



**State of Georgia  
Department of Administrative Services  
State Purchasing**

**Official Announcement #02-11**

**FROM:** Assistant Commissioner Tim Gibney 

**DATE:** November 18, 2010

**ATTENTION:** All Procurement Officers

**TOPIC:** Alternatives to Convenience Statewide Contracts

**DESCRIPTION:** Clarification to Convenience Statewide Contracts

**RESOURCES:** Georgia Procurement Manual

**QUESTIONS:** Process Improvement  
Email: [Processimprovement@doas.ga.gov](mailto:Processimprovement@doas.ga.gov)

DOAS Helpdesk  
Email: [Procurementhelp@doas.ga.gov](mailto:Procurementhelp@doas.ga.gov)  
Telephone: (404) 657-6000

DOAS continues to hear occasional concerns from suppliers of goods/services currently covered by convenience SWCs that some APOs and CUPOs believe the APOs and CUPOs are required to use such convenience SWCs. We remind you again that convenience SWCs are just that – SWCs that exist for your convenience but are not mandatory for use.

Agencies and colleges/universities are not required to use any convenience SWC as long as your alternate source of supply complies with the competitive bidding requirements of state law – specifically, if you decide not to use the convenience SWC, you may purchase goods/services covered by the convenience SWC from another supplier with or without competition if your fiscal year expenditures for those goods/services is expected to be \$5000 or less; and if your fiscal year expenditures for those goods/services covered by the convenience SWC can be reasonably foreseen as exceeding the statutory \$5000 competitive bid limit (see OCGA 50-5-69), an alternate supplier for those goods/services must be established via competitive bidding. Statewide contracts are competitively bid using aggregated spend across the enterprise so their resulting prices should be very competitive so we do ask that you consider the SWC as a source of comparison to your local bid.

Some suppliers have indicated that certain agencies or colleges/universities do not want to go to the trouble of establishing their own contract. We remind you that with DOAS' development and introduction of e-Source, competitive bidding is fast, simple and reaches a large pool of qualified and interested suppliers. If you do not want to use any particular convenience SWC, you should establish your own contract by soliciting competitive bids via e-Source or Team Georgia Marketplace™.