

# Supplier Orientation: Part 2

## “Accessing Procurement Systems and Tools”



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

State Purchasing Division



# Welcome!



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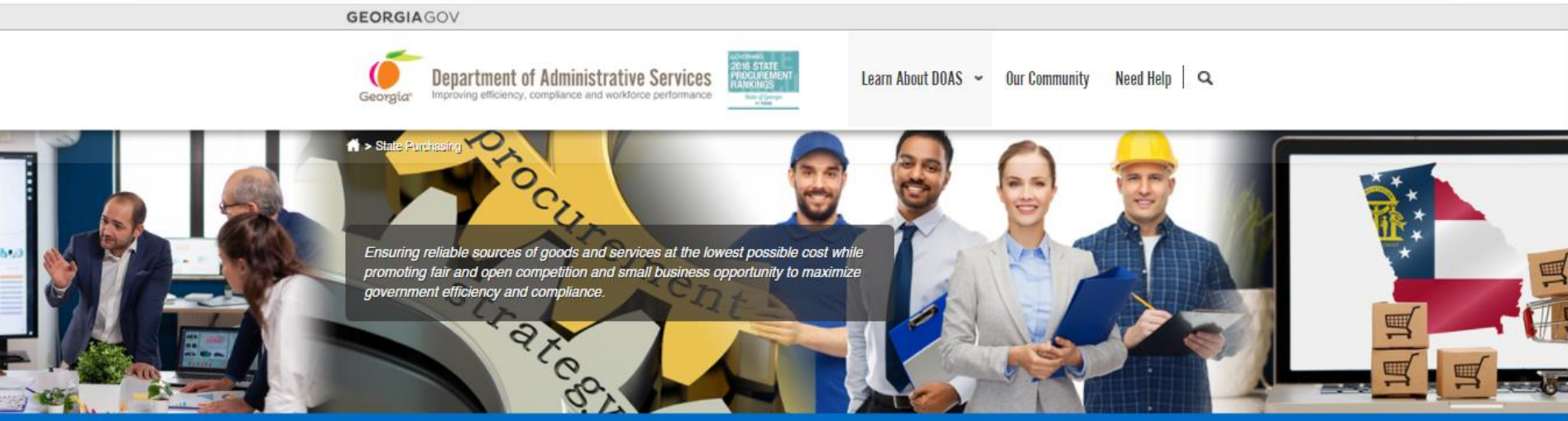
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# Agenda

- State Purchasing Overview
- Georgia Procurement Manual
- Order of Precedence
- Competitive Bidding Requirements
- Team Georgia Marketplace
- Georgia Procurement Registry
- Jaggaer Sourcing Director
- Statewide Contact Index
- Agency Procurement Officers List
- Supplier Training
- Support and Assistance
- Questions and Answers



# State Purchasing Division



State Purchasing is responsible for the purchase of more than \$4.5 billion of goods and services each year for state entities, colleges and universities. The division:

- Sets the procurement rules and regulations
- Manages procurement systems and platforms
- Issues and regulates statewide contracts
- Promotes equal access and competition among suppliers

For more information, visit our website:  
[www.doas.ga.gov](http://www.doas.ga.gov)

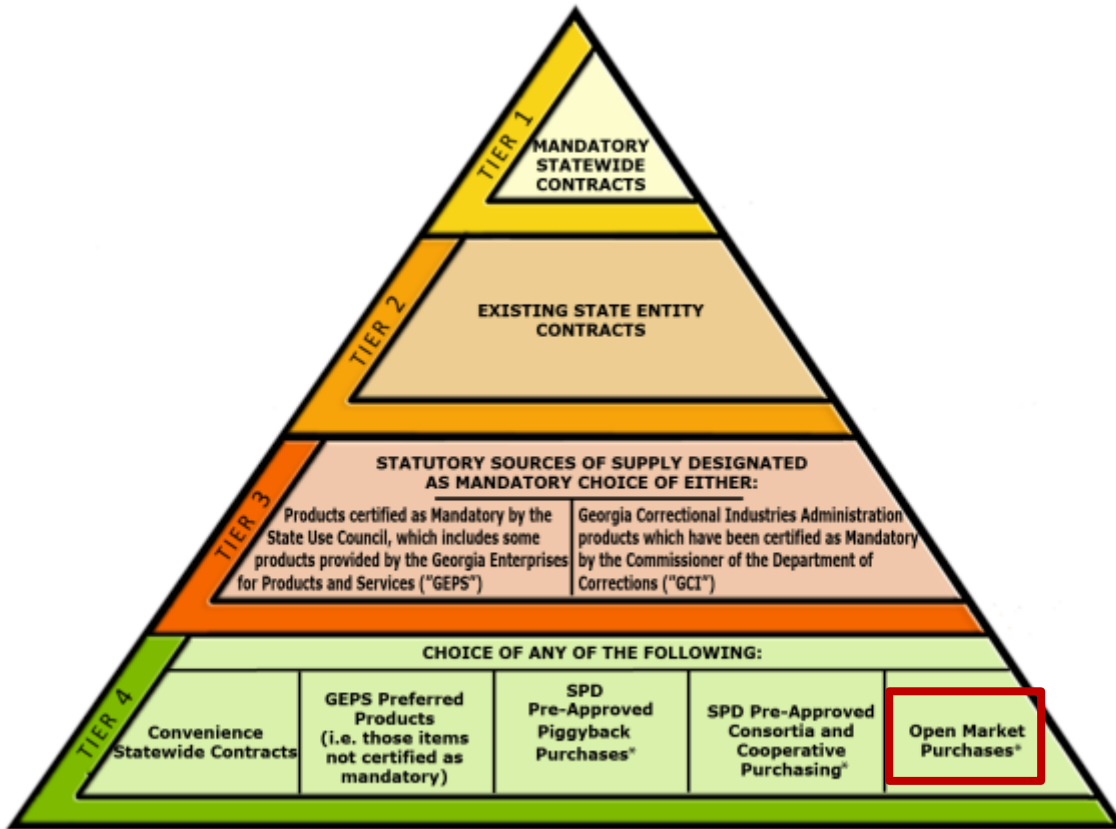
# Georgia Procurement Manual



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

# Order of Precedence

## Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

# Competitive Bidding Requirements



< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
  - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and Jaggaer Sourcing Director

# Team Georgia Marketplace™



**First step in Doing  
Business with the  
State of Georgia!**

## Desktop and Laptop Computers

### TeamWorks Financials 9.2

*(PeopleTools v. 8.55.20)*

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

## Mobile Browsers

### TeamWorks Financials 9.2

*(PeopleTools v. 8.55.20)*

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



# Team Georgia Marketplace™

Georgia Department of Administrative Services  
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | Search

## WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

- New Careers Website  
New and improved ATS
- State contacts on the go  
Download Team Georgia Directory mobile app!
- Supplier Services**  
Do business with the state
- Georgia Procurement Conference 2017

### BUSINESS SERVICES

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

Select Suppliers under **State Purchasing**

# Team Georgia Marketplace™

The screenshot shows the homepage of the Team Georgia Marketplace. At the top left is the logo for Team Georgia Marketplace, which includes a shopping cart icon. To the right of the logo is a dropdown menu labeled "My Homepage". Below the logo and menu are four main sections: "News and Announcements" with a "latest news" speech bubble icon; "Sign In" with a smartphone icon and a red arrow pointing to it; "Important Notice" with a paragraph of text and a sub-paragraph starting with "By logging into this application..."; and "User Registration" and "Bidding Opportunities" sections. The "User Registration" section has an icon of two people and the text "View Registration Options.". The "Bidding Opportunities" section has an icon of three people and the text "02 Opportunities". A large blue arrow on the left side of the page points to the "User Registration" section with the text "Click on User Registration to Register".

Team Georgia Marketplace

▼ My Homepage

**News and Announcements**

latest news

**Sign In**

**Important Notice**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

**User Registration**

View Registration Options.

**Bidding Opportunities**

02 Opportunities

Click on User Registration to Register

### Registration Unknown



[Unsure of How to Register?](#)

---

### Bidder Registration



Select this option if you have never done business with State Of Georgia and register here to be able to bid on events.

[More...](#)

[Register now](#)

---

### Add New User



Add New User For Existing Supplier Account and to be able to see purchasing details.

[More...](#)

[Register now](#)

# Team Georgia Marketplace™

## Bidder Registration

Help

Welcome Identifying Information Addresses Contacts Submit

Exit | Previous Next

**Welcome - Step 1 of 5**

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps. Once you have provided all the required information, proceed to the "Submit" step.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at:  
(404) 657-8000  
or email: [procurementhelp@doss.ga.gov](mailto:procurementhelp@doss.ga.gov)

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business

Individual

**Select either Business or Individual**

Exit | Previous Next

\* Required field

# Team Georgia Marketplace™

- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state

**Identifying Information - Step 2 of 5**

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

**Unique ID & Company Profile**

Tax Identification Number  
\* Entity Name  
http://URL

**Profile Questions**

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

**Standard Industry Codes - NIGP**

Standard Industry Code	Description

**Add NIGP Codes**

**Look Up List**

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

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

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

**Select Minority Classification**

Gross Annual Receipts Please check all that apply:

# Team Georgia Marketplace™

## Bidder Search

[Search NIGP Codes](#)

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

**Search Criteria**

NIGP Code:  Description:

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

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

# Team Georgia Marketplace™

## Bidder Registration



### Addresses - Step 3 of 5

Exit

Previous

Next

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

#### Primary Address ?

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

#### Other Addresses ?

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

- Bill To Address**  
Address for remitting payment
- Ship To Customer**  
Address for shipping goods/service
- Invoice Address**  
Address from which you send invoice

Exit

Previous

Next

# Team Georgia Marketplace™

## Bidder Registration

Welcome

Identifying Information

Addresses

**Contacts**

Submit

### Contacts - Step 4 of 5

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

**Company Contacts** ?

You have not added any contact

**Add Contact**

**Contacts**

Click "Add C  
Examples of  
**Compan**

You have

Add

\* Required

### Add Contacts

#### Contact Information ?

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

#### User Profile Information ?

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

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

Confirm Password

Language Code

Time Zone

Currency Code

OK

Cancel



# Team Georgia Marketplace™

## Bidder Registration



Help

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

Previous

Next

**Submit** - Step 5 of 5

Make sure you read the Terms and Conditions fully before continuing.  
Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

### Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

Exit

Previous

Next

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

## Team Georgia Marketplace Demonstration

# Georgia Procurement Registry

Georgia Department of Administrative Services  
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | Search

## WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

- New Careers Website  
New and improved ATS
- State contacts on the go  
Download Team Georgia Directory mobile app!
- Supplier Services**  
Do business with the state
- Georgia Procurement Conference 2017

### BUSINESS SERVICES

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

- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource

Select Suppliers under **State Purchasing**

# Georgia Procurement Registry



GEORGIA PROCUREMENT REGISTRY



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

## Announcements

### Welcome to New Georgia Procurement Registry

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

### Georgia Small Business Symposium

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

### Event Search Criteria

Type of Response: All | Search Keyword: Enter Event ID | Event Status: OPEN

Government Type: All | Government Entity: All

### Advanced Search

Event Process Type: All | Event Date Range: --- Select ---

Reset Search



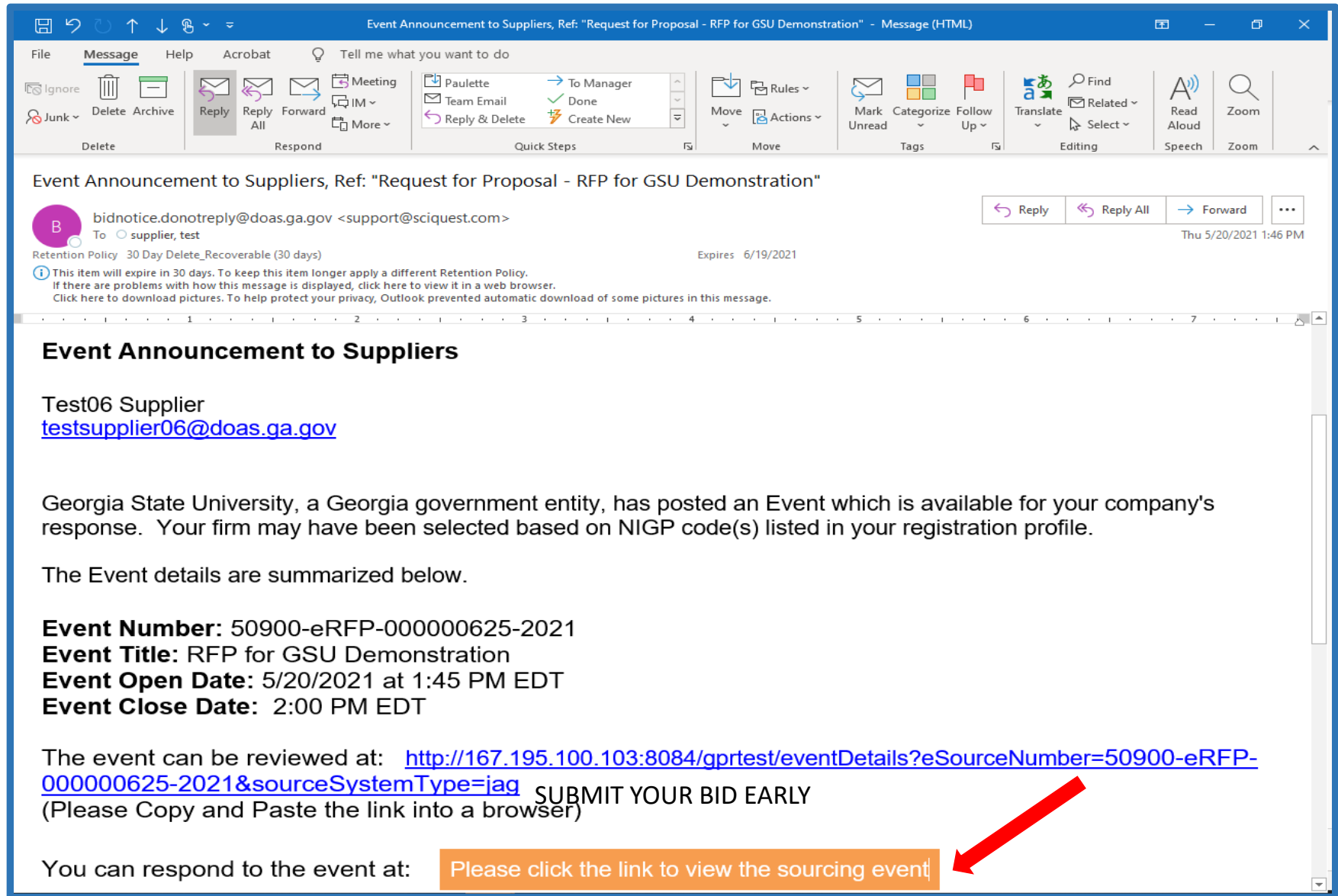
# Jaggaer Sourcing Director

**New!** Electronic bidding tool used by the University System of Georgia and its state colleges and universities




- <https://www.usg.edu/institutions/>
- <https://doas.ga.gov/state-purchasing/supplier-services/bids-and-contracts>

# Locate the Event: System Generated Email



The screenshot shows an Outlook window with the title "Event Announcement to Suppliers, Ref: 'Request for Proposal - RFP for GSU Demonstration' - Message (HTML)". The interface includes a ribbon with tabs for File, Message, Help, Acrobat, and Tell me what you want to do. The Message tab is active, showing various actions like Reply, Reply All, Forward, and Meeting. The email content is as follows:

Event Announcement to Suppliers, Ref: "Request for Proposal - RFP for GSU Demonstration"

 bidnotice.donotreply@doas.ga.gov <support@sciquest.com>  
To: supplier, test  
Retention Policy: 30 Day Delete\_Recoverable (30 days) Expires: 6/19/2021  
Thu 5/20/2021 1:46 PM

**Event Announcement to Suppliers**

Test06 Supplier  
[testsupplier06@doas.ga.gov](mailto:testsupplier06@doas.ga.gov)

Georgia State University, a Georgia government entity, has posted an Event which is available for your company's response. Your firm may have been selected based on NIGP code(s) listed in your registration profile.

The Event details are summarized below.

**Event Number:** 50900-eRFP-000000625-2021  
**Event Title:** RFP for GSU Demonstration  
**Event Open Date:** 5/20/2021 at 1:45 PM EDT  
**Event Close Date:** 2:00 PM EDT

The event can be reviewed at: <http://167.195.100.103:8084/gprtest/eventDetails?eSourceNumber=50900-eRFP-000000625-2021&sourceSystemType=jag> **SUBMIT YOUR BID EARLY**  
(Please Copy and Paste the link into a browser)

You can respond to the event at: [Please click the link to view the sourcing event](#)

A red arrow points to the link in the final sentence.

# Locate the Event: Georgia Procurement Registry Search



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

## Event Search Criteria

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

## Advanced Search

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

<https://ssl.doas.state.ga.us/gpr/index>

# Locate the Event: Selecting the College/University



GEORGIA PROCUREMENT REGISTRY



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

	2022-IFB-GTRI-0085	GTRI - Solidworks Licenses	Georgia Institute Of Technology	Mar 18, 2022 @ 03:00 PM	Mar 25, 2022 @ 01:00 PM	1 days	Open
E	92100-GCI0000651	Cotton Seed	Georgia Correctional Industries Administrati	Mar 22, 2022 @ 11:41 AM	Mar 25, 2022 @ 02:00 PM	1 days	Open
	BR-30-2203-CM	D.M. Smith Building Renewal	Regents, Board Of(University System Of Georgia)	Mar 04, 2022 @ 10:48 AM	Mar 25, 2022 @ 02:00 PM	1 days	Open
E	46700-GDC0000992	Residential Substance Abuse Treatment Program	Corrections, Department Of	Jan 27, 2022 @ 03:01 PM	Mar 25, 2022 @ 02:00 PM	1 days	Open
E	51800-eRFP-000000207-2022	UGA Mechanical, Electrical, Plumbing Task Order Contract	University Of Georgia	Feb 22, 2022 @ 04:30 PM	Mar 25, 2022 @ 02:00 PM	1 days	Open
E	46100-DJJ0000299	Thinking for a Change (T4C)	Juvenile Justice, Department Of	Mar 04, 2022 @ 08:18 AM	Mar 25, 2022 @ 04:00 PM	1 days	Open
E	50900-eRFP-000000206-2022	GSU Call Center Services	Georgia State University	Feb 24, 2022 @ 12:00 AM	Mar 28, 2022 @ 11:00 AM	4 days	Open
	2057-22	Aerospace Engineering Aircraft Hangar Facility	Georgia Institute Of Technology	Mar 07, 2022 @ 02:11 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
	BR-50-2202-DB	Fulton Street Parking Deck	Regents, Board Of(University System Of Georgia)	Mar 07, 2022 @ 01:48 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
E	48400-DOT0002529	HVAC Maintenance and Repair (repost)	Transportation, Department Of	Mar 14, 2022 @ 01:54 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
E	54300-eRFQ-000000141-2022	KSU - Generator Maintenance and Repair Services	Kennesaw State University	Mar 08, 2022 @ 09:00 AM	Mar 29, 2022 @ 12:00 PM	5 days	Open



# Locate the Event: Respond to Event

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

Event Details | Documents | **Respond to Event**

Event ID	Event Type	Event Status	Purchase Type	Category Type	Government Type	Fiscal Year	Agency Site
50900-eRFP-000000206-2022	RFP	Open	Open Market	Services / Special Projects	state	2023	

50900 GEORGIA STATE UNIVERSITY

### Buyer Contact:

Attlee Billings [abilings@gsu.edu](mailto:abilings@gsu.edu) +1 404-413-3157

### Description

Purpose of Procurement Pursuant to the State Purchasing Act (Official Code of Georgia Annotated 50-5-50 et seq.), this electronic Request for Proposals (eRFP) is being issued to establish a contract with a qualified supplier who will provide GSU Call Center Services to the The Board of Regents of the University System of Georgia By and on Behalf of Georgia State University (the State Entity) as further described in this eRFP.

### **NIGP Codes**

Code	Description
83931	Call Answering Telephone System, High Volume

# Locate the Event: Respond to Event

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

## ← GSU Call Center Services

Start Date: Feb 24, 2022 @ 12:00 AM ET

End Date: Mar 28, 2022 @ 11:00 AM ET

Ends In: 4 days

Event Details Documents **Respond to Event**

This Government agency will only accept electronic bid responses from Suppliers for this bid opportunity.

Consult the [Quick Reference Guide](#) for assistance in responding to the bid.

[Click to submit your response.](#)

# Locate the Event: Respond now



GEORGIA PROCUREMENT  
REGISTRY



Welcome to State of Georgia Sourcing Portal, providing our suppliers with the ability to bid on any available Sourcing Event directly online.

To submit a bid or proposal, you must be registered with **Team Georgia Marketplace** as a supplier or bidder.



To register, [click here to create account](#).

Please contact Procurement Help Desk: **404-657-6000** [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov) for any question. For Step-by-Step Guide on Submitting your Response, access the [Quick Reference Guide](#).

***Forgotten your password or having trouble accessing your account?***

Contact Jaggaer Supplier Support at **1-800-233-1121** option 2 or submit a support ticket into Jaggaer [here](#).

## Business Opportunities

[Back to Georgia Procurement](#)

- Open for Bid
- Upcoming
- Closed
- Awarded
- All

### Status

### Details

Open

### GSU Call Center Services

GSU Call Center Services

**Open** 2/24/2022 12:00 AM **EST** Type eRFP  
**Close** 3/28/2022 11:00 AM **EDT** Number 50900-eRFP-000000206-2022  
Contact Attlee Billings [abilings@gsu.edu](mailto:abilings@gsu.edu)  
Details [View as PDF](#)

Respond Now



# Enter Email to login/Create Account



## GEORGIA PROCUREMENT REGISTRY



Welcome to State of Georgia Sourcing Portal, providing our suppliers with the ability to bid on any available Sourcing Event directly online.

To submit a bid or proposal, you must be registered with **Team Georgia Marketplace** as a supplier or bidder. To register, click [here](#) to create account.

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***Forgotten your password or having trouble accessing your account?***

Contact Jaggaer Supplier Support at **1-800-233-1121** option 2 or submit a support ticket into Jaggaer [here](#).

 **Please login to view the sourcing event.**

Enter your email to Login/Create Account

English ▼

Next

Email

## Georgia Procurement Registry Demonstration

# Statewide Contract Index

The screenshot shows the Georgia Department of Administrative Services website. The header includes the Georgia logo, the department name, and a tagline: "Improving efficiency, compliance and workforce performance". There is also a "2016 STATE PROCUREMENT RANKINGS" badge. Navigation links include "Learn About DOAS", "Our Community", and "Need Help". A search bar is present with a magnifying glass icon.

The main content area features a large heading: "WELCOME. WHAT ARE YOU LOOKING FOR?". Below this is a search bar with a "Filter-by..." dropdown menu and a "SEARCH" button.

Four promotional cards are displayed:

- New Careers Website**: New and improved ATS
- State contacts on the go**: Download Team Georgia Directory mobile app!
- Supplier Services**: Do business with the state
- Georgia Procurement Conference 2017**

The "BUSINESS SERVICES" section contains three main cards:

- RISK MANAGEMENT**
- STATE PURCHASING**: Georgia Procurement Conference 2017, Statewide Contracts, Suppliers, Law, Administrative Rules and Policies, Order of Precedence, View All
- FLEET MANAGEMENT**

A red box highlights the "Supplier Services" card and the "STATE PURCHASING" card. A blue callout bubble points to the "Suppliers" link under "STATE PURCHASING".

Select Suppliers under **State Purchasing**

# Statewide Contract Index

## Team Georgia Marketplace



State of Georgia

### SIGN IN

Welcome To Team Georgia Marketplace!

**Existing Users:** Please enter your user name and password below (fields are case-sensitive).  
**New Users:** Please [Click Here](#) for access. You will be provided with details on how to access this site.

..... User Name \*

..... Password \*

[Forgot your Password?](#)

# Statewide Contract Index

Shopping Dashboard-TGM Guest x Shopping Dashboard-TGM Guest x Georgia Procurement Registry x +

Not secure | solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstamp=1586418219941

Team Georgia Marketplace

Contract Search (Alt+Q) 0.00 USD

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

## Shopping Dashboard-TGM Guest

### Advanced Contract Search



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

### Shop From the Top

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

#### Shortcuts

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

#### Browse

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

### System Notifications

No alerts/notifications at this time.

### Catalog Discrepancy

[Catalog Discrepancy Form](#)

### Covid-19 Updates

#### CHANGES IN BUSINESS OPERATIONS DUE TO COVID-19 OUTBREAK

State Purchasing Division announces notification of [statewide contract suppliers](#) IMMEDIATE Temporary Closure, under executive order of their respective States.

#### Home Depot Covid-19 Update

State Purchasing Division announces the statewide contract for [Walk-In Building Supplies \(99999-SPD-G20170531-002\) with Home Depot, USA](#) has reduced store hours in response to Covid-19. The stores are **temporarily adjusting the store hours to close at 6 p.m., beginning Thursday, March 19.** The opening hours will remain unchanged.

### SPD Spotlight



#### "IT Technology Matrix"

The [IT Technology Matrix](#) is a list of the current statewide suppliers and resellers for the active statewide technology contracts as of January 29, 2020.



# Statewide Contract Index

## Statewide Contract Index Demonstration

# Agency Procurement Officers List

[Click here](#)  
to access!

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

# Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



[Click here](#) to view our training calendar!

## SUPPLIER TRAINING

### Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register](#) for a Supplier Orientation.

### Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

### Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)

# Governor's Executive Order 07.13.22.01



- Create the position of Small Business & Supplier Diversity Manager
- Hold regular meetings with small business community stakeholders
- Increase outreach to small business community with focus on minority-owned, woman-owned and veteran-owned businesses; Identify challenges faced by small businesses in the state procurement process
- Prepare recommendations to make state procurement process more easily accessible
- Collaborate with Georgia Department of Economic Development and UGA SBDC Multicultural Business Division
- Report due October 31, 2022



# Small Business & Supplier Diversity Initiative Survey

## Small Business & Supplier Diversity Initiative Survey

As directed by Governor Brian P. Kemp through Executive Order 07.13.22.01 discussed earlier, DOAS is increasing outreach to small businesses across our state, with a focus on minority-owned, woman-owned, and veteran-owned businesses.

**We want to hear from you.** As the Department responsible for procuring goods and services for state government agencies, we are asking for your input in helping us identify challenges faced by small businesses looking to participate in the state procurement process.

Your input will help us develop recommendations on ways DOAS can enhance the state procurement process, making it more accessible to Georgia's small businesses.

<https://www.surveymonkey.com/r/GeorgiaSmallBusinessSupplierDiversitySurvey>

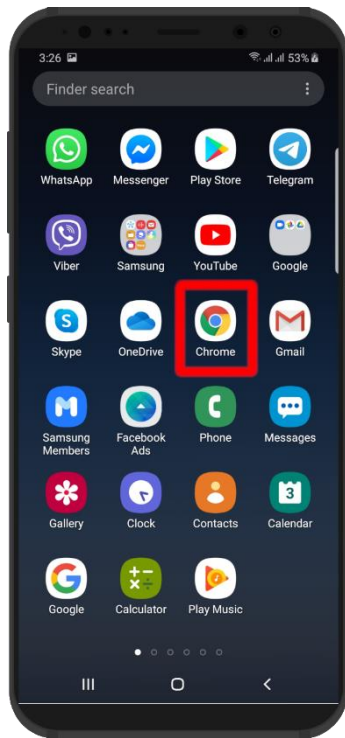
Take our  
**SURVEY**

**Option 1: Scan QR code  
with mobile phone to  
launch survey**



## Option 2

1. Open a web browser and type:  
[PollEv.com/GADOAS](https://PollEv.com/GADOAS)



2. Type in your **Name** and click **Continue** (or select Skip)

**Welcome to gadoas's presentation!**

**Introduce yourself**

Enter the screen name you would like to appear alongside your responses.

0 / 50

**Continue**

**Skip**

Using a screen name allows the presenter and other participants to attach your screen name to your responses. You can change your screen name at any time.

3. Click **Start Survey**

**Small Business & Supplier Diversity Survey**

13 questions

**Start survey**

4. **Respond** to Questions and then Click **Finish**



# Support & Assistance

## Supplier Services Website

- Georgia Procurement Manual
- Team Georgia Marketplace Training
- Jaggaer Sourcing Director
- Georgia Procurement Registry

## Supplier Orientation

## Supplier Webinar

## Supplier Outreach & Communications

- Julian A. Bailey, [julian.bailey@doas.ga.gov](mailto:julian.bailey@doas.ga.gov)
- Lanique Bradley, [Lanique.Bradley@doas.ga.gov](mailto:Lanique.Bradley@doas.ga.gov)

## System-related issues

- State Purchasing Contact Center Help Desk Email – [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)
- State Purchasing Contact Center Help Desk telephone – 404-657-6000

