



State of Georgia  
Department of Administrative Services  
State Purchasing Division

Official Announcement #18-01

FROM: Lisa Eason, Deputy Commissioner, DOAS 

DATE: December 4, 2017

TO: State of Georgia Procurement Professionals

RE: **Statewide Contract Waiver Requests and Supplier Performance Reports**

## New Online Tools!

DOAS is pleased to announce two new automated tools for requesting a [Statewide Contract Waiver](#) and for submitting a [Supplier Performance Report](#). Both processes are replacing a manual form with a new online “interview” process. The interview will guide the submitter through questions relevant to the type of request.

These new tools provide the following benefits:

- Upon sign in, your contact, organization, and other information will be automatically populated, streamlining the submission.
- Submitted requests are delivered directly to the DOAS service provider.
- Ability to attach documents that will remain linked to your request.
- You will receive an email with a summary of your request.
- Follow up email communications and attachments are automatically linked with your request.
- There will be a record of past requests available through a new self-service portal. **COMING SOON!**
- Processing time will be reduced.

The online tools will be available beginning **December 15, 2017**. The Georgia Procurement Manual will be updated in the near future to reflect these updated submission processes.

### Beginning December 15, 2017:

#### **Statewide Contract Waiver Request**

Click [here](#) to submit a Statewide Contract Waiver Request  
([https://service.doas.ga.gov/app/answers/detailopa/a\\_id/1074](https://service.doas.ga.gov/app/answers/detailopa/a_id/1074))

Click [here](#) to access the Quick Reference Guide

#### **Supplier Performance Report**

Click [here](#) to submit a Supplier Performance Report  
([https://service.doas.ga.gov/app/answers/detailopa/a\\_id/1075](https://service.doas.ga.gov/app/answers/detailopa/a_id/1075))

Click [here](#) to access the Quick Reference Guide