



**To:** APOs and CUPOs

**AUD #23-07**

**CC:** Jim Barnaby, Deputy Commissioner, State Purchasing Division  
Mary Chapman, Deputy Division Director, State Purchasing Division

**From:** Audits, State Purchasing Division (SPD)

**Date:** October 31, 2022

**Re:** Audit of Cancelled Solicitations - July 2022

### **Background**

A state entity may withdraw or cancel a solicitation posted to the Georgia Procurement Registry (GPR). Section 4.8.2 of the Georgia Procurement Manual (GPM) requires “a notice of cancellation, SPD-SPR014RFX Cancellation Notice, will be issued to include either a description or to document the reason for the cancellation.” Posting a cancellation notice to the GPR for a cancelled solicitation is important to ensure transparency in the solicitation process.

### **What we audited**

SPD Audits identified eight solicitations posted to the GPR in July 2022 and had a status of “cancelled” (as of August 23, 2022) from three state entities. The cancelled solicitations are shown by the solicitation process in **Table 1**.

**Table 1**  
**Cancelled Solicitations by Solicitation Process**  
**July 2022**

<b>Solicitation Process</b>	<b>Number Cancelled</b>
Request for Quotations (RFQ)	8
Source: Georgia Procurement Registry	

### **Results**

Using the requirements from the GPM and State law as guidance, the audit identified the following:

- six of the cancelled solicitations were not subject to the State Purchasing Act and not under the purview of the Department of Administrative Services (DOAS). Consequently, these solicitations are not subject to posting the cancellation notice as the GPM requires.
- two of the cancelled solicitations contained the required Form SPD-SPR014RFX Cancellation Notice

### **Conclusion**

No further action is required at this time. SPD will continue to monitor solicitations posted in July 2022, which remained “open” or “under evaluation” at the time of the audit to ensure that the required actions are taken.