



State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement # 25-03

DATE: March 3, 2025
TO: State of Georgia Procurement Professionals
FROM: Jim Barnaby, Deputy Commissioner of State Purchasing, DOAS JB
RE: **Fiscal Year Cut-Off Dates and GA@WORK Go-Live Planning**

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) is announcing reminders for year-end activity deadlines for State Fiscal Year (SFY) 2025 and for posting new solicitations to transition to GA@WORK effective October 1, 2025.

Please carefully review this entire announcement. **Note that State entities are not being instructed to stop procurement activities.** The intent of this announcement is to provide guidance on how to successfully meet your entity's needs for year-end planning and transitioning to GA@WORK.

A. Agency Sourcing Group Assistance for SFY25

As purchasing personnel throughout the state are actively working to meet their customers' expectations, competing priorities must be balanced with the realities of processing times and limited staffing across the state. State entities required to seek DOAS assistance for procurement activities above their Delegated Purchasing Authority (DPA) must engage the SPD Agency Sourcing Team as soon as possible.

While it is DOAS' goal to help all state entities, a focus will be placed on solicitation projects already requested and new solicitation projects with a high level of complexity with a requirement to be completed by June 30, 2025.

Please note that SPD is leveraging all resources to cover the current pipeline. Please contact SPD Agency Sourcing to discuss all new requests by the due date included below to allow for proper planning and assignment of SPD Agency Sourcing staff or [submit a request using this link](#)

Other alternatives may be available when determining the fiscal year-end priorities. Please remember to:

1. Request full or conditional delegated authority for projects that do not classify as a complex IT engagement and are not a high risk for protest.
2. Consider extending services for up to six (6) months when contracts are at risk of expiring without a replacement contract/supplier. Please comply with [Georgia Procurement Manual \(GPM\) Section 7.6.3.](#)

SPD must receive the following requests no later than **Friday, March 7, 2025**:

- Request for Proposals (RFPs) estimated to exceed the state entity's DPA and to be encumbered with SFY 2025 funds;
- Proposed Sole Sources with an estimated value of \$500,000 or more to be encumbered in SFY 2025; and
- Proposed Cooperative Purchasing/Consortia notices above the state entity's DPA per GPM Section 1.3.4.4 Cooperative Purchasing to be encumbered in SFY 2025.

For any questions or concerns about this deadline, please contact carrie.steele@doas.ga.gov.

B. Contract Amendments, Extensions or Renewals

For any contract amendments, extensions, or renewals requiring SPD prior approval that must be finalized by June 30, 2025, SPD recommends submitting these requests to spdpolicy@doas.ga.gov no later than **Friday, April 11, 2025**. SPD will continue to accept requests after this date; however, there may be delays in processing.

Note: If you requested an extension through the Sourcing and Contract Pipeline Workbook that was submitted by your entity in December, you do not need to request an extension again. SPD Policy will utilize that document to process any requested extensions. If you are unsure what contracts you requested to be extended, please refer to your submitted workbook or contact SPD Policy via spdpolicy@doas.ga.gov.

C. REMINDER: Deadlines for Team Georgia Marketplace™ (TeamWorks) Solicitations to allow for completion of the solicitation posting process prior to Go-Live of GA@WORK
State entities publishing solicitations (RFI, RFQC, RFQ and RFP) through Team Georgia Marketplace™ (TeamWorks) may no longer post new sourcing events in TeamWorks after the following dates unless an exception is granted by SPD:

- **New Requests for Proposals (RFP) – April 1, 2025**
- **New Requests for Quotes (RFQ) – July 1, 2025**
- **New Requests for Qualified Contracts (RFQC) – July 1, 2025**
- **New Requests for Information (RFI) – July 1, 2025**

State entities will continue to have access to TeamWorks to manage all solicitations published in TeamWorks prior to go-live of GA@WORK to conduct evaluation and award activities as applicable.

IMPORTANT: If there is a need to post a new solicitation in TeamWorks after the deadlines above have passed, please [submit a request using this link](#). SPD will work with all impacted state entities to either grant exceptions, as applicable, or provide an alternative solution. Please work with SPD to ensure there are no negative impacts to your entity.

SPD would like to thank all state entities for providing their planned pipelines as of December 2024 so that we can strategize together and minimize the impact on state entities. SPD recognizes that there may be new solicitations needed to support funding received through the amended budget process. Please [submit a request using this link](#) to share this information with SPD.

The posting deadlines listed above are for TeamWorks state entities only; these dates do not apply to the Georgia Technology Authority, the University System of Georgia and its state

colleges and universities, or SPD when conducting solicitations through the JAGGAER Sourcing Director.

The TeamWorks posting deadlines listed above are not applicable to any other procurement activities other than posting new solicitations (RFI, RFQC, RFQ and RFP). **State entities are NOT being instructed to stop procurement activities.**

We encourage all state entities to communicate their needs to SPD and appreciate their support as we transition to our new enterprise resource planning system, GA@WORK.

D. Statewide Contract Vehicle Availability

Please review the Report of Vehicle Availability Under Statewide Contracts for anticipated vehicle purchase cut-off dates (if applicable) as reported by the manufacturers, available on the website at: <https://doas.ga.gov/state-purchasing/statewide-contracts>. This report is maintained by SPD's Contract Management team and includes current order window dates as it is received from the manufacturers. Please check the report for future updates on other vehicle models. For any questions, please contact procurementhelp@doas.ga.gov.