

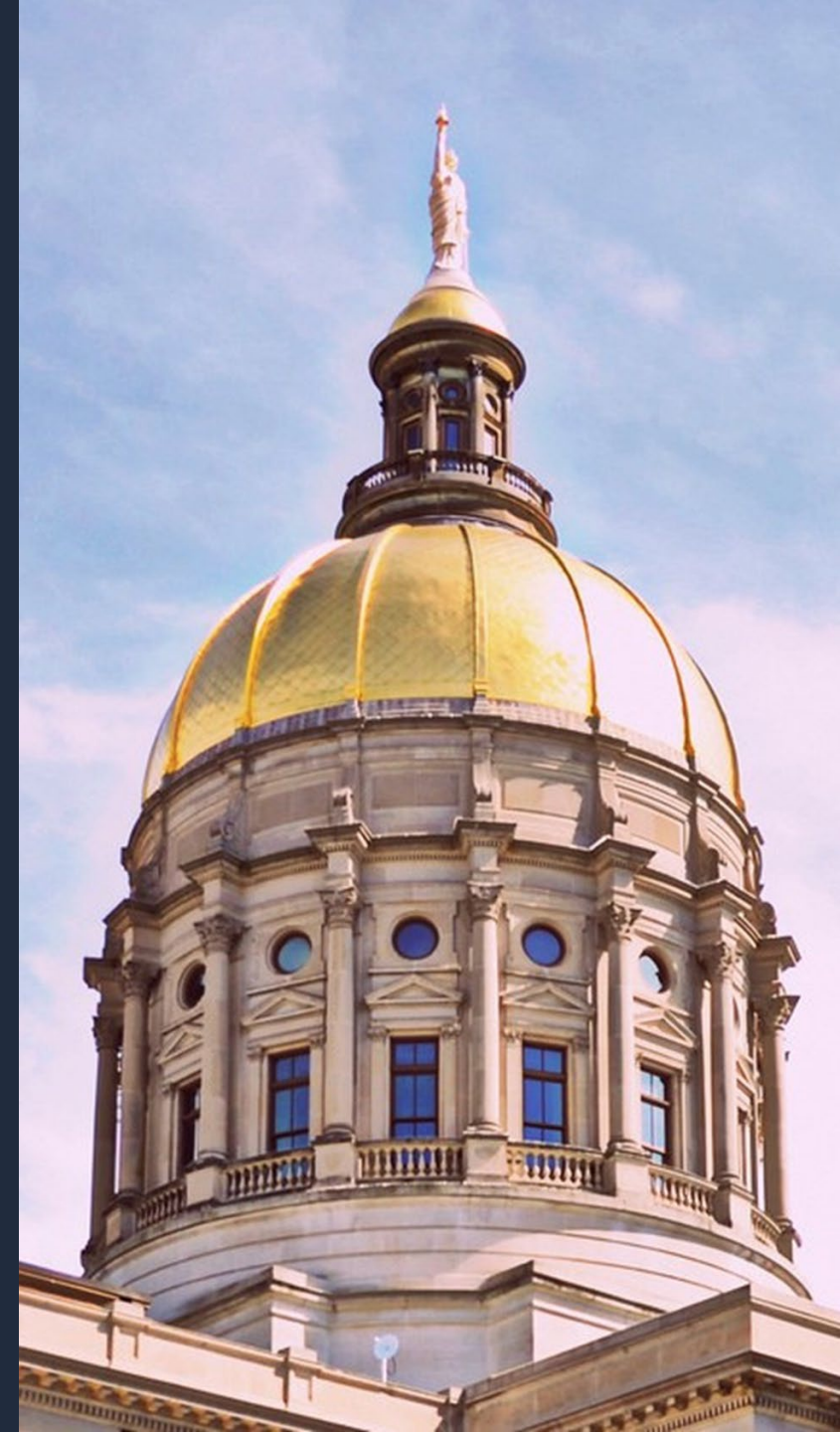
# APO/CUPO Meeting

May 12, 2025



Georgia™

Department of  
Administrative Services



# Welcome



## Mary Chapman

Deputy Division Director

DOAS State Purchasing Division

# Welcome New APO/CUPOs

**Jenny Ingram**

Interim CUPO

*University of West Georgia*

# Agenda

- Tariffs
- Statewide Contracts
- Recertification Application
- Small Business Supplier Diversity Update
- Georgia Procurement Manual
- GA@WORK

# Tariffs

# Tariff Related Price Adjustments for Statewide Contracts Require DOAS Approval

## **Tariff Charges Guidance**

- Suppliers may not add tariff charges to purchases/invoices tied to statewide contracts without prior DOAS approval.
- All tariff-related price increases must be negotiated and approved by DOAS in advance.

## **Agency Responsibilities**

- Reject invoices with unauthorized tariff charges.
- Refer suppliers to the assigned DOAS Contract Manager for tariff adjustment requests.
- Verify approval status of any tariff-related pricing changes through the Contract Manager listed on the contract.

## **Need Help?**

- Contact the applicable DOAS Contract Manager
- Or email: [contract.management@doas.ga.gov](mailto:contract.management@doas.ga.gov)

# Tariff Related Price Adjustments for State Entity Contracts

## Review Tips

- Justification:
  - Supplier must identify specific tariff
  - Applicability to good/service
- Time Limited:
  - For example, price increase automatically expires after six months
- Prior Approval:
  - SPD prior approval required for increase of 10% or \$250,000 to total contract; email [spdpolicy@doas.ga.gov](mailto:spdpolicy@doas.ga.gov) for approval

# Statewide Contracts



# Statewide Contract Activity Highlights

## Recently Awarded & Released

- **Public Safety Technologies (A)**
  - Two-Way Radios, Body Cameras
- **Carpet, Flooring & Related Services (A)**
- **Temporary Staffing (R)**
  - Managed Service Provider- Multiple Staffing Categories
- **Car Rental (R)**
  - In-state, Airport, & Capitol Hill
- **Mechanical System Repair & Maintenance Services (R)- New**
  - HVAC, Chillers, Refrigerators, Boilers

## In Evaluation (NOIA Estimate)

- **School Buses- 4<sup>th</sup> Qtr. FY25**
- **Liquid Propane- 4<sup>th</sup> Qtr. FY25**
- **Unified Communications Solutions (New)- 1<sup>st</sup> Qtr. FY26**
- **Vehicle Leasing- 1<sup>st</sup> Qtr. FY26**
- **Truck Chassis 4<sup>th</sup> Qtr. FY25**
- **Indefinite Quantity Construction Contract (EZIQ)- 1<sup>st</sup> Qtr. FY26**
- **Industrial, Medical, & Specialty Gases- 4<sup>th</sup> Qtr. FY25**

## Upcoming Solicitations

- **Equipment Rental**
  - Est. Release 4th Qtr. FY2025
- **Biological Supplies & Laboratory Equipment**
  - Est. Release 4th Qtr. FY2025
- **Promotional Items (New)**
  - Est. Release 4<sup>th</sup> Qtr. FY2025
- **Document Management Services**
  - Est. Release 1st. Qtr. FY2026
- **Charter Bus Services (New)**
  - Est. Release 1st. Qtr. FY2026
- **Software & Cloud**
  - Est. Release 1st. Qtr. FY2026

# Procurement Recertification Application

# Recertification Application – External Credits

Learners that want to recertify their GCPA, GCPM, or GCPCA will need to submit the Recertification Application SPD-OP010 showing 40 hours of CEU (prior to expiration of certification).

If the learner completed any external training, those trainings should be entered into LMS (See the Training Reference Guide for instructions) as well as on the Recertification Application.

When entering the courses In LMS the learner will need to upload a certificate and/or transcript showing the completion of the external training with the earned CEUs.



## Small Business and Supplier Diversity



### Quarterly Progress Report

April - December 2024

# We're Making Great Progress!

## Recommendation #1

Small Business Liaisons

## Recommendation #2

Expand Minority Business Enterprise Certification

## Recommendation #5

Improved Promotion of the Department's Procurement System Training

View our Latest [Progress Report](#)



# January – March 2025 SBSD Program Activity Highlights



**21**  
Outreach/Training  
Events

**1,190+**  
Attendees







January – March 2025



**+440**

Net Increase of New Georgia Small  
Business **Bidder Registrations**

**+300**

Net Increase of Approved **Georgia  
Small Business Suppliers**



"Simplifying Access to State's Procurement"

## SMALL BUSINESS PROCUREMENT READINESS WORKSHOP VIRTUAL SERIES

Presented by the Georgia Department of Administrative Services (DOAS) in collaboration with educational partner the University of Georgia Small Business Development Center Multicultural Business Division (UGA SBDC MBD).

### WORKSHOPS EVERY THURSDAY March 20 – April 24, 2025

The comprehensive program includes six consecutive, high-powered training sessions designed to arm business owners with dynamic skills to expand capacity, optimize performance, and increase opportunities for success.

**COST: \$99**  
**ENROLLMENT IS LIMITED**



SCAN HERE TO APPLY  
BY MARCH 3!

#### PROGRAM AGENDA

March 20	Module I: Business to Government Market and Tools
March 27	Module II: Business Operations Strategies
April 3	Module III: Growth Strategies and Tools
April 10	Module IV: Marketing and Networking Strategies
April 17	Module V: Access to Capital and Financial Management
April 24	Module VI: Building for the Future



# 2025 Workshop Series Complete!!





# Georgia Business Certification Program

**56 New**

Business Certifications  
Issued During FY25, Q3



# 360+ Business Certifications Issued To-Date!



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**181** Small and Minority-Owned Companies



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**101** Small and Women-Owned Companies

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**57** Small and Veteran-Owned Companies

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**14** Minority-Owned Companies

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**8** Women-Owned Companies

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**3** Veteran-Owned Companies





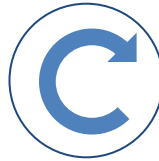
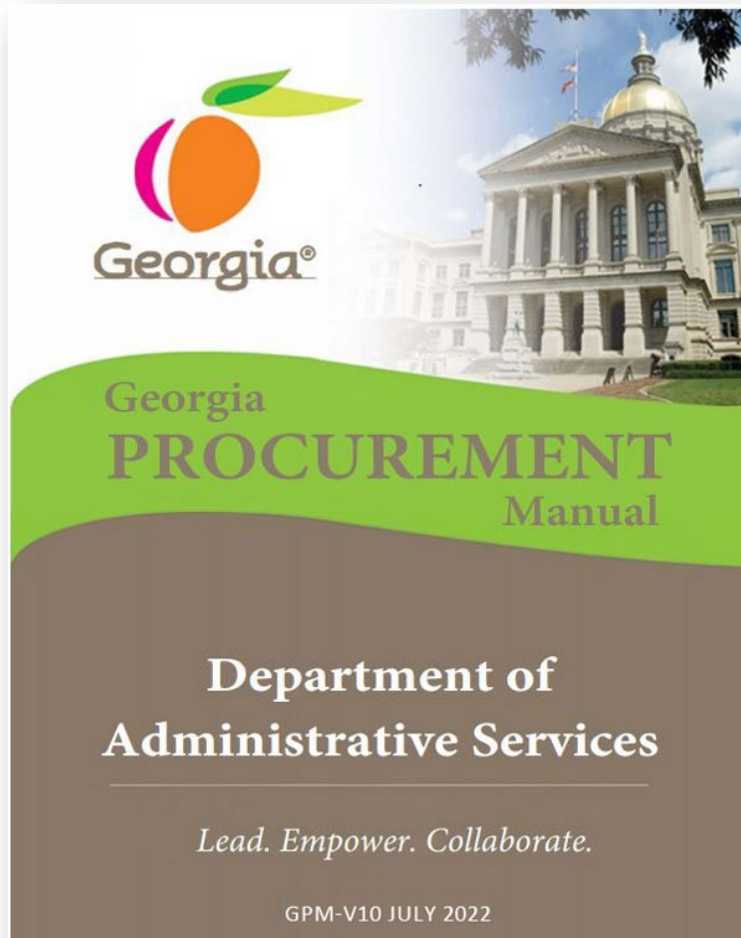
**What's Next?**

**Quarterly Small Business  
Liaison Meeting**

May 15, 2025  
Virtual (Teams)

# Georgia Procurement Manual

# We're refreshing the Georgia Procurement Manual!

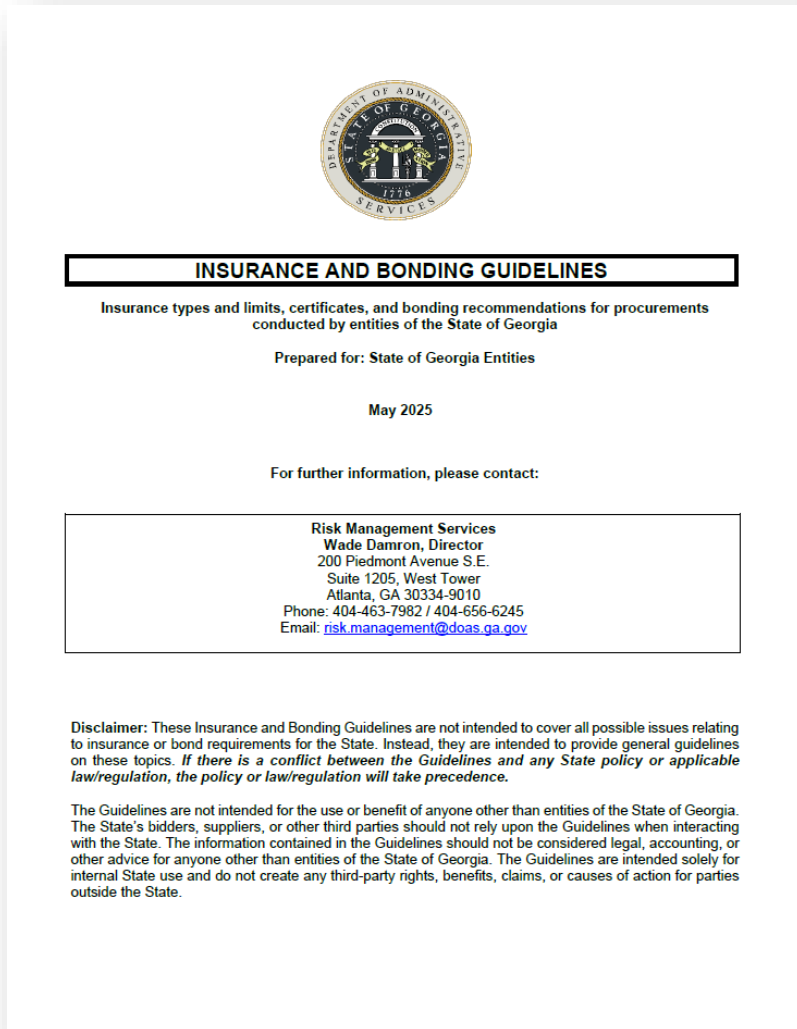


SPD Official Announcement 23-01  
Small Business Liaison



SPD Official Announcement 25-02  
Revised Purchase Order Type  
Codes

# Updated Insurance and Bonding Guidelines



- **To be released soon!**
- **Expanded list** of recommended insurance coverage
- Expanded terms within Glossary and New Q&A section
- New – links to Georgia Insurance Resources website section

**10 min break**





# GA@WORK

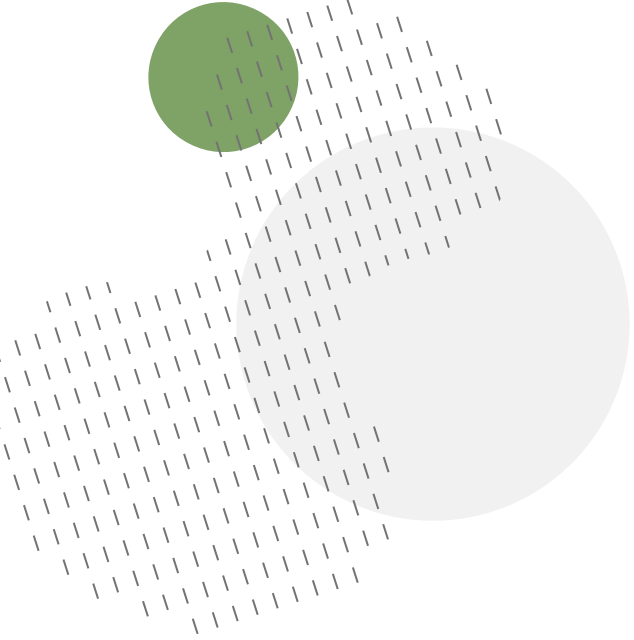
Delivered by The NextGen Project

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# GA@WORK

- Status Update on Pipeline Workbook
- GA@WORK Training
- GA@WORK Procurement Huddle
- Data Cleanup / Year-End / Data Validation
- P-Cards



# Status Update Pipeline Workbook

# System Transition Plan



Sourcing event  
posting  
deadline in  
PeopleSoft

- 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 Quotes (RFQ) – **July 1, 2025**
  - ❖ New Requests for Qualified Contracts (RFQC) – **July 1, 2025**
  - ❖ New Requests for Information (RFI) – **July 1, 2025**
- **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](mailto: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: Tentative September 19 (excluding P-Card)

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](https://service.doas.ga.gov/app/answers/detailopa/a_id/1603)

If you have questions, please reach out to:

[agency.sourcing@doas.ga.gov](mailto:agency.sourcing@doas.ga.gov).

# Year-End Focus Milestones



## Financial Close Schedule Milestones for 2025

<b>April 1 -11</b>	Period 9 & 10 open
<b>June</b>	State Year End Close
<b>July 1 -11</b>	Period 12 & 1 open
<b>July 14 - 18</b>	Adjustment Period Close I
<b>July 14 - Aug 1</b>	Adjustment Period Close II
Year- End Close Processing Close I: July 18 – 21 Close II: August 1 – 4	

## Wave 2 2025 Milestones

<b>Late April</b>	BA Data Validation
<b>Late April</b>	Completed SIT
<b>Early Aug</b>	Complete UAT
<b>Early Aug</b>	ILT Training Launch
<b>October 1</b>	Go-Live!
Adaptive Go -Live December 1	

# System Cutover

**September 5**

Supplier Registration Cutoff  
from TeamWorks

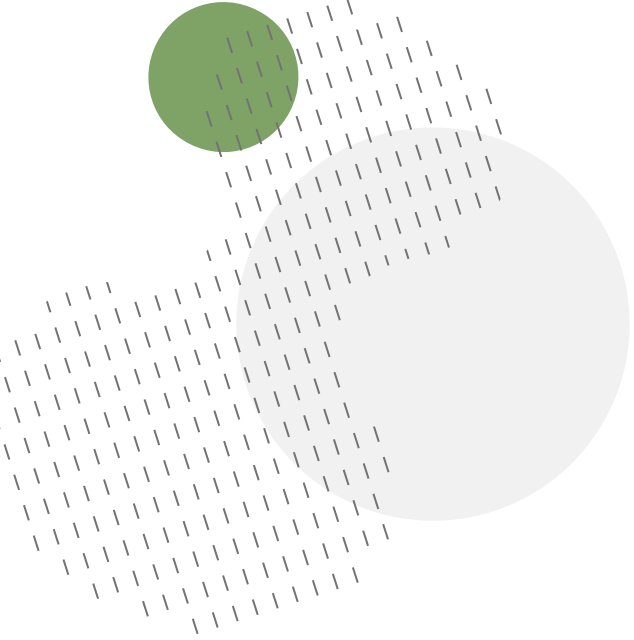
**September 15**

Learning Cutover Transition

**September 19**

TeamWorks Transactions ONLY

**TBD JAGGAER impact to USG**



# GA@WORK Training

# End User Training Delivery Channels



## 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.



## eLearning Course

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?

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.

## **When** does training start?

**Auto-enrollment** for self-paced (eLearning) courses begins **June 2, 2025**.

**eLearning courses** will be available **June – Sept 18, 2025**.

**Registration for ILT** begins **June 23, 2025**.

**Instructor-Led Training delivery** is scheduled from **July 28, 2025 – Sept 15, 2025**.

Some training may be delivered after go-live, as needed.

## **What** types of training will be used?

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?

Training is a crucial step toward preparing you with the knowledge and skills to effectively use GA@WORK.

## **Where** will training take place?

**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.

## **How** will users be enrolled?

Courses will be assigned to employees based on their role in GA@WORK.

Each employee will have assigned Learning Program(s) to complete.

# Key Training Dates

In Team Georgia Learning

**June 2, 2025**

**Auto-enrollment** for self-paced (eLearning) courses begins

**June 2 – September 15, 2025**

**eLearning courses** available to complete

**June 23, 2025**

Registration for **Instructor-Led Training** begins

**July 28 – September 5, 2025**

**Training delivery** for Instructor-led courses

**September 15, 2025**

All assigned courses & assessments must be **complete** on or before September 15

**October 2025**

GA@WORK GO-LIVE  
**Sustainment** training begins



## Training Support Center

Available on the  
[GA@WORK](#)  
[Resource Library](#)

- Enrollment Guides
- Learning Programs
- Training Schedule

# Training Course Enrollment

1

## GA@WORK TRAINING 3 steps to eLearning Training Enrollment

1

### Auto enrollment begins in **May 2025**

All employees who will interact with GA@WORK will be automatically enrolled in applicable on-demand, eLearning courses in Team Georgia Learning starting in May.

2

### Courses available **after enrollment**

Following enrollment, and beginning in June of 2025, employees will be able to access and complete assigned on-demand self-paced eLearning courses.

3

### Complete assigned courses **before GA@WORK launches**

Employees are expected to complete assigned courses in Team Georgia Learning courses include an assessment. Participants will be given an unlimited number of attempts to score at least an **80% or higher** to pass the course.

GA@WORK

As of: 4.3.25  
REMINDER

**Assessments:**  
Certain courses will require participants to score an 80% on the course assessment to be marked as complete

2

## GA@WORK TRAINING 3 steps to Instructor-Led Training Enrollment

1

### Enrollment opens in **June 2025**

Employees who need to complete role-based Instructor-Led Training will access Team Georgia Learning and register for courses starting in June 2025. Role-based Learning Programs will be shared prior to registration.

2

### Receive and **accept course invitations**

Open the course meeting invitation and click **Accept**.  
If you click **Decline**, you will be un-enrolled from the course.

3

### Attend courses and **complete assessments**

Employees are expected to complete all courses in their Learning Program(s). Certain courses require participants to be **marked as present** and **pass the assessment**. Participants will have unlimited attempts to take the assessment to achieve a passing score of **80% or higher**.

GA@WORK

As of: 4.3.25  
REMINDER

**Complete eLearning:**  
Complete prerequisite on-demand eLearning courses before attending instructor-led courses

### KEY DATES

**June 2025**  
Self-enrollment begins

**July – September 18, 2025**  
Instructor-led course delivery  
(Some training will run post go-live)

**September 18, 2025**  
Complete Learning Program(s) prior to GA@WORK launch

NEXTGEN

3

### Training Support Center

These materials help explain the training experience for end-users of GA@WORK.



Training Overview



Training Enrollment



Training Schedules



Foundational Learning Program for Employees



Foundational Learning Program for Managers



HCM Role-Based Learning Programs



Training FAQs

1

## eLearning Enrollment

- Employees will be automatically enrolled in their eLearning courses starting June 2, 2025
- In June, employees may begin to complete courses in Team Georgia Learning

2

## Instructor-Led Training Enrollment

- Enrollment for courses will be available in Team Georgia Learning starting June 2, 2025
- Employees should reference the Learning Programs to sign up for their courses

3

## Training Support Center

- These [enrollment guides](#) are available within the Training Support Center on the GA@WORK Resource Library
- Additional materials (Learning Programs, Training Schedule, etc.) can also be found [here](#)

# 3 steps to eLearning Training Enrollment

1

## **Auto enrollment begins in June 2025**

All employees who will interact with GA@WORK will be automatically enrolled in applicable on-demand, eLearning courses in Team Georgia Learning starting in May.

2

## **Courses available after enrollment**

Following enrollment, and beginning in June of 2025, employees will be able to access and complete assigned on-demand self paced eLearning courses.

3

## **Complete assigned courses before GA@WORK launches**

Employees are expected to complete assigned courses in Team Georgia Learning. Certain courses include an assessment. Participants will be given an unlimited number of attempts to score at least an **80% or higher** to pass the course.

## REMINDER

### **Assessments:**

Certain courses will require participants to score an 80% on the course assessment to be marked as complete

## KEY DATES

### **June 2025**

Automatic enrollment in courses

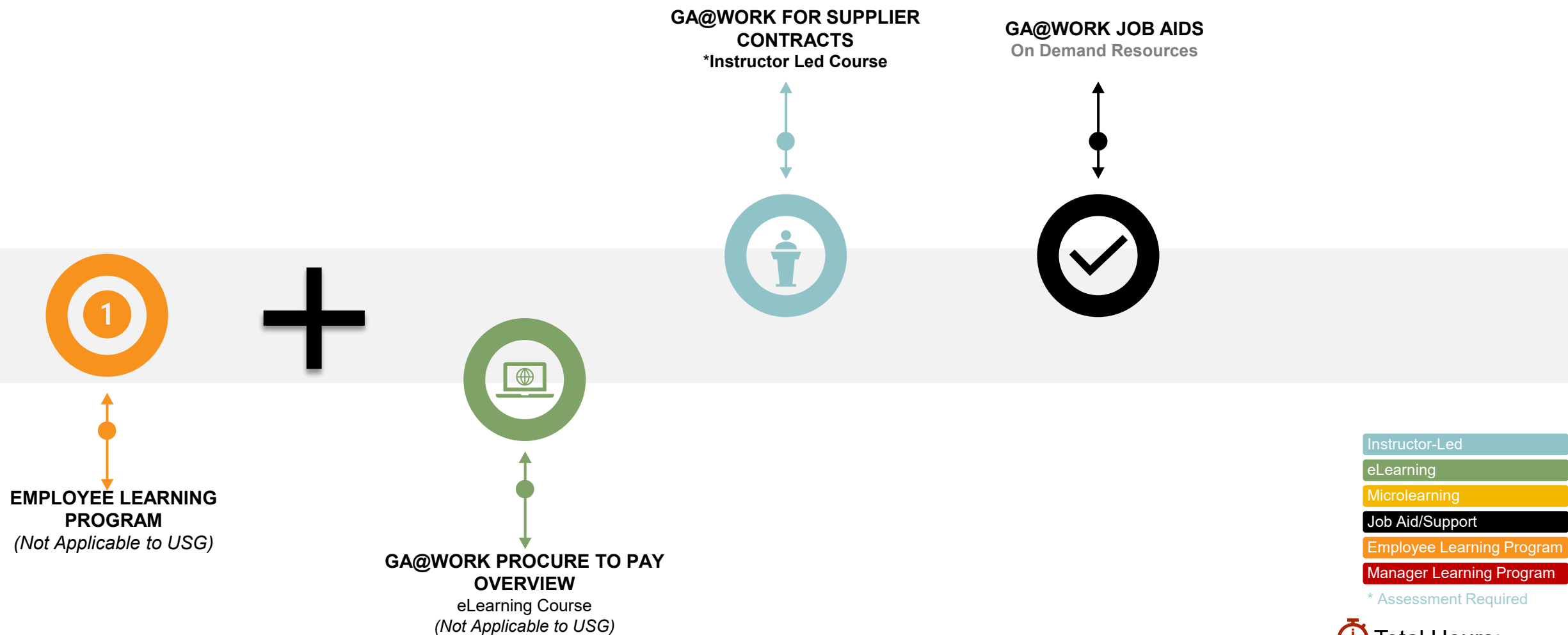
### **June – September 18, 2025**

Complete all assigned eLearning courses prior to go-live

# Procurement Learning Programs

APO/CUPO	Contract Request Approver	P-Card Auditor	Requester (Requisition)	Sourcing Event Panelist (Technical Evaluator)
Contract Administrator	Contact Requester	P-Card Holder	Sourcing Event Buyer	Sourcing Event Requester
Contract Approver	Contract Stakeholder	PO Buyer	Sourcing Event Librarian	Supplier
Contract Librarian	P-Card Administrator	Procurement Approver		

# Contract Administrator Learning Program



# New Enterprise Learning System



# What's Changing – Learning

## No Change

- Access SPD Training Courses
- Browse and search training catalog by topic
- View instructor-led training schedule
- Enroll and drop courses
- View and print training transcripts and certificates

## GA@WORK

- For state agencies (internal learners), access the LMS within GA@WORK
- *New* **External Learner Registration Application** (ELRA) for External Learners
- **Shared training resources** within enterprise LMS
- **Reminders** for Expiring Certifications
- **Self-Enroll** in Learning Programs (GCPA, etc.)
- Access up to **five years** of training history
- Embedded Student Feedback Surveys



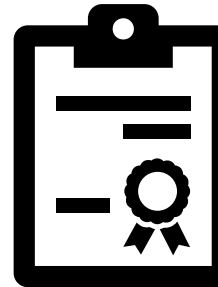
# Things to Know



Access for both **internal learners** (HCM state agencies) and **external learners** (University System of Georgia and local government) for procurement training



SPD Training Courses will be available through new GA@WORK Learning beginning **October 1, 2025**



Up to **five (5) years of training history** will be migrated to for active students consistent with State's record retention rules. Note: only completed courses, tests and programs will be migrated.

AASHTO  
**TECHNICAL  
TRAINING**  
SOLUTIONS  
AASHTO Technical Training Solutions

Accounting, Finance and Procurement

Asset Management

BIZ  LIBRARY  
BizLibrary

External Enterprise Library

Fleet Management

Human Resources, Policy and Compliance

IT / Software

Law Enforcement

Leadership / Management

Loss Control / Safety

Operational Training



# GA@WORK Procurement Huddle

# GA@WORK Procurement Huddle

- Duration: 30-minute to one-hour meetings  
When: **Fourth Wednesday of each month from 1 – 2 p.m.**
- Audience: Procurement community, APO/CUPOs and procurement professionals
- Purpose: Provide an update and share important information related to the upcoming GA@WORK implementation
- Continue even after GA@WORK goes live in October 2025
- Meeting Registration: [DOAS Events website](#) and SPD Announcement newsletter

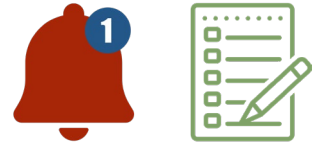
## Upcoming Meetings

- May 28
- June 25
- July 23
- August 28
- September 24



# Data Cleanup / Year-End / Data Validation

# 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.

# Go-Live Support / Data Cleanup

## Requisitions and Purchase Order

### Queries provided to agencies

- Prior year POs with open encumbrances: 0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU and filter prior year budget date (col. T)
- POs with inactive buyers: 0PO\_INACTIVE\_PO\_BUYER
- POs with inactive shiptos: 0EPO024\_INACTIVE\_LOCS\_SHIPTOS
- POs with “00” NIGP codes: ad-hoc data extracts provided by Lenesia to agencies. This did not occur in UAT conversion.
- Undispatched POs by business unit: 0PO029\_UNDISPATCHED\_POS\_BY\_BU
- In addition, queries provided included 0PO001\_BCM\_ERRORS (budget errors), 0PO\_MULTI\_SCHEDULES (multiple schedules), and 0PO\_GL\_ACCT\_MISMATCH (PO lines split by GL accounts)



# Go-Live Support / Data Cleanup

## Requisitions and Purchase Order

### **Data transformation/operations and validation performed ad-hoc for UAT conversion:**

- Contractor buyers replaced with employee buyers on PO conversion.
- PO Balances obtained from outstanding line/distribution level encumbrances.
- Validated basic data integrity such as price\*qty = amount, splits sum up to lines etc.
- Critical to have all POs approved/dispatched and valid budget checked for go-live. Same applies for vouchers too: approved and valid budget check.
- Small value remaining PO amounts not converted (any values less than \$1, and some negative encumbrances).
- Provided an extract to SAO comparing UAT PO amounts versus their remaining encumbrance balances and with a few exceptions (for closed POs for PO lines still having open balances), they all track
- Things not being handled by DOAS; Worktag conversion, GL account/Spend category etc. We are providing existing chartfields on POs to Deloitte to “transform” to new spend categories, worktags, etc.





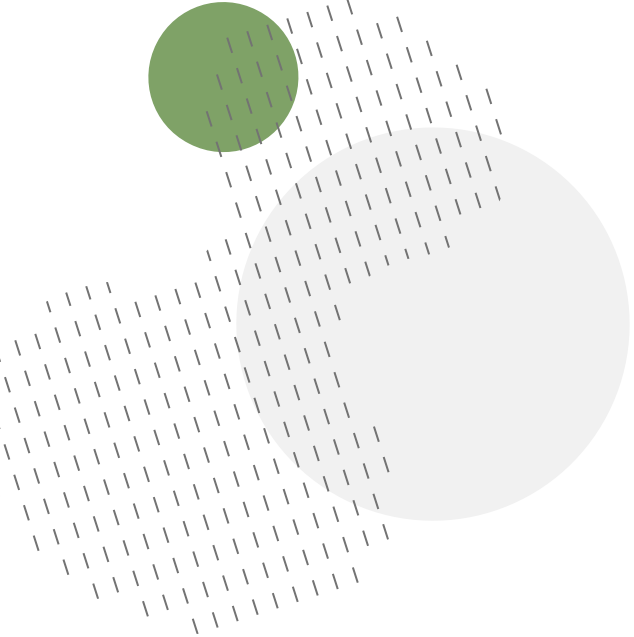
# FIN/PRO Data Validation

## Guidelines & Support

The amount of data being reviewed is based on the overall number of transactions in the validation reports with a 20% sample size being the recommended minimum validation amount. Transaction subsets can be determined by the agency based on key finance and procurement data points to ensure a representative sample is validated.

Recommended 20% Minimum Sample Size of Transactions
Business Assets
Customers
Purchase Orders
Suppliers
Supplier Contracts
Supplier Invoice

Round 1 (Pilot)	6 agencies July 22 – August 16, 2024
Round 2	All agencies October 7 – October 25, 2024
Round 3	All agencies January 13 – January 31, 2025
Enterprise Round	All agencies Summer 2025

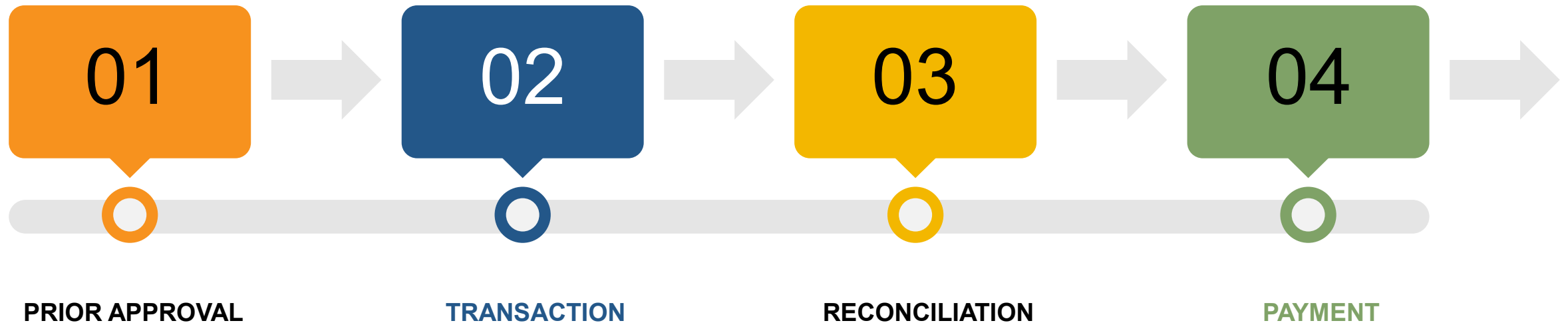


# P-Cards

[cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov)

# P-Cards

## Point of Sale Transactions



# P-Cards

Next monthly roundtable: May 19



## Statement

Pay the statement in full each month

## Employee ID



Employee ID for all cardholders in BofA Works



## PO with P-Card

Clean up current. Do not create new unless necessary

## Temporary Delegates



Determine temporary delegates for administrative tasks

# P-Card PO Review for GA@WORK Migration – TGM Entities

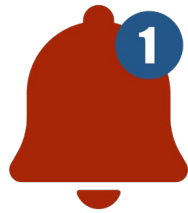
As part of our upcoming **GA@WORK** migration, all active POs with P-Card payments must be **closed in PeopleSoft** to ensure proper system conversion.

## What You Need to Do:

- Identify POs with a P-Card **linked for payment** using query 0PO204A\_PCARD\_POS\_BY\_BU.
- For each PO, determine the planned **closure date**.
- If a PO cannot be closed by **June 30, 2025**, document the reason.

Contact [cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov) with any questions.

# Recap & Reminder



Reminder



Important Dates



Task

# Enterprise User Acceptance Testing

Testers will be testing the platform's business processes, security, reports and integrations, gauging how it reacts and performs under a variety of real-world situations.

**All agencies**  
**June 9 - August 8, 2025**

**Testing Questions**  
Please contact:

[NextGen\\_Testing@sao.ga.gov](mailto:NextGen_Testing@sao.ga.gov)

## Activities

- Agencies confirm testers and/or submit replacements
- Invited to in-person and virtual sessions
- Testers are enrolled in General Navigation eLearning Course
  - Invited to Test Walkthrough and Kickoff Session
  - Invited to in-person testing sessions



# Reminders

## **Enterprise User Acceptance Testing Dates**

- June 9 – August 8, 2025

## **Close all active POs with P-Card payments in PeopleSoft**

- June 30, 2025

## **Learning Cutover Transition**

- September 15, 2025

## **Data Validation**

- Summer 2025

## **Upcoming Procurement Huddles**

- May 28, 2025
- June 25, 2025
- July 23, 2025
- August 28, 2025
- September 24, 2025

# Survey Reminders

## **GA@WORK**

**Procurement: Auto  
Source/Auto Issue  
Catalog Requisitions,  
Special Circumstance  
Approver and  
Purchase Order  
Signature**

- May 9, 2025 –  
extended to May 12



## **USG Only Contract Request & Sourcing Event Request**

- May 23, 2025



## **Agency Standard Comment Print on PO**

- May 23, 2025



# GA@WORK Resource Library

## Video Series

Provides brief sneak peeks into the features, capabilities and processes.

## Training Support Center

Help explain the training experience for end-users.

## Agency Readiness Checklists

Tool listing tasks for agencies to complete by month.

## Coming soon

Helpful toolkits and training preparation materials.

[TeamWorks](#) [Statewide Reporting](#) [Shared Services](#) [Policies and Procedures](#) [Travel](#) [Training & Calendars](#) [Internal Controls](#) [Career Opportunities](#)

## GA@WORK Resource Library



The GA@WORK Resource Library provides helpful resources in preparation of the October 2025 launch of GA@WORK. Below you can access readiness checklists and other materials to help you and your agency get ready for the implementation of GA@WORK.

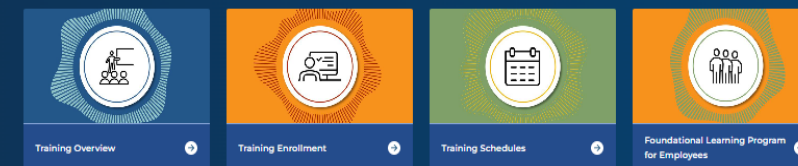
### GA@WORK Video Series

This series of videos provides brief sneak peeks into the features, capabilities and processes of GA@WORK. Each video covers a specific topic or process in the new system. These videos are NOT training. They are intended to showcase what the system looks like and how it will function.

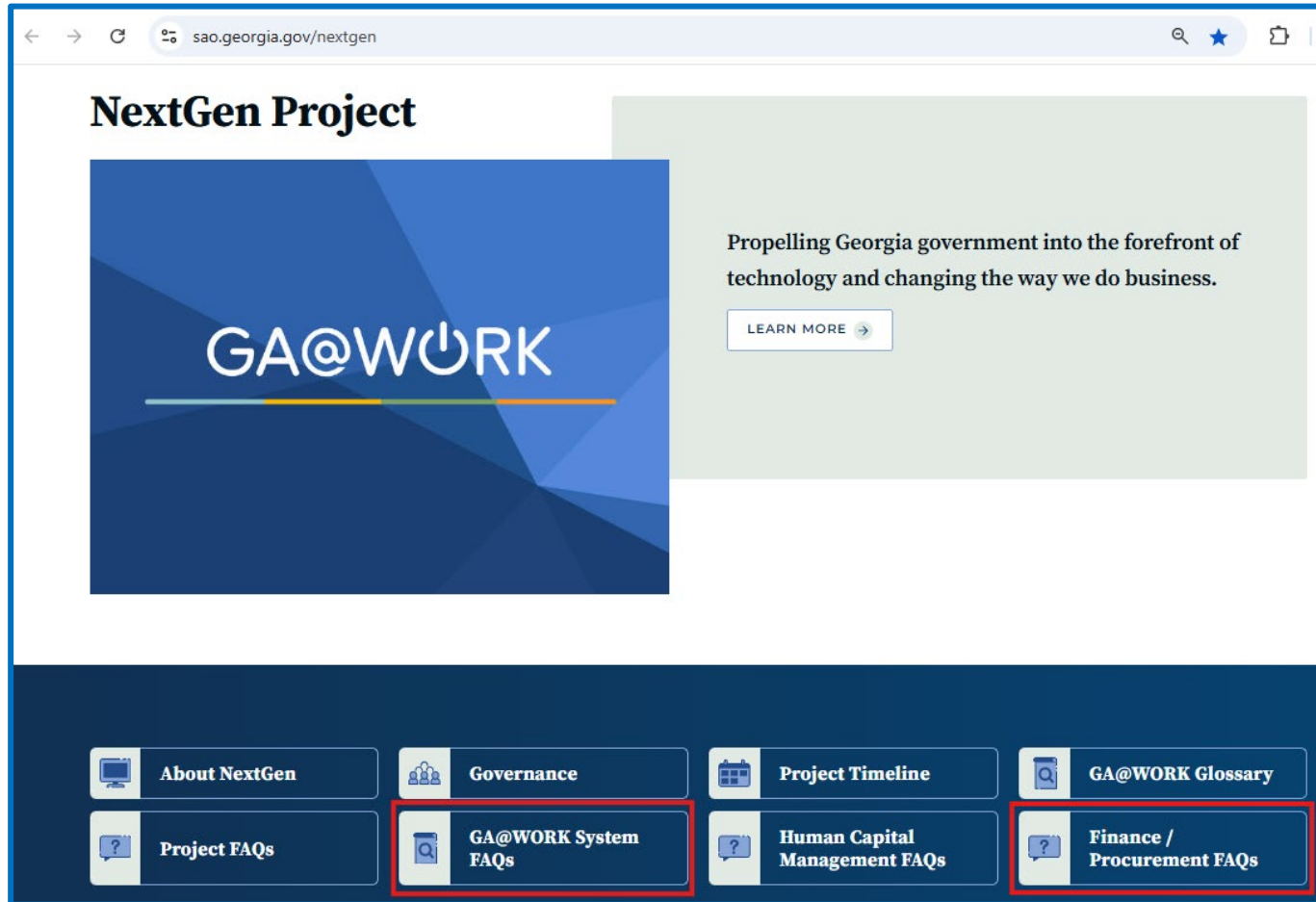


### Training Support Center

These materials help explain the training experience for end-users of GA@WORK.

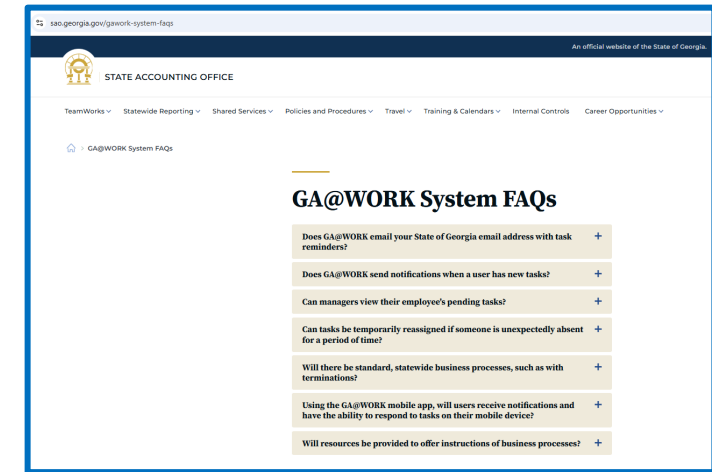


# FAQs



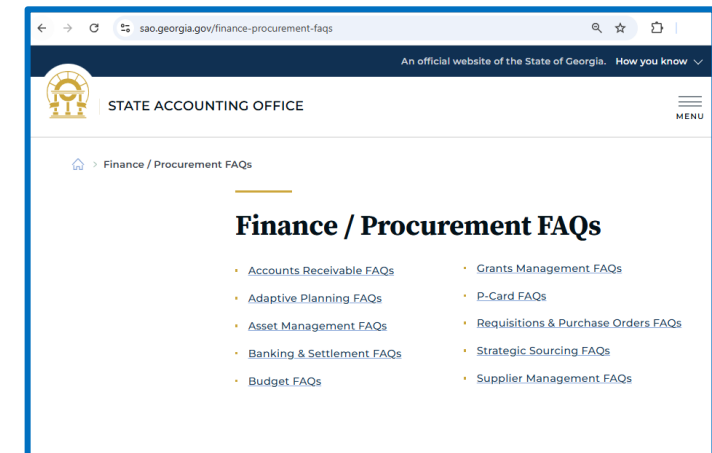
SAO Website:

<https://sao.georgia.gov/nextgen>



GA@WORK FAQs:

<https://sao.georgia.gov/nextgen>



FIN/PRO FAQs:

<https://sao.georgia.gov/finance-procurement-faq>

# GA@WORK Stay in the know!



Send any questions to [Nextgen Support](https://service.doas.ga.gov/app/AskNextgenSupport) (select General Question)  
<https://service.doas.ga.gov/app/AskNextgenSupport>



Check out the NextGen website:  
[sao.georgia.gov/NextGen](https://sao.georgia.gov/NextGen)



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**@ GA State Accounting Office**  
  
**@ Georgia DOAS State Purchasing Division**

# GA@WORK Contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
<b>NextGen</b>	<a href="mailto:nextgen@sao.ga.gov">nextgen@sao.ga.gov</a>	<ul style="list-style-type: none"><li>• Have general questions about the NextGen project, or GA@WORK</li><li>• Need change management support</li><li>• Have questions about training</li><li>• Want to submit questions to our FAQ list</li></ul>	<ul style="list-style-type: none"><li>• Meeting invitations (Townhalls, NCN)</li><li>• Project updates</li><li>• Information requests</li></ul>
<b>NextGen PMO</b>	<a href="mailto:nextgen_pmo@sao.ga.gov">nextgen_pmo@sao.ga.gov</a>	<ul style="list-style-type: none"><li>• Are responding to a meeting invitation</li></ul>	<ul style="list-style-type: none"><li>• Meeting invitations (project activities)</li></ul>

# GA@WORK Contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
<b>NextGen Data Validation</b>	<a href="mailto:nextgen_datavalidation@sao.ga.gov">nextgen_datavalidation@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit data validation resources</li> <li>• Need to submit data validation completion</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the validation process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen FDM</b>	<a href="mailto:nextgen_fdm@sao.ga.gov">nextgen_fdm@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit Foundation Data Model (FDM) resources</li> <li>• Need assistance in completing requests</li> <li>• Have questions about FDM</li> </ul>	<ul style="list-style-type: none"> <li>• Information requests and updates</li> </ul>
<b>NextGen Sourcing/Procurement</b>	<a href="mailto:agency.sourcing@doas.ga.gov">agency.sourcing@doas.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit procurement resources</li> <li>• Need to submit completed procurement or sourcing requests</li> <li>• Have questions about contracts</li> <li>• Need assistance in completing procurement requests</li> <li>• Have questions about the procurement process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen Security Role Mapping</b>	<a href="mailto:nextgen_secmap@sao.ga.gov">nextgen_secmap@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit Security Role Mapping resources</li> <li>• Need to submit completed security role mapping requests</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the security role mapping process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>



# GA@WORK Contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
<b>NextGen Supervisory Organization (Sup_Org)</b>	<a href="mailto:nextgen_suporg@sao.ga.gov">nextgen_suporg@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit supervisory organization resources</li> <li>• Need to submit completed supervisory organization data requests</li> <li>• Need assistance in completing requests</li> <li>• Have questions about the supervisory organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>
<b>NextGen Testing</b>	<a href="mailto:nextgen_testing@sao.ga.gov">nextgen_testing@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit SIT or UAT testing resources</li> <li>• Have questions about the testing process</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Testing invitations</li> </ul>
<b>NextGen Training</b>	<a href="mailto:nextgen_training@sao.ga.gov">nextgen_training@sao.ga.gov</a>	<ul style="list-style-type: none"> <li>• Need to submit any pre-go live training related questions</li> <li>• Need to submit any follow up required</li> <li>• Need assistance in completing requests from the training team</li> </ul>	<ul style="list-style-type: none"> <li>• Resource requests</li> <li>• Information and updates</li> <li>• Meeting invitations (e.g., kickoff/support)</li> </ul>

# SPD Stay in the know!

Please use the following mailboxes to submit questions and requests:

<a href="mailto:procurementhelp@doas.ga.gov">procurementhelp@doas.ga.gov</a>	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
<a href="mailto:spdpolicy@doas.ga.gov">spdpolicy@doas.ga.gov</a>	Questions regarding the Georgia Procurement Manual, special approvals, etc.
<a href="mailto:cardprograms@doas.ga.gov">cardprograms@doas.ga.gov</a>	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
<a href="mailto:Georgia.learning@doas.ga.gov">Georgia.learning@doas.ga.gov</a>	Questions about training, requests for access, issues with Learning Management System (LMS)
<a href="mailto:Doas.audits@doas.ga.gov">Doas.audits@doas.ga.gov</a>	Questions about audits, etc.
<a href="mailto:Agency.sourcing@doas.ga.gov">Agency.sourcing@doas.ga.gov</a>	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than \$500,000, etc.



# State Purchasing Division

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