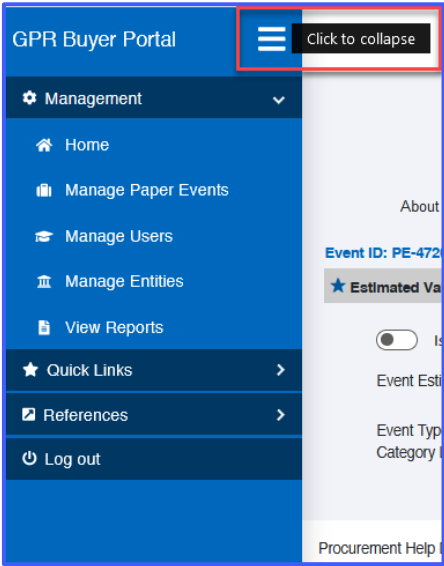
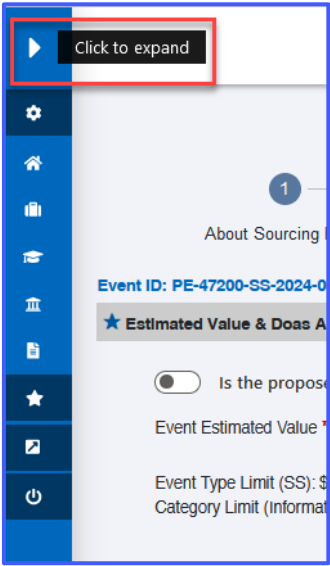


Post Consortia

Step #	Action
0	<p>Purpose: Post Consortia.</p> <p>Approval workflow will vary depending on the entity group TCSG (Technical College System of Georgia), BOR (Board of Regents - University System of Georgia), and TGM State entities under SPD purview.</p> <p>TCSG central procurement office approving the state's technical colleges submitted Consortia before SPD approved for over delegated purchasing authority (DPA) amount.</p>
1	<p>Expand / Collapse Main Menu as needed.</p>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 5px;">  </div> <div style="border: 1px solid blue; padding: 5px;">  </div> </div>

2

Login to GPR as an SPD purview State entity Sourcing Buyer to post Consortia Cooperative.

The screenshot displays the Georgia Procurement Registry (GPR) Buyer Portal. The page features a blue navigation sidebar on the left with the following menu items: Quick Links, Bidding Event Search, Supplier Search, NIGP Search, Team Georgia Marketplace - Bidder and Supplier Portal, and References. The main content area is titled "Login" and includes a form with "Username" and "Password" fields, "Submit" and "Reset" buttons, and a "Need help with login?" link. Below the login form are four icons for "Paper Events", "Electronic Events", "Supplier Search", and "Lookup NIGP", along with a "GPM" icon. On the right side, there is a "Browse Events" section with buttons for "Open Events", "Under Evaluation", "Awarded", and "Notice of Intent to Award". At the bottom, a red disclaimer states: "Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services. These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties. Click here for information regarding use of Mobile & Tablet devices." The footer contains the text "Procurement Help Desk: 404-657-6000 procurementhelp@doas.ga.gov" and "Disclaimer | Contact Us".

3 A successful login will launch Buyer Portal – Dashboard Home page.

The screenshot displays the GPR Buyer Portal Dashboard. The left sidebar contains navigation options: Management, Home, Manage Paper Events, Manage Users, Manage Entities, View Reports, Quick Links, References, and Log out. The main dashboard area includes a header with the Georgia Procurement Registry logo and the text 'GEORGIA PROCUREMENT REGISTRY' and 'Team Georgia Marketplace'. Below the header, there is a 'My Pending Action' section with a table of pending actions. The table has columns for Event ID, Event Title, Buyer, Close Date, Status, Entity, and Created On. Two rows of data are visible, both with a status of 'PendingAppr...' and an entity of 'UNIVERSITY OF WEST GEORGIA'. Below the table is a bar chart titled 'Summary - By Event Type' showing the count of events for various types. The chart has a y-axis from 0 to 35 and an x-axis with 8 categories. The counts for the categories are 9, 0, 21, 32, 20, 12, 16, and 0. On the right side of the dashboard, there are several buttons: 'Create New Paper Event', 'Open Events', 'Under Evaluation', 'Awarded', 'Notice of Intent to Award', 'Supplier search', and 'Lookup NIGP'.

Event ID	Event Title	Buyer	Close Date	Status	Entity	Created On
PE-55400-SS-20...	UWG - SS VI...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...
PE-55400-CON...	UWG - Con F...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...

Summary - By Event Type

Event Type	Count
1	9
2	0
3	21
4	32
5	20
6	12
7	16
8	0
9	0

4

Click on **Create New Paper Event** or Click on **Manage Paper Events** menu.

My Pending Action

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On
PE-55400-SS-20...	UWG - SS VI...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...
PE-55400-CON-...	UWG - Con F...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...

Summary - By Event Type

Event Type	Count
UWG - SS VI...	9
UWG - Con F...	21
UWG - SS VI...	32
UWG - Con F...	20
UWG - SS VI...	12
UWG - Con F...	16

Manage Paper Events

+ Create New Paper Event Refresh

Status: Select Status Entity: Select Entity Event Type: Select Event Type

Creation Start Date: End Start Date

Search Event Title: Search

My Pending Action (2) My Events (1) All Events (110)

2 records displayed

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On	Updated On	Action
PE-55400-CON-2024-000...	UWG - Con ...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 1...	07-20-2023 1...	Buyer Reassign
PE-55400-SS-2024-00000...	UWG - SS VI...	Lesley Donel...		PendingAppr...	UNIVERSITY OF WEST GEORGIA	07-20-2023 0...	07-20-2023 0...	Buyer Reassign

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5

Clicking on **Create New Paper Event** option will launch a train-stop style user interface for event posting.

Step 1 is about Event Header. Event ID is a system-generated number; by default, your event is in **Draft** status.

The screenshot shows a multi-step form for creating a sourcing event. At the top, there are five numbered steps: 1. About Sourcing Event, 2. Estimated Value, 3. NIGP Codes & Suppliers, 4. Supporting Documents, and 5. Review And Submit. The current step is Step 1. The form includes the following fields:

- Event ID: Not assigned (with a refresh icon)
- Event Status: Draft (with a refresh icon)
- Event Title: CC Sourcewell Georgia Highlands College Gym Flooring
- Fiscal Year: 2024
- Entity: 82200 - ATHENS TECHNICAL COLLEGE
- Event Type: CON - Consortia
- Purchasing Type: Consortia
- Category Type: Services / Special Projects
- Event Url: Enter Event Url
- Event Description (2000 characters limit): Georgia Highlands College is providing public notice of its intent to utilize the cooperative purchasing agreement contract awarded to Robbins Sports Surfaces under the established Sourcewell Consortia Agreement 031022-RBI for installation of a new gym floor.
- Buyer Contact Information: Name, Email, Phone
- APO/CUPO Information: Name, Email, Phone

At the bottom right, there are two buttons: "+ Create Sourcing Event" and "Cancel".

Enter all critical mandatory data displayed with a red asterisk and click on **Create Sourcing Event**.

6

You are in Step # 2 – Estimated Value.

Your Sourcing Event is now in the **In Progress** status. Review exemption rules and Event Type & Category limit. Enter Event Estimate Value. The estimated value must be equal to or higher than \$25,000.

Toggle for the “Is this the event that you would like to exempt from the DPA regulation?”

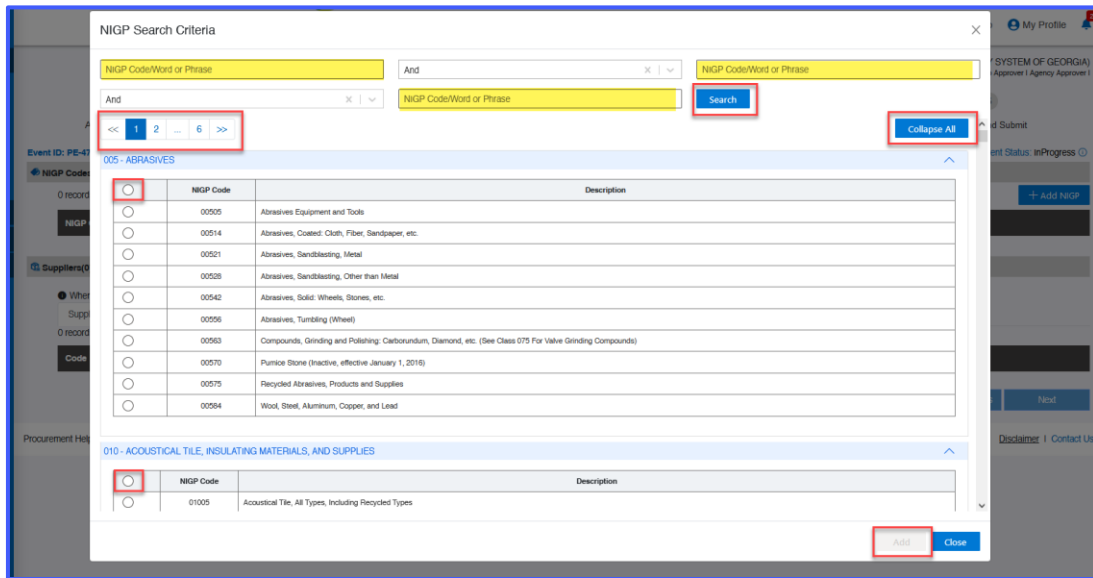
For all SPD purview State agencies, Consortia Event Type Limit (SS) is like RFP DPA amount.

Click on Save Progress and/or Next.

7 You can directly click on any of the completed blue color train stops.

8 You are in Step # 3 – NIGP Codes & Suppliers. The system will only allow the Sourcing Buyer to move forward with selecting NIGP Code(s).

Clicking on Add NIGP Code option will launch the NIGP Search Criteria pop-up with one or more NIGP Code(s) selections at a time.



Select one or more NIGP codes related to your sourcing event and click Add or Close if no selection is made and the review is completed.

- 9 Selecting NIGP Codes from the NIGP Search Criteria screen populates NIGP Codes and generates a registered Suppliers list on Step # 3 – NIGP Codes & Suppliers.

1 About Sourcing Event 2 Estimated Value 3 NIGP Codes & Suppliers 4 Supporting Documents 5 Review And Submit

Event ID: PE-82200-CON-2024-000000009 (CC Sourcewell Georgia Highlands College Gym Flooring) Event Status: InProgress

NIGP Codes & Suppliers (2)

2 records displayed [+ Add NIGP](#)

NIGP Code ↑	Description ↓	
01506	Addressing Machine Supplies, Metal and Plastic Plate Type	
01510	Addressing Machine Supplies, Paper Plate Type	

<< 1 >>

Suppliers (31)

When the event is posted, all suppliers listed below with a valid email address will be invited to participate in this event

Suppliers Invited By NIGP Codes [Additional Suppliers](#) [+ Invite Additional Supplier\(s\)](#)

31 records displayed

Code ↑	Supplier Name ↓
0000008067	TOSHIBA AMERICA BUSINESS SOLUTIONS INC
0000010320	MINTON JONES CO INC
0000011100	WILKES OFFICE MACHINE COMPANY INC
0000011206	PRESENTATION SERVICES
0000012843	JJ CONTRACTING SERVICES INC

<< 1 2 ... 7 >>

[Save Progress](#) [Next](#)

You may select Delete to delete NIGP Code from your selection. Use the Invite Additional Supplier(s) option to invite additional suppliers to your bid competition. Click on Save Progress or Next.

10

Clicking on Invite Additional Supplier(s), open the Supplier search pop-up window to Search Supplier and Add to your sourcing event.

Supplier

Company: BEGIN_WITH | Company Search Text: paint | City: City | State: Select State

Zip Code: | Zip Code: | Minority Groups: | Search

Company Name ↑	City ↓	State ↓	GA Resid... ↓	Small Bus... ↓	Certified ... ↓
<input checked="" type="checkbox"/> Paint Applicators LLC	Buford	GA	Y	Y	N
<input checked="" type="checkbox"/> PAINT BOOTH DOCTORS	CONYERS	GA	N	Y	N
<input checked="" type="checkbox"/> PAINT BOOTH MAINTENANCE SERVICES INC	JACKSONV...	FL	N	N	N
<input type="checkbox"/> PAINTING PLUS	LEESBURG	GA	N	N	N

[Add](#) [Close](#)

[+ Invite Additional Supplier\(s\)](#)

[Save Progress](#) [Next](#)

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Click Delete under the Additional Supplier(s) Tab to delete additional suppliers from your invitation list.

The screenshot displays a multi-step process for managing suppliers. The current step is 'NIGP Codes & Suppliers', which is highlighted with a blue circle. Below this, there are two main sections: 'NIGP Codes & Suppliers(10)' and 'Suppliers(206)'. The 'Suppliers' section is active, showing a list of suppliers with columns for 'Code' and 'Supplier Name'. A red box highlights the 'Delete' icon for each supplier row. At the bottom of the page, there are two buttons: 'Save Progress' and 'Next', both highlighted with red boxes.

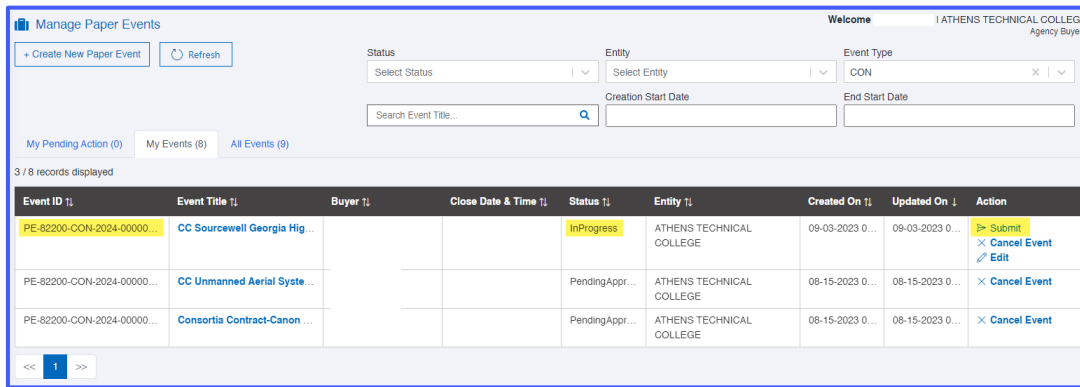
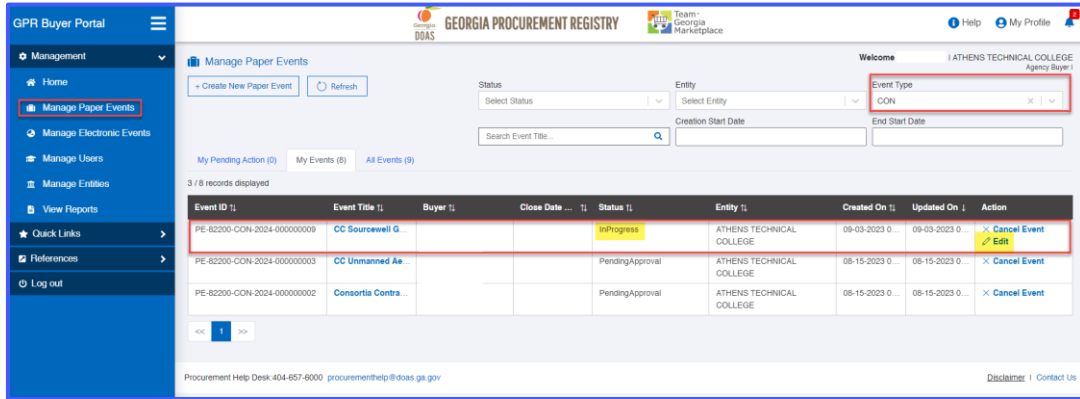
NIGP Code	Description
00505	Abrasives Equipment and Tools
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
00521	Abrasives, Sandblasting, Metal
00528	Abrasives, Sandblasting, Other than Metal
00542	Abrasives, Solid: Wheels, Stones, etc.

Code	Supplier Name
000028825	PAINT BOOTH MAINTENANCE SERVICES INC
0000476466	PAINT BOOTH DOCTORS
BID0051592	Paint Applicators LLC

Click on Save Progress or Next.

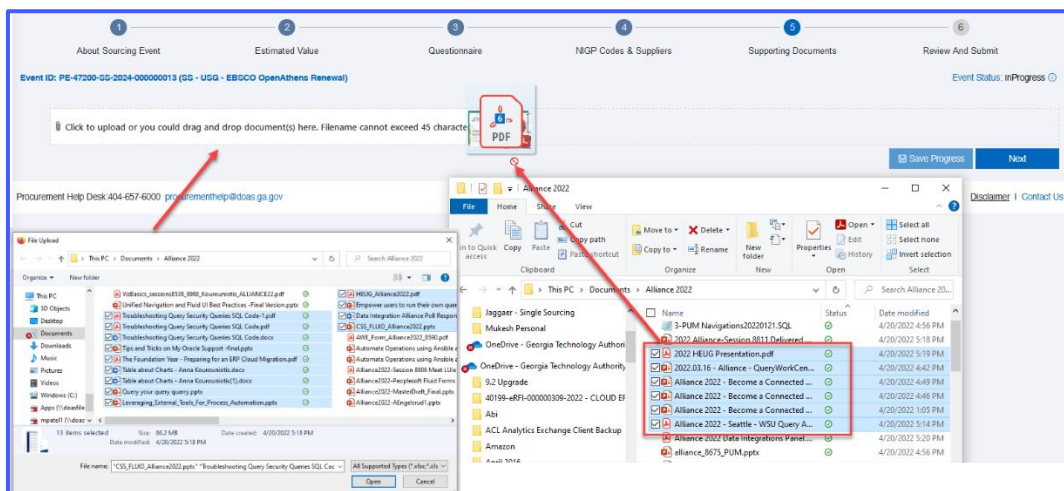
11

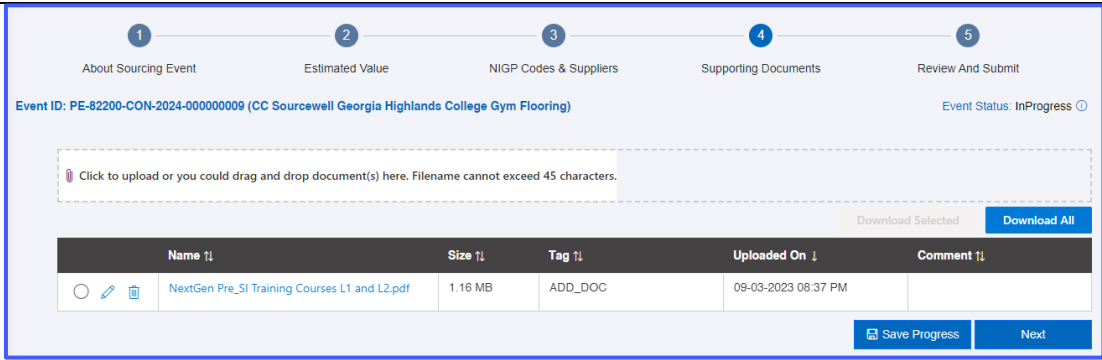
Click Manage Paper Events and Search for InProgress Event for editing and release. The action column will keep adding options depending on what stage of the event posting you are in.



12

Edit your bid or continue to the next steps in line. Click on Step # 5 – Supporting Documents.

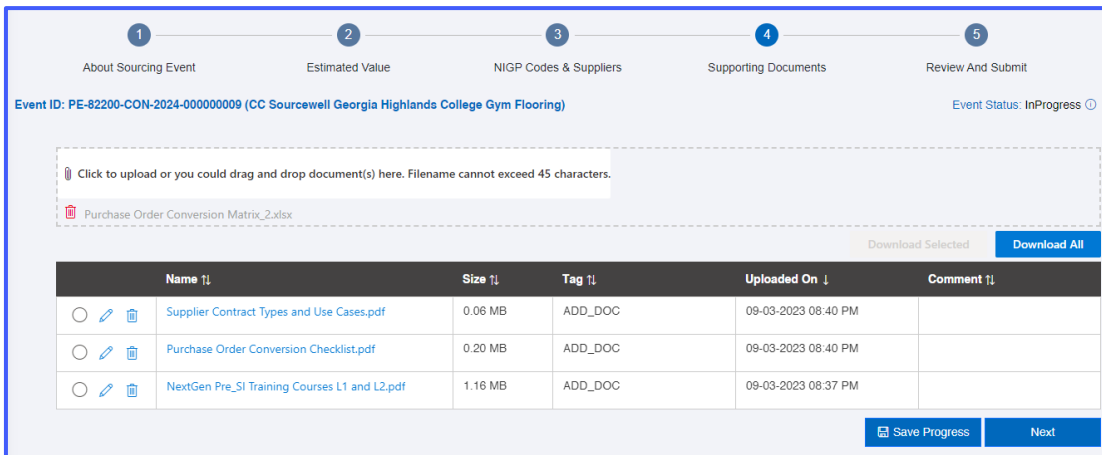




You may see one of the processing icons on your screen when files are uploaded or saved on the file server.

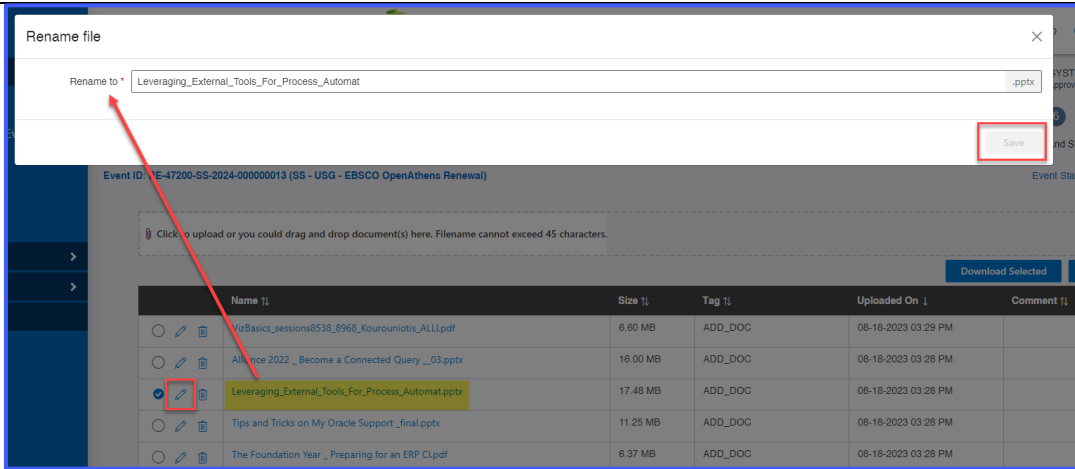


13 Successfully uploaded files will be displayed for file name edit, delete, or view.

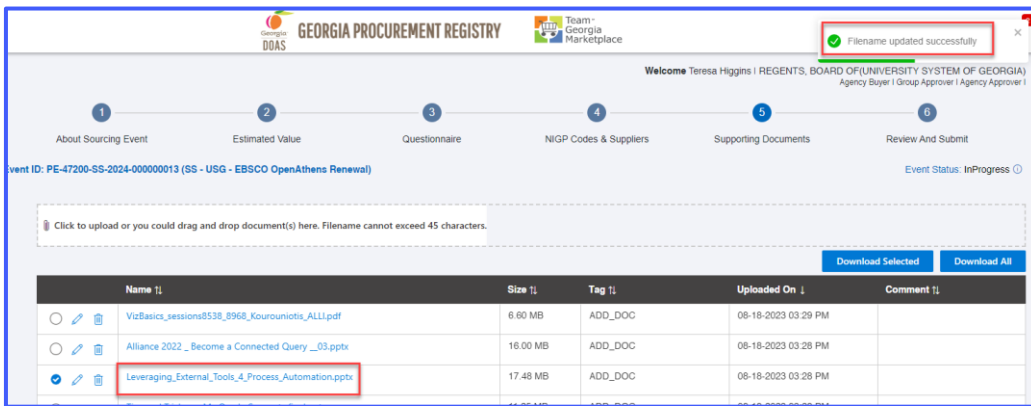


End users can perform Download Selected, Download All, Save Progress, and Next. Click Save Progress to save the file on the file server.

14 Select File to rename with different meaning file name for suppliers and public users.



Edit or enter a new file name and click Save.

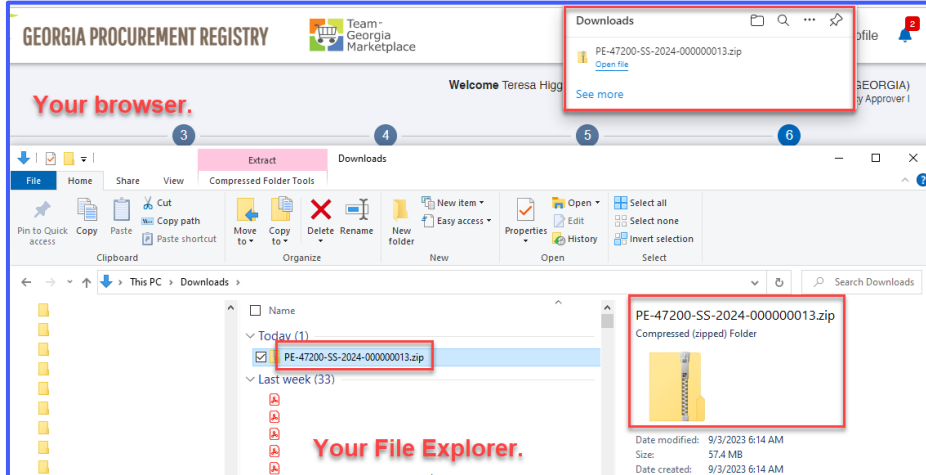


The end user will get an error message in the top right corner if uploading the same file again.

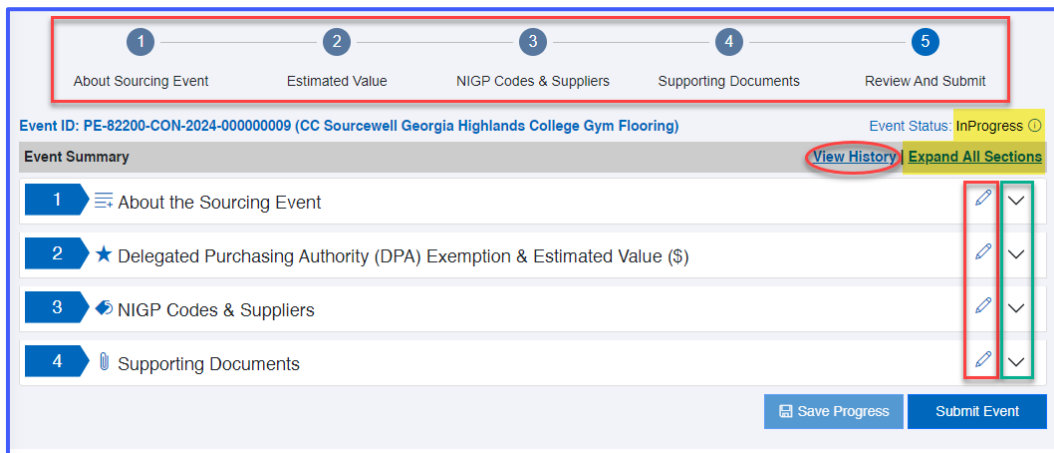


Clicking Download All, download the entire bid package into a zip compressed file format.

Click on Save Progress or Next for Step 6 – Review and Submit.



15 The end user is now in Step 5 – Review and Submit. The end user can click on any completed steps or the pencil icon to edit specific steps to make any changes.



16 Click View History to see the bid posting/editing steps history.

History for CC Sourcewell Georgia Highlands College Gym Flooring

Action	Actioned by	Actioned on ↓	Attachments ↓	Comment
ADD_DOC		09-03-2023 08:41 PM	Purchase Order Conversion Matrix	
ADD_DOC		09-03-2023 08:40 PM	Supplier Contract Types and Use (Purchase Order Conversion Check	
ADD_DOC		09-03-2023 08:37 PM	NextGen Pre_SI Training Courses	

Close

2 ★ Delegated Purchasing Authority (DPA) Exemption & Estimated Value (\$)

3 NIGP Codes & Suppliers

4 Supporting Documents

Save Progress Submit Event

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17

Click Submit Event for approval. Successful submission will change the event status to Pending Approval.

GEORGIA PROCUREMENT REGISTRY Team - Georgia Marketplace

Event details submitted successfully

Welcome Carla Michele | ATHENS TECHNICAL COLLEGE Agency Buyer I

1 About Sourcing Event 2 Estimated Value 3 NIGP Codes & Suppliers 4 Supporting Documents 5 Review And Submit 6 NOIA

Event ID: PE-82200-CON-2024-000000009 (CC Sourcewell Georgia Highlands College Gym Flooring) Event Status: NOIA

Event Summary [View History](#) | [Expand All Sections](#)

1 About the Sourcing Event

2 ★ Delegated Purchasing Authority (DPA) Exemption & Estimated Value (\$)

3 NIGP Codes & Suppliers

4 Supporting Documents

18

Click on the Event Status **Pending Approval** hyperlink, if your event is in pending approval status.

GPR Buyer Portal

List of Approvers

Name	Email	User ID	Roles
agency sourcing	agency.sourcing@doas.ga.gov		<ul style="list-style-type: none"> SPD Approver
			<ul style="list-style-type: none"> Agency Buyer APO/CUPO SPD Administrator SPD Approver
			<ul style="list-style-type: none"> SPD Approver SPD Buyer
			<ul style="list-style-type: none"> SPD Administrator SPD Approver SPD Buyer

Close

Your Consortia will be posted as NOIA once an approval authority approves, or if exempt from DPA or if SPD Sourcing Buyers are posting Consortia.

1 About Sourcing Event
 2 Estimated Value
 3 NIGP Codes & Suppliers
 4 Supporting Documents
 5 Review And Submit
 6 NOIA

Event ID: PE-82200-CON-2024-000000009 (CC Sourcewell Georgia Highlands College Gym Flooring) Event Status: NOIA

Event Summary [View History](#)

Event ID: PE-82200-CON-2024-000000009	Event Status: NOIA
Event Title: CC Sourcewell Georgia Highlands College Gym Flooring	NOIA Amount: \$15,000,000
Entity: 82200 - ATHENS TECHNICAL COLLEGE	NOIA End Date: 09-13-2023 (10 days remaining)
Event Type: CON - Consortia	Contact Name: Carla Michele
Purchasing Type: CON	Contact Phone: 706-355-5117
Category Type: Services / Special Projects	Contact Email: cmichele@athenstech.edu
Event Description: Georgia Highlands College is providing public notice of its intent to utilize the cooperative purchasing agreement contract awarded to Robbins Sports Surfaces under the established Sourcewell Consortia Agreement 031022-RBI for installation of a new gym floor.	

Award (10days)
 Add Document(s)
 Cancel Event

Manage Paper Events Welcome | ATHENS TECHNICAL COLLEGE Agency Buyer

+ Create New Paper Event Refresh

Status: Select Status Entity: Select Entity Event Type: CON

Search Event Title: Creation Start Date: End Start Date:

My Pending Action (0) My Events (8) All Events (9)

3 / 8 records displayed

Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action
PE-82200-CON-2024-000000009	CC Sourcew...		09-13-2023 (10 days r...)	NOIA	ATHENS TECHNICAL COLLEGE	09-03-2023 0...	09-03-2023 0...	Award (10days) Add Document(s) Cancel Event
PE-82200-CON-2024-000000003	CC Unmann...			PendingAppr...	ATHENS TECHNICAL COLLEGE	08-15-2023 0...	08-15-2023 0...	Cancel Event
PE-82200-CON-2024-000000002	Consortia C...			PendingAppr...	ATHENS TECHNICAL COLLEGE	08-15-2023 0...	08-15-2023 0...	Cancel Event

<< 1 >>

GPR Public Portal - Bid Search

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response: All | Search Keyword: PE-82200-CON-2024-00000000 | Event Status: NOTICE OF INTENT TO AWARD

Government Type: All | Government Entity: All | Category Type: All

Advanced Search

Event Process Type: All | Event Date Range: --- Select --- | MM/DD/YYYY | MM/DD/YYYY

NOTICE OF INTENT TO AWARD Events

Show 50 entries

Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
PE-82200-CON-2024-000000009	CC Sourcewell Georgia Highlands College Gym Flooring	Athens Technical College	see event for details	see event for details	10 days	Notice Of Intent To Award

GPR Public Portal - Bid Details

← **CC Sourcewell Georgia Highlands College Gym Flooring** NOIA Date: Sep 03, 2023 @ 08:45 PM ET
NOIA Ends In: 10 days

Event Details | Documents

Event ID	Event Type	Event Status	Purchase Type	Category Type	Government Type	Fiscal Year	Agency Site
PE-82200-CON-2024-000000009	Consortia	Notice of Intent to Award	Consortia	Services / Special Projects	state	2024	

82200 ATHENS TECHNICAL COLLEGE

Buyer Contact:
Carla Michele cmichele@athenstech.edu 706-355-5117

Description

Georgia Highlands College is providing public notice of its intent to utilize the cooperative purchasing agreement contract awarded to Robbins Sports Surfaces under the established Sourcewell Consortia Agreement 031022-RBI for installation of a new gym floor.

NIGP Codes

Code	Description
01506	Addressing Machine Supplies, Metal and Plastic Plate Type
01510	Addressing Machine Supplies, Paper Plate Type

19

The Agency Sourcing team will receive a service ticket automatically and GPR email alert for the State Purchasing Division review and related actions.

1 About Sourcing Event 2 Estimated Value 3 NIGP Codes & Suppliers 4 Supporting Documents 5 Review And Submit 6 Approval Process

Event ID: PE-82200-CON-2024-000000003 (CC Unmanned Aerial Systems (Drone) Services) Event Status: PendingApproval

Event Summary

Event ID: PE-82200-CON-2024-000000003	Event Status: PendingApproval
Event Title: CC Unmanned Aerial Systems (Drone) Services	Contact Name: [Redacted]
Entity: 82200 - ATHENS TECHNICAL COLLEGE	Contact Phone: [Redacted]
Event Type: CON - Consortia	Contact Email: [Redacted]
Purchasing Type: CON	
Category Type: Information Technology	
Event Description: The purpose of this posting is to provide notice that the State Purchasing Division (SPD) of the Georgia Department of Administrative Services intends to enter into multiple contracts (Participating Addendums) with NASPO ValuePoint approved suppliers for Unmanned Aerial Systems (Drone) Services as executed by the Commonwealth of Virginia. These Master Agreements provide best value, and in some cases achieve more favorable pricing, than is obtainable by an individual state or local government entity based on the collective volume of potential purchases by numerous state and local government entities. The Unmanned Aerial Systems (Drone) Services contracts may be used on a convenience basis by any State of Georgia entity including state agencies, authorities, colleges/universities, and political subdivisions. SPD intends to enter in a PA with all applicable suppliers that have 1) executed a master agreement with the Commonwealth of Virginia and 2) are qualified to provide services in Zone 4. Any supplier capable of providing the identified goods/services at the same or better value may challenge the intended contract award(s) by filing a written protest with the Deputy Commissioner of the State Purchasing Division in accordance with the protest procedures outlined in Section 6.5, Step 4: Supplier Participates in Protest Process of the Georgia Procurement Manual.	

[View History](#) [Cancel Event](#)

Action required to approve/authorize an Event - PE-82200-CON-2024-000000003

bidnotice.donotreply@doas.ga.gov Reply Reply All Forward [T] [More]

To ● Test, GPR Tue 8/15/2023 1:45 PM

Retention Policy 30 Day Delete_Recoverable (30 days) Expires 9/14/2023

i This item will expire in 11 days. To keep this item longer apply a different Retention Policy.

Action required for Authorization/Approval of Event PE-82200-CON-2024-000000003

You have an action request in waiting for event PE-82200-CON-2024-000000003, from [Redacted] of 82200-ATHENS TECHNICAL COLLEGE.

GPR Admin.

Action required to approve/authorize an Event - PE-82200-CON-2024-000000010

bidnotice.donotreply@doas.ga.gov Reply Reply All Forward [T] [More]

To ● Test, GPR 9:08 PM

Retention Policy 30 Day Delete_Recoverable (30 days) Expires 10/3/2023

i This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Action required for Authorization/Approval of Event PE-82200-CON-2024-000000010

agency sourcing
agency.sourcing@doas.ga.gov

You have an action request in waiting for event PE-82200-CON-2024-000000010, from [Redacted] of 82200-ATHENS TECHNICAL COLLEGE.

GPR Admin.

20 The buyer will see Consortia with InProgress status for editing and resubmitting or cancel if rejected by any approval authority.

Manage Paper Events Welcome | ATHENS TECHNICAL COLLEGE
Agency Buyer |

Status:
 Entity:
 Event Type:

Creation Start Date:
 End Start Date:

[My Pending Action \(0\)](#)
[My Events \(9\)](#)
[All Events \(10\)](#)

1 / 10 records displayed

Event ID	Event Title	Buyer	Close Dat...	Status	Entity	Created On	Updated On	Action
PE-82200-CON-2024-000000010	CC OCES Rooftop AC Unit			InProgress	ATHENS TECHNICAL COLLEGE	09-03-2023 0...	09-03-2023 0...	▶ Submit ✕ Cancel Event ✎ Edit

<< 1 >>