



# eSource User Guide

DEPARTMENT OF  
ADMINISTRATIVE SERVICES

*Customer Focused, Performance Driven*



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## Purpose of This Guide

This User Guide is designed for users of eSource. Users of eSource are normally issuing officers who need to post procurement events. This user guide assists issuing officers in understanding how to use eSource to post, modify, evaluate, and award an event.

In addition to the eSource User Guide, there is a companion guide available for suppliers.

Training on the use of eSource is also available for users and provided by the Professional Development staff of the Georgia State Purchasing Division (SPD). Suppliers also have access to online training available from the SPD website.

## Issuing Officers – Training Courses

The following courses are available to issuing officers interested in using eSource.

List of Courses	Course Name	Description	Prerequisites
3010L	eSource for RFQs	Electronic procurement system for posting of Request for Quotes (RFQs),	1000W 1002W 1010L 3000L
3025L	eSource for RFPs, RFIs, RFQCs	Electronic procurement system for posting of Request for Proposals (RFPs), Request for Information (RFIs), and Request for Qualified Contractors (RFQCs).	1000W 1002W 1010L 3000L 3010L 3022W 3015W 5000L

## Suppliers – Training Courses

The following courses are available to suppliers interested in responding to events posted in eSource.

Course Name	Description
Responding to an RFQ in eSource	Online tutorial of instruction
Responding to an RFP in eSource	Online tutorial of instruction
Responding to an RFQC in eSource	Online tutorial of instruction
Responding to an RFI in eSource	Online tutorial of instruction

## How to Use This Guide

To make it easier for you to identify certain sections within this user guide, we have created a list of icons. These icons illustrate tasks, timeframes, and dependencies.



Notes are preceded with this icon. Notes are used to call your attention to facts regarding the topic being discussed.



Warnings, Alerts and Exceptions are preceded with this icon.



A reminder.



Information indicates to review other documentation available on the topic.

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## Introduction to eSource

*eSource* is a web-based, procurement sourcing and solicitation tool that enables state Issuing Officers to electronically solicit bid or proposal opportunities.

Issuing Officers can post the following solicitation types using eSource:

- Request for Quotes (RFQs)
- Request for Proposals (RFPs)
- Request for Information (RFIs)
- Request for Qualified Contractors (RFQCs)

eSource is part of the **Georgia Procurement Registry (GPR)** which is a web-based system used by the state of Georgia to post and advertise all solicitations. The GPR receives solicitations from eSource, Team Georgia Marketplace™, and is directly posted to the GPR. These solicitations posted directly to the GPR are normally paper-based solicitations or sole-source notices.

Essentially, eSource replaces the use of a fax or paper-based event and is designed for state entities that are not Team Georgia Marketplace™ users. Team Georgia Marketplace™ is a PeopleSoft-based system designed for state entities that are State Accounting Office (SAO) PeopleSoft users. Team Georgia Marketplace™ state entity users process solicitations using Team Georgia Marketplace™ instead of eSource.

When state entities process RFQs using eSource or Team Georgia Marketplace™, the solicitation does not have a dollar limitation. RFQ events are used as a method of procurement where cost is the only consideration for selecting the winning supplier. However, when issuing officers process RFPs using eSource or Team Georgia Marketplace™, the state entity is bound by its **Delegated Purchasing Authority (DPA)**. This applies to all state entities bound by the rules and regulations of the purchasing section of the Official Code of Georgia Annotated (O.C.G.A.) and the [Georgia Procurement Manual \(GPM\)](#).

In addition, there is no dollar limit associated with using eSource as a procurement solicitation tool for the following:

- For purchases that are deemed to be *exempt*. These purchasing exemptions as described in this manual.
- For any city, county, K-12 public school or other non-

state governmental entity not bound by the rules and regulations of the purchasing section of the Official Code of Georgia Annotated (O.C.G.A.) and the [Georgia Procurement Manual \(GPM\)](#) that opts to use eSource as a procurement tool.

## *Benefits of Using eSource*

eSource provides the following benefits to the state:

- Enables the contacted suppliers to electronically respond to solicitation opportunities, therefore, eliminating the need to use paper to respond to an event.
- Helps participating suppliers prevent simple arithmetic errors when working with RFQs.
- Assists issuing officers maintain communication with suppliers regarding new events and existing events that require updates. Suppliers receive online updates of any event changes and/or addenda via email notifications, thereby making it much easier to manage the entire event process.
- Once the supplier submits his/her eSource response, the supplier receives immediate confirmation of the response submission and is still able to make edits between the posting of the solicitation and closing time.
- After the event closing date and time, issuing officers are able to evaluate the submitted responses, make award decisions, and notify all responding suppliers of the award decision via eSource. However, issuing officers are not able to see the actual responses to the solicitation until close date.
- Generates a unique eSource event number that allows the tracking of documentation, reporting, and open records requests.

## *When to Use eSource*

You can use eSource to process:

- Requests for Quotes (RFQs)
- Requests for Proposals (RFPs)
- Requests for Information (RFIs)

- Requests for Qualified Contractors (RFQCs)



All events posted in eSource display automatically on the public side of the Georgia Procurement Registry (GPR). Once you post an event on eSource, *you do not need to post it on the GPR*. eSource is part of the GPR.



Do not use eSource for:

- Any Sole-Source purchases
- Non-maintenance/Non-repair construction

## How to Get Help

For information on how to register new GPR and eSource users or for system issues with GPR or eSource, contact the State Purchasing Division (SPD) helpdesk by:

- Sending an email to the Help Desk at [ProcurementHelp@doas.ga.gov](mailto:ProcurementHelp@doas.ga.gov)

or

- By calling the Help Desk at *404-657-6000*.

## Accessing eSource

To use eSource, the Issuing Officer must be registered on the Georgia Procurement Registry (GPR).

The Agency Procurement Officer (APO) or College/University Procurement Officer (CUPO) for each state entity or Procurement Director/Manager for non-state entities is responsible for providing access to users of eSource. This official is responsible for the following functions:

- Registering new users to eSource
- Assigning a security level to access eSource.



Users already registered with the GPR are automatically able to use eSource. These users receive the same security level to use eSource as the one already assigned to use the GPR.

The following table provides the different levels of security for eSource users:

Security Level	Position	System Access
Level 6	APO or Senior Manager	GPR and eSource with access to all agency bids
Level 2	Agency Procurement Supervisor	GPR and eSource with access to their own events made by Level 1 staff
Level 1	Agency Buyer	GPR and eSource with access to their own bids
Level 0	Buyer for small value items or services only	eSource system only with access to their own bids



Levels 3, 4, 5, 7, and 8 are designated for State Purchasing Division (SPD) staff.

- 1 To access eSource, display the DOAS website at <http://www.doas.georgia.gov>.

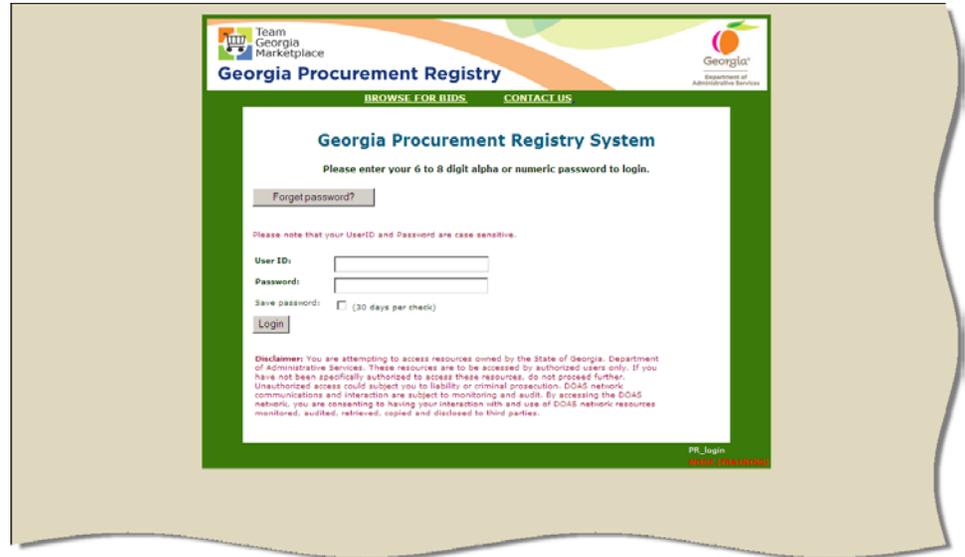
- Click on the **State Purchasing** icon listed under the section State & Local, located on the top, left side of the screen.



- When the State Purchasing screen displays, click on **Logon to GPR for State and Local Entities** link listed under the section titled Direct Links.



The Georgia Procurement Registry (GPR) System log in screen displays. eSource is part of the GPR.



## Logging Into eSource

- 1 To log into eSource, type:
  - a. Your **email address** in the User ID field.
  - b. Your **password** in the Password field.



If this is your first time accessing the system, type the word **Password** in the Password field.

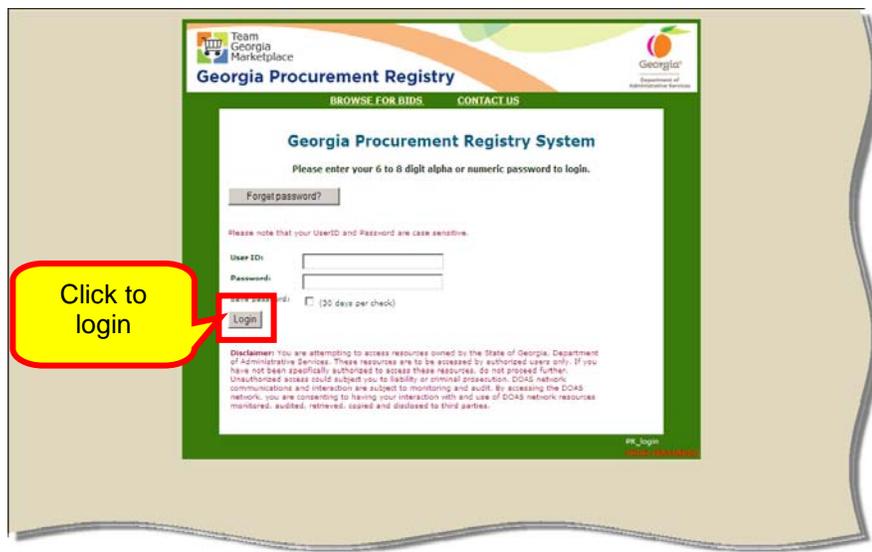
- 2 Click on the **Login** button.

If this is the first time you are logging into the GPR, eSource prompts you to complete required information and provide your own password. The prompt to change your password displays at the bottom of the screen.

- 2 Once you enter your **new** password, this screen displays to confirm that you have successfully changed your password. Click **Proceed** to continue.



- 3 The next screen requires that you sign on to eSource. This time you must use your User ID and *new* Password. Then click the **Login** button.



- 4 Once you have logged in, eSource displays a list of events that your state entity has posted and that are still in a pending status (re: need approval by SPD or need awarding by the state entity). You will not be using this screen in eSource, therefore, bypass this screen and continue with eSource Main Menu. Click on the **Main Menu** link to proceed.

NUMBER	BID TITLE	CLOSE DATE TIME	Process Needed	Bid Status
0101	<a href="#">Thinsamala</a>	2009-04-15 14:00	DPA Approval	Open
32509aab	<a href="#">heavy equipment</a>	2009-04-30 13:00	DPA Approval	Open
404000225092	<a href="#">Heavy Equipment</a>	2009-04-28 13:00	DPA Approval	Open
48400-101-0000001222	<a href="#">KIP - Heavy Equipment</a>	2009-04-24 13:00	DPA Approval	Open
GP09-0030400-00	<a href="#">Sub's Construction</a>	2009-04-09 14:00	DPA Approval	Open
000000009999880TCM	<a href="#">Eurole Hooded Jackets TCM</a>	2009-04-15 13:00	Please Award	Under Evaluation
0000000999999999	<a href="#">Sole Source LaVards Vending Machines</a>	2009-04-13 17:00	Please Award	Under Evaluation
001001001	<a href="#">Geotechnical Slope Inclinometer</a>	2009-04-01 17:00	Please Award	Under Evaluation
030509	<a href="#">Construction of Road XYZ</a>	2009-04-08 13:00	Please Award	Under Evaluation
02252009ab	<a href="#">Subsource-overhead doors</a>	2009-04-01 17:00	Please Award	Under Evaluation
1234	<a href="#">Mercy Jackets</a>	2009-02-13 13:00	Please Award	Under Evaluation
	<a href="#">Hooded Jackets</a>		Please Award	Under Evaluation

- 5 Clicking the Main Menu displays the GPR menu. When this screen displays, click on the link **eSource Menu**.



It is important to understand that you access eSource through the GPR Menu, which varies depending on the user's security level.

**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.

**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)  
[eSource Menu](#).



Although the eSource menu displays based on user's selected security level, the difference in menus is not an important factor. For this reason, only the Level 6 menu displays here. *All levels of users enter eSource using the same method.*

Team Georgia Marketplace

**Georgia Procurement Registry**

Georgia Department of Administrative Services

### eSource Menu

[Post New eSource](#)

[Review and Maintenance of eSource](#)

[View Intended Award that triggered NOIA](#)

[eSource Reports Menu](#)

**Just for testing**

[eSource List to hard close a quote](#)

[eSource NOIA fast forward](#)

Return To Main Menu

EQ\_menu\_buyer

## Posting a New Event

To post an event in eSource, you must review the [Georgia Procurement Manual \(GPM\)](#) and follow the guidelines and recommendations for posting times.

In addition, it is recommended that you organize the information and gather all necessary forms before you attempt to post an event in eSource.

### Posting Guidelines

The length of time to post an event depends on the amount of the purchase and refers to the length of time the event remains open to suppliers so that they can respond to the requirements of the event.

In selecting the appropriate posting period, consider the complexity of the solicitation and an appropriate period of time for a supplier to review the solicitation, ask questions, and prepare a sufficient response.

The [GPM](#) provides guidelines on how long to post the solicitation. The table below provides the minimum and recommended length of time to post the solicitation. You must follow at least the minimum guidelines.

It is important that you follow the recommended posting time. Following these guidelines increases the possibility of receiving competitive responses from the suppliers.

Type of Purchase	Minimum and Recommended Posting Time	Rationale
Sole-Source Solicitation	3 business days	<i>Cannot use eSource</i>
Solicitations valued from \$0 to \$9,999.99	<ul style="list-style-type: none"> <li><i>Minimum:</i> 3 business days</li> <li><i>Recommended:</i> 3 business days</li> </ul>	Must receive written approval from SPD to post for less than minimum.
Solicitations from	<ul style="list-style-type: none"> <li><i>Minimum:</i> 7</li> </ul>	Must be justified and must receive written

\$10,000.00-\$49,999.99	calendar days <ul style="list-style-type: none"> <li>• <i>Recommended:</i> 10 calendar days</li> </ul>	approval from SPD to post for less than minimum.
Solicitations from \$50,000.00-\$99,999.99	<ul style="list-style-type: none"> <li>• <i>Minimum:</i> 8 calendar days</li> <li>• <i>Recommended:</i> 15 calendar days</li> </ul>	Must be justified and must receive written approval from SPD to post for less than minimum.
Solicitations from \$100,000.00 - \$249,999.99	<ul style="list-style-type: none"> <li>• <i>Minimum:</i> 10 calendar days</li> <li>• <i>Recommended:</i> 20 calendar days</li> </ul>	Must be justified and must receive written approval from SPD to post for less than minimum.
Any solicitation valued at \$250,000.00 and above	<ul style="list-style-type: none"> <li>• <i>Minimum:</i> 15 calendar days</li> <li>• <i>Recommended:</i> 30 calendar days</li> </ul>	<ul style="list-style-type: none"> <li>• Must post for the required number of days (Mandated by law).</li> <li>• <i>Cannot obtain approval for less than minimum.</i></li> </ul>



If you include a Supplier’s Conference as part of the event, you must include an additional 5 business days between the date of the Supplier’s Conference and date of the event closing.

If you need to use the minimum posting time, you must indicate a reason for doing so in your documentation. You should also indicate this same reason in the Comments section of the event.



Should there be a situation whereby you are in a position of having to post for less than the minimum number of days indicated by the [GPM](#), you must submit a written request to the State Purchasing Division (SPD) with a detailed justification and receive written approval from SPD prior to posting the solicitation.



If your request is approved, keep the written approval and justification as part of the procurement file.

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## Getting Organized Prior to Posting

Prior to posting a new event in eSource, follow these steps to help simplify the process.

- 1 Locate all documents you plan to attach to the eSource and save them in an easily retrievable location on your computer.
- 2 Determine all descriptions and comments you plan to include in your eSource and create them in a separate Word document from which you will be able to cut and paste onto your eSource. This is recommended because eSource does not have the spell check capability.
- 3 Decide on which [NIGP Codes](#) you plan to use in your event. The *NIGP Code* was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing. NIGP Codes provide a coding structure for standardizing purchasing.
- 4 Because you are using eSource to post an RFQ, RFP, RFI or RFQC to the GPR, determine what other requirements you need as part of the event. This would allow you to be prepared to include additional documents as part of your specifications/requirements.

Below is a list of items that you could include as part of your event in eSource:

- Well-defined specifications or a clear description of scope of work
- Additional contractual terms and conditions
- Delivery requirements
- Quality expected, including performance requirements
- Samples required, if necessary
- Packaging requirements
- Warranty information
- Insurance and/or bonds requirement, if applicable
- Pre-bid conference or site visit information, if applicable, (must not be less than 5 business days before eSource closing date)
- References required, if necessary
- Training requirements
- Maintenance or installation requirements
- Whether or not you are going to ask suppliers to submit
- Discount options for early payment
- Asking suppliers to specify the length of time their

pricing is good for (since eSource allows for re-awarding)

- Asking the supplier if the P-card is accepted

## Posting an Event in eSource

- 1 To post a new event in eSource, start at the eSource Main Menu.



An event in eSource contains three distinct sections:

- Bid Process selection
- The Header Panel
- If a Request for Quote (RFQ), it contains line items. Otherwise, it contains attached documents that represent the requirements, questions, cost, etc.

As a result, you perform the posting process by completing two steps:

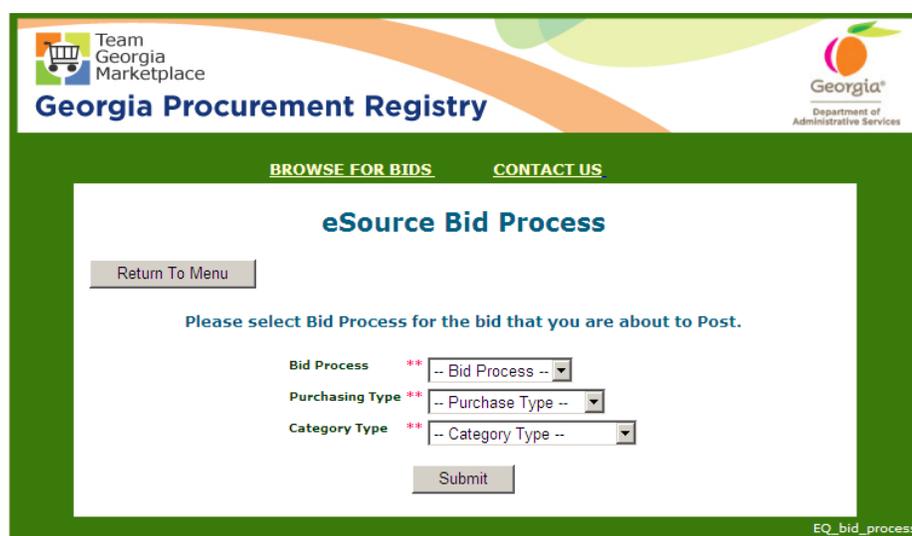
- Step 1: Completing the eSource Bid Process.
- Step 2: Completing the Header Panel Information.
- Step 3: Adding Line items (RFQ) or required documents (RFQ, RFI, RFQC, and RFP).

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### Step 1 - Completing the eSource Bid Process

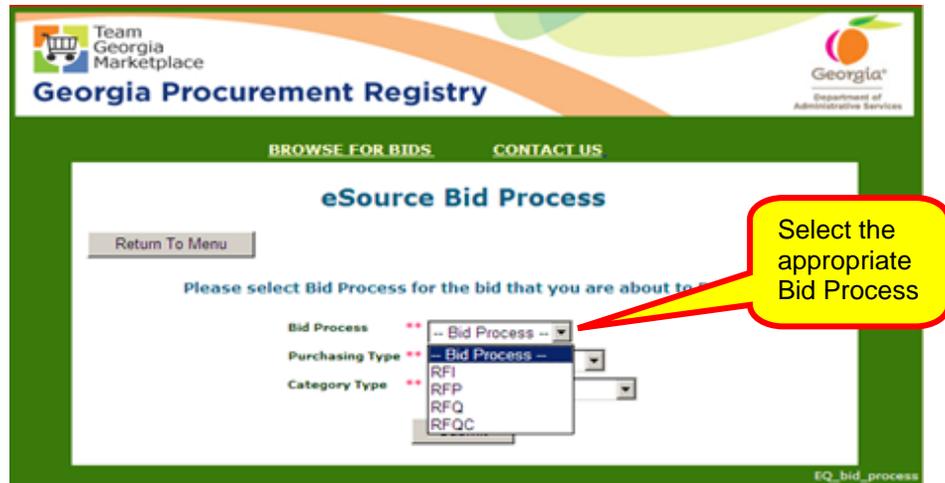
Once you click on Post New eSource, this screen displays. The eSource Bid Process allows you to identify the following information for the event you are about to post:

- **Bid Process** – whether it is a Request for Quote (RFQ), Request for Proposal (RFP), Request for Information (RFI), or Request for Qualified Contracts (RFQC).
- **The Purchase Type** – whether it is a State Entity Contract or an Open Market.
- **The Category Type** – whether it is Goods, Infrastructure, IT, or Services. These categories are based on the four category types identified by the State Purchasing Division (SPD).

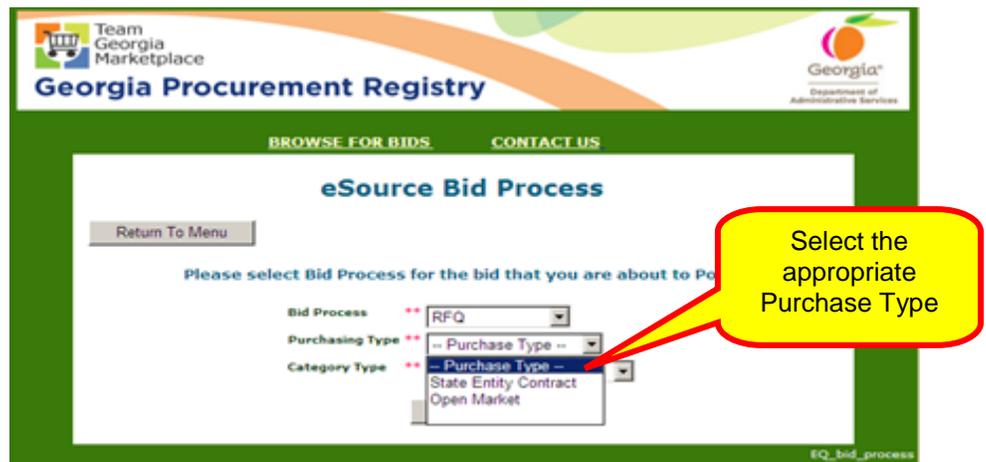


The screenshot shows the 'eSource Bid Process' form within the Georgia Procurement Registry. The page header includes 'Team Georgia Marketplace' and 'Georgia Procurement Registry' with the Georgia Department of Administrative Services logo. Navigation links for 'BROWSE FOR BIDS' and 'CONTACT US' are visible. The form contains a 'Return To Menu' button, a prompt to select bid process information, and three required dropdown menus: 'Bid Process', 'Purchasing Type', and 'Category Type'. A 'Submit' button is located at the bottom of the form. The file name 'EQ\_bid\_process' is visible in the bottom right corner of the screenshot.

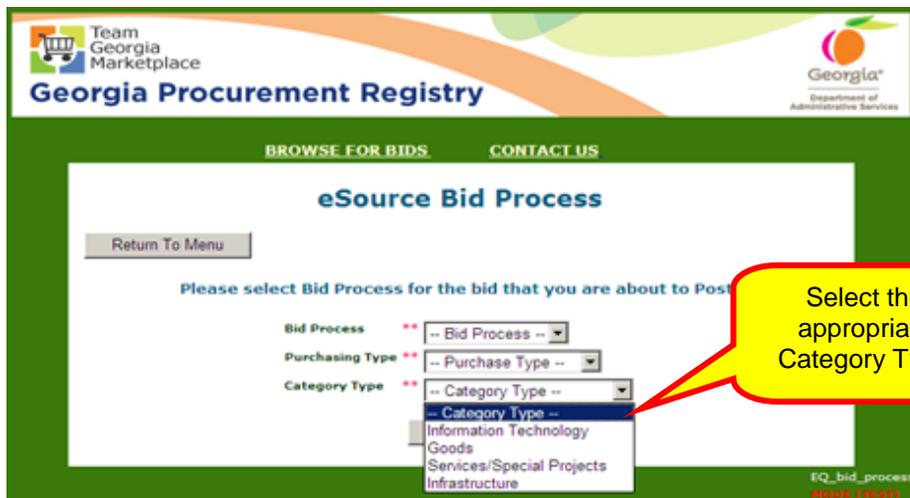
- 1 Drop down the list of selections under the **Bid Process** field. This allows you to select the method of procurement appropriate for the event.



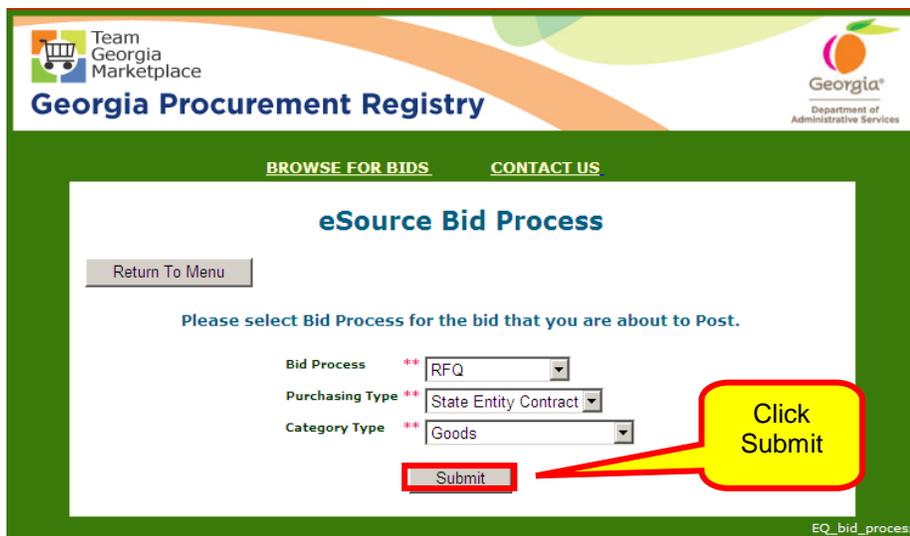
- 2 Click on the **Purchase Type** and select the appropriate type which represents your event.



- 3 Click on the **Category Type** and select the appropriate category type for your event.



- 4 Once you have selected the appropriate Bid Process, Purchasing Type, and Category Type, click **Submit** to continue.



Once you click Submit, the next screen displays the *Header Panel*. The *Header Panel* contains general information about the entire event. That is, the information in this section applies to the entire event and not to individual line items contained in the event.

## Step 2 - Completing the Header Panel for the Event

The following steps assist you in completing the Header Panel.

On the Header Panel, enter the following information:

- Your name
- Your contact information
- Select the appropriate Fiscal Year from the drop down box.

To complete the Header Panel follow these steps.

- 1 Provide an easily-recognizable title for the event.
- 2 Include a summary description of the event.



If you would like the supplier to submit discount information for early payment (for example, net 30), this is a good place to include that information.

Determine if a Supplier's conference will be conducted. Include information such as date and time, location any special details related to the conference.

- 3 Enter the estimated amount of the event.



The supplier is not able to see this estimated amount.

- 4 Select the date when the event is to close. The screen includes a chart containing the posting event guidelines.

The screenshot shows the Georgia Procurement Registry interface. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. The main content area displays a window titled 'eQuote Competitive Solicitations Guidelines - Windows Internet Explorer'. Inside this window is a table with the following data:

Estimated Solicitation Value	Minimum Posting Period	Recommended Posting Period
Solicitations valued up to \$9,999.99	Minimum of two (2) business days	Minimum of Three (3) Business Days
Solicitations valued from \$10,000.00 to \$49,999.99	Minimum of seven (7) Calendar days	Minimum of Ten (10) Calendar Days
Solicitations valued from \$50,000.00 to \$99,999.99	Minimum of eight (8) Calendar days	Minimum of Fifteen (15) Calendar Days
Solicitations valued from \$100,000.00 to \$249,999.99	Minimum of ten (10) Calendar days	Minimum of Twenty (20) Calendar Days
Any solicitations valued at \$250,000.00 and above	Minimum of Fifteen (15) Calendar Days AND Notice of the eRFQ must be posted to the GPR System (mandated by Georgia law and cannot be reduced further)	Minimum of Thirty (30) Calendar Days

Below the table, there are several input fields: 'Estimated Contract Value' with a value of '.00', 'Closing Date' with a calendar icon, and 'Closing Time' with a time selector showing '01:00' and radio buttons for 'AM' and 'PM'. There are also radio buttons for 'Keyword Search' and 'Numeric Search'.

- Use the calendar that displays to select the date when the event is to close. Only dates that display in black are available. Once you click on the date, it populates the date in the appropriate field.



You must click the calendar twice to be able to populate the date.

- Select the time when the event is to close. The time must be between 8:00 am and 5:00 pm.



Remember to indicate AM or PM once you select the time.

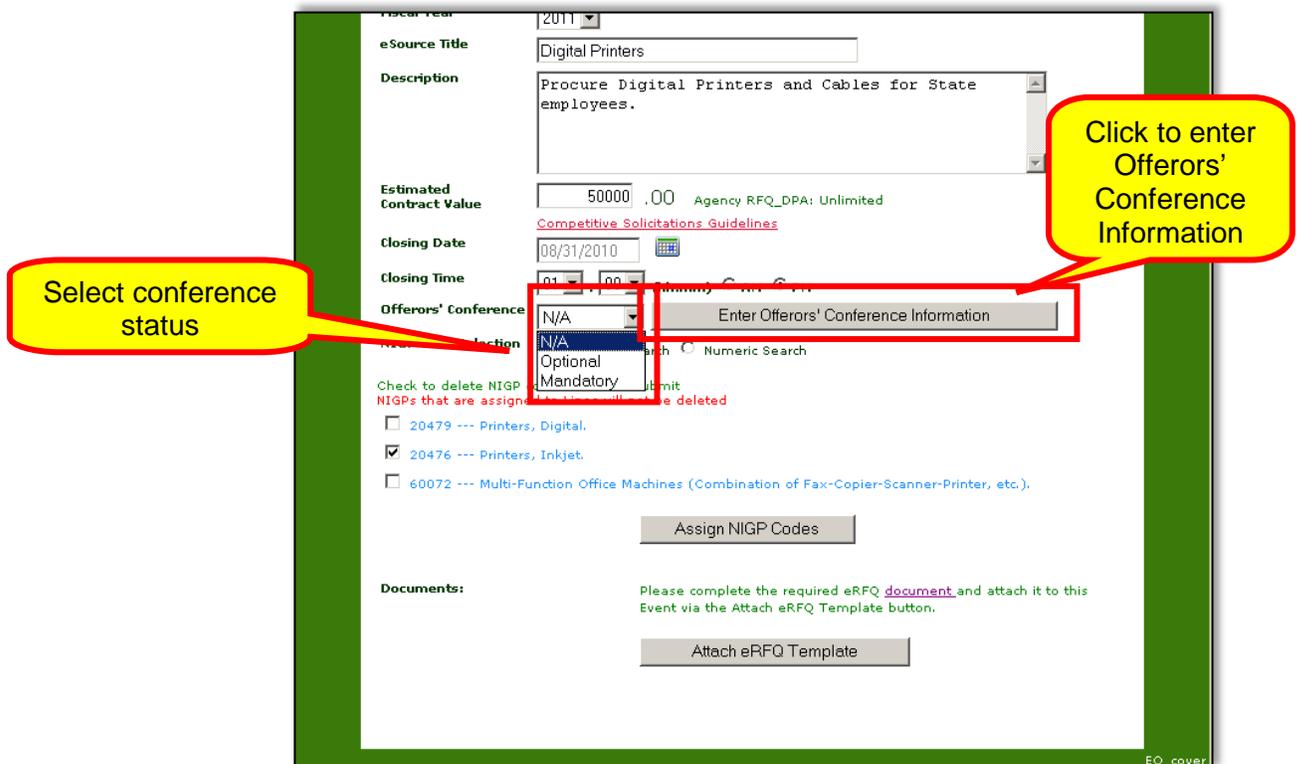
The next step in the process is to indicate whether your event will include an offeror’s conference. The purpose of an *Offeror’s Conference* is to provide the supplier community with an opportunity to ask questions specific to the event and/or view the location in which the services are to be rendered or delivered.

## Entering Offeror's Conference Information in your Event

You can conduct an *Offeror's Conference* for an event. The purpose of an Offeror's Conference is to provide the supplier community with an opportunity to ask questions specific to the event and/or view the location in which the services are to be rendered or delivered.

It is recommended that the decision to hold an Offeror's Conference be made at the initial posting. However, if holding an Offeror's Conference is determined after the posting, but prior to the close of the event, the issuing officer may still alert the suppliers participating in the solicitation by editing an event and updating the Header Panel.

- 1 Determine if the offeror's conference is to be mandatory or optional by highlighting the appropriate selection.
- 2 Click on the **Offeror's Conference Information** button to enter additional information.



- 3 Enter all information to the fields contained with this screen.

When you have completed the entry of information, click on **Save offerors' Conference information and return to eSource Posting** button.



You must conduct an offerors' conference *no later than 5 days preceding the close of the event*. For example, if the close of the event is to occur on January 10<sup>th</sup>, you must hold the offeror's conference no later than January 5<sup>th</sup>.



The calendar selection of the Offeror's Conference date field will not allow you to select a date within the 5-day window to the closing of the event.

Offeror's conference dates are controlled in relation to the event close date

System denies access to dates within the 5 day window to close date of event

- 4 Click **Save offerors' Conference information and return to eSource Posting** button.

The following screen displays the information that suppliers view related to the offeror's conference information. You can attach additional documents or include additional information in the Description field related to the offeror's conference.

The next step in the process is to enter the [NIGP codes](#). The

[NIGP Commodity/Services Code](#) is an acronym for the National Institute of Governmental Purchasing Commodity Services Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments.

The classification system was developed in the mid 1980s as a result of efforts by public procurement officials in Texas, Oklahoma, Florida, Illinois and other states, cities and counties to provide a mechanism to classify the products and services that used in public procurement. The NIGP Code is now the standard taxonomy for classifying vendors and spend data for 33 states and thousands of local entities within North America.

### **Assigning NIGP Codes to the Header of an Event**

Because the [NIGP codes](#) apply to the entire event, you select and assign NIGP Codes at the Header level. There is no limit to the number of 5-digit NIGP Codes that you can assign to an event in eSource.

You can assign NIGP Codes to your eSource using the following methods:

- Using the keyword search technique
- Using the numeric search technique

#### Assigning NIGP Codes Using the Keyword Search Method

If you do not know the NIGP Code number of the items/services you are trying to purchase, you use the Keyword Search method to assign NIGP Codes to your event.

- 1 Make sure to activate the Keyword Search button. Then, type in the word or words describing the purchase. This example uses *pants* for the search.

- 2 The following is the result of the search using the keyword *pants*.

- 3 At this point, place a check mark next to the NIGP Code you will be using for your event. In this example, 20044 was used.
- 4 Once you have selected all applicable NIGP codes, click on the **Assign 5 Digit Codes** button to assign the selected NIGP codes. You can assign additional NIGP codes using this same method. For example, shirts (20077) and socks (20151).

eSource inserts the selected NIGP Codes into the Header section of your event.

- 5 Once the NIGP codes are correct and complete, click the Attach eRFQ Template button.

The screenshot shows the 'eSource Posting' form with the following fields and values:

- eSource Number:** ES-RFQ-84700-72
- Solicitation Process:** RFQ
- Purchasing Type:** State Entity Contract
- Category Type:** Goods
- Agency Name:** 84700-FLINT RIVER TECHNICAL COLLEGE
- Contact Name:** Acey, Stacy
- Contact Phone:** 666-666-6666
- Contact Email:** sacey@flintrivertech.edu
- Fiscal Year:** 2011
- eSource Title:** Clothing-Bookstore
- Description:** Sweatpants, all sizes
- Estimated Contract Value:** 95000 .00 Agency RFQ\_DPA: Unlimited
- Closing Date:** 08/27/2010
- Closing Time:** 01 : 00 (hh:mm) AM PM
- Offerors' Conference:** N/A
- NIGP Code Selection:** Keyword Search Numeric Search
- Documents:** Please complete the required eRFQ [document](#) and attach it to this Event via the Attach eRFQ Template button.

Annotations in the image include a yellow callout bubble pointing to the 'Attach eRFQ Template' button with the text 'Click to complete the RFQ template', a red box around the 'Attach eRFQ Template' button, and another red box around the 'document' link in the 'Documents' section.

It is recommended that you complete the RFQ template prior to the posting process. However, if you have not previously completed this step, you can make the necessary changes/additions and/or deletions to the the RFQ template at posting time by clicking on the blue hyperlink titled document.

When completing the RFQ template at posting time, the following screen displays. Make all changes indicated in the grey fields of the document, follow the instructions in text

highlighted in green. Then, save the document on your PC and name it appropriately to make it easier to be found for upload.

  
Georgia  
**State of Georgia**  
State Entity: **Enter State Entity's Name**  
Electronic Request for Quotes ("eRFQ")  
Event Name: **Enter the Sourcing Event Name**  
RFQ (Event) Number: **Enter Sourcing Event Number**

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et. seq.), this electronic Request for Quotes ("eRFQ") is being issued to establish one or more contracts with one or more qualified Offerors who will provide **Enter the Sourcing Event Name** to the **Enter State Entity's Name** (hereinafter, "the State Entity") as further described in this eRFQ.

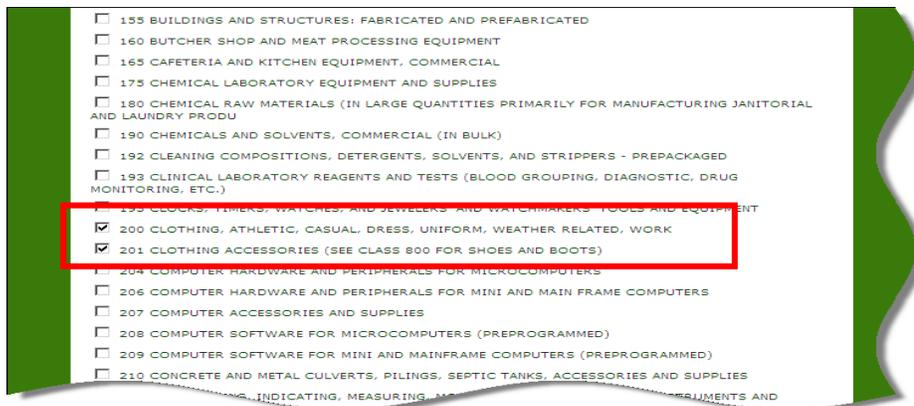
**INSTRUCTIONS TO ISSUING OFFICER** In the event DOAS is conducting this procurement on behalf of another State Entity, then please insert the following provision. After this action is complete, please delete this instructional note.

This eRFQ is being conducted by the Department of Administrative Services, through its State Purchasing Division, on behalf of the State Entity. Notwithstanding any reference herein to the contrary, the State Purchasing Division will be the official point of contact for this eRFQ and, in conjunction with the State Entity, will facilitate all of the state actions identified in this eRFQ.

## Assigning NIGP Codes Using the Numeric Search Method

- 1 If you know the [NIGP Code\(s\)](#), use the numeric search. Then, click the **Numeric Search** button.

The first screen shows 3-Digit NIGP Codes. You select the 3-digit NIGP Code first. Then, you select the 5-digit NIGP code that you will use in your event. The 5-digit NIGP code narrows down the search to a more specific description of what you need. This example shows the purchase of clothing and clothing accessories. Therefore, search and select the 200 and 201 codes.



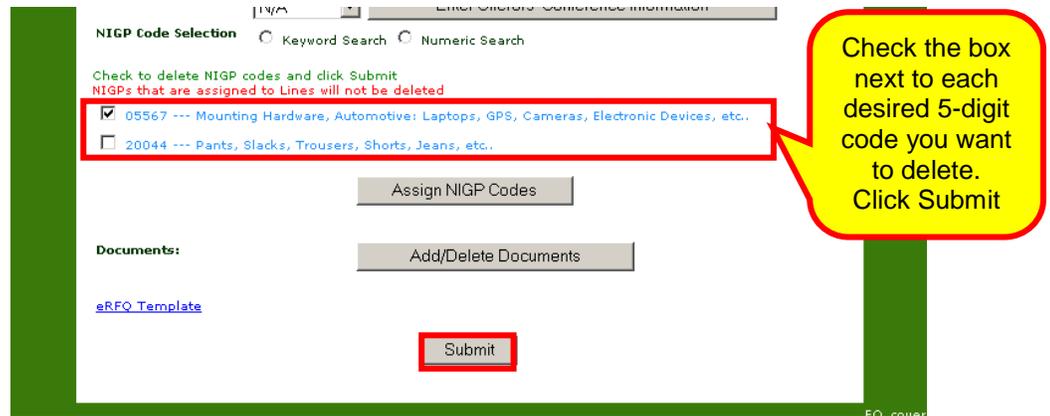
- 2 Next, scroll to the bottom of the screen and click the **5 Digit NIGP Selection** button to view and obtain the 5-digit NIGP code.



- 3 When you click the 5 Digit NIGP Code Selection button, the eSource 5-digit NIGP screen displays to allow you to select the appropriate 5-digit NIGP code(s) for your event.
- 4 To assign the applicable 5-digit NIGP code(s) to your event, you follow the same steps in the Keyword Search technique described in the previous section.

### Deleting NIGP Codes from your Event

- 1 To delete an NIGP Code, simply check the box next to the code you want to delete. Then, click the **Submit** button.



When you click the Submit button, a prompt displays to verify if you want to delete the selected code(s).

### Adding Documents to the Header of an Event

You can add an unlimited number and types of documents to the Header section of your event in eSource with the only limitation being that the documents cannot exceed 50 megabytes.

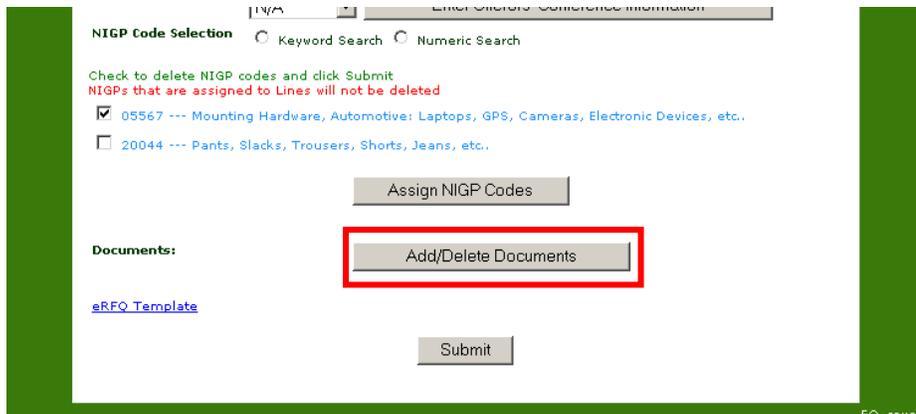


Do not add documents that include an RFQ number. The eSource number replaces the RFQ number.

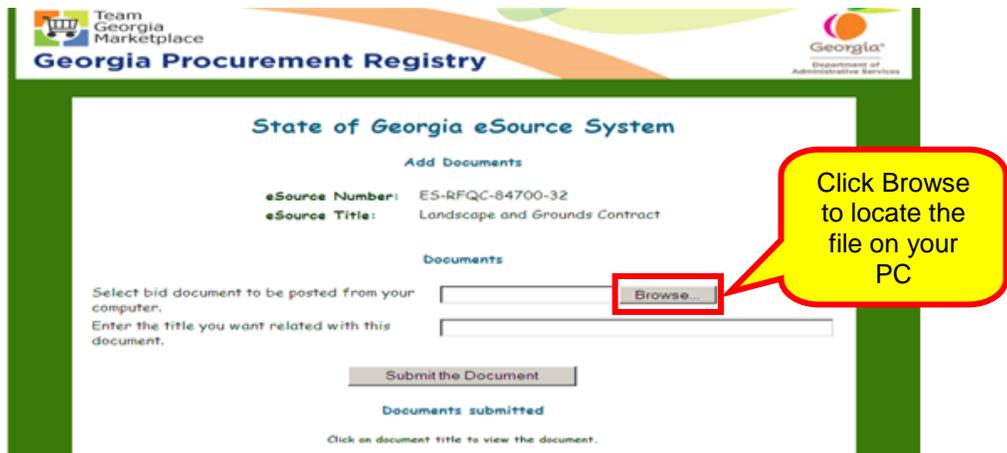


The **Add Documents function** allows you to add documents such as Terms and Conditions or a state-entity specific contract.

- 1 To add a document, click the button **Add/Delete Documents**.

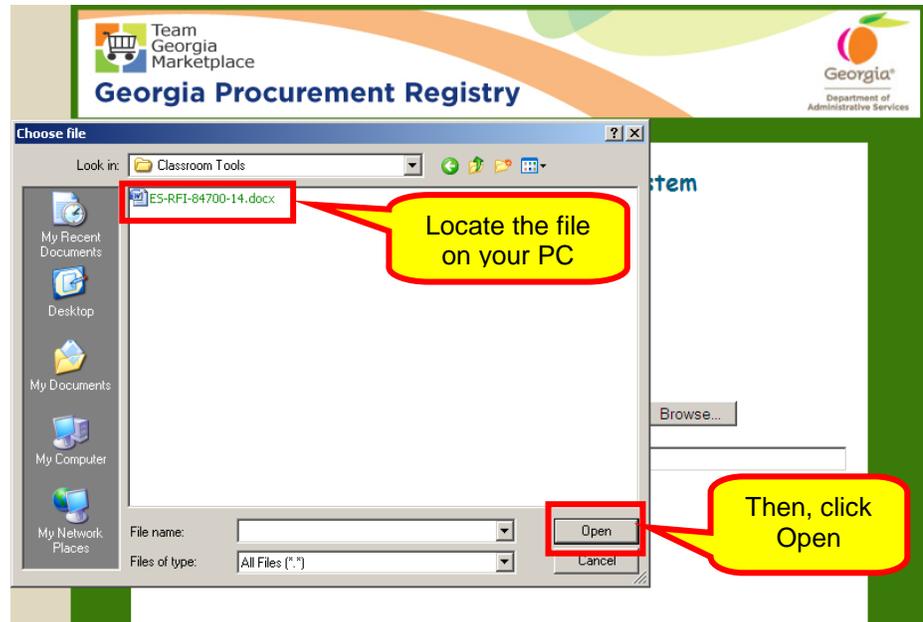


- 2 The following screen displays. Click the **Browse** button to locate the file you want to add to your event.



When you click Browse, the following screen displays. This screen allows you to select the document or file you wish to add to the Header section of your event.

- 3 Find and select the document you want to add. Then, click **Open**.

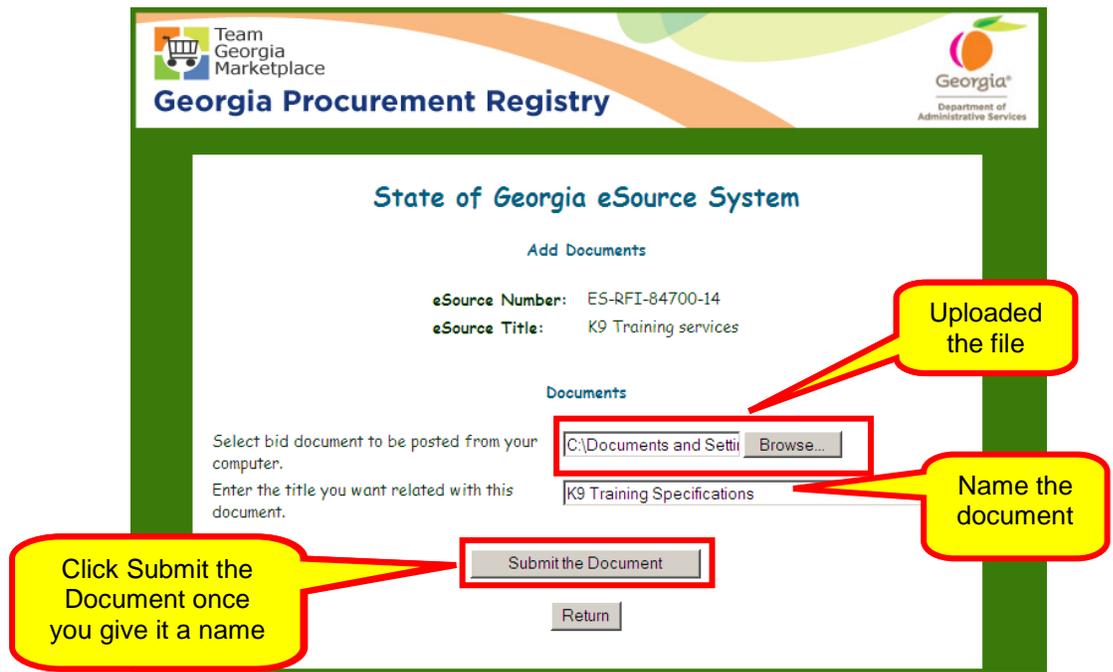


eSource uploads the selected file and displays it next to the Browse button.

- 4 Name the document. Then, click Submit the Document.



Do not use any special characters such as \* or # when naming the document.



- Once you click Return, the following screen displays showing the assigned NIGP Codes and the attached document.

The screenshot shows the 'State of Georgia eSource System' interface. At the top, it says 'Add Documents' with 'eSource Number: ES-RFI-84700-14' and 'eSource Title: K9 Training services'. Below this is a 'Documents' section with a 'Browse...' button and a text input field. A 'Submit the Document' button is present. Underneath, a table lists documents with columns for 'Document Title' and 'Select document for Deletion'. The first entry is 'K9 Training Specifications' with an unchecked checkbox. A 'Delete selected Document' button is at the bottom of the table. A yellow callout bubble points to the 'K9 Training Specifications' link, stating: 'This is the added document. You can click the link to ensure you are attaching the correct document'. Another yellow callout bubble points to the checkbox, stating: 'If you wish to delete the document, click in the box adjacent to the document then click Delete selected Document'.

The second screenshot shows the 'eSource Posting' form. It includes fields for 'eSource Number' (ES-RFI-84700-14), 'Bid Process' (RFI), 'Purchasing Type' (Request For Information No Contract Issued), 'Category Type' (Goods), 'Agency Name' (84700--FLINT RIVER TECHNICAL COLLEGE), 'Contact Name' (Acey, Stacy), 'Contact Phone' (678-666-6666), 'Contact Email' (sacey@flintrivertech.edu), 'Fiscal Year' (2010), and 'eSource Title' (K9 Training services). The 'Description' field contains the text 'test'. Below these fields are 'Closing Date' (05/28/2010), 'Closing Time' (01:00 (hh:mm) AM/PM), and 'NIGP Code Selection' (Keyword Search/Numeric Search). A checkbox for '68033 --- Canine (K)' is visible. A yellow callout bubble points to the 'NIGP Code Selection' area, stating: 'NIGP Code for this event'. Another yellow callout bubble points to the 'Documents' section, which lists 'K9 Training Specifications' and has an 'Add/Delete Documents' button, stating: 'Attached document'. At the bottom, there are 'Assign NIGP Codes', 'Add/Delete Documents', and 'Submit' buttons.

- Click the **Submit** button to return to the Header Panel, now in light blue, showing the assigned NIGP Codes and the attached document(s).

**Georgia Procurement Registry**

**eSource Review**

Header Information

eSource Number:	ES-RFI-84700-14
Bid Process:	RFI
Purchase Type:	Request For Information No Contract Issued
Category Type:	Goods
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name:	Acey, Stacy
Contact Phone:	678-666-6666
Contact Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Title:	K9 Training services
eSource Description:	test
Closing Date:	05/28/2010
Closing Time:	1:00 PM
NIGP Code Selection:	68033 --- Canine (K)
eSource General Documents:	<a href="#">K9 Training Specifications</a>

Update Header

Save eSource to release later

Save & Release

Cancel eSource



Because the Terms and Conditions linked to eSource are very general, it might be necessary and is *strongly recommended* that you add event-specific terms and conditions or a state-entity contract to the event.



The supplier must agree to the Standard Terms and Conditions included in the event or any additional terms.

Remember that both the state entity and the supplier must sign the Standard Terms and Conditions. The Issuing Officer should include the ability for the supplier to submit exceptions to the Standard Terms and Conditions with his/her response to the event requirements. You can approve and incorporate exceptions to the contract or the Terms and Conditions when you post the award.



Non-state governmental entities can add terms and conditions specific to their organization.

## Updating the Header Panel of an Event

- 1 To update the Header Panel, simply click **Update Header**. By clicking Update Header, you display the exiting Header to allow you to add or delete NIGP Codes, add or delete documents, and/or change closing dates/times, etc.

The screenshot displays the 'eSource Review' page within the Georgia Procurement Registry. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. The main content area is titled 'eSource Review' and 'Header Information'. It contains a list of fields and their values:

eSource Number:	E5-RFI-84700-14
Bid Process:	RFI
Purchase Type:	Request For Information No Contract Issued
Category Type:	Goods
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name:	Acey, Stacy
Contact Phone:	678-666-6666
Contact Email:	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K9 Training services
eSource Description	test
Closing Date	05/28/2010
Closing Time	1:00 PM
NIGP Code Selection:	68033 --- Canine (K
eSource General Documents:	<a href="#">K9 Training Specifications</a>

Below the information list, there are three buttons: 'Update Header' (highlighted with a red box), 'Save eSource to release later', 'Save & Release', and 'Cancel eSource'.

On this screen, you can also Save this event to release at a later date, Save and Release (if you are ready to post on the GPR), or Cancel the event in its entirety.

## Saving an Event in eSource to Release Later

You can save an event in eSource for up to 30 calendar days and retrieve it later. You can save an event once you have completed the Header Panel of the event.

- 1 To save an event in eSource, click **Save eSource to Release**

Later.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

**eSource Review**  
Header Information

eSource Number:	ES-RFI-84700-14
Bid Process:	RFI
Purchase Type:	Request For Information No Contract Issued
Category Type:	Goods
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name:	Acey, Stacy
Contact Phone:	678-666-6666
Contact Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Title:	K9 Training services
eSource Description:	test
Closing Date:	05/28/2010
Closing Time:	1:00 PM
NIIGP Code Selection:	68033 --- Canine (K
eSource General Documents:	<a href="#">K9 Training Specifications</a>

Update Header

**Save eSource to release later**

Save & Release

Cancel eSource

Once you click Save eSource to release later, this screen displays to inform you that the event has been saved for 30 calendar days.

- 2 Click **Return to Menu** to display the eSource main menu.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

Your eSource solicitation has been saved, you have to release this eSource solicitation within 30 days from the last edited date. After 30 days the eSource solicitation will be deactivated.

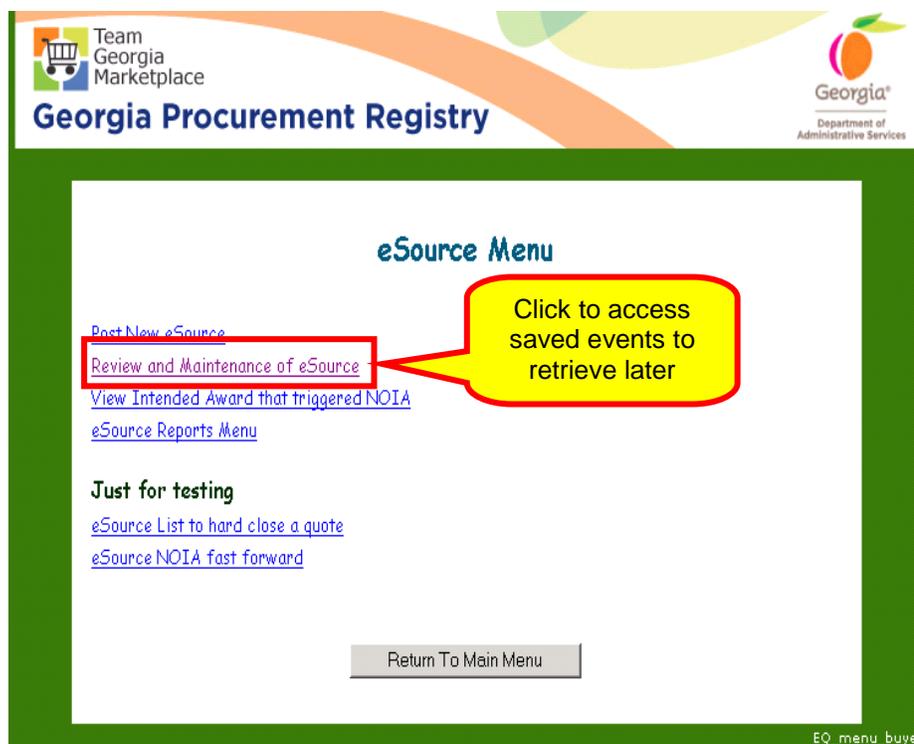
**Return to Menu**

EQ\_release\_later

### Accessing a Saved Event to Release Later

To access a saved event in eSource, display the eSource main menu.

- 1 Click **Review and Maintenance of eSource**.



The following screen displays to allow you to select events with the following status:

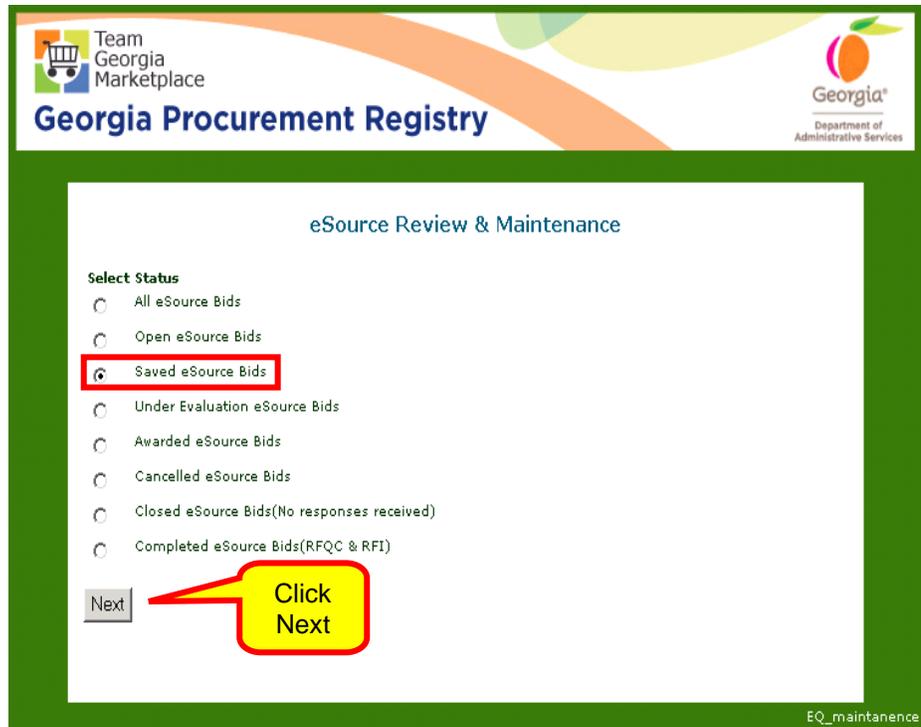
- All events (closed, open, etc.)
- Events that are open
- Events under evaluation
- Events that have been awarded
- Events that have been canceled
- Events that were closed by the Issuing Officer
- RFQC or RFI events that have been completed

- 2 To access the saved events to retrieve later, click **Saved eSource Bids**.

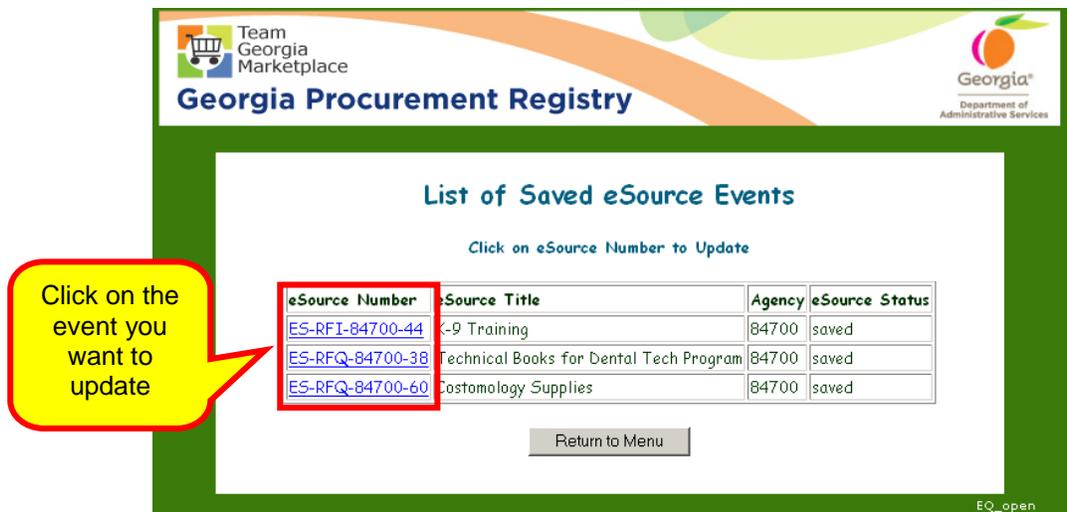


Notice that the status selection defaults to Open.

- 3 Click **Next**.



- 4 When the list of saved events displays, find the correct Saved event and click on it to open it.



## Posting a Request for Information (RFI)

You use a *Request for Information (RFI)* to obtain supplemental information or obtain all the necessary information to create the requirements of an anticipated event.



When you use an RFI, you simply request information, you do not request price. Therefore, you cannot award using this method.

To post an event in eSource, you must review the Georgia Procurement Manual (GPM) and follow the guidelines and recommendations for posting times.

In addition, it is recommended that you organize the information and gather all necessary forms before you attempt to post an event in eSource.

- 1 To post an RFI, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to:
  - [Step 1 - Completing the eSource Bid Process](#). Select RFI.
  - [Step 2 - Completing the Header Panel for the Event](#)
    - Enter Offeror's Conference Information in your Event
    - Assign NIGP Codes Using the Keyword Search Method, or
    - Assign NIGP Codes Using the Numeric Search Method
    - Add Documents to the Header of an Event
- 3 Once you finish completing the Header Panel, click **Submit**.
- 4 Click **Save and Release** to notify the selected suppliers of this event.

Purchase Type	Request For Information No Contract Issued
Category Type	Goods
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	666-666-6666
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Golf Carts-Service Vehicles
eSource Description	Electric powered with enclosed cargo cab
Closing Date	08/27/2010
Closing Time	1:00 PM
NIGP Code Selection	07020 --- Motor Scooters and Trucksters, Electric Powered (Including Golf Carts and All Terrain Vehicles) 07153 --- Motorscooters and Trucksters (Incl. All Terrain Types, Golf Carts, etc.) 97538 --- Golf Cart Rental or Lease

eSource General Documents: [List of desired components](#)

Update Header

Save eSource to release later

**Save & Release**

Cancel eSource

EQ\_review

Once you click on Save & Release, the following screen displays.

- 5 Click **Next** to continue with the posting of the RFI. The following screen displays.

Team Georgia Marketplace

Georgia Procurement Registry

Georgia Department of Administrative Services

### eSource Supplier Selection

Based on the NIGP code(s) selection, the eSource system has generated the supplier list.

There are a total of **7** Team Georgia Marketplace Suppliers registered for the selected NIGP code (s). If you would like to increase the total number of Team Georgia Marketplace Suppliers receiving notification of this eSource, please click on the "Back" button below and update eSource header to add more associated NIGP code(s). If you do not want any additional Team Georgia Marketplace Suppliers, please proceed with your eSource by clicking the "Next" button.

BACK

**Click Next**

NEXT

EQ\_Vendor\_selection  
NIGP: (TRAINING)

- 6 Click on **Accept Supplier List** to complete the posting process.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

### eSource Supplier List

**NIGP Code(s) Assigned**  
96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S.C.R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

Accept Supplier List

EQ\_vendors

The next screen shows the supplier names of all who have been contacted regarding this event.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

### eSource Supplier List

**NIGP Code(s) Assigned**  
96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S.C.R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

Accept Supplier List

EQ\_vendors

Once you have accepted the Supplier list, the next screen provides the eSource Bid Summary Information, which contains the listing of those suppliers that will be contacted for this event.

- Click **Notify** to notify the selected suppliers. If you select **Exit**, eSource clears the list of selected suppliers.

**eSource Bid Summary Information**

eSource Number	ES-RFI-84700-18
Bid Process:	RFI
Purchase Type:	Request For Information No Contract Issued
Category Type:	Goods
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K-9 Training
eSource Description	Training solutions for law enforcement canines. To include but limited to drug enforcement, search and rescue and explosives training.
Closing Date	05/21/2010
Closing Time	1:00 PM
Estimated Contract Value	0
NIGP Code Selection:	96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..
Documents	

**Suppliers Selection**

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	ADAMS TRANSFER & STORAGE CO. INC	System selected		
2	ALPHACORP INC	System selected		
3	CORNELIUS & ASSOCIATES	System selected		
4	HYGAFEM	System selected		
5	S.C.R.	System selected ethnic		
6	SAILORS ENGINEERING ASSOCIATES INC	System selected		
7	WHITING-TURNER CONTRACTING CO	System selected		

Your eSource is now complete. To notify suppliers, click the "Notify" button.

**CAUTION!!**  
If you do not want to notify suppliers, please click "Exit", which will return you to the eSource menu screen. This eSource information will be saved.

**Callouts:**  
 - Click notify to continue supplier (points to Notify button)  
 - Or, click Exit to clear the list of suppliers and return to the Main Menu (points to Exit button)

- By clicking on **Notify**, eSource displays the following screen. This is your final decision point. If you are satisfied with your selections, click **Notify Suppliers**.

**Team Georgia Marketplace**  
**Georgia Procurement Registry**  
Georgia Department of Administrative Services

**eSource Notify Suppliers**

This is the final decision point. If you select "Notify Suppliers", your solicitation will be processed and e-mails are automatically distributed. "Return to Menu" will save the eSource but undo all the supplier selection process and take you back to the main menu.

**Callouts:**  
 - Click Notify Suppliers to continue (points to Notify Suppliers button)  
 - Clicking on Return to Menu will save the eSource but clear the list of suppliers you selected (points to Return to Menu button)

EQ\_notify1

## Posting a Request for Proposal (RFP)

You use a *Request for Proposal (RFP)* when you

- Anticipate multiple solutions to your solicitation.
- Want to use a weighting process to rate the supplier's response to the requirements of the solicitation.
- Want to negotiate.

To post an event in eSource, you must review the [Georgia Procurement Manual \(GPM\)](#) and follow the guidelines and recommendations for posting times.

In addition, it is recommended that you organize the information and gather all necessary forms before you attempt to post an event in eSource.

Most state entities have a *Delegated Purchasing Authority (DPA)* of \$250,000.00 for processing RFP solicitations. *DPA* is the maximum dollar value assigned to state entities for purchasing. The State Purchasing Division (SPD) assigns the DPA to each state entity. This DPA may change depending on several factors depending on whether the state entity follows the GPM, audit results, protests, attendance to training, completion of certification requirements, etc.

When the dollar value of the RFP solicitation is below the DPA of your state entity, the state entity can process the solicitation.

However, when the dollar value of the RFP solicitation exceeds the state entity's DPA, the state entity has two choices:

- Engage SPD to assist in the processing of the solicitation.
- Complete and submit the One-Time Request to Exceed DPA Form to receive authorization to process the solicitation.

Therefore, when processing RFP solicitations, you must determine the following:

- The RFP dollar value is below the state entity's DPA.
- The RFP dollar value is above the state entity's DPA.

## Posting an RFP Below the State Entity’s Delegated Purchasing Authority (DPA)

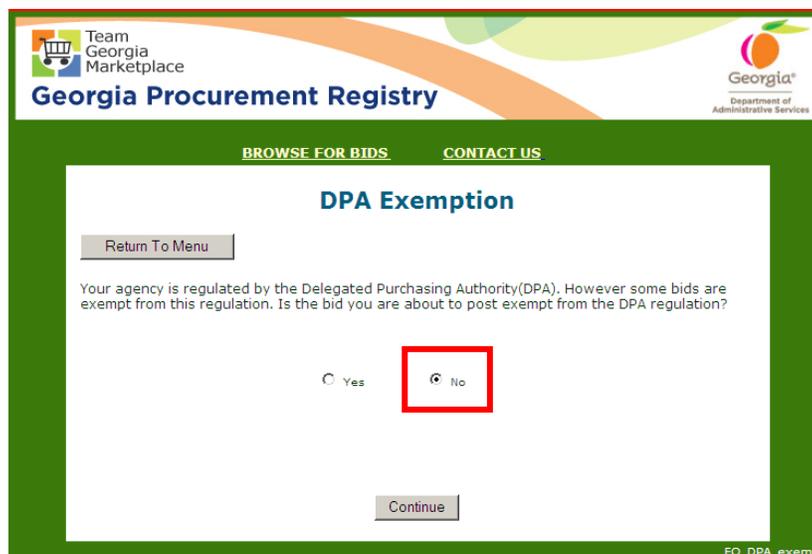
- 1 To post an RFI, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to complete [Step 1 - Completing the eSource Bid Process](#). Select RFP.
- 3 Once you finish completing the eSource Bid Process, click **Submit**.

If you are processing an RFP for exempt items or services, you can indicate this on the DPA Exception screen. This screen displays a Yes and a No button to indicate whether the RFP is being processed for exempt items or services. The No button is the default value.



Consult the [GPM](#) to understand exempt purchases.

- 4 Because this is not an exempt purchase, click **No**.



If you determine that this purchasing event is for an exempt item, then drop down the list of pre-defined reasons and select the appropriate one for your event.

**BROWSE FOR BIDS**    **CONTACT US**

## DPA Exemption

[Return To Menu](#)

Your agency is regulated by the Delegated Purchasing Authority(DPA). However some bids are exempt from this regulation. Is the bid you are about to post exempt from the DPA regulation?

Yes     No

Please select one statement that best fits the situation for this bid

Technical Books

Justification for DPA Regulation Exemption

Exempt per O.C.G.A.

[Continue](#)

EQ\_DPA\_exempt

Once you enter the requested information on the DPA Exemption screen, click **Continue**.

- 5 Follow the steps to complete [Step 2 - Completing the Header Panel for the Event](#):
  - Entering Offeror's Conference Information in your Event
  - Assigning NIGP Codes Using the Keyword Search Method, or
  - Assigning NIGP Codes Using the Numeric Search Method
- 6 Click **Attach eRFP Template** to attach a completed [State Entity eRFP Template – form SPD-SP020](#) form.



You must complete the eRFP template before you attach it to this solicitation.

The screenshot shows the 'eSource Posting' form with the following details: eSource Number: ES-RFP-84700-22; Bid Process: RFP; Purchasing Type: State Entity Contract; Category Type: Services/Special Projects; Agency Name: 84700-FLINT RIVER TECHNICAL COLLEGE; Contact Name: Acey, Stacy; Contact Phone: 777-777-7777; Contact Email: sacey@flintrivertech.edu; Fiscal Year: 2010; eSource Title: K-9 Training Programs; Description: Training solutions for law enforcement and rescue canines. Estimated Contract Value: 265000 .00. Closing Date: 06/25/2010. Closing Time: 01:00 (hh:mm) AM. NIGP Code Selection: Keyword Search (selected). A red box highlights the 'Attach eRFP Template' button in the Documents section. A yellow callout bubble points to this button with the text: 'Click to attach the eRFP template'.

- 7 Click **Attach eRFP Template** to find it on your PC and attach the completed eRFP template to your solicitation.

This screenshot is identical to the previous one, showing the 'eSource Posting' form. In this view, a red box highlights the 'Attach eRFP Requirements' button in the Documents section. A blue link labeled 'eRFP Template' is also visible in the Documents section.

- 8 Click on **Attach eRFP Requirements** to attach the eRFP Requirements worksheet(s). This includes the spreadsheet containing all your Mandatory requirements, the spreadsheet containing all your Mandatory Scored requirements, and/or the spreadsheet containing all your Additional scored questions.

- 9 Repeat the steps to upload files as many times as necessary.
- 10 After attaching each worksheet, click **Submit the Document** and assign the appropriate name to the file. The next screen shows all the documents attached.

If you want to delete an attached document, click next to the file under the **Select document for Deletion** column.

- 11 Attach the Cost sheet(s). Name the file appropriately, and click **Submit the Document**.
- 12 Once you attach all required documents, eSource allows you to submit the eRFP for posting. To continue the posting process, click **Submit**.



You can not post the RFP until you upload all required documents.

The screenshot shows the 'eSource Posting' form. The form fields include: eSource Number (ES-RFP-84700-22), Bid Process (RFP), Purchasing Type (State Entity Contract Services/Special Projects), Agency Name (84700-FLINT RIVER TECHNICAL COLLEGE), Contact Name (Acey, Stacy), Contact Phone (777-777-7777), Contact Email (sacey@flintrivertech.edu), Fiscal Year (2010), eSource Title (K-9 Training Programs), and Description (Training solutions for law enforcement and rescue canines). Estimated Contract Value is 265000.00. Closing Date is 06/25/2010. Closing Time is 01:00 (hh:mm) AM. NIGP Code Selection is set to Keyword Search. A 'Documents' section lists 'RFP Template', 'RFP Requirements', and 'RFP CostSheet'. A 'Submit' button is highlighted with a red box. Callouts point to the 'Documents' list, the 'Submit' button, and the 'Add/Delete Documents' button.

When you click Submit, this screen displays.

Click here if you want to save the solicitation for 30 days

Documents attached to the solicitation

Click here if you want to cancel this solicitation

Click here to post and notify suppliers

13 Click **Save & Release**, to notify the selected suppliers of the posting. Once you have notified the suppliers, the following screen displays.

14 Click **Next** to proceed with the supplier notification.

Click Next

15 When you click Next, this screen displays. Click **Accept Supplier List**. The list of suppliers selected for this solicitation display.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

### eSource Supplier List

NIGP Code(s) Assigned

96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S C R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

Accept Supplier List

EQ\_vendors

16 Click **Notify** to complete the posting process.

Georgia Procurement Registry  
Department of Administrative Services

### eSource Bid Summary Information

eSource Number	ES-RFP-84700-22
Bid Process	RFP
Purchase Type	State Entity Contract
Category Type	Service/Special Projects
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	777.777.7777
Contact Email	lacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K-9 Training Programs
eSource Description	Training solutions for law enforcement and rescue canines.
Closing Date	06/29/2010
Closing Time	1:00 PM
Estimated Contract Value	265000
NIGP Code Selection	96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..
Documents	<a href="#">eBFP Template</a> <a href="#">eRFP Requirements</a> <a href="#">eRFP Cost Sheet</a>

### Suppliers Selection

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S C R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

Your eSource is now complete. To notify suppliers, click the "Notify" button.

**CAUTION!**  
If you do not want to notify suppliers, please click "Exit", which will return you to the eSource main screen. This eSource information will be saved.

Notify Exit

Click to complete the posting of the RFP



To cancel the posting process, click **Exit**. By clicking the Exit, eSource saves your solicitation, but it does not send notification to the suppliers.

Clicking on Notify displays the following screen.

**Georgia Procurement Registry**

**eSource Notify Suppliers**

This is the final decision point. If you select "Notify Suppliers", your solicitation will be processed and e-mails are automatically distributed. "Return to Menu" will save the eSource but undo all the supplier selection process and take you back to the main menu.

Notify Suppliers

Return to Menu

Click to notify suppliers and complete the posting

EQ\_notify1

- 17 By clicking on Notify Suppliers, you completed the posting of the RFP event. Click on **Return to Main Menu**.

**Georgia Procurement Registry**

**eSource Notification List**

Your eSource has been processed and the selected suppliers have been notified.

Reference Number **ES-RFP-84700-22**

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
4	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
5	<a href="#">HYGAFEM</a>	System selected	N	NOM
6	<a href="#">S.C.R</a>	System selected ethnic	Y	ASA
7	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
8	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM
9	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM
10	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

ETHNIC GROUP	COUNT
Asian American	1
Non Minority	6
Total Number of Suppliers	7
Total Number of Supplier Contacts	10

Return to Main Menu

Click to return to the main menu

EQ\_final\_notified\_list

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## Posting an RFP that Exceeds the State Entity's Delegated Purchasing Authority (DPA)

Most state entities have a DPA for processing RFP solicitations per procurement event. However, there are some state entities whose DPA are different.



If you are unsure as to what the DPA limit is for your state entity, eSource will show the DPA limit at the header panel level.

If the value of the RFP solicitation exceeds the DPA limit assigned to your state entity eSource will notify you and request a justification. When this is the case, the state entity has two choices:

- Engage SPD to assist in the processing of the solicitation.
- Complete and submit the One-Time Request to Exceed DPA Form to receive authorization to process the solicitation.



As soon as you anticipate posting an event that exceeds your state entity's DPA, complete and submit the *One-Time Request to Exceed DPA Form to SPD*. You can find this form on the SPD website under the Operational Forms. Once completed, email the completed form to [CCMrouting@doas.ga.gov](mailto:CCMrouting@doas.ga.gov). Below is a sample One-Time Request to Exceed DPA Form to SPD.



**Georgia**

**One-Time Request to Exceed Delegated Purchasing Authority Prior to Posting an RFX**

State Entity Information		
State Entity Name:		
State Entity Code (5-Digit Code):		
State Entity Procurement Officer (APO / CUPO):		
State Entity APO / CUPO eMail Address:		
Has APO / CUPO Approved This Request? <input type="checkbox"/> YES <input type="checkbox"/> NO		Current DPA:
Requester Information		
Requester's Name:		
Requester's Title:		Date of Request: mm/dd/yyyy
Requester's eMail Address:		Requester's Phone: xxx-xxx-xxxx
Request Information		
Requisition Number (If Applicable):		
Description of Goods / Services to Purchase:		
Approximate Dollar Value:		
Commodity Cluster (Check One):	<input type="checkbox"/> Goods <input type="checkbox"/> Information Technology <input type="checkbox"/> Infrastructure <input type="checkbox"/> Professional Services and Special Projects	
Approval Criteria Information		
Justification for Request:		
Purpose of Procurement:		
Method of Procurement: <input type="checkbox"/> RFP <input type="checkbox"/> Other		
Requester's Years of Procurement Experience:		
Requester's Certifications Earned:		Requester's Other Certifications (List):
Requester's SPD Classes Attended (Last 3 calendar years):	<input type="checkbox"/> Introduction to State Purchasing <input type="checkbox"/> Fundamentals of State Purchasing <input type="checkbox"/> Legal Issues <input type="checkbox"/> Writing Basic Specifications <input type="checkbox"/> eQuote <input type="checkbox"/> Writing RFPs <input type="checkbox"/> How to Conduct a Self Audit (Compliance) <input type="checkbox"/> How to Conduct a Self Audit (P-Card)	
Requester's Other Procurement Classes Attended:		
State Entity Historical Information (Last Fiscal Year)		
Number of Previous Requests to Exceed DPA:	Number Approved:	Dates When Approved: mm/dd/yyyy
	Number Denied:	Dates When Denied: mm/dd/yyyy

To process the *One-Time Request to Exceed DPA* request, SPD reviews the event documentation to determine the type of authorization to grant the entity for processing the RFP solicitation. There are three types of authorization or processing RFP solicitations:

- *Full Authorization to Proceed* – With this authorization type, your entity has full authorization to process the RFP without assistance from SPD.
- *Conditional Authorization to Proceed* - With this authorization type, your entity must work with SPD throughout the entire RFP process. With conditional authorization, your entity processes the RFP with assistance from SPD. Consequently, your state entity and SPD work a collaboration process for reviewing/participating in the RFP template development, the requirements development, the cost sheet(s) development, the evaluation process, the

award process, etc.

- **SPD Control** - With this authorization type, SPD gains control of the RFP and is responsible for processing the event on behalf of the state entity. That is, your state entity does not process the RFP.

After completing the One-Time Request to Exceed DPA form and submitting it to SPD for review and approval, you receive an email notification within 5 business days from the appropriate SPD Group Manager.

If SPD grants authorization to process the RFP solicitation to the state entity, the issuing officer can post the RFP. However, the issuing officer must indicate in the Justification field:

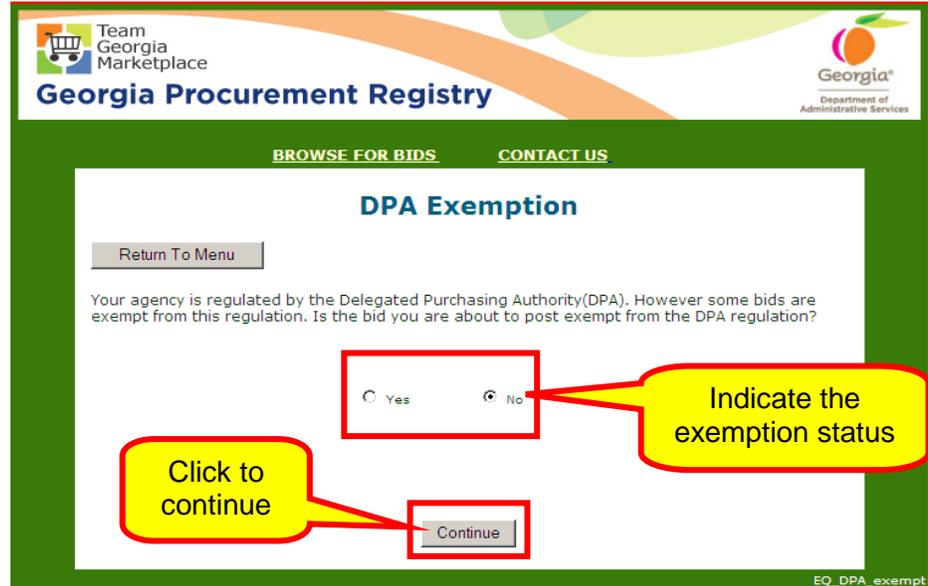
- That "SPD has granted authorization to the state entity to post the RFP."
- The authorization number that SPD provided with the authorization.

If you do not submit the One-Time Request to Exceed DPA Form before posting the RFP, eSource prompts you for the justification and reminds you to submit the form. Although the same process described above occurs by submitting the form at this time, doing so delays the posting and awarding of the RFP.

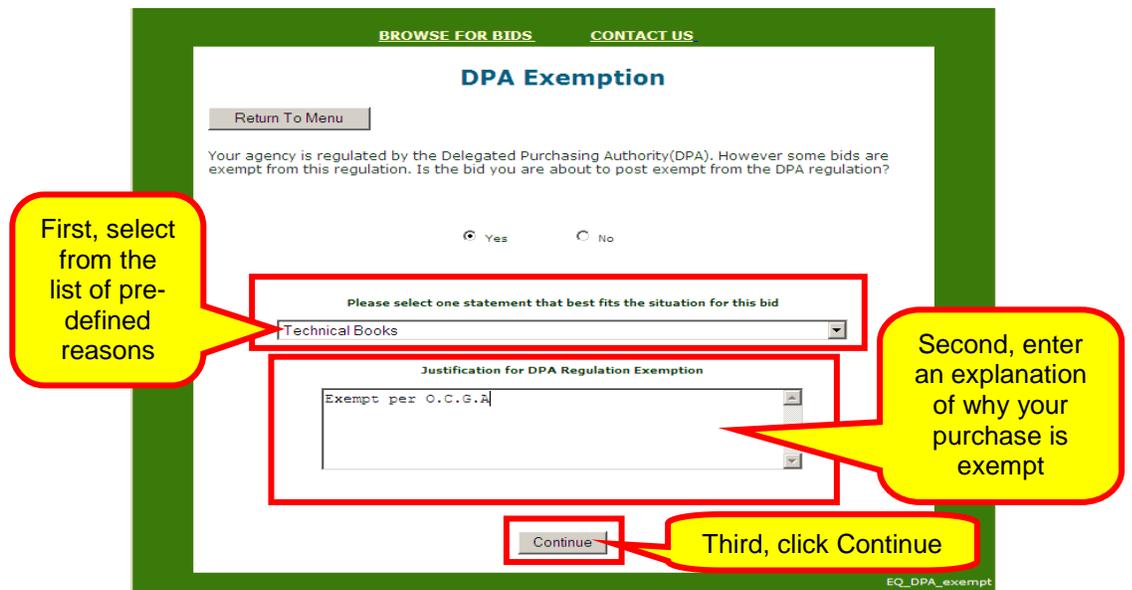
If you post an RFP at an amount below the state entity's DPA, but the award is above the state entity's DPA, you must submit the One-Time Request to Exceed DPA form to SPD *prior* to making the award in order to obtain approval to proceed with the award.

- 1 To post an RFP, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to complete [Step 1 - Completing the eSource Bid Process](#). Select RFP.
- 3 Once you finish completing the eSource Bid Process, click **Submit**.
- 4 Leave the default response (**No**) on the DPA Exemption screen to indicate that the RFP is not for procuring exempt items or services.

- 5 Click **Continue**.

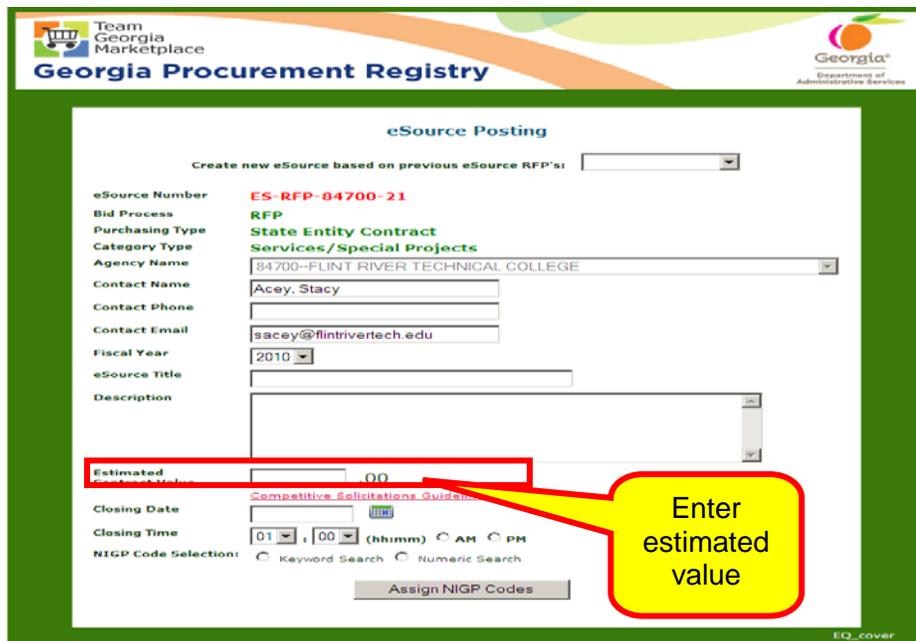


If you determine that this purchasing event is for an exempt item, then drop down the list of pre-defined reasons and select the appropriate one for your event.



Once you enter the requested information on the DPA Exemption screen, click **Continue**.

- 7 Enter the estimated dollar amount value of your RFP solicitation.



Once you enter an estimated contract value in the Estimated Contract Value field, eSource validates that it is below the DPA assigned to your state entity. If it is greater than the DPA assigned to your state entity, the following screen displays.

- 9 Click **OK** to continue.



- 10 Enter the justification.

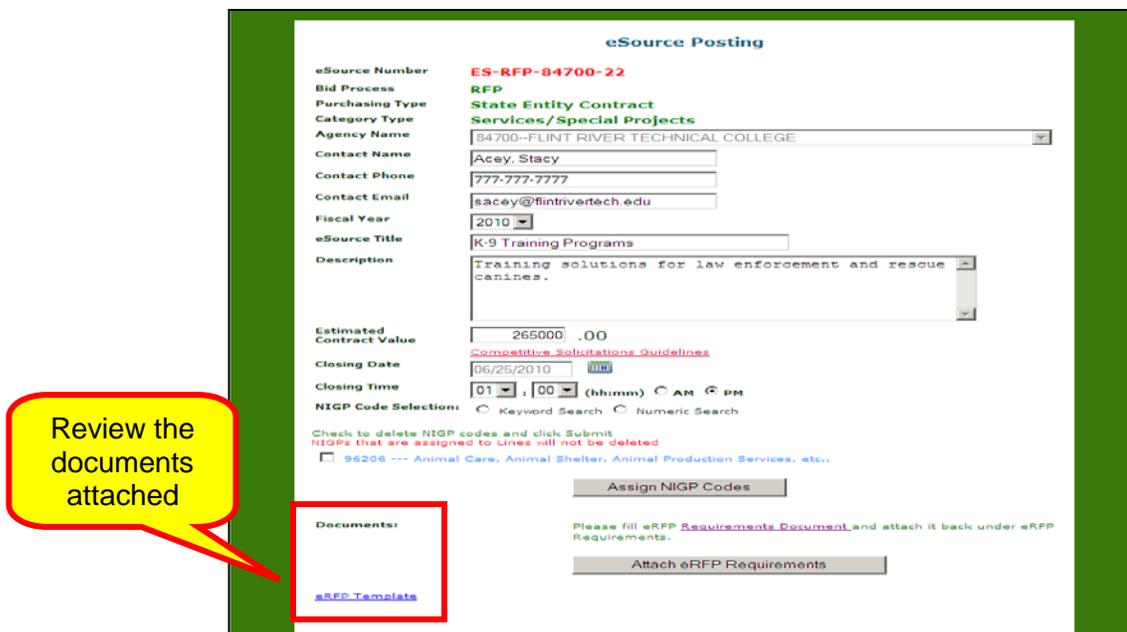
The screenshot shows a web form for entering RFP details. A yellow callout box with a red border points to a text area labeled "Justification for estimate over DPA". The text in this area reads: "Prior authorization received from SPD. Authorization # 1234". Other visible fields include "Description" (Training solutions for law enforcement and rescue canines), "Estimated Contract Value" (275000 .00 Agency RFP\_DPA (\$250000)), "Closing Date" (01 : 00 (hh:mm)), "Offerors' Conference" (N/A), and "NIGP Code Selection" (Keyword Search selected). There are buttons for "Assign NIGP Codes" and "Attach eRFP Document".

- 11 Enter the closing date and time.
- 12 Indicate whether or not you will be holding an offeror's conference By following steps described in Entering Offeror's Conference Information in your Event section.
- 13 Determine the NIGP Code selection search method by following the steps described in either:
  - Assigning NIGP Codes Using the Keyword Search Method, or Assigning NIGP Codes Using the Numeric Search Method
  - Adding Documents to the Header of an Event
- 14 Click **Attach eRFP Document** to attach the RFP completed eRFP template.

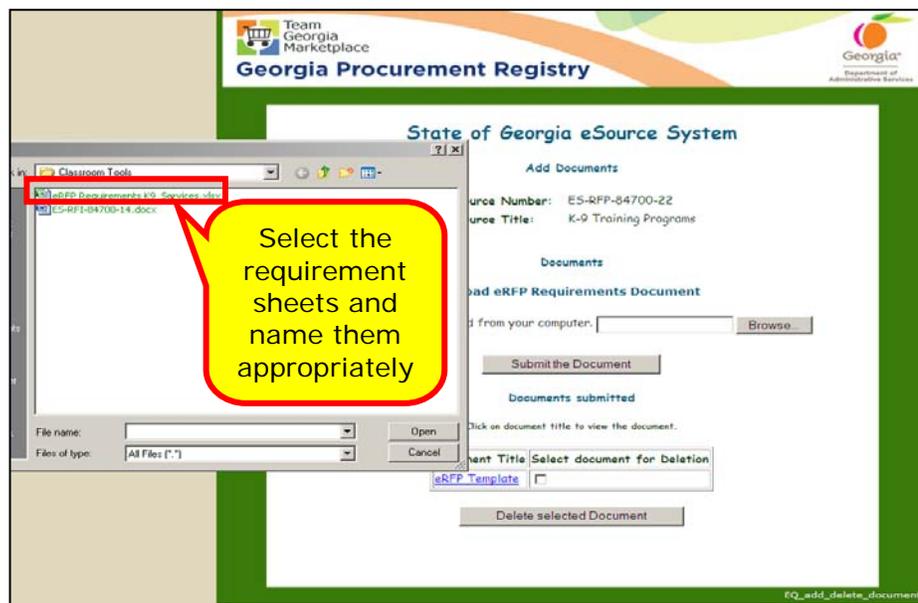


The eRFP template must be completed before you attach it to this solicitation.

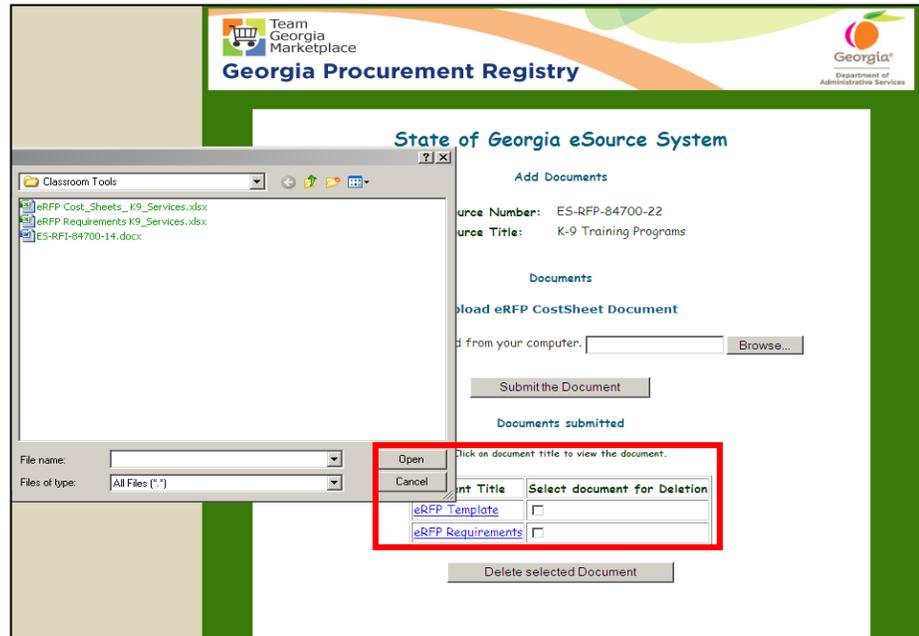
- 15 Find the completed eRFP template document on your PC and attach it to your solicitation.
- 16 Review that the completed eRFP Template is now attached to the event. If a document is attached, it displays under the Documents section of the screen.



- Click on **Attach eRFP Requirements** to attach the eRFP Requirements worksheet(s). This includes the spreadsheet containing all your Mandatory requirements, the spreadsheet containing all your Mandatory Scored requirements, and/or the spreadsheet containing all your Additional scored questions.

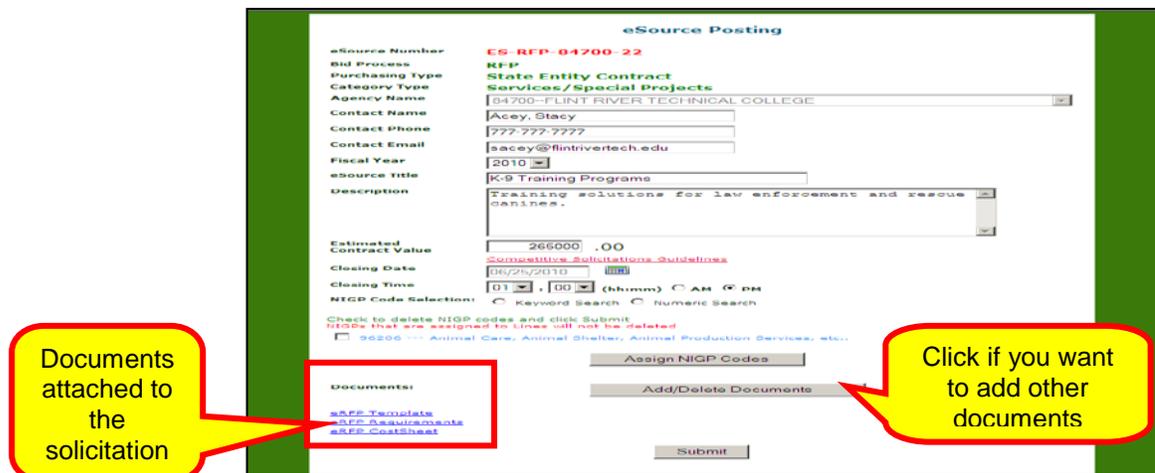


- After attaching the worksheet, click **Submit the Document** and assign an appropriate name to the file. The next screen displays the documents attached.

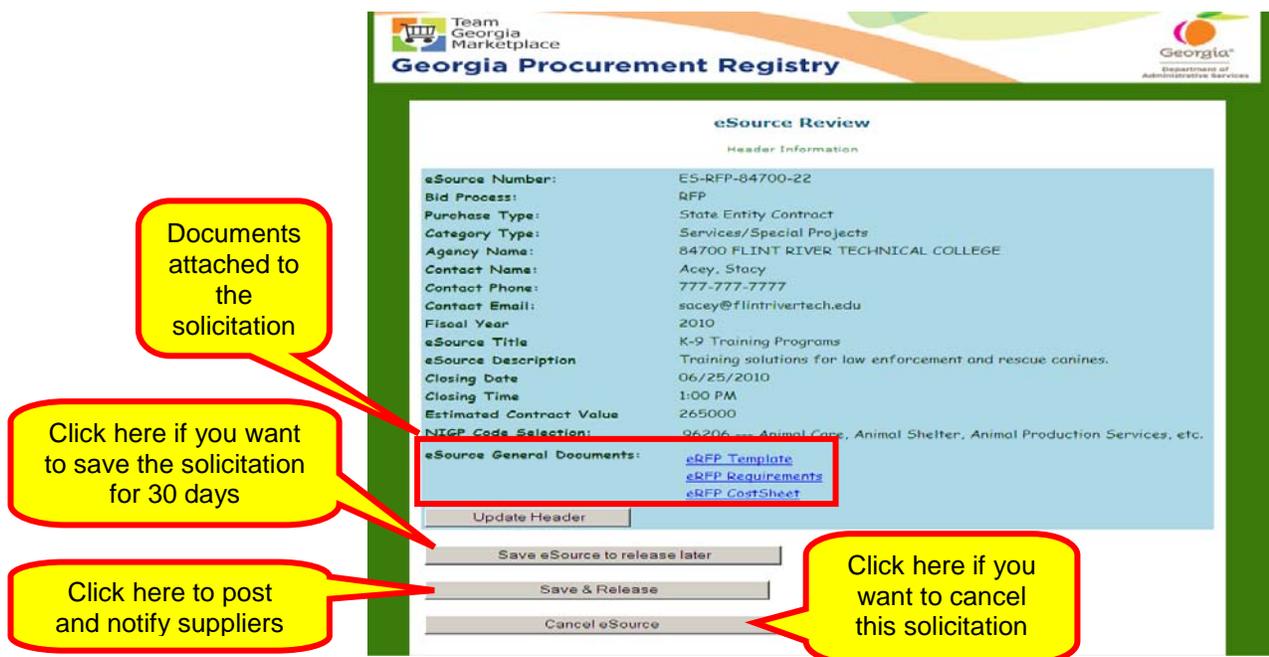


If you want to delete an attached document, click next to the file under the **Select document for Deletion** column.

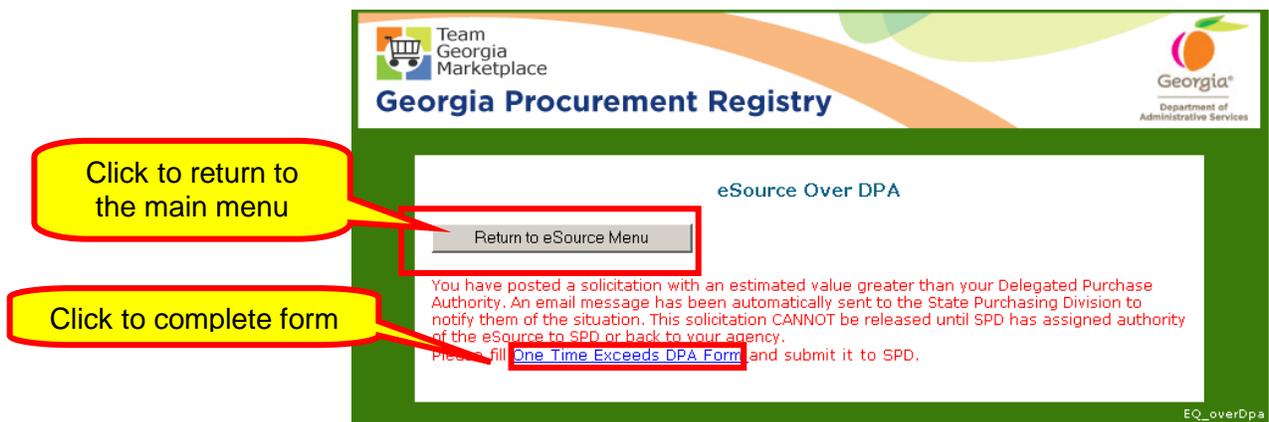
- 19 Repeat the steps to upload the requirements documents as many times as necessary.
- 20 Attach the Cost sheet(s). Name the file appropriately, and click **Submit the Document**.



- 21 Once all required documents are attached, eSource allows you to post the RFP. To continue the posting process, click **Submit**.



22 Once you click **Save & Release**, this screen displays. Because the RFP event exceeds the DPA value for your state entity eSource sends an email to SPD notifying them of this posting.



23 If you have received prior authorization, click **Return to eSource Menu**.

If you have not received previous authorization to process this RFP solicitation, complete the One-Time Request to Exceed DPA Form and submit it to SPD. Email the completed form to [CCMrouting@doas.ga.gov](mailto:CCMrouting@doas.ga.gov).



SPD has 5 business days to process your request.

## Posting an Request for Quote (RFQ)

You use a *Request for Quote (RFQ)* when you need to have several price Quotes so that you can select the supplier based on pricing only.

To post an event in eSource, you must review the [Georgia Procurement Manual \(GPM\)](#), and follow the guidelines and recommendations for posting times.

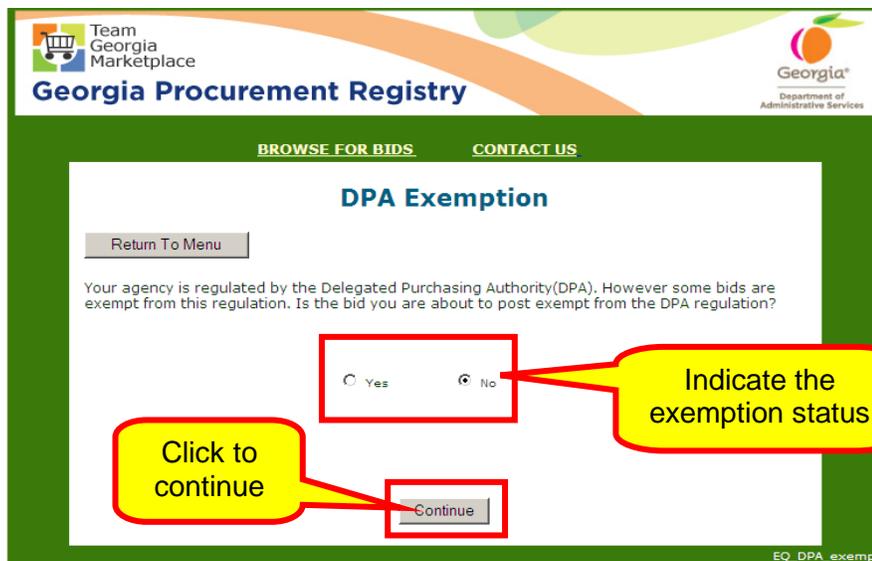
In addition, it is recommended that you organize the information and gather all necessary forms before you attempt to post an event in eSource.

- 1 To post an RFP, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to complete [Step 1 - Completing the eSource Bid Process](#). Select RFQ.
- 3 Once you finish completing the eSource Bid Process, click **Submit**.
- 4 Leave the default response (**No**) on the DPA Exemption screen to indicate that the RFP is not for procuring exempt items or services.

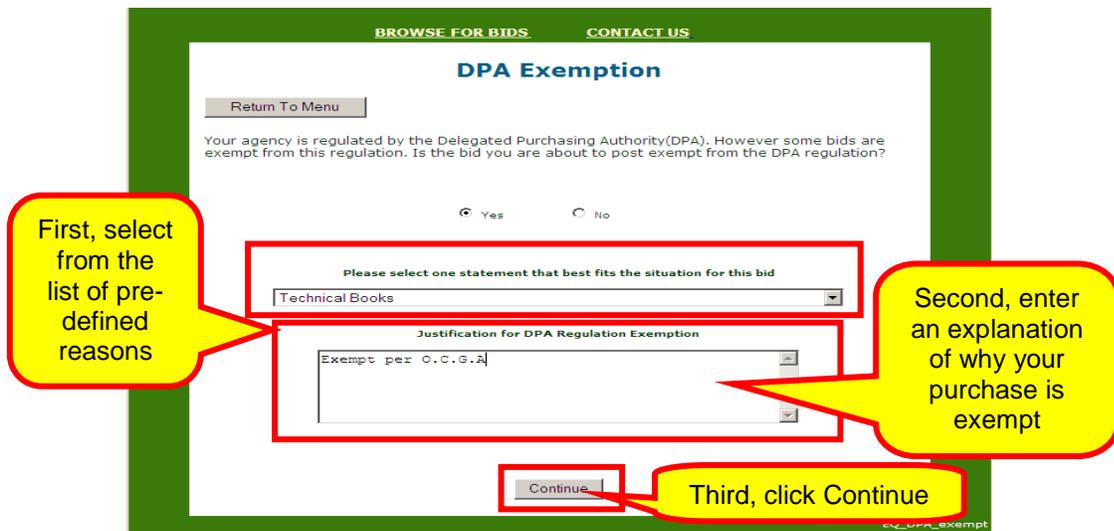


For more information on this topic, review the definition of exempt purchases in the [GPM](#).

- 5 Click **Continue**.



If you determine that this purchasing event is for an exempt item, then drop down the list of pre-defined reasons and select the appropriate one for your event.



Once you enter the requested information, click **Continue**.

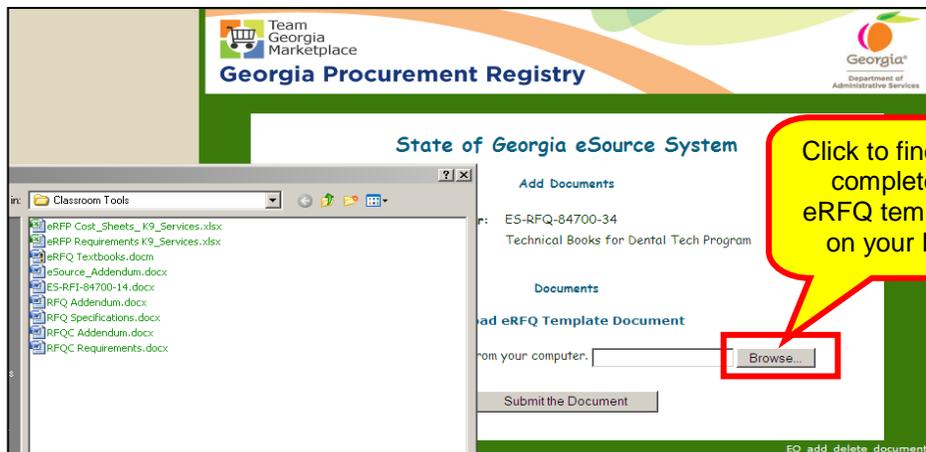
- 6 Enter the closing date and time.
- 7 Indicate whether or not you will be holding an offeror's conference By following steps described in Entering Offeror's Conference Information in your Event section.
- 8 Determine the NIGP Code selection search method by following the steps described in either:

- Assigning NIGP Codes Using the Keyword Search Method, or Assigning NIGP Codes Using the Numeric Search Method
- Adding Documents to the Header of an Event

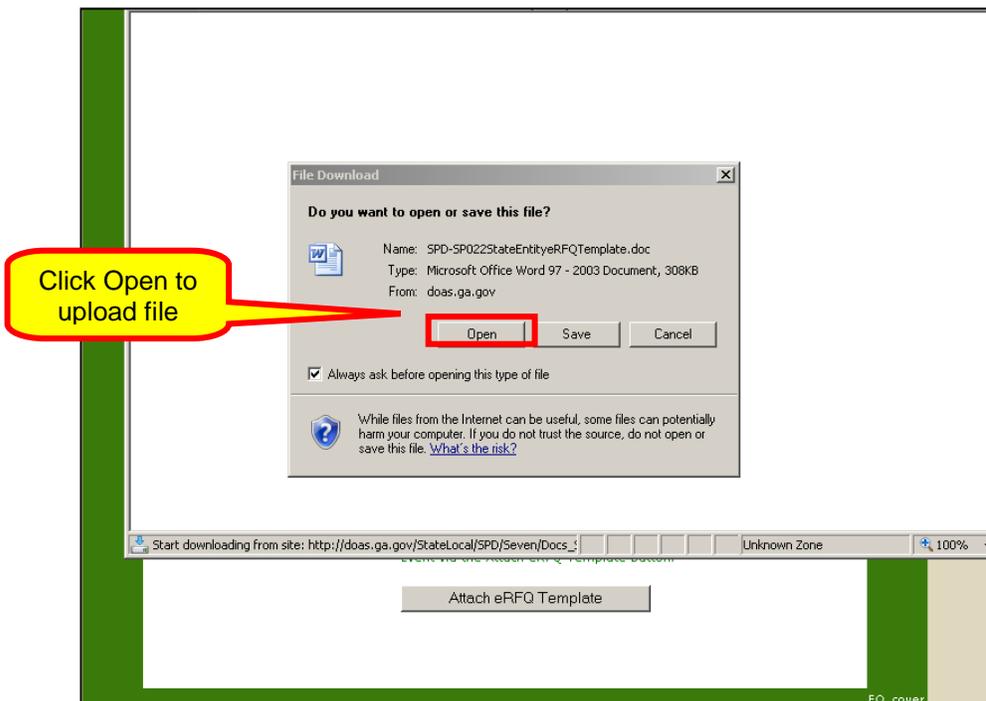
Once you assign the appropriate NIGP codes, this screen displays.

The screenshot shows the 'eSource Posting' form. The form includes fields for eSource Number (ES-RFQ-84700-34), Bid Process (RFQ), Purchasing Type (Open Market), Category Type (Goods), Agency Name (84700--FLINT RIVER TECHNICAL COLLEGE), Contact Name (Acey, Stacy), Contact Phone (777-777-7777), Contact Email (sacey@flintrivertech.edu), Fiscal Year (2010), eSource Title (Technical Books for Dental Tech Program), and Description (Technical books for use the the Dental Technicia Program). The Estimated Contract Value is 75000 .00. The Closing Date is 06/30/2010 and the Closing Time is 01:00 PM. A red box highlights the 'NIGP Code Selection' section, which includes a checkbox for '26056 --- Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc..', a checkbox for '71548 --- Medical Books and Publications.', and a checkbox for '71583 --- Textbooks, Adult Education.'. A yellow callout bubble points to the red box with the text 'NIGP Codes assigned to this event'. Below the NIGP Code Selection section are buttons for 'Assign NIGP Codes' and 'Attach eRFQ Template'.

- 9 Click **Attach eRFQ Template** to attach a completed eRFQ template to your event.
- 10 Click **Browse** to find the file on your PC.



- 11 Once you find and select the file, click **Open** to attach it to your event.



 The eRFQ template must be completed before you attach it to this solicitation. The following screen shows a sample eRFQ template.

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et. seq.), this electronic Request for Quotes ("eRFQ") is being issued to establish one or more contracts with one or more qualified Offerors who will provide Enter the Sourcing Event Name to the Enter State Entity's Name (hereinafter, "the State Entity") as further described in this eRFQ.

**INSTRUCTIONS TO ISSUING OFFICER** In the event DOAS is conducting this procurement on behalf of another State Entity, then please insert the following provision. After this action is complete, please delete this instructional note.

This eRFQ is being conducted by the Department of Administrative Services, through its State Purchasing Division, on behalf of the State Entity. Notwithstanding any reference herein to the contrary, the State Purchasing Division will be the official point of contact for this eRFQ and, in conjunction with the State Entity, will facilitate all of the state actions identified in this eRFQ.

**INSTRUCTIONS TO ISSUING OFFICER;** Describe a general overview of the project, service, or commodity being purchased. The information should define the value proposition for the Offerors and be able to answer the question, "Why should the Offeror submit a bid?"

The next screen shows a sample RFQ ready to be posted in eSource.

The screenshot shows the 'eSource Posting' form with the following fields and callouts:

- eSource Number:** ES-RFQ-84700-34
- Bid Process:** RFQ
- Purchasing Type:** Open Market
- Category Type:** Goods
- Agency Name:** 84700-FLINT RIVER TECHNICAL COLLEGE
- Contact Name:** Acey, Stacy
- Contact Phone:** 777-777-7777
- Contact Email:** sacey@flintrivertech.edu
- Fiscal Year:** 2010
- eSource Title:** Technical Books for Dental Tech Program
- Description:** Technical books for use the the Dental Technician Program
- Estimated Contract Value:** 75000 .00
- Closing Date:** 06/30/2010
- Closing Time:** 01:00 (hh:mm) AM/PM
- NIGP Code Selection:** Keyword Search / Numeric Search
- Documents:** eRFQ Template (with callout: "This link shows the attached document")
- Buttons:** Assign NIGP Codes (with callout: "This button allows you to add more NIGP codes"), Add/Delete Documents (with callout: "This button allows you to add more documents to your event or remove uploaded documents"), Submit (with callout: "Once finished, click this button")

12 Once you have attached all necessary documents for your event, click **Submit** to complete the Header Panel. This screen displays.

Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

**eSource Review**  
Header Information

eSource Number:	ES-RFQ-84700-34
Bid Process:	RFQ
Purchase Type:	Open Market
Category Type:	Goods
Agency Name:	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name:	Acey, Stacy
Contact Phone:	777-777-7777
Contact Email:	sacey@flintrivertech.edu
Fiscal Year:	2010
eSource Title:	Technical Books for Dental Tech Program
eSource Description:	Technical books for use the the Dental Technician Program
Closing Date:	06/30/2010
Closing Time:	1:00 PM
Estimated Contract Value:	75000
NIGP Code Selection:	26056 --- Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc. 71548 --- Medical Books and Publications 71583 --- Textbooks, Adult Education

eSource General Documents: [eRFQ Template](#)

If you forgot information in the Header Panel, click this button to update the information



You can add more information to the Header section, such as specific terms and conditions, maps, and/or additional NIGP Codes. To do this, you would click on **Update Header**.

From this screen you can do one of the following:

- Add New Line Item – which allows you to add line items to your RFQ for bidding.
- Save eSource to release later – which allows you to save your RFQ event so that you can release it later.
- Cancel the eSource – which allows you to cancel the RFQ event completely.

### Adding Line Items to an RFQ Event

You can add unlimited line items to an RFQ. When you add line items to an RFQ in eSource, each line item displays separately.



*You must have at least one line item in your RFQ to be*

able to post it.

- 1 To add lines, click **Add New Line Item** after completing and submitting the Header Panel information.

Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

**eSource Review**  
Header Information

**eSource Number:** ES-RFQ-84700-34  
**Bid Process:** RFQ  
**Purchase Type:** Open Market  
**Category Type:** Goods  
**Agency Name:** 84700 FLINT RIVER TECHNICAL COLLEGE  
**Contact Name:** Acey, Stacy  
**Contact Phone:** 777-777-7777  
**Contact Email:** sacey@flintrivertech.edu  
**Fiscal Year:** 2010  
**eSource Title:** Technical Books for Dental Tech Program  
**eSource Description:** Technical books for use the the Dental Technician Program  
**Closing Date:** 06/30/2010  
**Closing Time:** 1:00 PM  
**Estimated Contract Value:** 75000  
**NIGP Code Selection:** 26056 --- Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc.  
71548 --- Medical Books and Publications  
71583 --- Textbooks, Adult Education

**eSource General Documents:** [eRFQ Template](#)

Update Header

**Add New Line Item**

Save eSource to release later

Cancel eSource

Click to add line items to your RFQ event

The following screen displays to allow you to add line items to your RFQ.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

Return

**eQuote Line Item Description**

Line Title

Line Number

Unit of Measure

Number of Units

Assign NIGP to line

Description Model/Brand

Documents

Submit

EQ\_line

Each line item requires the following information:

- Line Title – This represents the title you assign to each

line item in your RFQ event.

- Unit of Measure – This represents the unit of measure that you request for this item.
- Number of Units – This represents how many items you need.
- Assign NIGP to line – This represents the NIGP code associated with the line item.
- Description Model/Brand – This provides a description of the line item.
- Documents – This button allows you to add any documents associated with the line item. A requirements document, for example, outlining the requirements for the line item.

The following sample screen shows a state entity adding a line item to an RFQ event. In this example, line item 1 represents *200 text books for the Dental Hygienist program*.

- 2 To select the NIGP Code, click on the drop-down list and select the one that corresponds to the line item.

The screenshot shows the 'eQuote Line Item Description' form in the Georgia Procurement Registry. The form contains the following fields:

- Line Title:** Text Books
- Line Number:** 6
- Unit of Measure:** Each
- Number of Units:** 200
- Assign NIGP to line:** A dropdown menu is open, showing a list of NIGP codes. The selected code is 71512-Books, Reference: Dictionaries, Encyclopedias, etc.
- Description Model/Brand:** 26056-Pharmaceuticals, Dental: Anesthetics, Antiseptics, Plaque Disclosing Liquids and Tablets, etc.
- Documents:** A list of documents is shown, including 71512-Books, Reference: Dictionaries, Encyclopedias, etc., 71533-Drawings and Diagrams: Dimensional, Technical, etc., 71547-Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified, 71548-Medical Books and Publications, 71583-Textbooks, Adult Education, and 71588-Textbooks: College Level (Includes Student and Teacher Editions).

A yellow callout bubble with a red border points to the 'Assign NIGP to line' dropdown menu, containing the text: "Drop down the list and select the appropriate NIGP code".

The screenshot shows the 'eQuote Line Item Description' form. At the top left is the 'Team Georgia Marketplace' logo, and at the top right is the 'Georgia Department of Administrative Services' logo. The form has a green border. A 'Return' button is at the top left. The title 'eQuote Line Item Description' is centered. The form fields are: 'Line Title' with 'Text Books', 'Line Number' with '6', 'Unit of Measure' with 'Each', and 'Number of Units' with '200'. The 'Assign NIGP to line' dropdown is highlighted with a red box and contains '71512-Books, Reference: Dictionaries, Encyclopedias, etc.'. Below it is the 'Description Model/Brand' dropdown with 'Reference books'. There is an 'Add/Delete Documents' button under the 'Documents' label and a 'Submit' button at the bottom left. The text 'EQ\_line' is in the bottom right corner.



You must select one NIGP Code per line.

- 3 Add a description in the Description field.



Although, not required, it is highly recommended to include a detailed description in the Description field. You may also attach detailed specifications at the line for the item.

- 4 If needed, click **Add/Delete Documents** to add documents that are specific to the individual line item. You can also delete attached items to a line item. The maximum size of the file must not exceed 50 Megabytes.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

Return

eQuote Line Item Description

Line Title: Text Books  
Line Number: 6  
Unit of Measure: Each  
Number of Units: 200  
Assign NIGP to line: 71512-Books, Reference: Dictionaries, Encyclopedias, etc.  
Description Model/Brand: Reference books

Documents: Add/Delete Documents

Submit

EQ\_line

- Once you enter all required information, click **Submit**.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

Return

eQuote Line Item Description

Line Title: Text Books  
Line Number: 6  
Unit of Measure: Each  
Number of Units: 200  
Assign NIGP to line: 71512-Books, Reference: Dictionaries, Encyclopedias, etc.  
Description Model/Brand: Reference books

Documents: Add/Delete Documents

Submit

EQ\_line

## Adding a Document to a Line Item in an RFQ Event

You can add documents to line items in an RFQ event. There is no limit to the number of documents that you can add to a line item. However, the maximum size of the file must not exceed 50 Megabytes.

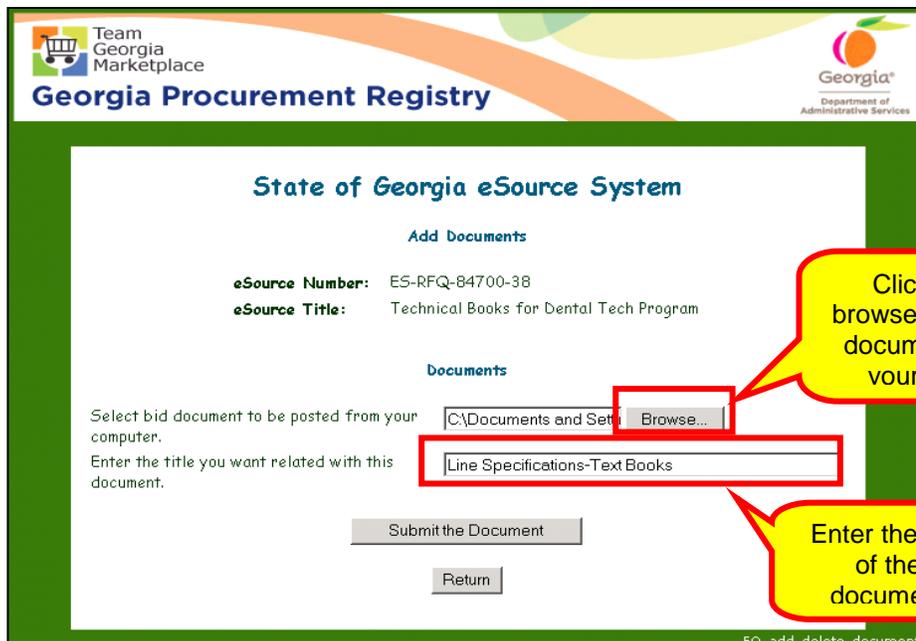
- 1 To add documents to a line item, click **Add/Delete Documents** once you have completed the required fields to add a new line item.

The screenshot shows the 'eQuote Line Item Description' form in the Georgia Procurement Registry. The form has a green border and contains the following fields and sections:

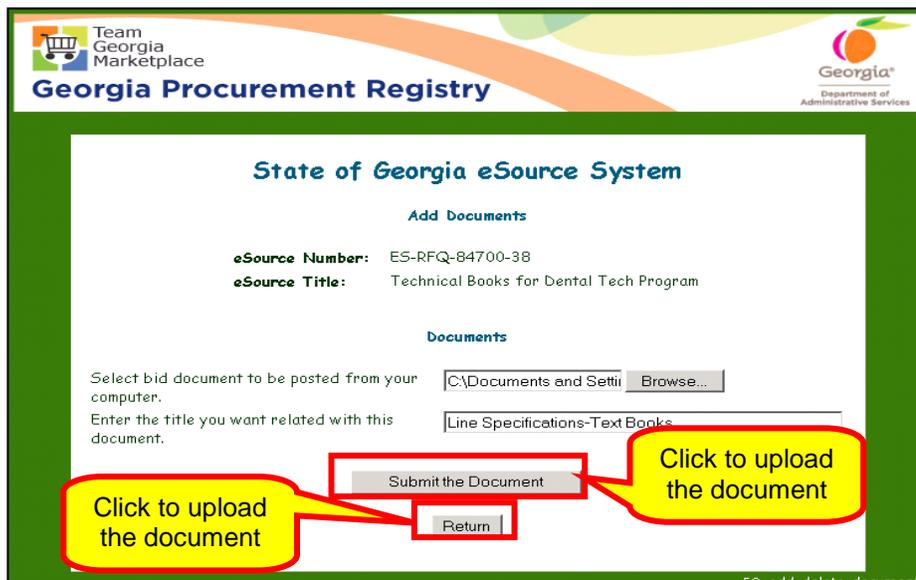
- Return** button at the top left.
- Line Title**: Text Books
- Line Number**: 6
- Unit of Measure**: Each (dropdown menu)
- Number of Units**: 200
- Assign NIGP to line**: 71512-Books, Reference: Dictionaries, Encyclopedias, etc. (dropdown menu)
- Description Model/Brand**: Reference books (text input)
- Documents** section containing the **Add/Delete Documents** button, which is highlighted with a red rectangular box.
- Submit** button at the bottom left.

The Georgia Procurement Registry logo and 'Team Georgia Marketplace' are visible at the top left, and the Georgia Department of Administrative Services logo is at the top right. The text 'EQ\_line' is visible in the bottom right corner of the form area.

- 2 When you click **Add/Delete Documents**, a screen displays to allow you to browse your document on your PC.
- 3 Click **Browse** to search for the file on your PC. Then, select the document and Click Open to upload the document.
- 4 Enter a title for the document.



- 5 Click to **Submit the Document** to upload the document.
- 6 Click to **Return**.



The following screen displays.

The screenshot shows the 'eQuote Line Item Description' form. At the top left is the 'Team Georgia Marketplace' logo and at the top right is the 'Georgia Department of Administrative Services' logo. The form includes a 'Return' button at the top left. The main form fields are: 'Line Title' (Text Books), 'Line Number' (6), 'Unit of Measure' (Each), 'Number of Units' (200), 'Assign NIGP to line' (71512-Books, Reference: Dictionaries, Encyclopedias, etc.), and 'Description Model/Brand' (Reference books). Below these fields is a 'Documents' section with an 'Add/Delete Documents' button. A link 'Line Specifications Text Books' is visible. At the bottom left is a 'Submit' button. Three callout boxes provide instructions: one pointing to the 'Return' button, one pointing to the 'Line Specifications Text Books' link, and one pointing to the 'Add/Delete Documents' button.

Click Return if you want to display the Header Panel

This is the document attached to line-item. You can click the link to view the attached document

Click Add/Delete Documents if you want to add or delete documents to or from the line item

Click Submit to add the line item to your RFQ event

7 Click **Submit** to add the line item to your RFQ event.

Notice the line items are now added. If needed, you can delete an individual line item by clicking on the **Delete** button.

The screenshot shows a table of line items. The table has columns for 'Line Number', 'Line Description', and 'Delete'. The 'Delete' column contains five 'Delete' buttons. A callout box points to the top 'Delete' button.

Line Number	Line Description	Delete
1	Dental Technician	Delete
2	Dental Techs	Delete
3	Oral Care	Delete
4	Pediatric Oral Care	Delete
5	Orthodontics	Delete

Click to Delete a Line Item

---

## Posting a Request for Qualified Contractors (RFQC)

You process a Request for Qualified Contracts (RFQC) as a two-step process:

- Step 1: you pre-qualify the suppliers based on specific standards and requirements and,
- Step 2: you invite the selected suppliers from Step 1 to participate in an RFQ or an RFP event.

The RFQC allows an Issuing Officer to outline specific standards or requirements that the suppliers must meet or exceed. Only those suppliers that meet or exceed these standards or requirements are invited to participate in Step 2 or an RFQ or RFP event.

The RFQC does not require for the suppliers to provide pricing information. Once the Issuing Officer selects the responsive and responsible suppliers based on the standards and requirements outlined in the RFQC, the Issuing Officer continues with Step 2 by posting an RFQ or RFP event.

To post an event in eSource, you must review the Georgia Procurement Manual (GPM) and follow the guidelines and recommendations for posting times.

In addition, it is recommended that you organize the information and gather all necessary forms before you attempt to post an event in eSource.

- 1 To post an RFQC, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to complete [Step 1 - Completing the eSource Bid Process](#). Select RFQC.
- 3 Once you finish completing the eSource Bid Process, click **Submit**.

After clicking Submit, the following screen displays to allow you to enter the DPA Exemption status for this event.

- 4 Select the appropriate response and click **Continue**.

Team Georgia Marketplace

Georgia Department of Administrative Services

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

### DPA Exemption

[Return To Menu](#)

Your agency is regulated by the Delegated Purchasing Authority(DPA). However some bids are exempt from this regulation. Is the bid you are about to post exempt from the DPA regulation?

Yes  No

[Continue](#)

EQ\_DPA\_exempt

If you determine that this purchasing event is for an exempt item, then drop down the list of pre-defined reasons and select the appropriate one for your event.



Review the [GPM](#) to understand about exempt purchases.

- 5 Follow the steps to complete [Step 2 - Completing the Header Panel for the Event](#):
  - Entering Offeror's Conference Information in your Event
  - Assigning NIGP Codes Using the Keyword Search Method, or
  - Assigning NIGP Codes Using the Numeric Search Method
  
- 6 Once you enter all required information in the Header Panel, click **Submit**. The following screen displays.

The screenshot shows a form with the following fields and values:

- Purchase Type:** State Entity Contract
- Category Type:** Goods
- Agency Name:** 84700 FLINT RIVER TECHNICAL COLLEGE
- Contact Name:** Acey, Stacy
- Contact Phone:** 777-777-7777
- Contact Email:** sacey@flintrivertech.edu
- Fiscal Year:** 2010
- eSource Title:** Cosmetology Program Supplies
- eSource Description:** The purpose of this RFQC is to result in a multiple award of qualified contractors to provide cosmetology products. This includes but is not limited to all types of hair products, nail care and operator instruments.
- Closing Date:** 07/16/2010
- Closing Time:** 1:00 PM
- NIGP Code Selection:**
  - 09550 --- Chair Cloths, Shampoo Capes, and Clips
  - 09553 --- Clippers and Parts (Hair)
  - 09562 --- Dryers, Curling Irons, and Parts (Hair)
  - 65235 --- Electrolysis Equipment (Hair Removal)
  - 65242 --- Hair Cleaning and Conditioning Supplies: Colors, Creams, Dressings, Oils, Rinses, Shampoos, Sprays,
  - 65243 --- Hair Care Accessories: Bands, Curlers, Nets, Pins, Rollers, etc.

Below the form is the **eSource General Documents:** section with the following buttons:

- Update Header
- Save eSource to release later
- Save & Release
- Cancel eSource

Callout boxes provide the following instructions:

- Update Header:** Click if you need to update the Header Panel
- Save eSource to release later:** Click to release later
- Save & Release:** Click if you are ready to release this event
- Cancel eSource:** Click if you want to cancel this event

7 Click **Save & Release**.



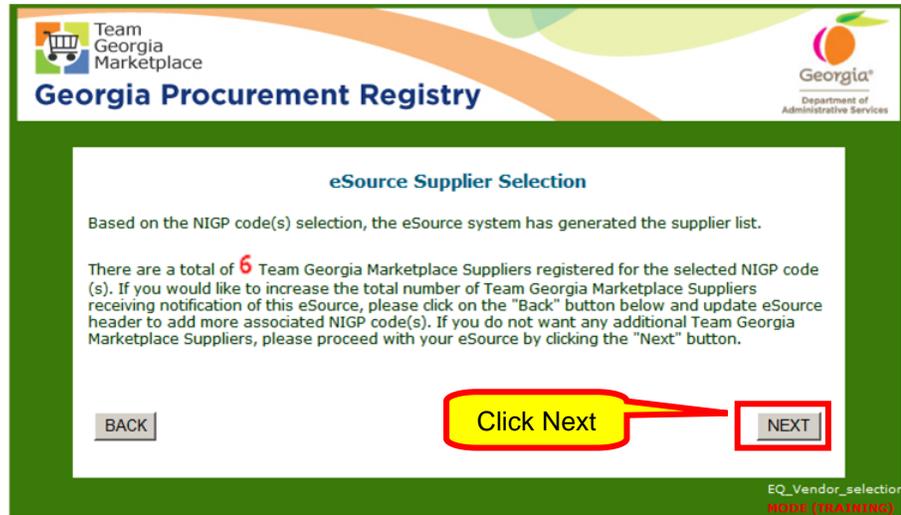
The RFQC solicitation event does not have Line Items. Remember that you do not request pricing from the suppliers during this step.



Be sure you add all the necessary documents detailing the requirements necessary to qualify the suppliers.

Once you click Save & Release, this screen displays.

8 Click **Next** to continue posting the RFQC.



The [NIGP codes](#) selected for this event and the list of suppliers selected display.

- 9 Click **Accept Supplier List** to continue. This list contains the suppliers that will be invited to participate in this RFQC event.



- 10 Click Notify to notify the suppliers of this event and continue with the eRFQC posting.

<b>Contact Phone</b>	777-777-7777
<b>Contact Email</b>	facey@flintrivertech.edu
<b>Fiscal Year</b>	2010
<b>eSource Title</b>	Cosmotology Program Supplies
<b>eSource Description</b>	The purpose of this RFQC is to result in a multiple award of qualified contractors to provide cosmetology products. This includes but is not limited to all types of hair products, nail care and operator instruments.
<b>Closing Date</b>	07/16/2010
<b>Closing Time</b>	1:00 PM
<b>Estimated Contract Value</b>	0
<b>NIGP Code Selection:</b>	09550 --- Chair Cloths, Shampoo Capes, and Clips. 09553 --- Clippers and Parts (Hair). 09562 --- Dryers, Curling Irons, and Parts (Hair). 65235 --- Electrolysis Equipment (Hair Removal). 65242 --- Hair Cleaning and Conditioning Supplies: Colors, Creams, Dressings, Oils, Rinses, Shampoos, Sprays., 65243 --- Hair Care Accessories: Bands, Curlers, Nets, Pins, Rollers, etc..
<b>Documents</b>	

**Suppliers Selection**

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">BOB BARKER COMPANY INC</a>	System selected	N	NOM
2	<a href="#">HENRY SCHEIN INC</a>	System selected	N	NOM
3	<a href="#">MCKESSON MEDICAL-SURGICAL</a>	System selected	N	NOM
4	<a href="#">PRODUCTS UNLIMITED INC</a>	System selected	N	NOM
5	<a href="#">SOUTHEASTERN PAPER GROUP</a>	System selected	N	NOM
6	<a href="#">SUPPLY SOLUTIONS INC</a>	System selected ethnic	Y	ASA

Your eSource is now complete. To notify suppliers, click the "Notify" button.

**CAUTION!!**  
If you do not want to notify suppliers, please click "Exit", which will return you to the eSource menu screen. This eSource information will be saved.

This next screen displays to ensure that you want to release the event to the suppliers selected.

- To continue with the posting, click **Notify Suppliers**. Clicking Notify Suppliers releases the RFQC to the selected suppliers.

Clicking Return to Menu will undo the Supplier selection process.

**eSource Notify Suppliers**

This is the final decision point. If you select "Notify Suppliers", your solicitation will be processed and e-mails are automatically distributed. "Return to Menu" will save the eSource but undo all the supplier selection process and take you back to the main menu.

Click to release the RFQC to the selected suppliers

EQ\_notify1

When you click Notify Suppliers, this screen displays.

**eSource Notification List**

Your eSource has been processed and the selected suppliers have been notified.

**Reference Number ES-RFQC-84700-42**

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">BOB BARKER COMPANY INC</a>	System selected	N	NOM
2	<a href="#">HENRY SCHEIN INC</a>	System selected	N	NOM
3	<a href="#">HENRY SCHEIN INC</a>	System selected	N	NOM
4	<a href="#">MCKESSON MEDICAL-SURGICAL</a>	System selected	N	NOM
5	<a href="#">PRODUCTS UNLIMITED INC</a>	System selected	N	NOM
6	<a href="#">PRODUCTS UNLIMITED INC</a>	System selected	N	NOM
7	<a href="#">SOUTHEASTERN PAPER GROUP</a>	System selected	N	NOM
8	<a href="#">SOUTHEASTERN PAPER GROUP</a>	System selected	N	NOM
9	<a href="#">SOUTHEASTERN PAPER GROUP</a>	System selected	N	NOM
10	<a href="#">SOUTHEASTERN PAPER GROUP</a>	System selected	N	NOM
11	<a href="#">SUPPLY SOLUTIONS INC</a>	System selected ethnic	Y	ASA
12	<a href="#">SUPPLY SOLUTIONS INC</a>	System selected ethnic	Y	ASA

ETHNIC GROUP	COUNT
Asian American	1
Non Minority	5
Total Number of Suppliers	6
Total Number of Supplier Contacts	12

[Return to Main Menu](#)

- The RFQC is now posted and the invitation emails went out to all 12 suppliers listed on the previous screen. Click **Return to Main Menu**.

### Posting a Request for Proposal (RFP) or a Request for Quote (RFQ) from an RFQC

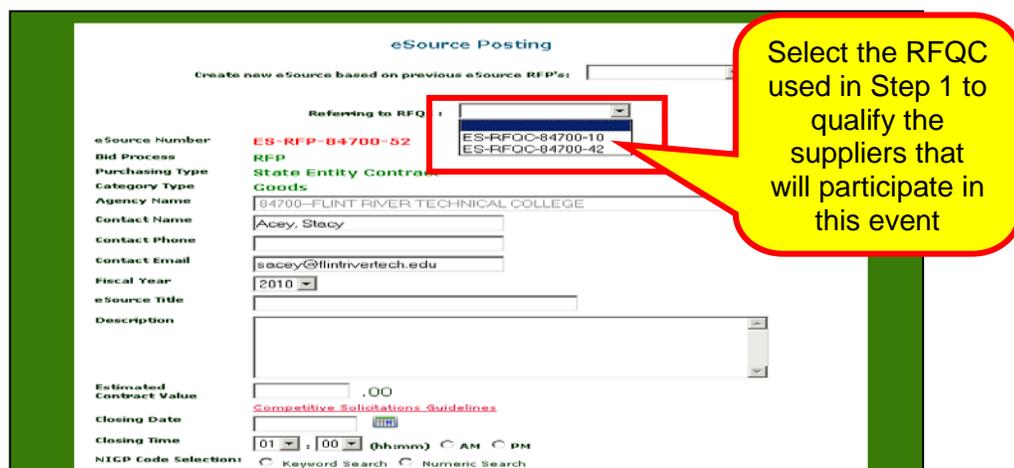
Step 2 of the two-step RFQC process requires that you post another event that allows you to award the solicitation to a supplier. This new event will use the list of suppliers that were qualified using Step 1 (RFQC) of the process. You cannot add more suppliers in Step 2 of the process. The event that you can post in Step 2 can be a Request for Quote (RFQ) or a Request for Proposals (RFP).

You begin the posting process for Step 2 once Step 1 of the two-step process is complete. That is, once you have selected the qualified suppliers using the RFQC process (Step 1), you can then move on to Step 2 or to posting either an RFP or an RFQ using the list of qualified suppliers from Step 1.

- Start this posting by accessing the Main menu of eSource and clicking on [Post New eSource](#).



- 1 To post an RFP or RFQ from a RFQC, follow the steps for [Posting an Event in eSource](#).
- 2 Follow the steps to complete [Step 1 - Completing the eSource Bid Process](#). Select RFP or RFQ depending on the solicitation method you selected. This example shows an RFP as the method of solicitation selected for Step 2.
- 3 Once you finish completing the eSource Bid Process, click **Submit**.
- 4 From the Referring to RFQC field, select the appropriate RFQC used in Step 1 to qualify the suppliers.



- 5 Follow the steps for either:
  - Posting a Request for Proposal (RFP), or
    - Posting an RFP Below the State Entity's Delegated Purchasing Authority (DPA)
    - Posting an RFP that Exceeds the State Entity's Delegated Purchasing Authority (DPA)

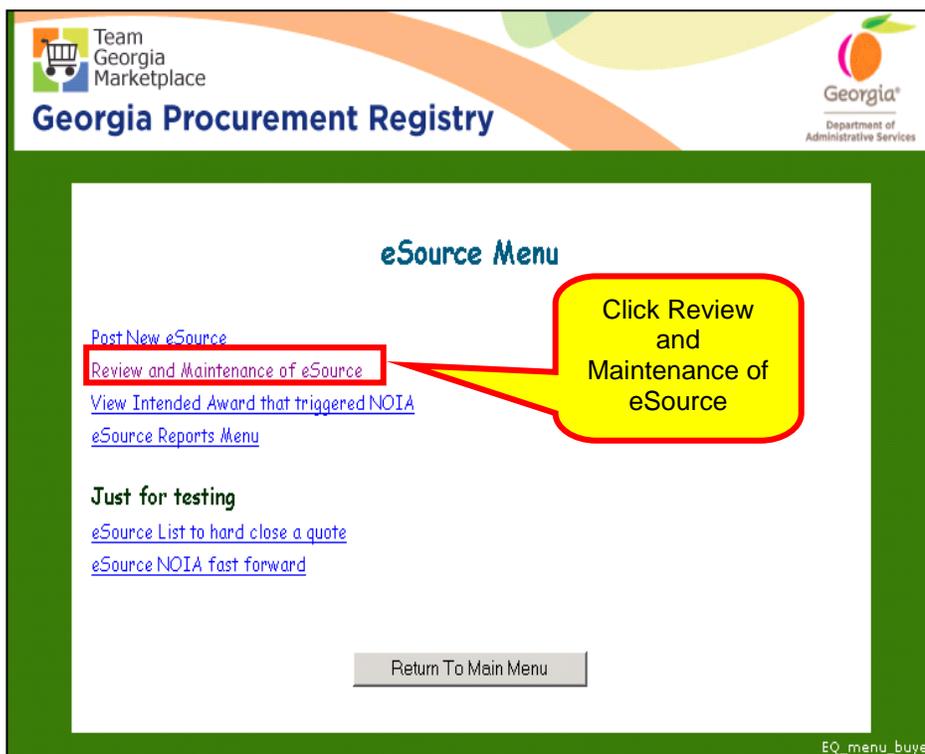
- Posting an Request for Quote (RFQ)

## Working with Posted Events in eSource

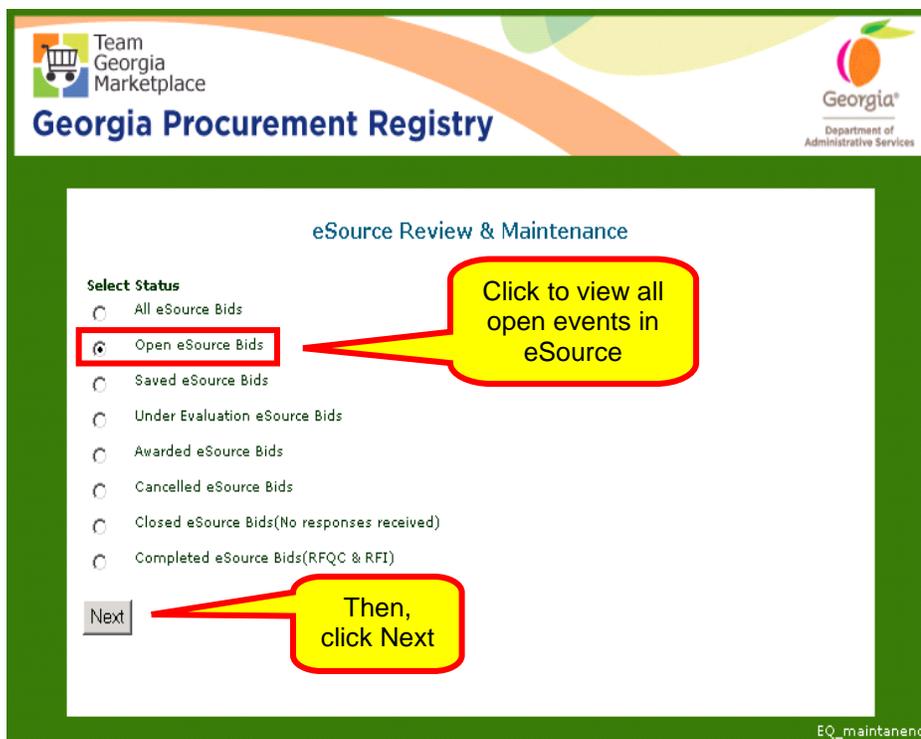
Once you have posted an event in eSource, you can monitor the event and supplier responses by using the **Review and Maintenance of eSource** function. You find this selection in the main menu.

### Reviewing and Maintaining Events

- 1 To access the Review and Maintenance of an event in eSource, display the eSource main menu and click on **Review and Maintenance of eSource**.



- 2 Then, click to view all **Open eSource Bids**.
- 3 Then, click **Next**.



4 Select the desired event.



The following options are available when working with an open event in eSource:

- View the eSource— For example to review for accuracy.

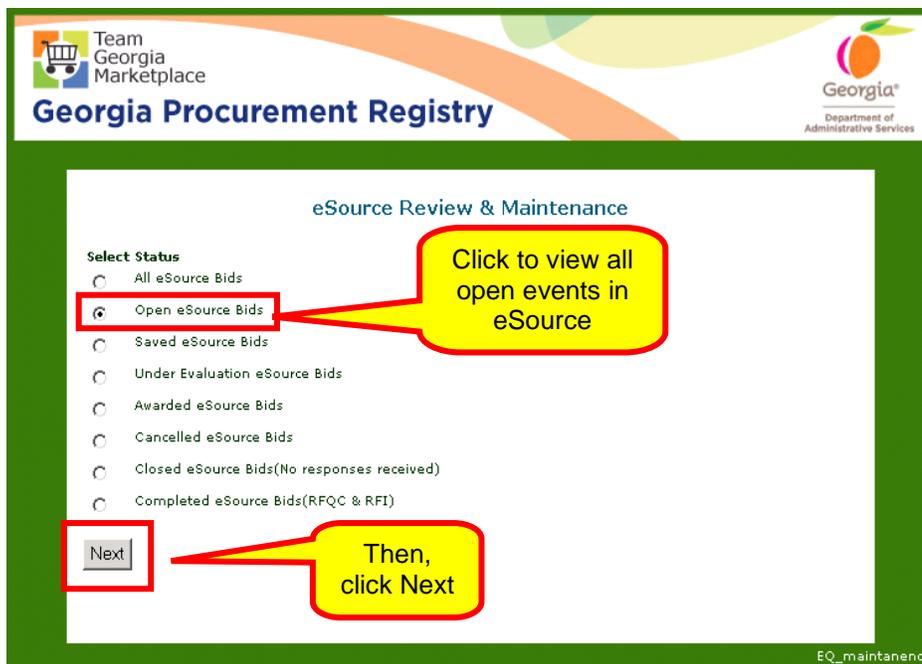
- Edit the eSource— For example, to extend the closing date or add the addenda.
- View responses— to see which suppliers have responded
- Add a supplier not previously selected or notified of the eSource opportunity.
- Email all suppliers who received notice of the event from eSource— to clarify an issue with the event or send a notice.
- Resend the email notice to a supplier who did not receive it the first time or who accidentally deleted it.
- Cancel the eSource.

### Editing an Open Request for Information (RFI) Event

The edit function allows you to modify an open event. With the Edit function, you can add and remove documents, change closing date and time, add/delete NIGP Codes or update the Header Panel information.

When working with an open RFI event, you may only add or delete documents and add or delete NIGP codes as there are no line items associated with this process.

- 1 Click to view all **Open eSource Bids**.
- 2 Then, click **Next**.



- 3 Select the desired event to be edited and make the necessary changes.
- 4 Click on Update Header to update information on this event.

The screenshot displays the 'eSource Review' interface. At the top, it says 'eSource Review' and 'Header Information'. Below this is a table of details:

eSource Number	ES-RFI-84700-47
Solicitation Process	RFI
Purchase Type	Request For Information No Contract Issued
Category Type	Services/Special Projects
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K9 training program
eSource Description	K9 training program Bidders must submit electronic documents detailing available programs and the components associated with each program proposed.
eSource Released Date	06/10/2010 03:31 PM
Closing Date	07/30/2010
Closing Time	1:00 PM
NIGP Code Selection	04003 --- Animal Care Supplies (Collars, Clothing, Leashes, etc.) 04004 --- Animal Training Equipment and Supplies
eSource General Documents	<a href="#">programs spec</a>

At the bottom of the form, there is a button labeled 'Update Header' which is highlighted with a red box. A yellow callout bubble with a red arrow points to this button, containing the text 'Click Update Header'. Below the 'Update Header' button is another button labeled 'Save eSource and Notify Suppliers'.

In this example, K9 Training Program for the Flint River Technical College, the decision is made to require the suppliers to submit electronic documentation regarding the programs they provide.

- 5 To do this, click on **Update the Header** and include the comments to the description box.
- 6 Make the necessary updates to the description box, change closing date and/or time, schedule an Offerors' Conference, add/delete NIGP Codes, add/delete documents.
- 7 Then, click **Submit**.

The screenshot shows an eSource edit form with the following fields and callouts:

- Contact Phone:** 777-777-7777
- Contact Email:** sacey@flintrivertech.edu
- Fiscal Year:** 2010
- eSource Title:** K9 training program
- Description:** K9 training program. Callout: "Update description box"
- Closing Date:** 07/30/2010. Callout: "Change closing date and time"
- Closing Time:** 01:00 (hh:mm) AM/PM. Callout: "Schedule Offeror's conference"
- Offerors' Conference:** N/A. Callout: "Enter Offerors' Conference Information"
- NIGP Code Selection:** Keyword Search / Numeric Search. Callout: "Add/delete NIGP Codes"
- Documents:** programs.spec. Callout: "Add/delete documents"
- Buttons:** Assign NIGP Codes, Add/Delete Documents, Submit. Callout: "Click submit when finished"

Below is the updated information.

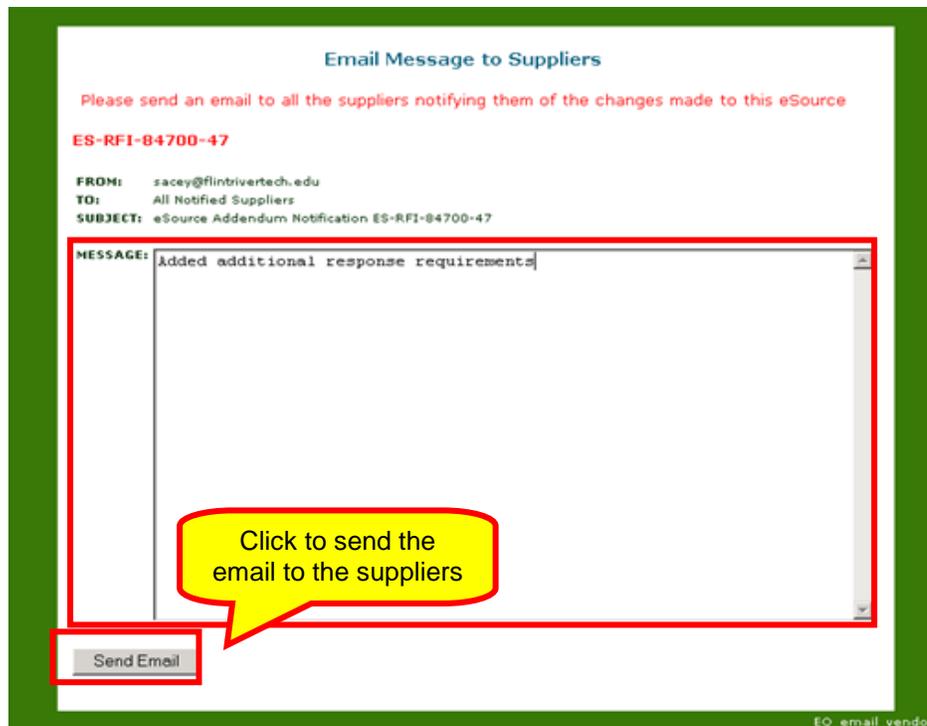
- After you have completed the edits to the event, click on **Save eSource and Notify Suppliers.**

The screenshot shows the eSource Review page with the following information:

eSource Review	
Header Information	
eSource Number	ES-RFI-84700-47
Solicitation Process	RFI
Purchase Type	Request For Information No Contract Issued
Category Type	Services/Special Projects
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	K9 training program
eSource Description	K9 training program Bidders must submit electronic documents detailing available programs and the components associated with each program proposed.
eSource Released Date	06/10/2010 03:31 PM
Closing Date	07/30/2010
Closing Time	1:00 PM
NIGP Code Selection	04003 --- Animal Care Supplies (Collars, Clothing, Leashes, etc.) 04004 --- Animal Training Equipment and Supplies
eSource General Documents	<a href="#">programs.spec</a>

Buttons: Update Header, Save eSource and Notify Suppliers. Callout: "Click to notify suppliers"

- 9 Include information regarding the changes that you made. Then, click on **Send eMail** to end the email to the selected suppliers.



- 10 Once you send the email, this screen displays. Click Return to return to the main menu.



eSource sends you an eMail confirming that all suppliers for your event have been notified.

## Editing an Open Request for Proposal (RFP) Event

When working with an open RFP event, you may only add or delete documents and add or delete NIGP codes as there are no line items associated with this process.

The edit function allows you to modify an open event. With the Edit function, you can add and remove documents, change closing date and time, add/delete NIGP Codes or update the Header Panel information.

- 1 To edit an open RFP event in eSource, click on the event you want to edit and make the necessary edits.

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Georgia Procurement Registry  
Georgia Department of Administrative Services

### List of Open eSource Bids

Click on eSource Number to Update

eSource Number	Source Title	Agency	eSource Bid Status
<a href="#">ES-RFP-84700-12</a>	athletic Laundry Services	84700	open
<a href="#">ES-RFP-84700-2</a>	atering services-test	84700	open
<a href="#">ES-RFP-84700-22</a>	-9 Training Programs	84700	open

Return to Menu

EQ\_open

- 2 Once you locate the event you want to open, click on **Update Header**.

The screenshot shows a web-based form for editing an eSource header. The form is divided into several sections with labels on the left and data on the right. A red rectangular box highlights the 'Update Header' button at the bottom of the form. A yellow callout bubble with a red border points to this button, containing the text 'Click on Update Header'. Below the 'Update Header' button is a 'Save eSource and Notify Suppliers' button.

Solicitation Process	RFP
Purchase Type	State Entity Contract
Category Type	Services/Special Projects
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	777-777-7777
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2010
eSource Title	Large Document Copiers
eSource Description	Seeking to purchase 2 36" Large Document plotters. Plotters must have capability to copy on various mediums, to include vellum, 3mil/4mil mylar, 20# bond. Purchased plotters to be networked with current units, totally 65.
eSource Released Date	06/11/2010 08:46 AM
Closing Date	07/30/2010
Closing Time	1:00 PM
Estimated Contract Value	600000
NIGP Code Selection	20479 --- Printers, Digital 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified) 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc. 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems
eSource General Documents	<a href="#">eRFP Template</a> <a href="#">eRFP Requirements</a> <a href="#">eRFP CostSheet</a>

Update Header

Save eSource and Notify Suppliers

- 3 The Header Panel displays to allow you to make changes. Make the necessary changes. At this point, you can change the following:
- contact name
  - contact phone number
  - contact email information
  - fiscal year
  - description
  - estimated amount
  - closing date and time
  - add or remove NIGP codes
  - add or remove documents

**Fiscal Year**: 2010

**eSource Title**: Large Document Copiers

**Description**: Seeking to purchase 2 36" Large Document plotters. Plotters must have capability to copy on various mediums, to include vellum, 3mil/4mil mylar, 20# bond. Purchased plotters to be networked with current units, totally 65.

**Estimated Contract Value**: 600000 .00

**Closing Date**: 07/30/2010

**Closing Time**: 01 : 00 (hhmm)  AM  PM

**Offerors' Conference**: N/A

**NIGP Code Selection**:  Keyword Search  Numeric Search

**Assign NIGP Codes** button

**Documents:** Please complete the required eRFP document and attach it to this Event via the Attach eRFP Document button

**Attach eRFP Document** button

[eRFP Template](#)  
[eRFP Requirements](#)  
[eRFP CostSheet](#)

**Callouts:**

- You can change the description
- You can change NIGP Codes
- You can attach additional documents or remove existing documents

4 If you click **Attach eRFP Document**, this screen displays to allow you to browse for the document and then, upload it.

**State of Georgia eSource System**

**Add Documents**

**eSource Number:** ES-RFP-84700-48  
**eSource Title:** Large Document Copiers

**Upload eRFP Document**

Select document to be posted from your computer. C:\Documents and Settings\... **Browse...**

**Submit the Document** button

**Documents submitted**

Click on document title to view the document.

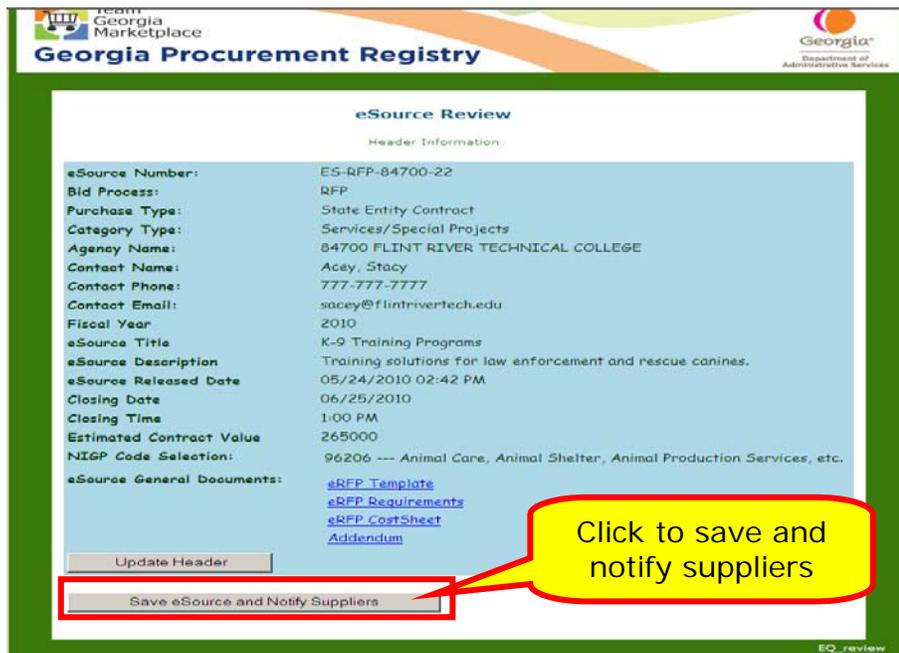
Document Title	Select document for Deletion
<a href="#">eRFP Template</a>	<input type="checkbox"/>
<a href="#">eRFP Requirements</a>	<input type="checkbox"/>
<a href="#">eRFP CostSheet</a>	<input type="checkbox"/>

**Delete selected Document** button

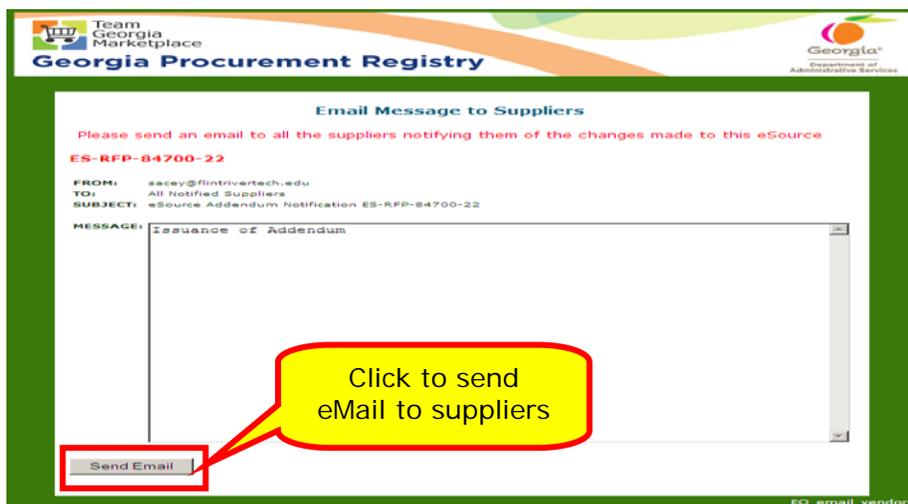
**Callout:** Click on Browse to find the file to attach

5 Once you find the document, click on **Submit the Document** to upload it to your event. This will take you back to the Header Panel.

- If you are finished making changes to your event, click **Save eSource and Notify Suppliers**.



When you click Save eSource and Notify Suppliers, eSource forces you to send an email explaining the changes you made. Enter your message for the email in the Message field. Include information reflecting the changes you made to the event.



Once you click on Send eMail, eSource sends an email to all suppliers participating in the solicitation. This screen displays to indicate the completion of the posting process.

- 7 Click **Return to Menu** to return to the main menu.

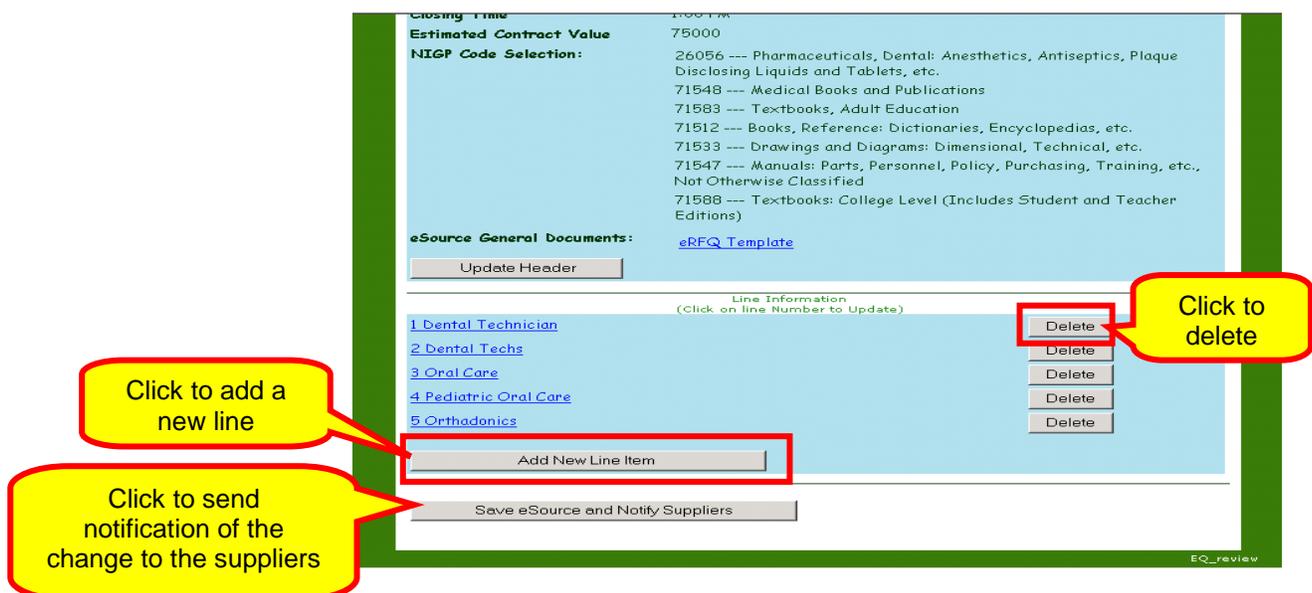


### Editing an Open Request for Quote (RFQ) Event

- 1 To edit an Open RFQ event in eSource, click on the event you want to edit and make the necessary changes. The edits you can make include adding documents, adding line items or deleting line items.

In this example, buying text books for the Flint River Technical College, the decision is made to delete the pediatric Oral Care text books.

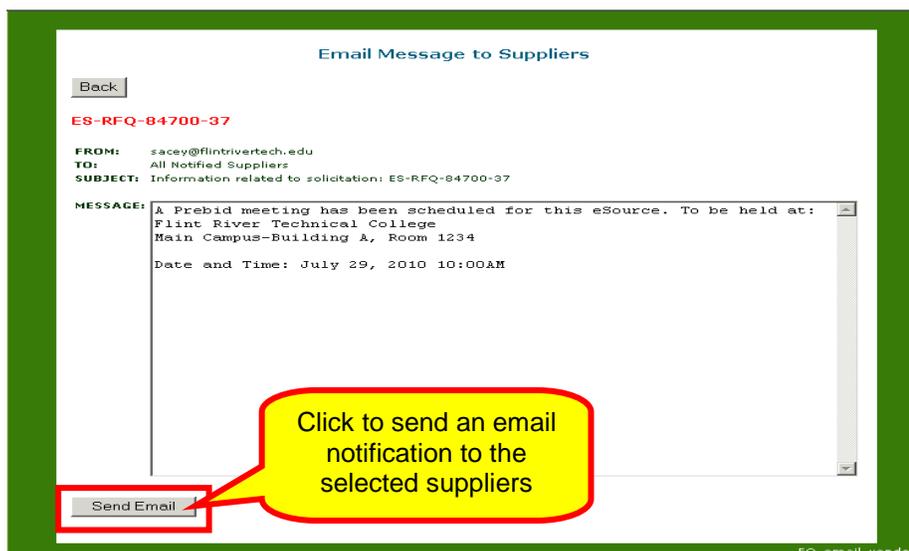
- 2 To do this, find the line with the description and click the **Delete** button.



- 3 Notice the line was deleted from the event. Click **Save eSource and Notify Suppliers**.
- 4 eSource forces the Issuing Officer to send an email explaining the change. Enter your message for the email in the Message field. The eMail to the supplier includes information to reflect the changes you made to the eSource event.



You must send an email notifying suppliers of the changes when editing any eSource event: RFI, RFQ, RFP or RFQC.



- 5 After submitting the email, the following screen displays confirming that the email has been sent. Click **Return to Menu**.



## Viewing Suppliers Who Responded to an Open Event

At any point in the process, you can view the suppliers that have submitted responses to the event. However, you are not able to view the files containing the responses or the cost information. This information is not available for viewing until the event closes.

This feature allows you to monitor the list of respondents and review the number of respondents. This makes it easier to decide whether to add more suppliers to the supplier list when the list of suppliers is too short or to cancel the event due to lack of responses.

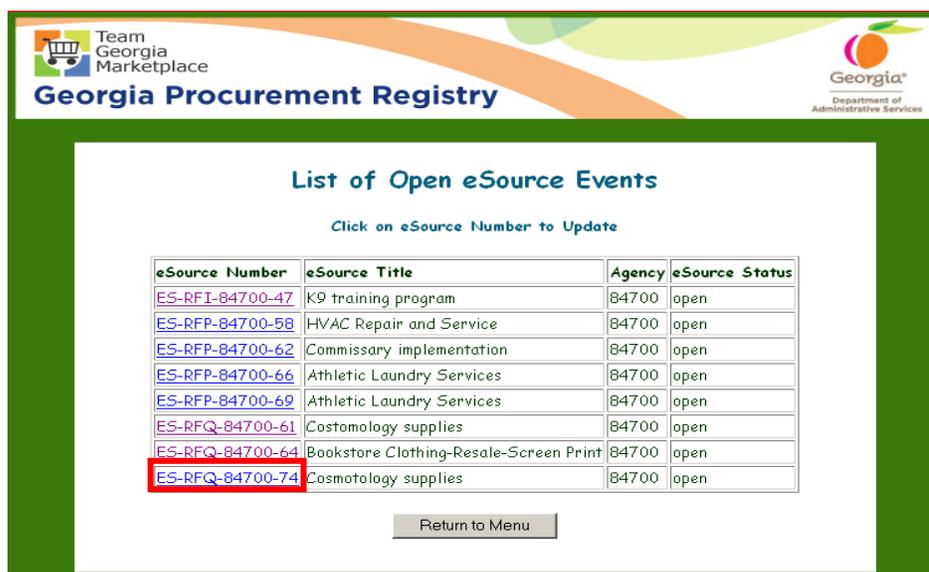
- 1 To view suppliers that have responded to an event, access the eSource main menu and click on **Review and Maintenance of eSource**.



- 2 Because you are interested in the number of suppliers who have responded to an open event, select the **Open eSource Events** status.
- 3 Click **Next**.



- 4 eSource presents a list of currently open events. Select the event you are interested in by clicking on the blue hyperlinked eSource number.



Once you select the desired event, eSource displays a list of suppliers who have responded to the solicitation. You can view the following information:

- Supplier name
- Supplier contact name
- Email address of the individual who responded
- How the supplier was selected to participate in the solicitation

- 5 After viewing the information, click **Return to Menu** to return to the main menu of eSource.

Click to return to the Main Menu

Return to Menu

Suppliers who have responded

ES-RFQ-84700-74

SUPPLIER NAME	SUPPLIER CONTACT	EMAIL ADDRESS	SELECTION PROCESS
HENRY SCHEIN INC	SCHEIN1, SCHEIN1	fscmtst@sao.ga.gov	System selected
IMPACT CHEMICAL CO	Jacqueline, Jackson-Harvey	fscmtst@sao.ga.gov	System selected ethnic
MCKESSON MEDICAL-SURGICAL	Therese, Muggle	fscmtst@sao.ga.gov	System selected

## Emailing Suppliers

You can send an email to all suppliers who have received notification to participate in the solicitation. You may do this to clarify a part of the eSource, for example.

In this example, an email is being sent to all suppliers participating in the event to notify them that the solicitation closing date and time has been extended.

- 1 Access the eSource main menu and select **Review and Maintenance of eSource**.

Team Georgia Marketplace

Georgia Procurement Registry

Georgia Department of Administrative Services

**eSource Menu**

[Post New eSource](#)

[Review and Maintenance of eSource](#)

[View Intended Award that triggered NOIA](#)

[eSource Reports Menu](#)

**Just for testing**

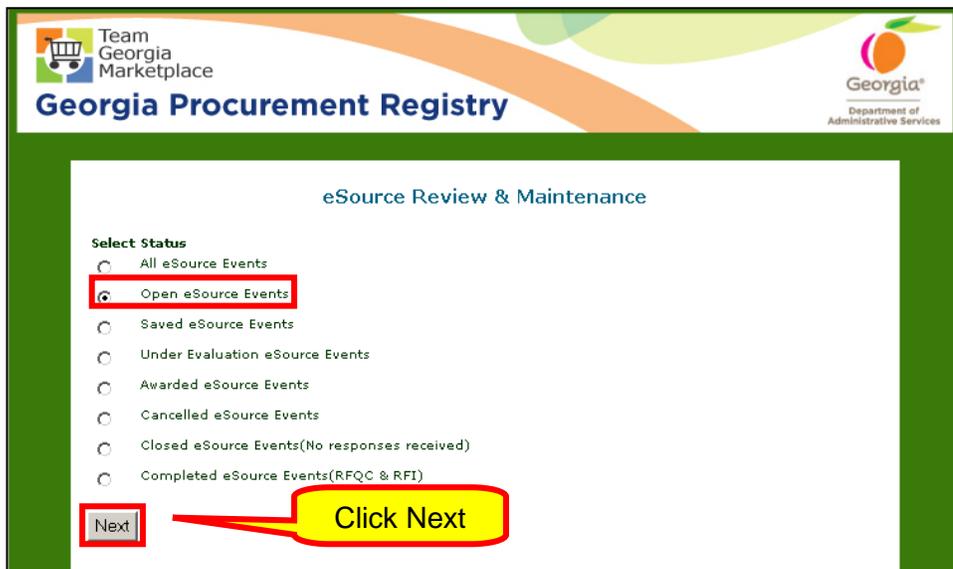
[eSource List to hard close a quote](#)

[eSource NOIA Fast forward](#)

Return To Main Menu

EQ\_menu\_buyer

- 2 Click on **Open eSource Events** to display only open events.
- 3 Click **Next**.



- 4 From the list of open events, select the desired event by clicking on the blue hyperlink.

**List of Open eSource Bids**

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Bid Status
<a href="#">ES-RFI-84700-30</a>	K-9 Training Services	84700	open
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	open
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	open
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	open
<a href="#">ES-RFQC-84700-42</a>	Cosmotology Program Supplies	84700	open

- 5 Click on **Email Suppliers**. This screen allows you to compose and send an email message.



- 6 After entering the email message, click **Send Email** to submit it.



## Adding Suppliers

With eSource, you can select suppliers in three ways:

- **System Generated: This is the default option.** In this option the system selects all suppliers registered in Team Georgia Marketplace™ with the NIGP codes listed in the solicitation
- **Add Registered Suppliers/Bidders:** This option is available to select suppliers who may already be registered in Team Georgia Marketplace™, but may not have registered using the NIGP codes you selected in your solicitation
- **By email:** Using this option, you have the ability to notify suppliers who are not registered in Team Georgia Marketplace™ about the availability of the event in eSource

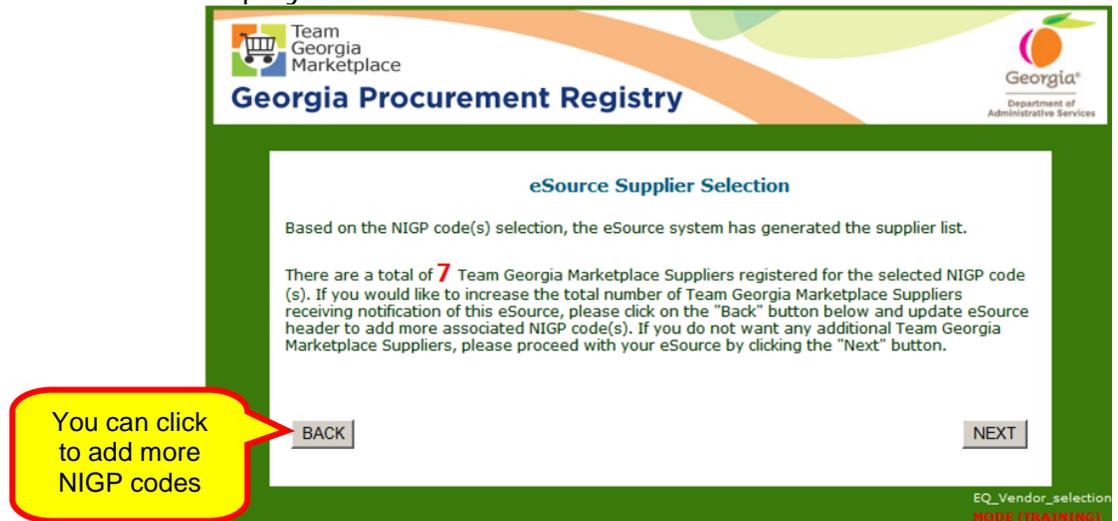
### Adding System Generated Suppliers to Your Event

Using the NIGP codes assigned to the solicitation, eSource automatically selects all the suppliers who have registered with Team Georgia Marketplace™ with those NIGP Codes selected to receive an email announcing the availability of the solicitation.

- 1 Once you have started the posting process for an event, click on **Save and Release** to add system selected suppliers to your event.

<b>Purchase Type:</b>	State Entity Contract
<b>Category Type:</b>	Goods
<b>Agency Name:</b>	84700 FLINT RIVER TECHNICAL COLLEGE
<b>Contact Name:</b>	Acey, Stacy
<b>Contact Phone:</b>	777-777-7777
<b>Contact Email:</b>	sacey@flintrivertech.edu
<b>Fiscal Year:</b>	2010
<b>eSource Title:</b>	Cosmotology Program Supplies
<b>eSource Description:</b>	The purpose of this RFQC is to result in a multiple award of qualified contractors to provide cosmetology products. This includes but is not limited to all types of hair products, nail care and operator instruments.
<b>Closing Date:</b>	07/16/2010
<b>Closing Time:</b>	1:00 PM
<b>NIGP Code Selection:</b>	09550 --- Chair Cloths, Shampoo Capes, and Clips 09553 --- Clippers and Parts (Hair) 09562 --- Dryers, Curling Irons, and Parts (Hair) 65235 --- Electrolysis Equipment (Hair Removal) 65242 --- Hair Cleaning and Conditioning Supplies: Colors, Creams, Dressings, Oils, Rinses, Shampoos, Sprays, 65243 --- Hair Care Accessories: Bands, Curlers, Nets, Pins, Rollers, etc.
<b>eSource General Documents:</b>	
<input type="button" value="Update Header"/>	
<input type="button" value="Save eSource to release later"/>	
<input type="button" value="Save &amp; Release"/>	
<input type="button" value="Cancel eSource"/>	

- 2 When you click Save and Release the following screen displays.



At this point, eSource informs you how many suppliers will be notified of the eSource posting as well as give you the option to add more suppliers by using the **Back** button to add more NIGP codes to notify additional suppliers.

- 2 Click **Next** to have eSource automatically select suppliers. eSource selects suppliers based on the NIGP codes selected for the solicitation and whether the supplier is registered in Team Georgia Marketplace™.
- 3 Once the list of automatically selected suppliers displays, click on Accept Supplier List to accept the list displayed.

**Team Georgia Marketplace**  
**Georgia Procurement Registry**  
 Georgia Department of Administrative Services

### eSource Supplier List

**NIGP Code(s) Assigned**  
 96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S.C.R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

**Accept Supplier List** Click to accept the list of suppliers

EQ\_vendors

- 4 Scroll down to view the entire screen.
- 5 Once you are ready to post the eSource event and invite the selected suppliers, click **Notify**.

### eSource Bid Summary Information

<b>eSource Number</b>	ES-RFI-84700-18
<b>Bid Process:</b>	RFI
<b>Purchase Type:</b>	Request For Information No Contract Issued
<b>Category Type:</b>	Goods
<b>Agency Name</b>	84700 FLINT RIVER TECHNICAL COLLEGE
<b>Contact Name</b>	Acey, Stacy
<b>Contact Phone</b>	777-777-7777
<b>Contact Email</b>	sacey@flintrivertech.edu
<b>Fiscal Year</b>	2010
<b>eSource Title</b>	K-9 Training
<b>eSource Description</b>	Training solutions for law enforcement canines. To include but limited to drug enforcement, search and rescue and explosives training.
<b>Closing Date</b>	05/21/2010
<b>Closing Time</b>	1:00 PM
<b>Estimated Contract Value</b>	0
<b>NIGP Code Selection:</b>	96206 --- Animal Care, Animal Shelter, Animal Production Services, etc..
<b>Documents</b>	

#### Suppliers Selection

No.	Supplier Name	Supplier Selection	Certified Minority	Ethnic Classification
1	<a href="#">ADAMS TRANSFER &amp; STORAGE CO INC</a>	System selected	N	NOM
2	<a href="#">ALPHACORP INC</a>	System selected	N	NOM
3	<a href="#">CORNELIUS &amp; ASSOCIATES</a>	System selected	N	NOM
4	<a href="#">HYGAFEM</a>	System selected	N	NOM
5	<a href="#">S.C.R</a>	System selected ethnic	Y	ASA
6	<a href="#">SAILORS ENGINEERING ASSOCIATES INC</a>	System selected	N	NOM
7	<a href="#">WHITING-TURNER CONTRACTING CO</a>	System selected	N	NOM

Your eSource is now complete. To notify suppliers, click the "Notify" button.

**CAUTION!!**  
 If you do not want to notify suppliers, please click "Exit", which will return you to the eSource menu screen. This eSource information will be saved.

**Notify** Click to notify suppliers **Exit**

- 6 Then, click Notify Suppliers.

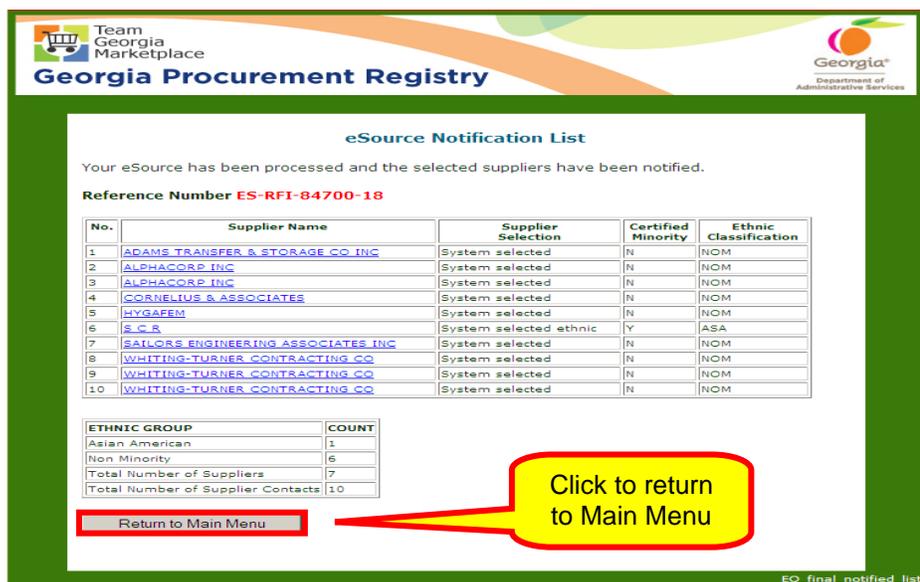


A screen displays with a message indicating that the suppliers have been notified along with a list of all notified suppliers.

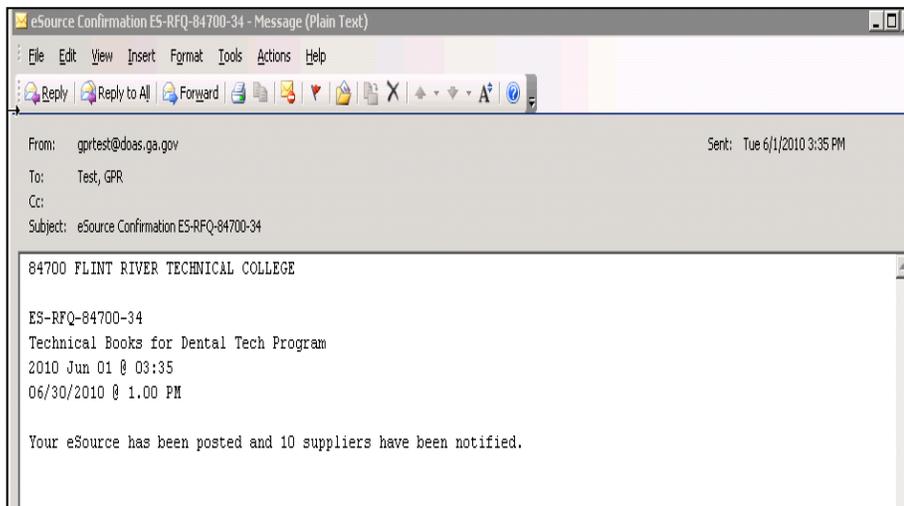


Because suppliers often register with one or more additional contacts, all contacts associated with that supplier's business are on the list. For this reason, it is not uncommon to find more than the number of suppliers selected on the list and some suppliers listed more than once.

- 6 Scroll to the bottom of the screen and click **Return to Main Menu**.



eSource sends you an email confirming the posting of the event. The following is a sample email similar to the one you will receive.



## Adding Suppliers Not Originally Notified

The Add Suppliers option enables you to add additional suppliers to the selected supplier list. Any supplier you add using this function will receive an email invitation to respond to the eSource and will receive a one-time User ID and password.

You have two methods to add suppliers that were not system selected while the eSource is open.

- The first is for those *suppliers who are registered through Team Georgia Marketplace™*, but are not registered with the NIGP codes used for the eSource. You may add a registered supplier who will then be notified via email regarding the bid opportunity.
- The second way to **add a supplier** while the eSource is still open is for suppliers **not registered in Team Georgia Marketplace™** to receive notification via email that they need to register through Team Georgia Marketplace™ prior to receiving a notification from eSource. Once they register in Team Georgia Marketplace™, they receive a notification

of the eSource.

- 1 When you click on **Add Suppliers**, this screen displays to provide you with the choice to add suppliers already registered in Team Georgia Marketplace™ or send an email to non-registered suppliers to your eSource.



### Adding a Registered Supplier – Registered in Team Georgia Marketplace™

- 1 To add a supplier that is registered in Team Georgia Marketplace™ as a supplier, click **Add Registered Suppliers**. This screen displays to allow you to search for suppliers.



- 2 Enter at least one word of the name of the company in the

space provided.

- 3 Click **Search**.
- 4 A list of all companies with that search phrase displays. Select the supplier to add and click **Add Supplier**. A second screen displays to allow you to click again to add that supplier. Each supplier selected must be added separately.

The screenshot shows the 'eSource Add a Supplier' interface. At the top left is the 'Team Georgia Marketplace' logo, and at the top right is the 'Georgia Department of Administrative Services' logo. The main heading is 'Georgia Procurement Registry'. Below this, the page title is 'eSource Add a Supplier'. A 'Return to Menu' button is located at the top left of the content area. Below it is the search ID 'ES-RFQ-84700-37'. A table lists five suppliers, each with an 'Add Supplier' button to its left. The table data is as follows:

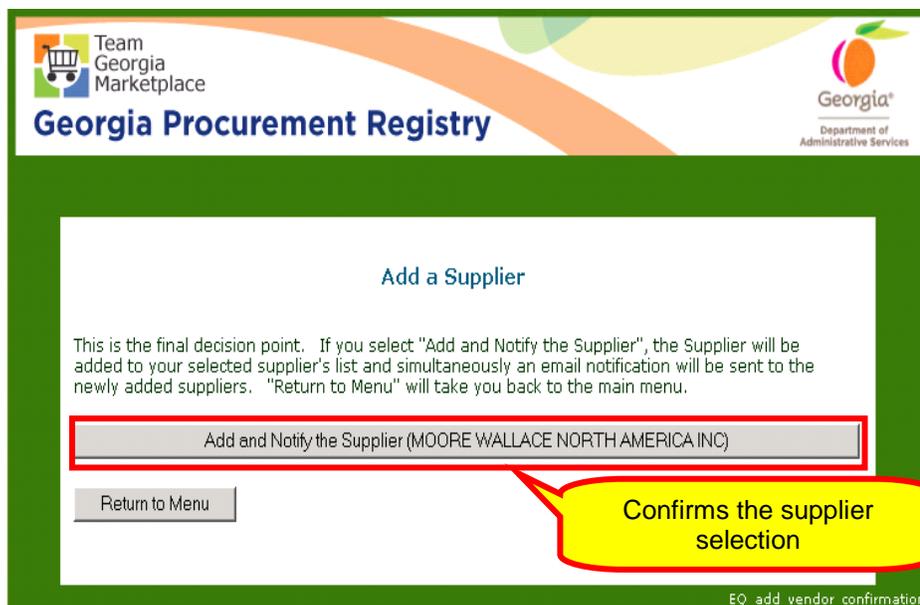
Add Supplier	0000009738	CARITHERS WALLACE COURTENAY INC	JOHNPIDGEOON JOHNPIDGEOON
Add Supplier	0000004791	MOORE WALLACE NORTH AMERICA INC	Blake Church
Add Supplier	BID0009302	Brown Smith Wallace, LLC	Ryan Hauber
Add Supplier	0000140496	WALLACE & SON	WALLACESON WALLACESON
Add Supplier	BID0001543	L. D. Wallace & Associates, Incorporated	Linda Staten

Two callout boxes are present: one pointing to the 'Return to Menu' button with the text 'Click to Return to Menu', and another pointing to the 'Add Supplier' buttons with the text 'Click Add Supplier button adjacent to the supplier you wish to add'. The page footer contains the text 'EQ\_add\_vendor\_list'.



You might consider searching Team Georgia Market Place first before adding a registered supplier just to:

- Ensure the supplier you want to add is in the system.
- The supplier is active.
- The contact information you have is correct.



A final screen confirms that the supplier has been added, and an email notification about the eSource opportunity has been sent to the added supplier.

### Adding a Non-registered Supplier – Not Registered in Team Georgia Marketplace™

At times, issuing officers may know of suppliers who have the ability to provide the products or services for an event but the supplier is not registered in Team Georgia Marketplace™. You can notify them of the event but following the steps below.

- 1 To add a supplier that is not registered through Team Georgia Marketplace™, to an event not yet posted, click **Email Nonregistered Suppliers about this eSource**.



This screen displays.



- 2 Type in the email address of the contact person and any additional information in the Additional Information field.
- 3 Click **Send Email**.

- 4 eSource provides the opportunity to email additional Suppliers. Once you have added all suppliers, click the **Back** button.

### *Resending an Email Notice to Suppliers*

You can use the Resend Notice function for any of the following reasons:

- To resend the eSource email invitation to a supplier who initially decided not to respond to the event and deleted the original email invitation.
- To resend the email invitation to a supplier who responded to the eSource invitation and then deleted the email, but now needs to go back into the response to edit or to withdraw his/her response.
- To resend the email invitation to a supplier whose computer firewall prevented the email invitation from passing through.
- To resend the email invitation to a supplier who did not get the first email due to a change in email address, but who has returned to Team Georgia Marketplace™ and updated his/her email address.
- To send the email invitation to a contact that has been added or whose information has been changed.

Follow these steps to resend a notice to suppliers:

- 1 Access the eSource system, click on Review and Maintenance.



2 Set the radio button to Open eSource events then click Next.



3 From the listing of Open events that the system provides, select the one which you are working on by clicking on the blue hyperlink.

Team Georgia Marketplace

Georgia Procurement Registry

Georgia Department of Administrative Services

### List of Open eSource Bids

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Bid Status
<a href="#">ES-RFI-84700-30</a>	K-9 Training Services	84700	open
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	open
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	open

Return to Menu

Click access the event

- 4 Click on the **Resend Notice** button to display a list of all suppliers who have already received email notices.

Team Georgia Marketplace

Georgia Procurement Registry

Georgia Department of Administrative Services

### eSource Maintenance on ES-RFI-84700-47

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Add Suppliers](#)  
[Email Suppliers](#)  
[Resend Notice](#)  
[Cancel eSource](#)

Return to Menu

EQ\_edit

- 5 Select the supplier or suppliers who are to receive the second notification email by clicking in the box adjacent to the Supplier name.

Select the supplier or suppliers that are to receive an email notification

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

eSource Supplier Re-Notification  
ES-RFQ-84700-37

Back

RESEND	SUPPLIER NAME	SUPPLIER SELECTION
<input type="checkbox"/>	CHANNING L BETE INC	System selected
<input type="checkbox"/>	HENRY SCHEIN INC	System selected
<input type="checkbox"/>	MOORE WALLACE NORTH AMERICA INC	BuyerSelectedLate
<input type="checkbox"/>	MCKESSON MEDICAL-SURGICAL	System selected
<input type="checkbox"/>	WEST PUBLISHING CORPORATION	System selected
<input type="checkbox"/>	WALLACE GRAPHICS INC	System selected
<input type="checkbox"/>	PRODUCTS UNLIMITED INC	System selected
<input type="checkbox"/>	DAVIDSON TITLES INC	System selected
<input type="checkbox"/>	PUCKETT INSTITUTE LEARNING ALL	System selected
<input type="checkbox"/>	MDI CREATIVE INC	System selected
<input type="checkbox"/>	Transcontinental	System selected
<input type="checkbox"/>	Gordon Burns & Associates, P.C.	System selected
<input type="checkbox"/>	PETCOM WIRELESS	System selected ethnic

Verify Supplier Contacts

 You should confirm with the supplier that the email address on the supplier list is correct. If it has changed, the supplier must access Team Georgia Marketplace™ and update the email address before you can resend the email notice.

- 6 Scroll to the bottom of the screen and click **Verify Supplier Contacts**. This screen displays.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

eSource Supplier Re-Notification  
ES-RFI-84700-47

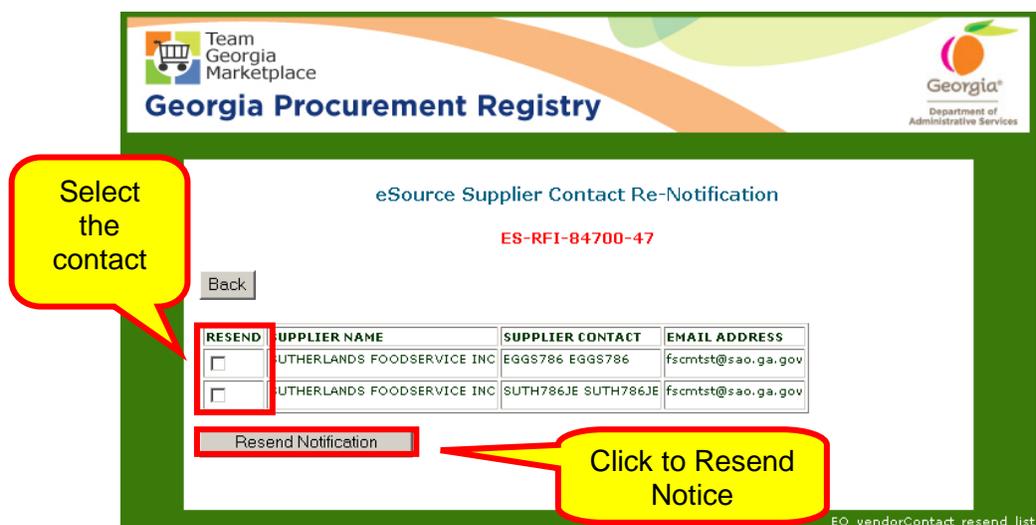
Back

RESEND	SUPPLIER NAME	SUPPLIER SELECTION
<input type="checkbox"/>	SUTHERLANDS FOODSERVICE INC	System selected

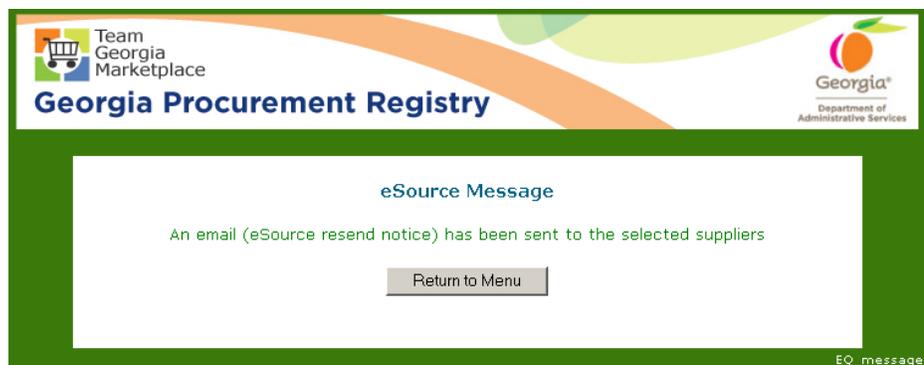
Verify Supplier Contacts

EQ\_vendor\_resend\_list

- 7 Select the supplier to whom you want to resend the email notification. Notice that there may more than one contact listed for this supplier, select the contact(s) you wish to resend the notice to by clicking the resend box adjacent to the contact then click Resend Notification.



- 8 The system will alert you that the notice has been resent. Click Return to Menu to return to the main menu.



## Canceling an Open Event in eSource

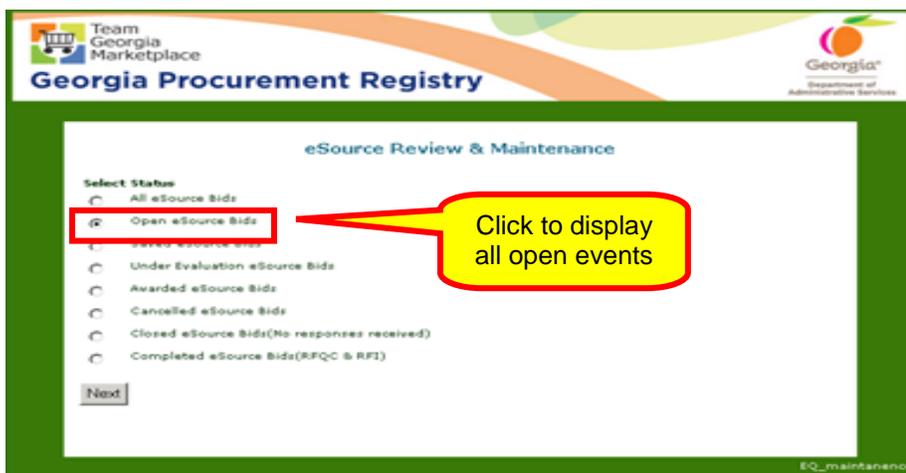
You can cancel an open event in eSource at any time.

However, anytime you decide or need to cancel an event, *you MUST provide a reason for the cancellation*. If the event has already been posted, the suppliers receive an email notification informing them that the event has been cancelled. However, the email will not provide the reason for the cancellation.

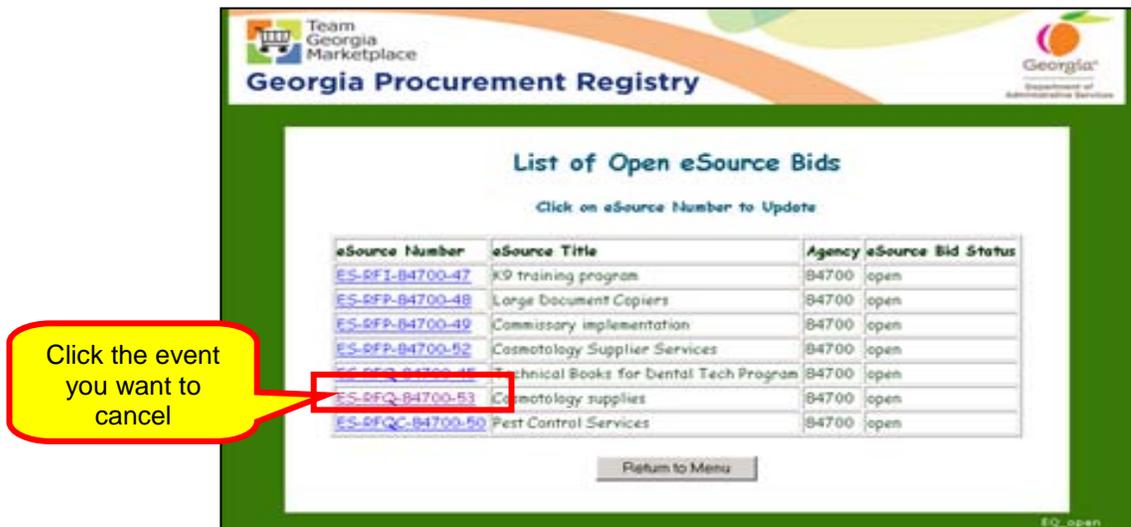
- 1 To cancel a posted eSource, begin by access the eSource main menu and click **Review and Maintenance of eSource**.



- 2 When the Review and Maintenance screen displays, click on **Open eSource Bids**.



- 3 Select the event you want to cancel by clicking on the eSource Number.



- 4 Click on **Cancel eSource** to cancel the selected event.



When you click on **Cancel eSource**, this screen displays to allow you to enter a justification for the cancellation.



It is important that you provide a justification for the cancellation. Simply writing Cancel is not a valid or acceptable reason.

The screenshot shows the 'eSource Cancellation' page. At the top, it says 'This is the final decision point. If you select "Cancel" your eSource will be cancelled and an e-mail notification will be sent simultaneously to your selected suppliers.' Below this is a text area labeled 'Reason for Cancellation'. At the bottom, there are two buttons: 'Cancel eSource ref # ES-RFQ-84700-53' and 'Return to Menu'. Two yellow callout boxes with red borders provide instructions: one points to the text area with the text 'Enter the reason for the cancellation of the event' and the other points to the 'Cancel' button with the text 'Click to cancel the event and send notification'.

- 5 After you enter the reason for the cancellation, click **Cancel eSource ref #** button to complete the cancellation and notify the suppliers.

All suppliers who received the invitation to participate (including added suppliers) receive an email stating that the event has been cancelled. The email does not include a reason for the cancellation.



eSource keeps a record of the cancellation of the event and keeps the reason for the cancellation for future reference and for audit and legal purposes.



If you do not receive any responses to the event by closing time, the eSource event will be Closed instead of Cancelled.

## Viewing a Canceled Event

You can view cancelled events using the Review and Maintenance Menu.

- 1 Display the eSource Review and Maintenance menu.
- 2 Select **Cancelled eSources**.

- 3 Click **Next** to display the list of cancelled events.



- 4 Select the specific event previously cancelled.



- 5 The following screen displays.



By clicking on the blue hyperlinks, you can access the information associated with the event. This can be helpful in that you can view the event as was posted and all documents attached for future events. You can view the responses received for this event and view the cancellation reason.

When you have finished accessing the information, click Return to Menu to return to the main menu of eSource.

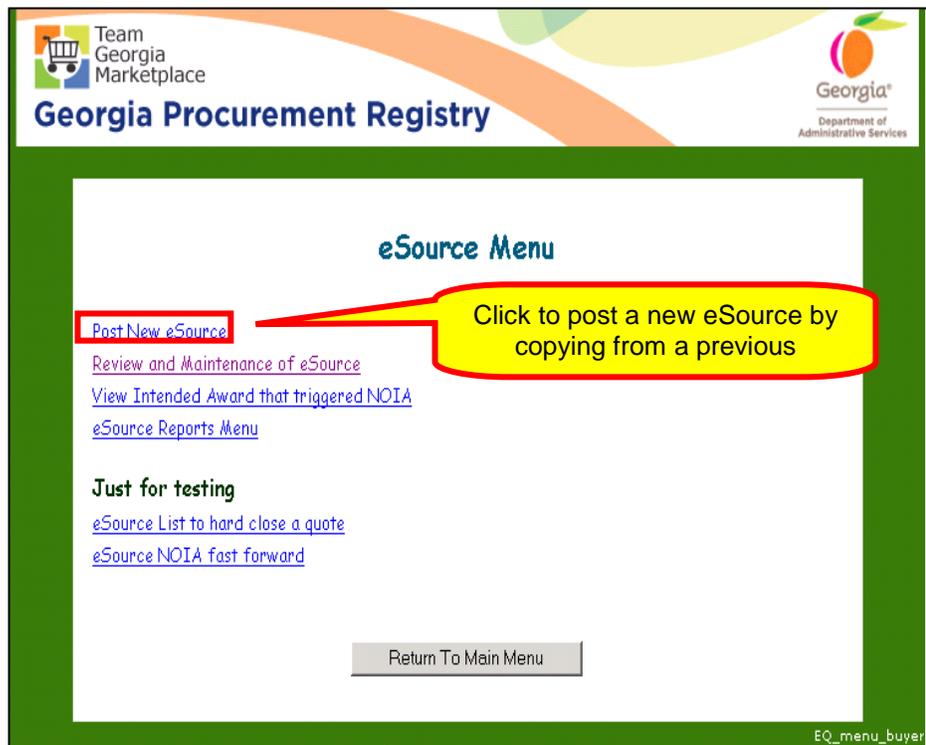
## *Copying an Event and Creating a Template*

With eSource, you can copy eSources that you create for an event and use for a different solicitation. In addition, you can create a template for those purchases that you make on a regular basis.

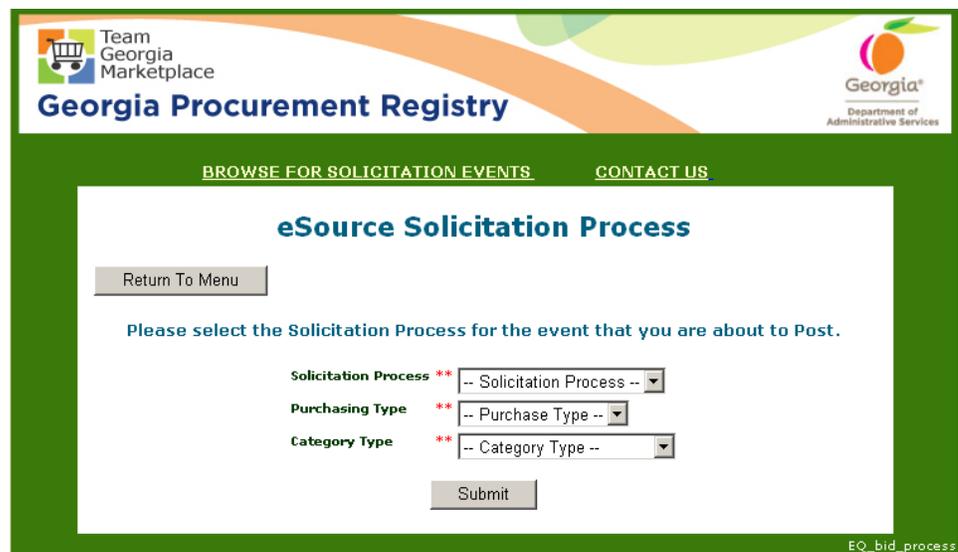
### Copying an Event

Once an event has been created, you can copy it to use for other events.

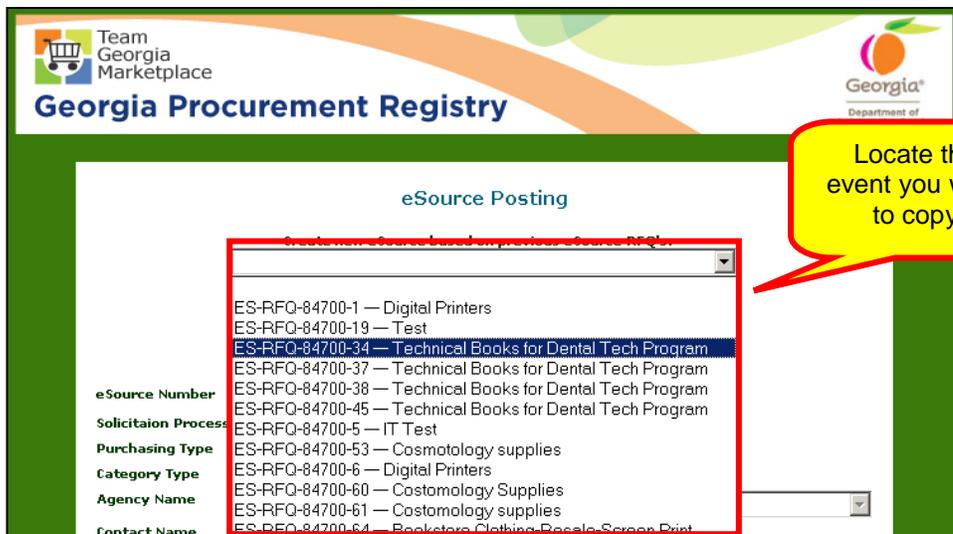
- 1 To copy an event, return to the eSource menu and click **Post New eSource**. If applicable, determine if the event is Exempt or Non-exempt.



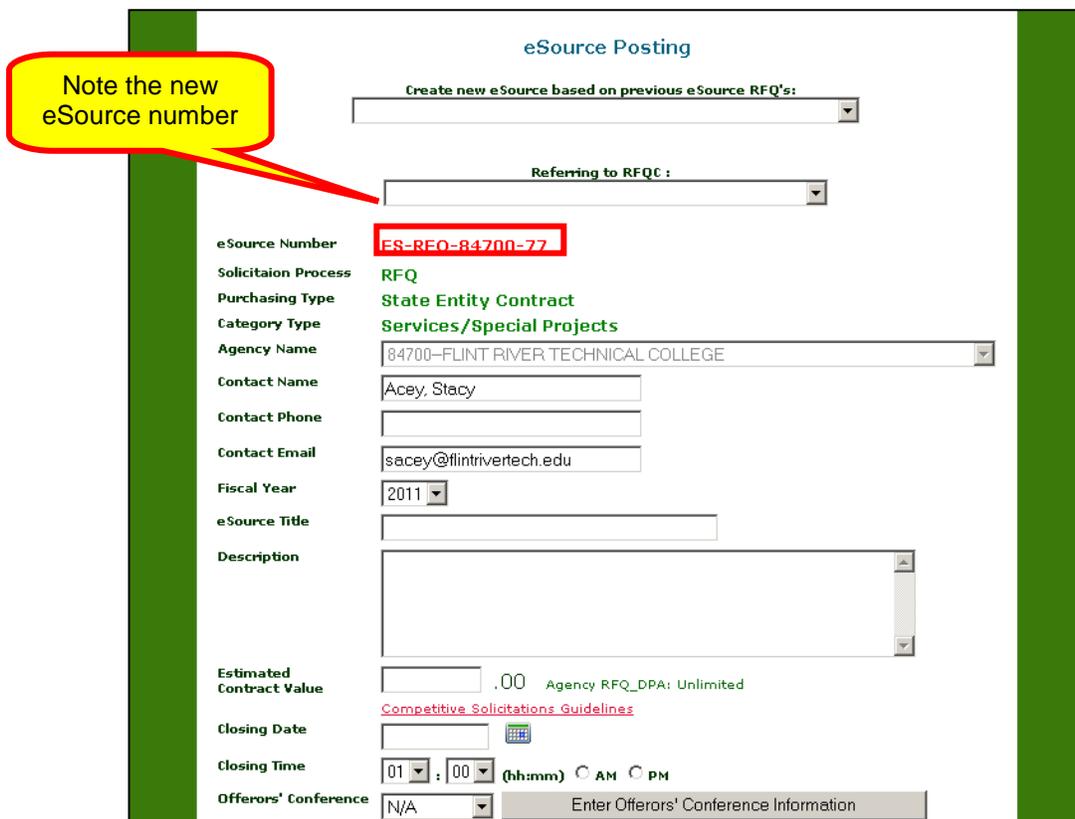
Select the appropriate response to the solicitation process screen and click submit.



- 2 When the eSource Posting screen displays, click on the drop-down box at the top, right of the screen to locate all previous events.  
To select the event to be copied, simply highlight the event.



- Once you find the event you want to copy, select it. Most of the information from the selected event is filled automatically into a new event.



Before you can post the new event, you must complete

the following information:

- Add a new closing date
- Make any relevant corrections (such as changes in NIGP Codes or descriptions, pre-bid information, etc.)
- Add all documents at the Header level and at the Line level as the new eSource does not copy any documents.

## Creating a Template

By using the Copy eSource function, you can create a *template* for those similar purchases that you make periodically throughout the year.

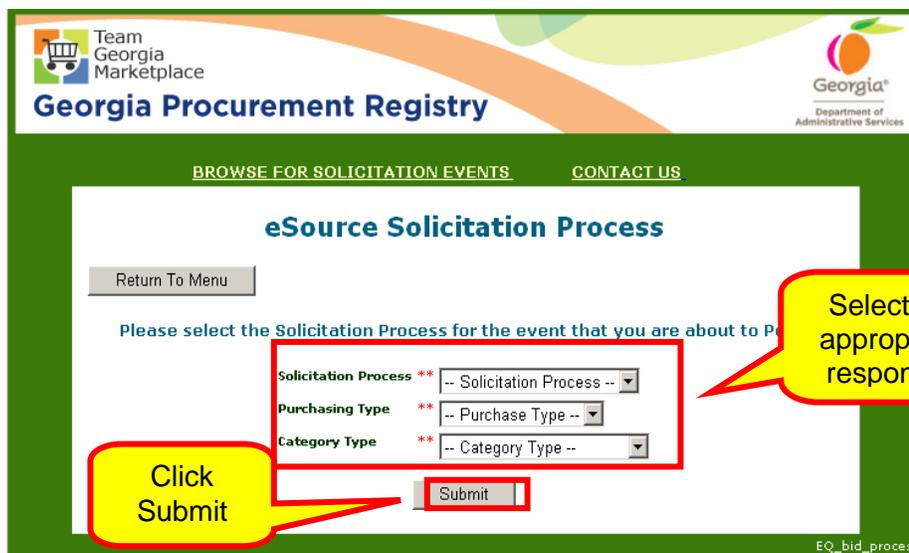
This function does not replace the use of a state entity contract when the same purchase is made periodically throughout the year. Instead, it is useful when purchases have many of the same elements, but change by actual amount ordered or even by specific items being ordered.

The following example illustrates the use of this function. In this example, the Flint River Technical College orders cosmetology goods every quarter:

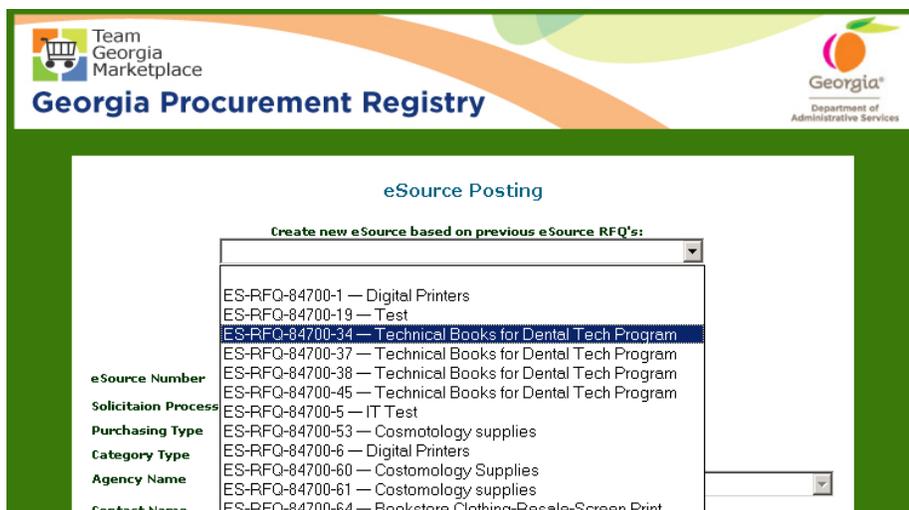
- The actual items purchased and the amounts vary from quarter to quarter.
- The possible total number of items that could be purchased each quarter is over 100, and each quarter the actual amount of each item purchased varies.

To complete this purchase, the state entity would create a template to be used for purchasing cosmetology supplies.

- 1 To create a template, start by creating a new event. Select the appropriate responses to the eSource solicitation process then click submit.



- 2 Select from the dropbox box, that event which you wish to create a template from.



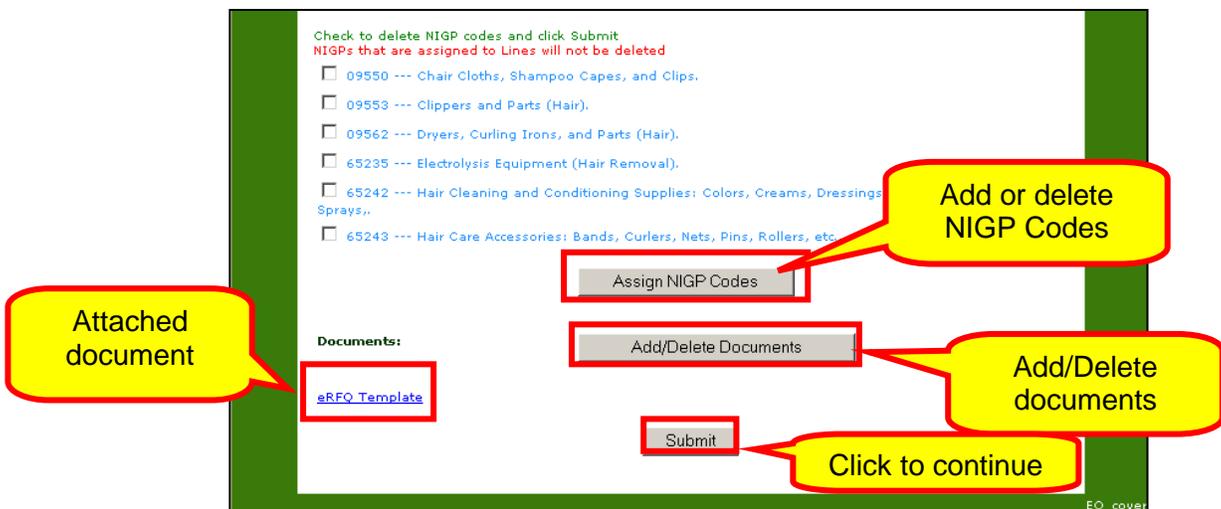
- 3 As in the copy functionality, the system will provide the NIGP codes which were used and your contact information. You will still need to add a new closing date, make any relevant corrections. Such changes may include but are limited to NIGP Codes, descriptions and/or pre-bid information.



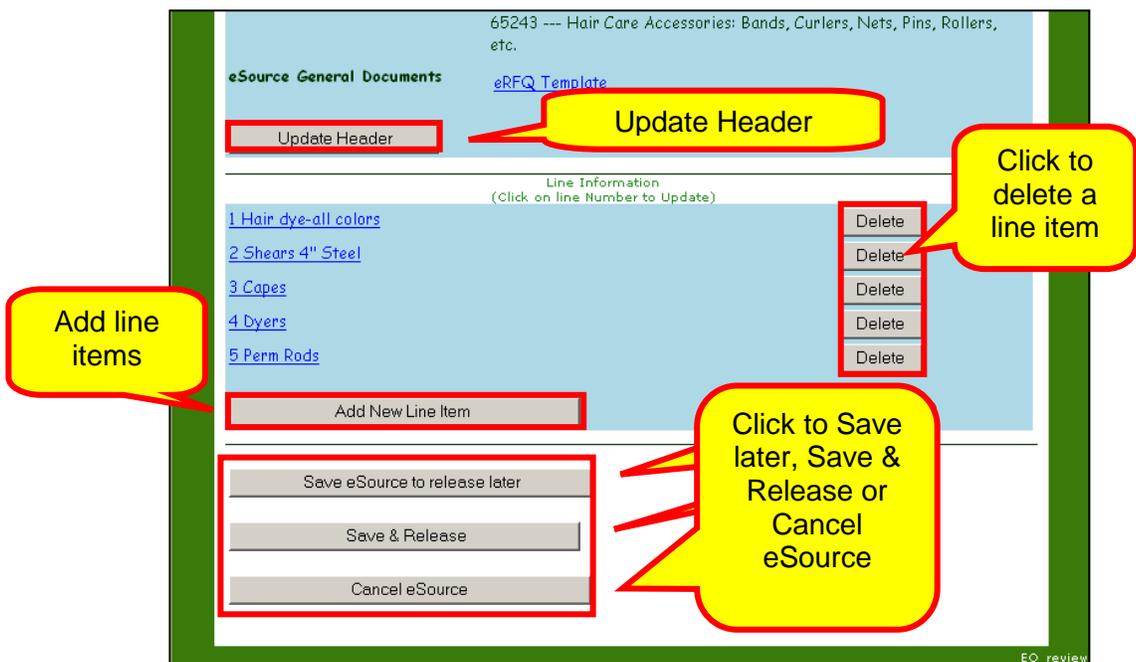
Remember to add all documents at the Header level and at the Line level as the new eSource does not copy any documents used with the event previously posted.

- You can add or delete NIGP codes by clicking on the box adjacent to the NIGP and click Assign NIGP Codes. Next, add the eRFQ document. To do this, click on the Attach eRFQ Template button.

- After the eRFQ document is added, you can add/delete documents at the Header panel. Once this is completed, click Submit to continue.



- In the next step you will add your line items. To do this, click on Add New Line Item. You can also add more documents to the Header panel by clicking on Update Header and delete line items. When you have made all the necessary changes click on Save eSource to release later, Save and Release or Cancel eSource.



The template has been completed. You can choose to save eSource to release later, Save and Release or Cancel eSource.

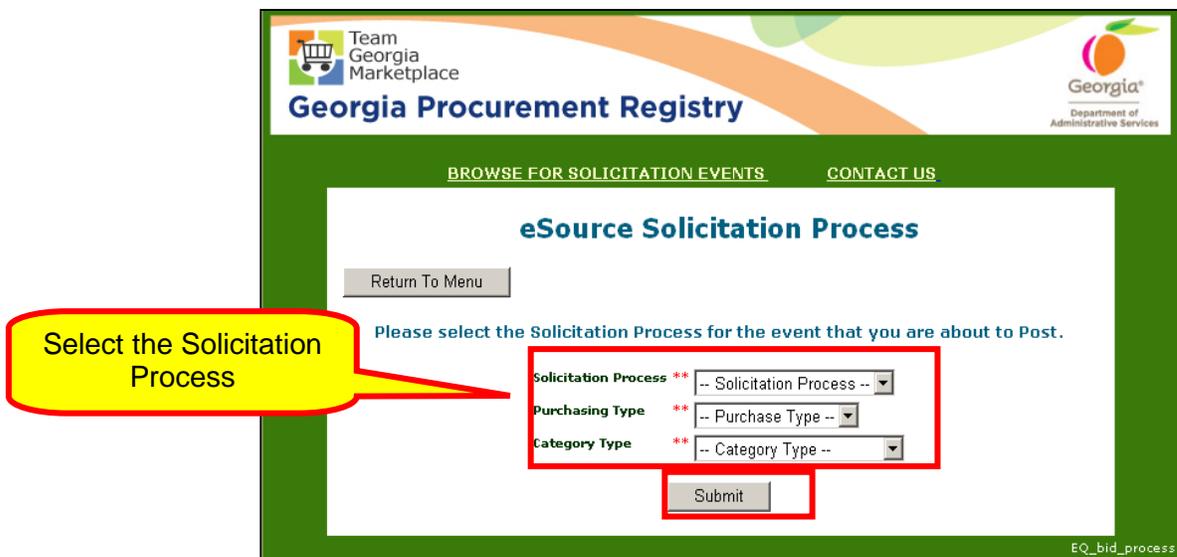
The template is now ready for future use. You can retrieve it

by using the Copy function or you can save it if you will use it in the next 30 calendar days. If you choose to Save and Release, the system will select and notify those suppliers identified by their NIGP code selection.

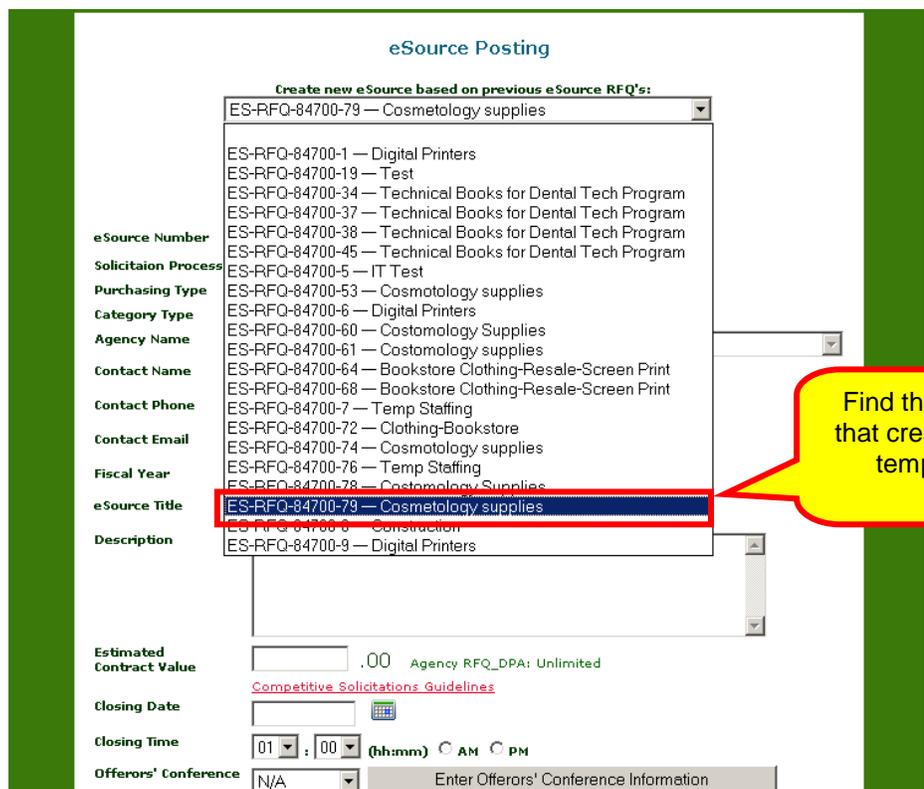
## Accessing a Template

To use a template you must access the eSource system and click on Post a New eSource. Next select the appropriate responses to the Solicitation process screen. The next screen shown is the Posting a new eSource. At the top left of the screen, from the dropdown box, find the event you originally used to create the template and select that event.





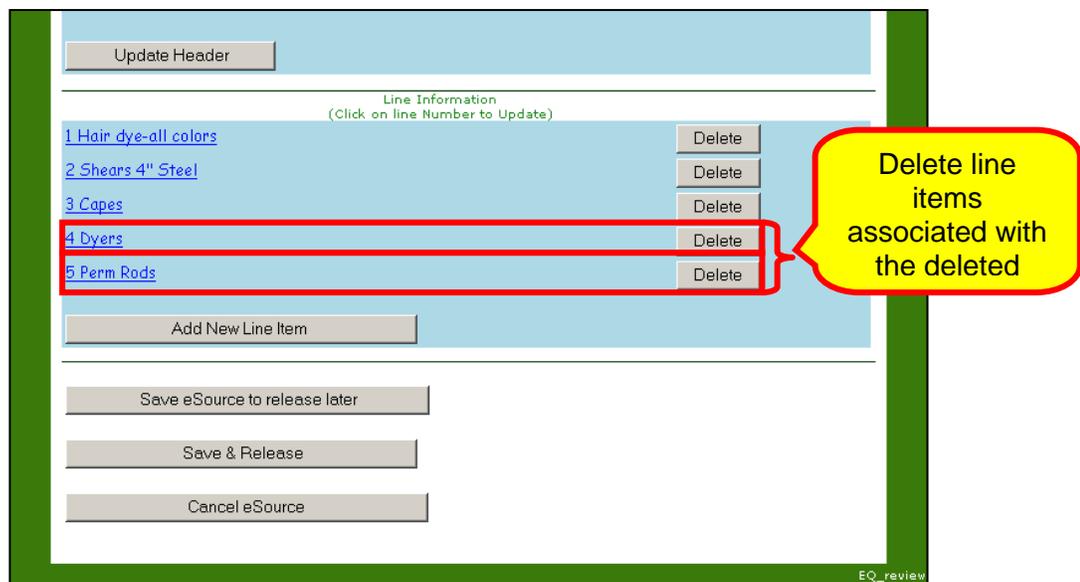
- 1 As in this example, you retrieve the event template and load it into a new event.



- 2 Review and determine which if any NIGP codes are not needed for this event. To delete an NIGP code, simply check the box adjacent to the NIGP code then click Submit.



- 3 Be sure to delete the corresponding line items that are associated with the NIGP codes which you have deleted.



- 4 After completing all edits using your template, decide and select either Save eSource to release later, Save & Release or Cancel eSource.

## Evaluating Events

After the event closes, the Issuing Officer must evaluate the supplier responses in order to select a supplier or suppliers to receive the award. The evaluation process is different depending on the event selected. The process to evaluate RFP events and RFQC events is the same, while the process for evaluating RFQ events is different. RFI events are not evaluated.

Points to consider when evaluating supplier responses and before making an award include:

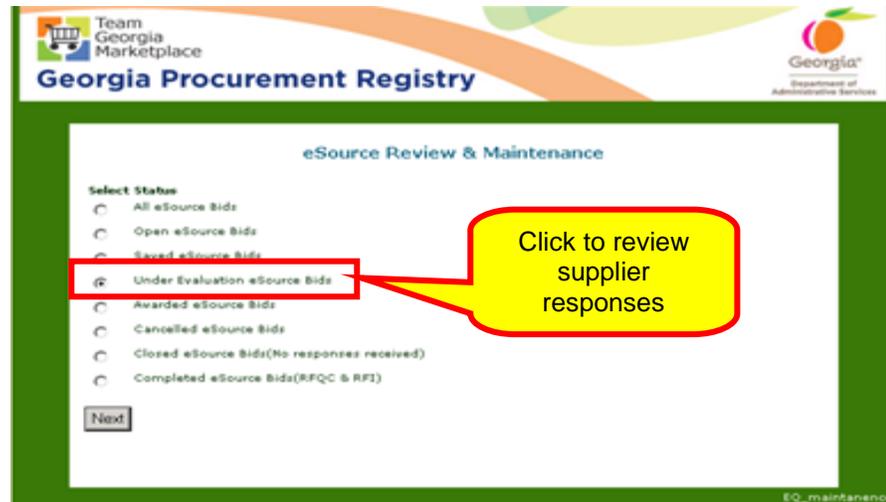
- *Responsiveness*— does the supplier provide all as *required in the* solicitation?
- *Responsibility*— does the supplier have the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance?
- *Reciprocal Preference*— is the lowest bidder from a state that gives preference to its suppliers?
- *Splitting an Award*— is it in the best interest of the organization to split the bid?
- *Discounts*— is the supplier offering a discount for early payment?

## Evaluating Supplier Responses

- 1 To evaluate an event, return to **Review and Maintenance of eSource** on the eSource Menu.



- 2 Once the eSource Review & Maintenance screen displays, select **Under Evaluation eSource Bids**.



The next screen displays a listing of all of the events that have closed and are ready for evaluating and award.

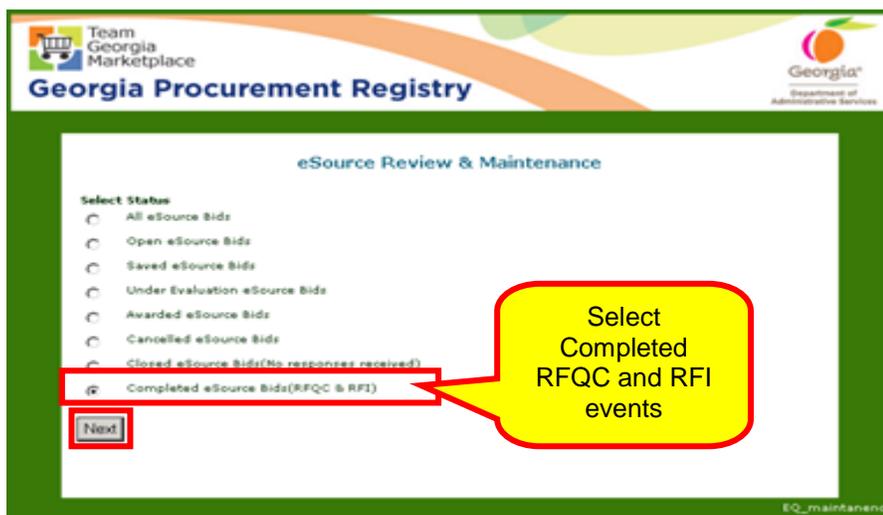
- 3 Click on the event you are ready to evaluate and award. Click on the eSource Number.



## Evaluating a Request for Information (RFI) or a Request for Qualified Contracts (RFQC) Responses

### Evaluating an RFI

- 1 Following the general instruction on the Evaluating Supplier Responses, click on **Review and Maintenance**.
- 2 Click on **Completed eSource Bids (RFQC & RFI)**.
- 3 Click **Next**.



- 4 Select the RFI or RFQC you want to evaluate by clicking on the eSource Number.



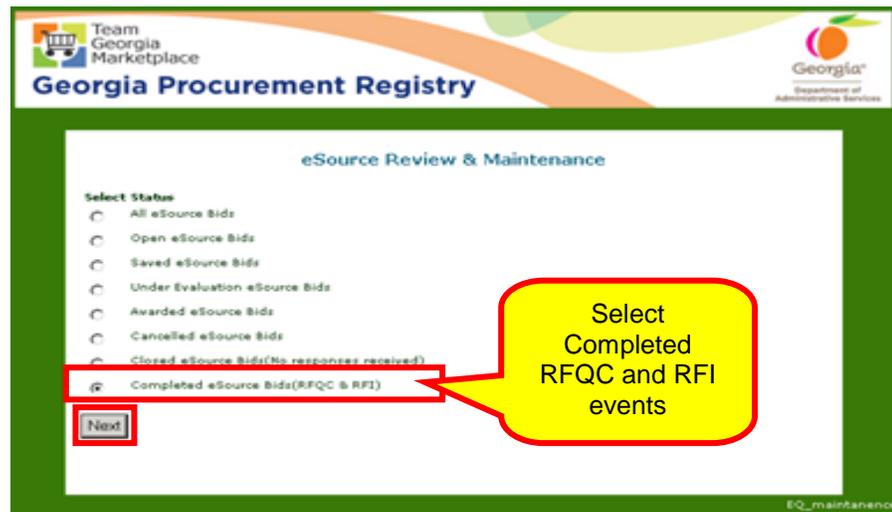
- 5 When the next screen displays, click on **View eSource**.



- 6 Select all documents submitted and uploaded by the supplier and save them to the appropriate folders on your PC for easy access.

### Evaluating an RFQC

- 1 Following the general instruction on the Evaluating Supplier Responses, click on **Review and Maintenance**.
- 2 Click on **Completed eSource Bids (RFQC & RFI)**.
- 3 Click **Next**.



- 4 Select the RFI or RFQC you want to evaluate by clicking on the eSource Number.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

### List of Completed eSource Events

Click on a eSource Number to View

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFI-84700-13</a>	Golf Carts-Service Vehicles-TEST	84700	completed
<a href="#">ES-RFI-84700-15</a>	Chocolate Chip Cookies	84700	completed
<a href="#">ES-RFI-84700-18</a>	K-9 Training	84700	completed
<a href="#">ES-RFI-84700-3</a>	Golf Carts-Service Vehicles-TEST	84700	completed
<a href="#">ES-RFI-84700-30</a>	K-9 Training Services	84700	completed
<a href="#">ES-RFI-84700-36</a>	Test RFI OT	84700	completed
<a href="#">ES-RFQC-84700-10</a>	General Office Construction	84700	completed
<a href="#">ES-RFQC-84700-42</a>	Cosmetology Program Supplies	84700	completed

Return to Menu

EQ\_open

5 When the next screen displays, click on **Qualified Suppliers**.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

### eSource Maintenance on ES-RFQC-84700-42

[View eSource](#)  
[Qualified Suppliers](#)

Re-Qualify Suppliers (Cannot be Re-Qualified)

Return to Menu

EQ\_edit

6 Select each supplier and review all documents submitted which support their qualifications.

Team Georgia Marketplace  
Georgia Procurement Registry  
Georgia Department of Administrative Services

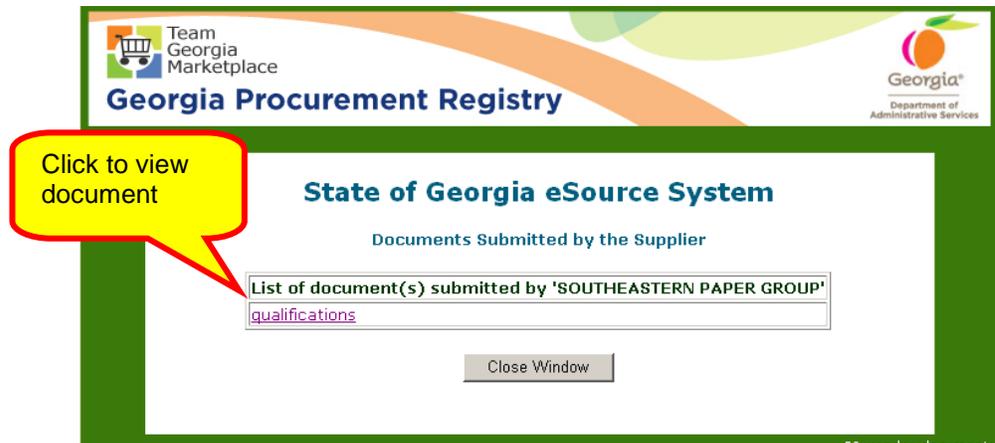
### List Of Qualified Suppliers

No.	Company Name	Supplier Name
1	<a href="#">SUPPLY SOLUTIONS, INC</a>	155MCDONOUGH 155MCDONOUGH
2	<a href="#">SOUTHEASTERN PAPER GROUP</a>	Dave Pence
3	<a href="#">SOUTHEASTERN PAPER GROUP</a>	DERALDMCDONALD DERALDMCDONALD
4	<a href="#">SOUTHEASTERN PAPER GROUP</a>	Will Green

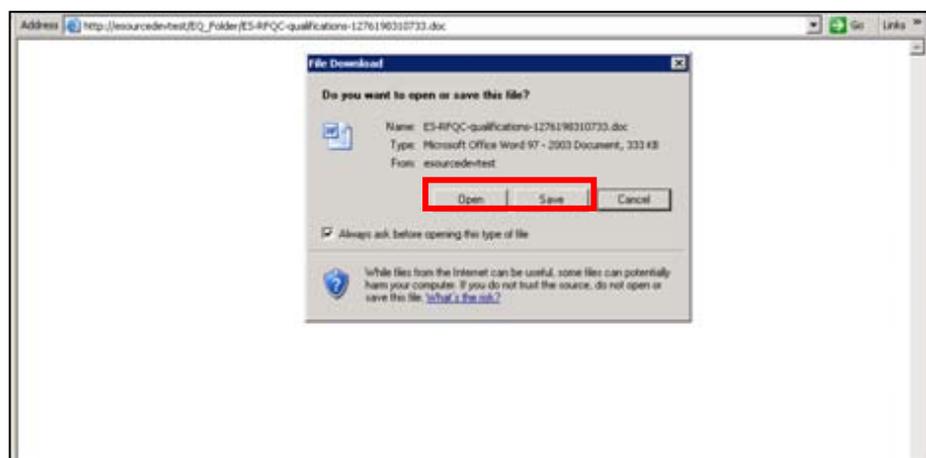
Back

ES\_list\_RFQC\_Vendors

- 7 Select all documents submitted and uploaded by the supplier and save them to the appropriate folders on your PC for easy access.



Once you have clicked on the hyperlink for the document submitted, the following screen displays.



- 8 Click on Open to view the document or save to save it to the electronic file associated with the event.
- 9 Click Close Window to return to the main menu of eSource.

## Evaluating Request for Quote (RFQ) Responses

This function allows you to view the responses of all responding suppliers.

- 1 To view the responses for an RFQ event, click on **View Bid Responses**.
- 2 When the screen with all suppliers participating in the event

displays, click on the **Bid** button to view all supplier's responses.

The screenshot shows the Georgia Procurement Registry interface. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. The main heading is 'Georgia Procurement Registry'. Below this, the page title is 'List of Suppliers Who Bid on eSource' with a sub-instruction 'Click on Bid button to view a Suppliers response'. There is a 'Return to Menu' button and a red heading 'ES-RFQ-84700-9'. A table lists suppliers with columns for 'SUPPLIER NAME', 'SUPPLIER CONTACT', 'EMAIL ADDRESS', and 'SELECTION PROCESS'. The first row shows 'MIC OFFICE SOLUTIONS' with contact 'MICHELLEHARDIN, MICHELLEHARDIN' and email 'fscmtst@sao.ga.gov'. The 'SELECTION PROCESS' is 'System selected ethnic'. A yellow callout box with a red border points to the 'Bid' button in the first row of the table.

SUPPLIER NAME	SUPPLIER CONTACT	EMAIL ADDRESS	SELECTION PROCESS
MIC OFFICE SOLUTIONS	MICHELLEHARDIN, MICHELLEHARDIN	fscmtst@sao.ga.gov	System selected ethnic

3 Review the suppliers' response to the RFQ.



You must view all responses as well as any and all submitted documents to ensure that the supplier has met *all* requirements of the event. Additionally, be sure that you have received any mandatory administrative documents that are required by state regulations.



eSource does not select the supplier to be awarded. The system only ranks the suppliers from low to high for each line item response.

eSource Vendor Response

CLOSE WINDOW

ES-RFQ-84700-9

COMPANY	<a href="#">NC OFFICE SOLUTIONS INC</a>
BIDDER NAME	Michelle Hardin
BIDDER EMAIL ADDRESS	fscmtst@sao.ga.gov
BIDDER PHONE	404.2333333
ESOURCE DATE/TIME	04-30-2010 8:17 AM
ESOURCE TOTAL	\$ 682500.00
BIDDER COMMENT	Attached Cost Proposal

Click on Line Title for complete line detail

Line Number	Line Title	NIGP Code	Description/Brand	Unit of Measure	Number Units	Bid Amount Per Unit	Total Amount per Line
1	<a href="#">Digital Printers</a>	20479	HP Digital Printers	Each	65 Eac	\$ 7500.00	\$ 487500.00
2	<a href="#">Digital Printer Cables</a>	20479	Digital Printer Cables	Each	65 Eac	\$ 3000.00	\$ 195000.00

EQ\_bid\_response

## Evaluating Request for Proposal (RFP) Responses

- 1 To access an RFP for evaluation purposes, click on **Review and Maintenance** to access this menu.
- 2 When the Review and Maintenance menu displays, click on **Request for Proposals**.



Before completing this process, it is highly recommended that you attend the instructor-led training course *RFP Evaluation and Selection - Course 5000L*. This course provides you with instruction on how to organize the data, document your process, and use the different evaluation forms recommended for this process.

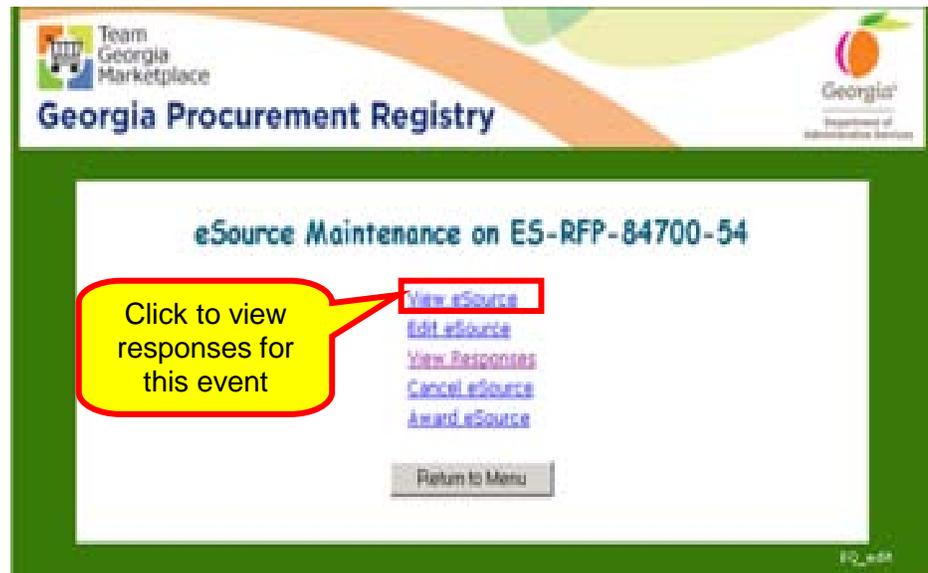
- 3 Click **Next**.



- 2 Select the eRFP which you want to evaluate by clicking on the blue hyperlink under the eSource Number.



- 4 Click on **View Responses** to download and evaluate the individual supplier responses.



- To view the individual responses, click on the **Bid** button next to the supplier name.

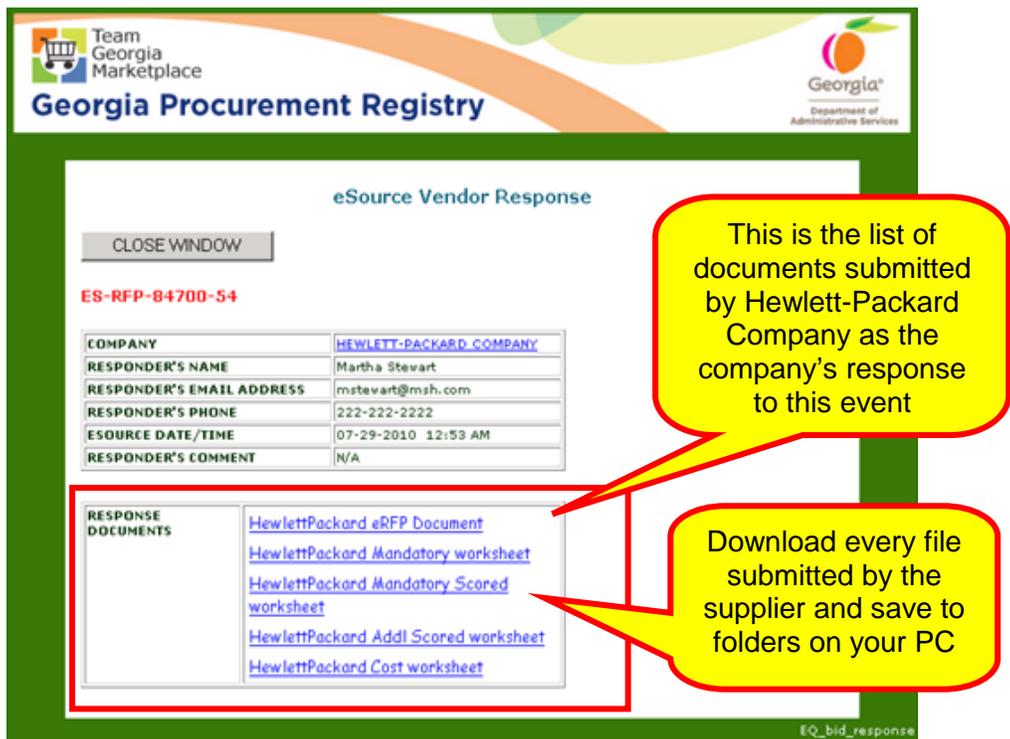


- Download each file submitted by the supplier and save to the electronic file folder(s) located on your PC.

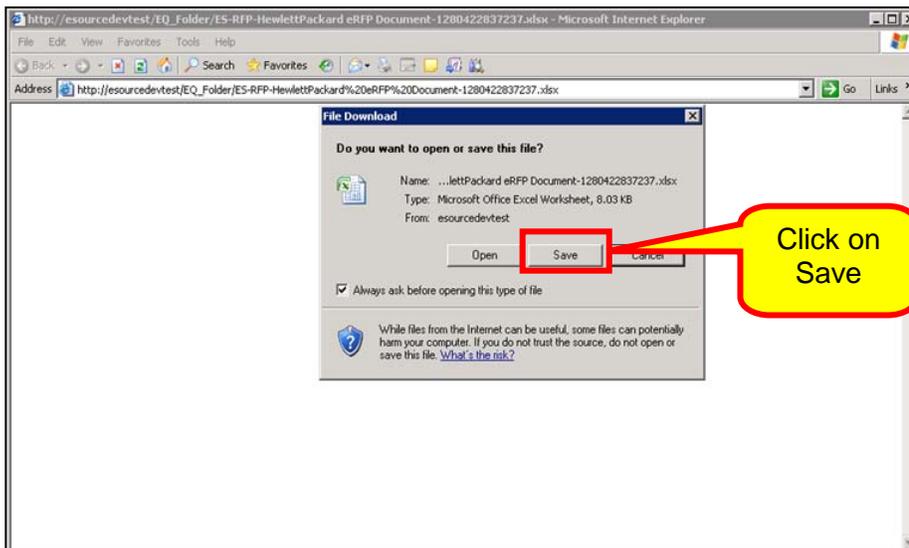


The instructor-led training course *RFP Evaluation and Selection - Course 5000L* provides you with instruction on how to organize the data, document your process, and use

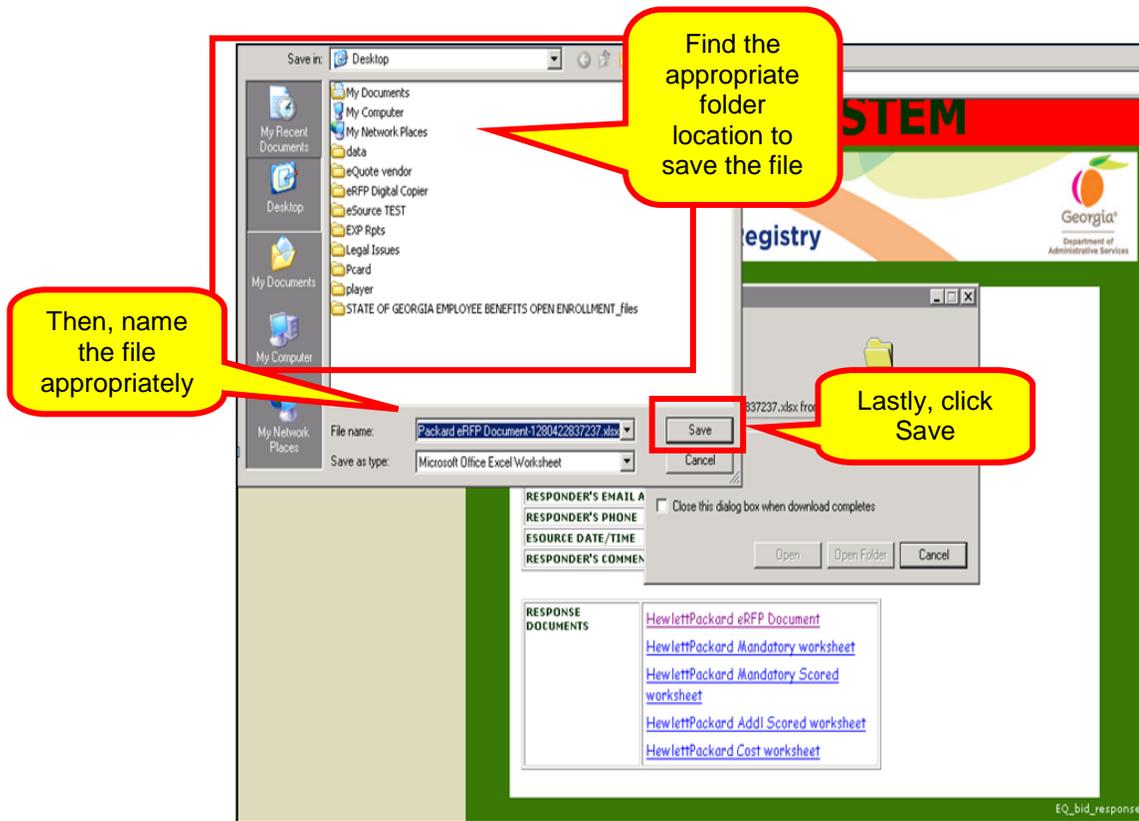
the different evaluation forms recommended for this process.



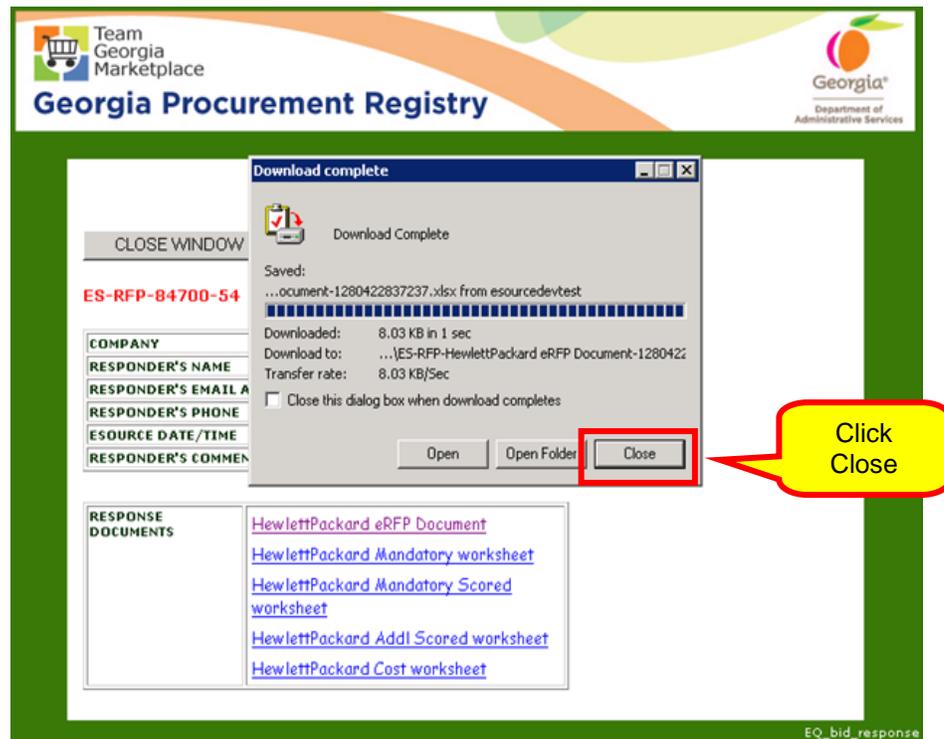
- 7 When this dialogue box displays, click on Save to save the document on your PC.



- 8 Select the appropriate folder location on your PC, name the file appropriately for the event and click **Save** to save the supplier's files on your PC.



- 9 Once the file is successfully downloaded, this message displays. Click Close.



- 10 Repeat this process for all documents submitted by the supplier.
- 12 Once you complete this process for the supplier participating in the event, click **Close Window**. Repeat these steps for every supplier participating in the event.



The evaluation of the responses submitted is conducted in accordance with the procedures outlined for conducting RFP or RFQC evaluations. This process takes place outside of the eSource application. To complete the evaluation of an eRFP or eRFQC you must use the process detailed in the RFP Evaluation and Selection procedures.

### Considering Reciprocal Preference as Part of your Evaluation

Although Georgia does not give "preference" to local suppliers, it is important to consider whether or not a supplier who submits a response is from a state that *does* give preferential treatment.

You will only apply the Reciprocal Preference Law when you

have received a response from a supplier whose state of residence apply a preference to their suppliers. The application is utilized only in the eRFQ and the eRFP methodologies. To begin the process of applying the Reciprocal Preference Law, follow the steps below.

- 1 Begin by viewing the bid responses and determining which suppliers are out of state and the percentage of preference their home state applies. To find this information follow the steps below.



You can find information about [State-by-State Reciprocal Preference Data](#) on the [State Purchasing Division \(SPD\)](#) website under the [Contract](#) web page.

A screenshot of a website page with a light green background. At the top, contact information for Georgia Industries for the Blind (GIB) is listed: P. O. Box 218, Bainbridge, Georgia 39818, Phone: 229-248-2667, Fax: 229-248-2669, and a link to the Georgia Industries for the Blind Website. Below this are several sections with red arrow icons: 'Environmental Concerns' (with a 'Learn more...' link), 'Green Contracts' (with a note about statewide green initiatives), 'Co-operative Contracts' (with a note about increasing purchasing power), and 'Debarred/Suspended Contractors List' (with a link to the Federal Excluded from Procurement list). The 'Reciprocal Preference Law' section is highlighted with a red rectangular box. This section states that Georgia does not have a percentage Preference Law but does reciprocate based on other states or preferences of other states. It defines a resident supplier as one who maintains a place of business with at least one employee inside the State of Georgia. A post office box will not satisfy this requirement. It also mentions that all state agencies, departments, and authorities responsible for the maintenance of public lands shall give preference to the use of compost and mulch in all road building, land maintenance and land development activities. Preference shall be given to compost and mulch made in the State of Georgia from organics which are source separated from the state's non-hazardous solid waste stream. A link to 'State-by-State Reciprocal Preference Data' is provided at the bottom of the highlighted section.

- 2 When you click on [State-by-State Reciprocal Preference Data](#), the following screen displays listing all the different states and the reciprocal preference law that applies to that state.

State Procurement Office

Department ▼

Search

About Us

Contact Us

---

Policies

Reciprocal Preference Law

Rules/Statutes

---

State Services Home

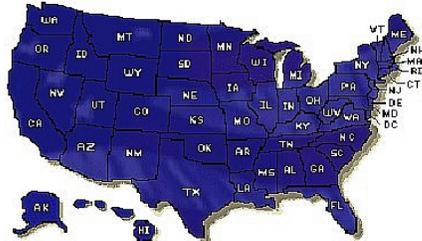
SPO Home

### Reciprocal Preference Laws

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**State by State Reciprocal Preference Data**

*Click on the state you wish to visit*



State	Reciprocal Law	Tie-Bid Preference	Preference (%)	Preference and Conditions	Date Revised	
Alabama (AL)	No	Yes	<a href="#">Details</a>	<a href="#">Details</a>	February	2009



The steps in checking the Reciprocal Preference rule for award considerations are as follows:

- 1 Determine if the supplier(s) with the lowest bids are from another state other than Georgia.
- 2 If so, go to [State-by-State Reciprocal Preference Data](#) and scroll down to the applicable state(s).
- 3 Review the information associated with the state(s) on the Table, and review the details for the type of purchases that receive preference.
- 4 If the type of purchase matches what you are procuring in your event, review the percentage of preference the respective state provides, and add that percentage to the supplier's bid. *You do this for evaluation purposes only.*
- 5 If this makes that supplier's bid higher than the Georgia supplier's bid, you can award the event to the Georgia supplier. Otherwise, award the event to the supplier from the other state at the bid price submitted by the supplier.



When evaluating an RFP and applying the Reciprocal Preference Law, apply the preference as determined by the

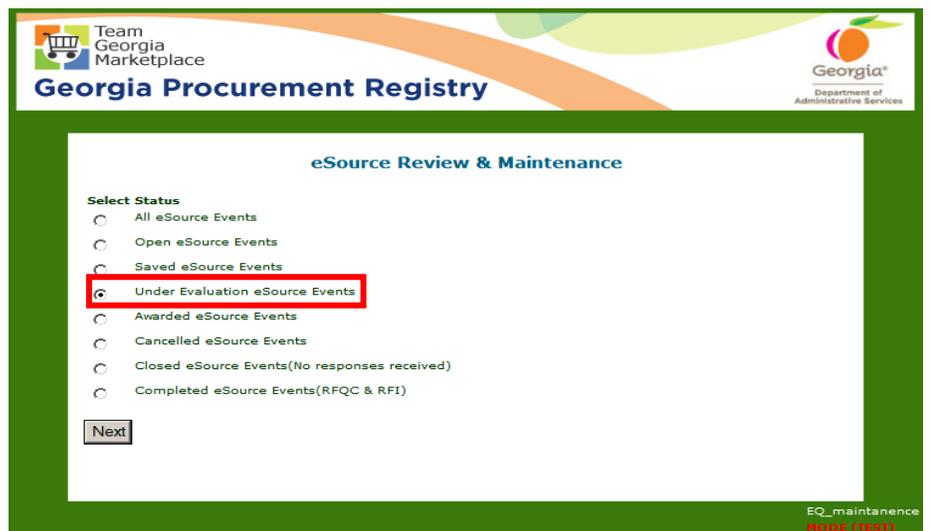
state where the submitting respondent resides only to the Cost worksheets and NOT the technical scores.

### Closing an Event Without Any Responses

When an event period expires and you are ready to make an award, but no suppliers have responded to the event, you must close the event. To complete this process you first must access the eSource Main menu then select **Review and Maintenance** of eSource.



2 Select **Under Evaluation eSource Events**.



- From the Under Evaluation screen, find and select the event you intend to close by clicking on the eSource Number.

**List of UnderEvaluation eSource Events**

[Click on eSource Number to Update](#)

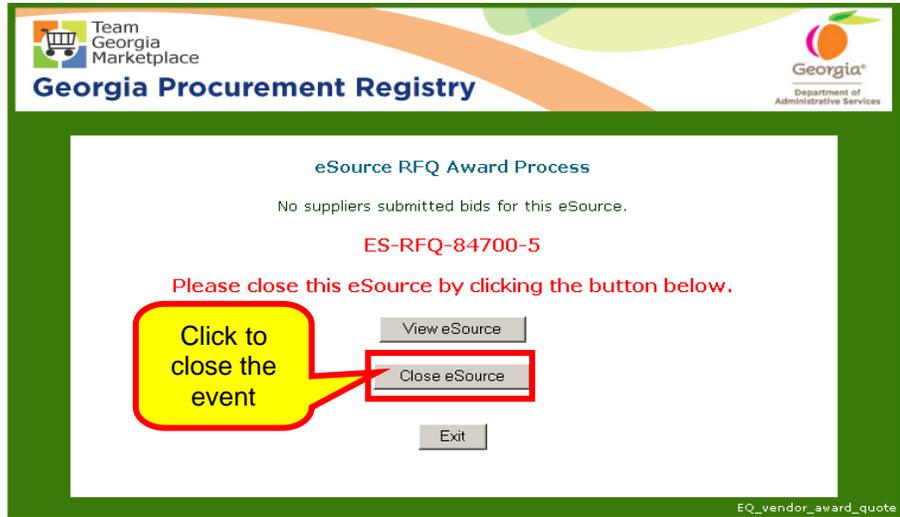
eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

- Click on **Award eSource**.

**eSource Maintenance on ES-RFQ-84700-5**

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Cancel eSource](#)  
[Award eSource](#)  
[Export Bid Responses to Excel spreadsheet](#)

- Because the event did not have any responses, the following screen displays. Click **Close eSource**.



- 6 The following screen displays to indicate that the event status has been changed to *Closed*.



If necessary, you can copy and re-post this event if you need it in the future.

## Awarding an Event

Once you have processed the evaluation of the event, you are ready to award the event. Only Request for Proposals (RFP) and Request for Quote (RFQ) events are evaluated for award.



RFP events may require approval processing from SPD depending on the award amount. State entities have a Delegated Purchasing Authority (DPA) to process RFPs valued up to \$250,000.00. When the award value of an RFP exceeds this amount, SPD processes the RFP on behalf of the state entity unless the state entity receives a one-time approval from SPD to process the RFP. State entities do not have an amount limit for processing RFQ events.

Depending on the result of your evaluation and the RFP (assuming that you are processing the RFP) or RFQ requirements, you can award the event using any of the following methodologies:

- Award to a Single Supplier
- Split the Award Between Suppliers
- Award to Multiple suppliers
- Award to a Primary/Secondary Supplier



The following is to assist you in understanding the differences associated with each award methods.

- ***Awarding to a Single Supplier*** - In this award scenario, the issuing officer awards everything to one supplier. This is what is known as an “all or nothing award”. This is most common for RFPs; however, it is also applicable for RFQs. In the event this is a multi-line RFQ, then a single award would go to the supplier who was lowest overall (whether or not that supplier was the lowest on any particular line item).
- ***Splitting the Award Between Suppliers*** - In this award scenario, the issuing officer divides up the solicitation into pieces and awards each piece to the supplier determined to be the winner of each piece. This is more likely to occur with an RFQ than with an RFP. In the split-award scenario for an RFQ, each line item is awarded to the individual supplier who had the best price for that particular line item. There is no overlap of contract award.

An example for an RFP may be if the issuing officer makes an award of services to occur at multiple locations and the state entity makes a single award for each location. Making a split award may or may not be the most economical solution for the state as there are costs associated in managing more than one contract. The [GPM](#) provides the general guidance as to when it may be appropriate to make a split award as opposed to a single award.

- *Awarding to Multiple Suppliers* - In this award scenario, the issuing officer makes overlapping contract awards to suppliers. This most commonly occurs on statewide contracts (and should rarely occur on a state entity contracts).

An example of a multiple contract award on a statewide contract is the current office furniture contract. In the multiple-award scenario, each supplier has equal standing and the state entity may choose amongst the suppliers as desired.

- *Awarding to a Primary/Secondary* - In this award scenario, the issuing officer identifies the primary source of supply for a particular contract and/or line item, but is also, designates a secondary (or “back up”) source of supply for that same contract or line item.

There are limited situations in which this should occur. State entities should not use this award approach unless it is extremely likely that a back up source of supply must be used from time to time. An example of this type of contract is DOT’s contract for asphalt mix. DOT has specific mixes that used for the roads. Plants that make these mixes have clients in addition to DOT who may use different mixes. As a result, it is possible that when DOT makes its request that plant might be in the middle of producing a mix that doesn’t meet DOT’s needs. Because of time constraints, it makes sense for DOT to have back up sources of supply with fixed contract terms and pricing, so that DOT can avoid emergency purchases.

In this primary/secondary award scenario, the supplier does not have equal standing. DOT must go to the

primary supplier first. Only if the first supplier is unavailable, can DOT then go to the second source of supply.

## *Awarding an RFP Event to a Single Supplier*

- 1 Access the eSource Main menu and select Review and Maintenance of eSource.



- 2 Select **Under Evaluation eSource Events**.



- 3 From the Under Evaluation screen find and select the event to award by clicking on the eSource Number.

**List of UnderEvaluation eSource Events**

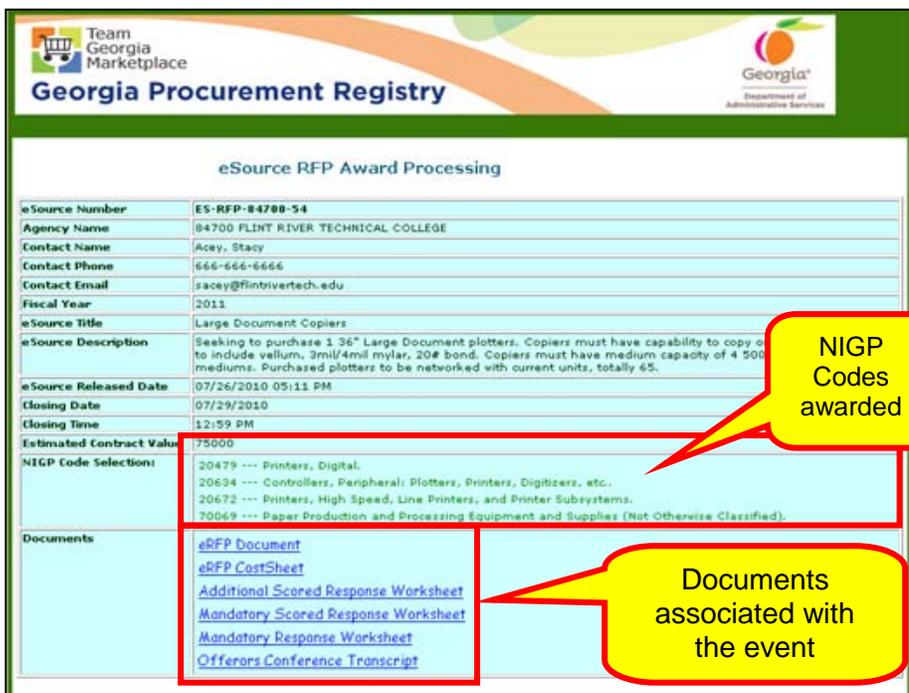
Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

- 4 Once you have selected the RFP you want to award, click on **Award eSource**.



 The top of this screen shows general information regarding the eRFP. Notice all information has been carried over to include the NIGP codes selected when posting the event, as well as, all the documents associated with event.



- 5 Determine the award methodology from any of the following methodologies depending on the result of your evaluation and the RFP or RFQ documentation:
  - Award to a Single Supplier
  - Split the Award Between Suppliers
  - Award to Multiple suppliers

- Award to a Primary/Secondary Supplier

The following screen shows the selection of a Single award method.

Click on appropriate award method

Single
  Split
  Multiple
  Primary/Secondary Award

Pick Award NIGP codes

Company	Responder Name	Amount	Single Award	Award Reject Reason	Award Comments
XPEDIX INC	Carren Straka		<input type="radio"/>		
XPEDIX INC	Ken Herndon		<input type="radio"/>		
HEWLETT-PACKARD COMPANY	MEWARTA MEWARTA		<input type="radio"/>		
LOGICAL CHOICE TECHNOLOGIES	BECKY MILFORD		<input type="radio"/>		
CDW GOVERNMENT INC	Dan Gallagher		<input type="radio"/>		
Final Award Amount ->		0.0			
General Comments					

Agency DPA amount is \$NoAmt

- 6 Enter the award amount and click on the adjacent radio button to signify a Single award.
- 7 Select the NIGP code appropriate for the award.
- 8 Enter the award amount to the selected supplier.
- 9 Enter the bid amount for each supplier and the rejection code for each.
- 10 Add any general comments regarding the award.

Click on the Responder's name to view the Response Documents.

Single
  Split
  Multiple
  Primary/Secondary Award

Pick Award NIGP codes: 20478, 20634

Select the NIGP code

Enter award amount and award comments to the selected supplier

Enter the submitted pricing and rejection reason for each unsuccessful supplier(s)

Add general comments

Company	Responder Name	Amount	Single Award	Award Reject Reason	Award Comments
<a href="#">XPEDX INC</a>	<a href="#">Darren Straka</a>	59897.00	<input checked="" type="radio"/>		Awarded highest scoring responsive and responsible
<a href="#">XPEDX INC</a>	<a href="#">Ken Herndon</a>	58729.00	<input type="radio"/>	Not Highest Scoring Proposal	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>	61623.99	<input type="radio"/>	Non-Responsive	
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>	59954.00	<input type="radio"/>	Failed Contract Negotiations	
<a href="#">CDW GOVERNMENT INC</a>	<a href="#">Dan Gallagher</a>	71362.00	<input type="radio"/>	Supplier Withdrawal	
Final Award Amount ->					
General Comments					

Agency DPA amount is \$250000

- 11 Prepare and upload the award document. To upload the document, click **Upload Rfx award Document (NOIA or NOA)**

### *Awarding an RFP Event to Multiple Suppliers*

- 1 Access the eSource Main menu and select **Review and Maintenance of eSource**.



- 2 Select **Under Evaluation eSource Events**.



- 3 From the Under Evaluation screen find and select the event you intend to award by clicking on the eSource Number.

### List of UnderEvaluation eSource Events

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	cafetering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

4 Click on **Award eSource**.

eSource Maintenance of **ES-RFP-84700-54**

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Cancel eSource](#)  
[Award eSource](#)

Return to Menu



The top of this screen shows general information regarding the eRFP. Notice all information has been carried over to include the NIGP codes selected when posting the event, as well as, all the documents associated with event.

**Georgia Procurement Registry**

**eSource RFP Award Processing**

eSource Number	ES-RFP-84780-54
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	666-666-6666
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Large Document Copiers
eSource Description	Seeking to purchase 1.36" Large Document plotters. Copiers must have capability to copy on various mediums, to include vellum, 3mil/4mil mylar, 20# bond. Copiers must have medium capacity of 4 500ft rolls of various mediums. Purchased plotters to be networked with current units, totally 65.
eSource Released Date	07/26/2010 05:11 PM
Closing Date	07/29/2010
Closing Time	
Estimated Contract Value	75000
NIGP Code Selection:	20479 --- Printers, Digital. 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc.. 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.
Documents	<a href="#">eRFP Document</a> <a href="#">eRFP CostSheet</a> <a href="#">Additional Scored Response Worksheet</a> <a href="#">Mandatory Scored Response Worksheet</a> <a href="#">Mandatory Response Worksheet</a> <a href="#">Offerors Conference Transcript</a>

NIGP Codes awarded

Documents associated with the event

5 Determine the award methodology from any of the following methodologies depending on the result of your evaluation and the RFP documentation:

- Award to a Single Supplier
- Split the Award Between Suppliers
- Award to Multiple suppliers
- Award to a Primary/Secondary Supplier

**NIGP Code Selection:**

20479 --- Printers, Digital.  
20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc..  
20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.  
70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified).

**Documents**

[eRFP Document](#)  
[eRFP CostSheet](#)  
[Additional Scored Response Worksheet](#)  
[Mandatory Scored Response Worksheet](#)  
[Mandatory Response Worksheet](#)  
[Offerors Conference Transcript](#)

Click on the Responded button to view the Response Documents.

Single  Split  Multiple  Primary/Secondary Award

Pick Award NIGP codes

20479  
20634

Company	Responder Name	Amount	Multiple Award	Award Reject Reason	Award Comments
<a href="#">XPEDIX INC</a>	<a href="#">Darren Straka</a>		<input type="checkbox"/>	Not Highest Scoring Proposal Non-Responsible Non-Responsible Failed Contract Negotiations Supplier Withdrawal	
<a href="#">XPEDIX INC</a>	<a href="#">Ken Herndon</a>		<input type="checkbox"/>		
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>		<input type="checkbox"/>	No Bid	
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>		<input type="checkbox"/>		

Click on appropriate award method

Select the NIGP code. Then, click the awarded supplier

Enter award amount and award comments to the selected supplier

Enter the submitted pricing and rejection reason for each unsuccessful supplier

- Enter the award amount in the Amount field next to the awarded supplier.

The screenshot shows a web application interface for award selection. At the top, there is a 'NIGP Code Selection' section with a list of codes: 20479 --- Printers, Digital.; 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc.; 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.; 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified). Below this is a 'Documents' section with links: eRFP Document, eRFP CostSheet, Additional Scored Response Worksheet, Mandatory Scored Response Worksheet, Mandatory Response Worksheet, and Offerors Conference Transcript. A note says 'Click on the Responder's name to view the Response Documents.' There are radio buttons for 'Single', 'Split', 'Multiple', and 'Primary/Secondary Award', with 'Multiple' selected. Below this is a 'Pick Award NIGP codes' section with a dropdown menu showing 20479 and 20634. The main part of the interface is a table with columns: Company, Responder Name, Amount, Multiple Award, Award Reject Reason, and Award Comments. The table contains four rows of data: 1. Company: XPEDX INC, Responder Name: Darren Straka, Amount: (empty), Multiple Award: (empty), Award Reject Reason: (dropdown), Award Comments: (empty). 2. Company: XPEDX INC, Responder Name: Ken Herndon, Amount: (empty), Multiple Award: (empty), Award Reject Reason: (dropdown), Award Comments: (empty). 3. Company: HEWLETT-PACKARD COMPANY, Responder Name: MEWARTA MEWARTA, Amount: (empty), Multiple Award: (empty), Award Reject Reason: (dropdown), Award Comments: (empty). 4. Company: LOGICAL CHOICE TECHNOLOGIES, Responder Name: BECKY MILFORD, Amount: (empty), Multiple Award: (empty), Award Reject Reason: (dropdown), Award Comments: (empty). A yellow callout bubble with a red border points to the 'Amount' field of the first row, containing the text 'Enter the award amount'.

- Click on the Multiple Award field to indicate the suppliers selected and signify a multiple supplier award.

This screenshot is identical to the one above, showing the same interface elements. However, the 'Multiple Award' column in the table now has checkboxes. The checkboxes for the first three rows (Darren Straka, Ken Herndon, and MEWARTA MEWARTA) are checked, while the checkbox for the fourth row (BECKY MILFORD) is unchecked. A yellow callout bubble with a red border points to the checked checkbox in the first row, containing the text 'Select the suppliers to be awarded'.

- Drop down the list of Award Reject Reasons and select the award rejection reason appropriate for the suppliers not selected for award.

**NIGP Code Selection:**  
 20479 --- Printers, Digital.  
 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc..  
 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.  
 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified).

**Documents**  
[eRFP Document](#)  
[eRFP CostSheet](#)  
[Additional Scored Response Worksheet](#)  
[Mandatory Scored Response Worksheet](#)  
[Mandatory Response Worksheet](#)  
[Offerors Conference Transcript](#)

Click on the Responder's name to view the Response Documents.

Single  Split  Multiple  Primary/Secondary Award

**Pick Award NIGP codes** 20479  
20634

Company	Responder Name	Amount	Multiple Award	Award Reject Reason	Award Comment
<a href="#">XPEDX, INC</a>	<a href="#">Darren Straka</a>		<input type="checkbox"/>	Not Highest Scoring Proposal	
<a href="#">XPEDX, INC</a>	<a href="#">Ken Herndon</a>		<input type="checkbox"/>	Non-Responsive	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>		<input type="checkbox"/>	Failed Contract Negotiations	
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>		<input type="checkbox"/>	Supplier Withdrawal	
				No Bid	

- Enter the award comments in the Award Comments field next to each of the suppliers participating in the event.

**NIGP Code Selection:**  
 20479 --- Printers, Digital.  
 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc..  
 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.  
 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified).

**Documents**  
[eRFP Document](#)  
[eRFP CostSheet](#)  
[Additional Scored Response Worksheet](#)  
[Mandatory Scored Response Worksheet](#)  
[Mandatory Response Worksheet](#)  
[Offerors Conference Transcript](#)

Click on the Responder's name to view the Response Documents.

Single  Split  Multiple  Primary/Secondary Award

**Pick Award NIGP codes** 20479  
20634

Company	Responder Name	Amount	Multiple Award	Award Reject Reason	Award Comments
<a href="#">XPEDX, INC</a>	<a href="#">Darren Straka</a>		<input type="checkbox"/>	Not Highest Scoring Proposal	
<a href="#">XPEDX, INC</a>	<a href="#">Ken Herndon</a>		<input type="checkbox"/>	Non-Responsive	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>		<input type="checkbox"/>	Failed Contract Negotiations	
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>		<input type="checkbox"/>	Supplier Withdrawal	
				No Bid	

- 10 Add general comments in the General Comments field.
- 11 Once you complete the screen, the information displays similar to this example. Click on **Upload RFP Award Document** to upload the appropriate award document. Depending on the total awarded amount of the RFP, you either upload the Notice of Intent to Award (NOIA), Notice of Award (NOA) or both documents.

Company	Responder Name	Amount	Split Award	Award Reject Reason	Award Comments
<a href="#">XPEDIX INC</a>	<a href="#">Darren Straka</a>	75000	<input checked="" type="checkbox"/>		Highest scored proposal. Responsive and
<a href="#">XPEDIX INC</a>	<a href="#">Ken Herndon</a>	125000	<input type="checkbox"/>	Not Highest Scoring Proposal	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>	97000	<input checked="" type="checkbox"/>		proposal. Responsive and Responsible
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>	147000	<input type="checkbox"/>	Failed Contract Negotiations	
<a href="#">CDW GOVERNMENT INC</a>	<a href="#">Dan Gallagher</a>	152000	<input type="checkbox"/>		

Final Award Amount ->

General Comments: Contract to commence after the successful completion of the End User/Supplier Kickoff meeting

Agency DPA amount is \$NoAmt

Upload RFP Award Documents

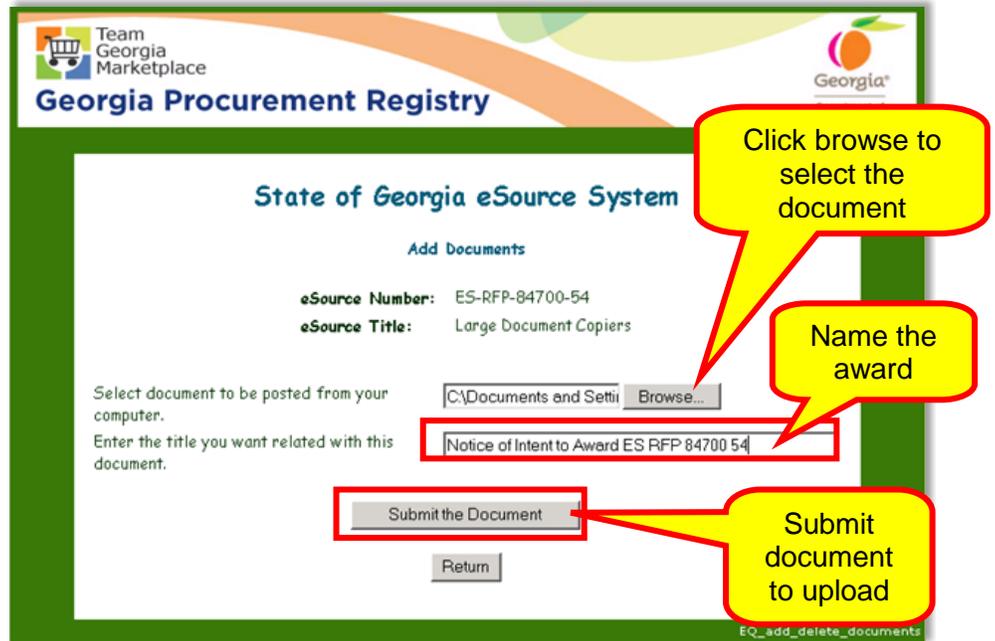
Exit RFP Award Process

Click to upload RFP Award documents

You can also click to exit the award process

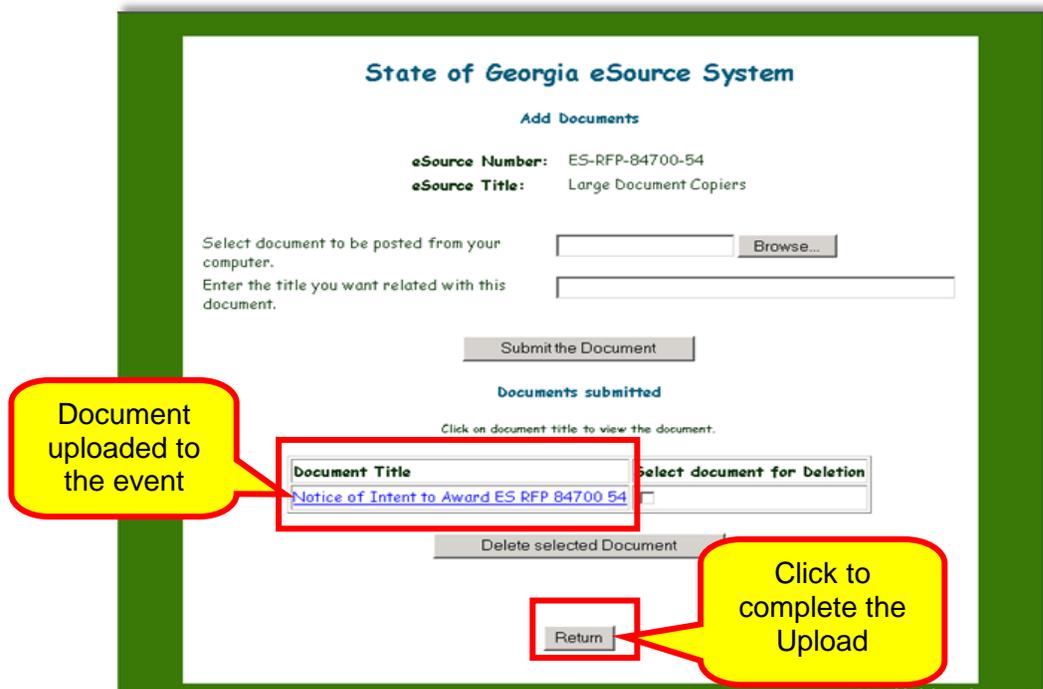
Enter general comments

- 12 Name your document appropriately and click **Submit the Document** to upload it as part of the event.



The following screen notifies you that the document has been uploaded. Review the document to ensure you selected the correct file by clicking on the document link(s) under the Document Title column.

- 13 Click **Return** to complete the upload.





To delete a document, click the box adjacent to the uploaded file. Then, click on Delete Selected Document to delete the selected file.

State of Georgia eSource System

Add Documents

eSource Number: ES-RFP-84700-54  
eSource Title: Large Document Copiers

Select document to be posted from your computer.  Browse...

Enter the title you want related with this document.

Submit the Document

Documents submitted

Click on document title to view the document.

Document Title	Select document for delete
<a href="#">Notice of Intent to Award ES RFP 84700 54</a>	<input type="checkbox"/>

Delete selected Document

Return

Then, click to delete the selected file

Click if you want to delete the document

- 14 The award document has successfully uploaded, click on the Award ES-RFP-XXXXX-XX to complete the award process.

Company	Responder Name	Amount	Split Award	Award Reject Reason	Award Comments
XPEDIX INC	Carren Straka	75000	<input checked="" type="checkbox"/>		Highest scored proposal. Responsive and
XPEDIX INC	Ken Herndon	125000	<input type="checkbox"/>	Not Highest Scoring Proposal	
HEWLETT-PACKARD COMPANY	MEWARTA MEWARTA	97000	<input checked="" type="checkbox"/>		2nd highest scored proposal. Responsive and
LOGICAL CHOICE TECHNOLOGIES	BECKY MILFORD	147000	<input type="checkbox"/>	Failed Contract Negotiations	
CDW GOVERNMENT INC	Dan Gallagher	152000	<input type="checkbox"/>		
Final Award Amount ->		172000.0			
General Comments: Contract to commence after the succesful completion of the End User/Supplier Kickoff meeting					
Agency DPA amount is \$NoAmt					
<input type="button" value="Upload RFP Award Documents"/>					
<input type="button" value="Award ES-RFP-84700-54"/>					
<input type="button" value="Exit RFP Award Process"/>					

You can upload more award documents

You can exit the award process without awarding

Click to award the event to the selected suppliers and notify them of the award

### Awarding an RFP Event to a Primary/Secondary

- 1 Access the eSource Main menu and select **Review and Maintenance of eSource**.



**Georgia Procurement Registry**



### eSource Menu

[Post New eSource](#)

[Review and Maintenance of eSource](#)

[View Intended Award that triggered NOIA](#)

[eSource Reports Menu](#)

**Just for testing**

[eSource List to hard close a quote](#)

[eSource NOIA fast forward](#)

EQ\_menu\_buyer  
MODE (RS)

2 Select **Under Evaluation eSource Events**.



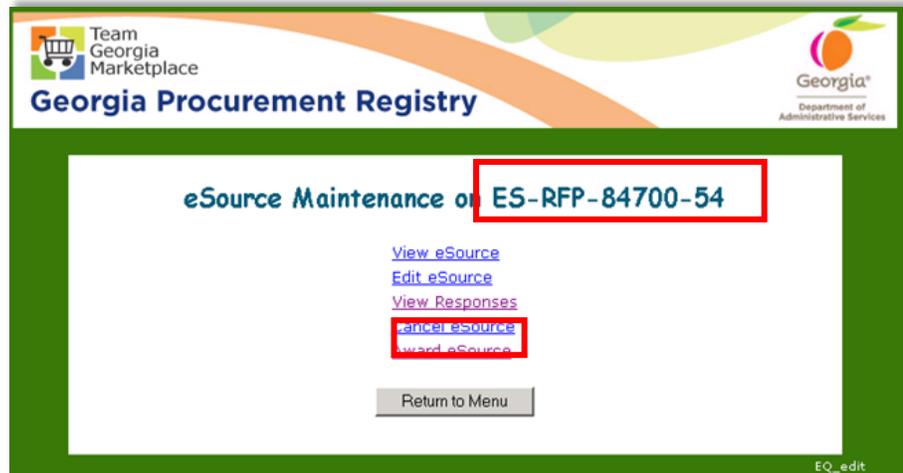
3 From the Under Evaluation screen find and select the event you intend to award by clicking on the eSource Number.

**List of UnderEvaluation eSource Events**

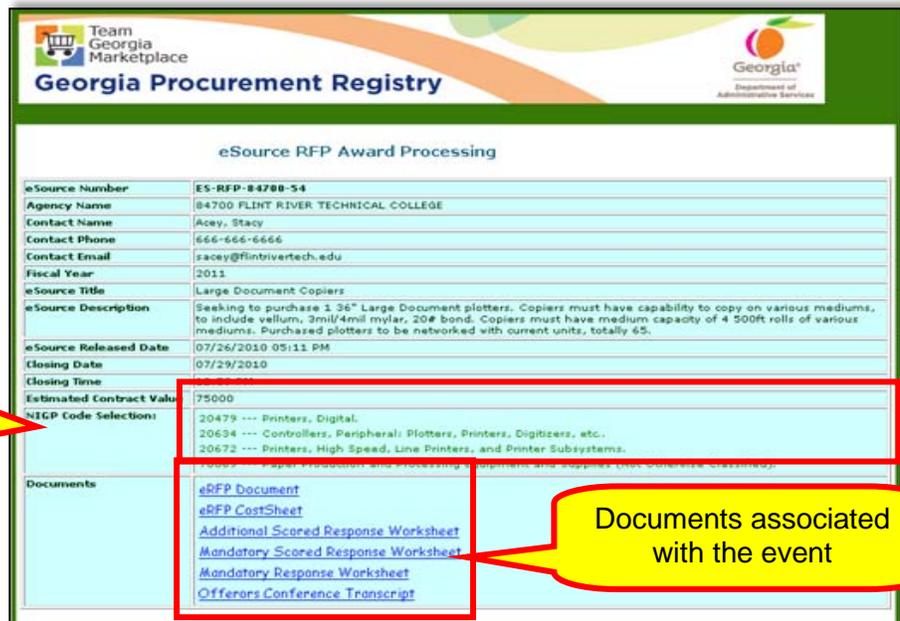
Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

4 Click on **Award eSource**.



The top of this screen shows general information regarding the eRFP. Notice all information has been carried over to include the NIGP codes selected when posting the event, as well as, all the documents associated with event.



NIGP Codes awarded

Documents associated with the event

5 Determine the award methodology from any of the following methodologies depending on the result of your evaluation and the RFP documentation:

- Award to a Single Supplier
- Split the Award Between Suppliers
- Award to Multiple suppliers
- Award to a Primary/Secondary Supplier

Click on appropriate award method

Enter award comments to the selected supplier



award rejection reason appropriate for the suppliers not selected for award.

**NIGP Code Selection:**  
 20479 --- Printers, Digital.  
 20634 --- Controllers, Peripheral: Plotters, Printers, Digitizers, etc..  
 20672 --- Printers, High Speed, Line Printers, and Printer Subsystems.  
 70069 --- Paper Production and Processing Equipment and Supplies (Not Otherwise Classified).

**Documents**  
[eRFP Document](#)  
[eRFP CostSheet](#)  
[Additional Scored Response Worksheet](#)  
[Mandatory Scored Response Worksheet](#)  
[Mandatory Response Worksheet](#)  
[Offerors Conference Transcript](#)

Click on the Responder's name to view the Response Documents.

Single  Split  Multiple  Primary/Secondary Award

**Pick Award NIGP codes** 20479

Company	Responder Name	Amount	Multiple Award	Award Reject Reason	Award Comments
<a href="#">XPEDIX INC</a>	<a href="#">Darren Straka</a>		<input type="checkbox"/>	Not Highest Scoring Proposal	
<a href="#">XPEDIX INC</a>	<a href="#">Ken Herndon</a>		<input type="checkbox"/>	Non-Responsible	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>		<input type="checkbox"/>	Failed Contract Negotiations	
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>		<input type="checkbox"/>	Supplier Withdrawal	

- 9 Enter the award comments in the Award Comments field next to each of the suppliers participating in the event.

**Pick Award NIGP codes** 20634

Company	Responder Name	Amount	Primary/Secondary Award	Award Reject Reason	Award Comments
<a href="#">XPEDIX INC</a>	<a href="#">Darren Straka</a>	213907.00	<input type="checkbox"/>	Not Highest Scoring Proposal	
<a href="#">XPEDIX INC</a>	<a href="#">Ken Herndon</a>	312315.00	<input type="checkbox"/>	Failed Contract Negotiations	
<a href="#">HEWLETT-PACKARD COMPANY</a>	<a href="#">MEWARTA MEWARTA</a>	185211.00	<input checked="" type="checkbox"/>		Primary awarded
<a href="#">LOGICAL CHOICE TECHNOLOGIES</a>	<a href="#">BECKY MILFORD</a>	52142.32	<input checked="" type="checkbox"/>		Secondary awarded
<a href="#">CDW GOVERNMENT INC</a>	<a href="#">Cao Gallagher</a>	125326.00	<input type="checkbox"/>	Supplier Withdrawal	
<b>Final Award Amount:</b>		185211.00			

**General Comments**

Agency DPA amount is \$250000

Upload RFP Award Documents

Exit RFP Award Process

- 10 Add general comments in the General Comments field.

- Once you complete the screen, the information displays similar to this example. Click on **Upload RFP Award Document** to upload the appropriate award document. Depending on the total awarded amount of the RFP, you either upload the Notice of Intent to Award (NOIA), Notice of Award (NOA) or both documents.

The screenshot shows a table of award details and a summary section. The table has columns for Company, Responder Name, Amount, Primary/Secondary Award, Award Reject Reason, and Award Comments. Below the table, there is a 'General Comments' field and two buttons: 'Upload RFP Award Documents' and 'Exit RFP Award Process'. A red box highlights the 'General Comments' field and the 'Upload RFP Award Documents' button. A yellow callout bubble points to the 'Upload RFP Award Documents' button with the text 'Click to upload RFP Award documents'. Another yellow callout bubble points to the 'Exit RFP Award Process' button with the text 'You can also click to exit the award process'. A third yellow callout bubble points to the 'General Comments' field with the text 'Enter general comments'. The 'Agency DPA amount is \$250000' is displayed in red text below the table.

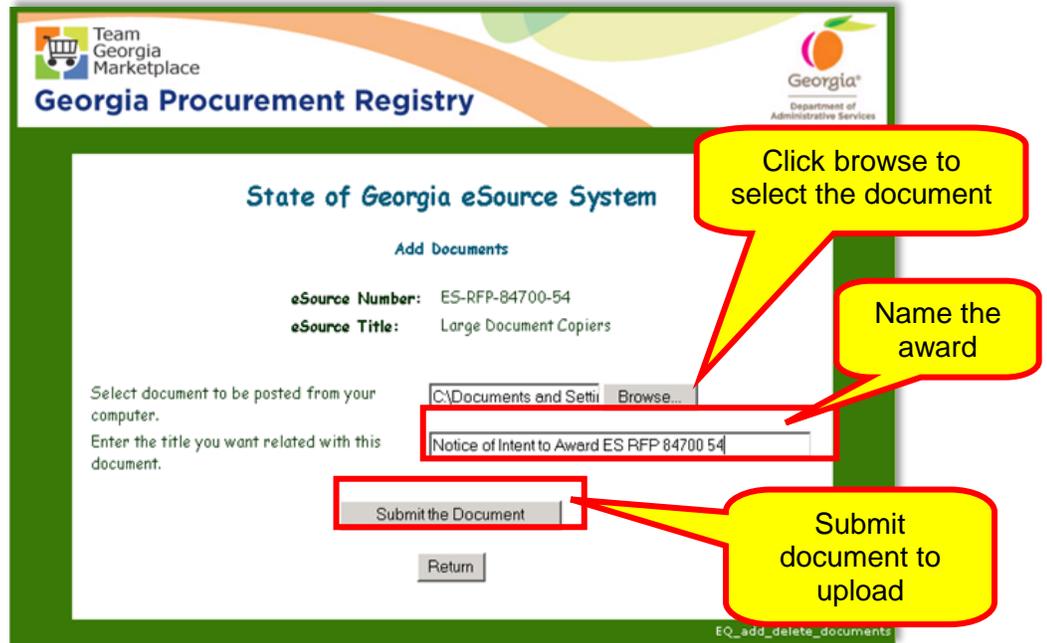
Company	Responder Name	Amount	Primary/Secondary Award	Award Reject Reason	Award Comments
WEEKS INC	Carroll Strala	213907.00	<input type="checkbox"/>	Not Highest Scoring Proposal	
WEEKS INC	Ran Necholan	312315.00	<input type="checkbox"/>	Failed Contract Negotiations	
HEWLETT-PACKARD COMPANY	MELWANTA MELWANTA	185211.00	<input checked="" type="checkbox"/>		Primary awarded
LOGICAL CHOICE TECHNOLOGIES	BECKY WILFORD	52142.32	<input checked="" type="checkbox"/>		Secondary awarded
CDW GOVERNMENT INC	Bob Salasbar	125326.00	<input type="checkbox"/>	Supplier Withdrawal	

Agency DPA amount is \$250000

General Comments: Contract to commence after successful completion of the End User/Supplier kickoff meeting

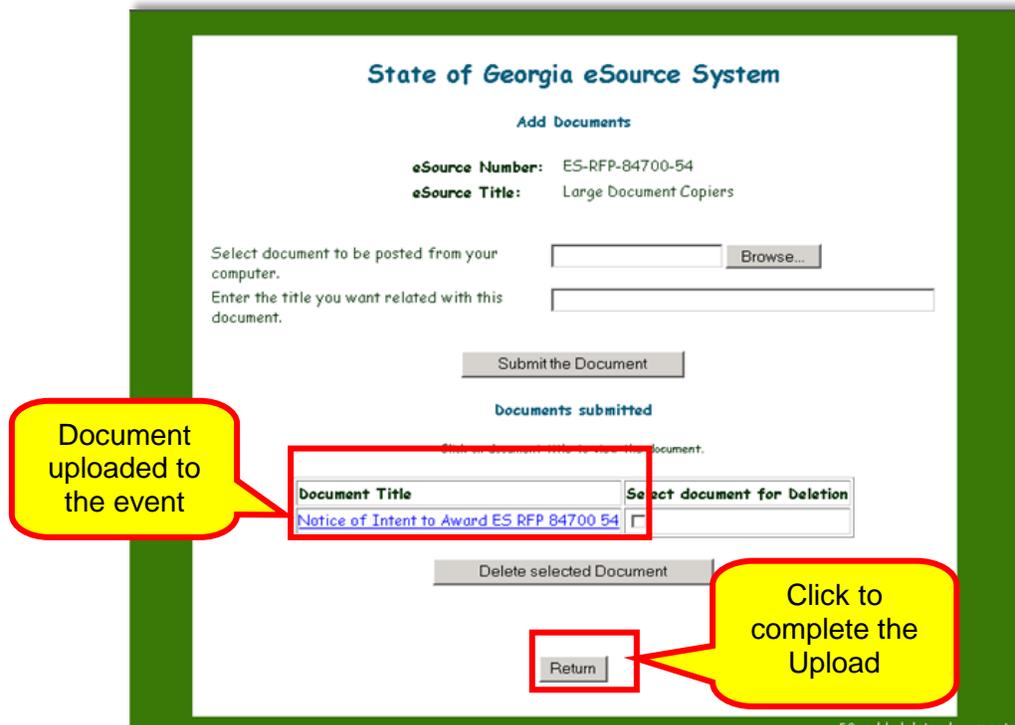
Buttons: Upload RFP Award Documents, Exit RFP Award Process

- Name your document appropriately and click **Submit the Document** to upload it as part of the event.



The following screen notifies you that the document has been uploaded. Review the document to ensure you selected the correct file by clicking on the document link(s) under the Document Title column.

- 13 Click **Return** to complete the upload.





To delete a document, click the box adjacent to the uploaded file. Then, click on Delete Selected Document to delete the selected file.

State of Georgia eSource System

Add Documents

eSource Number: ES-RFP-84700-54  
eSource Title: Large Document Copiers

Select document to be posted from your computer.  Browse...  
Enter the title you want related with this document.

Submit the Document

Documents submitted

Click on document title to view the document.

Document Title	Select document for deletion
<a href="#">Notice of Intent to Award ES RFP 84700 54</a>	<input type="checkbox"/>

Delete selected Document

Return

EQ-add\_delete\_documents

- 14 The award document has successfully uploaded, click on the Award ES-RFP-XXXXX-XX to complete the award process.

Company Name	Amount	Status	Reason
UPEDA, INC	213987.00	Not Highest Scoring Proposal	
UPEDA, INC	312315.00	Failed Contract Negotiations	
HEWLETT-PACKARD COMPANY	185211.00	Primacy awarded	
LOGICAL CHOICE TECHNOLOGIES	52142.32	Secondary awarded	
CDW GOVERNMENT, INC	125306.00	Supplier Withdrawal	
<b>Total Award Amount</b>	<b>185211.00</b>		

General Comments: Contract to commence after successful completion of the End User/Supplier Kickoff meeting

Agency DPA amount is \$250000

Buttons: Upload RFP Award Documents, Award ES-RFP-84700-54, Exit RFP Award Process

- After you have click on Award ES-RFP-XXXXX-XX, the award is final. To verify, you can click on Review and Maintenance and click on Award. When you do this the following screen displays. In this example, the award amount exceeds \$100,000. Therefore, eSource issues an NOIA.

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### Georgia Procurement Registry

#### eSource Maintenance on ES-RFP-84700-54

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Cancel eSource](#)

Award eSource NOIA 10 days

Return to Menu

- Click Return to Menu to return to the main menu of eSource.

## Awarding an RFQ Event to a Single Supplier

To make an award for events using the RFQ methodology, the

award steps vary slightly than that of the RFP procedures.

For example, when awarding an RFO the award functionality include only the Single award or Primary/Secondary process. To award an RFO to a Single supplier, follow these steps.

- 1 Access the eSource Main menu and select Review and Maintenance of eSource.



- 2 Click Under Evaluation eSource events.



- From the Under Evaluation screen, find and select the event you want to award by clicking on the blue hyperlink in the eSource Number column.

**List of UnderEvaluation eSource Events**

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Rams	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	noia 7 days
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	noia Ready to Award
<a href="#">ES-RFP-84700-62</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-101</a>	Sleeping Bags	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation

- Click **Award eSource**.



**Georgia Procurement Registry**



### eSource Maintenance on ES-RFQ-84700-101

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Cancel eSource](#)  
[Award eSource](#)  
[Export Bid Responses to Excel spreadsheet](#)

- The RFQ bid sheet displays.

Single  Primary/Secondary Award

Line No.	Line Title	Description	Line NIGP	# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli	200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Single Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input checked="" type="radio"/>		
BATTLE & BATTLE DISTRIBUTORS (N)	Josh Zirkle	bid	\$24.32	\$4864.00	<input type="radio"/>		
MASSEY & BOWERS LLC (N)	Carly Labrador	bid	\$25.93	\$5186.00	<input type="radio"/>		
STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input type="radio"/>		
					<input type="radio"/>	NO AWARD FOR THIS LINE	

The bid sheet displays the bid responses for each line. Note the system will flag the supplier indicating the reciprocal preference status for your consideration. You can award each line separately. The bid responses display from that line's lowest bid to that line's highest bid.



If you decide not to award a particular line, indicate the *No Award* in the award justification selection box.

The initial configuration below represents the lowest total response

Click on the Responder's name to view the response for the given line.

Single  Primary/Secondary Award

Line Title	Description	Line NIGP	# Units	eSource Line Documents
sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli	200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Single Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input checked="" type="radio"/>		
BATTLE & BATTLE DISTRIBUTORS (N)	Josh Zirkle	bid	\$24.32	\$4864.00	<input type="radio"/>		
MASSEY & BOWERS LLC (N)	Carly Labrador	bid	\$25.93	\$5186.00	<input type="radio"/>		
STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input type="radio"/>		
					<input type="radio"/>	NO AWARD FOR THIS LINE	

6 Select Award Reject Reasons for

Ranks bids from low to high

Enter Award comments

Select award reason for each winning supplier

No award for this line

down list for each supplier not selected to receive award.

- 7 Enter the appropriate award comments for the selected supplier.

The screenshot shows a table of suppliers for a line item. The table has columns for Company (GA Based Flag), Responder Name, Supplier Status, Unit per Unit, Amount per Line, Single Award, Award Reject Reason, and Award Comments. The first supplier, Ted Boxer, is selected. Below the table, there are summary rows for 'The lowest possible award', 'The selected award configuration', and 'The difference between selection above and lowest possible award'. At the bottom, there is a 'General Comments' field.

Callouts in the image point to the following elements:

- Select single award:** Points to the 'Single Award' column for the selected supplier.
- Enter award comment:** Points to the 'Award Comments' dropdown menu for the selected supplier.
- Rejection Reason:** Points to the 'Award Reject Reason' dropdown menu for a non-selected supplier.
- No award for this line:** Points to the 'NO AWARD FOR THIS LINE' option in the 'Single Award' column.
- Enter any general comments:** Points to the 'General Comments' text area at the bottom.

- 8 Because the award amount is under \$100,000.00, the NOIA document is optional, the issuing officer may set the NOIA or simply award the RFQ. In this example, the decision is made to award the RFQ. To do this, click the **Award eSource ES-RFQ-XXXXX-XX**.

Set NOIA (Optional)  
 Award eSource ES-RFQ-84700-101

To select a single Supplier for the entire award click the appropriate button below. It will automatically change the above selection configuration.

Click on the Responder's name to view their response details

Total Supplier Amount	Supplier % Over Lowest Award by line	Company HeadQuarter Address	Responder Name	Select Supplier	Supplier Lines Not bid
			Supplier Line Configuration above	<input checked="" type="radio"/>	AWARD BY LINE
\$4286	0.00% Over lowest award of \$4286.00	<a href="#">HOWARDS TRUE VALUE HARDWARE INC</a> new P O BOX 1030 NORCROSS, GA Gwinnett 30091-1030	<a href="#">Ted Boxer</a> Phone: 444-444-4444 Email: tboxer@sk.net	<input type="radio"/>	
\$4864	13.48% Over lowest award of \$4286.00	<a href="#">BATTLE &amp; BATTLE DISTRIBUTORS</a> new 2072 WHITES MILL ROAD DECATUR, GA DeKalb 30032	<a href="#">Josh Zirkle</a> Phone: 444-444-4444 Email: jzirkle@kdl.net	<input type="radio"/>	
\$5186	20.99% Over lowest award of \$4286.00	<a href="#">MASSEY &amp; BOWERS LLC</a> new 3535 PIEDMONT AVE SUITE 1100 ATLANTA, GA Fulton 30305	<a href="#">Carly Labrador</a> Phone: 444-444-4444 Email: clab@yahoo.com	<input type="radio"/>	
\$7194	67.84% Over lowest award of \$4286.00	<a href="#">STAG ENTERPRISE INC</a> new P O BOX 4457 CANTON, GA Cherokee 30114	<a href="#">Jack Anders</a> Phone: 444-444-4444 Email: janders@hey.com	<input type="radio"/>	

- 9 After clicking on Award eSource, eSource displays the main menu.

### *Awarding an RFQ Event that Exceeds the Entity's DPA to a Single Supplier*

To make an award for events using the RFQ methodology, the award steps vary slightly than that of the RFP procedures.

For example, when awarding an RFQ the award functionality only allows single award or primary/secondary award. To award an RFQ to a Single supplier, follow these steps.

- 1 Access the eSource Main menu and select **Review and Maintenance of eSource**.



- 2 Click **Under Evaluation eSource events**.



- 3 From the Under Evaluation screen, find and select the event you want to award by clicking on the blue hyperlink under the eSource Number column.

### List of UnderEvaluation eSource Events

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

4 Click **Award eSource**.

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**Georgia Procurement Registry**  
 Georgia Department of Administrative Services

### eSource Maintenance on ES-RFQ-84700-9

[View eSource](#)  
[Edit eSource](#)  
[View Responses](#)  
[Cancel eSource](#)  
[Award eSource](#)  
[Export Bid Responses to Excel spreadsheet](#)

Return to Menu

EQ edit

5 The RFQ bid sheet displays.

Single  Primary/Secondary Award

Line No.	Line Title	Description	Line Nipg	No of Units	eSource Line Documents
(1.)	Dental Technician	Illustrated dental hygenic textbooks	71548-Medical Books and Publications	1.75 EA	

Supplier Bid Status	Amount Per Unit	Amount per Line	Award Selection	Supplier Name (GA Based Flag)	Responder Name	Award Reject Reason	Award Comments
bid	\$85	\$14875	<input checked="" type="radio"/>	PDG Consulting (Y)	test		
bid	\$200	\$35000	<input type="radio"/>	MOORE WALLACE NORTH AMERICA INC (N)	Derna Test		
			<input type="radio"/>	NO AWARD FOR THIS LINE			

Indicates the supplier's state for reciprocal preference consideration

The bid sheet displays the suppliers' responses for each line. eSource flags any supplier with the reciprocal preference status for your consideration. You can award each line separately. The list of responses display from that line item's lowest price to line item's highest price.



If you decide not to award a particular line, indicate the *No Award* in the award justification selection box.

Click on the bidders name to view the bid information/documentation for the given line.

Line No.	Line Title	Description	Line Nipg	No of Units	eSource Line Documents
(1.)	Smart Boards	Smart boards to use for instruction	20460-Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.)	8 EA	

Bid Status	Amount Per Unit	Amount per Line	Award Selection	Vendor Name (GA Based Flag)	Bidders Name	Award Reason	Award Comments
bid	\$7500	\$60000	<input checked="" type="radio"/>	TECHNICAL LABORATORY ASSOCIATES INC (N)	Joe Schmo	Not Low Bid	
bid	\$7650	\$61200	<input type="radio"/>	SYNTELLUS DATAWORKS LLC (N)	Sheri Rojas	Non-Responsive	
bid	\$8500	\$68000	<input type="radio"/>	TIGERDIRECT INC (N)	Mary Contrary	Vendor Withdrawal	
			<input type="radio"/>	NO AWARD FOR THIS LINE		No Bid	

Enter Award comments

Select award reason for each supplier

No award this line

Line No.	Line Title	Description	Line Nipg	No of Units	eSource Line Documents
(2.)	TV Monitors	Monitors to conduct distance or remote learning	84038-Monitors, Television	20 EA	

Ranks line items from low to high

- Select the appropriate Award Reject Reasons from the drop-down list for each supplier not selected to receive award.

- 7 Enter the appropriate award comments for the selected supplier.

The screenshot shows a software interface for award configuration. It features several tables and summary rows. Callouts in yellow speech bubbles point to specific elements:

- Select single award:** Points to the 'Single Award' checkbox in the first table row.
- Enter award comment:** Points to the 'Award Comments' text area in the first table row.
- Rejection Reason:** Points to the 'Award Reject Reason' dropdown menu in the first table row.
- Enter comment:** Points to the 'Award Comments' text area in the second table row.
- No award this line item:** Points to the 'NO AWARD FOR THIS LINE' button below the second table row.
- Enter any general comments:** Points to the 'General Comments' text area at the bottom of the interface.

Summary rows at the bottom of the interface show:

- The lowest possible award(award by line) is: \$60500.00
- The selected award configuration above yields a total of: \$487500.00
- The difference between selection above and lowest possible award is: \$-134000.00

- 8 In this example, the entity has been assigned a DPA amount of \$50,000. Since the award amount is under \$100,000 the NOIA document is optional, the issuing officer may set the NOIA or award the RFQ. In this example, the decision is made to award the event. To do this, click the Award eSource ES-RFQ-XXXXX-XX.

The lowest possible award(award by line) is: \$682500.00

The selected award configuration above yields a total of: \$487500.00

The difference between selection above and lowest possible award is: \$-194999.99

General Comments: Contract to commence on or before October 1 and expire September 30.

Agency DPA amount is \$500000

The award configuration selected results in an award greater than the agency DPA.

**Set NOIA (Optional)**

Award eSource ES-RFQ-84700-9

To select a single Supplier for the entire award click the appropriate button below. It will automatically change the above selection configuration.

Click on the Responder's name to view their response details.

Total Supplier Amount	Supplier % Over Lowest Award by line	Company HeadQuarter Address	Responder Name	Select Supplier	Supplier Lines not bid
\$482500	0.00% Over lowest award of \$482500.00	NC OFFICE SOLUTIONS INC 4230 BELLS FERRY ROAD SUITE 10643 KENNESAW, GA Cable 30144-1300	Michelle Hardin Phone: 404.2333333 Email: mchard@ncn.ga.gov	<input checked="" type="checkbox"/>	AWARD BY LINE

Exit RFQ Award Process

- The awarded amount exceeds the DPA set for the entity. When you click to award, the following screen appears instructing you to submit the One-Time Request to Exceed DPA Form and submit it to SPD for authorization to proceed and complete the award process.

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Georgia Procurement Registry

Georgia Department of Administrative Services

### eSource RFQ Award Summary

ES-RFQ-84700-9

Award Type : SINGLE

Line No.	Line Title	# Units		
1	Digital Printers	45 EA		
Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
NC OFFICE SOLUTIONS INC	Michelle Hardin	7500.00	487500.00	primary
Line No.	Line Title	# Units		
2	Digital Printer Cables	45 EA		
NO AWARD FOR THIS LINE				

The total proposed award amount is \$ 487500.00

The total award amount is greater than the your Delegated Purchasing Authority. An email message has been automatically sent to the State Purchasing Division to notify them of the situation. This award CANNOT be completed until SPD has assigned authority of the eSource to SPD or back to your agency. Please fill [One Time Exceeds DPA Form](#) and submit it to SPD.

Return To Menu

Instructions to complete and submit the One-time Request to Exceed the NOIA form

- Click **Return to Menu**.

## Determining the Best Price Response in an RFQ

eSource provides you with information regarding the amount that you could save by awarding to more than one supplier (splitting the bid) as opposed to making the award to one supplier.

- 1 To determine the best price, display the bid sheet to review the price and select the lowest bid for each line.

Line No.	Line Title	Description	Line NIGP			# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpaui			200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Single Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input type="radio"/>		Awarded lowest responsive and responsible
BATTLE & BATTLE DISTRIBUTORS (N)	Josh Zirkle	bid	\$24.32	\$4864.00	<input type="radio"/>	Non-Responsible	
MASSEY & BOWERS LLC (N)	Carly Labrador	bid	\$25.93	\$5186.00	<input type="radio"/>	Not Low Bid	
STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input checked="" type="radio"/>	Not Low Bid	
					<input type="radio"/>	NO AWARD FOR THIS LINE	

The lowest possible award(award by line) is:	\$4286.00
The selected award configuration above yields a total of:	\$5186.00
The difference between selection above and lowest possible award is:	\$900.00

Indicates the price by selecting the lowest bid for each line

- 2 Then, click on **Click to Process the Award Configuration Above**. Here you can view the price difference.

Set NOIA (Optional)

Click to process the award after all decisions are made

To select a single Supplier for the entire award click the appropriate button below. It will automatically change the above selection configuration.

Click on the Responder's name to view their response details

Total Supplier Amount	Supplier % Over Lowest Award by line	Company HeadQuarter Address	Responder Name	Select Supplier	Supplier Lines Not bid
			Supplier Line Configuration above	<input checked="" type="radio"/>	AWARD BY LINE
\$4286	0.00% Over lowest award of \$4286.00	<a href="#">HOWARDS TRUE VALUE HARDWARE INC</a> <small>new</small> P O BOX 1030 NORCROSS, GA Gwinnett 30091-1030	<a href="#">Ted Boxer</a> Phone: 444-444-4444 Email: tboxer@jsk.net	<input type="radio"/>	
\$4864	13.48% Over lowest award of \$4286.00	<a href="#">BATTLE &amp; BATTLE DISTRIBUTORS</a> <small>new</small> 2072 WHITES MILL ROAD DECATUR, GA DeKalb 30032	<a href="#">Josh Zirkle</a> Phone: 444-444-4444 Email: jzirkle@kdl.net	<input type="radio"/>	
\$5186	20.99% Over lowest award of \$4286.00	<a href="#">MASSEY &amp; BOWERS LLC</a> <small>new</small> 3535 PIEDMONT AVE SUITE 1100 ATLANTA, GA Fulton 30305	<a href="#">Carlv Labrador</a> Phone: 444-444-4444 Email: clab@yahoo.com	<input type="radio"/>	
\$7194	67.84% Over lowest award of \$4286.00	<a href="#">STAG ENTERPRISE INC</a> <small>new</small> P O BOX 4457 CANTON, GA Cherokee 30114	<a href="#">Jack Anders</a> Phone: 444-444-4444 Email: janders@hey.com	<input type="radio"/>	

### Awarding an RFQ as a Primary/Secondary Award

- 1 Access the eSource Main menu and select **Review and Maintenance of eSource**.

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 Georgia Department of Administrative Services

**eSource Menu**

[Post New eSource](#)  
[Review and Maintenance of eSource](#)  
[View Intended Award that triggered NOIA](#)  
[eSource Reports Menu](#)

**Just for testing**  
[eSource List to hard close a quote](#)  
[eSource NOIA fast forward](#)

EQ\_menu\_buyer  
NOIAE (1/5/11)

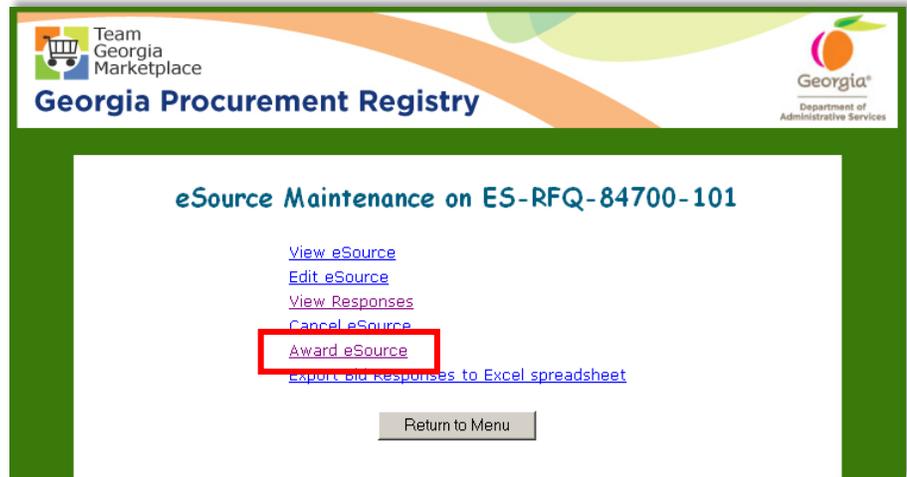
- 2 Select **Under Evaluation eSource Events**.



- From the Under Evaluation screen, find and select the event you intend to award by clicking on the blue hyperlink under the eSource Number column.

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	noia 7 days
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	noia Ready to Award
<a href="#">ES-RFP-84700-62</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-101</a>	Sleeping Bags	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation

- Select **Award eSource**.



- 5 Determine the award methodology from any of the following methodologies depending on the result of your evaluation and the RFP documentation:
  - Award to a Single Supplier
  - Award to a Primary/Secondary Supplier

Line No.	Line Title	Description	Line NIGP	# Units	eSource Line Documents	Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Primary/Secondary Award	Award Reject Reason	Award Comments
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpsauli	200 EA		HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input checked="" type="radio"/>		
						BATTLE & BATTLE DISTRIBUTORS (N)	Josh Zirkle	bid	\$24.32	\$4864.00	<input type="radio"/>		
						MASSEY & BOWERS LLC (N)	Carly Labrador	bid	\$25.93	\$5186.00	<input type="radio"/>		
						STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input type="radio"/>		
											<input type="radio"/>	NO AWARD FOR THIS LINE	

The lowest possible award(award by line) is:	\$4286.00
The selected award configuration above yields a total of:	\$4286.00
The difference between selection above and lowest possible award is:	\$0.00

- 6 Enter award comments for the winning supplier.
- 7 Select the appropriate rejection reasons from the drop-down list for each supplier not receiving award.

Single 
  Primary/Secondary Award

Line No.	Line Title	Description	Line NIGP	# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli	200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Primary / Secondary Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input checked="" type="radio"/> <input type="checkbox"/>		lowest responsible and responsive. Primary Supplier
BATTLE & BATTLE DISTRIBUTORS (N)	Josh Zirkle	bid	\$24.32	\$4864.00	<input type="radio"/> <input checked="" type="checkbox"/>		lowest responsible and responsive. Secondary Supplier
MASSEY & BOWERS LLC (N)	Carly Labrador	bid	\$25.93	\$5186.00	<input type="radio"/> <input type="checkbox"/>	Not Low Bid	
STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input type="radio"/> <input type="checkbox"/>	Not Low Bid	
					<input type="radio"/>	NO AWARD FOR THIS LINE	

The lowest possible award(award by line) is:	\$4286.00
The selected award configuration above yields a total of	\$4286.00
The difference between selection above and lowest possible award is:	\$0.00

8 Click **Award eSource** to complete the award process.

Set NOIA (Optional)

Award eSource ES-RFQ-84700-101

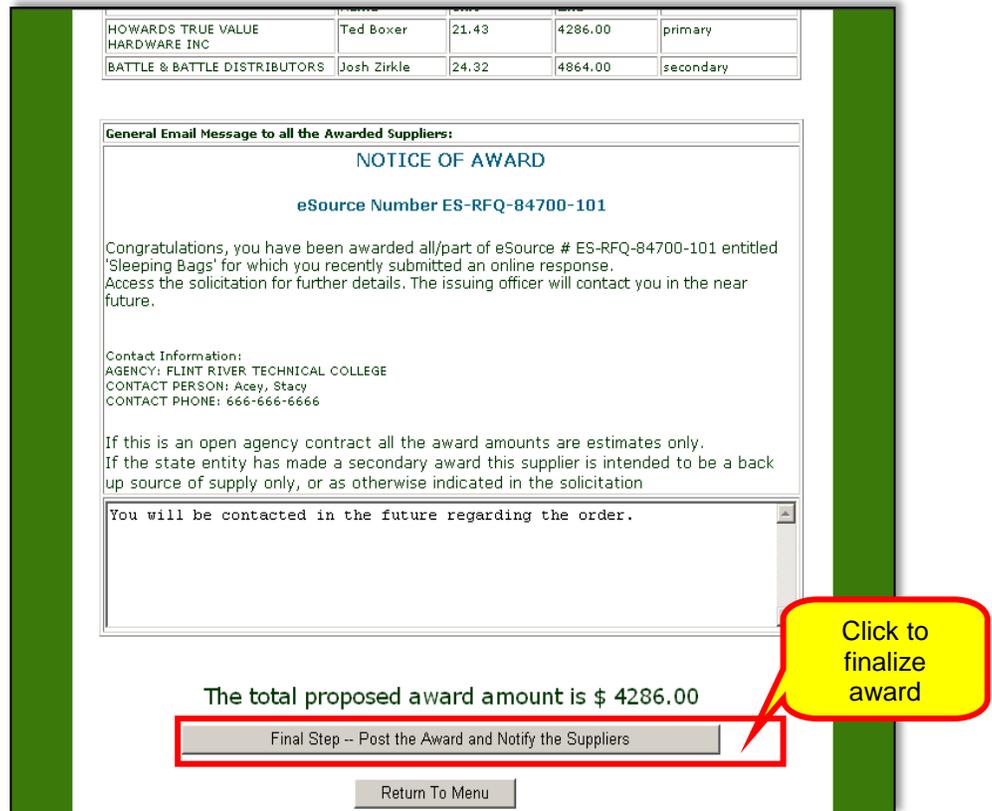
To select a single Supplier for the entire award click the appropriate button below. It will automatically change the above selection configuration.

Click on the Responder's name to view their response details

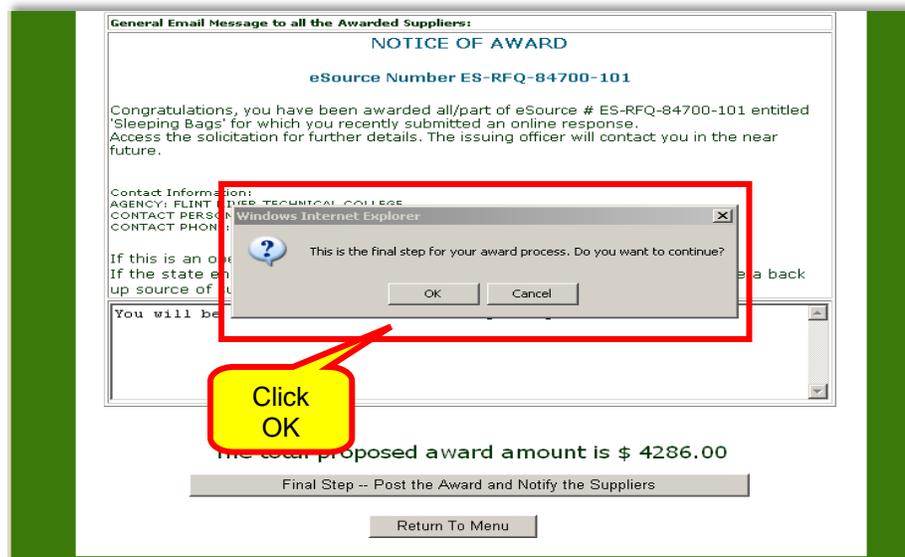
Total Supplier Amount	Supplier % Over Lowest Award by line	Company HeadQuarter Address	Responder Name	Select Supplier	Supplier Lines Not bid
			Supplier Line Configuration above	<input checked="" type="radio"/>	AWARD BY LINE
\$4286	0.00% Over lowest award of \$4286.00	HOWARDS TRUE VALUE HARDWARE INC new P O BOX 1030 NORCROSS, GA Gwinnett 30091-1030	Ted Boxer Phone: 444-444-4444 Email: tboxer@jsk.net	<input type="radio"/>	
\$4864	13.48% Over lowest award of \$4286.00	BATTLE & BATTLE DISTRIBUTORS new 2072 WHITES MILL ROAD DECATUR, GA DeKalb 30032	Josh Zirkle Phone: 444-444-4444 Email: jzirkle@kdl.net	<input type="radio"/>	
\$5186	20.99% Over lowest award of \$4286.00	MASSEY & BOWERS LLC new 3535 PIEDMONT AVE SUITE 1100 ATLANTA, GA Fulton 30305	Carly Labrador Phone: 444-444-4444 Email: clab@yahoo.com	<input type="radio"/>	
\$7194	67.84% Over lowest award of \$4286.00	STAG ENTERPRISE INC new P O BOX 4457 CANTON, GA Cherokee 30114	Jack Anders Phone: 444-444-4444 Email: janders@hey.com	<input type="radio"/>	

Exit RFQ Award Process

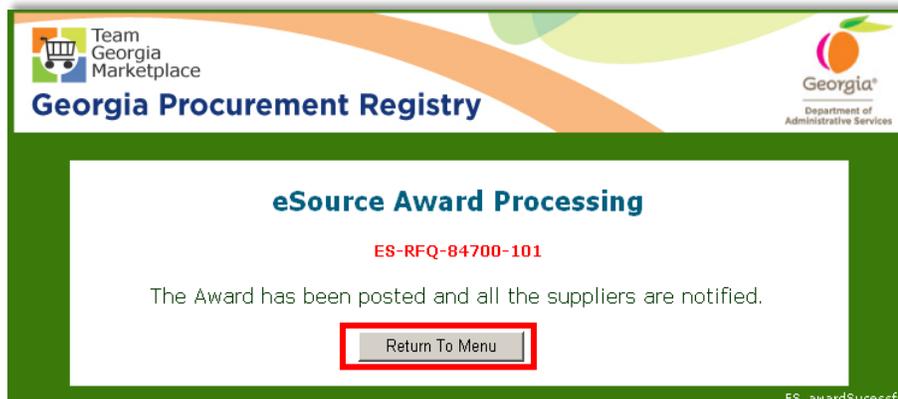
9 This is the final step. You may include a message to the suppliers for additional information. Click **Final Step-Post the Award and Notify the Suppliers.**



- 10 eSource alerts you that you are about to award the event. To continue, click **OK**.



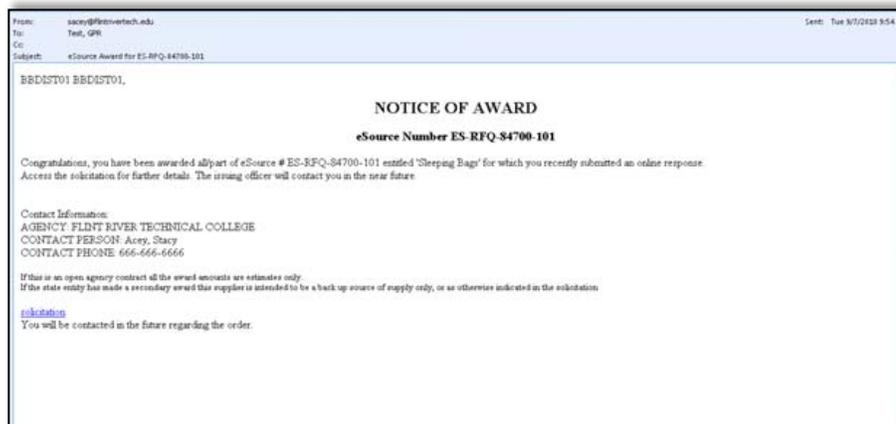
- 11 All suppliers participating in the sourcing event receive an email notification. Click **Return to Main** to exit.



The screenshot shows the Georgia Procurement Registry interface. At the top left is the 'Team Georgia Marketplace' logo. At the top right is the 'Georgia Department of Administrative Services' logo. The main heading is 'Georgia Procurement Registry'. Below this, the page title is 'eSource Award Processing'. The award number 'ES-RFQ-84700-101' is displayed in red. A message states: 'The Award has been posted and all the suppliers are notified.' Below the message is a button labeled 'Return To Menu' which is highlighted with a red border. In the bottom right corner, the text 'ES\_awardSuccessful' is visible.



Below is a sample email sent to the successful supplier.



The screenshot shows an email notification. The header includes: 'From: sacry@flint-river-tech.edu', 'To: Test, GPR', 'Cc:', and 'Subject: eSource Award for ES-RFQ-84700-101'. The email body contains the following text: 'BBDIST01 BBDIST01.', 'NOTICE OF AWARD', 'eSource Number ES-RFQ-84700-101', 'Congratulations, you have been awarded all part of eSource # ES-RFQ-84700-101 entitled "Sleeping Bags" for which you recently submitted an online response. Access the solicitation for further details. The issuing officer will contact you in the near future.', 'Contact Information: AGENCY FLINT RIVER TECHNICAL COLLEGE, CONTACT PERSON: Acey, Stacy, CONTACT PHONE: 666-666-6666', 'If this is an open agency contract all the award amounts are estimates only. If the state entity has made a secondary award this supplier is intended to be a back up source of supply only, or as otherwise indicated in the solicitation.', '[solicitation](#)', and 'You will be contacted in the future regarding the order.'



Below is an example of the email sent to the unsuccessful supplier.



The screenshot shows an email notification. The header includes: 'From: sacry@flint-river-tech.edu', 'To: Test, GPR', 'Cc:', and 'Subject: Not Selected for eSource ES-RFQ-84700-101'. The email body contains the following text: 'Duncan Niederer,', 'We regret to inform you that your eSource response was not selected for eSource number ES-RFQ-84700-101 entitled Sleeping Bags for which you recently submitted an online response. We thank you for submitting the response and hope that you will do so again. Access the [solicitation](#) for further details.', 'Contact Information: AGENCY FLINT RIVER TECHNICAL COLLEGE, CONTACT PERSON: Acey, Stacy, CONTACT PHONE: 666-666-6666'

## Using the Excel Spreadsheet When Working with RFQ Events

eSource provides you with the ability to download item line responses to a spreadsheet. This allows you to collaborate with others who might offer input into the award decision.

- 1 Access the eSource Main menu and select **Review and Maintenance of eSource**.



- 2 Click **Under Evaluation eSource Events**.



- From the Under Evaluation screen, find and select the event you intend to export an Excel spreadsheet by clicking on the blue hyperlink under the eSource Number column.

**List of UnderEvaluation eSource Events**

Click on eSource Number to Update

eSource Number	eSource Title	Agency	eSource Status
<a href="#">ES-RFP-84700-12</a>	Athletic Laundry Services	84700	underEvaluation
<a href="#">ES-RFP-84700-16</a>	CD Roms	84700	underEvaluation
<a href="#">ES-RFP-84700-2</a>	catering services-test	84700	underEvaluation
<a href="#">ES-RFP-84700-22</a>	K-9 Training Programs	84700	underEvaluation
<a href="#">ES-RFP-84700-48</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-49</a>	Commissary implementation	84700	underEvaluation
<a href="#">ES-RFP-84700-52</a>	Cosmotology Supplier Services	84700	underEvaluation
<a href="#">ES-RFP-84700-54</a>	Large Document Copiers	84700	underEvaluation
<a href="#">ES-RFP-84700-58</a>	HVAC Repair and Service	84700	underEvaluation
<a href="#">ES-RFQ-84700-1</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-19</a>	Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-37</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-45</a>	Technical Books for Dental Tech Program	84700	underEvaluation
<a href="#">ES-RFQ-84700-5</a>	IT Test	84700	underEvaluation
<a href="#">ES-RFQ-84700-6</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQ-84700-7</a>	Temp Staffing	84700	underEvaluation
<a href="#">ES-RFQ-84700-8</a>	Construction	84700	underEvaluation
<a href="#">ES-RFQ-84700-81</a>	Costomology Supplies	84700	underEvaluation
<a href="#">ES-RFQ-84700-9</a>	Digital Printers	84700	underEvaluation
<a href="#">ES-RFQC-84700-50</a>	Pest Control Services	84700	underEvaluation
<a href="#">ES-RFQC-84700-51</a>	Eldercare	84700	underEvaluation

Click to access event

- Click on **Export Bid Responses to Excel spreadsheet.**



- 5 Click on **Click here to load the spreadsheet.**



- An Excel spreadsheet opens. Complete the following steps:
- Copy and save this spreadsheet to your local computer.
  - Date the file and label the columns and or rows with all other requirements of the solicitation.
  - You can also send this file to others—such as to requesting end users—for collaboration or approval of the eSource decisions to be made.

Source Number	Line Number	Line Title	Description	UOM	Quantity	Amount /Unit	Amount Per Line	Supplier Name	Supplier Contact	Responder Name	Responder Comments
ES-RFQ-04700-101	1	sleeping bags	adult sleepi EA		200	21.43	4286	HOWARDS TRUE VALUE HARDWARE INC	HOWBROS HOWBROS	Ted Bover	N/A
ES-RFQ-04700-101	1	sleeping bags	adult sleepi EA		200	24.32	4864	BATTLE & BATTLE DISTRIBUTORS	BBDIST01 BBDIST01	Josh Zirkle	N/A
ES-RFQ-04700-101	1	sleeping bags	adult sleepi EA		200	25.93	5186	MASSEY & BOWERS LLC	Brandon Hembree	Carly Labrador	N/A
ES-RFQ-04700-101	1	sleeping bags	adult sleepi EA		200	35.97	7194	STAG ENTERPRISE INC	Duncan Niederer	Jack Anders	N/A

### Working with Supplier’s Discounts

If a supplier offers an early-pay discount, incorporate that discount amount *up to 5%/Net 30* in the price submitted. Perform this calculation off line and justify your award in that section.



For example, suppose Supplier A bids \$10,010 with no cash discount, and Supplier B bids \$10,050 with a 5% discount (or \$50) in the event the state makes payment within 30 days. Using the general evaluation rule from the [GPM](#) (up to 5% discount for payment within 30 days may be considered for the purposes of evaluation).

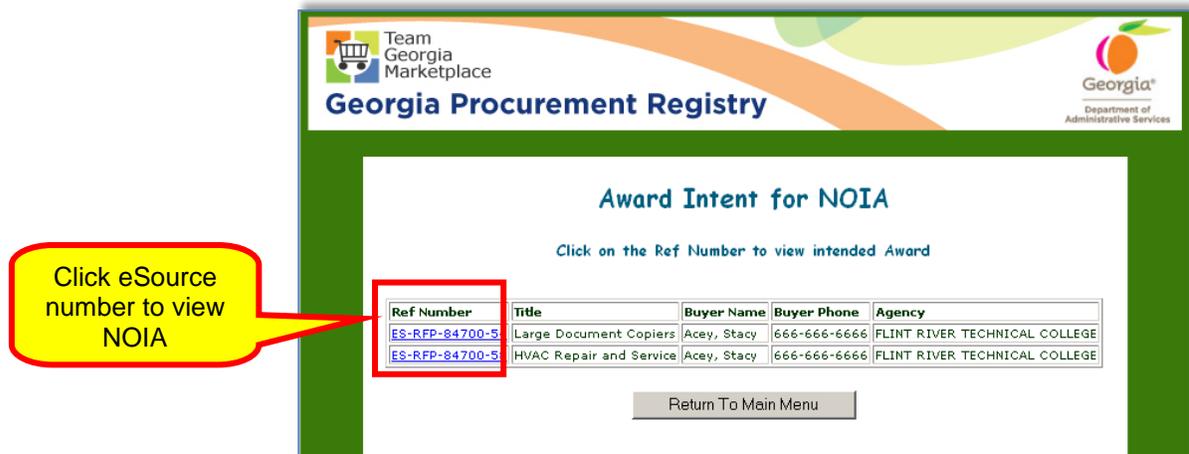
Using these calculations, Supplier B has actually bid \$10,000 (for the purposes of evaluation) and will win the award over Supplier A. If the state does not make payment within 30 days to Supplier B, the state will have to pay a higher price of \$10,050. In other words, based on the expectation to meet the 30 day turnaround for payment of \$10,000, it is a better business decision to contract with Supplier B.

### Locating Events Under the NOIA Status

- 1 To locate an eSource that is under NOIA status, return to the eSource main menu and click View Intended Award That Triggered NOIA.



- 2 A screen with all eSources under NOIA status appears. Click on the desired eSource number to view it.



- 3 Once the NOIA is set and posted, monitor the 10-day countdown. To do so, return to the Review and Maintenance menu within the eSource menu and go to the Under Evaluation section.



- 4 Clicking on the eSource displays the following screen.

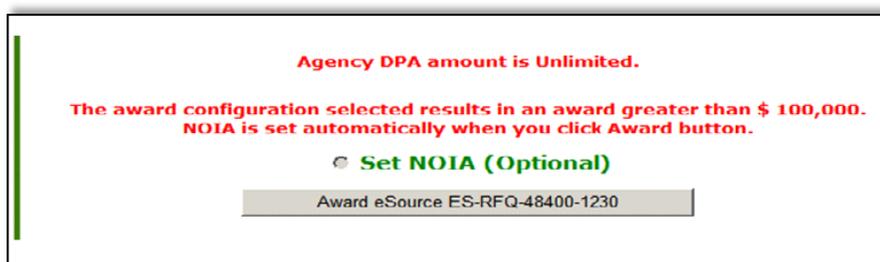


You cannot award an eSource while under NOIA status.

### *Attaching a Notice of Intent to Award Form (NOIA) to an Event*

You must attach a *Notice of Intent to Award (NOIA) form* to any event with an expected award value of \$100,000.00 or greater. Posting this form is mandatory. It marks the beginning of the 10-day protest period for suppliers interested in filing a protest prior to the award.

When you attempt to make the award for an event with the intended award of \$100,000 or above, the following screen displays.



When you click **Set NOIA**, eSource automatically posts the NOIA to the event. eSource uses the award information you enter to complete the form. If the award value is \$100,000.00 or greater, you are not able to click on the Award eSource # button, you can only click on the Set NOIA button. Below is a sample NOIA.



Although optional, you can post an NOIA to sourcing events that are less than \$100,000.00.

### eSource RFQ Award Summary

**ES-RFQ-48400-1224**

Award Type : SINGLE

Line No.	Line Title	# Units
1	Coats	100 EA

Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
W W GRAINGER INC	Shirley Price	503.00	50300.00	primary

Line No.	Line Title	# Units
2	Pants	100 EA

Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
W W GRAINGER INC	Shirley Price	503.00	50300.00	primary

The total proposed award amount is \$ 100600.00

The award total is greater than \$100,000.00. Notice of Intent to Award (NOIA) has been set.  
The award process can be completed after a 10 day waiting period.  
All Suppliers who submitted their responses for this eSource have been notified of the NOIA.

[Return To Menu](#)

- 2 Click Return to menu to return to the main menu of eSource.



After you have issued the NOIA, it is necessary to return to the event and attach the evaluation documents. For example:

- RFPs-attach scoring sheets
- RFQs-attach bid tabulation sheets

### *Attaching evaluation documents and a NOA to an Event*

As stated in the previous section, it is necessary to attach the evaluation documents to the event in accordance with the State Purchasing Act.

- 1 To attach award documents, access the eSource Main menu and select **Review and Maintenance of eSource**.



- 2 Click on **Awarded eSource Events**.
- 3 Click **Next**.

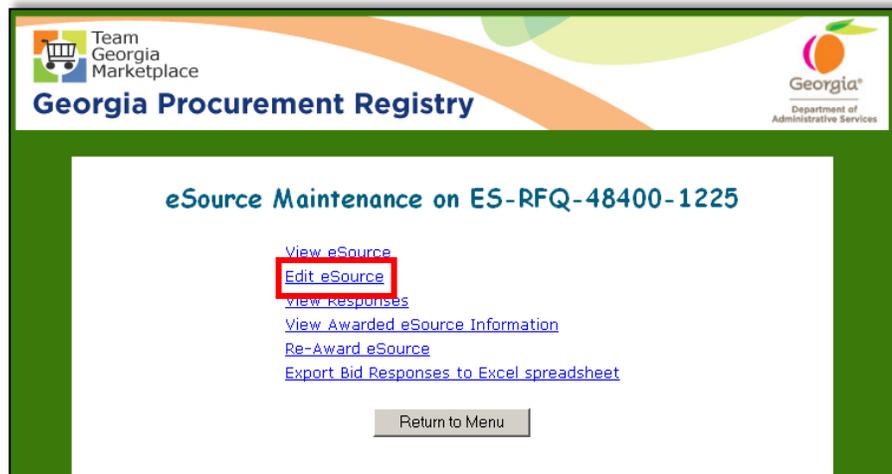


- 4 Select the event you wish to attach documents.

Click to attach award documents

<a href="#">ES-RFQ-48400-1074</a>	Post an RFQ delete lines	48400	award
<a href="#">ES-RFQ-48400-1193</a>	Testing Awarding	48400	award
<a href="#">ES-RFQ-48400-1206</a>	Testing Awarding	48400	award
<a href="#">ES-RFQ-48400-1225</a>	Testing Awarding	48400	award
<a href="#">ES-RFQ-48400-1235</a>	Testing Awarding	48400	award
<a href="#">ES-RFQ-48400-1236</a>	Testing Awarding	48400	award

5 Select **Edit eSource**.



6 Because the event has already been awarded, you can only add/delete documents at the Header Panel. Click on **Add/Delete Header Documents**.

<b>eSource Number</b>	ES-RFQ-48400-1225
<b>Solicitation Process</b>	RFQ
<b>Purchase Type</b>	Open Market
<b>Category Type</b>	Goods
<b>Agency Name</b>	48400 TRANSPORTATION,DEPARTMENT OF
<b>Contact Name</b>	Walker, Randy
<b>Contact Phone</b>	404-656-5758
<b>Contact Email</b>	randy.walker@dot.state.ga.us
<b>Fiscal Year</b>	2011
<b>eSource Title</b>	Testing Awarding
<b>eSource Description</b>	Testing Awarding
<b>eSource Released Date</b>	09/02/2010 08:11 AM
<b>Closing Date</b>	09/02/2010
<b>Closing Time</b>	3:53 PM
<b>Estimated Contract Value</b>	60000
<b>NIGP Code Selection</b>	34034 --- Fire Protection Clothing (Turnout Coats, Bunker Pants, Hoods, Gloves, etc.) 34063 --- Lockers, Turnout Gear
<b>eSource General Documents</b>	<a href="#">eRFQ Template</a>

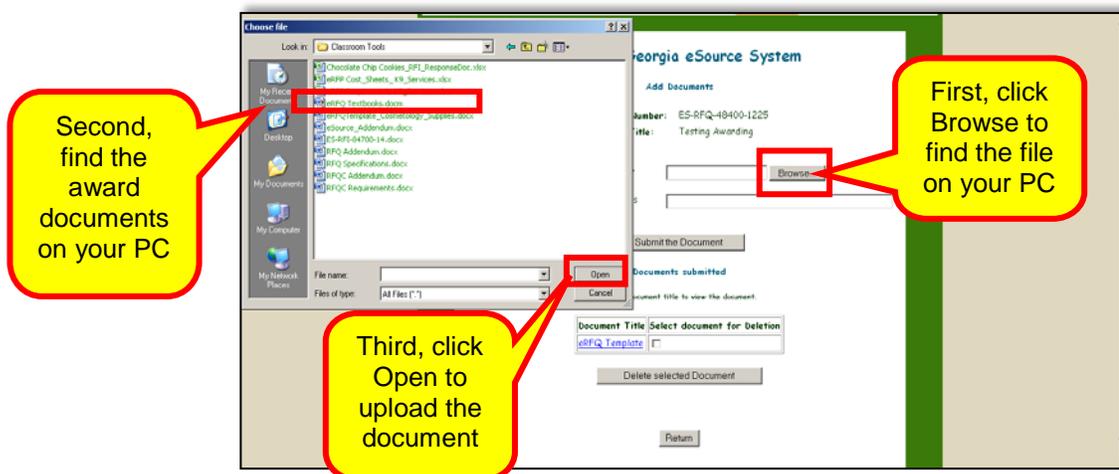
**Add/Delete Header Documents**

Line Information				
Line No	Line Title	UOM	No of Units	
1	Coats	Coats	EA	100

**Add/Delete Documents**

**Save eSource and Return to Menu**

- 7 Click on **Browse** and select the document you want to attach.
- 8 Click **Open**.



- 9 Name the document appropriately.
- 10 Click **Submit the Document**.

State of Georgia eSource System

Add Documents

eSource Number: ES-RFQ-48400-1225  
eSource Title: Testing Awarding

Select document to be posted from your computer.  Browse...

Enter the title you want related with this document.

Documents submitted

Click on document title to view the document.

Document Title	Select document for Deletion
<a href="#">eRFQ Template</a>	<input type="checkbox"/>

- 11 Check to ensure the documents are attached.
- 12 Click **Return** to return to the Header Panel.



You can delete attached document by clicking in the box adjacent to the document, then click on Delete selected Document.

**State of Georgia eSource System**

**Add Documents**

**eSource Number:** E5-RFQ-48400-1225  
**eSource Title:** Testing Awarding

Select document to be posted from your computer.

Enter the title you want related with this document.

**Documents submitted**

Click on document title to view the document.

Document Title	Select document for Deletion
<a href="#">eRFQ Template</a>	<input type="checkbox"/>
<a href="#">RFQ 48400 1225 Bid Tabulation Sheet</a>	<input type="checkbox"/>

- 13 The attached document are visible at the Header Panel. Click **Save eSource and Retrun to Menu.**

Contact Phone	404-656-5758			
Contact Email	randy.walker@dot.state.ga.us			
Fiscal Year	2011			
eSource Title	Testing Awarding			
eSource Description	Testing Awarding			
eSource Released Date	09/02/2010 08:08 AM			
Closing Date	09/02/2010			
Closing Time	3:53 PM			
Estimated Contract Value	120000			
NIGP Code Selection	34034 --- Fire Protection Clothing (Turnout Coats, Bunker Pants, Hoods, Gloves, etc.) 34063 --- Lockers, Turnout Gear			
eSource General Documents	<a href="#">eRFQ Template</a> <a href="#">Notice of Award</a> <a href="#">RFQ 48400 1224 Bid Tabulation Sheet</a> <a href="#">RFQ 48400 1224 Bid Tabulation Sheet</a> <a href="#">RFQ 48400 1224 Bid Tabulation Sheet</a>			
<input type="button" value="Add/Delete Header Documents"/>				
Line Information				
<b>Line No</b>	<b>Line Title</b>	<b>UOM</b>	<b>No of Units</b>	
1	Coats	Coats	EA	100 <input type="button" value="Add/Delete Documents"/>
2	Pants	Pants	EA	100 <input type="button" value="Add/Delete Documents"/>
<input type="button" value="Save eSource and Return to Menu"/>				

Attached files

Click to save changes

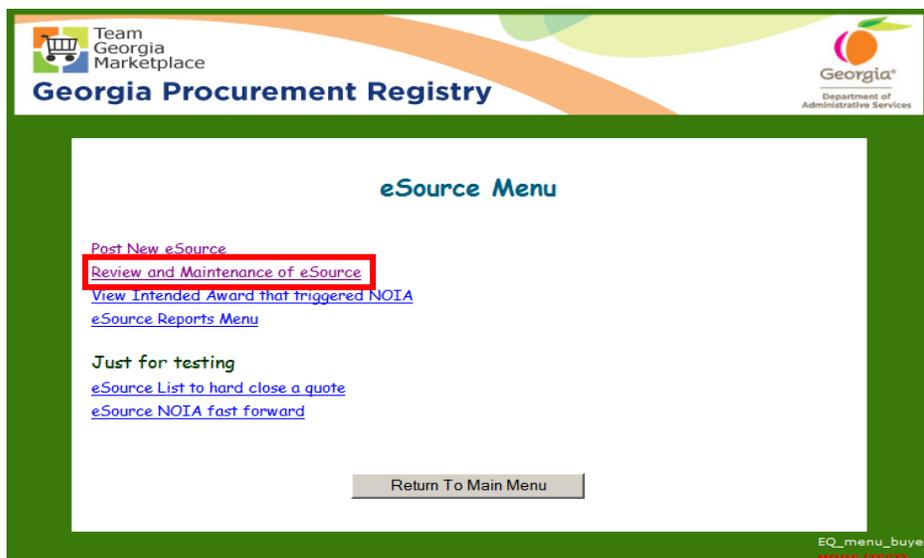
## Re-Awarding an Event

There might be a situation whereby you need to re-award all or part of a sourcing event. Perhaps, the supplier who received the award cannot continue to provide the service or the goods purchased.



The process of Re-Awarding an Event is the same for both the RFP and the RFQ.

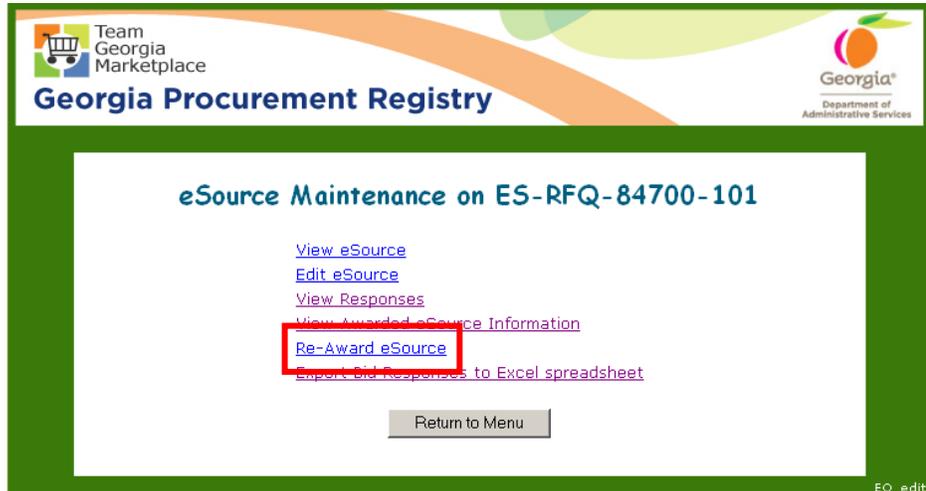
- 1 After thoroughly documenting the situation, you can re-award an event to another supplier. To do so, return to the eSource menu, and select **Review and Maintenance of eSource**.



- 2 Select **Award eSource Events**.



- When you click on the event, the following screen displays. Click **Re-Award eSource**.



The screen shows the event that was awarded and indicates the awarded suppliers selected at each line.

The initial configuration below represents the original Award

Click on the Responder's name to view the response for the given line.

Single Award  Primary/Secondary Award

Line No.	Line Title	Description	Line NIGP		# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli		200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Primary/Secondary Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	<a href="#">Ted Boxer</a>	bid	\$21.43	\$4286.00	<input checked="" type="radio"/> <input type="checkbox"/>		Lowest responsible and responsive. Primary Supplier
BATTLE & BATTLE DISTRIBUTORS (N)	<a href="#">Josh Zirkle</a>	bid	\$24.32	\$4864.00	<input type="radio"/> <input checked="" type="checkbox"/>		Lowest responsible and responsive. Secondary Supplier
MASSEY & BOWERS LLC (N)	<a href="#">Carly Labrador</a>	bid	\$25.93	\$5186.00	<input type="radio"/> <input type="checkbox"/>	Not Low Bid	
STAG ENTERPRISE INC (N)	<a href="#">Jack Anders</a>	bid	\$35.97	\$7194.00	<input type="radio"/> <input type="checkbox"/>	Not Low Bid	
					<input type="radio"/>	NO AWARD FOR THIS LINE	

- To re-award any or all of the eSource, select the supplier to be re-awarded and type the rationale for re-awarding in the justification area.

Line No.	Line Title	Description	Line NIGP	# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpsaul	200 EA	

Company (GA Based Flag)	Responder Name	Supplier Status	Amount per Unit	Amount per Line	Primary/Secondary Award	Award Reject Reason	Award Comments
HOWARDS TRUE VALUE HARDWARE INC (N)	Ted Boxer	bid	\$21.43	\$4286.00	<input type="radio"/>	Non-Responsible	Supplier provided substandard product
BATTLE & BATTLE DISTRIBUTION (N)			.32	\$4864.00	<input type="radio"/>	Non-Responsible	Supplier could not meet delivery times
MASSEY & BOWERS LLC (N)			25.97	5186.00	<input checked="" type="radio"/>		Lowest responsible and responsive. Primary Supplier
STAG ENTERPRISE INC (N)	Jack Anders	bid	\$35.97	\$7194.00	<input type="radio"/>		Lowest responsible and responsive. Secondary Supplier
					<input type="radio"/>	NO AWARD FOR THIS LINE	

The selected award configuration above yields a total of: \$5186.00

**General Comments:** This event reawarded to Massey & Bowers and to Stag enterprises due to intially awarded suppliers providing substandard product and not meeting delivery timelines.

Re-Award eSource ES-RFQ-84700-101

Enter award

Select suppliers

Click to Re-Award

- After you click to re-award, the following screen displays. Add a message including an explanation regarding the re-award.

### eSource RFQ Re-Award Summary

**ES-RFQ-84700-101**

Award Type : PRIMARYSECONDARY

Line No.	Line Title	# Units
1	sleeping bags	200 EA

Company	Responder Name	Amount Per Unit	Amount Per Line	Primary/Secondary
MASSEY & BOWERS LLC	Carly Labrador	25.93	5186.00	primary
STAG ENTERPRISE INC	Jack Anders	35.97	7194.00	secondary

**General Email Message to all the Awarded Suppliers:**

**NOTICE OF AWARD**

**eSource Number ES-RFQ-84700-101**

Congratulations, you have been awarded all/part of eSource # ES-RFQ-84700-101 entitled 'Sleeping Bags' for which you recently submitted an online response. Access the solicitation for further details. The issuing officer will contact you in the near future.

Contact Information:  
 AGENCY: FLINT RIVER TECHNICAL COLLEGE  
 CONTACT PERSON: Acey, Stacy  
 CONTACT PHONE: 666-666-6666

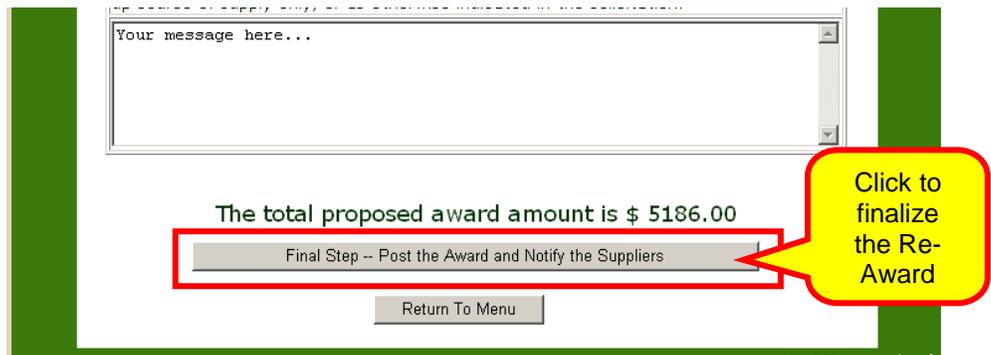
If this is an open agency contract all the award amounts are estimates only. If the state entity has made a secondary award this supplier is intended to be a back up source of supply only, or as otherwise indicated in the solicitation.

Your message here...

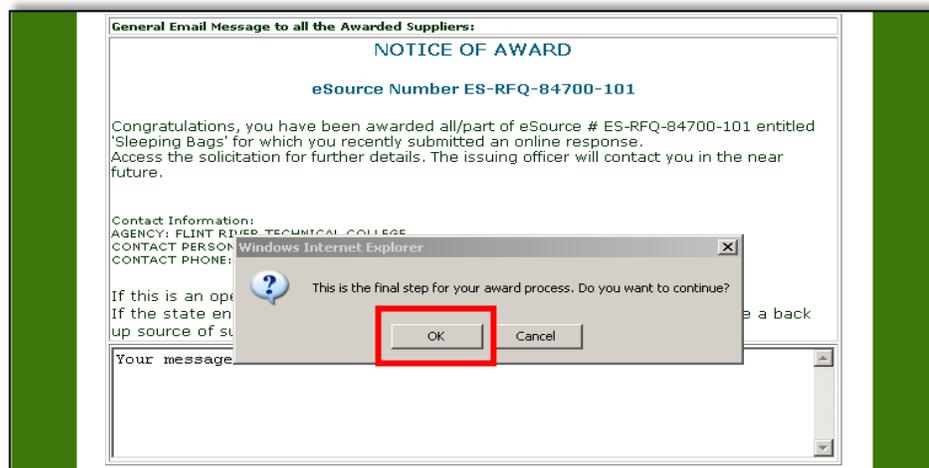
Include a message

Once you complete these steps, complete and attach a Revised NOA with the new award information. Do not delete the original NOA since it is now part of the permanent record.

- 5 Click **Final Step-Post the Award and Notify the Suppliers** to finalize the Re-Award.



- 6 Click **OK**.



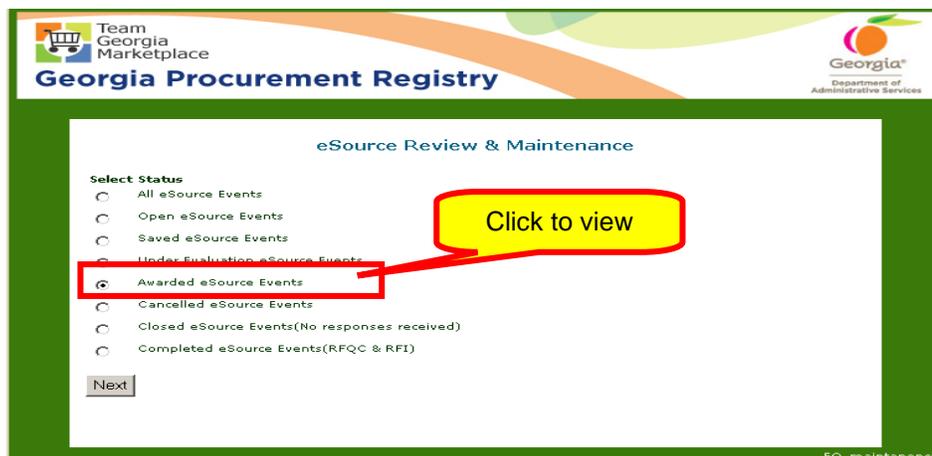
- 7 Click **Return to Menu**.



## Reviewing Awarded Events

You can review events and the award decision after the award has been made by returning to the Review & Maintenance screen.

- 1 To review awarded events in eSource, click on **Awarded eSources**.



A screen with a list of all awarded events displays.

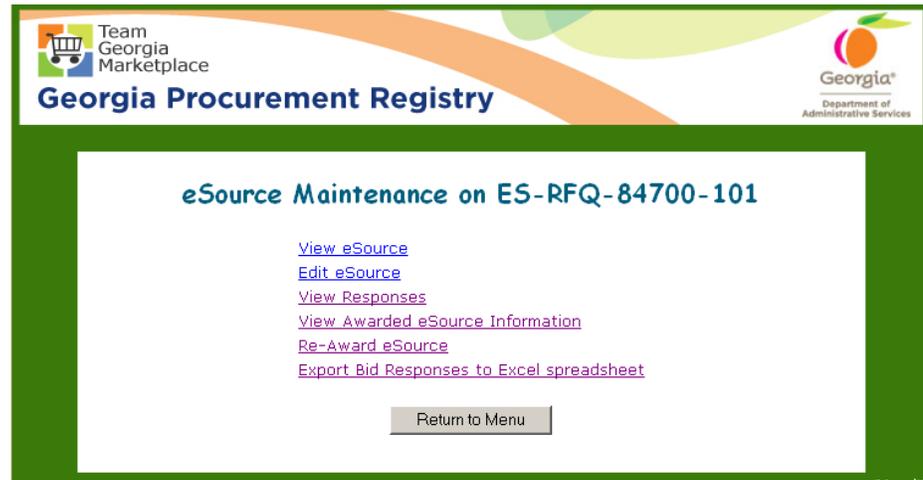
- 2 Click on the event number and the following screen displays.



At this point, you can perform several functions:

- View an awarded event

- Edit an event
- View Bid Responses
- View Awarded eSource Information
- Re-Award
- Export Bid Responses to Excel spreadsheet



To view an awarded event, click **View Awarded eSource Information**. The event displays with each awarded supplier next to the awarded line.

Closing Date	09/07/2010				
Closing Time	8:10 AM				
Estimated Contract Value	45000				
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.				
Documents	<a href="#">eRFQ Template</a>				

**Primary/Secondary Award**

Line No.	Line Title	Description	Line NIGP	# Units	eSource Line Documents
(1.)	sleeping bags	adult sleeping bags	45015-Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli	200 EA	

Company (GA Based Flag)	Responder Name	Amount per Unit	Amount per Line	Primary/Secondary	Award Comments
MASSEY & BOWERS LLC	Carly Labrador	\$25.93	\$5186.00	Primary	Lowest responsible and responsive. Primary Supplier
STAG ENTERPRISE INC	Jack Anders	\$35.97	\$7194.00	Secondary	Lowest responsible and responsive. Secondary Supplier

**General Comments**

This event reawarded to Massey & Bowers and to Stag enterprises due to intially awarded suppliers providing substandard product and not meeting delivery timelines.

The total award amount is \$ 5186.00

[Return To Menu](#)

- *Edit an Awarded Event in eSource:* The only edit that you can perform is to add or delete a document. You use this

function to attach the NOA.

- *Re-award*: This manual reviews how to re-award in previous sections.
- *Create an Excel Spreadsheet from an Awarded eSource*: eSource provides you with the ability to create an Excel spreadsheet that includes all of the bid response information, which you can copy and save. You should also include the date you created the spreadsheet and any additional information that you might need for future documents.

## Finding Open Solicitations

To find open solicitations posted by state entities, you must access the *Georgia Procurement Registry (GPR)*.

Issuing officers from Georgia state entities post and advertise all solicitation opportunities on the GPR. The solicitations posted on the GPR result from postings made on eSource, Team Georgia Marketplace™, or directly on the GPR (for paper-based solicitations which are processed without the use of an electronic system).

The *Georgia Procurement Registry (GPR)* is a web-based system used by the state of Georgia to post and advertise for solicitations. State government entities post the following types of solicitation events:

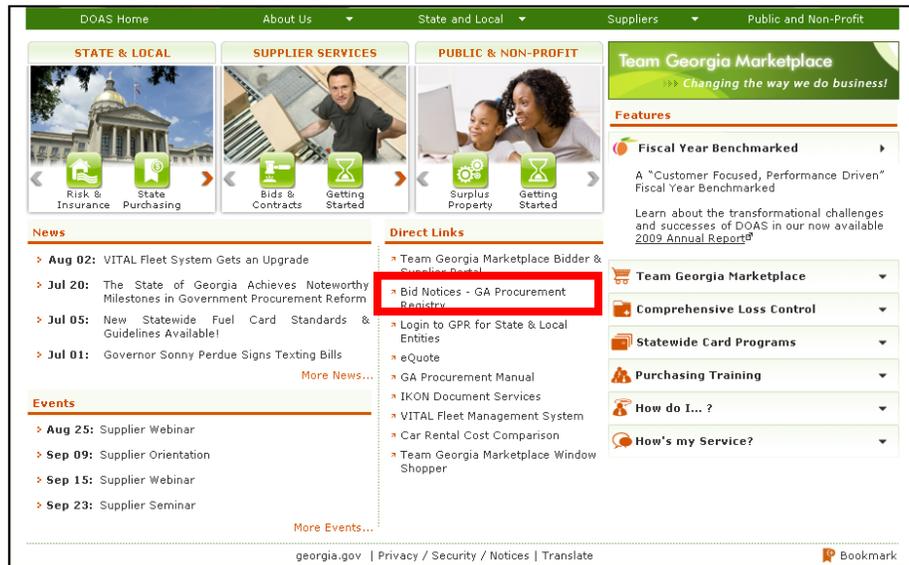
- Request for Information (RFI)
- Request for Quotes (RFQ)
- Request for Qualified Contractors (RFQC)
- Request for Proposals (RFP)
- Sole-source notices



eSource is part of the GPR and is used to process solicitation events. Therefore, any solicitation event posted and processed using eSource, also posts on the GPR automatically.

- 1 To access the GPR, display the DOAS website at [www.doas.ga.gov](http://www.doas.ga.gov).
- 2 Find and click the link to Bid Notices – **Bid Notices-GA**

**Procurement Registry** under the Direct Links section.



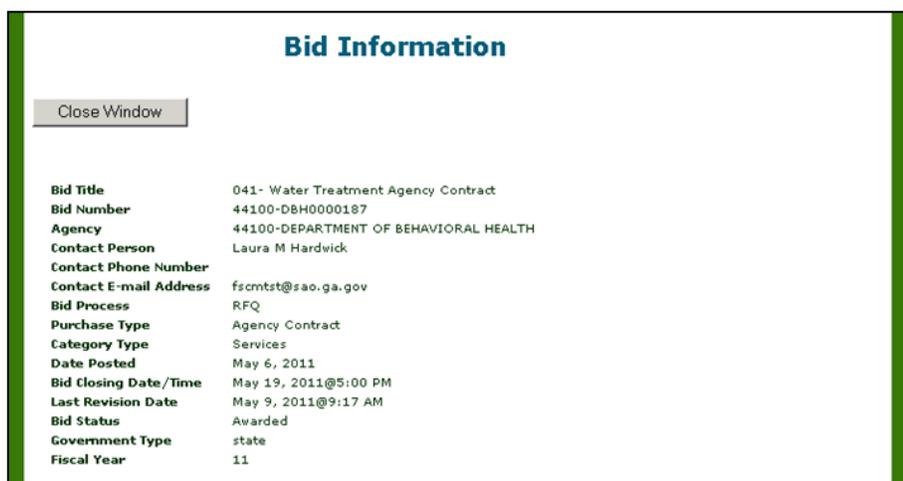
- 2 When the GPR main menu displays, you will have various ways you can search the GPR. You can click on the rolling banner to view Recently Awarded events, click on New Opportunities to view events recently posted, or you can enter the criteria for your search. You can also register and manage your business account.



To view recently awarded, simply click on the hyperlinked "View Award Information"



Once you have clicked the “View Award Information” hyperlink, the information displayed appears as shown below.



To view recently posted events, look to the “New Opportunities” area of the rolling screen. Once you locate an event that interests you, click on the hyperlink.



By clicking on the “Closes on” hyperlink found in New

Opportunities, you can immediately view the general information for that specific event.

After clicking on the hyperlink, the eSource Summary Information page is displayed. The information displayed is specific to the event you are viewing. At this point, you can decide to “Respond Now”, “Request an Immediate Invite or Register” with “Team Georgia Marketplace™” The last option provided by the GPR Rolling Screen provides you the opportunity to register or update your supplier profile with Team Georgia Marketplace™. To register or to update you profile with Team Georgia Marketplace™, you can do so at this time by clicking on the Bidder/Supplier Profile hyperlink.

Clicking on the Bidder/Supplier Profile hyperlink displays the login screen to Team Georgia Marketplace™.

The screenshot shows the Team Georgia Marketplace login interface. The top navigation bar includes 'Home', 'Sign out', and 'Help'. The main content area is divided into three sections:

- Menu:** Contains a search bar and links for 'Maintain Supplier Information', 'Manage Events and Place Bids', 'Manage Electronic Notification', and 'View Terms & Conditions'.
- Login:** Includes the text 'Login here as an existing User.', fields for 'User ID:' and 'Password:', a 'Sign In' button, and links for 'Register as a Sourcing Bidder', 'Register as a Supplier', and 'Forgot my password'.
- News and Announcements:** Contains sections for 'Scheduled Systems Maintenance', 'Regular Maintenance', and 'QUESTIONS'.