APO/CUPO Meeting

March 11, 2025

Georgia™
Department of
Administrative Services
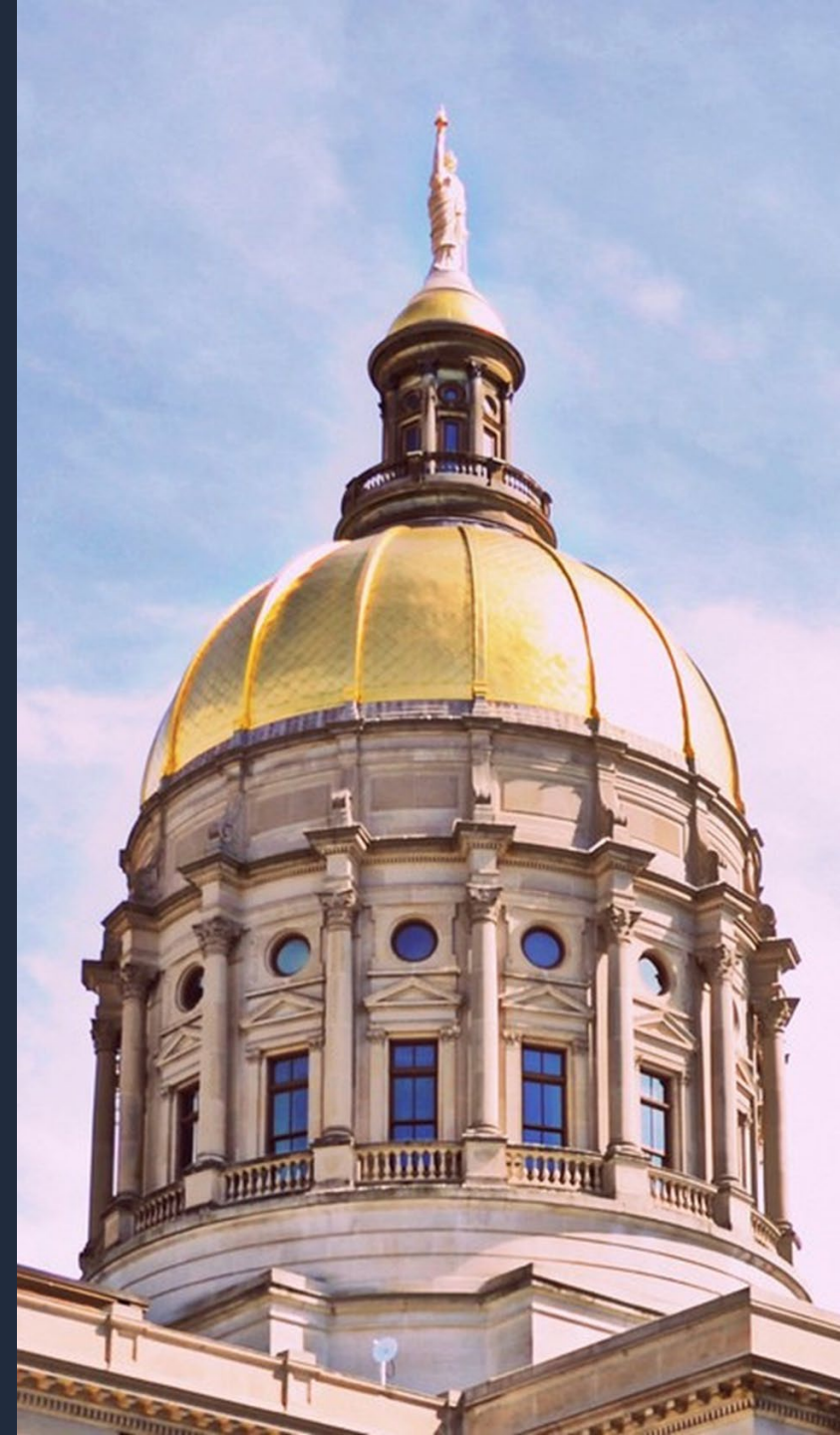
Welcome

Jim Barnaby

Deputy Commissioner

DOAS State Purchasing Division

Agenda

Welcome

GA@WORK

Small Business & Supplier Diversity

Closing Comments

GA@WORK

GA@WORK Topics

Timeline

Contract Request & Sourcing Event Request Workflows

Adobe e-Signature

Security Role Mapping

Change Readiness Assessment Survey & Agency Readiness Checklist

FY25 Cut-Off Dates & Solicitation Planning for GA@WORK

Wave 2 GA@WORK Procurement Training Rollout

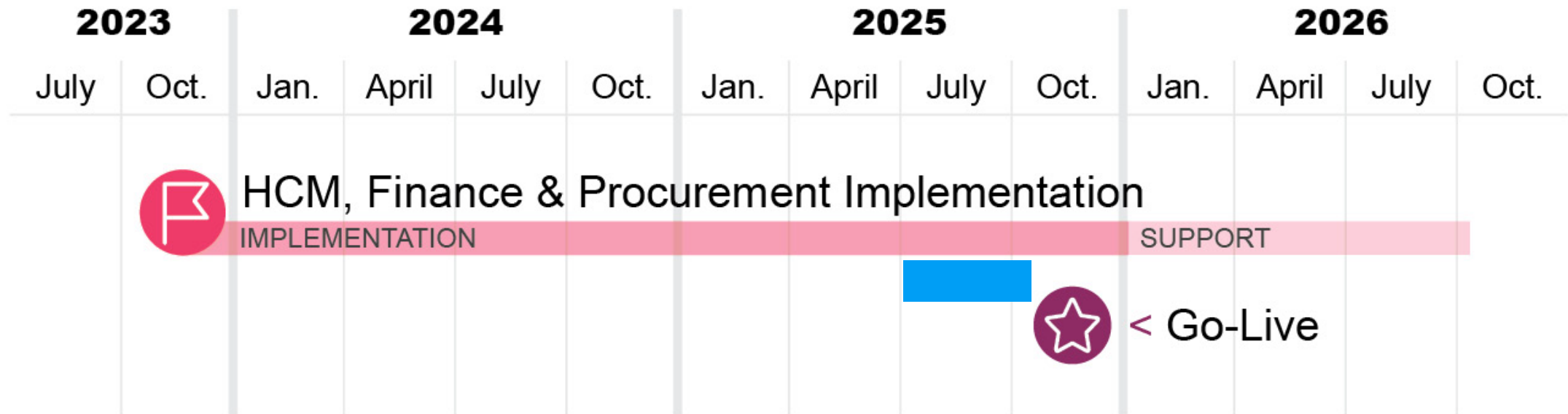System Integration Testing & User Acceptance Testing

Data Cleanup

Timeline Updates

Project Timeline

PROJECT TIMELINE [by calendar year*]

2023		2024				2025				2026			
July	Oct.	Jan.	April	July	Oct.	Jan.	April	July	Oct.	Jan.	April	July	Oct.

HCM, Finance & Procurement Implementation

IMPLEMENTATION   SUPPORT

< Go-Live

Training

* State fiscal years (FY) run from July 1 - June 30 (i.e. FY2024 began July 1, 2023)

Revised Project Timeline

HCM/PAYROLL (WAVE 1)

| J | F | M | A | M | J | J | A | S | O | N | D | J |

- DEPLOY
- POST-IMPLEMENTATION SUPPORT
- TRAIN
- TEST

Technical
- Sup Org
- Security Role Mapping Updates
- Mock Build & Validation
- Data Conversion–
- Security Role Mapping Updates
- ★ **Wave 1 Go-Live October 1st**

Testing
- UAT/SIT 3
- Data Validation
- Agency Data Validation
- Enterprise UAT Data Validation
- Enterprise UAT
- User Acceptance Testing/Sign off
- Sup Org Updates

OCM
- Data Validation
- Sup Org Updates
- Training

FINANCE/PROCUREMENT (WAVE 2)

- TEST
- DEPLOY
- POST-IMPLEMENTATION SUPPORT
- TRAIN

Business Suite
- ★ Adaptive Go-Live December 1st

Technical
- Adaptive Planning design sessions
- Agency Data Validation
- Adaptive Planning
- Mock Build & Validation
- Data Conversion
- ★ Wave 2 Go-Live October 1st

Testing
- System Integration Testing
- Enterprise UAT Data Validation
- Adaptive Planning SIT Testing
- Enterprise UAT
- User Acceptance Testing
- Change Readiness Assessment

OCM
- Change Readiness Assessment
- Training

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Year-End Focus Milestones

Financial Close Schedule Milestones for 2025

April 1 -11	Period 9 & 10 open
June	State Year End Close
July 1 -11	Period 12 & 1 open
July 14 - 18	Adjustment Period Close I
July 14 - Aug 1	Adjustment Period Close II

Year- End Close Processing
Close I: July 18 – 21
Close II: August 1 – 4

Wave 2 2025 Milestones

Late April	BA Data Validation
Late April	Complete SIT
Early Aug	Complete UAT
Early Aug	Training Launch
October 1	Go-Live!

Adaptive Go -Live
December 1

CHECK-IN

QUESTIONS

Contract Request & Sourcing Event Request Workflows

Contract Request

The Contract Request template can be used to gather exempt or non-bid/non-monetary contract requests.

Optional Functionality

Approval Workflow will be based on Agency and origin

Your Contract Requester and Contract Approvers will need to be designated in your Security Role Mapping.

Contract Request Demonstration

Contracts Request Survey

What is your agency name?
What is your name and your email?

Based on today's demo of Contract Requests, does your agency want to use contract requests?

IF YES

IF NO

Is your Contract Request approval workflow based on your current origins in TeamWorks?

Contract Requests will not be enabled for your agency at the 10/01/2025 Go-Live date. But can be added in the future.

YES

Contract name/email at your agency will provide us with approvers for each step for the origins you want to include **by 4/18/25** so contract request approvals can be included in UAT.

NO

Agencies will have to ad hoc requests through your agency.

Questions

Contract Request Survey
Will be shared in follow up email

Sourcing Event Request

The Sourcing Event Request template can be used to gather all necessary information for a sourcing event

Optional Functionality

Approval Workflow with Ad-Hoc functionality to add any product/service specific approvers, such as, IT, Assets, etc.

Your Sourcing Event Requester and ad-hoc approvers will need to be designated in your Security Role Mapping.

Sourcing Event Request Demonstration

Sourcing Event Request Survey

What is your agency name?
What is you name and email?

Sourcing Event Request Approval Workflow

Procurement Officer Review	Group Review	Special Approvals	APO Approval	Buyer Assignment

In addition to the APO/CUPO, who else would you like added to the initial Procurement Officer Review Step?

Please provide your list of Buyers that should be added to this last step. This will be the group that will start the Sourcing Event from the Sourcing Event Request.

Questions

Sourcing Event Request Survey

Will be shared in follow up email

Adobe e-Signature

Adobe e-Signature Demonstration

Security Role Mapping

Security Role Mapping

Mandatory In-Person Meeting

April 9 @ 8am – 3pm

Finance/Procurement

All Agencies
April 10 – May 9, 2025

Spring 2025

Activities

- Security Education and Role Mapping Information Session.
- Identifying current roles are mapped to security roles within the GA@WORK system.
- Making sure that users have the correct system access and security permissions to perform their tasks upon Go-Live.

Working Virtual Sessions
Finance/Procurement 2025

Session 1	April 15
Session 2	April 22
Session 3	April 29
Session 4	May 6

Change Readiness Assessment Survey & Agency Readiness Checklist

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CRA - Timeline and Audience

"There are numerous due dates and tasks, but it's not always clear what is needed and who is responsible for each task."

"The volume of emails…makes it hard to decipher important information. Streamlining communication, perhaps through a centralized platform or summary updates, would be more efficient."

"More time to understand the new roles and how they will work…will help me understand the changes that will occur as well as compare current functions to new functions."

Getting ready for Go-Live!

Survey 2		Survey 3		Survey 4		HCM/Payroll Go-live
						FIN/PROC Go-live

Dec 9 – Dec 20

Milestone: Baseline

April 22 – May 5

Milestone: Baseline

July 22 – August 12

Milestones: Pre-training and go-live

Audience

- **Individuals highly engaged in NextGen,** including:
    - NextGen project team (core team members, SMEs, and workstream leads)
    - Agency leadership (CIO, CFO, HRD, APO, CUPO)
    - Agency resources (POCs and NCN members)

+

- **Future GA@WORK users**
    - Core users
    - Peripheral users

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Agency Readiness Checklists

Feedback from Agencies
- Need clear, concise, centralized communications.
- POCs need tools to determine agency progress.

Our response
- Prepared monthly Agency Readiness Checklist for POCs
- Delivered monthly reports of incomplete or not started tasks to POCs and Agency Heads

Intent and Goals

The use of **Agency Readiness Checklists** is intended to actively bring POCs, HRDs, CIOs, CFOs, APO/CUPOs into the awareness of monthly efforts for the implementation of GA@WORK.

Answering the question, **"What's going on?"**

Agency readiness checklists are **consolidated lists of requests** intended to remind agencies of their **monthly responsibilities.**

Answering the question, **"What should I be doing?"**

The **agency readiness checklists** will let agencies know what is important to do each month, provide supplementary information as applicable, and highlight what requests are coming-up.

Providing **accountability for participation** in readiness efforts

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FIN/PRO Readiness Requests

Preparing the technical components and aligning business processes to the enterprise-wide GA@WORK implementation.

📢 This checklist is a tool intended to help POCs visualize ongoing project requests. Continue to track individual request progress with the workstream. Please note additional requests may be made during the month after publishing.

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Participate in System Integration Testing (SIT) Cycle 2	FIN/PRO	All - Testers	Agency identified testers	nextgen_testing@sao.ga.gov	3/10/2025 – 4/4/2025	Refer to email communications
	Register for electronic invoicing (cXML) session	FIN/PRO	All agencies using TeamWorks	CFOs and any representatives they include	nextgen@sao.ga.gov	More information will be announced in March through email	
	Attend an FDM Mapping Template Updates Q&A session	FIN	All	CFO	nextgen_fdm@sao.ga.gov	More information will be announced in March through email	
	Complete FDM Template Updates	FIN	All agencies using TeamWorks Financials	CFOs and FDM Contacts	Nextgen_fdm@sao.ga.gov	3/28/2025	Instructions will be delivered by email
	Complete TeamWorks historical data requirements form	FIN	All	POCs, CFOs, and Contracts lead	nextgen@sao.ga.gov	3/28/2025	Instructions will be delivered by email
	Continue data clean-up	PRO	All	APO/CUPO and P-card administrators	• For P-cards: cardprograms@doas.ga.gov • For PO & Supplier Invoices: nextgen@sao.ga.gov • For Supplier Contracts: nextgen@sao.ga.gov • For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing in March	Refer to December APO/CUPO follow-up email communications for slides
	Integration testing and confirmation as part of SIT	FIN/PRO	Selected agencies with integrations to confirm	CIO / IT	nextgen_integrations_team@sao.ga.gov, and direct communications between integration teams and agencies	Refer to email communications	

🖥 **NextGen Agency Lookup Tool**   ✉ **NextGen email**   📚 **Resource Library**   NEXTGEN

GA@WORK Resource Library

New webpage available to help end-users prepare for transition to GA@WORK: https://sao.georgia.gov/gawork-resource-library

Video Series
Several HCM topics are available now to review.
Finance and Procurement videos coming soon.

Agency Readiness Checklists
Tool for POCs listing tasks for agencies to complete by month. At the end of the month, any incomplete tasks are shared with POCs and Agency Heads.

Coming soon
Helpful toolkits and training preparation materials will be posted soon. New materials and aids will be announced to POCs / NextGen Change Network and in the NextGen Newsletter.

"
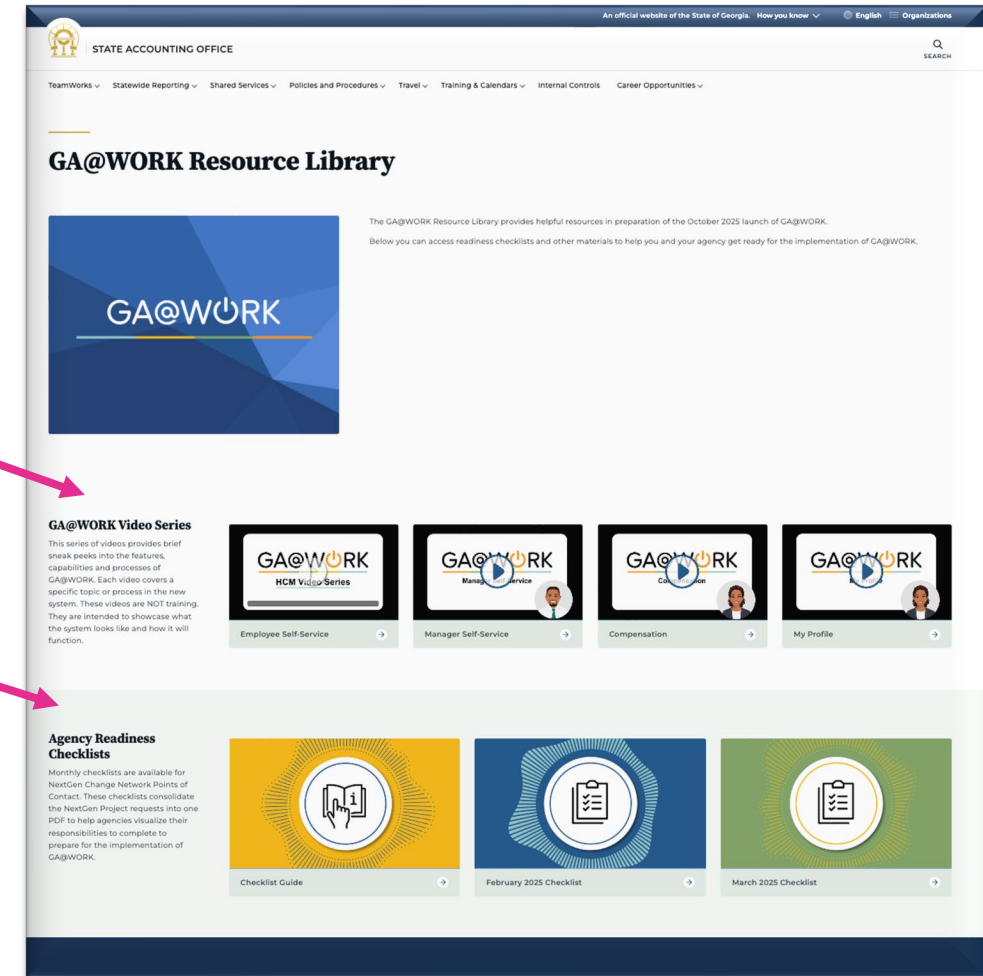
Do you know how you will be impacted by this change?

NEXTGEN

10 MIN BREAK

NEXTGEN

FY25 Cut-Off Dates & Solicitation Posting Planning for GA@WORK Transition

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Official Announcement #25-03

Fiscal Year 2025 Cut-Off Dates and GA@WORK Go-Live Planning

Please carefully review Official Announcement #25-03 and **note that state entities are not being instructed to stop procurement activities.**

SPD will host a webinar on **Wednesday, March 12, 2025, at 1 p.m.** to review this information.

Register to Attend Webinar: **GA DOAS State Purchasing Division - Fiscal Year 2025 Cut-Off Dates and GA@WORK Go Live Planning**

For any questions related to this Official Announcement, please reference the contact information included in the **Official Announcement #25-03:** GPM Archives, Policies and Official Announcements | Georgia Department of Administrative Services - DOAS

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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.

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

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

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.

1

FY25 Year-End Cutover

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

Agency Sourcing Support

- 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 agency.sourcing@doas.ga.gov

FY25 Year-End Cutover

Contract Extensions

- 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**.

- **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.

System Transition Plan

- State entities publishing solicitations (RFI, RFQC, RFQ and RFP) through Team Georgia Marketplace™ (TeamWorks/PeopleSoft) 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**

Sourcing event posting deadlines in PeopleSoft

- **Note that state entities are not being instructed to stop procurement activities.**
- DOAS special approval needed to post new solicitations in TeamWorks beyond these dates.
- DOAS will provide instructions on how to finalize TeamWorks sourcing events that are not awarded or cancelled prior to Go-Live.

If you have questions, please reach out to: agency.sourcing@doas.ga.gov.

System Transition Plan

GA@WORK

- Go-Live: October 1, 2025
- End-users READ ONLY access to TeamWorks after Go-Live
- Blackout dates for TeamWorks TBD

Exceptions

- **IMPORTANT:** If there is a need to post a new solicitation in TeamWorks after the deadlines above have passed, please submit a request. 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.

- **One Time DPA Request/Agency Sourcing Request:**
  https://service.doas.ga.gov/app/answers/detailopa/a_id/1603

If you have questions, please reach out to: agency.sourcing@doas.ga.gov.

QUESTIONS

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Wave 2 GA@WORK
Procurement Training Rollout

NEXTGEN

Training Approach

The NextGen Training Team will craft a comprehensive training curriculum, guiding the identification and development of various training materials. Key training principles we adhered to during the development of these materials include:

The Right Training

- Create materials with a **blended learning approach** using various delivery methods.
- Offer **scenario-based** training to develop skills using relevant, real-word practice.
- Integrate **Adult Learning Theory** to offer training that is experiential, collaborative and self-directed when applicable.
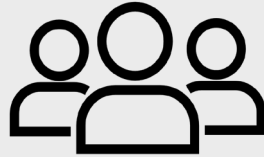
The Right People

- Align **impacted stakeholder groups** to targeted training modules that will affect their jobs.
- Provide **role-based training** so users are well-equipped to operate within the new system and processes.
- **Customize** materials to focus on specific roles and change impacts to those roles.
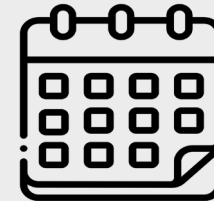
The Right Time

- Deliver **Just-in-Time training** at the most relevant and impactful times for the learner.
- Publish **training schedules** well in advance so impacted teams can plan ahead.
- Create a **training repository** to house materials for future reference and offer **on-demand job aids**.

End User Training Delivery Channels

Training content will be shared through multiple delivery channels that are determined depending on the content and audience.

Instructor-Led Course

These virtual or in-person sessions provide targeted, hands-on training customized to participants' roles, equipping them with relevant knowledge and skills.

Digital Courses

A self-paced, on-demand digital learning experience with interactive modules offering learners the flexibility to engage with content on their schedule and at a pace that best suits their learning style.

Video/Microlearning

Short instructional videos or interactive digital content that is accessible on-demand. These bite sized learning experiences are used for simple, repeatable processes and can reach large audiences.

Job Aid

Job aids providing guidance and detailed steps for system processes. These resources will be accessible on-demand in GA@WORK.

GA@WORK Training

- The who, when, what, where, why and how of Training

Who needs to complete training?	**When** does training start?	**What** types of training will be used?
All State of Georgia employees that will interact with GA@WORK will need to complete relevant training. Some courses have required attendance, and an assessment score of 80% or higher.	**Auto-enrollment** for self-paced (eLearning) courses begins in **Late May**. Registration for ILT begins in **June**. **Training delivery** is scheduled from **July – Sept 2025** for eLearning and instructor-led courses. Some training may be delivered after go-live, as needed.	1. Self-paced eLearning 2. Videos/microlearning 3. Instructor-led training (ILT) courses 4. Job aids for post go-live support

Why is training so important?	**Where** will training take place?	**How** will users be enrolled?
Training is a crucial step toward preparing you with the knowledge and skills to effectively use GA@WORK.	**Self-paced eLearning** is accessible through Team Georgia Learning. **Instructor-led courses** will be conducted virtually through Microsoft Teams, or in-person at designated locations. Course registration and assessments will be delivered in Team Georgia Learning.	Courses will be assigned to employees based on their role in GA@WORK. Each employee will have assigned Learning Program(s) to complete.

Training Activity Cut-Off Dates 2025

In Team Georgia Learning

Late May 2025	➡ **Auto-enrollment** for self-paced (eLearning) courses begins
Late June 2025	➡ Registration for **ILT** begins
July - Sept 2025	➡ **Beginning training delivery** for eLearning and Instructor-lead courses
September 2025	➡ **Complete** all assigned course prior to GA@WORK launch
October 2025	➡ **GO-LIVE** of GA@WORK

Super User Initiative

PURPOSE: The Super User Initiative is designed to empower key personnel with specific agencies with the skills to provide internal system support. Users will have an initial period of growth in adjusting to GA@WORK.

INTENT:
- Reduce the burden on the IT/Support team.
- Improve user proficiency.
- Foster a culture of self-sufficiency.
- Maximize the value of GA@WORK.

AUDIENCE:
- For users across large agencies.

Employees Without Email

Outstanding Questions

1   Does your Agency have employees that are without a state-issued email address?

2   Do your employees have access to a state-issued device?

3   Does your agency have a Learning Management System?

4   What Learning Management System are you using? (SCORM packages)

Agency POC: Use the link shared in the March Agency Readiness Checklist to share your responses to these questions

Training Implementation Roles

Facilitator (Lead Trainer)
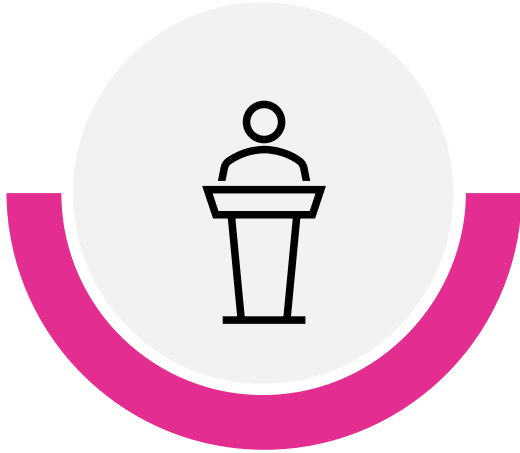
- Primary Instructor
- Room Management
- System Demonstrations
- Work with a SME to prepare
- Deliver training

Producer
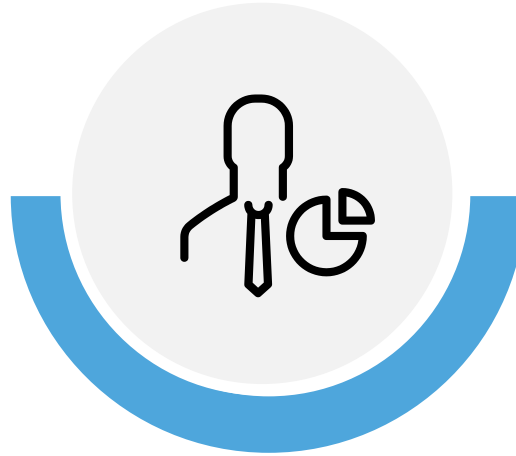
- Secondary Instructor
- Room Logistics
- Tech Issues
- Manage Parking Lot

Subject Matter Expert

- Back-up Instructor
- Workstream Specific Q&A
- System Demonstrations
- Policy Discussions

Agency POCs: Use the link shared in the March Agency Readiness Checklist to share this opportunity with your teams

Learning Programs

Each employee will have a Learning Program they will need to complete prior to using GA@WORK. The Learning Programs below are examples of the Foundational Learning Programs for employees and managers as well as Role-Based Learning Programs.

Foundational Learning Programs

The Employee and Manager Learning Programs provide the foundation for Role-Based training.

Employee Learning Program

The employee learning Program includes foundational courses essential for all employees. Role- based training will build upon this Program, providing employees with a solid base of knowledge before advancing to specialized skills.

- BASIC NAVIGATION — eLearning Course
- GA@WORK LEARNING — eLearning Course
- EMPLOYEE SELF SERVICE — eLearning Course
- GA@WORK JOB AIDS — On Demand Resources

Legend: Instructor-Led, eLearning, Microlearning, Job Aid/Support, Employee Learning Program, Manager Learning Program
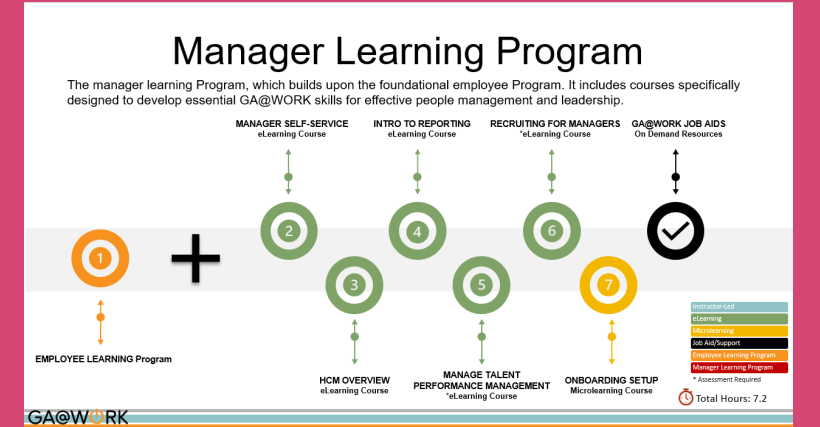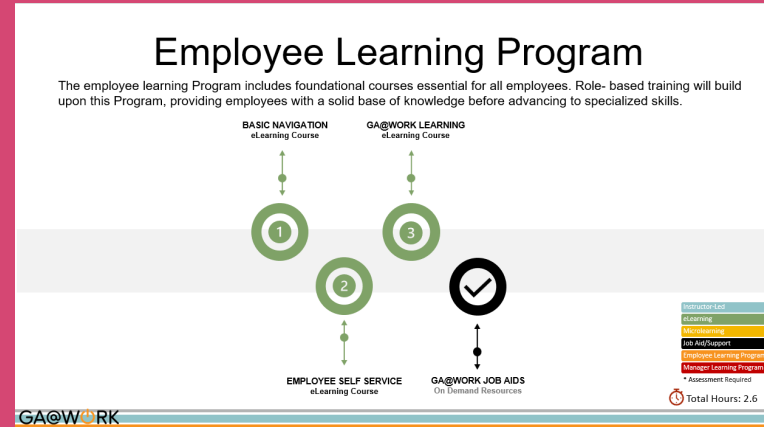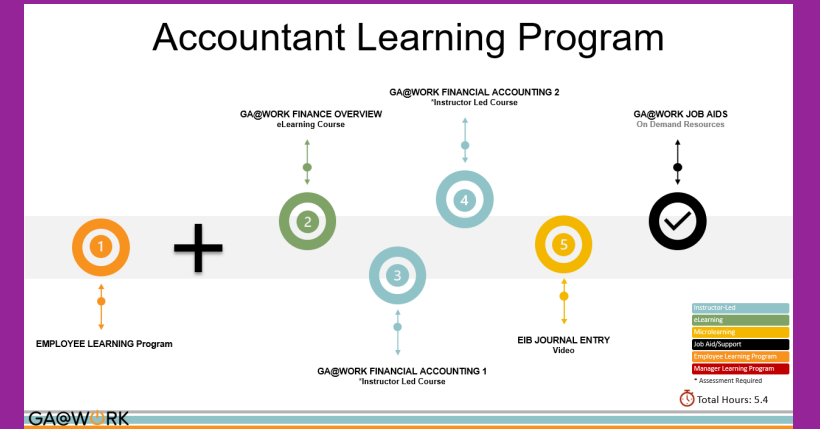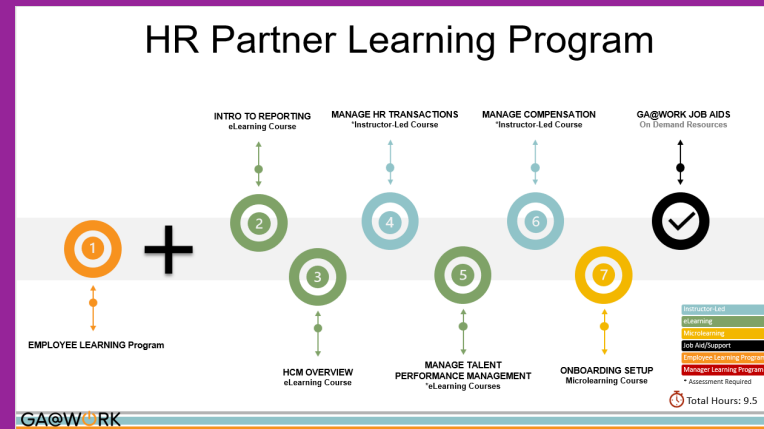* Assessment Required

Total Hours: 2.6

Manager Learning Program

The manager learning Program, which builds upon the foundational employee Program. It includes courses specifically designed to develop essential GA@WORK skills for effective people management and leadership.

- EMPLOYEE LEARNING Program
- MANAGER SELF-SERVICE — eLearning Course
- HCM OVERVIEW — eLearning Course
- INTRO TO REPORTING — eLearning Course
- MANAGE TALENT PERFORMANCE MANAGEMENT — *eLearning Course
- RECRUITING FOR MANAGERS — *eLearning Course
- ONBOARDING SETUP — Microlearning Course
- GA@WORK JOB AIDS — On Demand Resources

Legend: Instructor-Led, eLearning, Microlearning, Job Aid/Support, Employee Learning Program, Manager Learning Program
* Assessment Required

Total Hours: 7.2

Role-Based Learning Programs

Role-based Learning Programs are comprehensive programs that build upon Foundational Programs and focus on role specific competencies.

HR Partner Learning Program

- EMPLOYEE LEARNING Program
- INTRO TO REPORTING — eLearning Course
- HCM OVERVIEW — eLearning Course
- MANAGE HR TRANSACTIONS — *Instructor-Led Course
- MANAGE TALENT PERFORMANCE MANAGEMENT — *eLearning Courses
- MANAGE COMPENSATION — *Instructor-Led Course
- ONBOARDING SETUP — Microlearning Course
- GA@WORK JOB AIDS — On Demand Resources

Legend: Instructor-Led, eLearning, Microlearning, Job Aid/Support, Employee Learning Program, Manager Learning Program
* Assessment Required

Total Hours: 9.5

Accountant Learning Program

- EMPLOYEE LEARNING Program
- GA@WORK FINANCE OVERVIEW — eLearning Course
- GA@WORK FINANCIAL ACCOUNTING 1 — *Instructor Led Course
- GA@WORK FINANCIAL ACCOUNTING 2 — *Instructor Led Course
- EIB JOURNAL ENTRY — Video
- GA@WORK JOB AIDS — On Demand Resources

Legend: Instructor-Led, eLearning, Microlearning, Job Aid/Support, Employee Learning Program, Manager Learning Program
* Assessment Required

Total Hours: 5.4

"

Do you know who your agency POC is?

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"

If both virtual and in-person options are available for two-day classes, which option would most staff most likely attend?

"

If in-person is preferred, which of the following locations would be most convenient for your staff to attend?

"

SPD anticipates suspending majority of the other instructor-led training courses from August-September. Do you anticipate any impact to your team?

10 MIN BREAK

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System Integration Testing
&
User Acceptance Testing

FIN/PRO System Integration Testing

Testers go into the most up-to-date system to test and verify the processes, integrations, reporting and system configurations are operating as intended in the new GA@WORK system.

Cycle 2

All agencies
March 10 – April 4, 2025

Testing Questions

Please contact:

NextGen_Testing@sao.ga.gov

FIN/PRO SIT Cycle 2 Activities

- Agencies identify testers
- Testers are enrolled in General Navigation eLearning Course
  - ➤ Invited to qTest Walkthrough and Kickoff Session
  - ➤ Invited to in-person testing sessions
- Test and verify the processes, integrations, reporting and system configurations are operating as intended

Testimonial

"I really appreciate how the new system provides clear guidance on what needs to be done before **posting a bid or executing a contract**, simply by checking the left side of the screen. Another great feature is the ability to enter specifications directly into the system, which helps ensure suppliers submit all required documents and ultimately expands our bidder pool. Additionally, the contracts module's ability to support contract request entries will streamline our processes by reducing redundancies."

Rhonda Henslee
Chief Procurement Officer
Georgia Department of Natural Resources

Testimonial

"The SIT testing has provided valuable insight into the upcoming system change. Based on my experience, the new system is much more user friendly and enables easier access to modules to complete day to day processes in a more expedited manner. I'm excited for the upcoming changes which will further streamline our processes and enable our employees to be more self-sufficient"

Amy Catherine Casey
Director of Procurement and Contracts
Georgia Vocational Rehabilitation Agency

"The **strategic sourcing** system tested has a user friendly and intuitive design. It seems to provide all of the functionalities of the current sourcing system with additional capabilities that I believe will greatly improve the user experience, especially the RFP evaluation process."

Ross Barrineau
Agency Procurement Officer
Georgia Department of Corrections

Testimonial

"A 'new' look, A 'new' feel and A 'new' process! The GA@WORK for **POs and requisitions** has a user-friendly design. It provides all the functionality of the current system with many improved capabilities. I especially like the related action feature which provides a quick way to access actions relevant to the current task you're working on. It gives you the ability to seamlessly move from creating a requisition to issuing PO. I am very excited about the new system and all its capabilities."

"The 'new' **strategic sourcing** system has a user-friendly design. It provides all the functionality of the current system with many improved capabilities. I especially like the RFP process and the questions and answers board within the even (Goodbye Emails!) I am very excited about the new sourcing system for bids and contracts."

Toyia M. Hunter
Director of Purchasing
Office of Administrative Services, TCSG

Data Cleanup

Data Cleanup

As the system transitions to GA@WORK system for Go-Live in October, please be sure your agency's data is up to date.

- Prior Year Open POs (FY 2020 & before)

- Group IDs in Error Status (7/15 - present)

- Bidders Duplicate Tax IDs (FY 2023 & before)

- Partially Awarded/Unawarded Events (FY 2023 & before)

- Supplier Duplicate Names / Addresses

- Supplier Postal Code

- AP Review Unpaid Vouchers FY 2020-2023

- AR Duplicate Names / Addresses

Why Do It Now?

- Intermittent data clean up will help to reduce the workload over time.

- Periodically cleaning up data will help you to identify current issues and be on top of any potential issues.

- Cleaning up data now (and periodically) will eliminate any data issues with each Workday upgrade build.

- Clean data will help pass each test to ensure system is ready for Go-Live.

Supplier Profile Update

Ongoing Work

- **Deadline: March 31**

  - All Suppliers need to review and update their contact information in TGM Supplier Portal

    - ➢ Suppliers who fail to update contact information risk being designated "inactive" and potentially missing payments

  - Please contact your supplier base to remind them to update their contact information.

  - For more information, please direct suppliers to:

    https://sao.georgia.gov/supplier-update

Please direct any questions or concerns to: **nextgen@sao.ga.gov**

"

What percentage of data cleanup has your agency completed?

"

Do you need additional support for data cleanup?

Important Icons

Reminder

Important Dates

Task

ACTION ITEMS

- **Instructor-Led-Training Survey:** March 19

- **Supplier Profile Update:** March 31
  - All Suppliers need to review and update their contact information in TGM Supplier Portal
    - ➢ Suppliers who fail to update contact information risk being designated "inactive" and potentially missing payments
  - Please contact your supplier base to remind them to update their contact information.
  - For more information, please direct suppliers to: https://sao.georgia.gov/supplier-update

- **Contract Extensions:** April 11
  - 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.

ACTION ITEMS

- **Contract Request Approval: April 18**
  - If your Contract Request approval workflow is based on your current origins in TeamWorks, please provide approvers for each step for the origins you want to include by April 18, 2025, so contract approvals can be included in UAT.

- **Sourcing Event Request**
  - Please provide additional contacts to the initial Procurement Officer Review Step.
  - Please provide your list of Buyers that should be added to this last step. This will be the group that will start the Sourcing Event from the Sourcing Event Request.

- **System Security Role Mapping Information**
  - Stay engaged in requests for system security role mapping information from your organization
  - This information will be used to assist in end-user training roll-out and delivery

Stay tuned for additional communications and share with other team members that may be impacted.

Meetings

cXML Meetings
- Monday, March 10 at 1 - 1:45 p.m. | **Webinar Link**
- Thursday, March 13 at 11:15 a.m. - 12 p.m. | **Register here**

GA DOAS State Purchasing Division - Fiscal Year 2025 Cut-Off Dates and GA@WORK Go-Live Planning | Register here
- Wednesday, March 12 at 1 – 2 p.m.

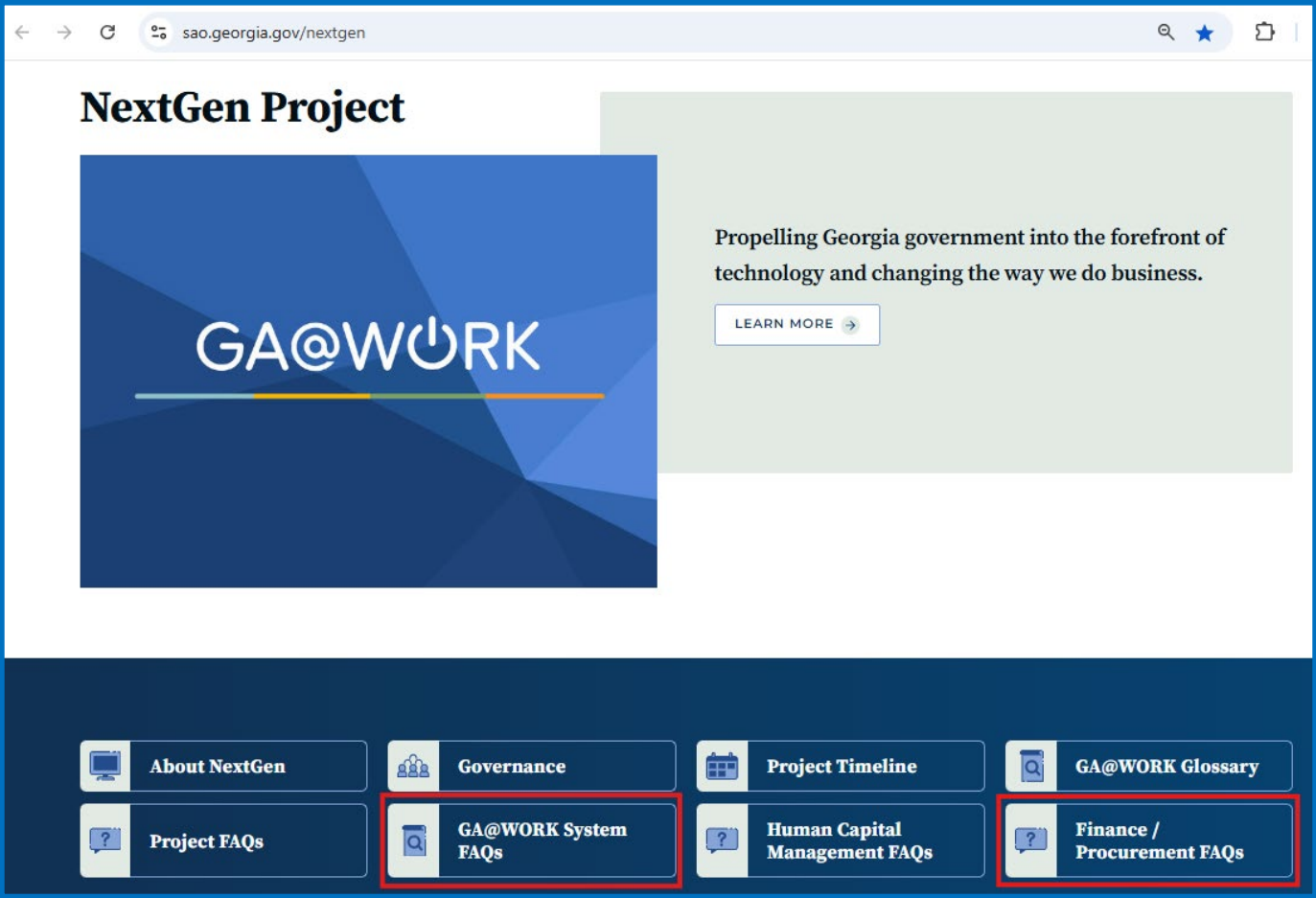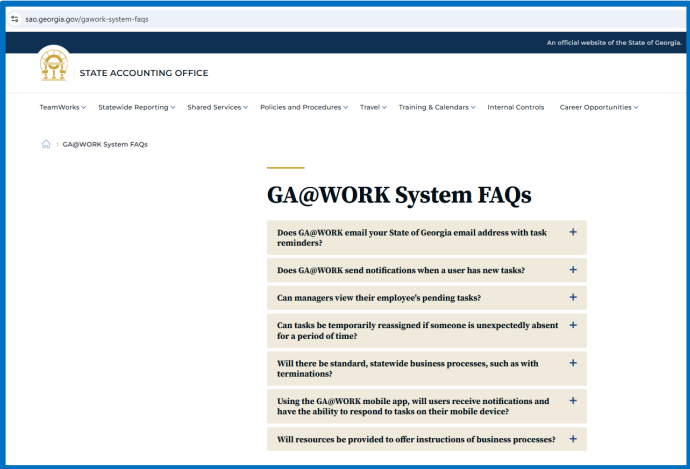**Upcoming APO/CUPO Monthly Meetings**

APO/CUPO Meeting
- Monday, May 12

"

What NextGen topics would you like us to address at the next meeting (May 12)?

FAQs

SAO Website:
https://sao.georgia.gov/nextgen

GA@WORK System FAQs Website:
https://sao.georgia.gov/nextgen

FIN/PRO FAQs Website:
https://sao.georgia.gov/finance-procurement-faqs

Stay in the know!

Send any questions to the NextGen inbox: NextGen@sao.ga.gov	Check out the NextGen website: sao.georgia.gov/nextgen	Connect with your POCs for agency-specific updates	Subscribe and read the monthly NextGen Newsletter	Follow us on LinkedIn: @ **GA State Accounting Office**

Agenda

Updates

- Progress Report April to December - Completed

- Contract with GDOT State Funded Support Services Program Consultant, MH Miles in the works

What's Next

- Informal Bidding Process Workgroup (Recommendation #3)