Industry Code: contains

Description: begins with Printing

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-9 of 9 Last

Standard Industry Code	Description
99881	Printing Equipment
98564	Printing Plant Equipment and S
93660	Printing Plant and Bindery Equ
70070	Printing Presses (Not Otherwis
70073	Printing Presses, Offset, and
20870	Printing Software (Microcomput
20970	Printing Software (Mini/Mainfr
96672	Printing of Annotated Laws, Ru
96675	Printing on Recycled Stock

Review the description. Then, click on the code representing the products or services your company provides

- To add a SIC to your company profile, locate and click on the code best representing your goods or services

Once you have found the appropriate NIGP codes. You return to this screen. The NIGP code or codes you selected display in the Standard Industry Code field.

Step 6 of 7: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers	Identification Type	ID Number
1	*Tax Identification Number	999999999

SIC Codes - NIGP	Standard Industry Code	Description
	96675	Printing on Recycled Stock

Add Row

To add another NIGP Code, Click on Add Row

- Once you have finished entering all appropriate NIGP Codes

click **Next**. This next screen displays. This begins Step 7 of 7. In this step, you review the standard Terms and Conditions.

- 17 Read the Standard Terms and Conditions. Then, click on **I agree to be bound by the following Terms and conditions**.

Team Georgia Marketplace

Bidder Registration

Step 7 of 7: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. Introduction. The Team Georgia Marketplace® is provided by the Georgia Department of Administrative Services ("DOAS") and its partners and serves as an electronic tool to support various state purchasing functions, such as registration of bidders and suppliers, advertisement of contract opportunities, electronic bidding, and contracts management. Access to and/or use of the Team Georgia Marketplace® is governed by these Terms & Conditions. DOAS reserves the right to change the Terms & Conditions at any time with or without notice by posting revisions. You are responsible for reviewing these Terms & Conditions as well as any subsequent changes to the Terms & Conditions. Unless otherwise specified, any changes will be effective when posted. YOUR ACCESS TO OR

<< Back **Finish** Cancel Registration

* Required Field

- 18 Click **Finish**.

Once you complete your registration, you receive an email from Team Georgia Marketplace™. This is a sample email similar to the one you receive. This email confirms your bidder registration and provides you with login and password information.

From: fr9com@happ-11.state.ga.us Sent: Tue 1/6/2009 10:06
 To: zrodz, Mary
 Cc:
 Subject: Sourcing Registration Approved.

Bidder Registration Confirmation

This confirms your bidder registration. Automatic email notice of sourcing events is limited to sourcing events posted after your registration. Therefore, please access the Georgia Procurement Registry to view all open sourcing events. Use the login information in this message to access the system at the URL provided below.

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

User ID and Password	
User ID: (User ID value entered during Registration)	
Password: MZROCC88!	
URL	
Login to strategic sourcing application	

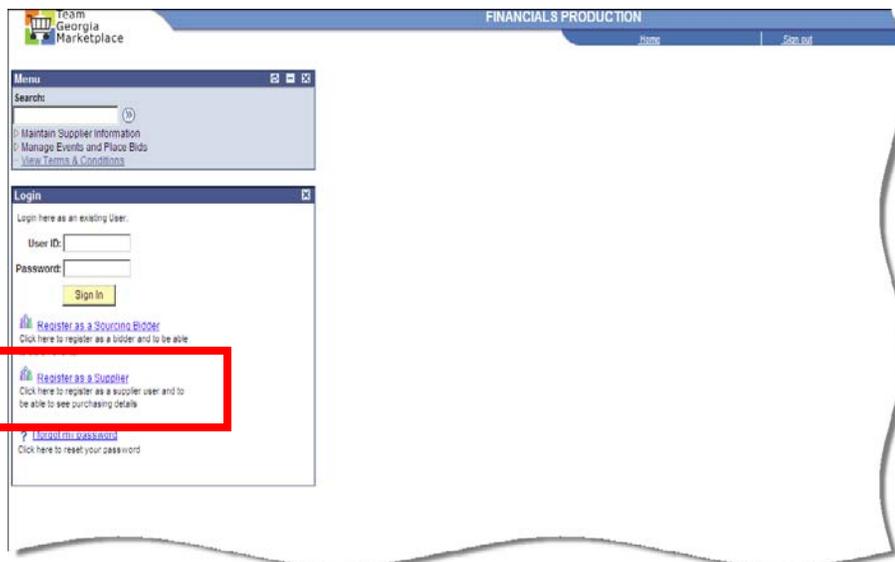


Receipt of automatic email notifications of sourcing events is limited to sourcing events posted after your registration. Therefore, access the Georgia Procurement Registry to view all open sourcing events.

Registering as a Supplier

You register as a **Supplier** if your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia. A company in this category will have a Team Georgia Marketplace™ vendor number in the State’s Financials system.

- 1 To register as a **Supplier**, click on **Register as a Supplier**.



When you click on **Register as a Supplier**, this screen displays.

- 2 Enter 1234 in the Code field. This is a generic code which allows you to start the registration process.

Team Georgia Marketplace

FINANCIALS PRODUCTION

Home

Supplier Registration

Fill in the following information and click on the Create button to create a code box below and input your tax identification number and postal code automatically. If you encounter any problems please call 404-577-8000.

Code:

*User ID: Description:

Email ID:

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 - Password!)

Confirm:

Language: Currency:

Tax ID Number	Postal Code	Vendor ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

After you enter all required information, click Create

- 2 Enter in your *User ID* code. The User ID must be all in caps.
- 3 Enter a *Description* of your organization. For example, Corporation.
- 3 Enter your Email ID or email address.
- 4 Enter a password in the Password field.



Your password:

- Must contain **8** characters
 - Must include **a number** and **a special character**. A special character such as !, @, #, \$, %, ^, &, *, (,), .
- 5 Once you enter your password, re-enter this information in the Confirm field to confirm your password.
 - 6 Select English from the Language drop-down box. English is a default value.
 - 7 In the Currency field, click on the magnifying glass and select USD (US Dollar).
 - 8 Enter the Tax ID Number (or SSN if registered as an individual), Postal Code or zip code, and your Team Georgia Marketplace™ ID. The Team Georgia Marketplace™ ID is the

Vendor number already assigned to you.

9 Click **Create**.

Once your registration is complete, you will receive your User Name and Password to Team Georgia Marketplace™. This User Name and Password allows you to log into Team Georgia Marketplace™ to add or change the information you provided.

Reviewing Your Registration Information

Once your registration is complete, you will receive your User Name and Password to Team Georgia Marketplace™. This User Name and Password allows you to log into Team Georgia Marketplace™ to add or change the information you provided.

You must access and make changes in your profile information anytime the following occurs:

- A change in your phone number, etc.
- A change in the email address
- A change of personnel listed as primary or secondary, contact
- A change in the products or services your company provides
- You want to change your password
- You want to un-enroll from the Team Georgia Marketplace™

You should periodically log back into the system to ensure your information is correct and up to date.



To change your company name, address and/or tax identification number you must submit a signed W9 form to procurementhelp@doas.ga.gov or fax to 404-657-8444.

Finding Open Solicitations

To find open solicitations posted by state entities, you must access the *Georgia Procurement Registry (GPR)*.

Issuing officers from Georgia state entities post and advertise all solicitation opportunities on the GPR. The solicitations posted on the GPR result from postings made on eSource, Team Georgia Marketplace™, or directly on the GPR (for paper-based solicitations which are processed without the use of an electronic system).

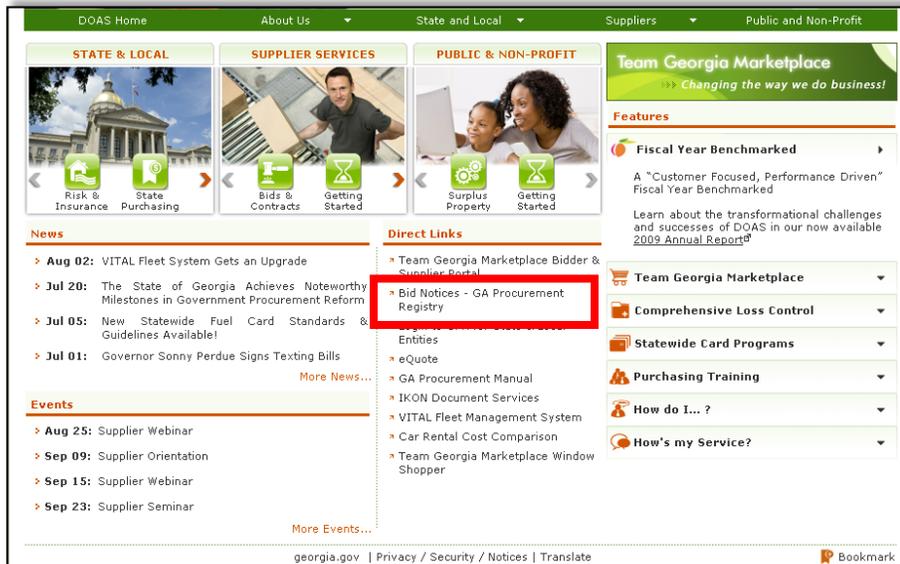
The *Georgia Procurement Registry (GPR)* is a web-based system used by the state of Georgia to post and advertise for solicitations. State government entities post the following types of solicitation events:

- Request for Information (RFI)
- Request for Quotes (RFQ)
- Request for Qualified Contractors (RFQC)
- Request for Proposals (RFP)
- Sole-source notices



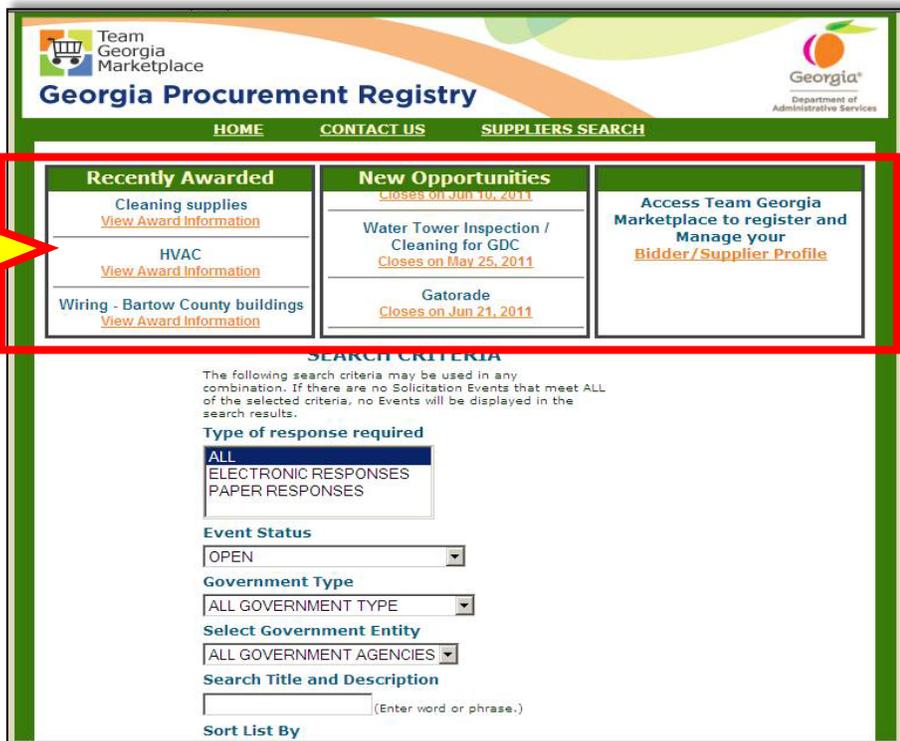
eSource is part of the GPR and is used to process solicitation events. Therefore, any solicitation event posted and processed using eSource, also posts on the GPR automatically.

- 1 To access the GPR, display the DOAS website at www.doas.ga.gov.
- 2 Find and click the link to Bid Notices – **Bid Notices-GA Procurement Registry** under the Direct Links section.



2 When the GPR main menu displays, you see the **GPR Scrolling screen**. This provides you with several ways to search the GPR.

Scrolling information is divided into three areas of information: Recently Awarded, New Opportunities, Access to Team Georgia Marketplace™



The top portion of the screen has scrolling information divided into three different areas:

- *Recently Awarded Events* – To allow you to access

events that were recently awarded in the last 30 days.

- **New Opportunities** – To allow you to access events that were recently posted and are still open for bidding/responses.
- **Access to Team Georgia Marketplace™** – To allow you to review your account information, update it or register as a bidder or supplier so that you can receive notification of posted solicitations.

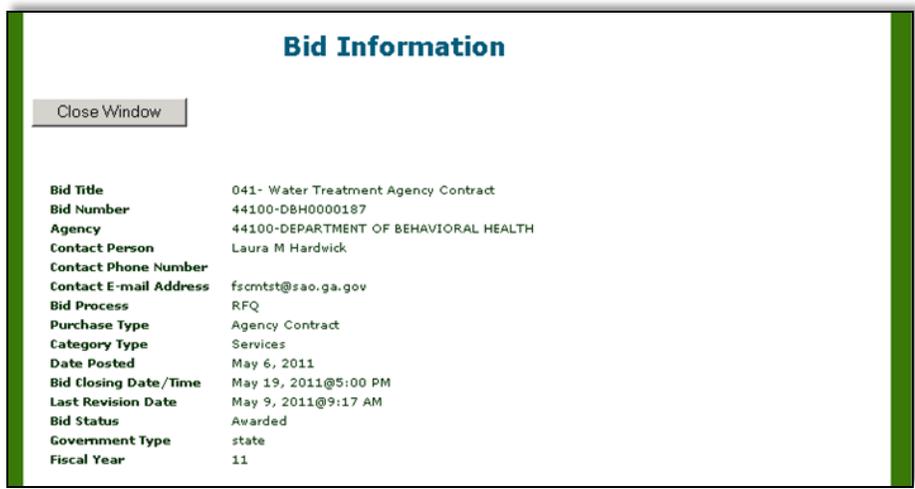
The bottom portion of the screen allows you to conduct more advanced searches by entering a search criteria.

The screenshot displays the Georgia Procurement Registry website. At the top, there are logos for Team Georgia Marketplace and Georgia Department of Administrative Services. Navigation links include HOME, CONTACT US, and SUPPLIERS SEARCH. The main content area is divided into three columns: Recently Awarded, New Opportunities, and Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile. The Recently Awarded section lists items like Cleaning supplies, HVAC, and Wiring - Bartow County buildings. The New Opportunities section lists Water Tower Inspection / Cleaning for GDC and Gatorade. Below these is the SEARCH CRITERIA section, which is highlighted with a red box. A yellow callout bubble points to this section with the text: "Allows you to enter a criteria to narrow your search". The search criteria section includes a dropdown for Type of response required (ALL, ELECTRONIC RESPONSES, PAPER RESPONSES), a dropdown for Event Status (OPEN), a dropdown for Government Type (ALL GOVERNMENT TYPE), a dropdown for Select Government Entity (ALL GOVERNMENT AGENCIES), a text input field for Search Title and Description, and a Sort List By option.

- 3 To view recently awarded solicitations, click on the hyperlinked **View Award Information**. This hyperlink displays below the contract name.



Once you click the **View Award Information** hyperlink, the following information displays.



- To view recently posted events that are still open, review the **New Opportunities** area of the screen. Once you locate an event that interests you, click on the orange hyperlink.



By clicking on the **Closes on...** hyperlink in the **New Opportunities** area, general information for that specific event displays.

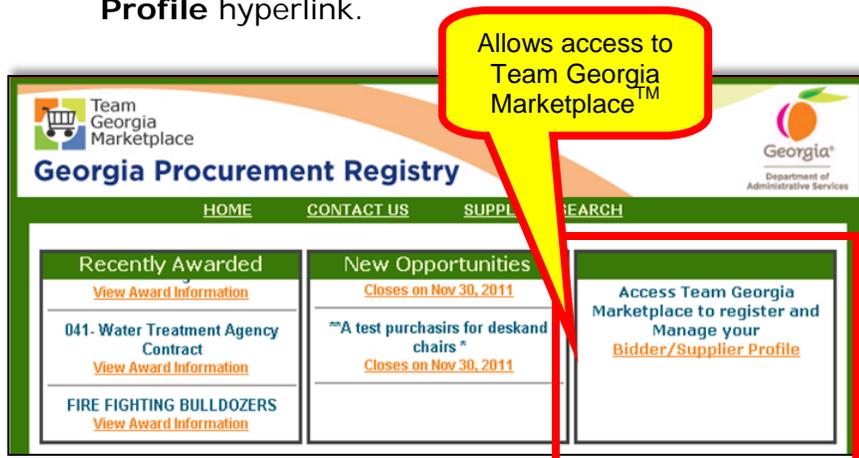
eSource Summary Information	
** Solicitation opportunities for which Suppliers must submit electronic responses.	
-Have an eSource invite ID ?- Click Below	OR -Team Georgia Marketplace Registered Suppliers- Click Below
Respond Now	Request an Immediate Invite
	OR --- Unregistered Suppliers --- Click Below
	Register with Team Georgia Marketplace
eSource Number	ES-RFQ-76110-2
Agency Name	76110 ATLANTA PUBLIC SCHOOLS
Contact Name	Odom, David
Contact Phone	404-567-8900
Contact Email	dodom@atlanta.k12.ga.us
Fiscal Year	2011
eSource Title	**A test purchasirs for deskand chairs *
eSource Description	A test purchasirs for deskand chairs
eSource Released Date	05/26/2011 12:05 PM
Closing Date	11/30/2011
Closing Time	1:00 PM
NIGP Code Selection:	42008 --- Cafeteria Furniture, Chairs and Tables.

Once you click on the hyperlink, the **eSource Summary Information page** displays with information is specific to the event you selected.

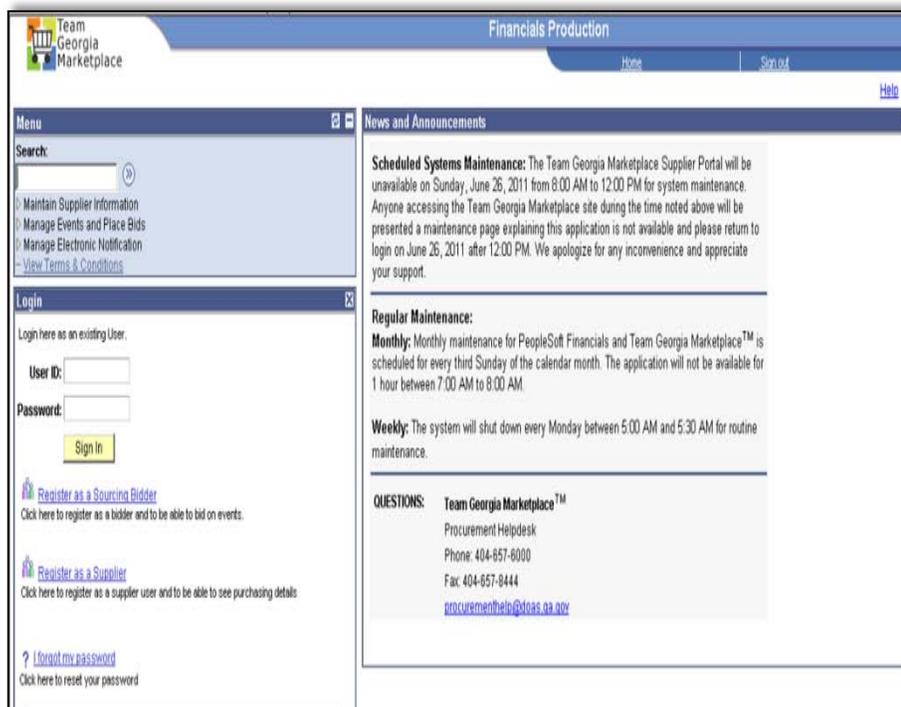
At this point, you can:

- **Respond Now** – This allows you to access the solicitation to download the requirements and bid/respond to the solicitation. To respond to the solicitation, click on the **Respond Now** hyperlink.
- **Request an Immediate Invite** - This selection allows you to request to be added to participate in the solicitation. If you are not registered as a bidder or supplier in Team Georgia Marketplace™, the system directs you to the registration site so that you register as a bidder or supplier using Team Georgia Marketplace™. To request to be added to the solicitation, click on the **Request an Immediate Invite** hyperlink.
- **Manage your Business Account** - The last option provided by the GPR rolling screen provides you with the ability to register or update your supplier profile information available on Team Georgia Marketplace™.

To register or to update your profile with Team Georgia Marketplace™, click the **Bidder/Supplier Profile** hyperlink.



When you click on the **Bidder/Supplier Profile** hyperlink, it displays the login screen to Team Georgia Marketplace™. If you are a registered bidder/supplier, you can enter your sign-on information (User ID and Password) and access your profile information. Otherwise, you must register as a bidder/supplier to be able to participate in the solicitation.



Searching the GPR Using a Search Criteria

You can search the Georgia Procurement Registry (GPR) by entering a search criteria.

- 1 To enter the search criteria, access the GPR. Once you access the GPR, this screen displays.

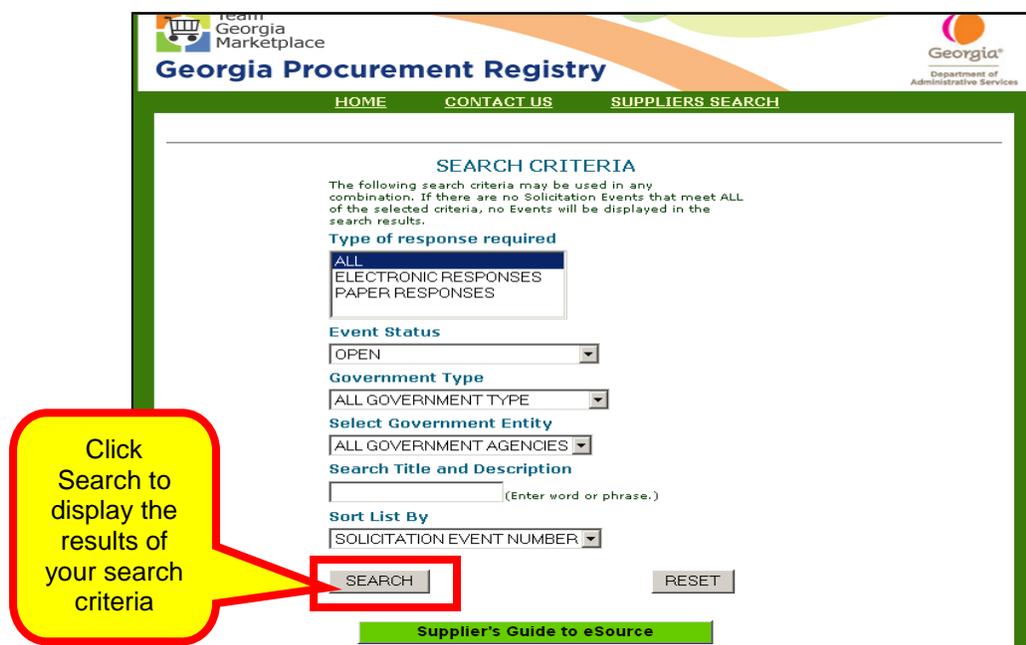
Allows you to enter a criteria to narrow your search

Using the the bottom portion of the screen labeled Search Criteria, you can enter any or all of the following criteria for your search:

- **Type of Bid Response Required**
 - All Types of Bid Responses
 - Electronic Responses
 - Paper Responses
- **Bid Status**
 - Open
 - Awarded
 - Under Evaluation
 - Canceled
 - All Bids
 - Notice of Intent to Award
- **Government Type**
 - All Government Type

- State Government
- Municipalities
- County Government
- K12 Public School Districts
- *Search Title and Description*
- *Sort Bid List By*
 - Title
 - Agency Name
 - Bid Number
 - Bid Closing Date
 - Bid Posting Date

2 Once you enter your search criteria, click on **Search** to display the results of your search criteria.



The following sample screen shows the entries to search for:

- All types of bid responses (Electronic and Paper Responses)
- Open solicitations only
- Solicitations from all government types (solicitations from State Government agencies, Municipalities, County Government, and K12 Public School Districts)
- The list is to sort by solicitation number (bid number)

Make the appropriate selections to view the types of solicitation you want to participate in. Click on the desired Bid eSource will retrieve and sort the data according to your selection criteria as shown in the next screen. To participate in a solicitation, you would click on the hyperlinked blue link. This opens the solicitation for your viewing.

In this example the data has been selected to sort by Closing Date.

Georgia Procurement Registry

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Return for New Search

List of All Solicitation Events

Solicitation Status - Open

38 Solicitations Events in this search
Solicitations 1 to 38 on this page

**** Solicitation opportunities for which Suppliers must submit electronic responses. Click on the Event number for more information.**

Event Closing Date	Event Title	Agency	Solicitation Event Number	Event Status
Sep 7, 2010**	Sleeping Bags	FLINT RIVER TECHNICAL COLLEGE	ES-RFQ-84700-92	open
Sep 8, 2010**	Test 3 - Split Award	EDUCATION,DEPARTMENT OF	ES-RFP-41400-256	open
Sep 10, 2010**	Mail Delivery Services	TECHNICAL COLLEGE SYSTEM OF GEORGIA	ES-RFP-41500-857	open
Sep 10, 2010**	RFI for Segways	TECHNICAL COLLEGE SYSTEM OF GEORGIA	ES-RFI-41500-853	open
Sep 13, 2010**	Athletic Laundry Services	FLINT RIVER TECHNICAL COLLEGE	ES-RFP-84700-69	open
Sep 13, 2010**	Athletic Laundry Services	FLINT RIVER TECHNICAL COLLEGE	ES-RFP-84700-66	open

Finding Open Solicitations – By Specific Government Entity

You can search for open solicitation events by selecting the specific Government Entity and reviewing the solicitations the state entity has posted.

- 1 To search By specific Government Agency, drop down the list of state entities and select the one you are interested in.

2 Click the **Solicitation Event Number** to view the solicitation.

Solicitation Event Number	Event Title	Agency	Event Closing Date	Event Status
ES-RFP-84700-66**	Athletic Laundry Services	FLINT RIVER TECHNICAL COLLEGE	Sep 13, 2010	open
ES-RFP-84700-69**	Athletic Laundry Services	FLINT RIVER TECHNICAL COLLEGE	Sep 13, 2010	open
ES-RFO-84700-88**	Temp Staffing	FLINT RIVER TECHNICAL COLLEGE	Sep 14, 2010	open
ES-RFO-84700-92**	Sleeping Bags	FLINT RIVER TECHNICAL COLLEGE	Sep 7, 2010	open

Once the solicitation opens, the eSource Summary Information screen displays. This screen displays general

information about the solicitation.

The eSource Summary Information screen allows you to:

- Respond to the solicitation event now (if you received an invitation to participate in this event already).
- Request an Immediate Invite (if you did not receive an invitation to participate in this solicitation event).
- Register with Team Georgia Marketplace™ (if you are not registered to do business with the State of Georgia).

eSource Summary Information

** Solicitation opportunities for which Suppliers must submit electronic responses.

-Have an eSource invite ID ?- Click Below	OR	-Team Georgia Marketplace Registered Suppliers- Click Below	OR	--- Unregistered Suppliers --- Click Below
Respond Now		Request an Immediate Invite		Register with Team Georgia Marketplace

eSource Number	ES-RFP-84700-66
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	666-666-6666
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Athletic Laundry Services
eSource Description	Laundry Services for Athletic Depts
eSource Released Date	08/09/2010 01:14 PM
Closing Date	09/13/2010
Closing Time	1:00 PM
NIGP Code Selection:	20044 --- Pants, Slacks, Trousers, Shorts, Jeans, etc. 95864 --- Laundry Management Services.
Documents	eRFP Document eRFP CostSheet Mandatory Scored Response Worksheet Mandatory Response Worksheet

Finding Open Solicitations – By Using a Keyword

- 1 You can search open solicitations using a keyword by typing in the description in the eSource Search Title field.
- 2 Click **Search** to view the results.

Use this field to enter your keyword search

Click Search to view the results

The following screen shows the search results. These are all the open solicitation events that have the word *staffing* in the title of the solicitation.

Click the Solicitation event Number to open and view the solicitation event

- 3 Click on the **Solicitation Event Number** to view the solicitation.

Once the solicitation opens, the eSource Summary Information screen displays. This screen displays general information about the solicitation.

The eSource Summary Information screen allows you to:

- Respond to the solicitation event now (if you received an invitation to participate in this event already).
- Request an Immediate Invite (if you did not receive an invitation to participate in this solicitation event).
- Register with Team Georgia Marketplace™ (if you are not registered to do business with the State of Georgia).

Responding to a Solicitation

Regardless of the search criteria you use to display the list of solicitation events, you must click on the specific solicitation event number to view information about the solicitation event.

Once the solicitation event opens, the eSource Summary Information screen displays. This screen displays general information about the solicitation event.

This screen presents you with three choices:

- **Bid Now:** Use this link if you have received an email inviting you to participate in this solicitation event and you already have a User ID and Password for this event.
- **Request an Immediate Invite to Bid:** Use this link if you are a Team Georgia Marketplace™ registered bidder or supplier, but have not received an email inviting you to participate in this solicitation event.
- **Register to Bid:** Use this link if you are not registered in Team Georgia Marketplace™ and want to participate in this solicitation event.

eSource Summary Information

** Solicitation opportunities for which Suppliers must submit electronic responses.

-Have an eSource invite ID ?- Click Below Respond Now	OR	-Team Georgia Marketplace Registered Suppliers- Click Below Request an Immediate Invite	OR	--- Unregistered Suppliers --- Click Below Register with Team Georgia Marketplace
---	----	--	----	---

eSource Number	ES-RFP-84700-66
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	666-666-6666
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Athletic Laundry Services
eSource Description	Laundry Services for Athletic Depts
eSource Released Date	08/09/2010 01:14 PM
Closing Date	09/13/2010
Closing Time	1:00 PM
NIGP Code Selection:	20044 --- Pants, Slacks, Trousers, Shorts, Jeans, etc. 95864 --- Laundry Management Services.
Documents	eRFP Document eRFP CostSheet Mandatory Scored Response Worksheet Mandatory Response Worksheet

CLOSE WINDOW

Your choices for responding to the solicitation event depending on your status

Bidding Now

You use Bid Now if you have already received an email inviting you to participate in this solicitation event. This selection assumes that you have a User ID and Password to access this solicitation event.



When an issuing officer creates a solicitation in eSource, eSource selects and sends email notifications to all suppliers registered in Team Georgia Marketplace™, who registered with the NIGP code included in the solicitation.

Although you may be actively registered in Team Georgia Marketplace™, you may not receive an invitation to participate in an eSource. This may happen due to the following reasons:

- You are actively registered in Team Georgia Marketplace™, but you have different NIGP Codes from the one used for the specific eSource event.
- You registered in Team Georgia Marketplace™ after the eSource event was posted.
- Your contact email address information changed since you registered in Team Georgia Marketplace™.
- Your company is active in the Team Georgia Marketplace™, with different email addresses from the one you are using.

In all situations, to receive an invitation to an already posted solicitation you must validate that your Team Georgia Marketplace™ registration has a current valid email address. After which, you may use the Request an Immediate Invite to Bid function to request an invitation to bid and be added to participate in a posted solicitation event.

- 1 Depending on how you requested to display your search, you can open a solicitation in eSource by clicking on the desired:
 - Title
 - Agency Name
 - Bid Number
 - Bid Closing Date
 - Bid Posting Date

The example below shows the list of open solicitations sorted by the event solicitation number.

The screenshot shows the Georgia Procurement Registry website. At the top, there is a navigation bar with links for HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. Below the navigation bar, there is a search bar with a "Return for New Search" button. The main content area is titled "List of All Solicitation Events" and shows "Solicitation Status - Open". It indicates that there are 38 solicitations in this search and that the current page shows solicitations 1 to 38. A red notice states: "** Solicitation opportunities for which Suppliers must submit electronic responses. Click on the Event number for more information." Below this notice is a table of solicitation events.

Solicitation Event Number	Event Title	Agency	Event Closing Date	Event Status
000000144	STEEL TABLES	GRIFFIN TECHNICAL COLLEGE	May 17, 2017	Open
0308878-	Food Staples	UNIVERSITY OF GEORGIA	Nov 27, 2020	Open
07006	Alternate Network Operations Center	GEORGIA SOUTHERN UNIVERSITY	Jun 14, 2017	Open
07ITB55202-YC	Water Valves	FULTON COUNTY PURCHASING DEPT	Apr 11, 2020	Open
3	Re Bid Morrow Parking Deck	MORROW, CITY OF	Oct 3, 2020	Open
420-972	Replacement of a portion of the Natural Gas System	FORESTRY COMMISSION, GEORGIA	Nov 21, 2020	Open
46100-008-000000780	Quarterly Food Bid	JUVENILE JUSTICE, DEPARTMENT OF	Sep 7, 2020	Open

When you click on the Solicitation Event Number, this screen displays.

- 2 Only if you already received an email inviting you to participate in this solicitation, can you click on **Bid Now**.

Click on Bid Now if you already received an invitation to participate on an event in eSource

Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

-Have an eSource invite ID ?- Click Below
 -Team Georgia Marketplace Registered Suppliers- Click Below
 --- Unregistered Suppliers --- Click Below

[Respond Now](#) [Request an Immediate Invite](#) [Register with Team Georgia Marketplace](#)

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Accey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

The next screen requests that you enter your User ID and Password to access this particular solicitation event. You should have received this information on the invitational email.

Requesting to be Added to an Open Solicitation in eSource – Supplier is Registered in Team Georgia Marketplace™

- 1 Depending on how you requested to display your search, you can open a solicitation in eSource by clicking on the desired:
 - Title
 - Agency Name
 - Bid Number
 - Bid Closing Date
 - Bid Posting Date

The example below shows the list of open solicitations sorted by Event Solicitation Number.

Georgia Procurement Registry

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Return for New Search

List of All Solicitation Events

Solicitation Status - Open

38 Solicitations Events in this search
Solicitations 1 to 38 on this page

**** Solicitation opportunities for which Suppliers must submit electronic responses.**
Click on the Event number for more information.

Solicitation Event Number	Event Title	Agency	Event Closing Date	Event Status
000000144	STEEL TABLES	GRIFFIN TECHNICAL COLLEGE	May 17, 2017	Open
0308878-	Food Staples	UNIVERSITY OF GEORGIA	Nov 27, 2020	Open
07006	Alternate Network Operations Center	GEORGIA SOUTHERN UNIVERSITY	Jun 14, 2017	Open
07ITB55202-YC	Water Valves	FULTON COUNTY PURCHASING DEPT	Apr 11, 2020	Open
3	Re Bid Morrow Parking Deck	MORROW, CITY OF	Oct 3, 2020	Open
420-972	Replacement of a portion of the Natural Gas System	FORESTRY COMMISSION,GEORGIA	Nov 21, 2020	Open
46100-008-000000780	Quarterly Food Bid	JUVENILE JUSTICE,DEPARTMENT OF	Sep 7, 2020	Open

When you click on the Bid Number, this screen displays.

- If you are a Team Georgia Marketplace™ registered supplier, click on **Request an Immediate Invite to Bid**.

Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

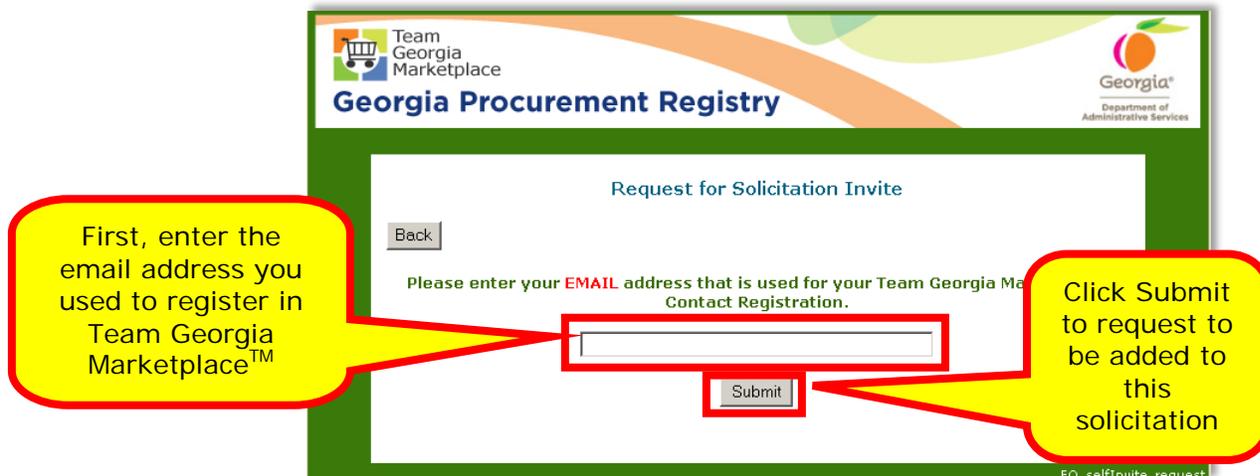
-Have an eSource invite ID ?- Click Below **DR** -Team Georgia Marketplace Registered Suppliers- Click Below **OR** --- Unregistered Suppliers --- Click Below

Respond Now **Request an Immediate Invite** Register with Team Georgia Marketplace

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

Click to receive invitation to bid

- 3 When this screen displays, enter your eMail address you used to register in Team Georgia Marketplace™ and click **Submit**.



By entering your email address, the eSource system automatically adds you to this specific solicitation as a participant supplier. You will then receive an invitational email with your unique User ID and Password to participate in this event.



The request to participate in this solicitation is *only valid for this solicitation*. If you wish to participate in another solicitation, you will need to follow these same steps to receive an invitation.



It is important that you ensure the information about your company is complete and correct before you request to be added to an eSource solicitation. Therefore, if you are not sure what information is on the Team Georgia Marketplace™ Registration System, log into the system to ensure its correctness.

Requesting to be Added to an Open Solicitation in eSource – Supplier is not Registered in Team Georgia Marketplace™

You can request to participate in an open solicitation posted in eSource even if you are not registered in Team Georgia Marketplace™. However, you must register in Team Georgia Marketplace™ first, before you can participate in the solicitation.

- 1 Once you find an open solicitation that you are interested in participating, click on the **eSource number** to display the screen that follows.
- 2 When this screen displays, click on **Register to Bid**. This will allow you to register in Team Georgia Marketplace™ as a bidder or supplier. Once you are registered in Team Georgia Marketplace™, you can make a request to the Issuing Officer to add you to the solicitation.

Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

-Have an eSource invite ID ?- Click Below	OR	-Team Georgia Marketplace Registered Suppliers- Click Below	OR	--- Unregistered Suppliers --- Click Below
Respond Now		Request an Immediate Invite		Register with Team Georgia Marketplace

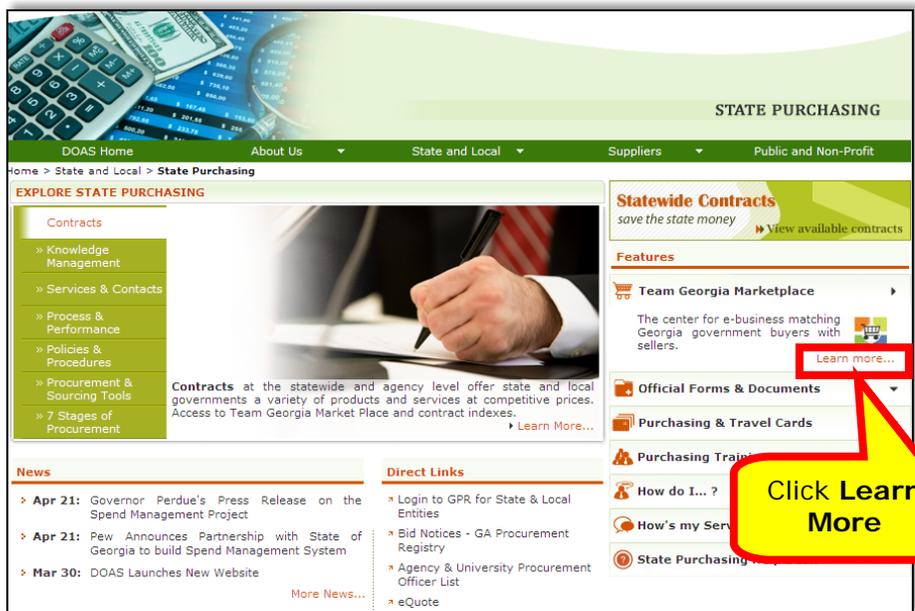
Click to Register in Team Georgia Marketplace™

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

When you click on **Register to Bid**, this screen displays.

- 3 Click on **Learn More...** after you expand the Team Georgia

Marketplace™ selection.



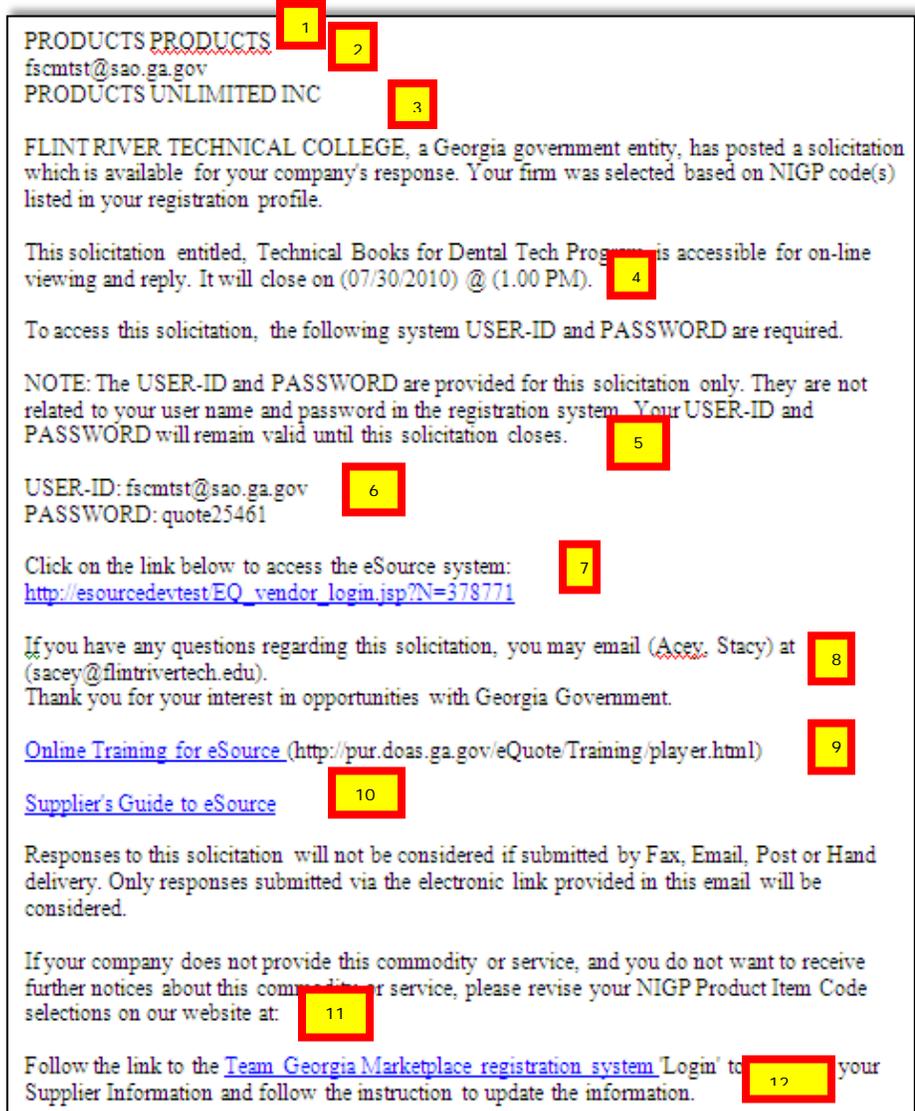
- 3 Read the instructions carefully to understand whether you are a Sourcing Bidder or a Supplier. Once you determine whether you are a Sourcing Bidder or a Supplier, click on **Team Georgia Marketplace™** to register.
- 4 To register in Team Georgia Marketplace™, follow the steps in the registration section at the beginning of this guide – [Registering on the Team Georgia Marketplace™ System](#).
- 5 Once you register in Team Georgia Marketplace™, go back to the GPR and search for the desired solicitation. Follow the steps in [Requesting to be Added to a Solicitation – Supplier Registered in Team Georgia Marketplace™](#). Following these steps will have eSource automatically add you to this specific solicitation and send you an invitational email with the User ID and Password to participate in this open solicitation.

Receiving an Invitation from eSource to Participate in a Solicitation

To participate in a solicitation posted in eSource, you receive an invitational email. This email includes the following information:

- The name of the company's contact person and email address to whom the invitation is being sent.
- The name of the company's contact person and email address to whom the invitation is being sent.
- The name of the company.
- The state entity or governmental entity sending the invitation to participate in the solicitation posted in eSource.
- The title of the solicitation plus the date and time the event closes.
- An explanation of how to use the one-time user ID and password.
- The one-time user ID and password associated with this particular solicitation.
- The URL link that gives access to the solicitation.
- The name and email address of the issuing officer who posted the solicitation.
- The link to the eSource Supplier's Guide.

The following is a sample invitational email.



This section reviews each of the items in the invitational email.

1	The name of the company receiving the invitation to participate in a solicitation event in eSource.
2	The email address of the contact person who is receiving the email invitation.
3	The state entity or governmental entity sending the invitation to participate in the solicitation event.
4	The title of the solicitation event plus the date and time the solicitation event closes. That is, the last

	date and time when you can submit your response to this solicitation event or the last date and time when you can edit your response you have already submitted to the solicitation event requirements.
5	An explanation of how you use the one-time User ID and Password and a reminder that the solicitation event remains open and available until the date and time of closing.
6	The one-time User ID and Password associated with this particular solicitation event.
7	The URL link that gives you access to the solicitation event in eSource.
8	The name and email address of the issuing officer who posted the solicitation event.
	 All communications regarding this solicitation must go to and through this issuing officer (with the exception of customer service problems or help-desk issues).
9	The link to training resources on how to respond to this solicitation.
10	The link to the Supplier's eSource Guide.
11	Statement explaining that you must enter all your responses using eSource.
	 The State of Georgia <i>will not accept</i> a response to an event by email, by Fed Ex or UPS or postal service, fax, or hand-delivery.
12	Link to the Team Georgia Marketplace™ registration system Login' to maintain your Supplier Information and to update the information.

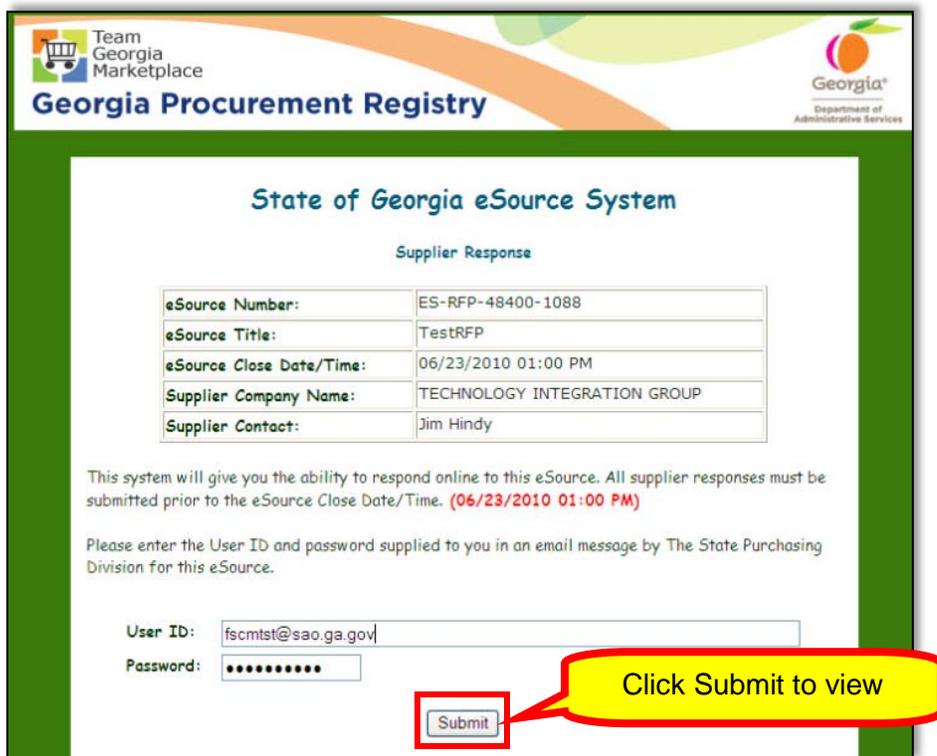


If you delete the invitational email to a solicitation, but decide later on that you want to participate in the solicitation

event, contact the issuing officer and request to have the email resent to you. You can go back to the Georgia Procurement Registry (GPR) and find the solicitation.

For instructions on how to find open solicitations, review the [Finding Open Solicitations in eSource](#) section in this guide.

- 1 To respond to an open solicitation in eSource, click on the URL link you receive in the invitational email. This opens the following screen to allow you to sign on to the specific solicitation.



- 2 Once you enter your User ID and password, click the **Submit** button.



The User ID and password included in the email only allows access to this eSource solicitation event. You can use the one-time User ID and Password until the event closes. If you lose or delete the email, contact the issuing officer to have the invitational email resent to you.



This User ID and password *is not the same* as your Team Georgia Marketplace™ User ID or Password. This User ID and password is specific to this solicitation you are invited to participate.

Once you click Submit, the eSource Summary Information screen displays. This page provides you with general information about the solicitation and allows you to decide whether or not you want to participate in the solicitation by *Responding Now* or *Responding at a later time*.

eSource Summary Information	
eSource Number	ES-RFP-48400-1088
Agency Name	48400 TRANSPORTATION, DEPARTMENT OF
Bid Process	RFP
Purchase Type	Open Market
Category Type	Goods
Contact Name	Blocker, Billy
Contact Phone	404-5678900
Contact Email	billy.blocker@dot.state.ga.us
Fiscal Year	2010
eSource Title	TestRFP
eSource Description	TEST RFP
eSource Released Date	06/08/2010 02:35 PM
Closing Date/time	06/23/2010 @ 1:00 PM
NIGP Code Selection:	20476 --- Printers, Inkjet. 20477 --- Printers, Laser.
Documents	eRFP Template eRFP Requirements eRFP CostSheet Additional Attachment

Supplier's Guide to eSource

EQ_vendor_view_quote

The eSource Summary Information screen provides you with the following information about the solicitation:

- The unique solicitation number (eSource Number)
- The contact information for the state entity issuing officer
- The title of the solicitation
- A description area which may also include other instructions
- The date the solicitation was released or posted
- The date and time the solicitation closes
- The NIGP Code(s) associated with the solicitation

- Any documents that are attached to the solicitation
- A link to the eSource Supplier's Guide
- Two buttons to allow you to do the following:
 - **Respond Now:** You can choose this selection to enter your response information now.
 - **Respond at a later time:** If you decide to Bid Later you can return to the solicitation using the same User ID, password, and URL link at any time up to the time and date the event closes.

Responding to a Solicitation Now

To respond to a solicitation in eSource, you must complete the *Header Panel* first. The Header Panel includes the following information:

- **Bidder Name:** Enter the *name of the person* entering the response to the solicitation. On some occasions, your company may receive more than one invitation to participate in a solicitation because different individuals working for the same company are listed on the Team Georgia Marketplace™ to receive such invitations. It is for this reason that you should enter the name of the person submitting the response and not the name of the company. This is a required field.
- **Supplier Email Address:** Enter your email address. The issuing officer may use this email address to contact you. This is a required field.
- **Supplier Phone #:** Enter your phone number. The issuing officer may use this number to contact you. This is a required field.
- **Supplier Comment:** This field is an open text field. It allows you to provide additional information or comments relevant to your response.



Be aware that the issuing officer will not be able to see any comments you enter in the Suppliers

Comments field until *after* the closing date of the solicitation. If you include any comments or questions that are intrinsic to the solicitation, it is best that you *contact the issuing officer directly in writing*.

Below is a sample Header Panel. The sample shows a Request for Proposal (RFP) solicitation type. However, the Header Panel is the same, regardless of the solicitation type.

Complete these fields before responding to the requirements of a solicitation

Scrolling down allows you to respond to the solicitation. The type of information below the Header Panel changes depending on the type of solicitation. You can respond to

the following types of solicitations:

- Request for Information (RFI)
- Request for Quotations (RFQ)
- Request for Qualified Contractors (RFQC)
- Request for Proposals(RFP)

Responding to a Request for Information(RFI) Event

Request for Information (RFI) is a method used by procurement to gain information for goods and/or services for a future solicitation. With an RFI, participating suppliers respond to specific questions and submit them for review. However, the response does not include pricing information. There is no award with an RFI. The state can use responses to an RFI to develop a Request for Proposal (RFP), Request for Quotation (RFQ), or a Request for Qualified Contractors (RFQC).

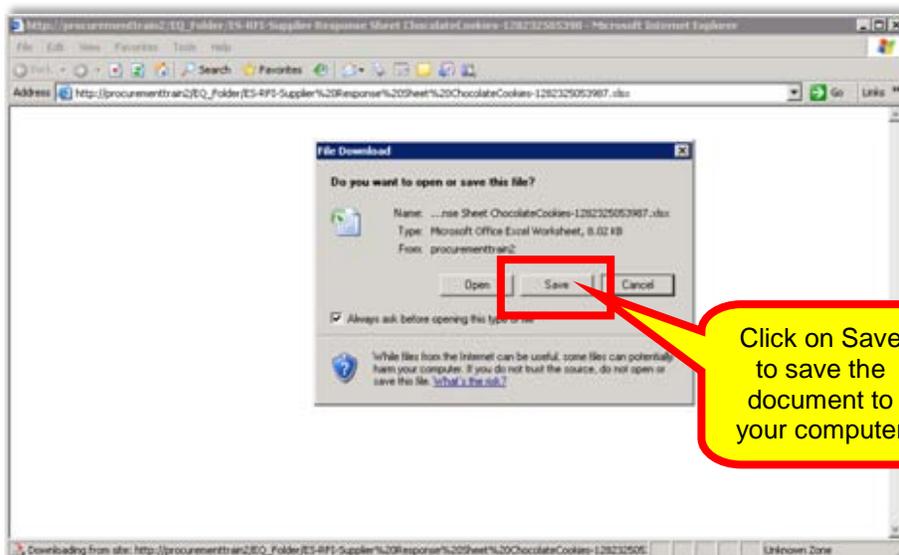
To respond to a Request for Information (RFI) event, you begin by accessing the RFI with the unique User ID and Password information provided in the invitational email you received from eSource.

Review the information provided in the eSource Summary Information page and make the appropriate decision to Respond Now or Respond at a later time.

- 1 Assuming that you want to respond now, click on the hyperlink to view any and all attached documents. Once you have reviewed them for details and/or clarifications, proceed with your response by clicking on **Respond Now**.



- 2 Click on the hyperlink in the Document field to download the attached document(s). The attached document(s) contains the questions requiring your response.
- 3 When the dialogue box displays, click on **Save** to save the file to your computer.



- 4 Locate the document you saved to your computer and

provide a response to the questions included in the document.

- 5 Rename the file to follow this naming convention:
Solicitation Number_Response_Supplier Company Name_your initials

For example: RFI8470090_ChocolateCookies_ACMEINC MEZ

- 6 Once you are ready to upload your document containing response to the questions included in the RFI, click on **Respond Now**.
- 7 Enter all the information required in the Header Panel, such as your name, email and phone number.
- 8 Click on **Upload Completed Response Document**.

The screenshot shows a web form for submitting a response. At the top, it displays the closing date and time: 08/31/2010 @ 01:00 PM. Below this, there are sections for 'NIGP Code Selection' and 'Download review/complete these documents'. The main form fields include:

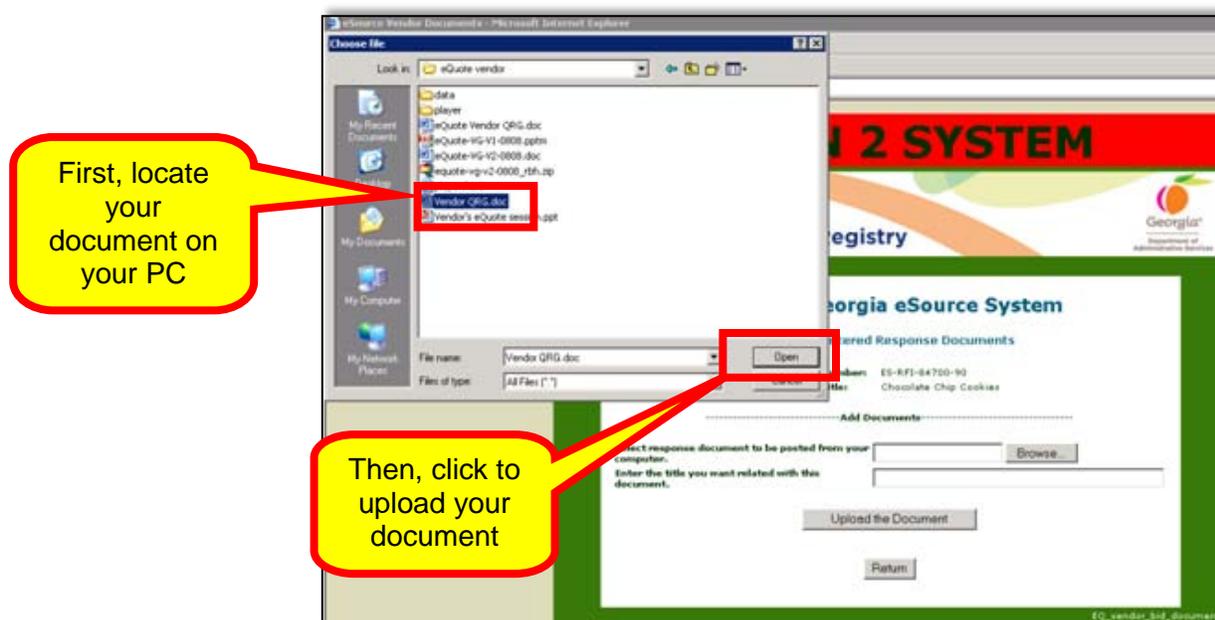
- Name of Person submitting response: Mims Ester Ziplocket
- Email Address: Mez@yesh.com
- Phone Number: 555-555-5555
- Comments: Information includes sugar free and organic cookies

 A red box highlights the 'Response Documents' section, which contains a file upload area and a button labeled 'Upload Completed Response Documents'. A yellow callout bubble points to this button with the text: 'Click to upload your responses to the RFI questions'. Another yellow callout bubble points to the 'Comments' text area with the text: 'Enter any comments. Be aware that the issuing officer cannot see these comments until the solicitation close date'. At the bottom of the form, there is a 'Certificate of Non-Collusion' section with a checkbox, a green 'Supplier's Guide to eSource' button, and a 'Submit Your Response' button.

- 9 Click on **Upload completed Response Document**. After clicking on uploading the response document the next screen displays.
- 10 Click on **Browse** to locate the document containing your response to the questions included in the RFI.



- 11 Once you locate the document on your PC, click on the document and then, click **Open**.

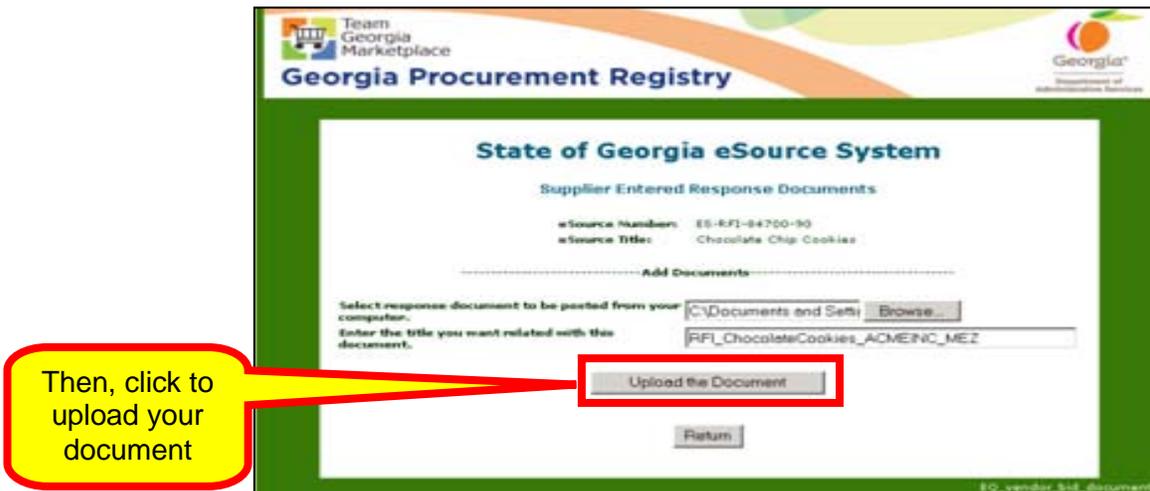


- 12 Next enter Enter the title you want associated with this document. Follow the naming convention:
Solicitation Number_Response_Supplier Company Name_your initials

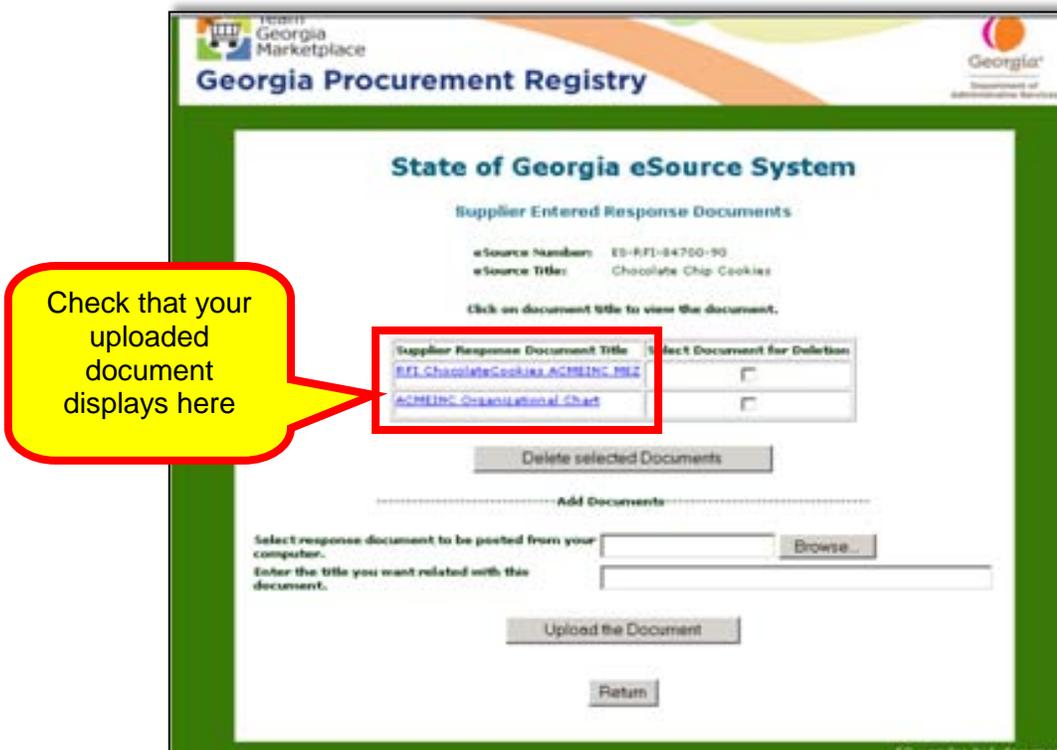
For example: RFI8470090_ChocolateCookies_ACMEINC MEZ

- 13 Once you enter the title of the document, click on **Upload**

the Document.



To ensure that your document has been uploaded, review the Supplier Response Document Title section of the screen. The name of your document displays in that column.



You can upload additional documents by repeating steps 8 through 13 above. Each time you upload a new document,

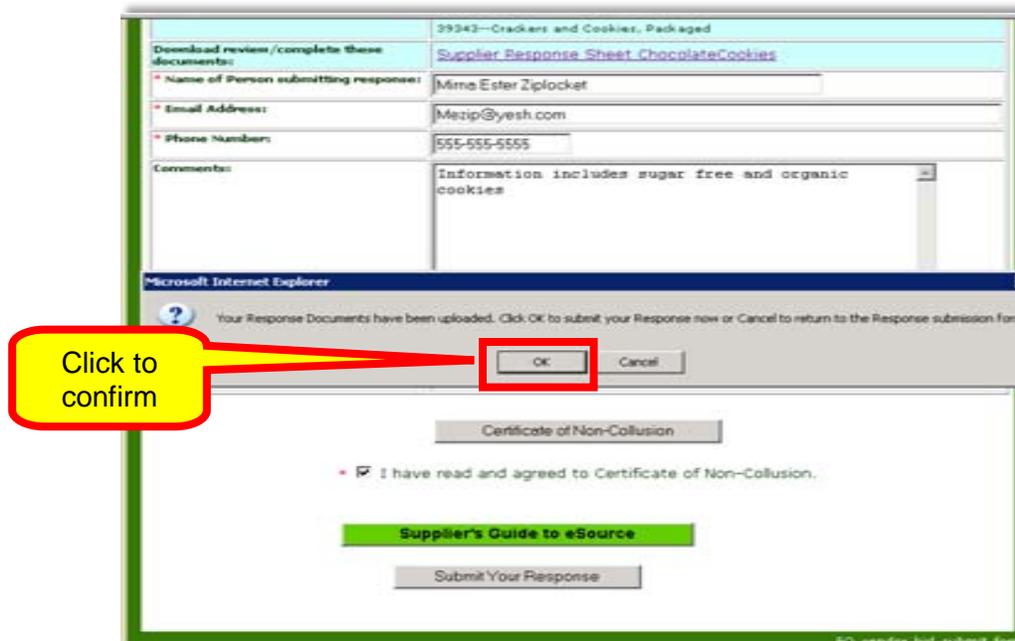
the document name displays in the Supplier Response Document Title column below the last document you uploaded.

You can also delete uploaded documents. To delete an uploaded document, click on the box adjacent to the document in the Select Document for Deletion column. Then, click Delete selected Documents.

- 14 Once you have uploaded all the documents you want to include as part of your response, click **Return**.
- 15 After clicking Return, the system displays the Header Panel for your review and/or submittal of additional information. If you are satisfied with your response, click on **Submit your Response**.

The screenshot shows a web form for submitting a supplier response. At the top, there are document titles: "38512--Cakes, Cookies, Dough, Pastries, etc." and "39243--Crackers and Cookies, Packaged". Below these is a section titled "Download review/complete these documents:" with a link "Supplier Response Sheet_ChocolateCookies". The form contains several input fields: "Name of Person submitting response:" with the value "Sarah Smith", "Email Address:" with "ssmith@msh.com", and "Phone Number:" with "444-444-4444". There is a "Comments:" section with a text area. Below the comments is a "Response Documents:" section with a button "Upload Completed Response Documents" and two links: "EP18470090_EF1_Chocolate_cookies_BPOwNYGCO_SSmith" and "EP18470090_EF1_Organizational_Chart_BPOwNYGCO_SSm". A "Certificate of Non-Collusion" section is visible with a checkbox "I have read and agreed to Certificate of Non-Collusion". At the bottom, there is a green button "Supplier's Guide to eSource" and a grey button "Submit Your Response" which is highlighted with a red box. A yellow callout bubble with a red border points to the "Submit Your Response" button and contains the text "Click Submit your Response".

After submitting your response, eSource displays the following screen to confirm the submission of your response.



- 16 Click **OK** to confirm that you want to submit your response now. In addition, you receive an email notification indicating that your response has been recorded as submitted.

When you click OK, this screen displays to confirm that your response to the RFI has been submitted. You can return and make modifications to your responses up to the close date and time of the solicitation event.

- 17 To exit this screen click on **Close Window**.



Responding to a Request for Proposal(RFP) Event

Request for Proposal (RFP) is a method used by procurement to procure goods or services where price is not the only consideration for award decision. To select a supplier for award, all suppliers' technical proposals are scored and the scoring results are combined with their cost proposal scores. The scores are based on a percentage split that adds up to 100%. The supplier with the highest combined scores for the technical and cost proposals is selected for award of the contract. *Only responsible and responsive suppliers are considered for award when using this method.*

To respond to a Request for Proposal (RFP), you begin by accessing the RFP with the unique User ID and Password information provided in the invitational email you received from eSource.

- 1 Review the information provided in the eSource Summary Information page.

The screenshot shows the 'eSource Summary Information' page for a Georgia Procurement Registry event. The page includes a header with 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services' logos. The main content is a table with the following data:

eSource Number	ES-RFP-48400-1088
Agency Name	48400 TRANSPORTATION,DEPARTMENT OF
Bid Process	RFP
Purchase Type	Open Market
Category Type	Goods
Contact Name	Blocker, Billy
Contact Phone	404-5678900
Contact Email	billy.blocker@dot.state.ga.us
Fiscal Year	2010
eSource Title	TestRFP
eSource Description	TEST RFP
eSource Released Date	06/08/2010 02:35 PM
Closing Date/time	06/23/2010 @ 1:00 PM
NIGP Code Selection:	20476 --- Printers, Inkjet.

Below the table is a 'Documents' section with a red box around it, containing the following hyperlinks:

- [eRFP Template](#)
- [eRFP Requirements](#)
- [eRFP CostSheet](#)
- [Additional Attachment](#)

A yellow callout bubble with a red border points to these links, containing the text: "Download these documents to your computer". At the bottom of the page, there are two buttons: "Respond Now" and "Respond at a later time".

- 2 Click on the hyperlinked document name in the **Documents** section to download the attached documents.

The attached documents represent the RFP document that includes a description of the scope of the project, instructions for this process, information on how the

evaluation is conducted and the maximum evaluation points, the RFP requirements, the RFP cost sheet(s), and other pertinent attachments. You use these documents to respond to the RFP requirements, provide cost information, and respond to additional required information pertinent to the RFP.

- 3 As you open each document, save a copy of the document on your computer.



You must use these documents to provide your response to the RFP. Failure to use the documents that are provided for your response will result in disqualification.

- 4 Review the RFP template document. Ensure that you understand each section and are familiar with the rest of the attached documents.
- 5 Provide the required answers to the proposal in the RFP documents you downloaded. *You must use these documents to provide your response to the RFP.*
- 6 Once you have provided your proposal to the requirements you downloaded and you are ready to upload your response to the requirements, cost information, and any other additional required RFP document, click on **Respond Now**.

Georgia Procurement Registry

eSource Summary Information

eSource Number	ES-RFP-48400-1088
Agency Name	48400 TRANSPORTATION, DEPARTMENT OF
Bid Process	RFP
Purchase Type	Open Market
Category Type	Goods
Contact Name	Blocker, Billy
Contact Phone	404-5678900
Contact Email	billy.blocker@dot.state.ga.us
Fiscal Year	2010
eSource Title	TestRFP
eSource Description	TEST RFP
eSource Released Date	06/08/2010 02:35 PM
Closing Date/time	06/23/2010 @ 1:00 PM
NIGP Code Selection:	20476 --- Printers, Inkjet. 20477 --- Printers, Laser.
Documents	eRFP Template eRFP Requirements eRFP CostSheet Additional Attachment

Supplier's Guide to eSource

EQ_vendor_view_quote

Click Respond Now once you are ready to upload your documents

- 7 Enter the information required in the Header Panel:
- Name of person submitting responses
 - Bidder's email address
 - Phone Number
 - Supplier's Comments

Georgia Procurement Registry

eSource Supplier Response Form

New Response

Note: * Required Information

eSource Number:	SS-RFP-48400-1088
Bid Process:	RFP
Purchase Type:	Open Market
Category Type:	03000
eSource Title:	TeaRFP
Agency Name:	48400 TRANSPORTATION DEPARTMENT OF
Soyer Name:	Blocker, Bill
Soyer Phone:	404-5478900
Soyer Email:	bill_blocker@dot.state.ga.us
Fiscal Year:	2010
eSource Released Date/Time:	04/08/2010 02:35 PM
Closing Date/Time:	06/23/2010 @ 01:00 PM
NEGP Code Selection:	20478--Printers, Inkjet 20477--Printers, Laser
Download review/complete these documents:	eRFP Template eRFP Requirements eRFP CostSheet Additional Attachment

* Bidder's Email Address:

* Phone Number:

Supplier Comments:

Response Documents:

I have read and agreed to Terms and Conditions & Certificate of Non-Conflict

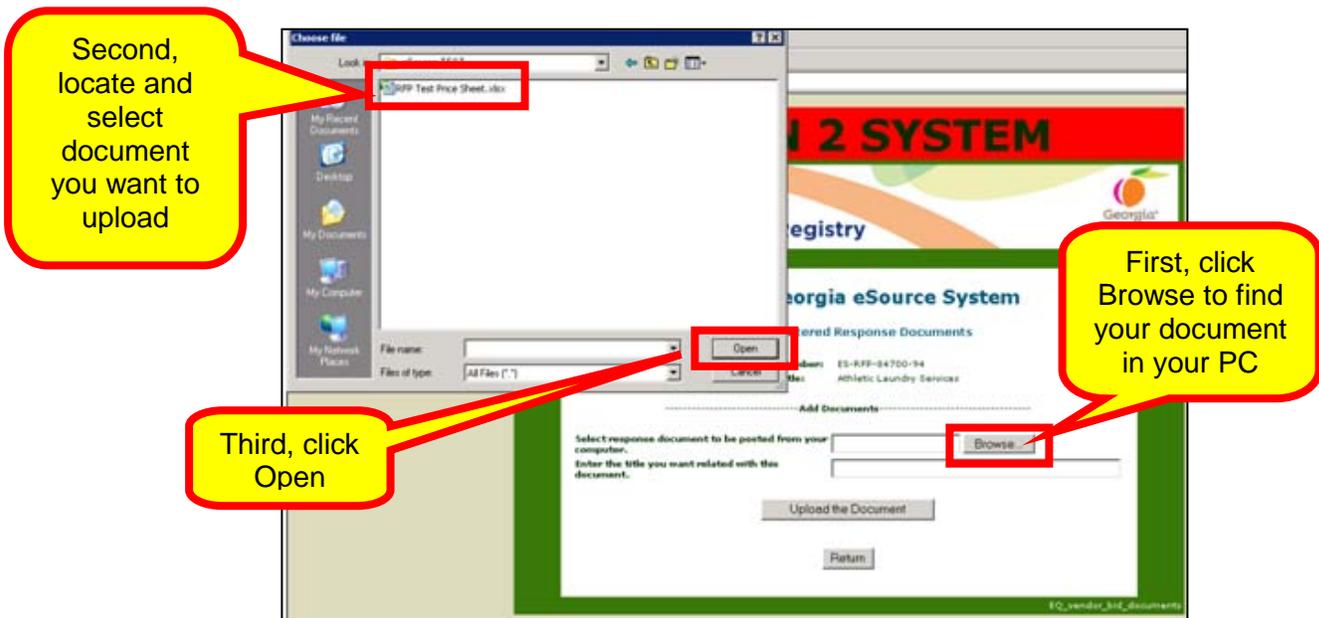
Supplier's Guide to eSource



Remember that the issuing officer cannot see your comments until the solicitation event close date and time.

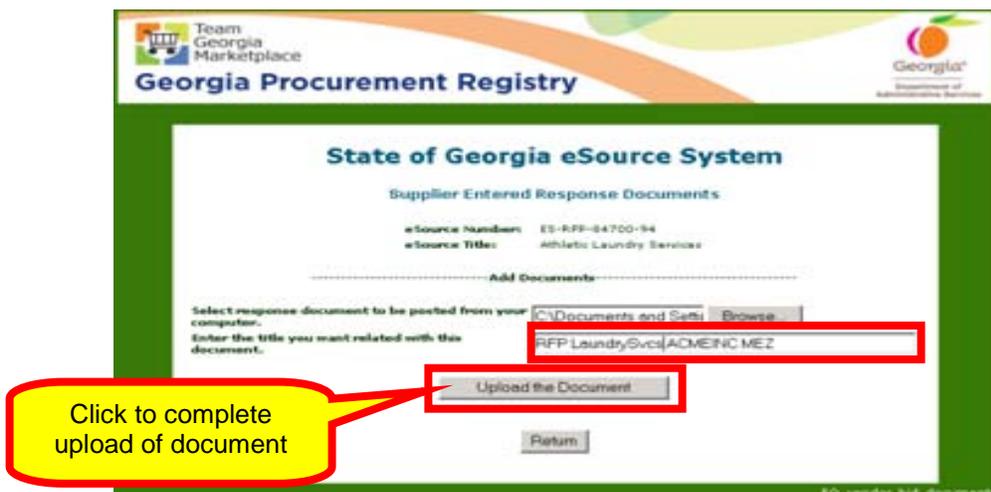
- 8 Click on **Upload Completed Response Documents** to upload your response to the RFP requirements.
- 9 To upload the documents and attach them as your response submittal, click on **Browse** to find the documents in your PC. These documents contain your responses to the RFP requirements, cost sheet(s), and any additional required

document.

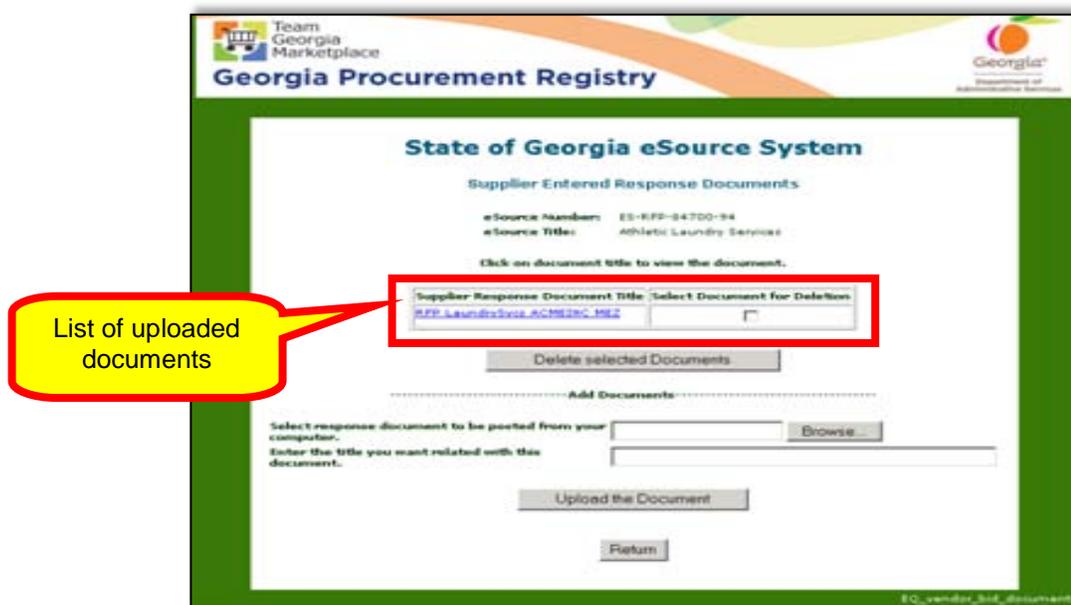


- 10 Name your document using the following naming convention:
Solicitation Name_Response_Supplier Company Name_your initials.
For example: RFP_ChocolateCookies_ACMEINC_MEZ
- 11 Once you name your document, click on **Upload the Document** to complete the upload process.

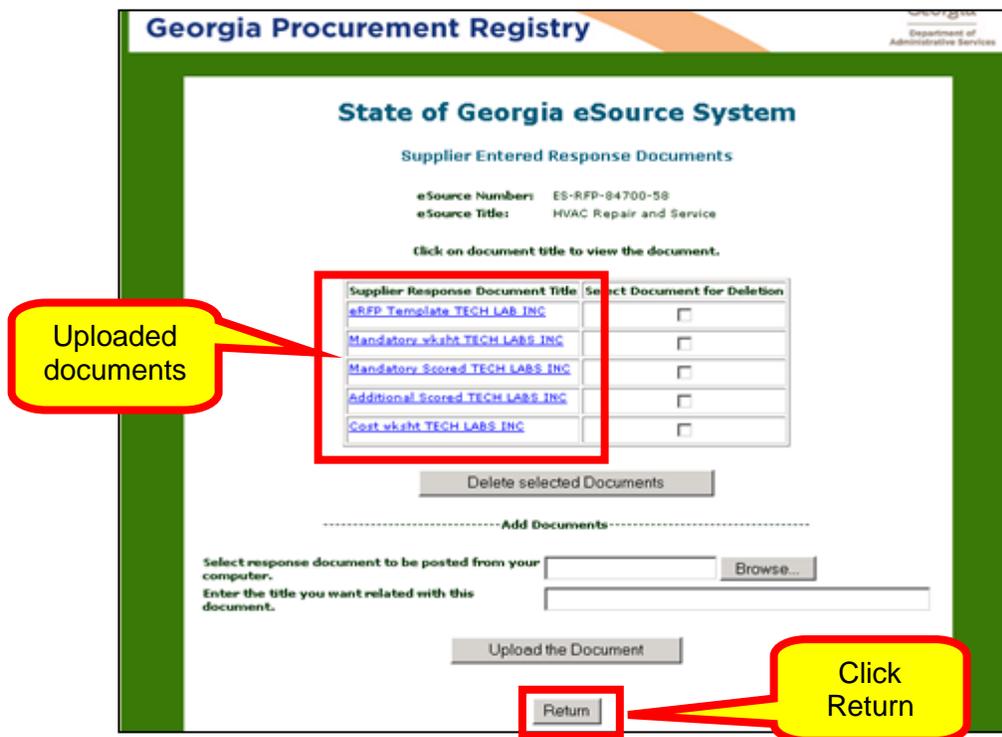
 The size of the file must not be larger than 50MB.



You can ensure that you uploaded the required document by reviewing the Supplier Response Document Title column. The uploaded documents display in this column.



- 12 Repeat these steps 8 through 11 for each document required for the submittal of the RFP response.
- 13 Once you have uploaded all required documents, click **Return**.

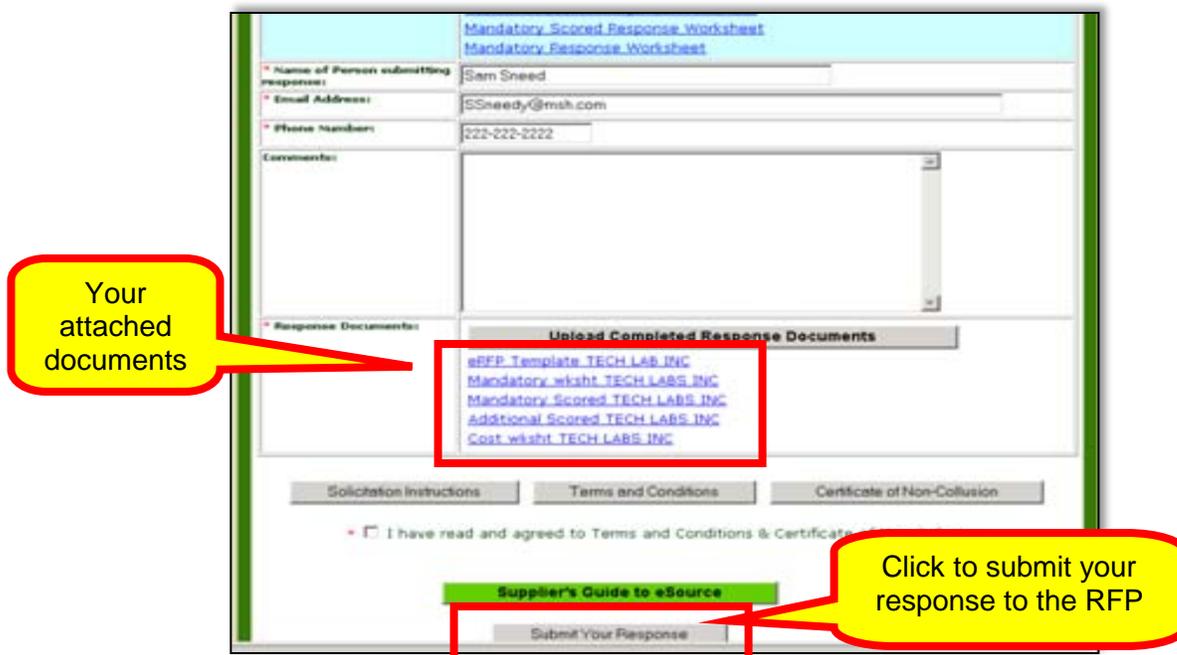


When you click Return, eSource displays the Header Panel. Notice the attached documents. Review to ensure that you have attached all required documents containing your response to the RFP requirements, cost sheet(s), and any additional required document.

- 14 Once you have determined that all the required documents have been attached to your response, then click **Submit your Response**.

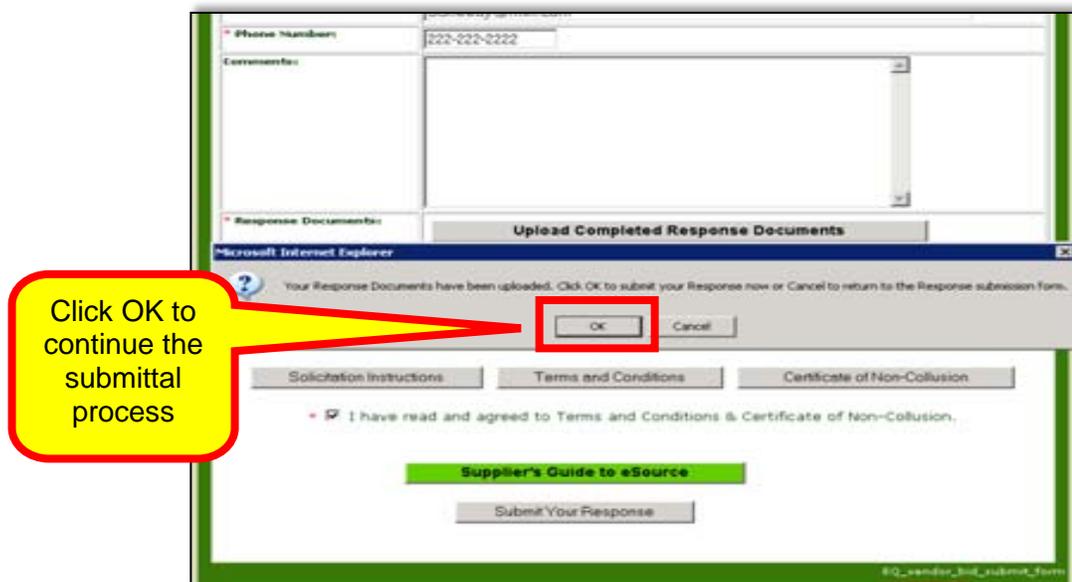


You can return to this solicitation event to edit your responses, continue to attach additional documents, or replace already attached documents until the RFP closing date and time.



Once you click Submit Your Response, this screen displays to confirm that your response documents have been uploaded.

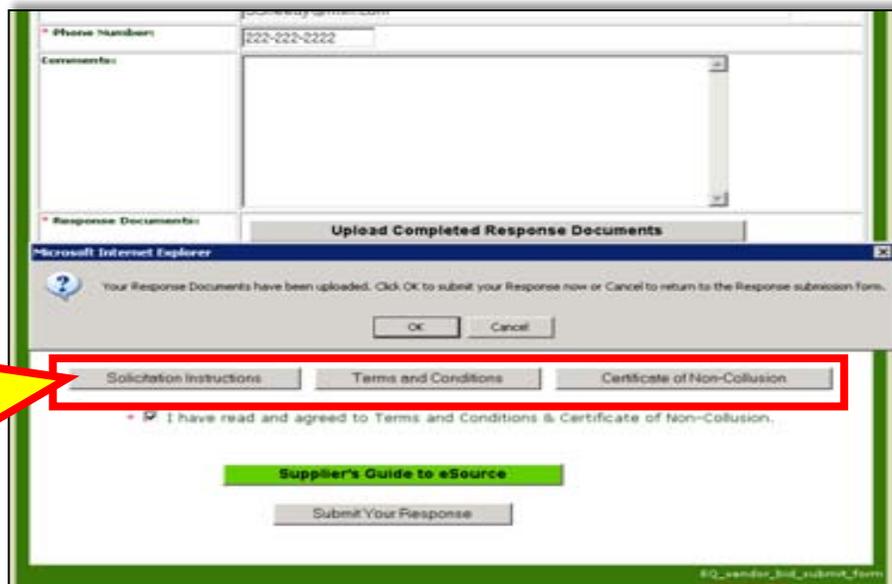
- 15 Click **OK** to complete the submission process.



After submitting your response, eSource displays this screen to confirm that you submitted your response to the RFP. You also receive an email confirming that your response has been submitted.

- 16 Be sure to review the Solicitation Instructions.
- 17 Be sure to review the Terms and Conditions attached to this solicitation event.
- 18 Be sure to review the Certificate of Non-Collusion.

Be sure to review the Solicitation Instructions, Terms and Conditions, and Certificate of Non-Collusion



- 19 To exit, click on **Close Window**.



Responding to a Request for Quote(RFQ) Event

Request for Quote (RFQ) is a method used by procurement to procure goods or specifically defined services which must be met by the supplier without deviation. Cost is the only consideration for selecting the winning supplier. *Only responsible and responsive suppliers are considered for award when using this method.*

To respond to a Request for Quote (RFQ), you begin by accessing the RFQ with the unique User ID and Password information provided in the invitational email you received from the eSource.

- 1 Review the information provided in the eSource Summary Information page.
- 2 Click on the hyperlinked document name in the **Documents** section to download the attached documents.

The attached documents represent the RFQ document that include a description of the scope of the project, instructions for this process, and other pertinent attachments.

- 3 As you open each document, save a copy of the document on your computer.

eSource Summary Information

eSource Number	ES-RFQ-84700-37
Agency Name	B4700 FLINT RIVER TECHNICAL COLLEGE
Bid Process	RFQ
Purchase Type	Open Market
Category Type	Goods
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	Technical Books for Dental Tech Program
eSource Description	Technical books for use the the Dental Technician Program
eSource Released Date	06/07/2010 05:14 PM
Closing Date/time	07/09/2010 @ 1:00 PM
NIGP Code Selection:	26056 --- Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71548 --- Medical Books and Publications. 71583 --- Textbooks, Adult Education. 71512 --- Books, Reference: Dictionaries, Encyclopedias, etc. 71533 --- Drawings and Diagrams: Dimensional, Technical, etc. 71547 --- Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified. 71558 --- Textbooks: College level (Excludes Student and Teacher Editions)

Documents: [eRFQ Template](#)

Supplier's Guide to eSource

Line Number	Line Title	Description	Line Nigg	No of Units, Unit of Measure	eSource Line Documents
1	Dental Technician	Illustrated dental hygienic textbooks	71548-Medical Books and Publications	175 EA	
2	Dental Techs	Program Orientation	71583-Textbooks, Adult Education	175 EA	
3	Oral Care	Oral Care instructional manual	71512-Books, Reference: Dictionaries, Encyclopedias, etc.	175 EA	
4	Pediatric Oral Care	Pediatric Oral Care	71547-Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified	175 EA	
5	Orthodontics	Orthodontics	71533-Drawings and Diagrams: Dimensional, Technical, etc.	175 EA	

Click to Respond Now

Respond Now Respond at a later time

Click to download

4 Click on **Respond Now**.

5 Enter the information required in the Header Panel:

- Name of person submitting responses
- Bidder's email address
- Phone Number
- Supplier's Comments



Remember that the issuing officer cannot see the comments until the solicitation event close date and time.

eSource Supplier Response Form

New Response

Note: * Required Information

eSource Number:	ES-RFQ-84700-37
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
eSource Title:	Technical Books for Dental Tech Program
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Buyer Name:	Acey, Stacy
Buyer Phone:	777-777-7777
Buyer Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Released Date/Time:	06/07/2010 05:14 PM
Closing Date/Time:	07/09/2010 @ 01:00 PM
NIGP Code Selection:	26056--Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71512--Books, Reference: Dictionaries, Encyclopedias, etc. 71533--Drawings and Diagrams: Dimensional, Technical, etc. 71547--Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified 71548--Medical Books and Publications 71583--Textbooks, Adult Education 71588--Textbooks: College Level (Includes Student and Teacher Editions)
Download review/complete	eRFQ Template

* Name of Person submitting response:

* Bidder's Email Address:

* Phone Numbers:

Supplier Comments:

[Click Here to Upload Documents](#)

[Solicitation Instructions](#)
 [Terms and Conditions](#)
 [Certificate of Non-Collusion](#)

* I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.

Enter the required information. Your name, Email address and phone number

- 6 Upload any required documents or documents that support your response to the RFQ by clicking on **Click Here to Upload Documents**.



The documents you upload in this section of the solicitation relate to the entire solicitation and not to an individual line item.

eSource Supplier Response Form
New Response

Note: * Required Information

eSource Numbers:	ES-RFQ-84700-37
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
eSource Title:	Technical Books for Dental Tech Program
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Buyer Name:	Acey, Stacy
Buyer Phone:	777-777-7777
Buyer Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Released Date/Time:	06/07/2010 05:14 PM
Closing Date/Time:	07/09/2010 01:00 PM
NIGP Code Selection:	26056--Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71512--Books, Reference: Dictionaries, Encyclopedias, etc. 71533--Drawings and Diagrams: Dimensional, Technical, etc. 71547--Manuals: Parts, Personnel, Policy, Purchasing, Training, etc.: Not Otherwise Classified 71548--Medical Books and Publications 71583--Textbooks, Adult Education 71588--Textbooks: College Level (Includes Student and Teacher Editions)
Download review/complete these documents:	eRFQ Template
* Name of Person submitting response:	<input type="text"/>
* Bidder's Email Address:	<input type="text"/>
* Phone Number:	<input type="text"/>
Supplier Comments:	<input type="text"/>
Response Documents:	<input type="button" value="Click Here to Upload Documents"/>

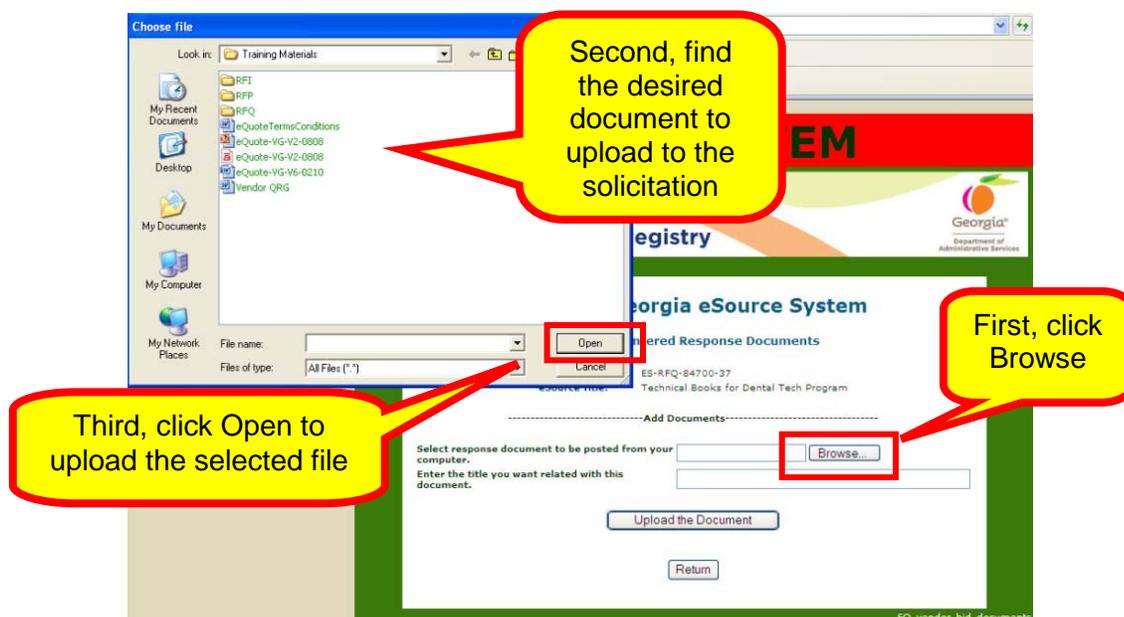
Solicitation Instructions Terms and Conditions Certificate of Non-Collusion

* I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.

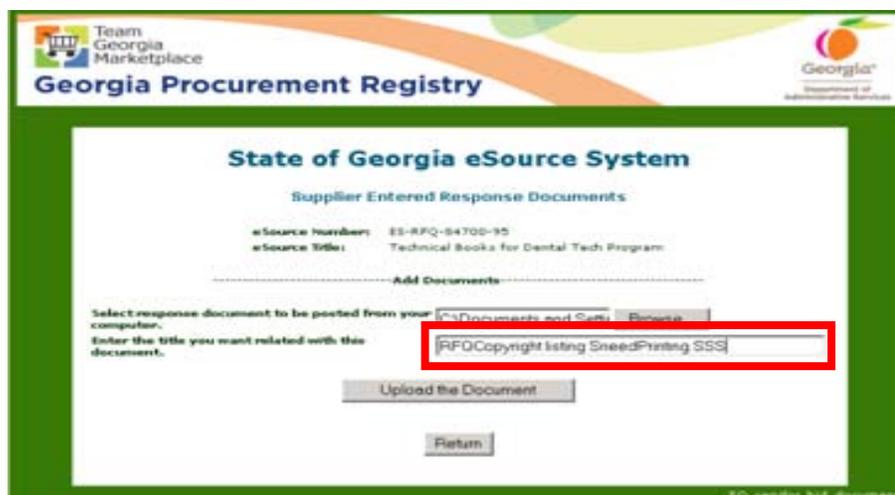
- 7 Click **Browse** to find the desired document on your PC and upload it to the solicitation.
- 8 Find the desired document on your PC and select it to be upload it.
- 9 Click **Open** to upload the desired file.



The size of the file must not be larger than 50mg.



- 10 Name your document using the following naming convention:
Solicitation Name_Response_Supplier Company Name_your initials.
 For example: RFQ_ChocolateCookies_ACMEINC_MEZ

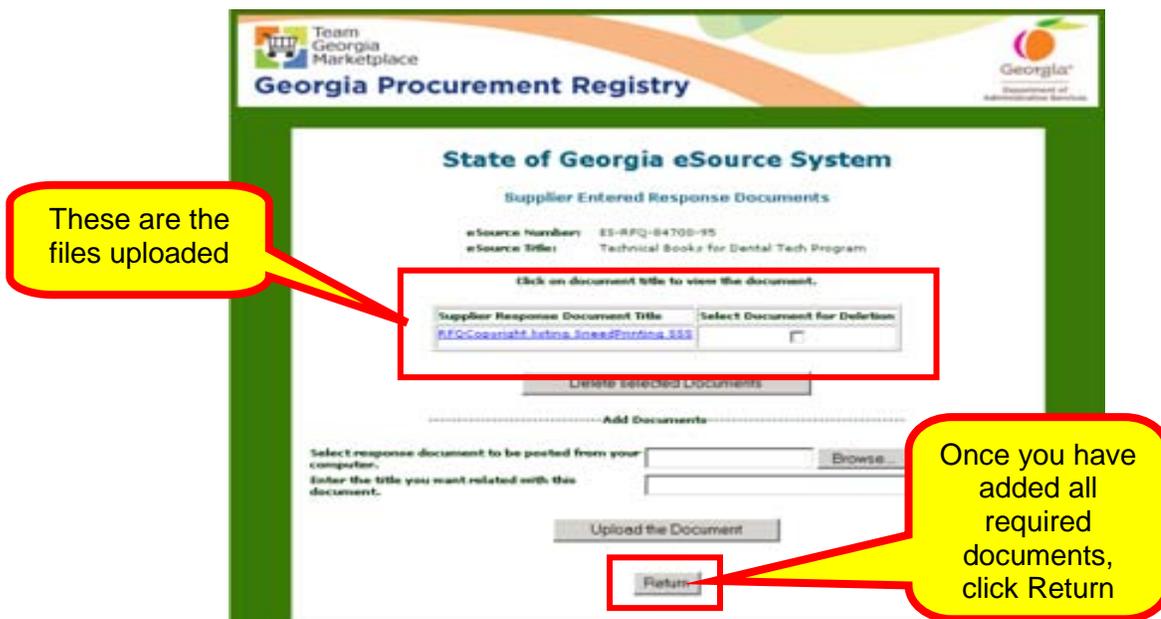


- 11 Once you name your file, click **Upload the Document** to complete the upload process.



The following screen displays to confirm that the document has been uploaded. To ensure that your document was uploaded, check that the name of the file displays in the **Supplier Response Document Title** column.

- 12 When you are finished uploading documents that relate to the entire solicitation, click **Return**.



To upload additional documents, repeat steps 3 through 7.

eSource Supplier Response Form

New Response

Note: * Required Information

eSource Numbers:	ES-RFQ-84700-37
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
eSource Title:	Technical Books for Dental Tech Program
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Buyer Name:	Acey, Stacy
Buyer Phone:	777-777-7777
Buyer Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Released Date/Time:	06/07/2010 05:14 PM
Closing Date/Time:	07/09/2010 @ 01:00 PM
NTCP Code Selection:	26056--Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71512--Books, Reference: Dictionaries, Encyclopedias, etc. 71533--Drawings and Diagrams: Dimensional, Technical, etc. 71547--Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified 71548--Medical Books and Publications 71583--Textbooks: Adult Education 71588--Textbooks: College Level (Includes Student and Teacher Editions)
Download review/complete these documents:	eRFQ Template
* Name of Person submitting response:	<input type="text"/>
* Bidder's Email Address:	<input type="text"/>
* Phone Number:	<input type="text"/>
Supplier Comments:	<input type="text"/>
Response Documents:	Click Here to Upload Documents

[Solicitation Instructions](#)
 [Terms and Conditions](#)
 [Certificate of Non-Collusion](#)

* I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.

- 13 Click **Solicitation Instructions** to read instructions on how to submit your responses and other pertinent instructions.
- 14 Click **Terms and Conditions** to read the terms and conditions for this solicitation.
- 15 Click **Certificate on Non-Collusion** to read the certificate.

eSource Supplier Response Form

New Response

*Note: * Required Information*

eSource Numbers:	ES-RFQ-84700-37
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
eSource Title:	Technical Books for Dental Tech Program
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Buyer Name:	Acey, Stacy
Buyer Phone:	777-777-7777
Buyer Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Released Date/Time:	06/07/2010 05:14 PM
Closing Date/Time:	07/09/2010 @ 01:00 PM
NIGP Code Selection:	26056--Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71512--Books, Reference: Dictionaries, Encyclopedias, etc. 71533--Drawings and Diagrams: Dimensional, Technical, etc. 71547--Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified 71548--Medical Books and Publications 71583--Textbooks, Adult Education 71588--Textbooks: College Level (Includes Student and Teacher Editions)
Download review/complete these documents:	eRFO Template
* Name of Person submitting response:	<input type="text"/>
* Bidder's Email Address:	<input type="text"/>
* Phone Number:	<input type="text"/>
Supplier Comments:	<input type="text"/>

Response Documents:

I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.

Click to review instructions for processing the solicitation

Click to review the terms and conditions for this solicitation

Click to review the Certificate of Non-Collusion

- Once you have uploaded all required documents and reviewed the instructions, terms and conditions, and certificate of non-collusion, click the box indicating that you **have read and agree to the Terms and Conditions and Certificate of Non-Collusion.**

eSource Supplier Response Form

New Response

*Note: * Required Information*

eSource Numbers:	ES-RFQ-84700-37
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
eSource Title:	Technical Books for Dental Tech Program
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Buyer Name:	Acey, Stacy
Buyer Phone:	777-777-7777
Buyer Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Released Date/Time:	06/07/2010 05:14 PM
Closing Date/Time:	07/09/2010 @ 01:00 PM
NTGP Code Selection:	26056--Pharmaceuticals, Dental; Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71512--Books, Reference; Dictionaries, Encyclopedias, etc. 71533--Drawings and Diagrams: Dimensional, Technical, etc. 71547--Manuals: Parts, Personnel, Policy, Purchasing, Training, etc.; Not Otherwise Classified 71548--Medical Books and Publications 71563--Textbooks, Adult Education 71568--Textbooks: College Level (Includes Student and Teacher Editions)
Download review/complete these documents:	eRFQ Template
* Name of Person submitting response:	<input type="text"/>
* Bidder's Email Address:	<input type="text"/>
* Phone Numbers:	<input type="text"/>
Supplier Comments:	<input type="text"/>
Response Documents:	<input type="button" value="Click Here to Upload Documents"/>
<input type="button" value="Solicitation Instructions"/> <input type="button" value="Terms and Conditions"/> <input type="button" value="Certificate of Non-Collusion"/>	
* <input type="checkbox"/> I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.	

Check to indicate that you have read and agree with the information

Once you have placed a check mark to indicate that you agree with the terms and conditions and the certificate of non-collusion, scroll down the screen to enter your response to the individual line items associated with the RFQ event.

- 17 To review specific details for each line item, click on the hyperlink for each line item under the Title column. There could be additional documents attached to each line item, once you click on the hyperlink, you can review these documents for specific details.

Click on the hyperlink line of each item title to view details

Line	Title	Unit Measure	Supplier Bid per Unit	No. Bid	Supplier Comments	Quote line Documents	Load/View Response Documents
1.	Dental Technician	EA 175	<input type="text"/>	<input type="checkbox"/>	N/A		<input type="button" value="Click"/>
2.	Dental Techns	EA 175	<input type="text"/>	<input type="checkbox"/>	N/A		<input type="button" value="Click"/>
3.	Oral Care	EA 175	<input type="text"/>	<input type="checkbox"/>	N/A		<input type="button" value="Click"/>
4.	Pediatric Oral Care	EA 175	<input type="text"/>	<input type="checkbox"/>	N/A		<input type="button" value="Click"/>
5.	Orthodontic	EA 175	<input type="text"/>	<input type="checkbox"/>	N/A		<input type="button" value="Click"/>
			Total Amount submitted bid	<input type="text" value="0"/>			

Solicitations may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after the solicitation closes.

The next column represents the **Unit of Measure** requested for the RFQ. This unit of measure represents the unit of measure desired by the issuing officer.

- 18 Enter your cost per unit for each line item in the **Supplier Bid per Unit column**. The eSource application allows up to 4 places for the decimal.



When submitting pricing for an event, you must include the shipping charges to the line item amount.

As you enter the individual amount for the line items, eSource calculates the dollar value for the **Total Amount submitted bid** field.

Supplier's Guide to eSource

Click on Line Title for more detailed description --- Click on Line Documents for more documentation

Line Information

Line	Title	Unit Measure	Units Bid	Supplier Bid per Unit	Supplier Comments	Quote line Documents	Load/View Response Documents
1.	Dental Technician	EA	172	<input type="text"/>	N/A		<input type="button" value="Click"/>
2.	Dental Table	EA	172	<input type="text"/>	N/A		<input type="button" value="Click"/>
3.	Dental X-ray	EA	172	<input type="text"/>	N/A		<input type="button" value="Click"/>
4.	Pediatric Oral Care	EA	172	<input type="text"/>	N/A		<input type="button" value="Click"/>
5.	Orthodontia	EA	172	<input type="text"/>	N/A		<input type="button" value="Click"/>
				Total Amount Submitted Bid			

Solicitations may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after the solicitation closes.

EO vendor bid submit form

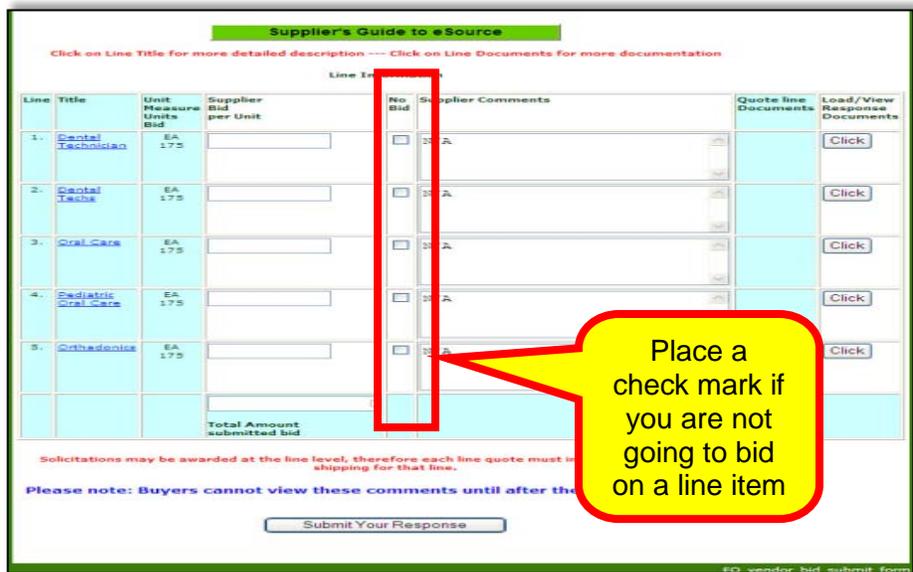
Enter your bid for each line item

eSource calculates the total amount submitted for your bid



Remember that each line *must* include the cost of shipping and handling since the issuing officer has the option to split the bid award. Also, remember you cannot include any comments or documents for which you need responses *before* the solicitation closes (such as questions regarding specifications). Contact the issuing officer directly about these issues.

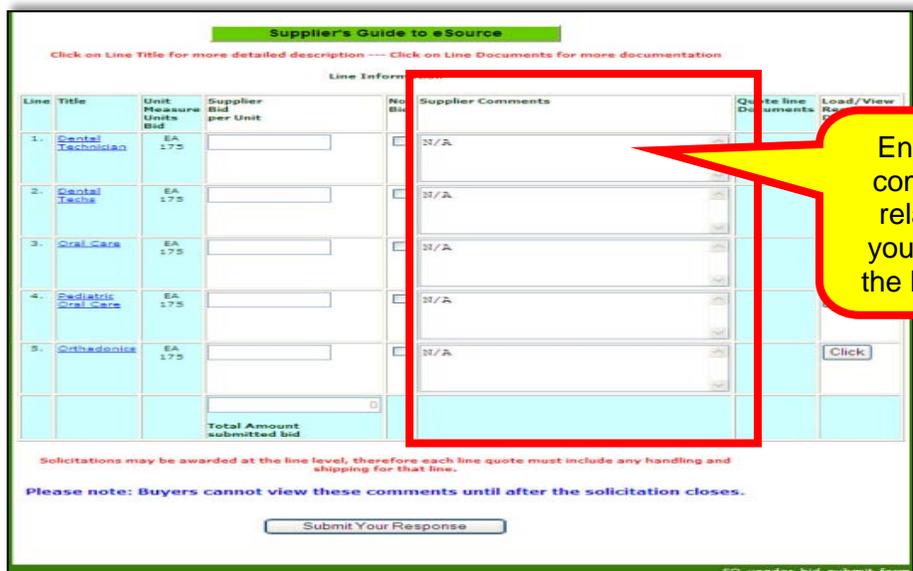
- 19 The No Bid column allows you to indicate that you will not bid for that particular line item. Place a check mark next to each line item if you are not bidding on that line item. Otherwise, leave unchecked.



20 Enter any comments in the Supplier comments field.



Remember that the issuing officer can not view these comments until the closing date of the event.



21 If necessary, upload any supporting documentation for that particular line item. To do this, click on **Click** for the specific line item where you want to upload a document.

Supplier's Guide to eSource

Click on Line Title for more detailed description --- Click on Line Documents for more documentation

Line Information

Line	Title	Unit Measure	Supplier Bid per Unit	No Bid	Supplier Comments	Quote line Documents	Load/View Response Documents
1.	Dental Technician	EA 175		<input type="checkbox"/>	N/A		Click
2.	Dental Table	EA 175		<input type="checkbox"/>	N/A		Click
3.	Dental Care	EA 175					Click
4.	Pediatric Dental Care	EA 175					Click
5.	Orthodontics	EA 175					Click
			Total Amount submitted bid	0			

Solicitations may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after the solicitation closes.

[Submit Your Response](#)

EO vendor bid submit form

- 22 Once you responded to each line item and you attached any required document, click **Submit Your Response** to submit your responses to the RFQ.

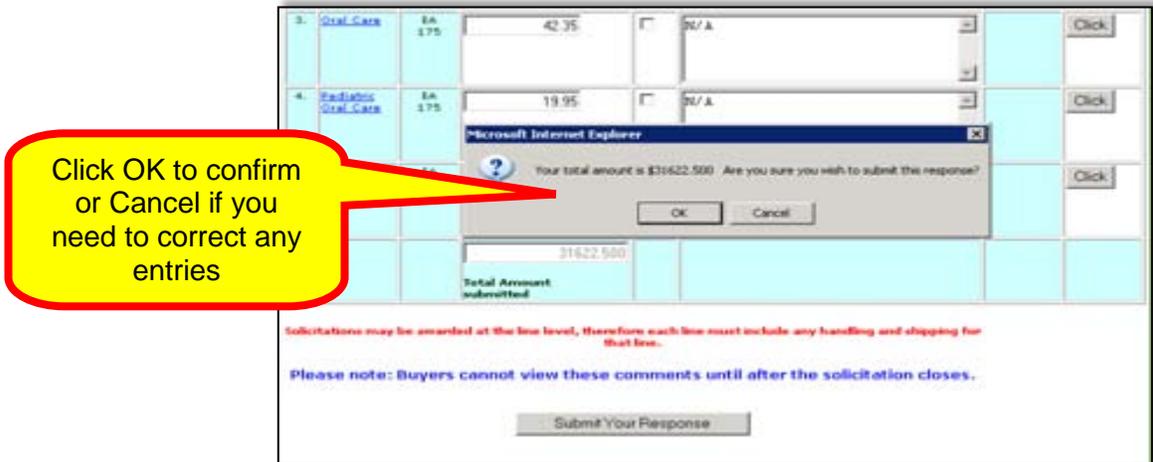
Line	Title	Unit Measure	Supplier Amount per Unit	No Bid	Supplier Comments	eSource Line Documents	Load/View Response Documents
1.	Dental Technician	EA 175	12.50	<input type="checkbox"/>	N/A		Click
2.	Dental Table	EA 175	26.95	<input type="checkbox"/>	N/A		Click
3.	Dental Care	EA 175	42.35	<input type="checkbox"/>	N/A		Click
4.	Pediatric Dental Care	EA 175	19.95	<input type="checkbox"/>	N/A		Click
5.	Orthodontics	EA 175	78.95	<input type="checkbox"/>	N/A		Click
			Total Amount submitted	31622.500			

Solicitations may be awarded at the line level, therefore each line must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after the solicitation closes.

[Submit Your Response](#)

- 23 When you click Submit Your Response to process your response, a dialogue box displays providing the total bid amount and asking you to confirm your bid submission. Click **OK** to agree to the amount submitted or **Cancel** to go back and edit your entries.



Once you click **OK**, the following message displays.

24 Click **Close Window**.



By clicking on the **State of Georgia Procurement Register**, you go back to the main screen of the Georgia Procurement Register inviting you to view other bid opportunities.

You are able to access this RFQ until the close date to edit, change your responses, and upload and/or remove documents.

You also receive an email confirming the receipt of your response to the RFQ. If you do not receive the email it

indicates that your response did not process successfully. If this happens, contact the Help Desk. Below is a sample of this confirmation email.



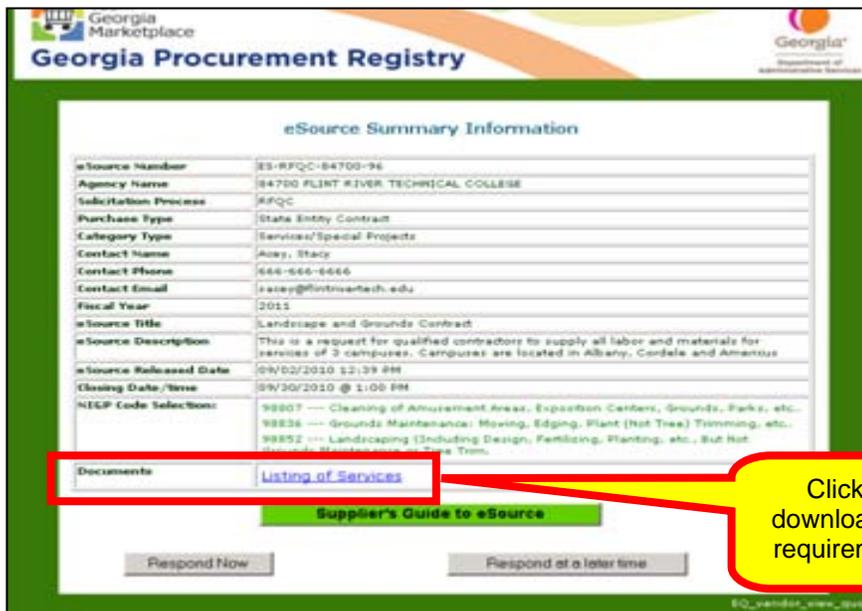
Responding to a Request for Qualified Contractors (RFQC) Event

Request for Qualified Contractors (RFQC) is a two-step method used by procurement. In the first step, the RFQC is used to prequalify suppliers who meet a minimum standard of quality, certification, tolerances, or requirements. In the second step, the prequalified suppliers are asked to participate in a Request for Quotation (RFQ) or Request for Proposal (RFP). The RFQC event is not used to award a contract, it is only used to prequalify the suppliers to participate in another event. This second event is used to select a supplier for award.

To respond to a Request for Qualified Contractors (RFQC), you begin by accessing the RFQC with the unique User ID and Password information provided in the invitational email you received from eSource.

Review the information provided in the eSource Summary Information page.

- 2 Click on the hyperlinked document name in the **Documents** section to download the attached documents.



- 3 As you open each document, save a copy of the document on your computer.



You must use these documents to provide your response to the RFQC.

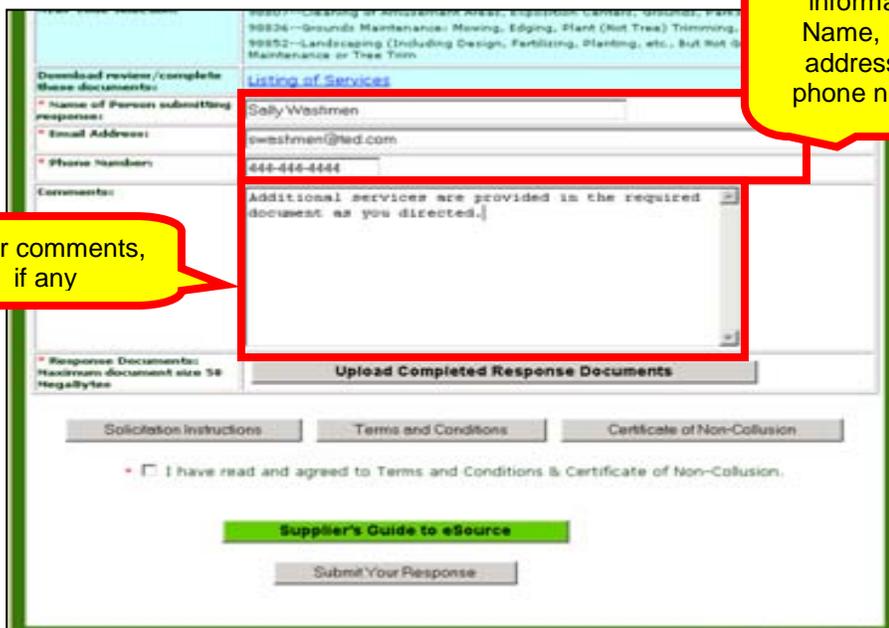
- 4 Review the RFQC template document. Ensure that you understand each section and are familiar with the rest of the attached documents.
- 5 Provide the required answers using the RFQC documents you downloaded. *You must use these documents to provide your response to the RFQC.*
- 6 Once you are ready to upload your documents, click on **Respond Now**.



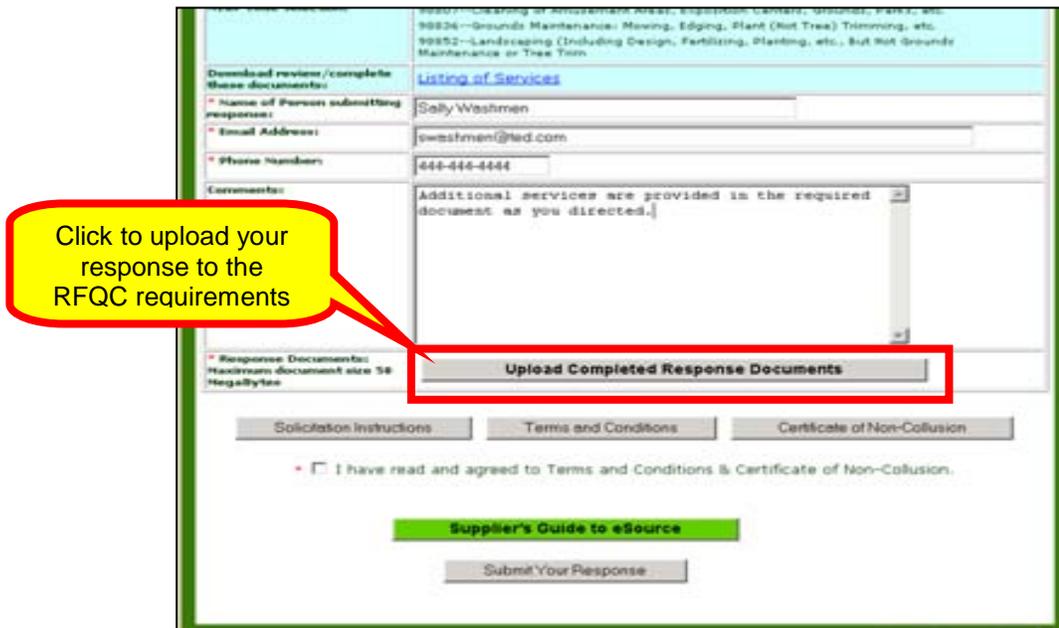
- 7 Enter the information required in the Header Panel:
- Name of person submitting responses
 - Bidder's email address
 - Phone Number
 - Supplier's Comments



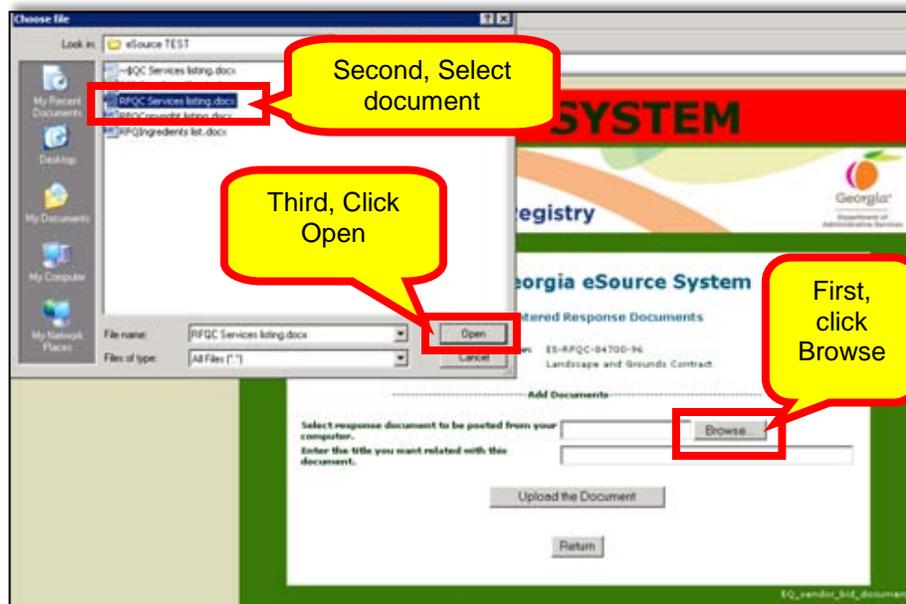
Remember that the issuing officer cannot see these comments until the close date.



- 8 Click on **Upload Completed Response Documents** to upload your response to the RFP requirements.



- 9 Find the documents in your PC and upload them as your response submittal, click on **Browse**. These documents contain your responses to the RFQC requirements and any additional required document.



- 10 Name your document using the following naming

convention:

Solicitation Name_Response_Supplier Company Name_your initials.

For example: RFQC_ChocolateCookies_ACMEINC_MEZ

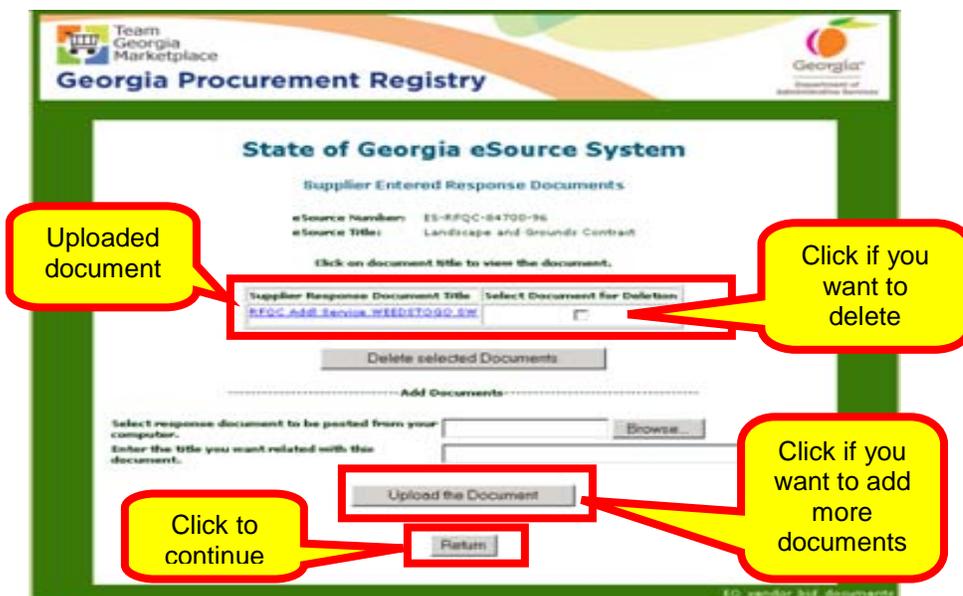
- Once you name your document, click on **Upload the Document** to complete the upload process.



The size of the file must not be larger than 50MB.

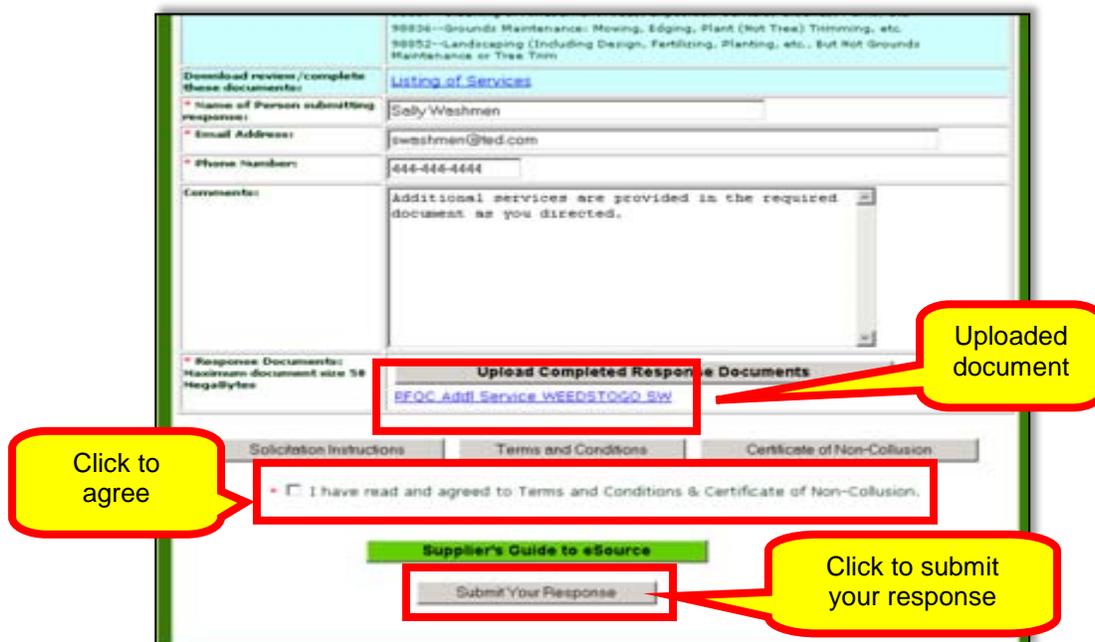


You can ensure that you uploaded the required document by reviewing the Supplier Response Document Title column. The uploaded documents display in this column.



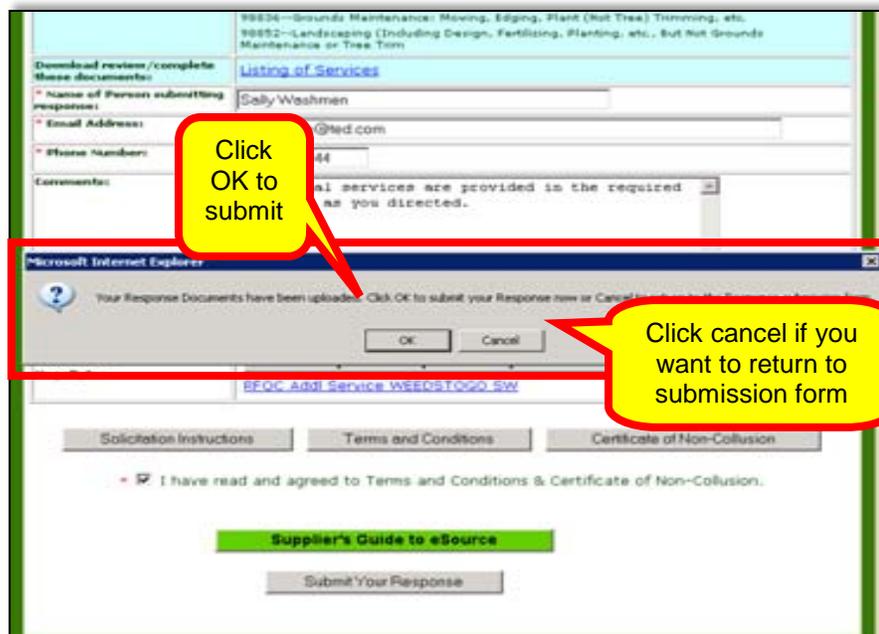
- 12 Once you have uploaded all documents, click on **Return**. This screen displays.

Ensure that your document has been uploaded by checking that it displays under the Upload Completed Response Document button.
- 13 Review the Terms and Conditions by clicking on the **Terms and Conditions** button.
- 14 Review the Certificate of Non-Collusion by clicking on the **Certificate of Non-Collusion** button.
- 15 After reviewing these documents, place a checkmark to indicate that you have read and agreed to the terms and conditions and the certificate of non-collusion.
- 16 Click Submit Your Response.



When you click Submit Your Response, eSource displays an alert to notify you that your response documents have been uploaded.

- 17 To continue with your submittal, click **OK**. Otherwise, click Cancel to return to the response submission form.



Once you click OK, eSource displays this screen to notify you that your response has been accepted.



Responding at a Later Time

When you click on **Respond at a later time**, you indicate that you want to respond to the solicitation at a later time. You can enter your response to the solicitation at any time prior to the closing date and time of the solicitation event.

Georgia Procurement Registry

eSource Summary Information

eSource Number	ES-RFI-84700-47
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Bid Process	RFI
Purchase Type	Request For Information No Contract Issued
Category Type	Services/Special Projects
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K9 training program
eSource Description	K9 training program
eSource Released Date	06/10/2010 03:31 PM
Closing Date/time	07/30/2010 @ 1:00 PM
NIGP Code Selection:	04003 --- Animal Care Supplies (Collars, Clothing, Leashes, etc.). 04004 --- Animal Training Equipment and Supplies.
Documents	programs specs

Supplier's Guide to eSource

EO vendor view quote

Once you click on Bid at a later time, eSource displays the Georgia Procurement Registry (GPR) search screen.

Editing Your Response to a Solicitation

You can edit or make changes to a response you already submitted. You can continue to make these changes up to the close date and time of the solicitation.

You can make the following changes:

- Add new documents.
- Delete documents you have already uploaded.
- Make changes to an attached document.
- Change your price on line items in an RFQ.
- Withdraw your response to the solicitation.

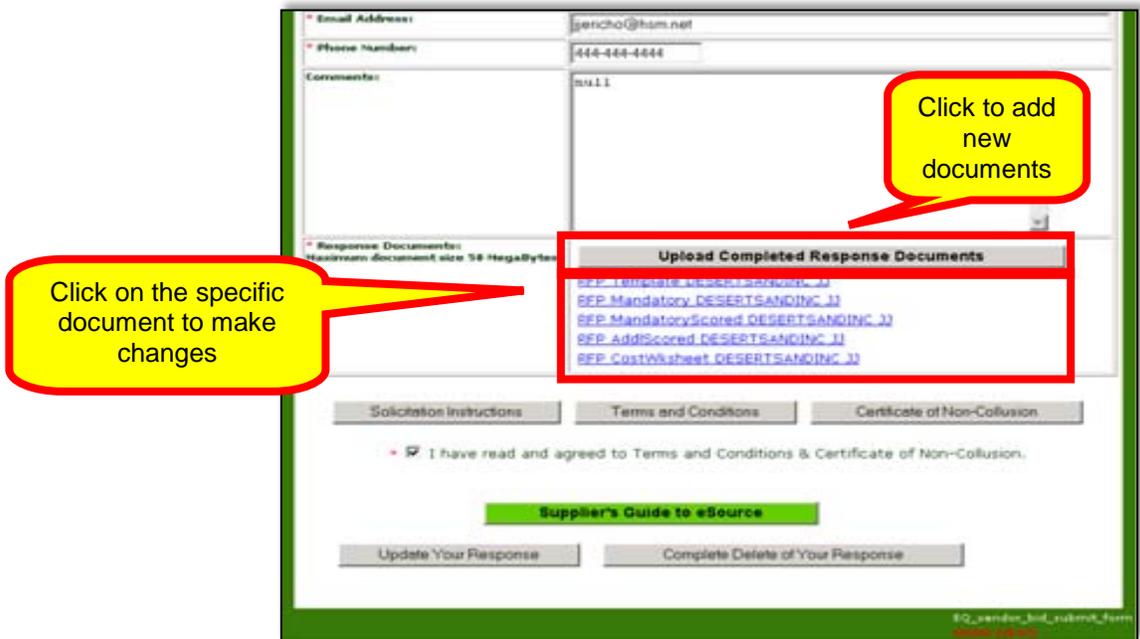
To make any changes, access the invitation email and click on the link provided for the specific solicitation event you were invited to participate.

Enter the specific User ID and Password from the invitational email.

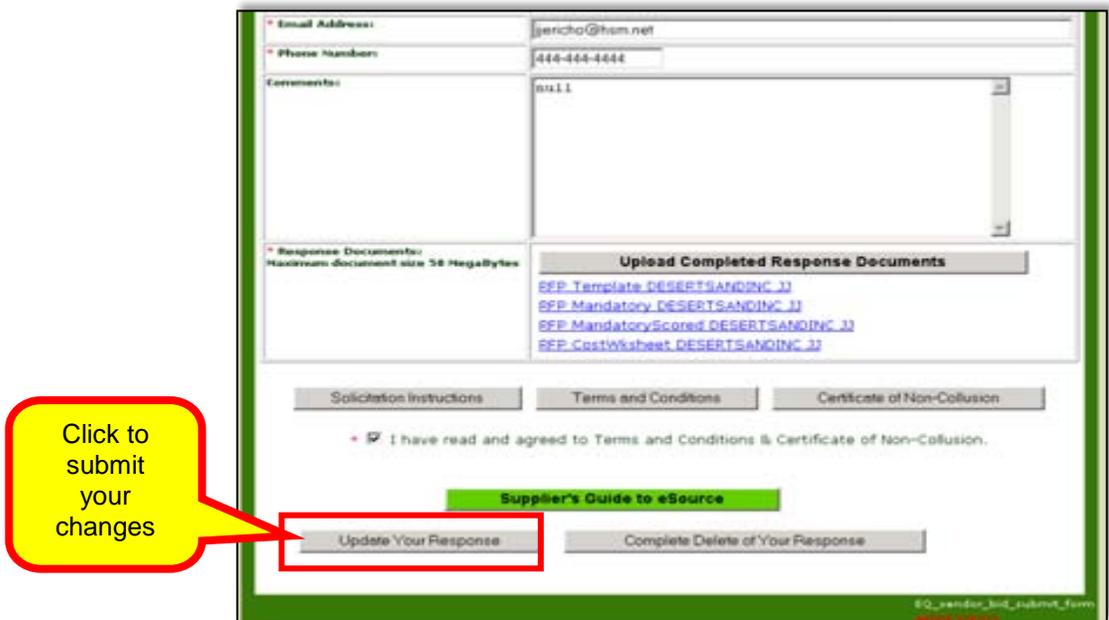
Make any necessary changes.

Editing Your Response to an RFI, RFP, or RFQC Solicitation Event

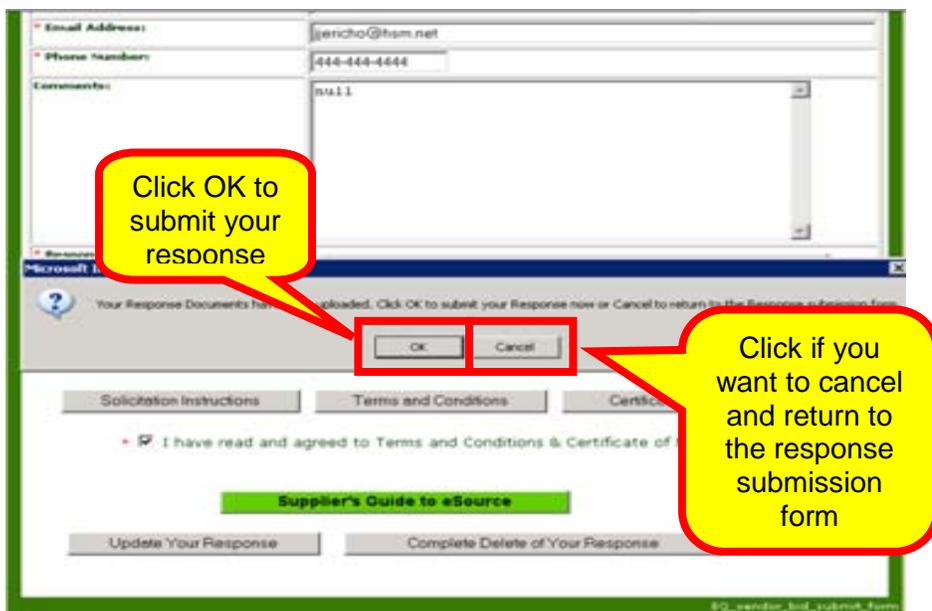
- 1 To edit your response to an RFP, access the specific solicitation by accessing the invitational email and clicking on the link provided in the email.
- 2 Enter the User ID and Password sent in the invitational email to access the solicitation.
- 3 Make any necessary changes, upload any additional documents, or remove any attached document.
- 4 Click on any of the documents to make any changes.



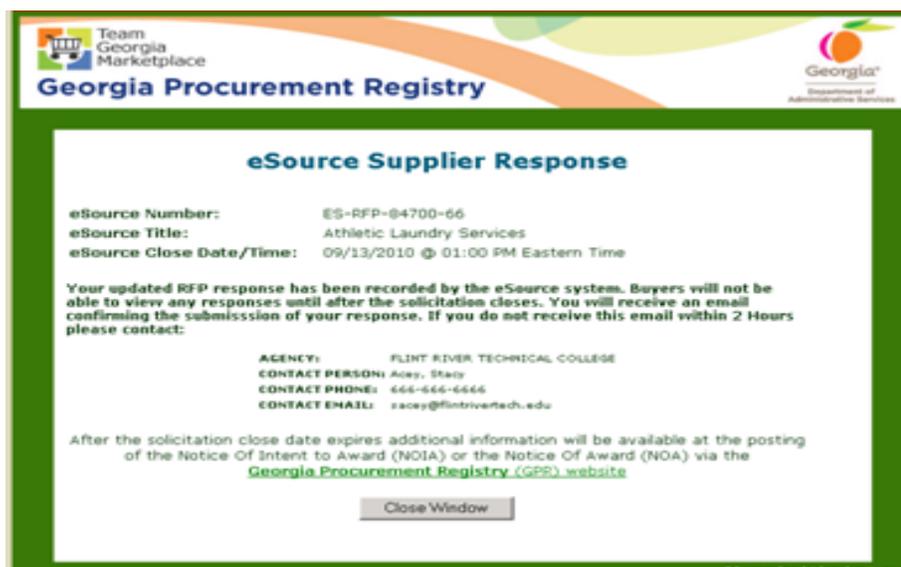
5 Click **Update Your Response** to submit your changes.



6 When the updated response confirmation displays, click **OK** to submit your response.



- 7 Once you click OK, the following screen displays to confirm that you have updated your response. Click **Close Window** to exit eSource.



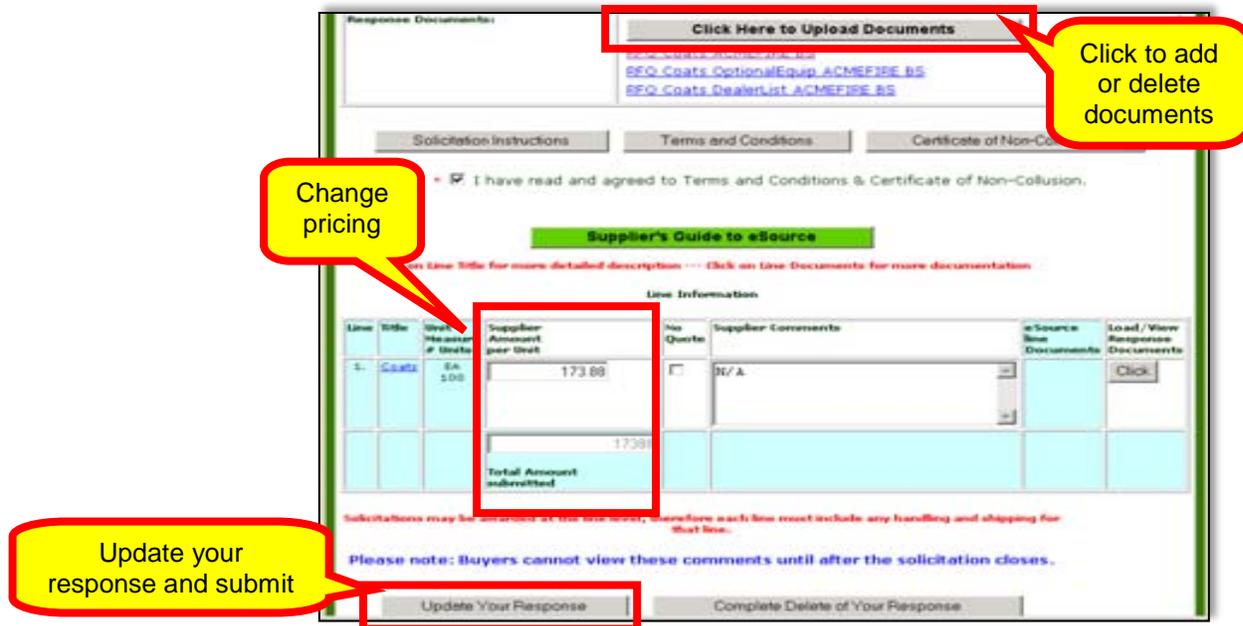
eSource sends you an email confirmation similar to this sample email.



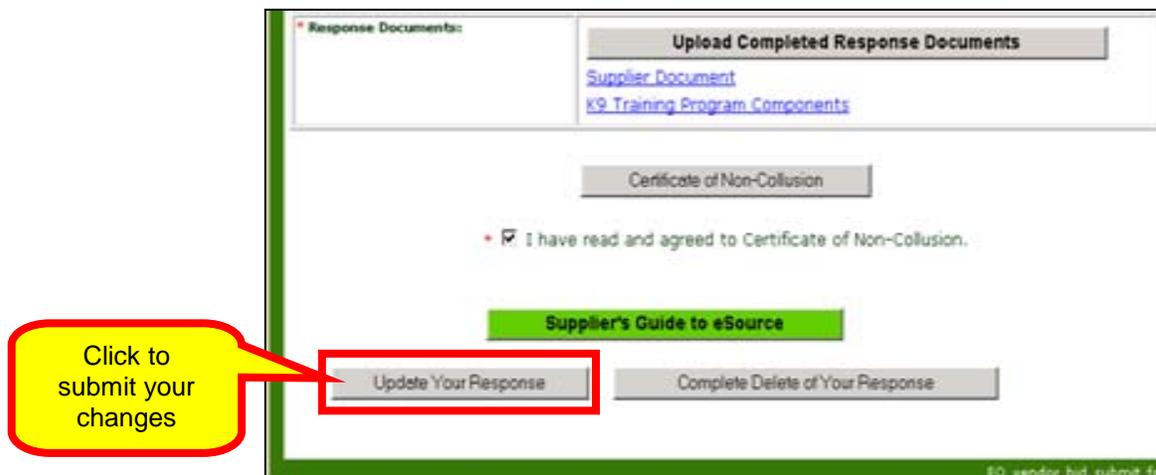
In the event you need to make additional changes, access the original notification email to access the specific solicitation event. You can make unlimited changes to this solicitation event up to the closing date and time of the solicitation event.

Editing Your Response to an RFQ Solicitation Event

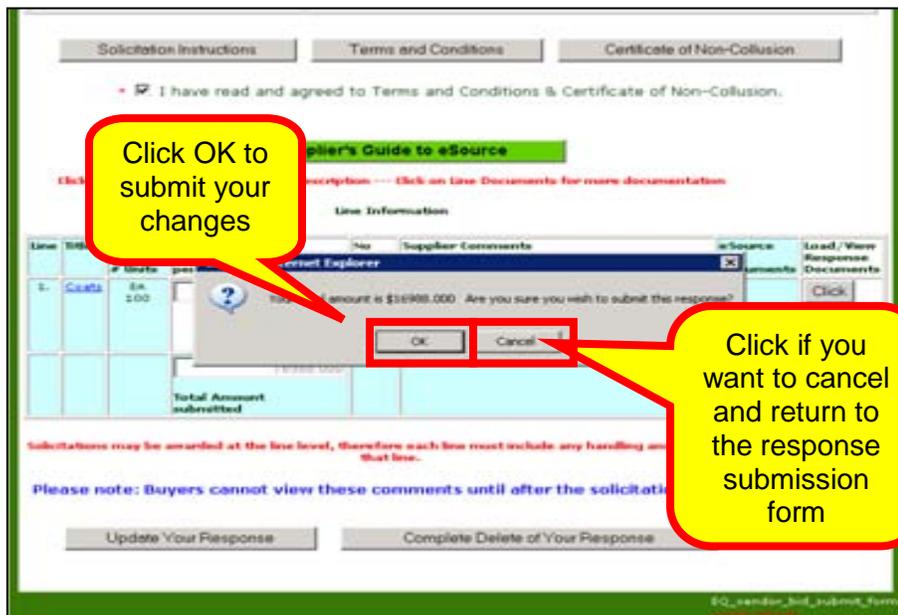
- 1 To edit your response to an RFQ, access the specific solicitation by accessing the invitational email and clicking on the link provided in the email.
- 2 Enter the User ID and Password sent in the invitational email to access the solicitation.
- 3 Make any necessary changes, upload any additional documents, or remove any attached document.



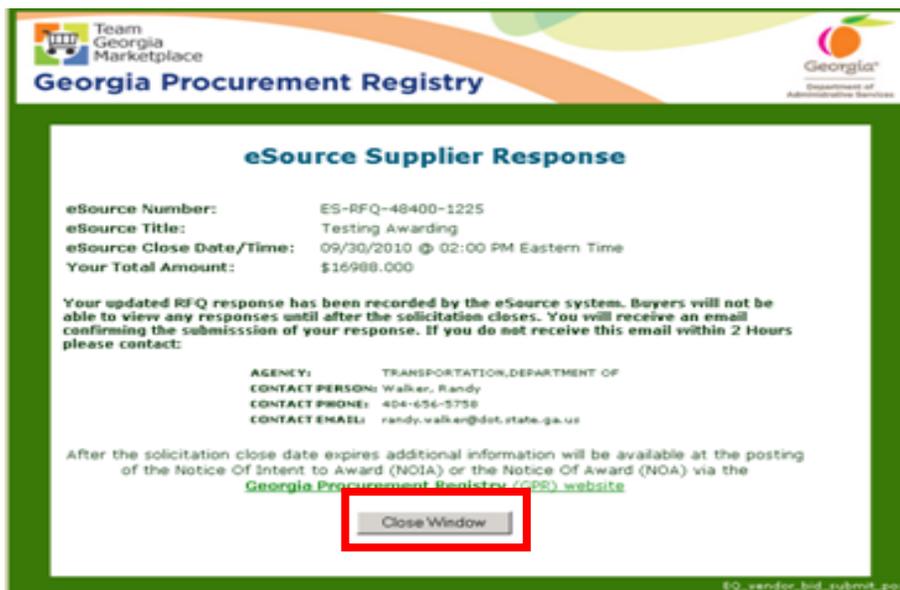
4 Click **Update your Response** to submit your changes.



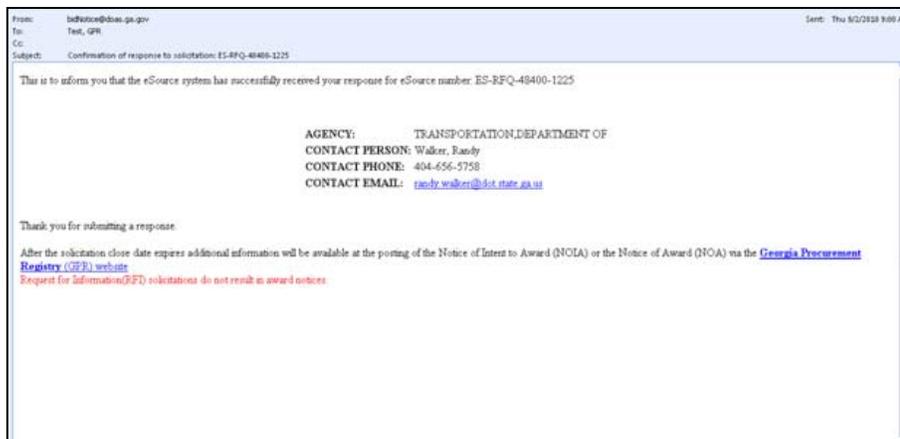
5 When the updated response confirmation displays, click **OK** to submit your response.



- 6 Once you click OK, the following screen displays to confirm that you have updated your response. Click **Close Window** to exit eSource.



eSource sends you a confirmation email similar to this sample email.



In the event you need to make additional changes, access the original notification email to access the specific solicitation event. You can make unlimited changes to this solicitation event up to the closing date and time of the solicitation event.

Withdrawing Your Response to a Solicitation event

You can withdraw your response from a solicitation event at any time during the solicitation process.

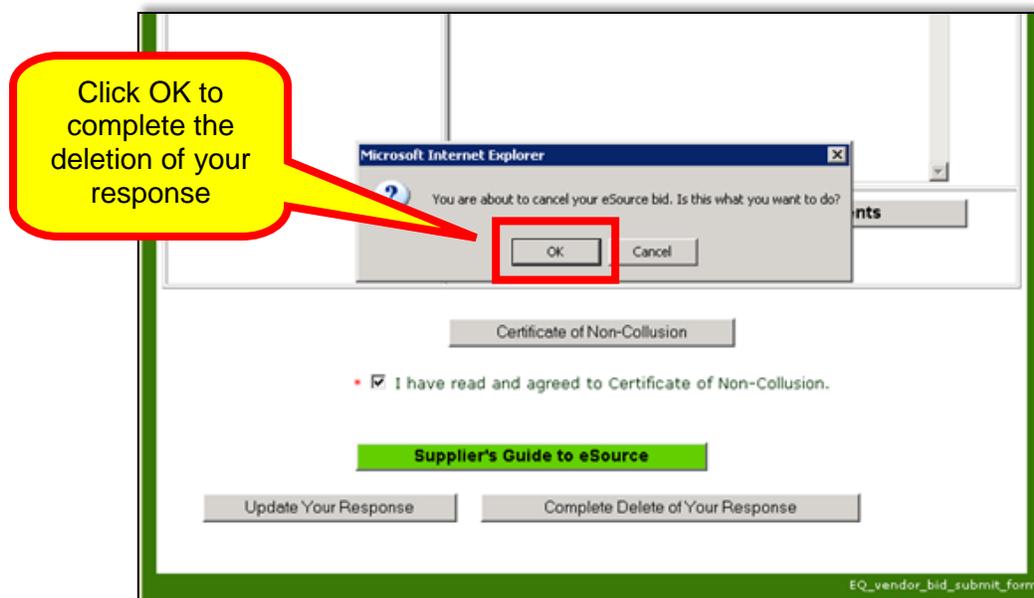
- 1 To withdraw your response from a solicitation event, access the invitational email you received from eSource.
- 2 Click the link in the email to access the specific event solicitation.
- 3 Enter the User ID and Password from the invitational email.
- 4 Scroll down and click **Complete Delete of Your Response**.

This sample screen below shows the Complete Delete of Your Response button on an RFP solicitation event.

This sample screen shows the Complete Delete of Your Response button on an RFQ solicitation event.

1	Dental Techno	EA 175	42.04		20/A	Click
2	Oral Care	EA 175	33.23		20/A	Click
3	Pediatric Oral Care	EA 175	12.32		20/A	Click
4	Orthodontics	EA 175	45.55		20/A	Click
			26097.25	Total Amount submitted		

- 5 Click **OK** to continue. Otherwise, click Cancel to keep your response.



When you click OK, the following screen displays confirming the withdrawal of your response to the solicitation event.

- 6 Click **Close Window** to exit eSource.



eSource sends you an email confirmation of your withdrawal from the solicitation event similar to this sample email.

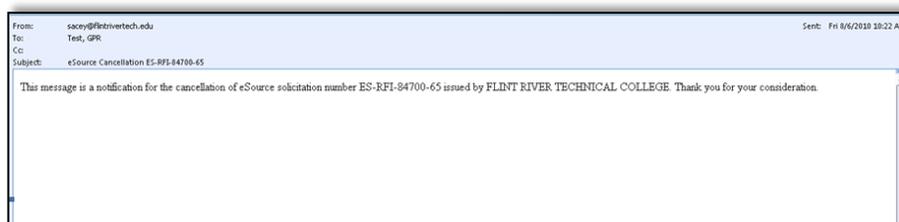


You can return to resubmit a response to this solicitation event as long as the solicitation event is open.

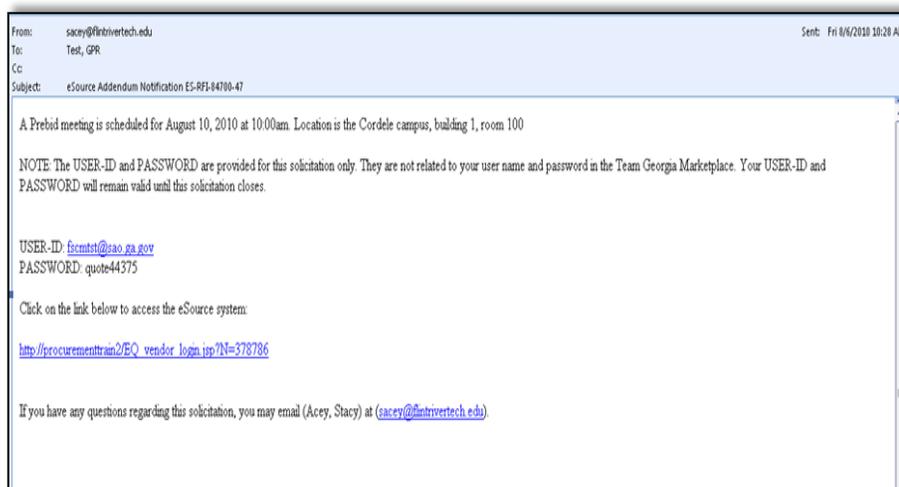
Receiving Email Notifications from eSource

While a solicitation is open, you may receive different email notifications from eSource.

Cancellation of a Solicitation - When this happens, you receive an email stating the solicitation has been cancelled. All suppliers participating in the solicitation receive this email notification. This is a sample email notification.



Changes in the current solicitation - When this happens, all suppliers participating in the solicitation receive this email notification. This is a sample email notification.



Award Notification – Selected Supplier - When this happens, only the selected supplier or suppliers receive this email notification. This is a sample email notification.



Award Notification – Non-selected Supplier - When this happens, all suppliers who do not receive the award, receive an email similar to this one.



Viewing Closed and Under Evaluation Solicitations

You can see if a solicitation is closed and under evaluation status.

- 1 Access the eSource/GPR Search screen and select **Under Evaluation** in the drop down menu.
- 2 Click **Search** after reselecting Under Evaluation in the Bid Status field.

The screenshot shows the Georgia Procurement Registry search page. At the top, there are logos for Team Georgia Marketplace and Georgia Department of Administrative Services. Below the logos are navigation links: HOME, CONTACT US, and VENDORS SEARCH. A message block follows, dated Tuesday, December 8, 2009, regarding a change in email notification process. The main section is titled "SEARCH CRITERIA" and contains several dropdown menus and a search button. The "Type of bid response required" dropdown is set to "ELECTRONIC RESPONSES". The "Bid Status" dropdown is highlighted with a red box and a yellow callout bubble that says "Select Under Evaluation from the list of choices in the Bid Status". The "Government Type" dropdown is set to "STATE GOVERNMENT". The "Select Government Entity" dropdown is set to "ALL STATE AGENCIES". The "Search Title and Description" field is empty. The "Sort Bid List By" dropdown is set to "BID CLOSING DATE". The "SEARCH" button is highlighted with a red box and a yellow callout bubble that says "Then, click Search field". A "RESET" button is also visible. At the bottom, there is a green button labeled "Vendor's Guide to eQuote".

When you click Search, a listing of all closed/under evaluation solicitation displays.

List of All Solicitation Events				
Solicitation Status - Under Evaluation				
2356 Solicitations Events in this search Solicitations 1 to 1500 on this page				
** Solicitation opportunities for which Suppliers must submit electronic responses.				
Click on the Event number for more information.				
Solicitation Event Number	Event Title	Agency	Event Closing Date	Event Status
-001	Lighting for Athletic Field	CLAYTON STATE UNIVERSITY	Jan 11, 2005	Under Evaluation
-002	Renovation Student Ctr Bldg 1st & 2nd Floors	CLAYTON STATE UNIVERSITY	Jun 21, 2005	Under Evaluation
000000049	TECHNICAL LABORATORY ASSOCIATES	EAST CENTRAL TECHNICAL COLLEGE	Jun 14, 2006	Under Evaluation
000000050	SCANTRON	EAST CENTRAL TECHNICAL COLLEGE	Jun 14, 2006	Under Evaluation
000000051	TESTMATE TABE	EAST CENTRAL TECHNICAL COLLEGE	Jun 14, 2006	Under Evaluation
000000052	COIN EDUCATIONAL PRODUCTS	EAST CENTRAL TECHNICAL COLLEGE	Jun 14, 2006	Under Evaluation
000000053	sigmanet	EAST CENTRAL TECHNICAL COLLEGE	Jun 22, 2006	Under Evaluation
000000054	Nebraska Book Company	EAST CENTRAL TECHNICAL COLLEGE	Apr 17, 2009	Under Evaluation



You will not be able to view the actual bid responses until after the posting of the *Notice of Intent to Award (NOIA)* or the *Notice of Award (NOA)*.

- A *Notice of Intent to Award (NOIA)* is normally posted when the solicitation award is \$100,000.00 or greater and indicates the intent to award the solicitation to one or multiple suppliers. The form includes the supplier or suppliers who are to receive the award as well as the suppliers who did not receive the award as well as the intended award amount. The NOIA marks the beginning of the 10-day protest period.
- A *Notice of Award (NOA)* is always posted to indicate the winning supplier(s). The form also lists those suppliers who did not receive the award as well as the award amount.

Viewing Awarded Solicitations

- 1 You can view awarded solicitations by selecting Awarded in the Bid Status drop-down menu.
- 2 Then, click **Search**.

Select Awarded from the list of choices in the Bid Status field

Then, click Search

Once you click on Search, the following screen displays.

- 3 Click on the **Event Closing Date**.

Event Closing Date	Event Title	Agency	Solicitation Event Number	Event Status
May 20, 2010**	210 - WINCHES	FORESTRY COMMISSION,GEORGIA	42000-GFC0000017	Awarded
May 24, 2010**	Rental of a Used 623, Caterpillar for Fleet Svcs.	CORRECTIONS, DEPARTMENT OF	46700-GDC0000211	Awarded
May 24, 2010**	751-ESRI ArcView Software	NATURAL RESOURCES,DEPARTMENT OF	46200-DNR0000052	Awarded
May 25, 2010**	Fabricated Steel for OA Building at GDCP	CORRECTIONS, DEPARTMENT OF	46700-GDC0000200	Awarded
May 25, 2010**	Install Heat Exchanger/Remove Tank, Baldwin SP	CORRECTIONS, DEPARTMENT OF	46700-GDC0000169	Awarded
May 25, 2010**	STAINLESS STEEL for GEORGIA SP.	CORRECTIONS, DEPARTMENT OF	46700-GDC0000207	Awarded
May 26, 2010**	AMP Batteries for Fire Alarm Systems	DEPARTMENT OF BEHAVIORAL HEALTH	44100-DBH0000060	Awarded
May 26, 2010**	080 - 002 Hand Primers	FORESTRY COMMISSION,GEORGIA	42000-GFC0000018	Awarded
May 26, 2010**	Mixer for GDCP	CORRECTIONS, DEPARTMENT OF	46700-GDC0000212	Awarded
May 27, 2010**	041 - Assorted Staple Grocery Items	DEPARTMENT OF BEHAVIORAL HEALTH	44100-DBH0000051	Awarded
May 27, 2010**	Kenmore Washer Parts	DEPARTMENT OF BEHAVIORAL HEALTH	44100-DBH0000054	Awarded

When you click on the award date, this screen displays. On this screen, you can review:

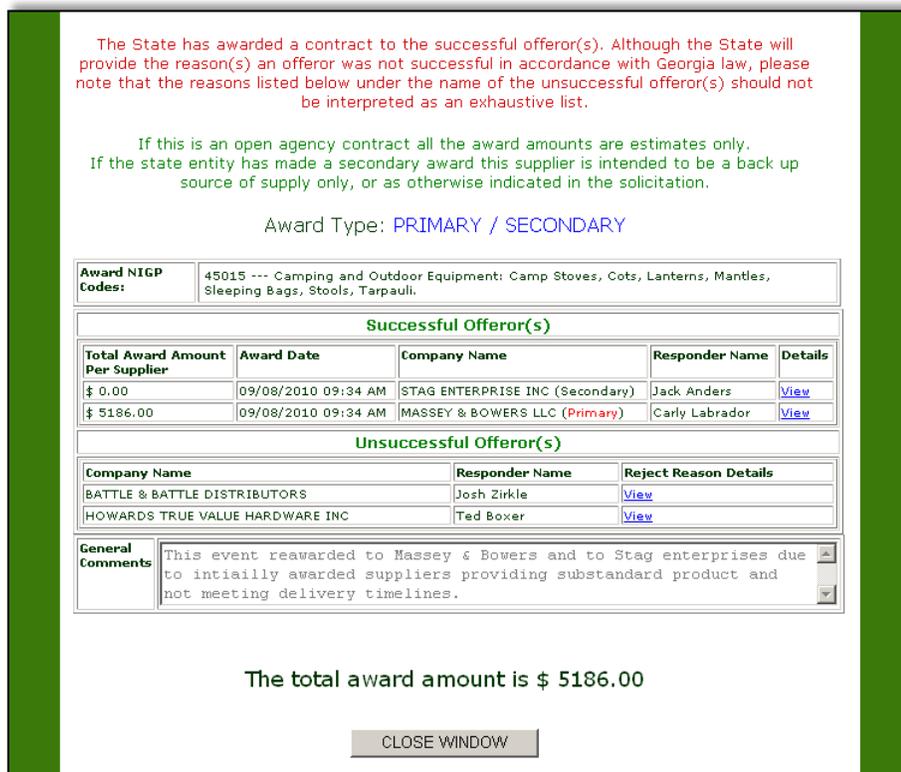
- The actual solicitation event

- The awarded information
- The responses to the solicitation event

4 Click on **View Award Information**.

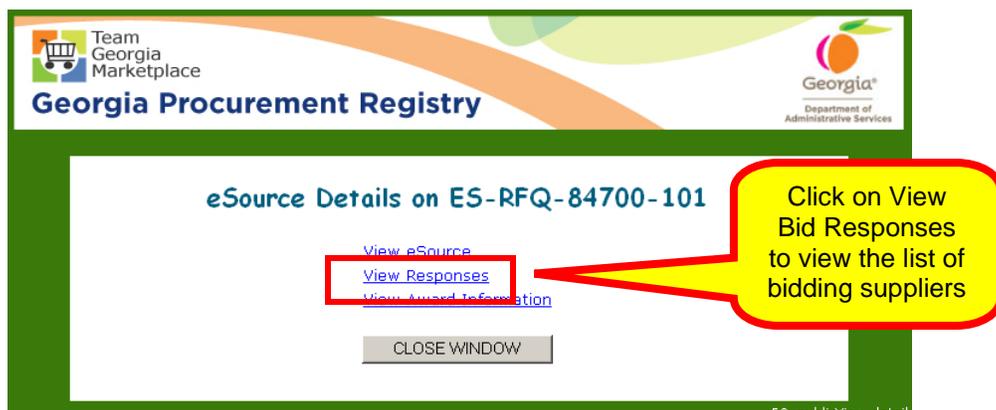


This screen allows you to view the awarded information. Note the Notice Of Award (NOA) attached under the Documents field.

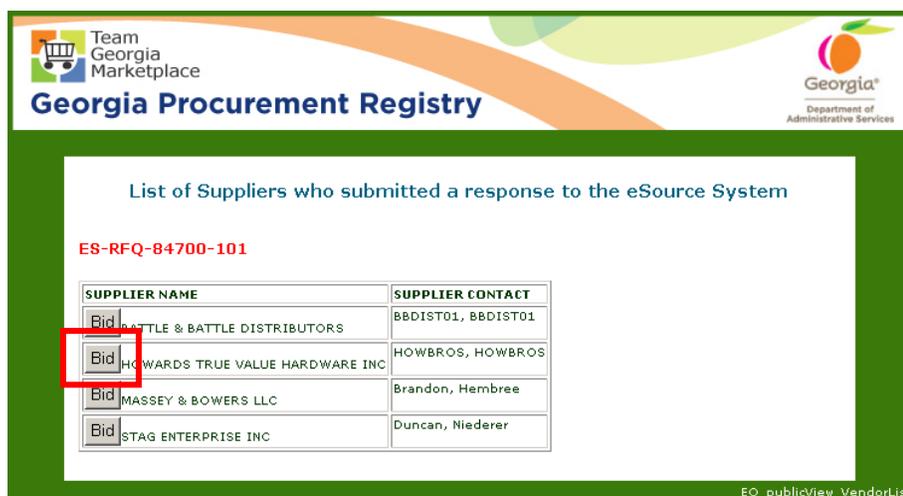


5 If, on the other hand, you click **View Bid Responses**, you can view a list of all suppliers and their associated bid

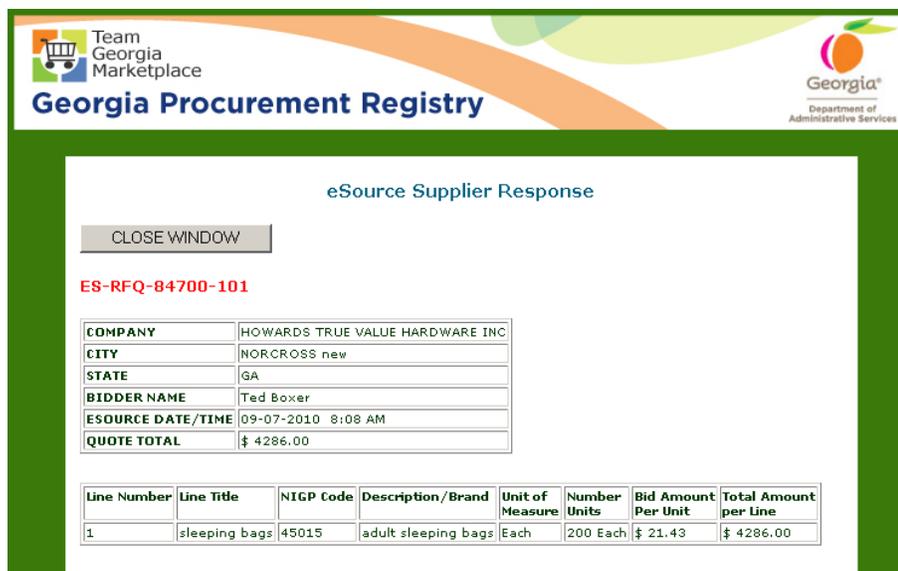
responses.



- 5 When you click on View Bid Responses, this screen displays.



- 6 To view the bid information for a specific supplier, click on Bid. A screen such as this one displays with the bid information.



Viewing Solicitations \$100,000 and Above

Solicitations with an award value of \$100,000 or greater must have a *Notice of Intent to Award (NOIA)* posted before a final award.

The NOIA indicates that the state has selected a supplier or a list of suppliers who will be awarded the contract. This marks the beginning of a 10-day protest period. During this 10-day protest period, a supplier that suspects wrong doing regarding the award process can formalize a protest. If a supplier files a protest, the NOIA time period remains suspended until the protest situation is settled. Meanwhile, participating suppliers receive an email notifying them of the NOIA.

- 1 You can view solicitations that have the NOIA status by selecting **Notice of Intent to Award** from the list of choices in the Bid Status field and clicking Search.

The screenshot shows the Georgia Procurement Registry search page. At the top, there are logos for Team Georgia Marketplace and Georgia Department of Administrative Services. Navigation links for HOME, CONTACT US, and VENDORS SEARCH are visible. A message block contains information about a change in email notification process as of December 8, 2009. Below this is the SEARCH CRITERIA section, which includes instructions on how search results are filtered. The form contains several dropdown menus: 'Type of bid response required' (with options: ALL TYPES OF BID RESPONSES, ELECTRONIC RESPONSES, PAPER RESPONSES), 'Bid Status' (with 'NOTICE OF INTENT TO AWARD' selected), 'Government Type' (with 'All GOVERNMENT TYPE' selected), and 'Select Government Entry' (with 'ALL GOVERNMENT AGENCIES' selected). There is a text input field for 'Search Title and Description' and a 'Sort Bid List By' dropdown set to 'AGENCY NAME'. At the bottom of the form are 'SEARCH' and 'RESET' buttons. A green button labeled 'Vendor's Guide to eQuote' is located below the search buttons. Three callout boxes provide instructions: one points to the 'Government Type' dropdown, another to the 'Bid Status' dropdown, and a third to the 'SEARCH' button.

MESSAGE: On Tuesday, December 8, 2009, DOAS will implement a change to the email notification process used to post sourcing events through Team Georgia Marketplace™, eQuote, or the Georgia Procurement Registry (GPR). All registered suppliers who have subscribed for Electronic Bid Notification will receive email invitations to sourcing events associated with the NIGP code(s) in their profile. Those suppliers who elect not to subscribe will still be able to view all sourcing events through the GPR and post responses as in the past. To subscribe visit [Team Georgia Marketplace™](#)

SEARCH CRITERIA
The following search criteria may be used in any combination. If no bids meet ALL of the selected criteria, no search results will be displayed.

Type of bid response required
Select ELECTRONIC RESPONSES to View eQuote bids

ALL TYPES OF BID RESPONSES
ELECTRONIC RESPONSES
PAPER RESPONSES

Bid Status
NOTICE OF INTENT TO AWARD

Government Type
All GOVERNMENT TYPE

Select Government Entry
ALL GOVERNMENT AGENCIES

Search Title and Description
(Enter word or phrase.)

Sort Bid List By
AGENCY NAME

SEARCH RESET

Vendor's Guide to eQuote

First, indicate the appropriate governmental entities for your search

Lastly, click SEARCH

Select Notice of Intent to Award from the choices in the Bid Status field

The following is an example of a search of all solicitation events under NOIA status. Notice that the Closing Date field indicates the remaining number of days for the event and the Event Status field indicates the status of the solicitation event.

- 2 Click the eSource number.

Click on the eSource Number

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Return for New Search

State Government Solicitation Event List

Solicitation Status - Notice Of Intent to Award

2 Solicitations Events in this search
Solicitations 1 to 2 on this page

**** Solicitation opportunities for which Suppliers must submit electronic responses.**
Click on the Event number for more information.

Solicitation Event Number	Event Title	Agency	Event Closing Date	Event Status
ES-RFP-84700-54**	Large Document Copiers	FLINT RIVER TECHNICAL COLLEGE	Jul 29, 2010	Notice of Intent to Award
ES-RFP-84700-58**	HVAC Repair and Service	FLINT RIVER TECHNICAL COLLEGE	Aug 13, 2010	Notice of Intent to Award

- By clicking the eSource number, the following screen displays to allow you to view more information about this solicitation. Click **View Responses** to view all suppliers who responded to this event.

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

eSource Details on ES-RFP-84700-54

[View eSource](#)
[View Responses](#)
[View Notices of Intent to Award](#)

CLOSE WINDOW

Clicking to view the responses shows all suppliers who responded to the event and their corresponding responses.

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

List of Suppliers who submitted a response to the eSource System

ES-RFP-84700-54

Bid	SUPPLIER NAME	SUPPLIER CONTACT
Bid	HEWLETT-PACKARD COMPANY	MEWARTA, MEWARTA
Bid	LOGICAL CHOICE TECHNOLOGIES	BECKY, MILFORD
Bid	EDX INC	Ken, Herndon
Bid	EDX INC	Darren, Straka
Bid	OW GOVERNMENT INC	Dan, Gallagher

4 Clicking the corresponding Bid button allows you to view the following:

- View the actual solicitation event.
- View the participating supplier's responses.
- View the Notice of Intent to Award (the NOIA contains the name of the supplier(s) that will receive the award, as well as, the suppliers who will not receive the award and the amount of the award.)

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

eSource Details on ES-RFP-84700-54

[View eSource](#)
[View Responses](#)
[View Notice of Intent to Award](#)

CLOSE WINDOW

5 Clicking on the View Notice of Intent to Award displays the NOIA document.

NOIA Posted On : 09/03/2010 @ 04:35 PM
NOIA Countdown : 5 Days .

eSource Number	ES-RFP-84700-54
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	666-666-6666
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Large Document Copiers
eSource Description	Seeking to purchase 1 36" Large Document plotters. Copiers must have capability to copy on various mediums, to include vellum, 3mil/4mil mylar, 20# bond. Copiers to must have medium capacity of 4 500ft rolls of various mediums. Purchased plotters to be networked with current units, totally 65.
eSource Released Date	07/26/2010 05:11 PM
Closing Date	07/29/2010
Closing Time	12:59 PM
NIGP Code Selection:	20479 --- Printers, Digital. 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc.. 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems. 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified).
Documents	eRFP Document eRFP CostSheet Additional Scored Response Worksheet Mandatory Scored Response Worksheet Mandatory Response Worksheet Suppliers Conference Transcript Notice of Intent to Award

The State intends to award a contract to the apparent successful offeror(s). The Notice of Intent to Award should not be considered as a binding commitment by the State. Inquiries should be addressed to the Issuing Officer. Although the State will provide the reason(s) an offeror was not successful in accordance with Georgia law, please note that the reasons listed below under the name of the unsuccessful offeror(s) should not be interpreted as an

Click to view

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If this is an open agency contract all the award amounts are estimates only.
If the state entity has made a secondary award this supplier is intended to be a back source of supply only, or as otherwise indicated in the solicitation.

Award Type: PRIMARY / SECONDARY

Award NIGP Codes: 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc..

Successful Offeror(s)				
Award Amount	Primary/Secondary Award	Company Name	Responder Name	Award Comment
\$ 185211	Primary	HEWLETT-PACKARD COMPANY	Martha Stewart	Primary awarded
\$ 52142.32	Secondary	LOGICAL CHOICE TECHNOLOGIES	Thomas Jefferson	Secondary awarded

Unsuccessful Offeror(s)		
Company Name	Responder Name	Reject Reason
XPEDX INC	Mary Zirock	Not Highest Scoring Proposal
XPEDX INC	Gayle Porster	Failed Contract Negotiations
CDW GOVERNMENT INC	Dan Gallagher	Supplier Withdrawal

The total proposed award amount is \$ 185211.00

CLOSE WINDOW

Unsuccessful Suppliers

Awarded Supplier

Rejection reason

Then, a screen similar to this one displays with the NOIA information.

Award NIGP Codes:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.			
Successful Offeror(s)				
Total Award Amount Per Supplier	Award Date	Company Name	Responder Name	Details
\$ 0.00	09/08/2010 09:34 AM	STAG ENTERPRISE INC (Secondary)	Jack Anders	View
\$ 5186.00	09/08/2010 09:34 AM	MASSEY & BOWERS LLC (Primary)	Carly Labrador	View
Unsuccessful Offeror(s)				
Company Name	Responder Name	Reject Reason Details		
BATTLE & BATTLE DISTRIBUTORS	Josh Zirkle	View		
HOWARDS TRUE VALUE HARDWARE INC	Ted Boxer	View		
General Comments	This event reawarded to Massey & Bowers and to Stag enterprises due to initially awarded suppliers providing substandard product and not meeting delivery timelines.			
The total award amount is \$ 5186.00				
<input type="button" value="CLOSE WINDOW"/>				

Click to view event details

All suppliers who responded to the event receive an email with the NOIA information.

Once the 10-day protest period expires, if there is no protest filed or once the protest has been settled, the issuing officer will issue and post a *Notice of Award (NOA)*. The NOA lists the supplier who has been selected to receive the award, the reason for the selection and the award amount, as well as, the list of the suppliers who did not receive the award and the rejection reason.

Once the issuing officer posts the NOIA or the NOA, it also posts on the Georgia Procurement Registry (GPR) automatically as eSource is part of the GPR.

Posting the NOA triggers eSource to send an email to the awarded supplier(s). The awarded supplier(s) who participated in the solicitation receive an email similar to this example.

Similarly, the suppliers who did not receive the award receive a similar email indicating that they were not selected to receive the award.

