Local Agency- Post *RFx*

Step #	Action
1 Login to GPR	Login to GPR. Link: *https://ssl.doas.state.ga.us/GPRBuyerPortal/*
2 Create Event	Click on "Manage Paper Events" or "Create New Paper Event" link.
3 Create Event	Click on "Create New Paper Event" on Manage Paper Events page.
4 Create Event	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.

1

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.*
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.*
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.*

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.

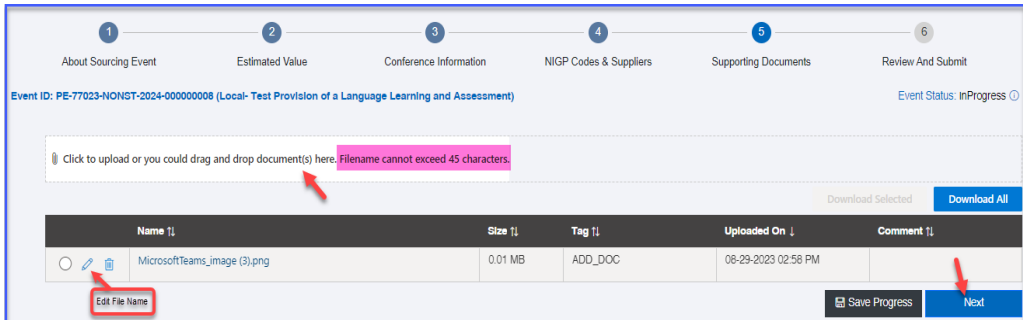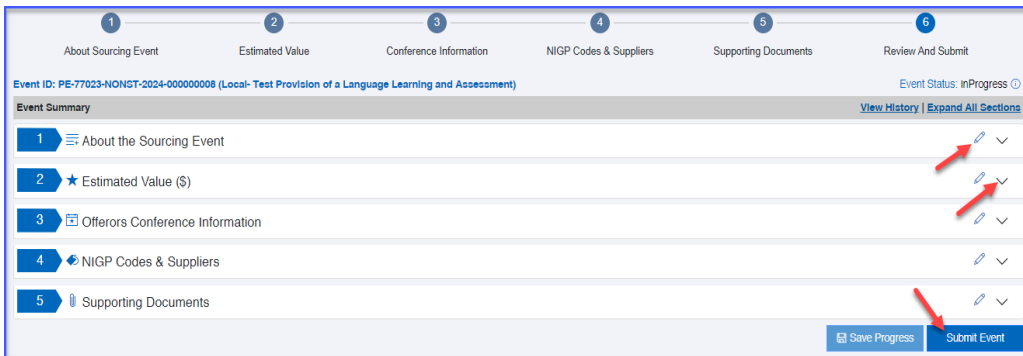|	
16 NIGP Codes	List of suppliers associated with selected NIGP Code will be display. Additional suppliers can be added if needed by clicking on "Additional Suppliers' tab.
17 Additional Supplier	Click on "Additional Suppleir(s)' link.
18 Additional Supplier	Enter keyword or desired criteria to search the company, once list display selects the appropriate company, and then click on 'Add' to add the selected company.
19 Additional Supplier	Additional supplier(s) tab will display selected suppliers. Click 'Next'. **Make sure to add current contract suppliers manually.*

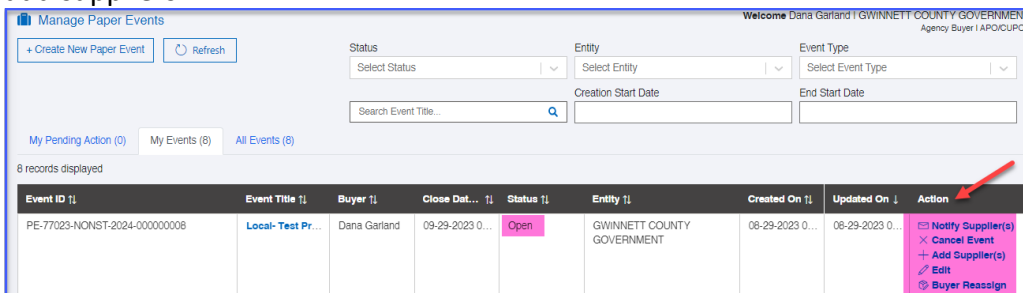|	
20 Supporting Documents	User can upload supporting document attachments. After uploading document click on 'Save Progress' to edit the uploaded file name if required. **There is no limit on number of documents uploaded. Each should not exceed 50MB size. Filename limit to 45 characters.*
21 Review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

| 24
Open
Event | Suppliers will be notified for sourcing event opportunity.

Request your response for the Sourcing Event - PE-77023-NONST-2024-000000008

DB bidnotice.donotreply@doas.ga.gov
To Test, GPR
Retention Policy 30 Day Delete_Recoverable (30 days)   Expires 9/28/2023   Tue 8/29/2023 3:05 PM
ⓘ This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Dear C & S PAVING INC,
FSCMTST@sao.ga.gov

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.

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

The sourcing event can be reviewed at: https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&sourceSystemType=gpr20

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 procurementhelp@doas.ga.gov. Thank you for your interest in opportunities with the Georgia government.

Thank You,

Dana Garland
770-822-8723
dana.garland@gwinnettcounty.com

08/29/2023 03:05:11 PM |
| 25
Open
Event | Buyer will also receive the confirmation of the event batch email process.

Confirmation of the Event Batch Email process - PE-77023-NONST-2024-000000008

DB bidnotice.donotreply@doas.ga.gov
To Test, GPR
Retention Policy 30 Day Delete_Recoverable (30 days)   Expires 9/28/2023
ⓘ This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Dear Dana Garland,
dana.garland@gwinnettcounty.com

Please review the particulars of an event for 77023-GWINNETT COUNTY GOVERNMENT furnished below.

Event Number: PE-77023-NONST-2024-000000008
Event Title: **Local- Test Provision of a Language Learning and Assessment**
Event Type: **Non-State Agency**

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

The sourcing event can be reviewed at: https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-77023-NONST-2024-000000008&sourceSystemType=gpr20 |