



Department of
Administrative Services

Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven



eSource
September 2010

Department of Administrative Services
State Purchasing Division

statepurchasing.doas.georgia.gov

Your instructor



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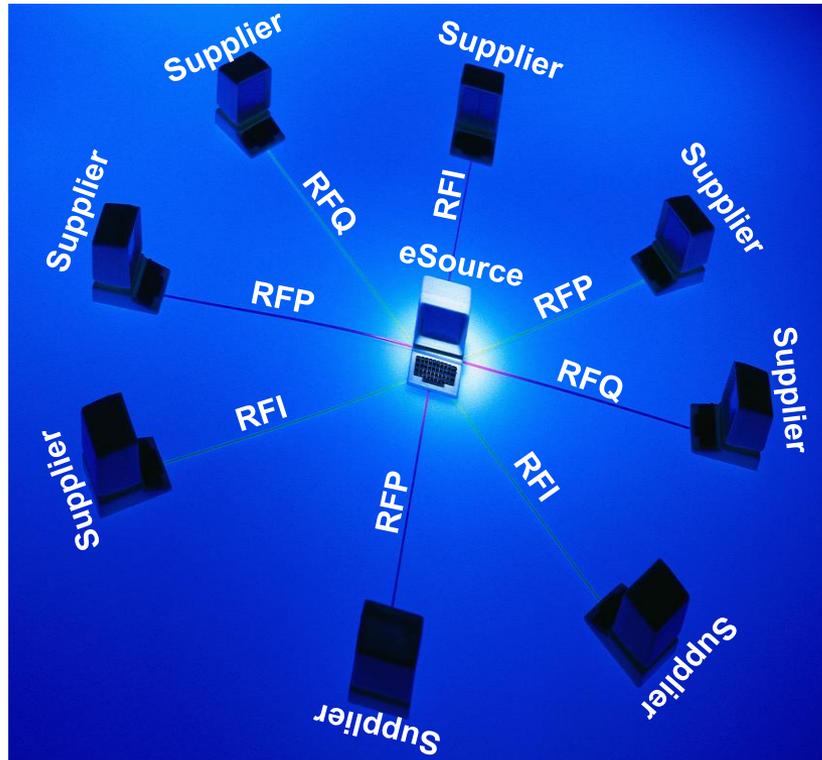
Webinar House Rules

- Webinar length- 1 hour and 30 minutes
- Questions – Will be addressed at the end of the presentation. Please enter all questions into the question area of the webinar screen



Webinar Objectives

The purpose of this webinar is to:



- List the differences between eQuote and eSource
- Describe the new features for processing RFQs
- Describe the new features for processing RFIs, RFQCs and RFPs
- New RFQ, RFQC, RFI, and RFP templates
- List steps for awarding RFQ, and RFPs in eSource
- Describe the NOIA and NOA procedures



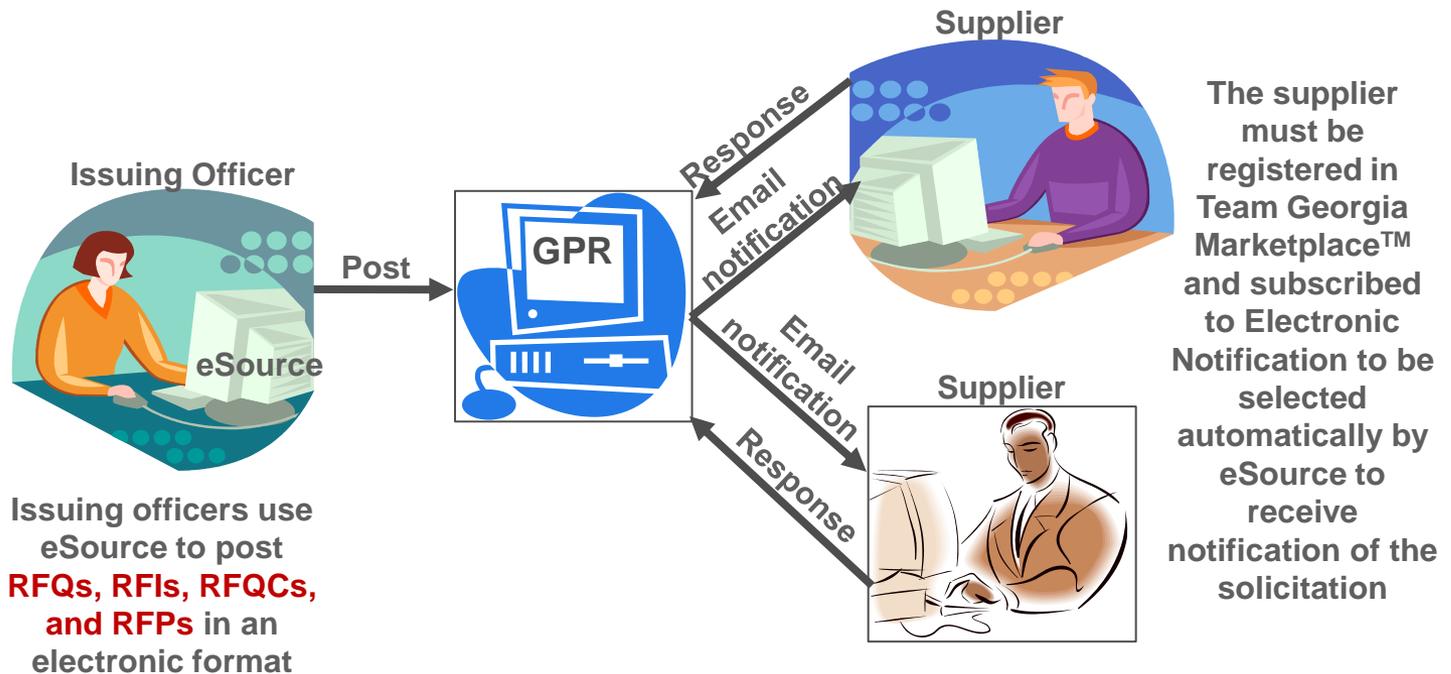


eQuote Becomes eSource...

September 2010

Course objectives

eSource is a web-based software application that allows issuing officers to post Request for Quotations (RFQs), Request for Information (RFI), Request for Proposal (RFP) and Request for Qualified Contractor (RFQC) in an electronic format. Once the issuing officer posts the Event in eSource, suppliers that are registered in Team Georgia Marketplace™ and are subscribed to receive electronic notification receive an email alerting them of the availability of the solicitation. Suppliers can sign on to eSource, review the requirements, and decide whether they want to participate in the solicitation.





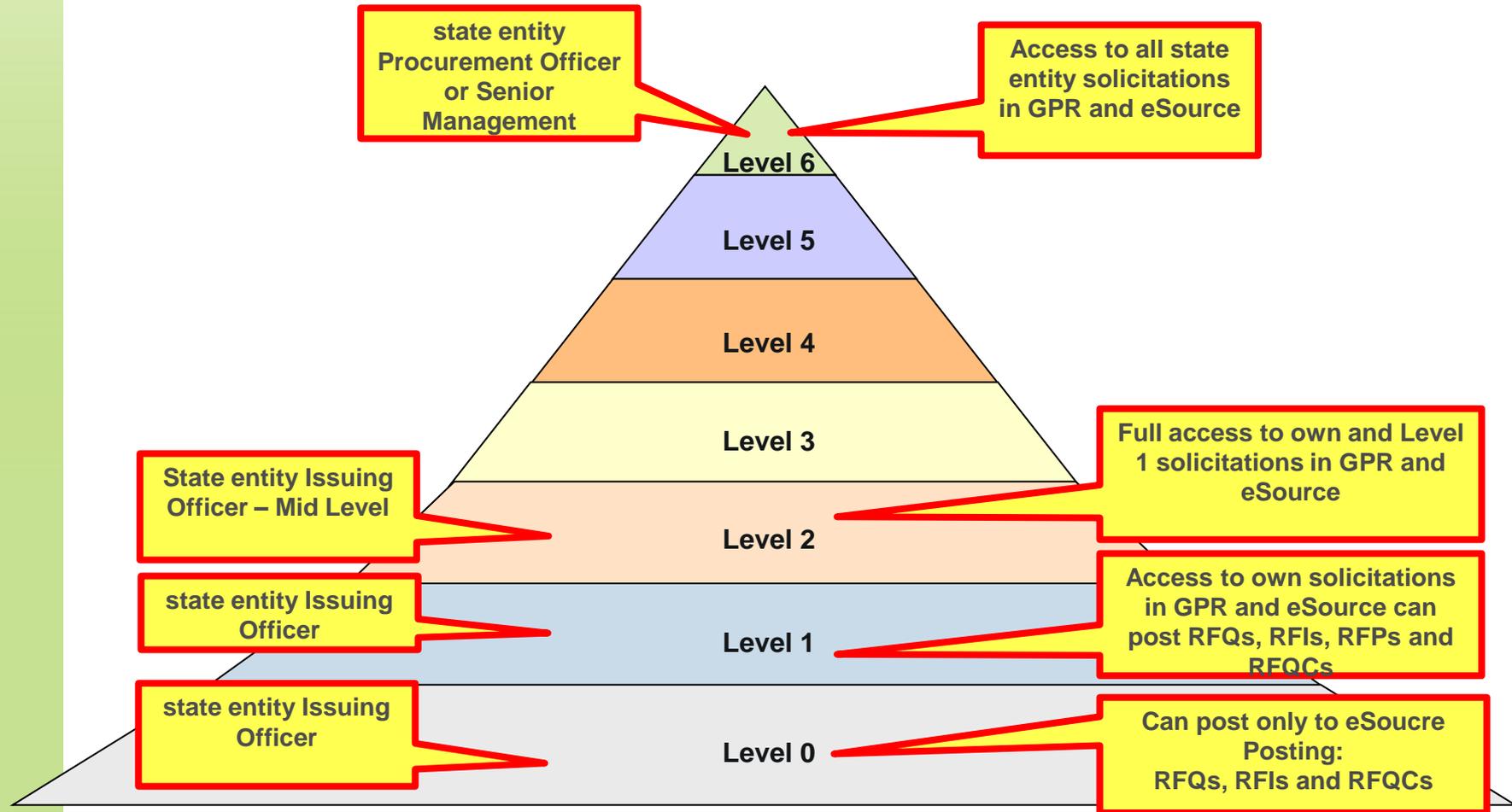
What is eSource?

eSource has been enhanced to include these features:

- Online posting of various procurement methods:
 - Request for Quote (RFQ)
 - Request for Information (RFI)
 - Request for Qualified Contractors (RFQC)
 - Request for Proposals (RFP)
- Different types of awards:
 - Single Award
 - Split Award
 - Secondary/Primary Award
 - Multiple Award
- Automatic creation of the Notice of Intent to Award (NOA) and the Notice of Award (NOIA)

How to Gain Access to the eSource Application?

The eSource system has 6 security levels as follows:





What is eSource?

Let's review new terminology to be used with eSource. These terms have been in use with the introduction of Team Georgia Marketplace™.

Current Term	New Term
eQuote	eSource
Bid	<ul style="list-style-type: none">■ Solicitation■ Sourcing Event■ Event
Vendor	Supplier
Bidder	<ul style="list-style-type: none">■ Supplier■ Offeror



eSource New Features

Request For Quote (RFQ)



Request For Quotation

As with eQuote, you can continue to process Request for Quotes (RFQs) in eSource. Differences between eQuote and eSource:

Function	eQuote	eSource	
Post and process RFQs			
Must use an RFQ template			NEW
Award using multiple scenarios			NEW
Create NOIA and NOA automatically			NEW
Notify suppliers of NOIA and NOA automatically			

Request For Quote (RFQ) Template

It is now **mandatory** to attach the RFQ Template when posting a Request for Quotes (RFQ) event in eSource. The issuing officer must complete the template prior to posting the RFQ event.

eSource Posting

eSource Number **ES-RFQ-84700-34**

Bid Process **RFQ**

Purchasing Type **Open Market**

Category Type **Goods**

Agency Name

Contact Name

Contact Phone

Contact Email

Fiscal Year

eSource Title

Description

Estimated Contract Value .00

Closing Date

Closing Time : (hh:mm) AM PM

NIGP Code Selection: Keyword Search Numeric Search

Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted

26056 --- Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc.,

71548 --- Medical Books and Publications.

71593 --- Textbooks, Adult Education.

Documents:

Georgia
State of Georgia

State Entity:

eSource Request for Quotes ("eRFQ")

Event Name:

RFQ (Event) Number:

I. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et. seq.), this electronic Request for Quotes ("eRFQ") is being issued to establish a contract with one or more qualified suppliers who will provide

INSTRUCTIONS TO ISSUING OFFICER - (PART 2): Is this solicitation following a RFQ in which you prequalified suppliers to respond to one or more future solicitations? If so, please insert the following statement to this section, complete the noted sections, and then delete this instructional note. If not, please delete the statement below as well as this instructional note.

PRE-QUALIFICATION NOTICE

To be eligible to submit a response to this eRFQ, the supplier must have been identified as a qualified supplier as a result of RFQ No. issued .

1.2. Electronic Records and Signatures

This eRFQ is being sourced through an electronic sourcing tool approved by the Department of Administrative Services and all supplier responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFQ. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed bids meet the sealed bidding requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFQ Process

The objective of the eRFQ is to select one or more qualified suppliers (as defined by Section 1.1 "Purpose of the Procurement") to provide the goods and/or services outlined in this eRFQ to the State Entity. The eRFQ process will be conducted to gather and evaluate responses from supplier for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFQ and resolution of any contract exceptions, the preliminary results of the eRFQ process will be publicly announced, including the names of all participating suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

State Entity: eSource eRFQ Document
August 2010

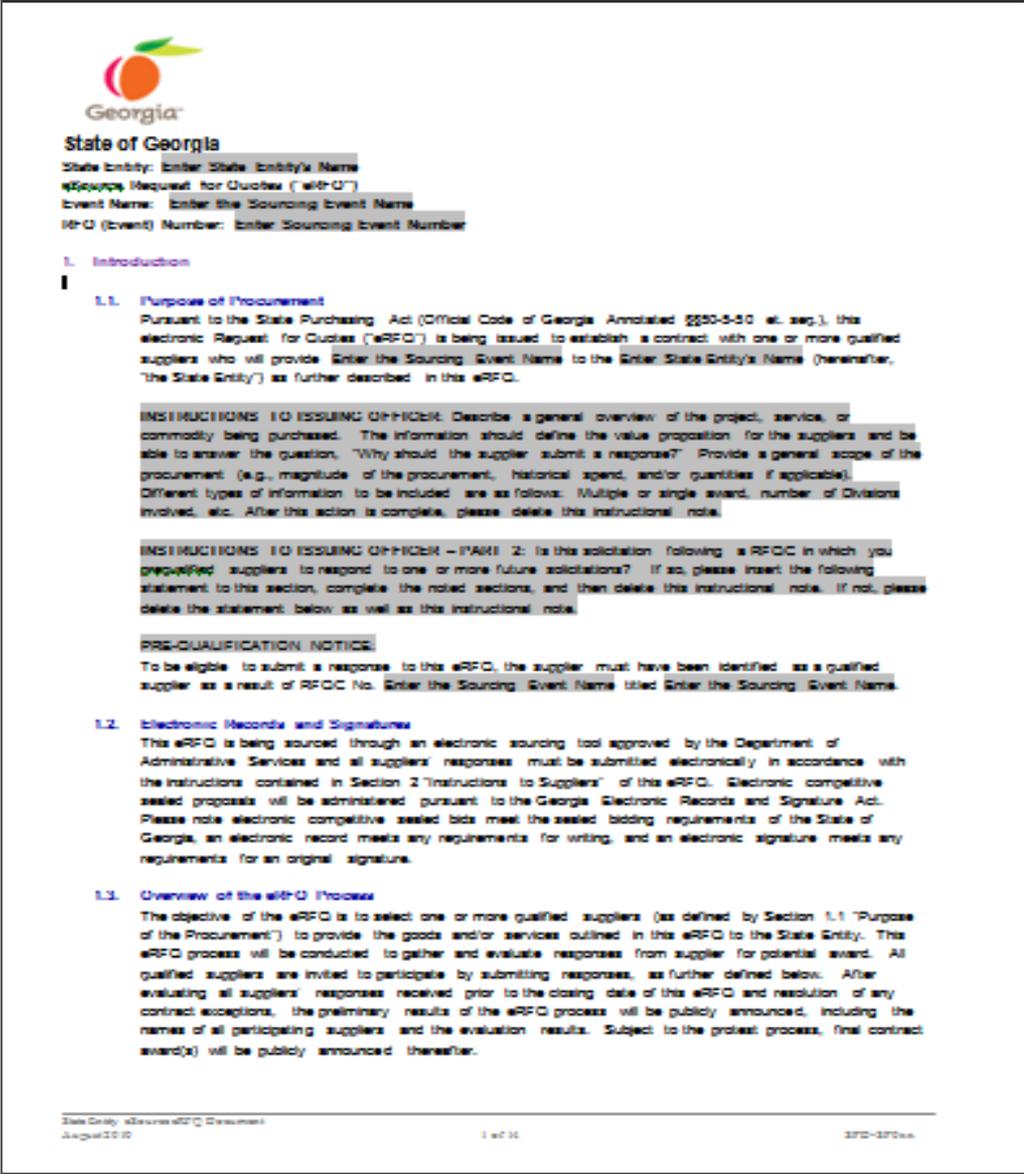
1 of 16

37D-37D-04

Request For Quote (RFQ) Template

The RFQ Template contains the following information:

- Purpose of the Procurement
- Schedule of Events
- Contract Term (# years and calendar year or FY)
- Instructions to Suppliers
- Submittal Instructions
- Mandatory Requirements
- Pricing Rules
- Cost Structure Instructions
- Evaluation and Award Instructions
- Contract Terms and Conditions
- List of Attachments



The screenshot displays the top portion of an RFQ template. At the top left is the Georgia State logo, featuring a stylized orange and green leaf above the word "Georgia". Below the logo, the text reads "State of Georgia" followed by several fields for user input: "State Entity: Enter State Entity's Name", "Request for Quotes ("RFQ")", "Event Name: Enter the Sourcing Event Name", and "RFQ (Event) Number: Enter Sourcing Event Number".

The document is organized into sections. Section 1, titled "Introduction", contains three sub-sections:

- 1.1. Purpose of Procurement:** This section explains that the RFQ is issued pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et. seq.) to establish a contract with one or more qualified suppliers. It includes a placeholder for the "Enter State Entity's Name" and a note to delete the instructional text after completion.
- INSTRUCTIONS TO ISSUING OFFICER:** This section provides detailed guidance on describing the project, service, or commodity, including the value proposition and the question "Why should the supplier submit a response?". It lists information to include, such as award type, number of divisions, and historical spend.
- INSTRUCTIONS TO ISSUING OFFICER - PART 2:** This section asks if the solicitation is a future solicitation and provides instructions on how to handle the statement below, including a note to delete the instructional text.
- PRE-QUALIFICATION NOTICE:** This section states that to be eligible to submit a response, the supplier must have been identified as a qualified supplier as a result of a previous RFQ. It includes a placeholder for the "Enter the Sourcing Event Name".
- 1.2. Electronic Records and Signatures:** This section informs that the RFQ is sourced through an electronic tool approved by the Department of Administrative Services. It states that all supplier responses must be submitted electronically and that electronic bids must meet the requirements of the State of Georgia, including original signature requirements.
- 1.3. Overview of the RFQ Process:** This section outlines the objective of the RFQ: to select one or more qualified suppliers to provide goods and/or services. It describes the process of gathering and evaluating responses, the public announcement of results, and the final contract award.

At the bottom of the page, there is a footer with the text "State Entity - RFQ Document" and "August 2010" on the left, and "1 of 10" and "RFQ-2010" on the right.

Request For Quote (RFQ) Template

A webinar on the content of this form and its use has been scheduled for September 20th at 10:00 am.



State of Georgia
State Entity: Enter State Entity's Name
Request for Quotes ("RFQ")
Event Name: Enter the Sourcing Event Name
RFQ (Event) Number: Enter Sourcing Event Number

I. Introduction

1.1. Purpose of Procurement
Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et. seq.), this electronic Request for Quotes ("eRFQ") is being issued to establish a contract with one or more qualified suppliers who will provide: Enter the Sourcing Event Name to the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFQ.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the project, service, or commodity being purchased. The information should define the value proposition for the supplier and be able to answer the question, "Why should the supplier submit a response?" Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). Different types of information to be included are as follows: Multiple or single award, number of Divisions involved, etc. After this action is complete, please delete this instructional note.

INSTRUCTIONS TO ISSUING OFFICER – PART 2: Is this solicitation following a RFQ in which you requested suppliers to respond to one or more future solicitations? If so, please insert the following statement to this section, complete the noted sections, and then delete this instructional note. If not, please delete the statement below as well as this instructional note.

PRE-QUALIFICATION NOTICE:
To be eligible to submit a response to this eRFQ, the supplier must have been identified as a qualified supplier as a result of RFQ No. Enter the Sourcing Event Name titled Enter the Sourcing Event Name.

1.2. Electronic Records and Signatures
This eRFQ is being sourced through an electronic sourcing tool approved by the Department of Administrative Services and all suppliers' responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFQ. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed bids meet the sealed bidding requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFQ Process
The objective of the eRFQ is to select one or more qualified suppliers (as defined by Section 1.1 "Purpose of the Procurement") to provide the goods and/or services outlined in this eRFQ to the State Entity. This eRFQ process will be conducted to gather and evaluate responses from supplier for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFQ and resolution of any contract exceptions, the preliminary results of the eRFQ process will be publicly announced, including the names of all participating suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

State Entity - eSourced RFQ Document
August 2010 1 of 10 370-370xx

Request For Quote (RFQ) Template

To find the RFQ Template, access the State Purchasing Division (SPD) website and visit the 7 Stages of Procurement web page.

1. Log on to www.doas.ga.gov/spd
2. Click on **State Purchasing** under the State & Local section of the screen.

Georgia Department of Administrative Services

Mobile Sitemap Careers Contact

Search GO Font Size: A⁻ A⁺

Advanced Search

VISION
To be customer-focused, performance driven

DOAS Home About Us State and Local Suppliers Public and Non-Profit

STATE & LOCAL SUPPLIER SERVICES PUBLIC & NON-PROFIT

Team Georgia Marketplace
Changing the way we do business!

Features

Fiscal Year Benchmarked

A "Customer Focused, Performance Driven" Fiscal Year Benchmarked

Learn about the transformational challenges and successes of DOAS in our now available 2009 Annual Report!

News

- ▶ Sep 02: State Purchasing to issue the new eSource tool
- ▶ Aug 02: VITAL Fleet System Gets an Upgrade
- ▶ Jul 20: The State of Georgia Achieves Noteworthy Milestones in Government Procurement Reform
- ▶ Jul 05: New Statewide Fuel Card Standards & Guidelines Available!

Direct Links

- ▶ Team Georgia Marketplace Bidder & Supplier Portal
- ▶ Bid Notices - GA Procurement Registry
- ▶ Login to GPR for State & Local Entities
- ▶ eQuote
- ▶ GA Procurement Manual

Team Georgia Marketplace

- ▶ Comprehensive Loss Control
- ▶ Statewide Card Programs
- ▶ Purchasing Training

Click State Purchasing

Request For Quote (RFQ) Template

To find the RFQ Template, access the State Purchasing Division (SPD) website and visit the 7 Stages of Procurement web page.

3. Click on **7 Stages of Procurement** under the Explore State Purchasing section of the screen.

Click 7 Stages of Procurement

The screenshot displays the Georgia Department of Administrative Services (DOAS) website. The header includes the Georgia logo, Department of Administrative Services, and navigation links for Mobile, Sitemap, Careers, and Contact. A search bar and font size options are also present. The main content area features a green navigation bar with links for DOAS Home, About Us, State and Local, Suppliers, and Public and Non-Profit. Below this, the 'EXPLORE STATE PURCHASING' section is visible, with a list of categories: Contracts, Knowledge Management, Services & Contacts, Process & Performance, Policies & Procedures, and Procurement & Contracting Tools. The '7 Stages of Procurement' link is highlighted with a red box. A red callout bubble points to this link with the text 'Click 7 Stages of Procurement'. Other sections on the page include 'WRIGHT EXPRESS (WEX)', 'Team Georgia Marketplace™', 'Window Shopper', 'Performance Metrics', and 'Spend Management Analytics'.

Request For Quote (RFQ) Template

To find the RFQ Template, access the State Purchasing Division (SPD) website and visit the 7 Stages of Procurement web page.

4. Scroll down to Stage 3 – Solicitation Preparation.
5. Select SPD-022 State Entity eRFQ Template
6. Complete the form and save it to your desktop to attach to your RFQ when you post it in eSource.

	SPD-SP014	Sales and Use Tax Registration Form	Form used by Dept. of Revenue to confirm tax registration and compliance; appears as part of RFP Template	6/25/2009
	SPD-SP015	Insurance and Bonding Guidelines	Insurance guidelines, sample form, and glossary of insurance terms	7/17/2009
	SPD-SP016	RFP Preparation Scorecard	Scorecard is to be used as a graded checklist to ensure all necessary RFP information is included appropriately and the RFP followed the appropriate format	8/25/2010
	SPD-SP017	Immigration and Security Form	Form to be completed by the contractor for public works contracts	5/27/2010
	SPD-SP018	State Entity RFP Template	Template for non-electronic processing of Entity RFPs	10/30/2009
	SPD-SP020	State Entity eRFP Template	Template for electronic processing of Entity RFPs through Team Georgia Marketplace.	10/30/2009
	SPD-SP022	State Entity eRFQ Template	Template for electronic processing of Entity RFQs through Team Georgia Marketplace.	10/30/2009
	SPD-SP024	Requirements Sheet	Use for creating the requirement spreadsheets in Section 4 of the RFP when using either the paper-based RFP template (RFP Template SPD-SP018) or the online RFP Template (eRFP Template SPD-SP020).	4/30/2010
	SPD-SP024a	Instructions for Requirements Sheet (2003)	Instructions for creating the requirement spreadsheets to include in Section 4 of the RFP when using either the paper-based RFP template (SPD-SP018) or the online RFP template (SPD-SP020).	3/5/2010
	SPD-SP024b	Instructions for Requirements Sheet (2007)	Instructions for creating the requirement spreadsheets to include in Section 4 of the RFP when using either the paper-based RFP template (SPD-SP018) or the online RFP template (SPD-SP020).	3/5/2010

RFQ Award Types

When posting RFQs in eSource, issuing officers have the following award Types:

Award Type	Description
Single Award (Primary)	<i>The award is to a single supplier.</i> This applies to a single line or a multiple line sourcing event. If the sourcing event has multiple lines, the sourcing event is awarded to the single supplier with lowest overall offer.
Split (Primary)	<i>The award is divided by line items.</i> The award is made by individual line item to supplier with the lowest price for that line item. Only one supplier can receive an award per line. It is not possible to split a line item between two suppliers.
Primary/Secondary	<i>The award identifies a primary source of supply for a particular contract or line item and a secondary (or “back up”) source of supply for that same contract or line item.</i>

Note: Use this last scenario *only* when be utilized if a back up supplier may be necessary from time to time.





RFQ Award Types

Primary/Secondary Award

Example - Purchasing Asphalt Mix

- DOT has specific mix requirements for paving roads. Plants that make these mixes have other customers in addition to DOT.
- DOT may use different mixes.
- The paving mix is needed when requested.
- Because demand may be greater than production, the plant may not be able to supply what is needed when it needed.
- Because of time constraints, it is necessary to have “back up” sources of supply with fixed contract terms and pricing so that DOT can avoid emergency purchases.

In this primary/secondary award scenario, the suppliers do not have equal standing. DOT must go to the primary supplier first. Only if this first supplier cannot provide the paving mix can DOT go to the second source of supply.



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

Scenario – Making a Single Award

A state entity needs to purchase purple hooded sweatshirts for an outdoor maintenance crew.

- The hooded sweatshirts must have a specific embroidered logo on the upper right side of the uniform.
- Orders will be placed on short notice.
- It is determined that this will be awarded to a single supplier.

RFQ Award Types

Scenario – Posting an RFQ with a Single Award

A few differences when posting an RFQ:

Before completing the Header Panel, you must choose they procurement method.

Three new selections to complete the eSource Bid Process.

1. Select the **Bid Process:**

- RFI
- RFP
- RFQ
- RFQC

The screenshot shows the Georgia Procurement Registry website. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. Below the logos are navigation links for 'BROWSE FOR BIDS' and 'CONTACT US'. The main heading is 'eSource Bid Process'. A 'Return To Menu' button is visible. The instruction reads: 'Please select Bid Process for the bid that you are about to Post.' Below this, there are three dropdown menus: 'Bid Process', 'Purchasing Type', and 'Category Type'. The 'Bid Process' dropdown is open, showing options: '-- Bid Process --', 'RFI', 'RFP', 'RFQ', and 'RFQC'. A red box highlights the dropdown menu, and a yellow callout box with a red border points to the 'RFQ' option, labeled 'Bid Process'. The text 'RFQ_bid_process' is visible in the bottom right corner of the screenshot.



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

A few differences when posting an RFQ:

Before completing the Header Panel, you must choose the procurement method.

Three new selections to complete the eSource Bid Process.

2. Select the **Purchasing Type:**

- State entity Contract
- Open Market

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

BROWSE FOR BIDS CONTACT US

eSource Bid Process

Return To Menu

Please select Bid Process for the bid that you are about to Post.

Bid Process ** RFQ

Purchasing Type ** -- Purchase Type --

Category Type ** -- Purchase Type --
State Entity Contract
Open Market

Purchasing Type

RFQ_bid_process

RFQ Award Types

Scenario – Posting an RFQ with a Single Award

A few differences when posting an RFQ:

Before completing the Header Panel, you must choose they procurement method.

Three new selections to complete the eSource Bid Process.

3. Select the **Category Type:**

- Information Technology
- Goods
- Services/ Special Projects
- Infrastructure

These category types coincide with SPD's organization.

The screenshot shows the Georgia Procurement Registry website interface. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. Below the logos, there are navigation links for 'BROWSE FOR BIDS' and 'CONTACT US'. The main heading is 'eSource Bid Process'. A 'Return To Menu' button is visible. The instruction reads: 'Please select Bid Process for the bid that you are about to Post.' Below this, there are three dropdown menus: 'Bid Process', 'Purchasing Type', and 'Category Type'. The 'Category Type' dropdown is open, showing a list of options: 'Information Technology', 'Goods', 'Services/Special Projects', and 'Infrastructure'. A red rectangular box highlights the 'Category Type' dropdown menu, and a yellow callout bubble with a red border points to it, containing the text 'Category Type'.



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

1. After logging into eSource and accessing the eSource Main Menu, click on Post a New eSource.
2. The next step is to complete the eSource Solicitation Process.
This step is new.
3. Select **RFQ** as the Solicitation Process.
4. Select **Open Market** as the Purchase Type.
5. Select the appropriate Category.

eSource Solicitation Process

[Return To Menu](#)

Please select the Solicitation Process for the event that you are about to Post.

Solicitation Process **	RFQ
Purchasing Type **	Open Market
Category Type **	Goods

[Submit](#)

Complete the new eSource Solicitation Process



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

6. Complete Header Panel information.

eSource Posting

eSource Number ES-RFQ-48400-1230
Solicitation Process RFQ
Purchasing Type Open Market
Category Type Goods
Agency Name 48400--TRANSPORTATION,DEPARTMENT OF
Contact Name Adams, Robert
Contact Phone 4044329876
Contact Email badams@dot.ga.gov
Fiscal Year 2011
eSource Title Purple Hooded Sweatshirts
Description Purchasing purple hooded sweatshirts for outdoor maintenance crews. Sweatshirts will have logo located on upper right side. This solicitation will be awarded to a single supplier. See attached specifications for details.
Estimated Contract Value 55000 .00 Agency RFQ_DPA: Unlimited
[Competitive Solicitations Guidelines](#)
Closing Time 09/20/2010 01:00
Offerors' Conference N/A
NIGP Code Selection 20010 --- Athletic Clothing. 20038 --- Insulated Clothing. 59048 --- Patterns, Clothing.

Documents: Please complete the required eRFQ [document](#) and attach it to this Event via the [Attach eRFQ Template](#) button.

Indicate if you will hold an Offeror's Conference

If having an Offeror's Conference, attach information, instructions, etc.



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

7. Complete the RFQ Template prior to attaching it to the RFQ sourcing event in eSource.
8. Attach the RFQ Template. *This step is mandatory.*

eSource Posting

eSource Number	ES-RFQ-48400-1230
Solicitation Process	RFQ
Purchasing Type	Open Market
Category Type	Goods
Agency Name	48400-TRANSPORTATION,DEPARTMENT OF
Contact Name	Adams, Robert
Contact Phone	4044329876
Contact Email	badams@dot.ga.gov
Fiscal Year	2011
eSource Title	Purple Hooded Sweatshirts
Description	Purchasing purple hooded sweatshirts for outdoor maintenance crews. Sweatshirts will have logo located on upper right side. This solicitation will be awarded to a single supplier. See attached specifications for details.
Estimated Contract Value	55000 .00 Agency RFQ_DPA: Unlimited Competitive Solicitations Guidelines
Closing Date	09/20/2010
Closing Time	01 : 00 (hh:mm) <input type="radio"/> AM <input checked="" type="radio"/> PM
Offerors' Conference	N/A <input type="button" value="Enter Offerors' Conference Information"/>
NIGP Code Selection	<input type="radio"/> Keyword Search <input type="radio"/> Numeric Search
Check to delete NIGP codes and click Submit NIGPs that are assigned to Lines will not be deleted	
<input type="checkbox"/> 20010 --- Athletic Clothing.	
<input type="checkbox"/> 20038 --- Insulated Clothing.	
<input type="checkbox"/> 59048 --- Patterns, Clothing.	
<input type="button" value="Assign NIGP Codes"/>	
Documents:	Please complete the required eRFQ document and attach it to this Event via the Attach eRFQ Template button.
<input type="button" value="Attach eRFQ Template"/>	

Attach the
RFQ
Template



RFQ Award Types

Scenario – Posting an RFQ with a Single Award

The ability to award to a single supplier has been enhanced.

9. Select the award type: *Single*, for this example.
10. Select the *Award Reject Reasons*. This selection provides the necessary information to complete the NOIA and NOA.

The initial configuration below represents the lowest total response

Click on the Responder's name to view the response for the given line.

Single **Primary/Secondary Award**

Line No.	Line Title	Description	Line NIGP	# Units			
(1.)	Smart Boards	Smart boards to use for instruction	20460-Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.)	8 EA			
Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Single Award	Award Reject Reason	Award Comments
TECHNICAL LABORATORY ASSOCIATES INC (N)	Joe Schmo	bid	\$7500.00	\$60000.00	<input checked="" type="radio"/>		
SYNTELLUS DATAWORKS LLC (N)	Sheri			51200.00	<input type="radio"/>		
TIGERDIRECT INC (N)	Mary			\$68000.00	<input type="radio"/>		
					<input type="radio"/>		

Add Award Comments

Select Supplier to be awarded

Not Low Bid
Non-Responsive
Non-Responsive
Failed Contract Negotiations
Supplier Withdrawal
No Bid

Click to select Rejection Reason



RFQ Award Types

Scenario – Posting an RFQ with Multiple Award

If you are doing a multiple award:

9. Select the award type: *Primary/Secondary Award*, for this example.
10. Select the *Primary and Secondary Supplier to receive awards*.
11. Enter the *Award Reject Reasons*.

Single **Primary/Secondary Award**

Line No.	Line Title	Description	Line NIGP	
(1.)	Coats	Coats	34034-Fire Protection Clothing (Turnout Coats, Bunker Pants, Hoods, Gloves, etc.)	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Primary/Secondary Award	Award Reason	Award Comments
STAG ENTERPRISE INC (N)	Shirley Price	bid	\$500.00	\$250000.00	<input checked="" type="radio"/> <input type="checkbox"/>		is primary supplier
STAG ENTERPRISE INC (N)	Shirley Price	bid	\$550.00	\$275000.00	<input type="radio"/> <input checked="" type="checkbox"/>		will be considered secondary awarded supplier
AMERICAN SAFETY & FIREHOUSE INC (N)	Shirley Price	bid	\$600.00	\$300000.00	<input type="radio"/> <input type="checkbox"/>	Not Low Bid	supplier did not provide lowest bid
					<input type="radio"/>	NO AWARD FOR THIS LINE	

Click the radio button to select Primary supplier and click the check box to select Secondary Supplier

The lowest possible award(award by line) is:	\$250000.00
The selected award configuration above yields a total of:	\$250000.00
The difference between selection above and lowest possible award is:	\$0.00

General Comments



RFQ Award Types

Scenario – Posting an RFQ – Less than \$100,000.00

eSource now provides the ability to set the NOIA status when making the award. In this example, the award amount is less than \$100,000.00. As a result, the NOIA is optional.

Agency DPA amount is Unlimited.

Because the award amount is less than \$100,000.00, eSource provides you the ability to set the NOIA as optional

Set NOIA (Optional)

Award eSource ES-RFQ-48400-1179

Otherwise, you can click **Award eSource** to make the award without posting the NOIA



RFQ Award Types

Scenario – Posting an RFQ – Less than \$100,000

The following screen shows as confirmation after posting the NOIA. It is called *manually* because the RFQ award valued at less than \$100,000.00.

eSource RFQ Award Summary

ES-RFQ-48400-1179

Award Type : PRIMARYSECONDARY

Line No.	Line Title	# Units		
1	Smart Boards	8 EA		
Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
TECHNICAL LABORATORY ASSOCIATES INC	Joe Schmo	7500.00	60000.00	primary

Line No.	Line Title	# Units		
2	TV Monitors	20 EA		
Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
TIGERDIRECT INC	Mary Contrary	1525.45	30509.00	primary

The total proposed award amount is \$ 90509.00

You have opted for manual NOIA process for this eSource. Notice of Intent to Award (NOIA) has been set. The award process can be completed after a 10 day waiting period. All Suppliers who submitted their responses for this eSource have been notified of the NOIA.

Return To Menu

This message informs you that you opted to post the NOIA even though the RFQ award value is less than \$100K (manually). 10-day protest period has been set



RFQ Award Types

Scenario – Posting an RFQ – \$100,000 and Greater

eSource now provides the ability to set the NOIA status when making the award. In this example, the award amount is greater than \$100,000.00. As a result, the NOIA is *not* optional.

eSource does not allow you to select the Award button until after the 10-day protest period has ended. If the award value of the RFQ is \$100,00.00 or greater, you *must* click on **Set the NOIA**.

Agency DPA amount is Unlimited.

This message displays to let you know that the RFQ value is \$100,000.00 or greater

The award configuration selected results in an award greater than \$ 100,000.
NOIA is set automatically when you click Award button.

 **Set NOIA (Optional)**

Because the award amount is \$100,000.00 or greater, you must set the NOIA

Award eSource ES-RFQ-48400-1230



Posting RFQs in eSource Training

eQuote training (Course 3010L) has become *eSource for RFQs (Course 3010L)*.



Quick Facts	Course Description
LENGTH 1 day	The purpose of this training session is to help you understand the steps you follow to enter, evaluate and award an eSource event and the steps a supplier follows to enter a bid response to a posted event. This training will combine lecture and hands-on activities. It includes tutorial information on the use of eSource
CONTACT HOURS 6	
START TIME 9:00 AM	
END TIME 4:00 PM	



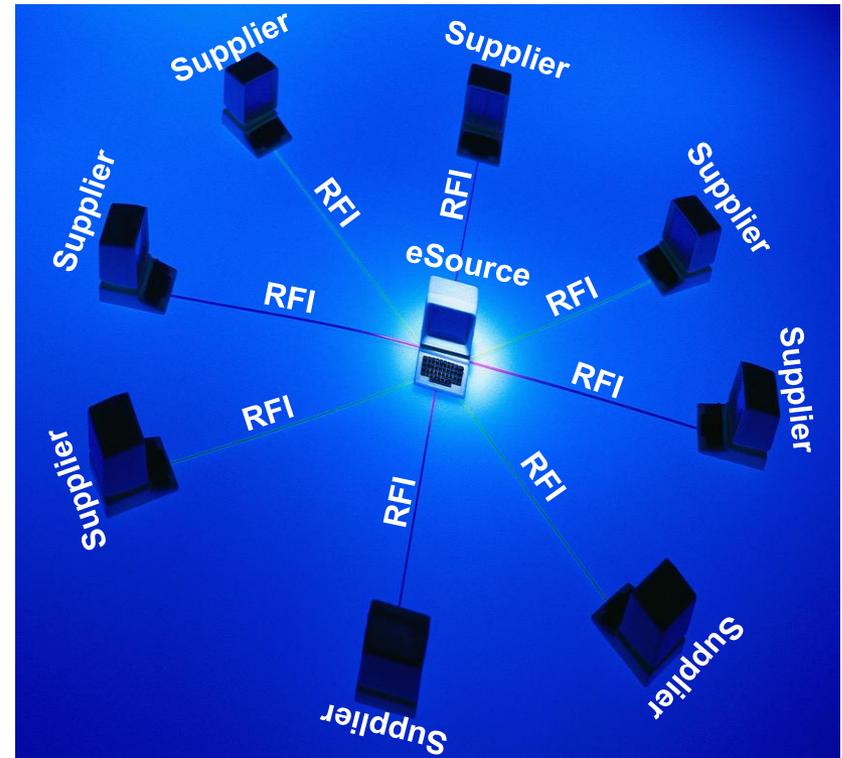
eSource

RFIs, RFPs and RFQCs

Posting an RFI

You use a *Request for Information (RFI)* to obtain supplemental information or obtain all the necessary information to create the requirements of an anticipated sourcing event.

When you use an RFI as the procurement method, you are simply seeking information therefore you do not use this method to complete an award.



Posting an RFI

To post a *Request for Information (RFI)* follow these steps:

1. After logging into eSource and accessing the eSource Main Menu, click on Post a New eSource.
2. The next step is to complete the eSource Solicitation Process. Select **RFI** as the Solicitation Process.
3. Select **Request for Information. No Contract Issued** as the Purchase Type.
4. Select the appropriate Category.

The screenshot shows the Georgia Procurement Registry website. At the top, there is a header with the 'Team Georgia Marketplace' logo on the left and the 'Georgia Department of Administrative Services' logo on the right. Below the header, there are two navigation links: 'BROWSE FOR SOLICITATION EVENTS' and 'CONTACT US'. The main content area is titled 'eSource Solicitation Process'. Below the title, there is a 'Return To Menu' button. A blue instruction text reads: 'Please select the Solicitation Process for the event that you are about to Post.' Below this, there are three dropdown menus, each with a red double asterisk (**): 'Solicitation Process' is set to 'RFI', 'Purchasing Type' is set to 'Request For Information No Contract Issued', and 'Category Type' is set to 'Goods'. At the bottom of the form is a 'Submit' button.

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

[BROWSE FOR SOLICITATION EVENTS](#) [CONTACT US](#)

eSource Solicitation Process

[Return To Menu](#)

Please select the Solicitation Process for the event that you are about to Post.

Solicitation Process **

Purchasing Type **

Category Type **

[Submit](#)

EQ_bid_process

Posting an RFI

5. Complete Header Panel information.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Posting

eSource Number ES-RFI-48400-
Solicitation Process RFI
Purchasing Type Request For Information No Contract Issued
Category Type Goods
Agency Name 48400--TRANSPORTATION,DEPARTMENT OF
Contact Name Adams, Robert
Contact Phone 4049874156
Contact Email badams@dot.ga.gov
Fiscal Year 2011
eSource Title Request for Information on Segways
Description Department of Transportation (DOT) is requesting information (RFI) for segways to be used for personal transportation
Closing Date 09/10/2010
Closing Time 09:00 AM (AM/PM) PM
Offerors' Conference N/A
 Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted
 07020 --- Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles).

Documents:

Indicate if you will hold an Offeror's Conference

If having an Offeror's Conference, attach information, instructions, etc.

Posting an RFI

6. Attach the RFI Template. *This step is mandatory.*

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Posting

eSource Number ES-RFI-48400-
Solicitation Process RFI
Purchasing Type Request For Information No Contract Issued
Category Type Goods
Agency Name 48400--TRANSPORTATION,DEPARTMENT OF
Contact Name Adams, Robert
Contact Phone 4049874156
Contact Email badams@dot.ga.gov
Fiscal Year 2011
eSource Title Request for Information on Segways
Description Department of Transportation (DOT) is requesting information (RFI) for segways to be used for personal transportation
Closing Date 09/10/2010
Closing Time 01 : 00 (hh:mm) AM PM
Offerors' Conference N/A Enter Offerors' Conference Information
NIGP Code Selection Keyword Search Numeric Search

Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted

07020 --- Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles).

Documents:

Assign NIGP Codes
Add/Delete Documents
Submit

Attach the RFI Template

Posting an RFI

RFI Template

The RFI Template contains the following information:

- Purpose of the Procurement
- Schedule of Events
- Instructions to Suppliers
- Submittal Instructions
- Requested Information
- List of Attachments



State of Georgia
 State Entity: Enter State Entity's Name
 eRFI Request for Information ("eRFI")
 Event Name: Enter the Sourcing Event Name
 eRFI(Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Solicitation
 The electronic Request for Information ("eRFI") is being to solicit information from interested suppliers with respect to Enter the Sourcing Event Name for the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFI. The State Entity will use the information generated by this RFI in conjunction with other information available to the State Entity to determine the solution that it is in the best interests of the State Entity to fulfill this need.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the project, service, goal, etc. that is the genesis for this RFI.

1.2. Overview of the eRFI Process
 The objective of the eRFI is to gather information to assist the State Entity in its consideration of available resources/methods to fulfill the need/goal identified above. The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no other than an information gathering tool and such information gathered may or may not be used by the State Entity to develop a competitive solicitation. Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI. However, suppliers are strongly encouraged to respond to RFIs as this is a great way to ensure the State Entity is aware of the suppliers' available goods and services.

1.3. Schedule of Events
 The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFI will be publicly posted prior to the closing date of this eRFI. After the close of the eRFI, the State Entity reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

INSTRUCTIONS TO ISSUING OFFICER: The State may or may not wish to conduct an informational session in advance of the closing of the eRFI. Please modify the table below as needed. Please enter the requested information below and then delete this instructional note.

Description	Date	Time
Release of eRFI	As Published on the Georgia Procurement Registry ("GPR")	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.4	MM/DD/YYYY	5:00 p.m. ET
Informational Conference Location: Enter Conference Address (Street Address, City, State, Postal Code)	As Published on the GPR	See GPR

State Entity eSourceRFI Document
September 2010

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370-370-xx

Posting an RFI

RFI Template

A webinar on the content of this form and its use has been scheduled for September 20th at 10:00 am.



Georgia
State of Georgia

State Entity: Enter State Entity's Name
 Request for Information ("RFI")
 Event Name: Enter the Sourcing Event Name
 (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Solicitation
 The electronic Request for Information ("eRFI") is being to solicit information from interested suppliers with respect to Enter the Sourcing Event Name for the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFI. The State Entity will use the information generated by this RFI in conjunction with other information available to the State Entity to determine the solution that it is in the best interests of the State Entity to fulfill this need.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the project, service, goal, etc. that is the genesis for this RFI.

1.2. Overview of the eRFI Process
 The objective of the eRFI is to gather information to assist the State Entity in its consideration of available resources/methods to fulfill the need/goal identified above. The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no other than an information gathering tool and such information gathered may or may not be used by the State Entity to develop a competitive solicitation. Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI. However, suppliers are strongly encouraged to respond to RFIs as this is a great way to ensure the State Entity is aware of the suppliers' available goods and services.

1.3. Schedule of Events
 The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFI will be publicly posted prior to the closing date of this eRFI. After the close of the eRFI, the State Entity reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

INSTRUCTIONS TO ISSUING OFFICER: The State may or may not wish to conduct an informational session in advance of the closing of the eRFI. Please modify the table below as needed. Please enter the requested information below and then delete this instructional note.

Description	Date	Time
Release of eRFI	As Published on the Georgia Procurement Registry ("GPR")	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.4	MM/DD/YYYY	5:00 p.m. ET
Informational Conference Location: Enter Conference Address (Street Address, City, State, Postal Code)	As Published on the GPR	See GPR

State Entity eSourcing Document
September 2010

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370-370-xx

Posting an RFI

Posting an RFI event continues through the selection of suppliers via NIGP code.

eSource Supplier Selection

Based on the NIGP code(s) selection, the eSource system has generated the supplier list.

There are a total of 7 Team Georgia Marketplace Bidders/Suppliers currently subscribed for electronic notification and registered for the selected NIGP code(s). If you would like to increase the total number of Team Georgia Marketplace Bidders/Suppliers receiving notification of this eSource, please click on the "Back" button below and update eSource bid header to add more associated NIGP code(s). If you do not want any additional Team Georgia Marketplace Bidders/Suppliers, please proceed with your eSource by clicking the "Next" button.

BACK NEXT

EQ_Vendor_s

eSource Supplier List

NIGP Code(s) Assigned

96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	ADAMS TRANSFER & STORAGE CO INC	System selected	N	NOM
2	ALPHACORP INC	System selected	N	NOM
3	CORNELIUS & ASSOCIATES	System selected	N	NOM
4	HYGAFEM	System selected	N	NOM
5	S C	System selected ethnic	Y	ASA
6	SAILORS ENGINEERING ASSOCIATES INC	System selected	N	NOM
7	WHITING-TURNER CONTRACTING CO	System selected	N	NOM

Accept Supplier List

EQ_vendors

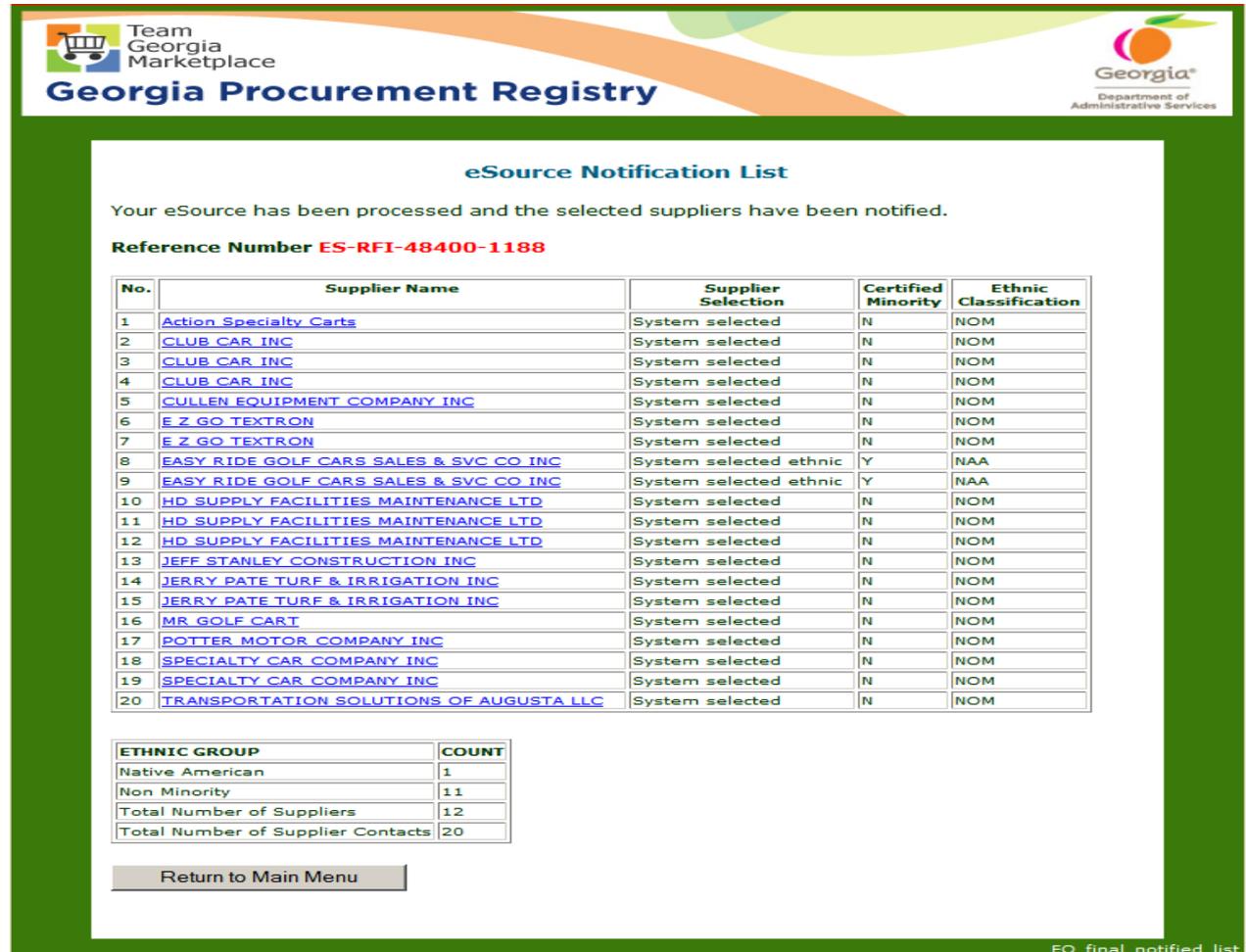
Clicking Accept Suppliers List starts the process to notify suppliers of the request.

Cost is not associated with this event and no award can be made

Posting an RFI

Posting an RFI event continues through the selection of suppliers via NIGP code.

This screen serves as the final step in posting an RFI event.



Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Notification List

Your eSource has been processed and the selected suppliers have been notified.

Reference Number **ES-RFI-48400-1188**

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	Action Specialty Carts	System selected	N	NOM
2	CLUB CAR INC	System selected	N	NOM
3	CLUB CAR INC	System selected	N	NOM
4	CLUB CAR INC	System selected	N	NOM
5	CULLEN EQUIPMENT COMPANY INC	System selected	N	NOM
6	E Z GO TEXTRON	System selected	N	NOM
7	E Z GO TEXTRON	System selected	N	NOM
8	EASY RIDE GOLF CARS SALES & SVC CO INC	System selected ethnic	Y	NAA
9	EASY RIDE GOLF CARS SALES & SVC CO INC	System selected ethnic	Y	NAA
10	HD SUPPLY FACILITIES MAINTENANCE LTD	System selected	N	NOM
11	HD SUPPLY FACILITIES MAINTENANCE LTD	System selected	N	NOM
12	HD SUPPLY FACILITIES MAINTENANCE LTD	System selected	N	NOM
13	JEFF STANLEY CONSTRUCTION INC	System selected	N	NOM
14	JERRY PATE TURF & IRRIGATION INC	System selected	N	NOM
15	JERRY PATE TURF & IRRIGATION INC	System selected	N	NOM
16	MR GOLF CART	System selected	N	NOM
17	POTTER MOTOR COMPANY INC	System selected	N	NOM
18	SPECIALTY CAR COMPANY INC	System selected	N	NOM
19	SPECIALTY CAR COMPANY INC	System selected	N	NOM
20	TRANSPORTATION SOLUTIONS OF AUGUSTA LLC	System selected	N	NOM

ETHNIC GROUP	COUNT
Native American	1
Non Minority	11
Total Number of Suppliers	12
Total Number of Supplier Contacts	20

[Return to Main Menu](#)

EQ_final_notified_list



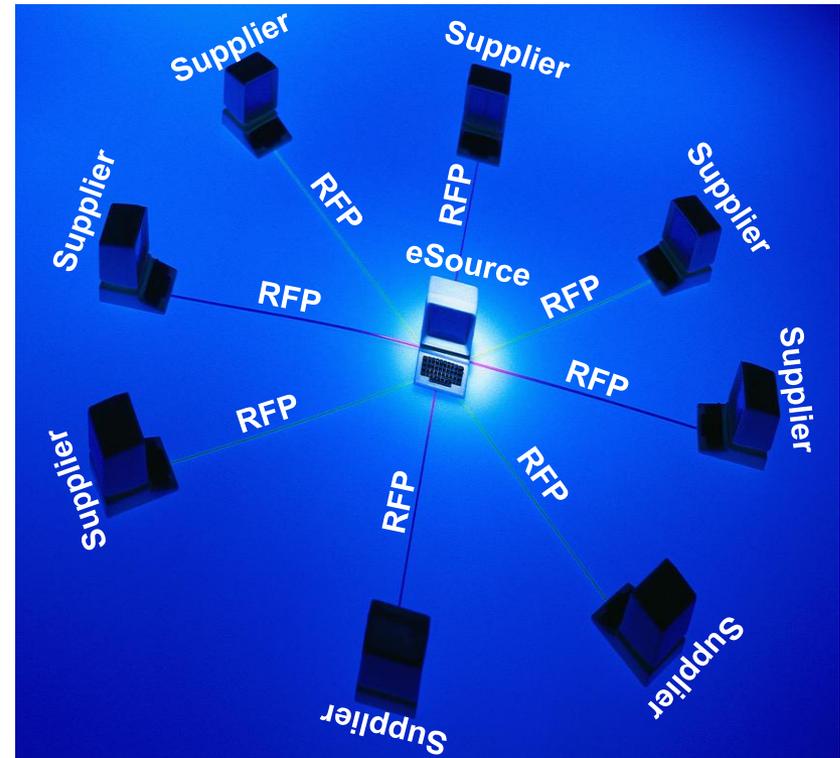
Posting and Awarding an RFP

Posting an RFP

You use a *Request for Proposal (RFP)* when:

- You anticipate multiple solutions to your solicitation.
- You want to use a weighting process to rate the supplier's response to the requirements of the solicitation.
- You want to negotiate.

The RFP results in an award. However, the selection is based the result of the combined scores of price and technical evaluation





Posting RFIs, RFPs, and RFQCs Training

A new training course has been designed to review the steps for posting and awarding RFIs, RFPs, and RFQCs in eSource. This new training course: *eSource for RFIs, RFPs, and RFQCs (Course 3025L)* is now available.



Quick Facts	Course Description
LENGTH 1 day	The purpose of this training session is to help you understand the steps you follow to enter, evaluate and award RFIs, RFPs, and RFQCs in eSource.
CONTACT HOURS 6	This training will combine lecture and hands-on activities. It includes tutorial information on the use of eSource.
START TIME 9:00 AM	
END TIME 4:00 PM	



Posting RFIs, RFPs, and RFQCs

Training

Prerequisites to this training course:

Course Name	Course #	Course Description
eSource for RFQs	3010L	This training course reviews the steps to post and award an RFQ in eSource.
RFP Template	3015W	This training course reviews the RFP template.
RFP Development	3020L	This training course reviews the steps to create the requirements and the evaluation points for each of the requirements for an RFP and assemble the spreadsheets that contain all the RFP requirements.

Posting an RFP

RFP Over State Entity's DPA

Prior to posting an RFP, determine if the sourcing event will be over your state entity's DPA.

If the RFP is greater than your entity's DPA:

1. Complete the *One-Time Request to Exceed Delegated Purchasing Authority* form.
2. Send it to CCMrouting@doas.ga.gov for processing prior to developing your RFP.



One-Time Request to Exceed Delegated Purchasing Authority Prior to Posting an RFX

State Entity Information		
State Entity Name: _____		
State Entity Code (5-Digit Code): _____		
State Entity Procurement Officer (APO / CUPO): _____		
State Entity APO / CUPO eMail Address: _____		
Has APO / CUPO Approved This Request? <input type="checkbox"/> YES <input type="checkbox"/> NO		Current DPA: _____
Requester Information		
Requester's Name: _____		
Requester's Title: _____		Date of Request: mm/dd/yyyy
Requester's eMail Address: _____		Requester's Phone: xxx-xxx-xxx
Request Information		
Requisition Number (If Applicable): _____		
Description of Goods/ Services to Purchase: _____		
Approximate Dollar Value: _____		
Commodity Cluster (Check One):		<input type="checkbox"/> Goods <input type="checkbox"/> Information Technology <input type="checkbox"/> Infrastructure <input type="checkbox"/> Professional Services and Special Projects
Approval Criteria Information		
Justification for Request: _____		
Purpose of Procurement: _____		
Method of Procurement: <input type="checkbox"/> RFP <input type="checkbox"/> Other		
Requester's Years of Procurement Experience: _____		
Requester's Certifications Earned: _____		Requester's Other Certifications (List): _____
Requester's SPD Classes Attended (Last 3 calendar years):		<input type="checkbox"/> Introduction to State Purchasing <input type="checkbox"/> Fundamentals of State Purchasing <input type="checkbox"/> Legal Issues <input type="checkbox"/> Writing Basic Specifications <input type="checkbox"/> eQuote <input type="checkbox"/> Writing RFPs <input type="checkbox"/> How to Conduct a Self Audit (Compliance) <input type="checkbox"/> How to Conduct a Self Audit (P-Card)
Requester's Other Procurement Classes Attended: _____		
State Entity Historical Information (Last Fiscal Year)		
Number of Previous Requests to Exceed DPA: _____	Number Approved: _____	Dates When Approved: mm/dd/yyyy
	Number Denied: _____	Dates When Denied: mm/dd/yyyy

Posting an RFP

1. After logging into eSource and accessing the eSource Main Menu, click on Post a New eSource.
2. Select **RFP** as the Solicitation Process.
3. Select **Open Market** as the Purchase Type.
4. Select the appropriate Category.

The screenshot shows the 'eSource Solicitation Process' form on the Georgia Procurement Registry website. The header includes the 'Team Georgia Marketplace' logo and the 'Georgia Department of Administrative Services' logo. Navigation links for 'BROWSE FOR SOLICITATION EVENTS' and 'CONTACT US' are visible. A 'Return To Menu' button is located at the top left of the form area. The main instruction reads: 'Please select the Solicitation Process for the event that you are about to Post.' The form contains three dropdown menus: 'Solicitation Process' with 'RFP' selected, 'Purchasing Type' with 'Open Market' selected, and 'Category Type' with 'Information Technology' selected. A 'Submit' button is at the bottom right. A yellow callout box with a red border points to the form, containing the text: 'Complete the new eSource Solicitation Process'.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

[BROWSE FOR SOLICITATION EVENTS](#) [CONTACT US](#)

eSource Solicitation Process

[Return To Menu](#)

Please select the Solicitation Process for the event that you are about to Post.

Solicitation Process ** RFP

Purchasing Type ** Open Market

Category Type ** Information Technology

[Submit](#)

Complete the new eSource Solicitation Process

EQ_bid_process

Posting an RFP

5. Complete Header Panel information.

eSource Posting

eSource Number ES-RFP-84700-22
Bid Process RFP
Purchasing Type State Entity Contract
Category Type Services/Special Projects
Agency Name 84700--FLINT RIVER TECHNICAL COLLEGE
Contact Name Acey, Stacy
Contact Phone 777-777-7777
Contact Email sacey@flintrivertech.edu
Fiscal Year 2010
eSource Title K-9 Training Programs
Description Training solutions for law enforcement and rescue canines.
Estimated Contract Value 265000 .00
Closing Date 06/25/2010
Closing Time 01 : 00 (hh:mm) C AM G PM
Offerors' Conference N/A
NIGP Code Selection: Keyword Search Numeric Search
 Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted
 96206 ==> Animal Care, Animal Shelter, Animal Production Services, etc..

Documents:
[eRFP Template](#)
[eRFP Requirements](#)
[eRFP CostSheet](#)

Callout 1: Indicate if you will hold an Offeror's Conference

Callout 2: If having an Offeror's Conference, attach information, instructions, etc.

Callout 3: Click here to add RFP required documents

Posting an RFP

6. Complete the RFQ Template prior to attaching it to the RFQ sourcing event in eSource.
7. Attach the RFQ Template. *This step is mandatory.*

The screenshot shows the 'eSource Posting' form with the following fields and values:

- eSource Number: **ES-RFP-84700-22**
- Bid Process: **RFP**
- Purchasing Type: **State Entity Contract**
- Category Type: **Services/Special Projects**
- Agency Name: 84700-FLINT RIVER TECHNICAL COLLEGE
- Contact Name: Acey, Stacy
- Contact Phone: 777-777-7777
- Contact Email: sacey@flintrivertech.edu
- Fiscal Year: 2010
- eSource Title: K-9 Training Programs
- Description: Training solutions for law enforcement and rescue canines.
- Estimated Contract Value: 265000 .00
- Closing Date: 06/25/2010
- Closing Time: 01 : 00 (hh:mm) AM PM
- NIGP Code Selection: Keyword Search Numeric Search

Buttons: Assign NIGP Codes, Attach eRFP Template

Callout bubble: Click to attach required documents

You must attach the RFP Template and the Requirements Spreadsheets (Mandatory, Mandatory Scored, and/or Additional Scored Spreadsheets) as well as the Cost spreadsheet to post the event

Posting an RFP

RFP Template

The RFP Template contains the following information:

- Purpose of the Procurement
- RFP Certification
- Schedule of Events
- Contract Term (# years, whether calendar year or FY)
- Instructions to Suppliers
- Submittal Instructions
- Proposal Factors (Mandatory Requirements, Mandatory Scored Requirements, Additional Questions)
- Cost Proposal
- Proposal Evaluation, Negotiation and Award
- Scoring Criteria
- Contract Terms and Conditions
- List of Attachments



State of Georgia
State Entity: Enter State Entity's Name
Electronic Request for Proposals ("eRFP")
Event Name: Enter the Sourcing Event Name
eRFP (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement
Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-6-50 et seq.), this electronic Request for Proposals ("eRFP") is being issued to establish a contract with a qualified supplier who will provide Enter the Sourcing Event Name to the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFP.

INSTRUCTION 8 TO ISSUING OFFICER: Describe a general overview of the project, service, or commodity being purchased. The information should define the value proposition for the suppliers and be able to answer the question, "Why should the supplier submit a proposal?" Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). Different types of information to be included are as follows: Multiple or single award, number of Divisions involved, etc. After this action is complete, please delete this instructional note.

INSTRUCTION 8 TO ISSUING OFFICER – PART 2: Is this solicitation following a RFQO in which you prequalified suppliers to respond to one or more future solicitations? If so, please insert the following statement to this section, complete the noted sections, and then delete this instructional note. If not, please delete the statement below as well as this instructional note.

PRE-QUALIFICATION NOTICE
To be eligible to submit a response to this eRFP, the supplier must have been identified as a qualified supplier as a result of RFQO No. Enter the Sourcing Event Name titled Enter the Sourcing Event Name.

1.2. eRFP Certification
Pursuant to the provisions of the Official Code of Georgia Annotated §50-6-67(a), the State Entity certifies the use of competitive sealed bidding will not be practicable or advantageous to the State of Georgia. In completing the acquisition described in this eRFP, thus, competitive sealed proposals will be submitted in response to this eRFP. This eRFP is being sourced through an electronic sourcing tool approved by the Department of Administrative Services ("DOAS") and all suppliers' responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFP. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed proposals meet the sealed proposal requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFP Process
The objective of the eRFP is to select a qualified supplier to provide the goods and/or services outlined in this eRFP to the State Entity. This eRFP process will be conducted to gather and evaluate responses from suppliers for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the eRFP process will be publicly announced, including the names of all participating suppliers and the

State Entity eRFP Document
September 1, 2010

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SFD-SP000

Posting an RFP

RFP Template

A webinar on the content of this form and its use has been scheduled for September 20th at 10:00 am.



State of Georgia

State Entity: Enter State Entity's Name

Electronic Request for Proposals ("eRFP")

Event Name: Enter the Sourcing Event Name

eRFP (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-6-50 et seq.), this electronic Request for Proposals ("eRFP") is being issued to establish a contract with a qualified supplier who will provide Enter the Sourcing Event Name to the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFP.

INSTRUCTION 8 TO ISSUING OFFICER: Describe a general overview of the project, service, or commodity being purchased. The information should define the value proposition for the suppliers and be able to answer the question, "Why should the supplier submit a proposal?" Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). Different types of information to be included are as follows: Multiple or single award, number of Divisions involved, etc. After this action is complete, please delete this instructional note.

INSTRUCTION 8 TO ISSUING OFFICER – PART 2: Is this solicitation following a RFQO in which you prequalified suppliers to respond to one or more future solicitations? If so, please insert the following statement to this section, complete the noted sections, and then delete this instructional note. If not, please delete the statement below as well as this instructional note.

PRE-QUALIFICATION NOTICE

To be eligible to submit a response to this eRFP, the supplier must have been identified as a qualified supplier as a result of RFQO No. Enter the Sourcing Event Name, titled Enter the Sourcing Event Name.

1.2. eRFP Certification

Pursuant to the provisions of the Official Code of Georgia Annotated §50-6-67(a), the State Entity certifies the use of competitive sealed bidding will not be practicable or advantageous to the State of Georgia. In completing the acquisition described in this eRFP, thus, competitive sealed proposals will be submitted in response to this eRFP. This eRFP is being sourced through an electronic sourcing tool approved by the Department of Administrative Services ("DOAS") and all suppliers' responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFP. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed proposals meet the sealed proposal requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFP Process

The objective of the eRFP is to select a qualified supplier to provide the goods and/or services outlined in this eRFP to the State Entity. This eRFP process will be conducted to gather and evaluate responses from suppliers for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the eRFP process will be publicly announced, including the names of all participating suppliers and the

Posting an RFP

This is a sample Header Panel that has been completed for an RFP. Note the attached documents.

The screenshot shows the 'eSource Posting' form with the following fields and values:

- eSource Number:** ES-RFP-84700-22
- Bid Process:** RFP
- Purchasing Type:** State Entity Contract
- Category Type:** Services/Special Projects
- Agency Name:** 84700-FLINT RIVER TECHNICAL COLLEGE
- Contact Name:** Acey, Stacy
- Contact Phone:** 777-777-7777
- Contact Email:** sacey@flintrivertech.edu
- Fiscal Year:** 2010
- eSource Title:** K-9 Training Programs
- Description:** Training solutions for law enforcement and rescue canines.
- Estimated Contract Value:** 265000 .00
- Closing Date:** 06/25/2010
- Closing Time:** 01 : 00 (hh:mm) AM PM
- NIGP Code Selection:** Keyword Search Numeric Search

Buttons and callouts:

- Assign NIGP Codes** (greyed out)
- Add/Delete Documents** (highlighted with a red box and callout: "Click if you want to add other documents")
- Submit** (highlighted with a red box and callout: "Click to continue the posting process")

Documents attached to the solicitation:

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

Other text on the form:

- Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted
- 96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

All required documents must be attached to post the event



Awarding an RFP

Once the evaluation of the RFP is complete, you can begin the award process.

Depending on the result of your RFP evaluation, you can award the event using any of the following methodologies:

- Award to a Single Supplier
- Split the Award Between Suppliers
- Award to Multiple suppliers
- Award to a Primary/Secondary Supplier

Awarding an RFP

eSource allows the following award types for RFPs:

Award Type	Description
Single Award (Primary)	Use to award the entire RFP to a single supplier.
Split (Primary)	Use to divide the RFP award. This award type results in a contract awarded to more than one supplier.
Primary/Secondary	Use to identify a primary source of supply for a particular contract and also designate a secondary (or “back up”) source of supply for the same contract.
Multiple(NEW) (Primary-Overlapping):	Use to make overlapping contract awards to suppliers. Commonly used for statewide contracts (and should rarely occur on a state entity contract). An example of a multiple contract award on a statewide contract is the current office furniture contract. In the multiple award scenario, each supplier has equal standing and the state entity may choose amongst the suppliers as desired.





Awarding an RFP

Multiple Award

Once you have selected *Multiple*, the following screen displays.

Enter the supplier award amount

Click on the Responder's name to view the Response Documents.

Multiple Award

Click Award NIGP codes

Company	Responder Name	Amount	Multiple Award	Award Reject Reason	Award Comments
W. W. GRAINGER INC	GRAINGER GRAINGER	0	<input checked="" type="checkbox"/>		
SUMMIT SYSTEMS INC	SUSANNA COBB	0	<input type="checkbox"/>		
W. W. GRAINGER INC	GRAINGER GRAINGER	0	<input type="checkbox"/>		
SUMMIT SYSTEMS INC	SUSANNA COBB	0	<input checked="" type="checkbox"/>		
SUMMIT SYSTEMS INC	SUSANNA COBB	0	<input type="checkbox"/>		
Final Award Amount ->		0.00			

General Comments

Select suppliers you receiving the award

Enter *Award Reject Reasons* and *Award Comments* This will help complete the NOIA

Set NOIA (Optional)

Click to add award documents such as evaluation spreadsheets, etc.

Click to set NOIA. This is optional for awards less than \$100K

Awarding an RFP

Multiple Award

Once you have completed entering information and have added the Award document, click **Award**. The following screen displays.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource RFP Award Summary

ES-RFP-48400-1136

Award Type : MULTIPLE

Company	Supplier Name	Primary/Secondary	Award Amount
W W GRAINGER INC	Shirley Price	primary	---
STAG ENTERPRISE INC	Shirley Price	primary	---

Email Message to all the awarded suppliers

NOTICE OF AWARD

eSource Number ES-RFP-48400-1136

Congratulations, you have been awarded all/part of eSource # ES-RFP-48400-1136 entitled 'Testing Awarding' for which you recently submitted an online response. Access the solicitation for further details. The issuing officer will contact you in the near future.

Contact Information:
AGENCY: TRANSPORTATION, DEPARTMENT OF
CONTACT PERSON: Walker, Randy
CONTACT PHONE: 404-656-5758

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 up source of supply only, or as otherwise indicated in the solicitation

Your message here...

The total proposed award amount is \$ 0.00

Final Step -- Post the Award and Notify the Suppliers

Return To Menu

Enter in an relevant information

Click to post and notify suppliers



Awarding an RFP

Single Award

Once you have selected *Single*, the following screen displays. This award will be made to a *single supplier*. If the award is lower than \$100K setting NOIA is optional.

Enter the award amount

Single Award

Select the NIGP Codes to award (up to 3)

Pick Award NIGP codes

07057
38547

Company	Responder Name	Amount	Single Award	Award Reject Reason	Award Comments
RBM of Atlanta, Inc. (North Store)	Scott Ames	90000	<input checked="" type="radio"/>		
US FOODSERVICE	Greg Carlson	0	<input type="radio"/>	Non-Responsive	
NEW ENGLAND FOOD BKG INC	RICHARD LARRIVEE	0	<input type="radio"/>	Not Highest Scoring Proposal	
Final Award Amount ->		90000.00			
General Comments					

Indicate the selected supplier

Enter reasons for rejection on each supplier not receiving award

Agency DPA amount is \$2

Set NOIA (Optional)

Upload RFP Award Documents

Award ES-RFP-48400-1142

Exit RFP Award Process



Awarding an RFP

Split Award

Once you have selected *Split*, the following screen displays. This award will be split between two suppliers.

○ **Single** ○ **Split** ○ **Multiple** ○ **Primary/Secondary Award**

Pick Award NIGP codes

Company	Responder Name	Amount	Split Award	Award Reject Reason	Award Comments
RBM of Atlanta, Inc. (North Store)	Scott Ames	50000	<input checked="" type="checkbox"/>		
US FOODSERVICE	Greg Carlson		<input type="checkbox"/>	Not Highest Scoring Proposal	
NEW ENGLAND FOOD BKG INC	RICHARD LARRIVEE	50000	<input checked="" type="checkbox"/>		
Final Award Amount ->		0			

General Comments

Agency DPA amount is \$250000

Upload RFP Award Documents

Exit RFP Award Process

ES_RFP_awardPage

Select award type

Select the NIGP to award to each supplier

Select the winning suppliers

Enter rejection reason



Awarding an RFP

Primary/Secondary Award

Once you have selected *Primary/Secondary* the following screen is displayed. This award will be made to single supplier. If the award is lower than \$100K setting NOIA is optional.

Click on the Responder's name to view the Response Documents.

Single Split Multiple **Primary/Secondary Award**

Pick Award NIGP codes

Company	Responder Name	Amount	Primary/Secondary Award	Award Reject Reason	Award Comments
GA ENTERPRISES FOR PRODUCTS & SVCS INC	Suzi Prince	120000	<input checked="" type="radio"/> <input type="checkbox"/>		this will be the primary supplier
CDW GOVERNMENT INC	JPWEBER23 JPWEBER23	117250	<input type="radio"/> <input type="checkbox"/>	Not Highest Scoring Proposal	
FREEMANS FORMS & SUPPLIES INC	FREEMANFORMS FREEMANFORMS	119000	<input type="radio"/> <input type="checkbox"/>		this is the secondary supplier
CDW GOVERNMENT INC	matt druan	95000	<input type="radio"/> <input type="checkbox"/>		
	Final Award Amount ->	120000			

General Comments

Enter rejection reason

Enter award comments

Select award type

Select the NIGP

Select the winning suppliers. Select the Primary and the Secondary

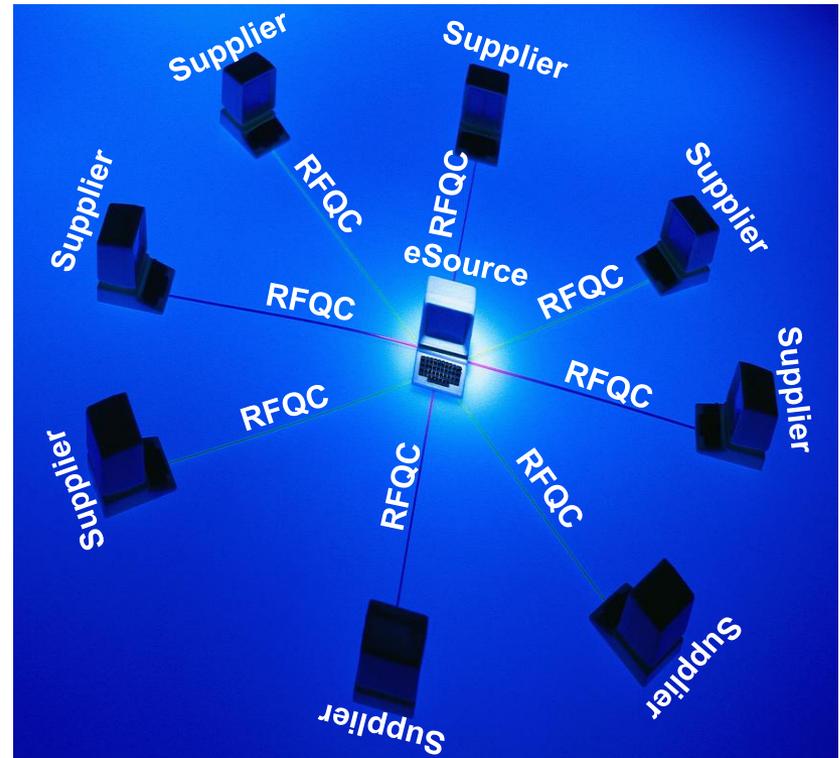


Posting and RFQC in eSource

Posting an RFQC

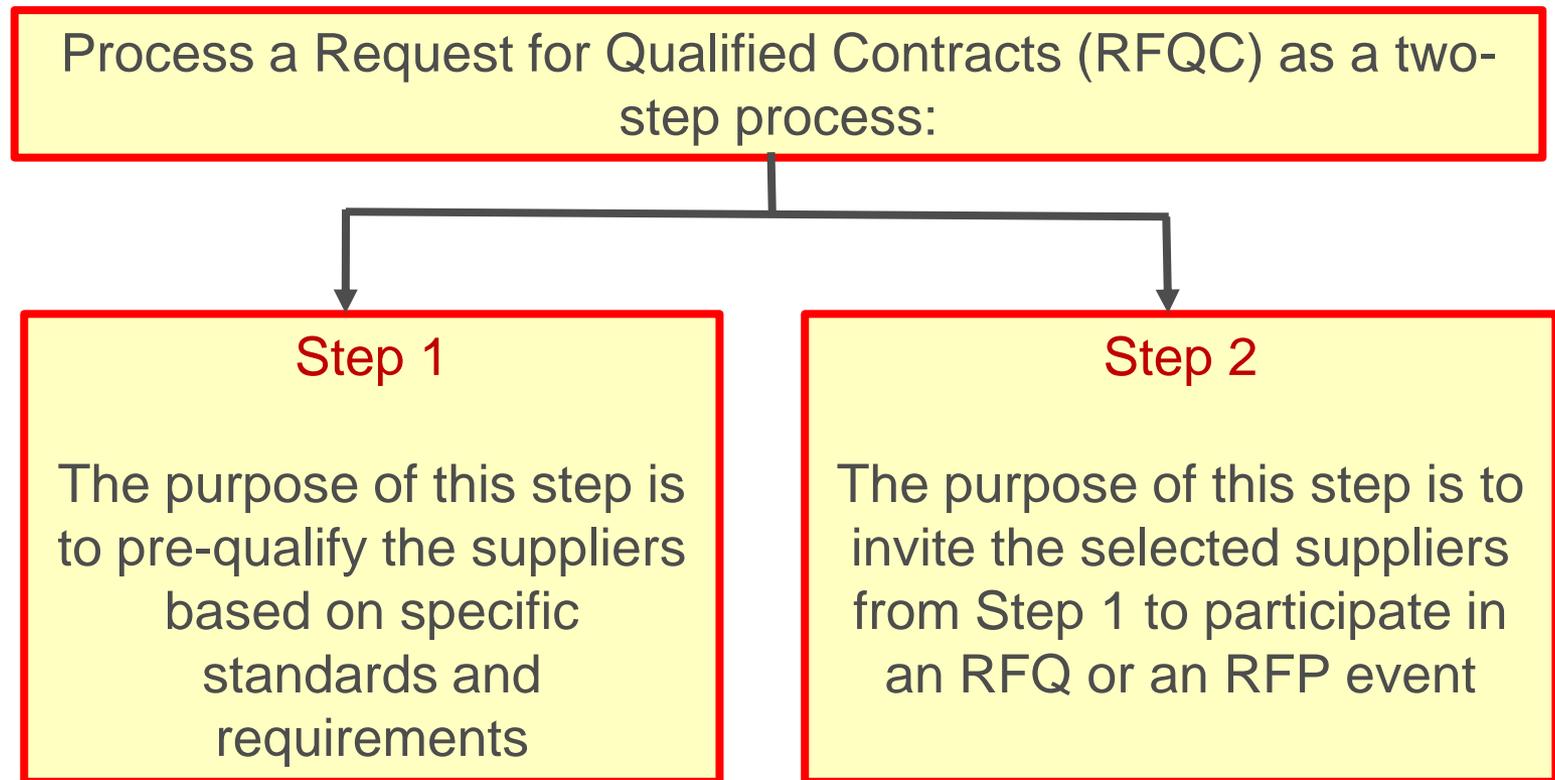
The RFQC allows you to outline specific standards or requirements that the suppliers must meet or exceed. Only those suppliers that meet or exceed these standards or requirements are invited to participate in a second step that results in an award – either an RFQ or RFP sourcing event.

The RFQC does not require the suppliers to provide pricing information. Once you select the suppliers based on the standards and requirements outlined in the RFQC, the Issuing Officer continues with a second step by posting an RFQ or RFP event.



Posting an RFQC

The state of Georgia uses the Request for Qualified Contractors (RFQC) process as a two-step process.

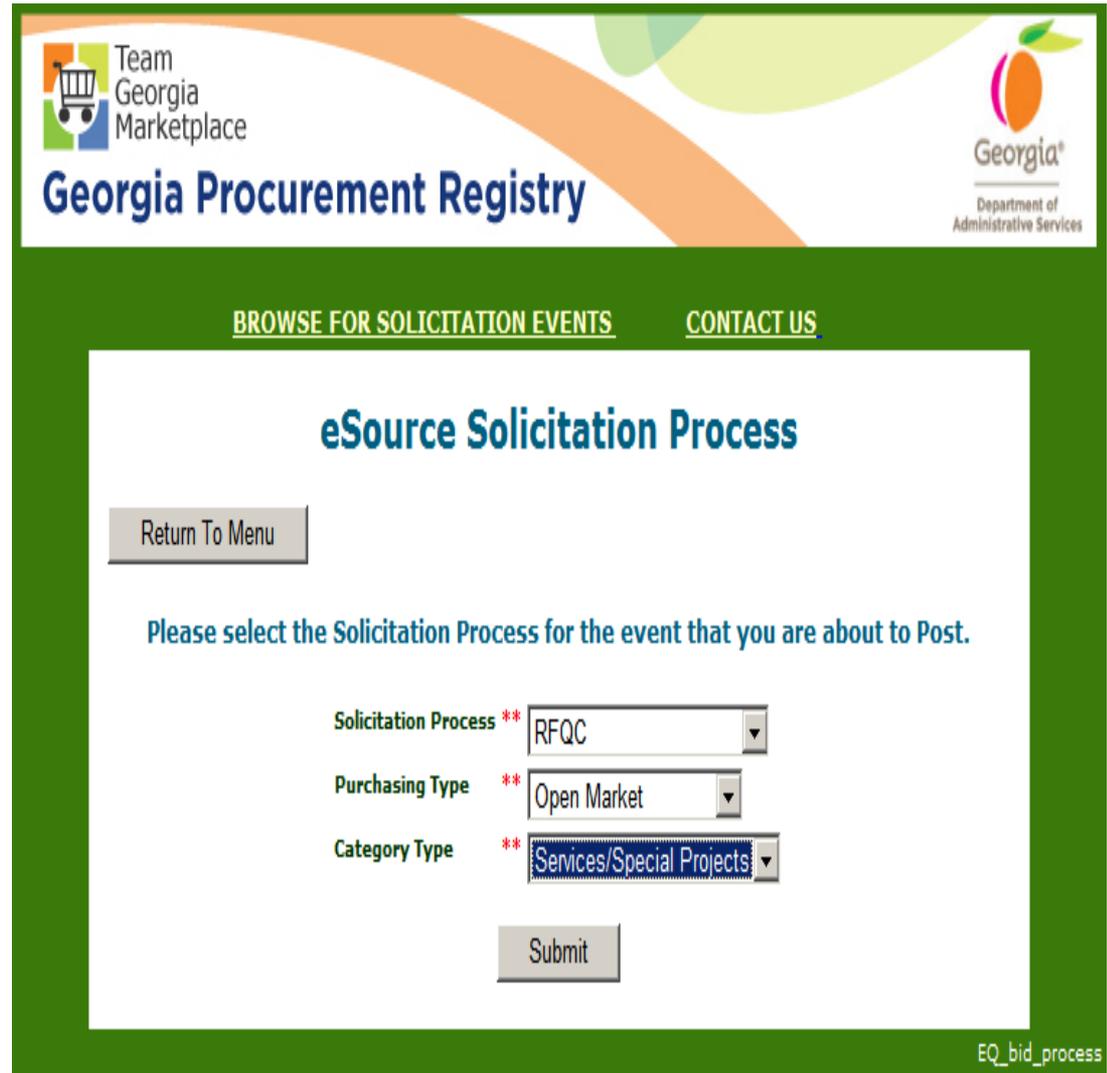


Posting an RFQC

Step 1 – Selecting Qualified Suppliers

To post a *Request for Qualified Contractors (RFQC)* follow these steps:

1. After logging into eSource and accessing the eSource Main Menu, click on Post a New eSource.
2. The next step is to complete the eSource Solicitation Process. Select **RFQC** as the Solicitation Process.
3. Select **Open Market** as the Purchase Type.
4. Select the appropriate Category.



The screenshot shows the Georgia Procurement Registry website interface. At the top, there is a header with the "Team Georgia Marketplace" logo on the left and the "Georgia Department of Administrative Services" logo on the right. Below the header, there are two navigation links: "BROWSE FOR SOLICITATION EVENTS" and "CONTACT US". The main content area is titled "eSource Solicitation Process" and contains a "Return To Menu" button. Below the button, there is a prompt: "Please select the Solicitation Process for the event that you are about to Post." The form includes three dropdown menus: "Solicitation Process" with "RFQC" selected, "Purchasing Type" with "Open Market" selected, and "Category Type" with "Services/Special Projects" selected. A "Submit" button is located at the bottom of the form.

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

[BROWSE FOR SOLICITATION EVENTS](#) [CONTACT US](#)

eSource Solicitation Process

[Return To Menu](#)

Please select the Solicitation Process for the event that you are about to Post.

Solicitation Process ** RFQC

Purchasing Type ** Open Market

Category Type ** Services/Special Projects

[Submit](#)

EQ_bid_process



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

5. Complete Header Panel information.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Posting

eSource Number ES-RFQC-84700-107
Solicitation Process RFQC
Purchasing Type Open Market
Category Type Services/Special Projects
Agency Name 84700-FLINT RIVER TECHNICAL COLLEGE
Contact Name Acey, Stacy
Contact Phone 4049874156
Contact Email sacey@flintrivertech.edu
Fiscal Year 2011
eSource Title Pest Control
Description This event will be for pest control services for all structures located on the campus of Flint River Technical college.

[Competitive Solicitations Guidelines](#)

Closing Date 09/24/2010
Closing Time 04:00 AM
Offerors' Conference N/A

98872 --- Pest Control (Other Than Buildings).

Indicate if you will hold an Offeror's Conference

If having an Offeror's Conference, attach information, instructions, etc.

Posting an RFQC

Step 1 – Selecting Qualified Suppliers

6. Attach the RFQC Template. *This step is mandatory.*

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Posting

eSource Number ES-RFQC-84700-107
Solicitation Process RFQC
Purchasing Type Open Market
Category Type Services/Special Projects
Agency Name 84700-FLINT RIVER TECHNICAL COLLEGE
Contact Name Acey, Stacy
Contact Phone 4049874156
Contact Email sacey@flintrivertech.edu
Fiscal Year 2011
eSource Title Pest Control
Description This event will be for pest control services for all structures located on the campus of Flint River Technical college.
[Competitive Solicitations Guidelines](#)
Closing Date 09/24/2010
Closing Time 01 : 00 (hh:mm) AM PM
Offerors' Conference N/A Enter Offerors' Conference Information
NIGP Code Selection Keyword Search Numeric Search
Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted
 98872 --- Pest Control (Other Than Buildings).
Documents:
Assign NIGP Codes
Add/Delete Documents
Submit RFQC
Submit

Attach required documents



Posting an RFQC

RFQC Template

The RFQC Template contains the following information:

- Purpose of the Procurement
- Schedule of Events
- Instructions to Suppliers
- Submittal Instructions
- Qualification Information (Mandatory, Mandatory Scored, Additional Scored Spreadsheets)
- No Need for Cost Proposal
- Evaluation Process
- List of Attachments

Georgia
State of Georgia
State Entity: Enter State Entity's Name
Electronic Request for Qualified Contractors ("eRFQC")
Event Name: Enter the Sourcing Event Name
eRFQC (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement
The Enter State Entity's Name (hereinafter, "the State Entity") is soliciting statements of qualifications from suppliers interested in providing Enter the Sourcing Event Description. This electronic Request for Qualified Contractors ("eRFQC") is intended to identify one or more responsible suppliers who meet or exceed the identified requirements contained herein. This eRFQC will not result in contract award. Instead, this eRFQC will establish a list of one or more qualified suppliers who will be eligible to participate to win future contracts from the State Entity.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the project, service, or commodity that would be provided by the qualified supplier in the event the supplier later bids on and wins a subsequent solicitation posted by the State Entity. The information should define the value proposition for the supplier and be able to answer the question, "Why should the supplier submit a response to become a qualified supplier?" Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). After this action is complete, please delete this instructional note.

1.2. Electronic Records and Signatures
This eRFQC is being sourced through an electronic sourcing tool approved by the Department of Administrative Services ("DOAS") and all suppliers' responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFQC. Electronic competitive sealed responses will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed responses meet the sealed bidding requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFQC Process
The eRFQC is a prequalification process. The objective of the eRFQC is to identify one or more responsible suppliers who meet the State Entity's qualification requirements to provide the goods and/or services outlined in this eRFQC to the State Entity. This eRFQC process will be conducted to gather and evaluate responses from suppliers. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFQC, the results of the eRFQC process will be publicly announced, including the names of those suppliers who were identified as qualified suppliers, unsuccessful suppliers and the reasons why those unsuccessful suppliers were not determined to be qualified. Subject to the protest process, the finalized list of qualified suppliers will be established. Only these qualified suppliers will be eligible to participate in any future solicitations posted by the State Entity for the identified goods/services.

1.4. Schedule of Events
The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFQC will

State Entity eRFQC Document
September 15, 2010

1 of 15

SPD-SP0xx

Posting an RFQC

RFQC Template

A webinar on the content of this form and its use has been scheduled for September 20th at 10:00 am.



Georgia

State of Georgia

State Entity: **Enter State Entity's Name**

Electronic Request for Qualified Contractors ("eRFQC")

Event Name: **Enter the Sourcing Event Name**

eRFQC (Event) Number: **Enter Sourcing Event Number**

1. Introduction

1.1. Purpose of Procurement

The **Enter State Entity's Name** (hereinafter, "the State Entity") is soliciting statements of qualifications from suppliers interested in providing **Enter the Sourcing Event Description**. This electronic Request for Qualified Contractors ("eRFQC") is intended to identify one or more responsible suppliers who meet or exceed the identified requirements contained herein. This eRFQC will not result in contract award. Instead, this eRFQC will establish a list of one or more qualified suppliers who will be eligible to participate to win future contracts from the State Entity.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the project, service, or commodity that would be provided by the qualified supplier in the event the supplier later bids on and wins a subsequent solicitation posted by the State Entity. The information should define the value proposition for the supplier and be able to answer the question, "Why should the supplier submit a response to become a qualified supplier?" Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). After this action is complete, please delete this instructional note.

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This eRFQC is being sourced through an electronic sourcing tool approved by the Department of Administrative Services ("DOAS") and all suppliers' responses must be submitted electronically in accordance with the instructions contained in Section 2 "Instructions to Suppliers" of this eRFQC. Electronic competitive sealed responses will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed responses meet the sealed bidding requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFQC Process

The eRFQC is a prequalification process. The objective of the eRFQC is to identify one or more responsible suppliers who meet the State Entity's qualification requirements to provide the goods and/or services outlined in this eRFQC to the State Entity. This eRFQC process will be conducted to gather and evaluate responses from suppliers. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the closing date of this eRFQC, the results of the eRFQC process will be publicly announced, including the names of those suppliers who were identified as qualified suppliers, unsuccessful suppliers and the reasons why those unsuccessful suppliers were not determined to be qualified. Subject to the protest process, the finalized list of qualified suppliers will be established. Only these qualified suppliers will be eligible to participate in any future solicitations posted by the State Entity for the identified goods/services.

1.4. Schedule of Events

The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFQC will

Posting an RFQC

Step 1 – Selecting Qualified Suppliers

After submitting, eSource selects a list of suppliers based on the NIGP Codes selected and subscription to Electronic Notification.



The screenshot shows the 'eSource Supplier Selection' screen within the Georgia Procurement Registry. The header includes the 'Team Georgia Marketplace' logo and the 'Georgia Department of Administrative Services' logo. The main content area contains the following text:

eSource Supplier Selection

Based on the NIGP code(s) selection, the eSource system has generated the supplier list.

There are a total of **6** Team Georgia Marketplace Bidders/Suppliers currently subscribed for electronic notification and registered for the selected NIGP code(s). If you would like to increase the total number of Team Georgia Marketplace Bidders/Suppliers receiving notification of this eSource, please click on the "Back" button below and update eSource bid header to add more associated NIGP code(s). If you do not want any additional Team Georgia Marketplace Bidders/Suppliers, please proceed with your eSource by clicking the "Next" button.

At the bottom of the screen, there are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted with a red rectangular border.

EQ_Vendor_selection



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

As with other sourcing events, you accept the list of suppliers automatically selected by eSource.



The screenshot shows the Georgia Procurement Registry interface. At the top left is the 'Team Georgia Marketplace' logo. At the top right is the 'Georgia Department of Administrative Services' logo. The main heading is 'eSource Supplier List'. Below this, the text 'NIGP Code(s) Assigned' is followed by a list of codes and descriptions: 09550 --- Chair Cloths, Shampoo Capes, and Clips.; 09553 --- Clippers and Parts (Hair).; 09562 --- Dryers, Curling Irons, and Parts (Hair).; 65235 --- Electrolysis Equipment (Hair Removal).; 65242 --- Hair Cleaning and Conditioning Supplies: Colors, Creams, Dressings, Oils, Rinses, Shampoos, Sprays,.; 65243 --- Hair Care Accessories: Bands, Curlers, Nets, Pins, Rollers, etc.. Below the list is a table with 6 columns: No., Supplier Name, Supplier Selection, Certified Minority, and Ethnic Classification. The table contains 6 rows of data. At the bottom of the table is a button labeled 'Accept Supplier List' which is highlighted with a red box.

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	BOB BARKER COMPANY INC	System selected	N	NOM
2	HENRY SCHEIN INC	System selected	N	NOM
3	MCKESSON MEDICAL-SURGICAL	System selected	N	NOM
4	PRODUCTS UNLIMITED INC	System selected	N	NOM
5	SOUTHEASTERN PAPER GROUP	System selected	N	NOM
6	SUPPLY SOLUTIONS INC	System selected ethnic	Y	ASA



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

Clicking Notify posts the RFQC and notifies the selected suppliers to participate in the RFQC process – This is only a qualification step.

Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	Cosmotology Program Supplies
eSource Description	The purpose of this RFQC is to result in a multiple award of qualified contractors to provide cosmotology products. This includes but is not limited to all types of hair products, nail care and operator instruments.
Closing Date	07/16/2010
Closing Time	1.00 PM
Estimated Contract Value	0
NIGP Code Selection:	09550 --- Chair Cloths, Shampoo Capes, and Clips. 09553 --- Clippers and Parts (Hair). 09562 --- Dryers, Curling Irons, and Parts (Hair). 65235 --- Electrolysis Equipment (Hair Removal). 65242 --- Hair Cleaning and Conditioning Supplies: Colors, Creams, Dressings, Oils, Rinses, Shampoos, Sprays.,. 65243 --- Hair Care Accessories: Bands, Curlers, Nets, Pins, Rollers, etc..
Documents	

Suppliers Selection

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	BOB BARKER COMPANY INC	System selected	N	NOM
2	HENRY SCHEIN INC	System selected	N	NOM
3	MCKESSON MEDICAL-SURGICAL	System selected	N	NOM
4	PRODUCTS UNLIMITED INC	System selected	N	NOM
5	SOUTHEASTERN PAPER GROUP	System selected	N	NOM
6	SUPPLY SOLUTIONS INC	System selected ethnic	Y	ASA

Your eSource is now complete. To notify suppliers, click the "Notify" button.

Notify

Click to notify the selected suppliers

CAUTION!!

If you do not want to notify suppliers, please click "Exit", which will return you to the eSource menu screen. This eSource information will be saved.

Exit



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

After receiving the responses from the participating suppliers, conduct the evaluation based on the type of requirements included in the RFQC.

Evaluation process for a Request for Qualified Contracts (RFQC)

Pass/Fail

Use this evaluation method if the requirements are written for Yes/No responses.

Technical Evaluation

Use this evaluation method if you have Mandatory Requirements, Mandatory Scored Requirements, and/or Additional Scored questions. Use the points assigned to each question to conduct the technical evaluation. For this process, you need an Evaluation Committee to perform the evaluation (just the same way you would for an RFP). With the exception that the score for pricing is not incorporated as part of the final score.



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

Once the RFQC has been posted and responses have been evaluated, you are ready to *qualify the suppliers*.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia®
Department of Administrative Services

eSource Maintenance on ES-RFQC-48400-1152

- [View eSource](#)
- [Edit eSource](#)
- [View Responses](#)
- [Cancel eSource](#)
- [Qualify Suppliers \(RFQC\)](#)

Return to Menu

EQ_edit

Follow the proper evaluation procedures to select the appropriate qualified suppliers



RFQC

Step 1 – Selecting Qualified Suppliers

After determining the suppliers that have been qualified, enter the selection to indicate who will be invited to participate in Step 2 – either in an RFQ or in an RFP sourcing event.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

List Of Suppliers Who Responded

ES-RFQC-84700-107

No.	Company Name	Supplier Name	Qualify
1	W W GRAINGER INC	Rodney Lynn	<input checked="" type="checkbox"/>
2	SAFETY PRODUCTS INC	Ann McGorrian	<input checked="" type="checkbox"/>
3	3M COMPANY TSS	BIDGROUP BIDGROUP	<input checked="" type="checkbox"/>

Click to select qualified suppliers

ES_RFQC_qualification



Posting an RFQC

Step 1 – Selecting Qualified Suppliers

This screen displays the list of qualified suppliers.

The screenshot displays the Georgia Procurement Registry interface. At the top left, it features the 'Team Georgia Marketplace' logo with a shopping cart icon. At the top right is the 'Georgia Department of Administrative Services' logo. The main heading is 'Georgia Procurement Registry'. Below this, the title 'List Of Qualified Suppliers' is centered. A table lists three suppliers with their IDs, company names, and supplier names. A 'CLOSE WINDOW' button is located at the bottom center of the list area.

No.	Company Name	Supplier Name
1	W W GRAINGER INC	Rodney Lynn
2	SAFETY PRODUCTS INC	Ann McGorrian
3	3M COMPANY TSS	BIDGROUP BIDGROUP

CLOSE WINDOW

ES list RFQC Vendors



Posting and RFQC

Step 2 – Posting an RFQ or an RFP

Suppliers that have been qualified in Step 1 move on to participate in Step 2. Step 2 consists of posting an RFQ or an RFP (depending on what is best).

Step 2 begins once the suppliers have been selected using the RFQC (or once Step 1 is complete).

Things to Keep in Mind

- You can not make an award from an RFQC (or after the completion of Step 1).
- You can not add additional suppliers on Step 2 of the process (or when you post the RFQ or the RFP).

RFQC

Step 2 – Posting an RFQ or an RFP

Start the posting of the RFQC by accessing the Main menu of eSource and clicking on Post New eSource. Complete the eSource Bid Process. This example uses an RFP. Then, select the **Referring to RFQC** to bring the list of qualified suppliers into the new sourcing event you are posting (RFP, in this case) to complete the award.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia®
Department of Administrative Services

eSource Posting

Create new eSource based on previous eSource RFP's:

Referring to RFQC :

ES-RFQC-84700-10 — General Office Construction
ES-RFQC-84700-42 — Cosmotology Program Supplies
ES-RFQC-84700-55 — HVAC Repair Parts and Service
ES-RFQC-84700-96 — Landscape and Grounds Contract

eSource Number
Solicitation Process
Purchasing Type
Category Type

Open Market
Goods

Select the appropriate RFQC from the Referring to RFQC to select the suppliers already selected who will participate in the RFP (or RFQ)

RFQC

Step 2 – Posting an RFQ or an RFP

Review the list of qualified contractors that will participate in the new sourcing event you are posting to complete the award.

Team Georgia Marketplace
Georgia Procurement Registry

Georgia
Department of Administrative Services

eSource Posting

Create new eSource based on previous eSource RFP's:

Referring to RFQC :
ES-RFQC-84700-10 --- General Office Construction

[Qualified Contractors](#)

Click to display list of prequalified Suppliers

eSource Number ES-RFP-84700-100
Solicitation Process RFP
Purchasing Type Open Market
Category Type Services/Special Projects
Agency Name 84700-FLINT RIVER TECHNICAL COLLEGE
Contact Name Acey, Stacy

RFQC

Step 2

This provides you the list of suppliers that will participate in the new sourcing event you are posting to complete the award.



The screenshot displays the Georgia Procurement Registry interface. At the top left, it features the 'Team Georgia Marketplace' logo and the text 'Georgia Procurement Registry'. At the top right, it shows the 'Georgia Department of Administrative Services' logo. The main content area is titled 'List Of Qualified Suppliers' and contains a table with two columns: 'No.' and 'Supplier Name'. The table lists two suppliers: 'Y&S Technologies' (Mordy Finck) and 'TECHNOLOGY INTEGRATION GROUP' (Bob Kopesky). A 'CLOSE WINDOW' button is located below the table. The text 'ES_list_RFQC_Vendors' is visible in the bottom right corner of the interface.

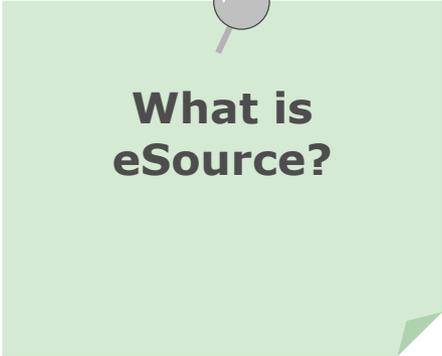
No.	Company Name	Supplier Name
1	Y&S Technologies	Mordy Finck
2	TECHNOLOGY INTEGRATION GROUP	Bob Kopesky

CLOSE WINDOW

ES_list_RFQC_Vendors

Continue posting the RFP (or RFP) the same way as instructed earlier.

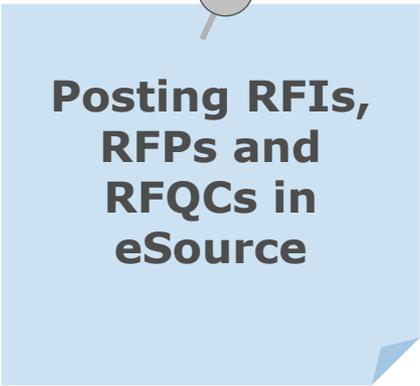
Webinar Summary



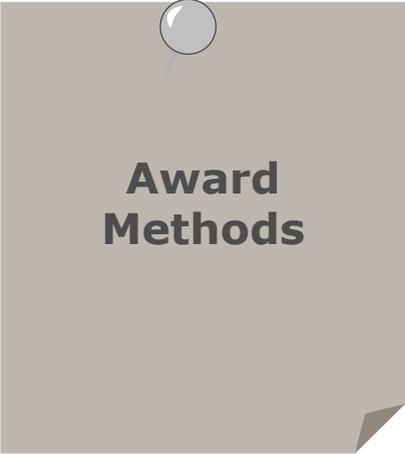
**What is
eSource?**



**New
enhancements
to the RFQ
process**



**Posting RFIs,
RFPs and
RFQCs in
eSource**



**Award
Methods**



Questions?

