



**Instructions for  
Posting Bidders/Offerors' Conference  
in  
Georgia Procurement Registry**

# Bidders/Offerors' Conference Document Preparation

Use form SPD-SPR010 –  
Bidders/Offerors'  
Conference Announcement  
to announce the Conference

To find this form:

1. Display the State Purchasing Division website
2. Click on the 7 Stages of Procurement
3. Scroll down to Stage 4 – Solicitation Process
4. Complete the form by entering data in each field and indicating whether the Conference is *Mandatory* or *Optional*



**Bidders/Offerors' Conference Announcement**

Solicitation Number:  
Solicitation Name:

|                                    |  |
|------------------------------------|--|
| Requesting Entity                  |  |
| Date of Conference                 |  |
| Time of Conference                 |  |
| Location                           |  |
| Link to Directions (if applicable) |  |
| Issuing Officer                    |  |
| Telephone No                       |  |
| E-mail                             |  |
| Due Date & Time                    |  |

This notification confirms the Bidders/Offerors' Conference to be held at the time and date specified above for this solicitation. Participation in this Conference is **Select:** For additional information, please contact the Issuing Officer identified above.

Indicate if attendance to the conference is Mandatory or Optional using the "drop down" selection within the form



# Bidders/Offerors' Conference Document Preparation

Once you have completed the Bidders/Offerors' Conference Announcement form, complete the following steps to post it:

1. Name your file using the following standard:

**Solicitation Name-Conference-Date**

For example: **CanineSuppliesConference32509.pdf**

2. Scan the document or save it as a Portable Document Format (PDF) file
3. Save it to your Desktop

# Attaching the Announcement to a Posted Solicitation on the GPR

After you have scanned and/or saved the completed announcement form and all necessary accompanying documents, post the announcement to the Georgia Procurement Registry (GPR) as follows:

1. Login to the Georgia Procurement Registry (GPR) and select **Main Menu**

Click on  
Main Menu

Team Georgia Marketplace

Georgia Procurement Registry

Georgia Department of Administrative Services

**MAIN MENU** SUBSCRIPTION LIST US BROWSE FOR BIDS CONTACT

**Bids Needing State Purchasing Approval  
or  
Awarding by the Agency**

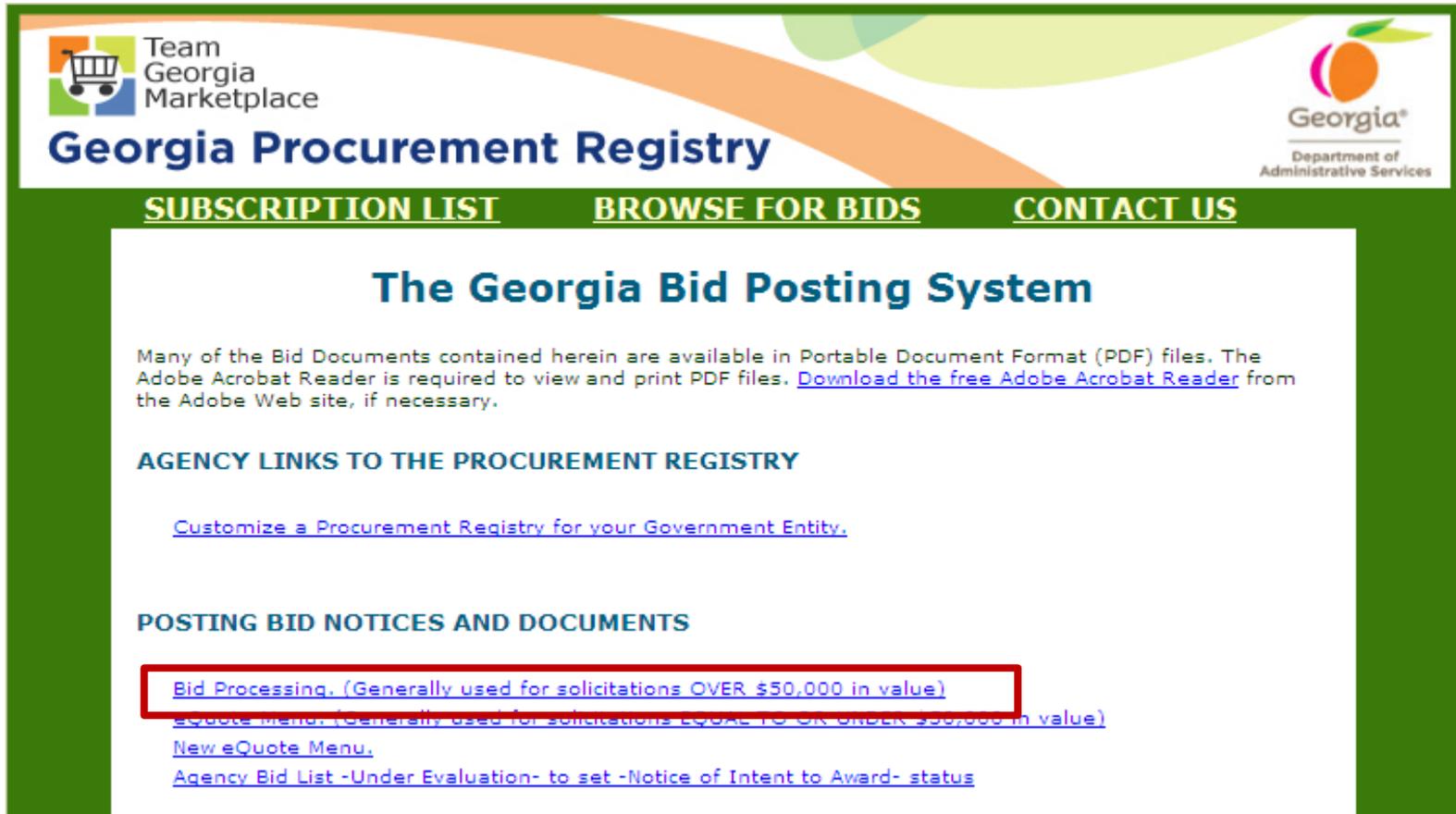
Click on the Bid Title to view the bid posting.

Bids with a "Process Needed" of "approval" can **NOT** be viewed by the public.

Click on the "Please Award" to Award the bid or complete the RFI.

# Attaching the Announcement to a Posted Solicitation on the GPR

2. Under Posting Bid Notices and Documents, click on **Bid Processing**



The screenshot displays the Georgia Procurement Registry website. At the top left is the 'Team Georgia Marketplace' logo, and at the top right is the 'Georgia Department of Administrative Services' logo. Below the logos is a green navigation bar with three links: 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. The main content area is titled 'The Georgia Bid Posting System'. Below the title, there is a paragraph of text explaining that many bid documents are in PDF format and providing a link to download Adobe Acrobat Reader. Underneath, there is a section titled 'AGENCY LINKS TO THE PROCUREMENT REGISTRY' with a link to 'Customize a Procurement Registry for your Government Entity.'. The next section is 'POSTING BID NOTICES AND DOCUMENTS', which contains four links: 'Bid Processing. (Generally used for solicitations OVER \$50,000 in value)', 'eQuote Menu. (Generally used for solicitations EQUAL TO OR UNDER \$50,000 in value)', 'New eQuote Menu.', and 'Agency Bid List -Under Evaluation- to set -Notice of Intent to Award- status'. The 'Bid Processing' link is highlighted with a red rectangular box.

Team Georgia Marketplace  
**Georgia Procurement Registry**

Georgia<sup>®</sup>  
Department of Administrative Services

[SUBSCRIPTION LIST](#)   [BROWSE FOR BIDS](#)   [CONTACT US](#)

## The Georgia Bid Posting System

Many of the Bid Documents contained herein are available in Portable Document Format (PDF) files. The Adobe Acrobat Reader is required to view and print PDF files. [Download the free Adobe Acrobat Reader](#) from the Adobe Web site, if necessary.

### AGENCY LINKS TO THE PROCUREMENT REGISTRY

[Customize a Procurement Registry for your Government Entity.](#)

### POSTING BID NOTICES AND DOCUMENTS

[Bid Processing. \(Generally used for solicitations OVER \\$50,000 in value\)](#)

[eQuote Menu. \(Generally used for solicitations EQUAL TO OR UNDER \\$50,000 in value\)](#)

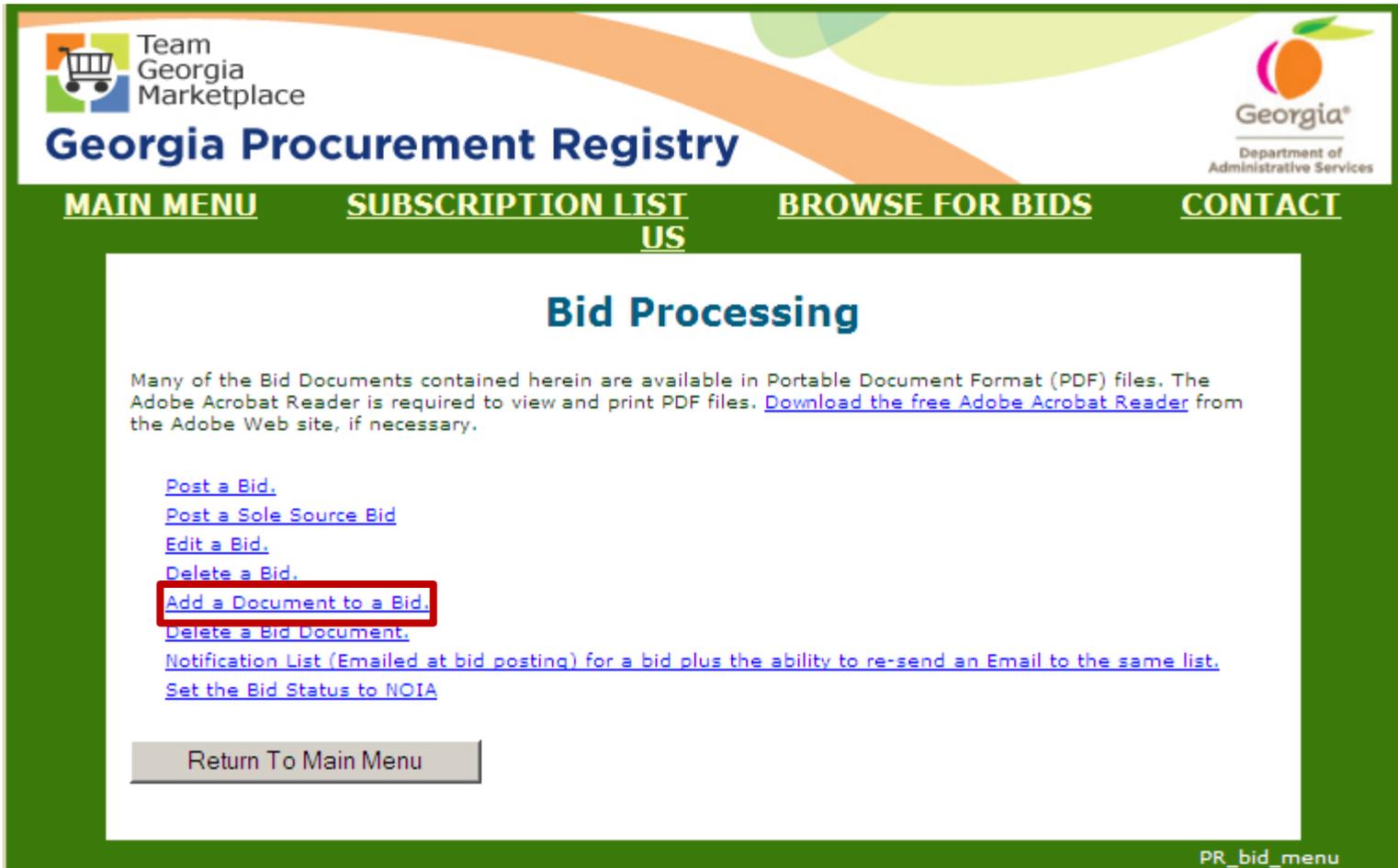
[New eQuote Menu.](#)

[Agency Bid List -Under Evaluation- to set -Notice of Intent to Award- status](#)



# Attaching the Announcement to a Posted Solicitation on the GPR

3. When the Bid Processing screen displays, click **Add a Document to a Bid**



Team Georgia Marketplace  
**Georgia Procurement Registry**

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[MAIN MENU](#)   [SUBSCRIPTION LIST US](#)   [BROWSE FOR BIDS](#)   [CONTACT](#)

## Bid Processing

Many of the Bid Documents contained herein are available in Portable Document Format (PDF) files. The Adobe Acrobat Reader is required to view and print PDF files. [Download the free Adobe Acrobat Reader](#) from the Adobe Web site, if necessary.

- [Post a Bid.](#)
- [Post a Sole Source Bid](#)
- [Edit a Bid.](#)
- [Delete a Bid.](#)
- [Add a Document to a Bid.](#)**
- [Delete a Bid Document.](#)
- [Notification List \(Emailed at bid posting\) for a bid plus the ability to re-send an Email to the same list.](#)
- [Set the Bid Status to NOIA](#)

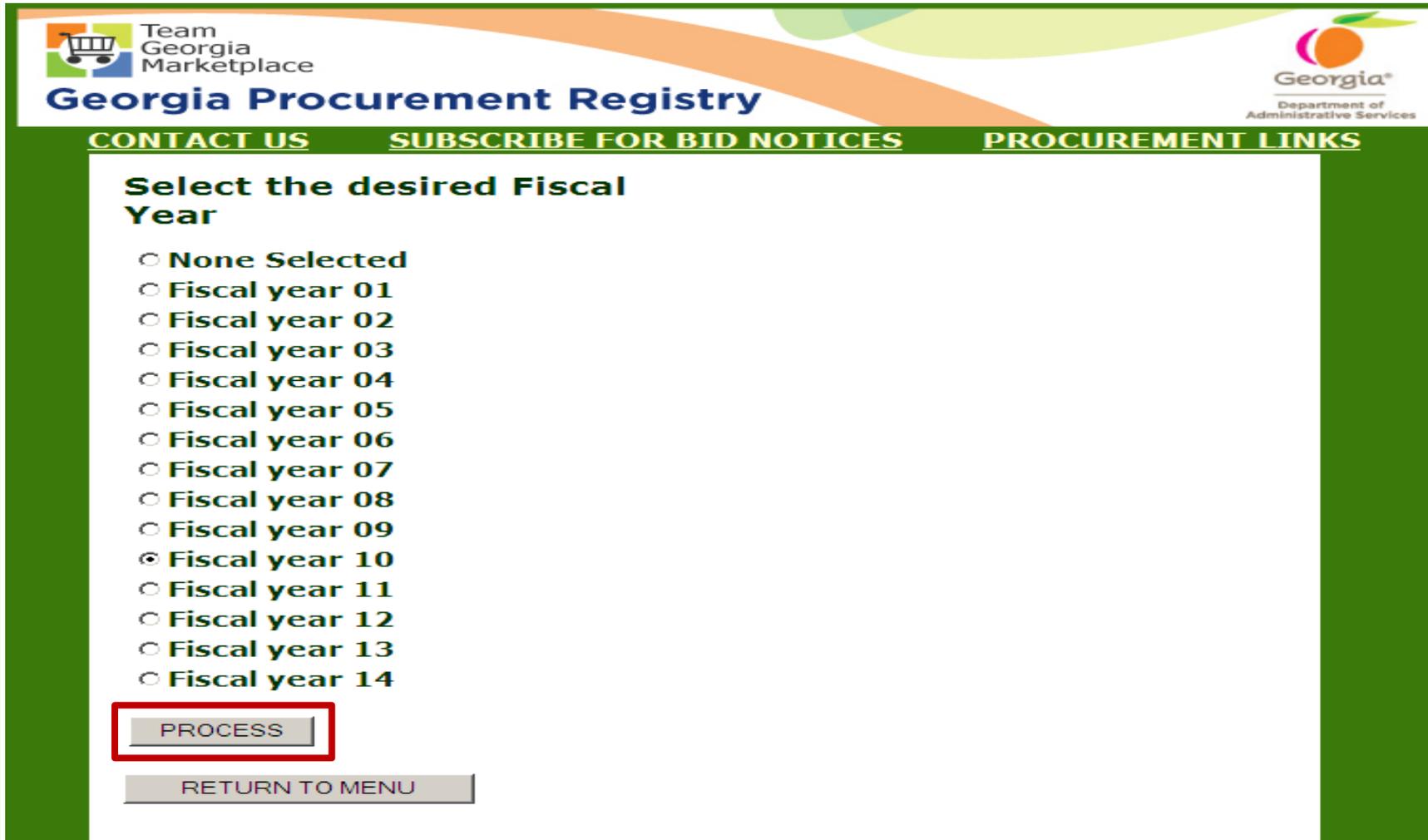
[Return To Main Menu](#)

PR\_bid\_menu



# Attaching the Announcement to a Posted Solicitation on the GPR

4. Select the appropriate fiscal year. Then, click on the **Process** button.



The screenshot shows the Georgia Procurement Registry website interface. At the top, there is a navigation bar with the following elements:

- Team Georgia Marketplace logo (left)
- Georgia Procurement Registry (center)
- Georgia Department of Administrative Services logo (right)

Below the navigation bar, there are three main menu items: **CONTACT US**, **SUBSCRIBE FOR BID NOTICES**, and **PROCUREMENT LINKS**.

The main content area displays the following form:

**Select the desired Fiscal Year**

- None Selected
- Fiscal year 01
- Fiscal year 02
- Fiscal year 03
- Fiscal year 04
- Fiscal year 05
- Fiscal year 06
- Fiscal year 07
- Fiscal year 08
- Fiscal year 09
- Fiscal year 10
- Fiscal year 11
- Fiscal year 12
- Fiscal year 13
- Fiscal year 14

At the bottom of the form, there are two buttons:

- PROCESS** (highlighted with a red box)
- RETURN TO MENU**



# Attaching the Announcement to a Posted Solicitation on the GPR

5. Click on the Browse button to locate and select the completed Offerors Conference Announcement form you want to attach to the solicitation
6. Then, click Process

**Georgia Procurement Registry**

## Add A Document

Bid Number 1232227777  
Agency Code 40300  
Fiscal Year 10  
The posted document will appear after the location selected.

Bid Document to be posted from your computer.  
Enter the name you want on the Registry for this document.

**Start Here**

**Browse...**

**PROCESS**

RETURN TO MENU

PR\_bid\_doc\_add



# View Attached Documents on the GPR

1. To view the attached document, click on **View the Document**

**Georgia Procurement Registry**

**State Purchasing Bid Document System**

View the Document (Pre bid Map)

Add another Document for this Bid

Return to Bid Menu

PR\_bid\_doc\_posting



# View Attached Documents on the GPR

2. The attached document displays under Documents

|   |    |   |
|---|----|---|
| <b>Bid Title</b>                                      | ** | <input type="text" value="Canine Supplies"/>  |
| <b>Contact Name</b>                                   | ** | <input type="text" value="Mary Zirock"/>  |
| <b>Contact Phone</b>                                  | ** | <input type="text" value="404-656-5880"/>   |
| <b>Contact E-mail</b>                                 | ** | <input type="text" value="mzirock@doas.ga.gov"/>  |
| <b>Bid Closing Date</b>                               | ** | <input type="text" value="07/24/2009"/> <small>Select from <a href="#">Calendar</a></small>               |
| <b>Bid Closing Time</b>                               | ** | <input type="text" value="01:00 PM"/>   |
| <b>Url</b>  |    | <input type="text"/>  |
| <b>Dollar Estimate</b>                                |    | \$95000   |
| <small>Agency DPA is: \$100000.00</small>             |    |   |
| <b>Bid Activity Code</b>                              | ** | <input type="text" value="Open"/>   |
| <b>Pre-Bid Conference</b>                             |    | <input type="text" value="Mandatory"/> <input type="button" value="Edit Pre-Bid Conference Information"/> |
| <b>Bid Description: **</b>                            |    |   |
| <input type="text" value="Canine Supplies"/>          |    |   |
| <b>Documents</b>                                      |    |   |
| <small>Click on items below for more details.</small> |    |   |
| <input type="button" value="Pre bid Map"/>            |    |   |
| <input type="button" value="EDIT BID"/>               |    |   |



# Attaching the Announcement to a Posted Solicitation on the GPR

To add additional documents, click on **Add another Document for the Bid** and repeat these steps for each document to be added

To end the process, click on **Return to Bid Menu**

Georgia Procurement Registry

State Purchasing Bid Document System

View the Document (Pre bid Map)

Add another Document for this Bid

Return to Bid Menu

PR\_bid\_doc\_posting