

## Local Agency- Post RfX

Step #	Action
1 Login to GPR	<p>Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal/">https://ssl.doas.state.ga.us/GPRBuyerPortal/</a></p>
2 Create Event	<p>Click on “Manage Paper Events” or “Create New Paper Event” link.</p>
3 Create Event	<p>Click on “Create New Paper Event” on Manage Paper Events page.</p>
4 Create Event	<p>A new event page will open with 6 steps process with event status as “Draft” . *Entity, Fiscal Year, buyer’s name, email, and phone is defaulted based on the user logged in.</p>

**5  
Create  
Event**

Enter Event title and select the Event Type from the drop down. **\*\*For Local agencies, only 'Non-State Agency' event type & purchasing type available.**

**6  
Create  
Event**

Once event type is selected, system will dynamically allow you to select the Purchasing Type from the drop down based on the event type selected.

**7  
Create  
Event**

Select Event Closing Date and Time. **\*\*System will only allow you to select business date and time between 8.00 am to 5.00pm. Currently system is following State Holidays.**

**8  
Create  
Event**

Select Category Type from drop down.

### 9 Create Event

Enter any reference URL if have any and enter Event Description. *\* The description field has 2000-character limit. Please upload attachment document with any more details. Please look for ups-down question mark if you are copy-pasting the description.*

Event ID: Not assigned | Event Status: Draft

**About the Sourcing Event**

Event Title: Local- Test Provision of a Language Learning and Assessment | Fiscal Year: 2024

Entity: 77023 - GWINNETT COUNTY GOVERNMENT | Event Type: NONST - Non-State Agency

Purchasing Type: Non-State Agency | Event Closing Date/Time: 09/29/2023 06:00 AM

Category Type: Goods | Event Uri: Enter Event Uri

Event Description (2000 characters limit): RP028-23 Provision of a Language Learning and Language Assessment Program Please Note: Bid/Proposal Deadline Formal solicitations (bids and proposals) for Gwinnett County Board of Commissioners (BOC) are to be received no later than 2:50 p.m. on the due date mentioned in the notice or invitation. Solicitations received after this time on the due date, will not be accepted. At this time, Gwinnett County BOC does not accept electronic submittals for formal solicitations. Ineligible Source List During the period for which a person/firm has been debarred or

Contact Information: Name: Dana Garland | Phone: 770-822-8723 | Email: dana.garland@gwinnettcountry.com

+ Create Sourcing Event | Cancel

### 10 Create Event

Once all required fields are updated, “Create Sourcing Event” button will highlight. *\*\*The event ID is still not assigned, and Event status is draft.*

Event ID: Not assigned | Event Status: Draft

**About the Sourcing Event**

Event Title: Local- Test Provision of a Language Learning and Assessment | Fiscal Year: 2024

Entity: 77023 - GWINNETT COUNTY GOVERNMENT | Event Type: NONST - Non-State Agency

Purchasing Type: Non-State Agency | Event Closing Date/Time: 09/29/2023 06:00 AM

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Contact Information: Name: Dana Garland | Phone: 770-822-8723 | Email: dana.garland@gwinnettcountry.com

+ Create Sourcing Event | Cancel

### 11 Create Event

Upon clicking create sourcing event, system will generate the event id  $\{PS\}\{Agency Code\}\{Event Type Code\}\{Fiscal Year\}\{SeqNum\}$ . “Save Progress” button will be available only after required info added for user to save in between and come back to finish the saved event.

Event ID: PE-77023-NONST-2024-000000008 (Local- Test Provision of a Language Learning and Assessment) | Event Status: Draft

**About the Sourcing Event**

Event Title: Local- Test Provision of a Language Learning and Assessment | Fiscal Year: 2024

Entity: 77023 - GWINNETT COUNTY GOVERNMENT | Event Type: NONST - Non-State Agency

Purchasing Type: Non-State Agency | Event Closing Date/Time: 09/29/2023 06:00 AM

Category Type: Goods | Event Uri: Enter Event Uri

Event Description (2000 characters limit): RP028-23 Provision of a Language Learning and Language Assessment Program Please Note: Bid/Proposal Deadline Formal solicitations (bids and proposals) for Gwinnett County Board of Commissioners (BOC) are to be received no later than 2:50 p.m. on the due date mentioned in the notice or invitation. Solicitations received after this time on the due date, will not be accepted. At this time, Gwinnett County BOC does not accept electronic submittals for formal solicitations. Ineligible Source List During the period for which a person/firm has been debarred or

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Save Progress | Cancel

**12 Estimated Value**

Enter estimated value for the event. Click on NEXT. *\*You can click on SAVE if needed and come back to continue with your event posting task.*

**13 Conference Info**

Step 3 will allow to enter conference information if any. *\*\*Conference URL will be required if "Web" conference type.*

**14 NIGP Codes**

Step 4 will allow buyer to add NIGP Codes for the bid. *\*\* There is no limit on number of NIGP codes added to an event.*

**15 NIGP Codes**

NIGP codes can be searched with key word/ NIGP Code or phrase, once selected click on 'ADD' to add the code to event.

NIGP Code	Description
0590	Wheelchair Lift and Accessories, Vehicle-Mounted
0900	Barber Chairs and Parts
0909	Beauty Shop Chairs and Parts
0950	Chair Clems, Shampoo Capers, and Clips
0972	Tables, Styling Chair
2105	Concrete Support Items, Chairs, etc.

16  
NIGP  
Codes

List of suppliers associated with selected NIGP Code will be display. Additional suppliers can be added if needed by clicking on “Additional Suppliers’ tab.

17  
Additional  
Supplier

Click on “Additional Suppleir(s)’ link.

18  
Additional  
Supplier

Enter keyword or desired criteria to search the company, once list display selects the appropriate company, and then click on ‘Add’ to add the selected company.

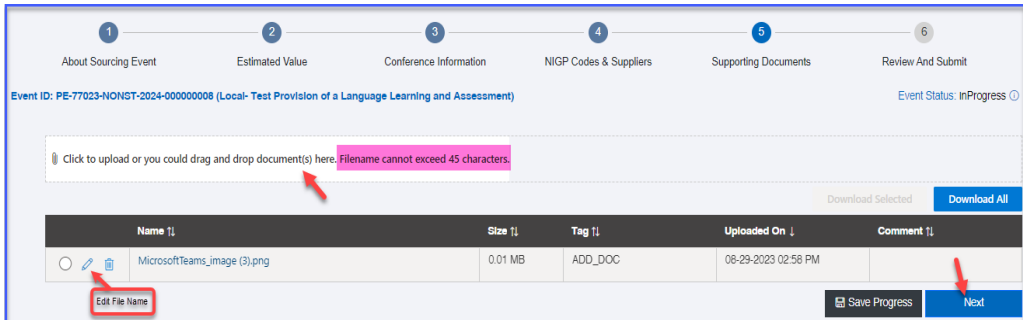
Company Name	City	State	GA Resident	Small Bus.	Certified
Test 21323	CITY	GA	N	Y	N
Test 3	City	GA	N	Y	N
TEST EQUIPMENT DISTRIBUTORS	STONE MOU...	GA	N	N	N
TEST EQUITY LLC	MOORPARK	CA	N	Y	N
TEST MARK INDUSTRIES	BEAVER PAL...	PA	Y	Y	N
TESTAMERICA LABORATORIES INC	PHILADELP...	PA	Y	N	N
TestQuest	City	GA	N	Y	N

19  
Additional  
Supplier

Additional supplier(s) tab will display selected suppliers. Click ‘Next’. **\*\*Make sure to add current contract suppliers manually.**

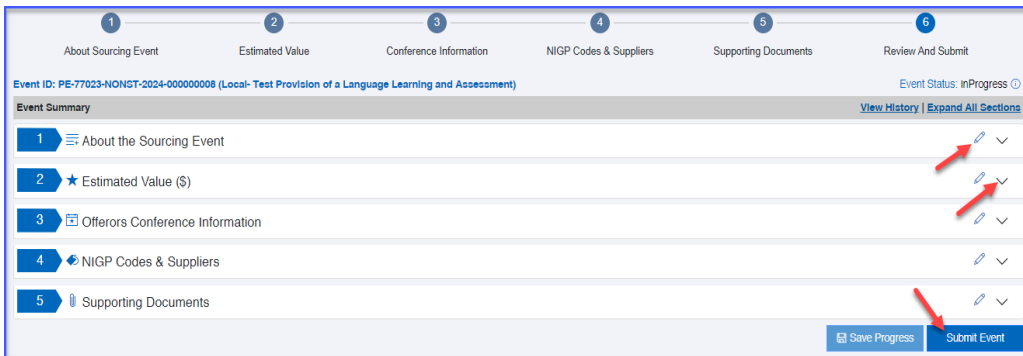
**20**  
Supporting Documents

User can upload supporting document attachments. After uploading document click on 'Save Progress' to edit the uploaded file name if required. **\*\*There is no limit on number of documents uploaded. Each should not exceed 50MB size. Filename limit to 45 characters.**



**21**  
Review and submit

Review and submit page will all to review and make changes to any stage. Click on 'Submit Event' once review done.



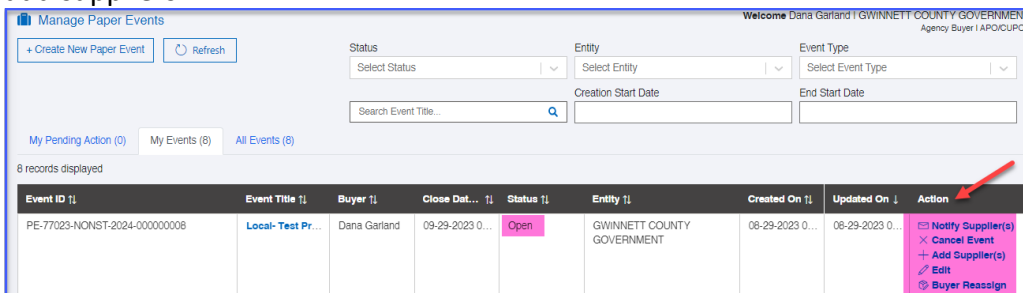
**22**  
Open



Once submitted successfully, the event status will change to 'Open' status.



**23**  
Approval Process

At this stage, buyer will have access to Cancel, edit event, buyer reassign and add suppliers.



<p style="text-align: center;"><b>24 Open Event</b></p>	<p style="text-align: center;"><b>Suppliers will be notified for sourcing event opportunity.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Request your response for the Sourcing Event - PE-77023-NONST-2024-000000008</p> <p> bidnotice.donotreply@doas.ga.gov To: Test, GPR Retention Policy: 30 Day Delete_Recoverable (30 days) Expires: 9/28/2023 <small>This item will expire in 30 days. To keep this item longer apply a different Retention Policy.</small></p> <p>Dear C &amp; S PAVING INC, <a href="mailto:FSCMTST@sao.ga.gov">FSCMTST@sao.ga.gov</a></p> <p>77023-GWINNETT COUNTY GOVERNMENT, a Georgia government entity, has posted a Sourcing Event which is available for your company's response. Your company may have been selected based on NIGP code(s) listed in your registration profile. The Sourcing Event details are summarized below.</p> <p>Issuing Entity: 77023-GWINNETT COUNTY GOVERNMENT Event Number: PE-77023-NONST-2024-000000008 Event Title: Local- Test Provision of a Language Learning and Assessment Event Type: Non-State Agency Open/Release Date: 08/29/2023</p> <p>The sourcing event can be reviewed at: <a href="https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&amp;sourceSystemType=gpr20">https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&amp;sourceSystemType=gpr20</a></p> <p>If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at Team Georgia Marketplace Bidder and Supplier Portal. Follow the above link to the Team Georgia Marketplace registration system "Login" to maintain your Bidder and Supplier Information and follow the instruction to update the information using Supplier Training resources. For technical assistance, suppliers can contact DOAS via the Procurement Help Desk at 404-657-6000 or <a href="mailto:procurementhelp@doas.ga.gov">procurementhelp@doas.ga.gov</a>. Thank you for your interest in opportunities with the Georgia government.</p> <p>Thank You, Dana Garland 770-822-8723 <a href="mailto:dana.garland@gwinnettcountry.com">dana.garland@gwinnettcountry.com</a> 08/29/2023 03:05:11 PM</p> </div>							
<p style="text-align: center;"><b>25 Open Event</b></p>	<p style="text-align: center;"><b>Buyer will also receive the confirmation of the event batch email process.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Confirmation of the Event Batch Email process - PE-77023-NONST-2024-000000008</p> <p> bidnotice.donotreply@doas.ga.gov To: Test, GPR Retention Policy: 30 Day Delete_Recoverable (30 days) Expires: 9/28/2023 <small>This item will expire in 30 days. To keep this item longer apply a different Retention Policy.</small></p> <p>Dear Dana Garland, <a href="mailto:dana.garland@gwinnettcountry.com">dana.garland@gwinnettcountry.com</a></p> <p>Please review the particulars of an event for 77023-GWINNETT COUNTY GOVERNMENT furnished below.</p> <p><b>Event Number: PE-77023-NONST-2024-000000008</b> <b>Event Title: Local- Test Provision of a Language Learning and Assessment</b> <b>Event Type: Non-State Agency</b></p> <table border="1" data-bbox="373 976 925 1113"> <thead> <tr> <th>Process Log</th> </tr> </thead> <tbody> <tr> <td>2023/08/29 15:05:11 : Log starts for - 178321 - EVENT_RELEASE_TO_SUPL</td> </tr> <tr> <td>2023/08/29 15:05:11 : Email Process Log for the Event#: PE-77023-NONST-2024-000000008</td> </tr> <tr> <td>2023/08/29 15:05:11 : Email Batch# 2308290473</td> </tr> <tr> <td>2023/08/29 15:05:11 : Notification Type: EVENT_RELEASE_TO_SUPL</td> </tr> <tr> <td>2023/08/29 15:05:12 : Total No of Contacts found for sending Email: 23</td> </tr> <tr> <td>2023/08/29 15:05:12 : No of Email(s) not sent due to Bad Email Address: 0</td> </tr> </tbody> </table> <p>The sourcing event can be reviewed at: <a href="https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&amp;sourceSystemType=gpr20">https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&amp;sourceSystemType=gpr20</a></p> </div>	Process Log	2023/08/29 15:05:11 : Log starts for - 178321 - EVENT_RELEASE_TO_SUPL	2023/08/29 15:05:11 : Email Process Log for the Event#: PE-77023-NONST-2024-000000008	2023/08/29 15:05:11 : Email Batch# 2308290473	2023/08/29 15:05:11 : Notification Type: EVENT_RELEASE_TO_SUPL	2023/08/29 15:05:12 : Total No of Contacts found for sending Email: 23	2023/08/29 15:05:12 : No of Email(s) not sent due to Bad Email Address: 0
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