

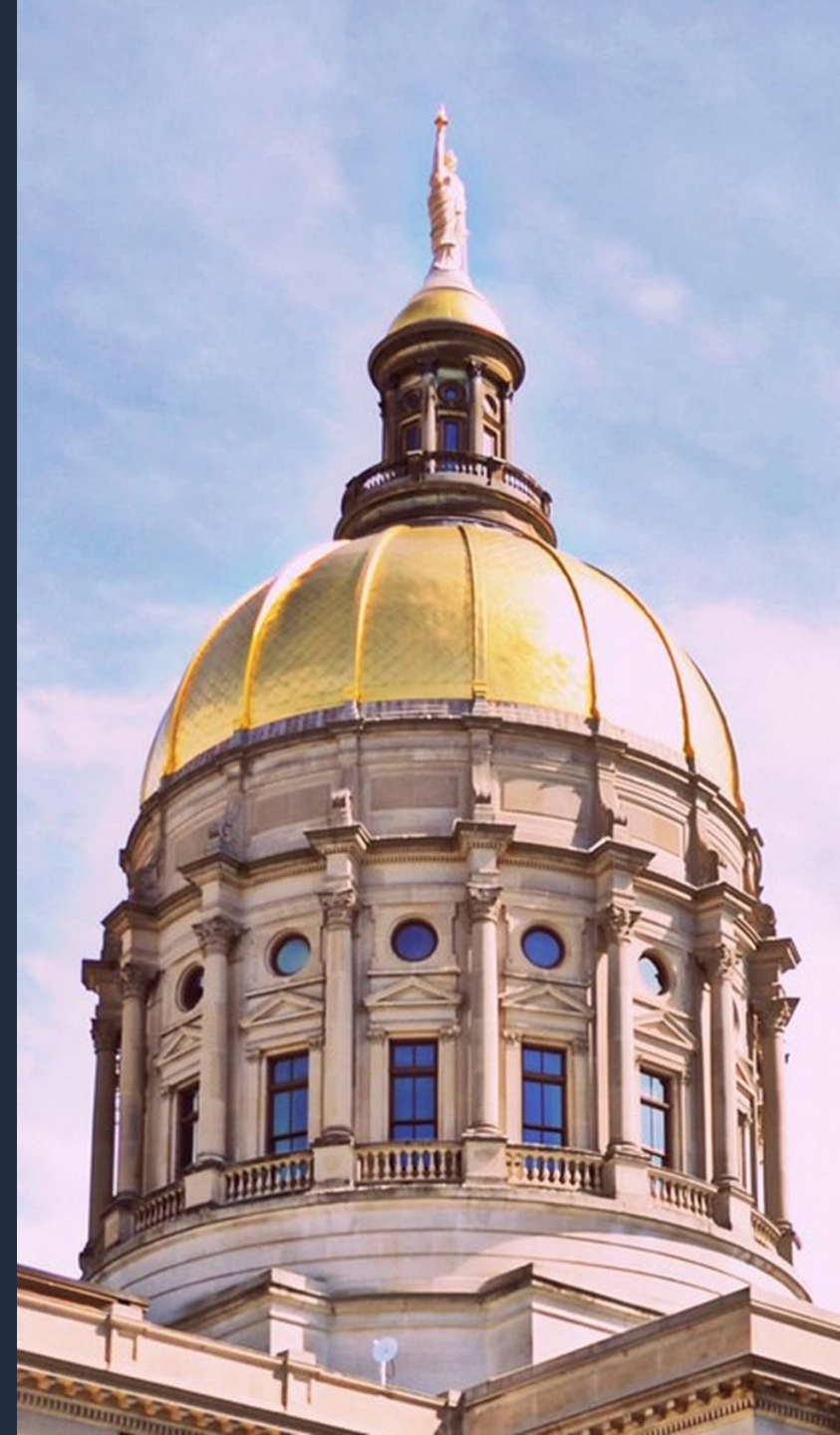
APO/CUPO Meeting

Sept. 17, 2025



Georgia™

Department of
Administrative Services



Welcome



Jim Barnaby

Deputy Commissioner

DOAS State Purchasing Division



Carrie Stelle

Incoming Deputy Commissioner
DOAS State Purchasing Division

Staffing Updates



Kelli Jones-Meek

DOAS

Agency Sourcing Director



Vagillia "Jill" Jackson

DOAS

Group Manager of Contract
Management



Barbara Burns

DOAS

Agency Sourcing Group Manager &
Interim Support – IT Group Manager

Staffing Updates



Maleika McMillan
DOAS
Category Manager - Goods



Ashley Short
DOAS
Deputy General Counsel

Staffing Updates



Josh Borden
DOAS
Business Project Manager



Joyce Auld
DOAS
Senior Training Manager

Welcome New APO/CUPOs

Joy Causey

Interim CUPO

Clayton State University

Claire Boyd

CUPO

University of Georgia

Agenda/Presenters

Small Business and Supplier Diversity Program

Julian Bailey

Agency Sourcing

Carrie Steele
Kelli Jones-Meek

GA@WORK New Launch Date

Solicitations Deadlines

GA@WORK Security Role Mapping

Pamela Woods
Coker Patton

Supplier Cleanup

Rebecca Krystopa

Agenda/Presenters

SPD Training Updates

Joyce Auld
Mary Chapman

Policy and Forms Updates

Rebecca Krystopa
Mary Chapman

P-Card

Becky Alexander

Data Cleanup

Margaret Robert

GA@Work Resource Library

Diana Tiernan

Small Business & Supplier Diversity Program

Julian Bailey



Goal:

Make State Procurement
Process Easier to Access for
Small Businesses



Focus:

- Woman-owned business
- Minority-owned business
- Veteran-owned businesses



Background:

- Implemented under Governor Kemp's July 2022 Executive Order
- Addressing challenges faced by small businesses
- Executing nine strategic recommendations
- Quarterly activity reports on DOAS website

FY25 Snapshots

80

Outreach Events

3,900

Trained Suppliers

6,300

New Bidder Registrations

Recommendation #2

Expanding Business Certification

4th Annual

Small Business Procurement
Readiness Workshop Series

NextGen Supplier

Data Clean-Up

SPD Forms Strategic Partnership with MH Miles





- Develop a **regional map** showing locations of small business liaisons, chambers, small business centers, certifying organizations, and our outreach partners.
- Develop **curriculum for workshops** that will be conducted in the local communities.

CONNECT WITH US!

GEORGIA PROCUREMENT



EMAIL QUESTIONS, SUBMISSIONS, & JOBS!

GA.Purchasing@doas.ga.gov

LinkedIn



@Georgia DOAS
State Purchasing Division



Instagram



@GAprocurementzone



Agency Sourcing

Carrie Steele & Kelli Jones-Meek



Department of Administrative Services State Purchasing – Agency Sourcing

**Josh Borden**
Business Project
Manager

**Jim Barnaby**
Deputy Commissioner
Purchasing

**Tonette Spencer-Williams**
Executive Assistant

**Carrie Steele**
Director

**Barbara Burns**
Sourcing Group Manager

**Kelli Jones-Meek**
Sourcing Group Manager

**Matthew Carter**
Sourcing Group Manager

**Gary Craft**
Sourcing Manager

**Osborne Johnson**
Sourcing Manager

**Schandra Lyons-Farley**
Sourcing Manager

**Jessica Sherman**
Sourcing Manager

**Mansur Gillespie**
Sourcing Analyst

**Chanel York**
Sourcing Analyst

**Towanda Cuthbert**
Sourcing Manager

**Elizabeth Wardingley**
Sourcing Manager

**Mark Meeks**
Sourcing Manager

**Toni Owens**
Sourcing Manager

**Tracey Woods**
Sourcing Manager

**Rachael Louis**
Sourcing Manager

**Sharquetta Tatum**
Sourcing Analyst

Agency
Sourcing
Team

Agency Sourcing – What We Do

Sole Source
Approvals greater
than \$500k

Consortia Approval
over DPA

One- time approval of
Delegated Approval
Authority

Conditional Oversight
DPA

- Oversight of RFP
- Issuing Officer for complex RFP

Solicitation
Development Subject
Matter Expertise

APO/CUPO Mentoring
- Training and
Technical Assistance

Assist Legal in review
of Protest



DEPARTMENT *of*
ADMINISTRATIVE SERVICES



SEARCH

[State Agencies & Employees](#) ▾ [Acquire/Buy Surplus Property](#) ▾ [Divisions](#) ▾ [Resources](#) ▾ [Education and Training](#) ▾ [Strategic Priorities](#) [About DOAS](#) ▾

[State Purchasing](#)[FAQ's](#)

One Time DPA Request/Agency Sourcing Request

If a state entity desires to request permission from SPD to exceed its delegated purchasing authority, the procurement professional must log in to submit an SPD Agency Sourcing Assistance Request. Request for other assistance may also be requested.

Please log in to submit a One Time DPA Request or a Agency Sourcing Request

[NEXT](#)[✉ Email this page](#)[🖨 Print](#)

Contact State Purchasing

SPD Contact Center

Phone

[404-657-6000](#)[Ask a Question](#)

https://service.doas.ga.gov/app/answers/detail/a_id/1593

FY25 Snapshot – Agency Sourcing

73

Assisted with
Sourcing Projects

33

Projects Stage 6

25

Agencies Assisted

\$5B

Estimate Project Total

29

Sole Source Review

57

Number of Protest



GA@WORK

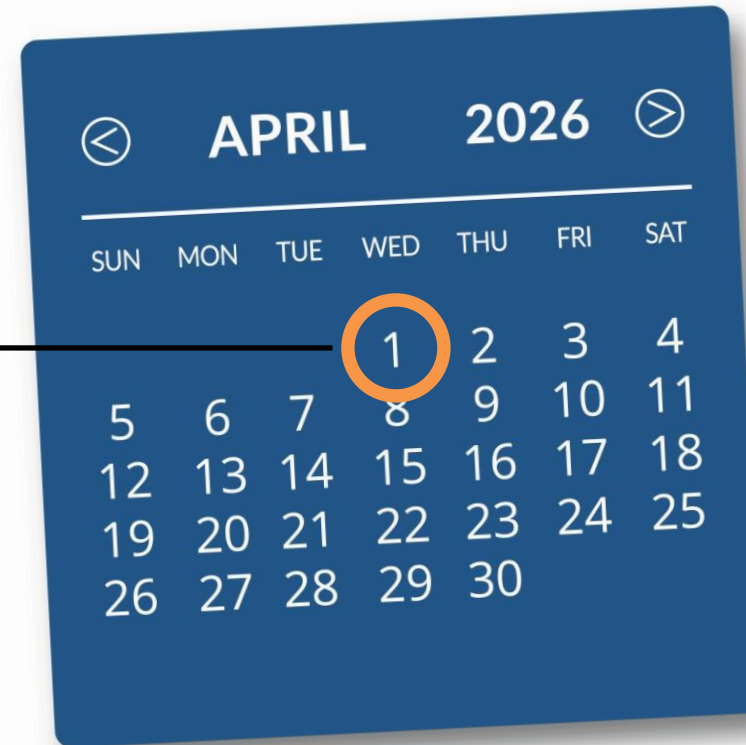
Delivered by The NextGen Project

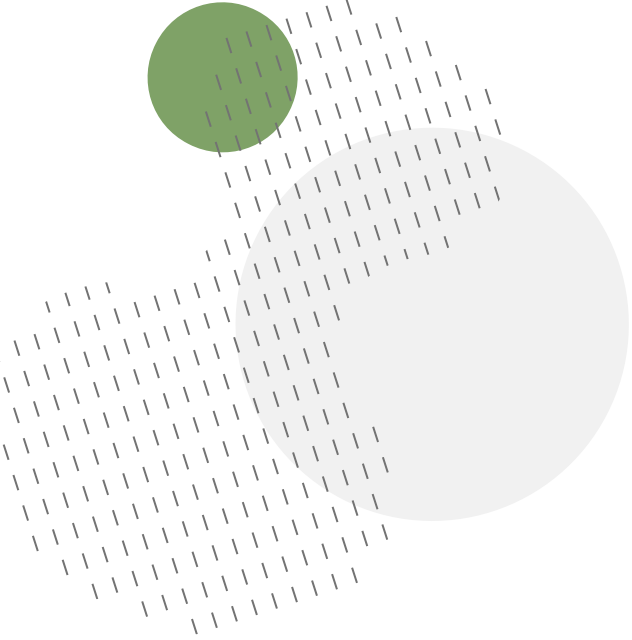
New Launch Date

New GA@WORK Timeline

APRIL 1, 2026

NEW GA@WORK GO-LIVE
HCM, Finance, Procurement





Solicitation Deadlines

System Transition Plan



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

Feb. 16, 2026:

Feb. 16,
2026

- Request for Proposal (RFP)
 - New Requests for Quotes (RFQ)
 - New Requests for Qualified Contracts (RFQC)
 - New Requests for Information (RFI)
- **Note that state entities are not being instructed to stop procurement activities.**
 - **DOAS special approval needed for any sourcing event to remain open 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:** April 1, 2026
- **Blackout dates for TeamWorks:** To be announced

Exceptions

- **IMPORTANT:** If there is a need to maintain and open or post a new solicitation in TeamWorks after the **Feb. 16 deadline** has 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.

Security Role Mapping

P-Card Program Security Roles

- Cardholders (Employee as Self – automatic)
 - Automatic access, does not need to be requested
 - Submit & track P-Card Prior Approval Requests
 - Verify and confirm P-Card transactions
- Cardholder Procurement Reporting (new – must be added for every cardholder)
 - Finance Security mapping spreadsheet | Procurement Security Request (will be updated soon)
 - Requested on the Finance Security Mapping Sheet and
 - Access requisition/PO reports for reconciliation
- Agency P-Card Administrator
 - Finance Security mapping spreadsheet | Procurement Security Request
 - Review/approve requests above cardholder limits
 - Access P-Card reports & provide user support
- Approvers
 - Managers approve P-Card prior approvals (auto-routed). The delegation process and ad-hoc approval apply if another approver is needed for the prior approvals
 - Additional approvers may be added for transaction verification (e.g., cost center manager, asset manager, etc)
- Procurement Settlement Specialist
 - Finance Security mapping spreadsheet | Procurement Security Request
 - Execute P-Card settlement process (typically AP staff)
- Background Check Partner
 - HR Security mapping spreadsheet | HCM Security Request
 - Coordinate background & credit checks (typically HR)
- Audit Roles
 - Procurement Analyst – procurement reporting & audit permissions | Finance Analyst – finance reporting & audit permissions
 - Finance Security mapping spreadsheet | Finance Security Request

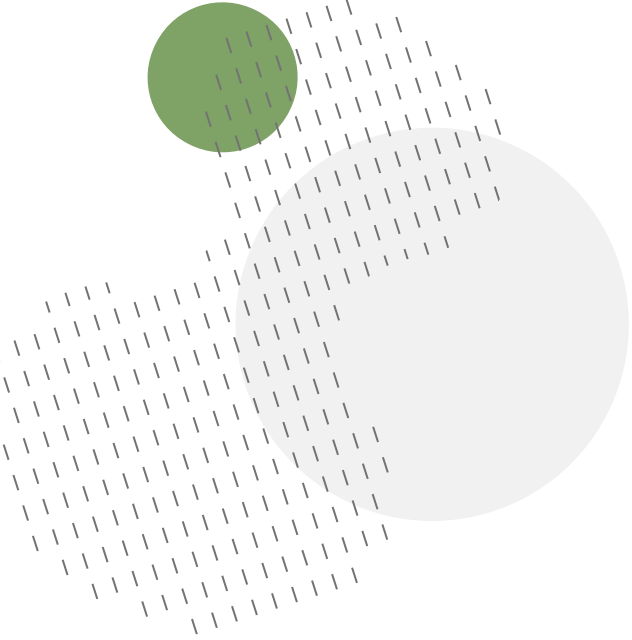
Roles to include (where applicable):

Security Access Requests

Agency Security Partners and Agency Department Managers can submit a request for access to be provisioned for a user account. This process ensures that each employee has the appropriate access, rights and permissions to perform their job functions effectively.



10 min break

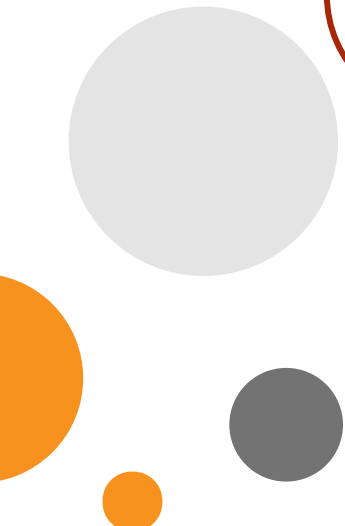


Supplier Cleanup

Rebecca Krystopa

Next Steps

Determine if there are any updates to the following



1

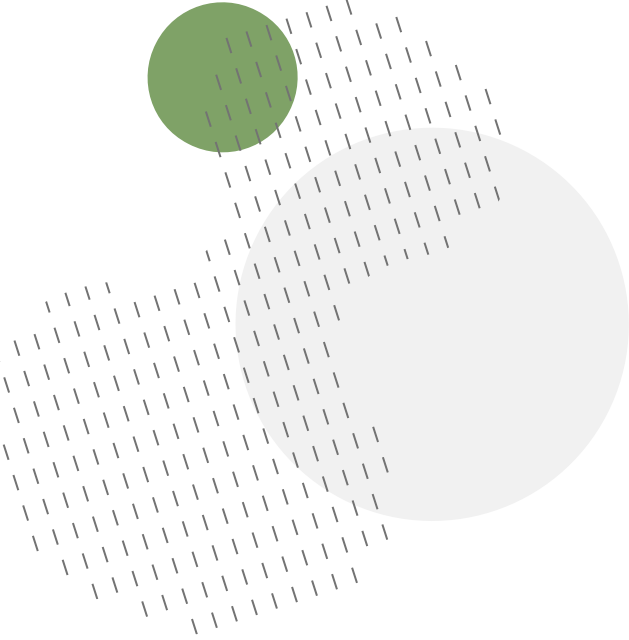
Primary contact email address

2

Address

3

Banking information



SPD Training

Joyce Auld & Mary Chapman



Procurement Continuing Education Units:

1

Certified staff can self-report
webinar attendance at
<https://doas.exceedlms.com/>

2

One (1) CEU for every 50 –
60 minutes.

Reference the [State
Purchasing Division Training
Reference Guide](#).

3

Questions?

Contact us at
georgia.learning@doas.ga.gov

Previous Process

Welcome to
Team Georgia Learning

a platform created by the Georgia Department
of Administrative Services

External Credit Function

New Process

The ability to add external credits in LMS has changed. Learners must now use this direct link to enter their external credits: [External Credits : Georgia Department of Administrative Services \(DOAS\)](#)



Beginning **January 1, 2026**, full access to Procurement U's free course catalog will be available **only to NASPO members and PPA members**.

Non-members will still retain their learning history, certificates, and a selection of partner-developed courses, but will no longer be able to access the full course catalog.

Starting January 1, 2026, NASPO and PPA members will enjoy unlimited access to the complete Procurement U catalog, with all NASPO-developed courses still available at no additional cost.

Is there a cost to join PPA? Not if you join early! **Membership is free for two years for procurement professionals who join PPA before January 1, 2026.** After that, there will be a membership fee to join PPA. For more information on membership categories and to join PPA visit <https://www.joinppa.org/how-to-participate/#join-ppa>



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Georgia Fiscal Management Conference

- **License to Skill** - Help participants gain awareness of GA@WORK learning benefits and how to manage their own learning paths. Increase understanding of the SPD certification/recertification process and clarify common questions using peer discussion and clear tools.
- **Where Them Fans At?** – Empower sourcing professionals with hands-on knowledge of GA@WORK Marketplace capabilities, processes, and tools for managing sourcing events.
- **Will you...Yes I Do** – This session will build knowledge of GA@WORK contracts – covering key terms, navigation, renewals, amendments, and tools for managing reviews, signatures, communication, and reporting with confidence.

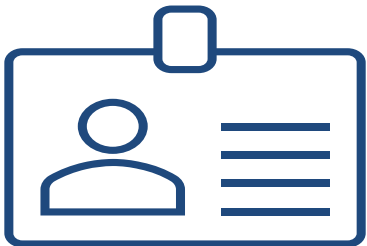
Georgia Fiscal Management Conference

License to Skill

Sept. 30 2:00 - 5:00

Learn the benefits of GA@WORK Learning and how to manage agency-specific learning programs. This session will provide an overview of new tools and clarify common questions with peer discussion.

Also, gain insight into how the new learning management system will impact State Purchasing Division certifications and recertifications.



Where Them Fans At?

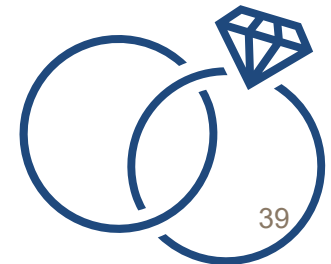
Oct. 1 1:00 - 4:00

Empower sourcing professionals with hands-on knowledge of GA@WORK Marketplace capabilities, processes, and tools for managing sourcing events.

Will you... Yes I Do

Oct. 1 8:30 A.M. – 11:30 P.M.

This session will build knowledge of GA@WORK contracts – covering key terms, navigation, renewals, amendments, and tools for managing reviews, signatures, communication, and reporting with confidence.



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 Learning Programs (Paths).

Some courses have required attendance, and an assessment score of 80% or higher.
Some training may be delivered after go-live, as needed.

When does training start?

Auto-enrollment in **GA@WORK Learning Programs (Paths)** begins **Fall 2025** with eLearning courses available. Employees **self-register** for **Instructor-Led Training** sessions, as applicable.

Instructor-Led Training will be held from **January – March 2026**.

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 and **instructor-led sessions** accessed in Team Georgia Learning.

Instructor-Led Training will be conducted virtually or in-person at designated locations.

Course registration and assessments will be delivered in Team Georgia Learning.

How will users be enrolled?

Each employee will have assigned **Learning Program(s)** (Paths) to complete which will be assigned to employees based on their role in GA@WORK.

Key Training Dates

In Team Georgia Learning

Fall of 2025

Auto-enrollment in GA@WORK Learning Programs (Paths) begins

Fall 2025 – March 2026

eLearning courses available in Team Georgia Learning. Learners can self-select instructor-led course dates/times (if applicable)

Jan – March 2026

Instructor-led courses begin and learners will continue Learning Program (Path) completions

March 2026

All assigned Learning Programs (Paths) must be **completed before Black-Out Date to be Announced**

April 2026

GA@WORK GO-LIVE



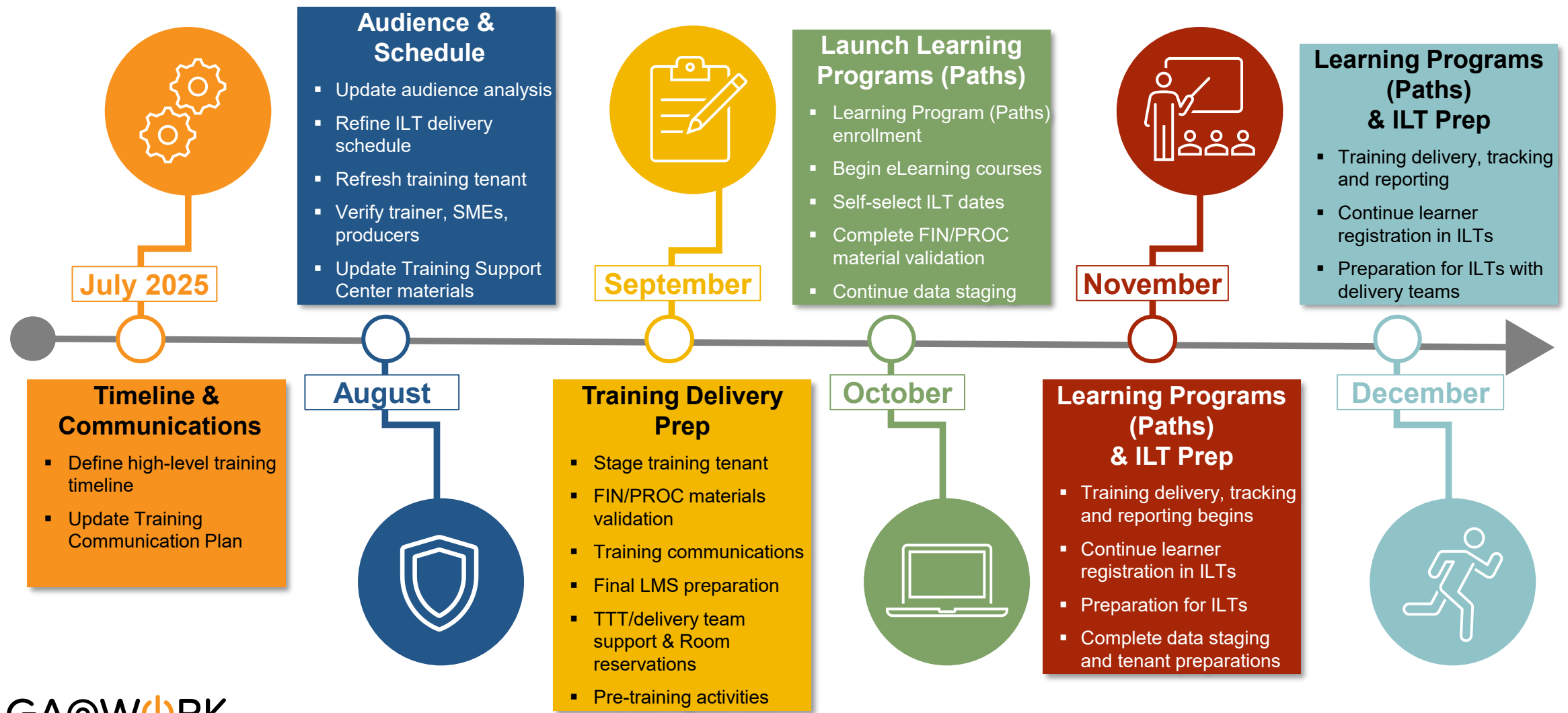
Training Support Center

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

- Learning Programs (Paths)
- Course Descriptions

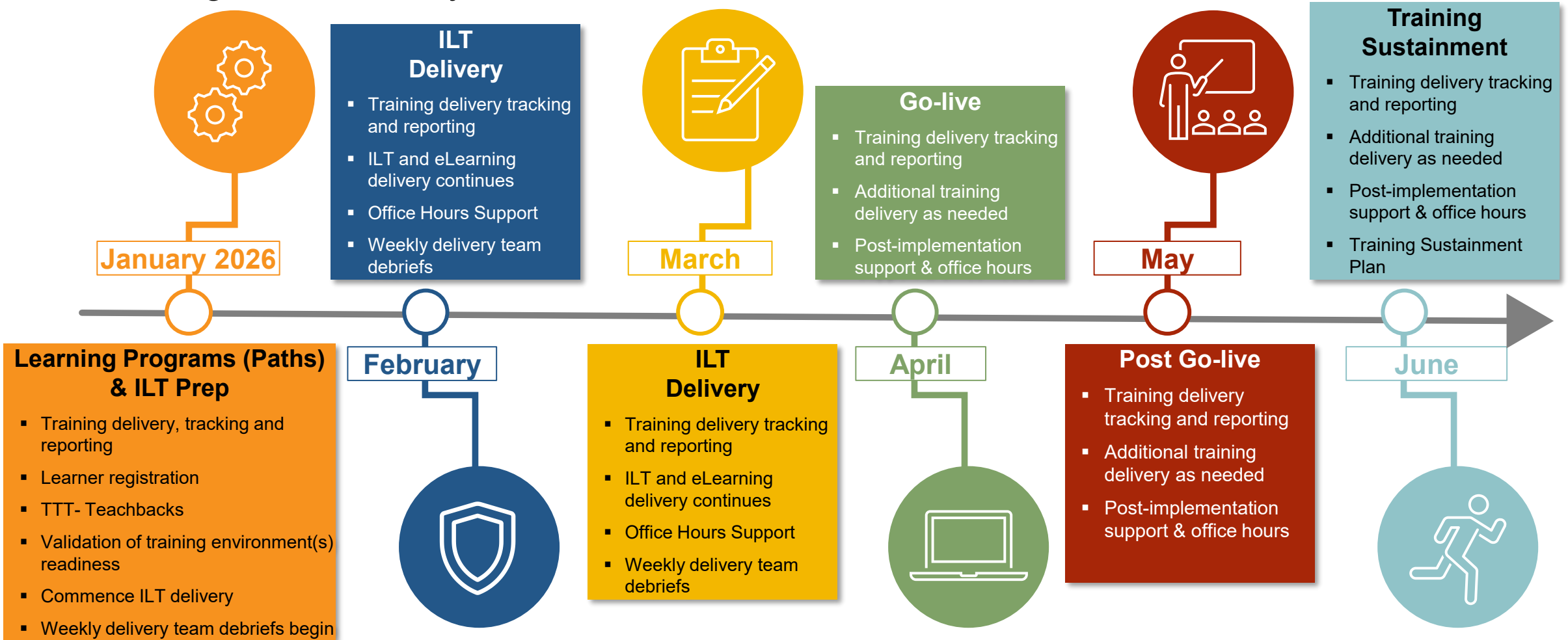
Tentative GA@WORK Training Timeline

Path to go-live and beyond



Tentative GA@WORK Training Timeline

Path to go-live and Beyond



Learning Programs (Paths) & Delivery Channels

Learning Programs (Paths)

Each employee will have a Learning Program (Paths) they will need to complete prior to using GA@WORK. The Learning Programs (Paths) included below include Foundational Learning Programs (Paths) for employees and managers as well as example Role-Based Programs.

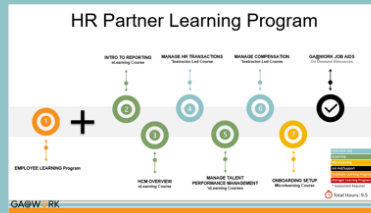
Foundational Learning Programs

The Employee and Manager Learning Programs provide the foundation for role-based training.



Role-Based Learning Programs

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



Training Delivery Channels

Training will be delivered to employees through multiple channels. Employees will receive training through a combination of Instructor-Led Courses, eLearning Courses, Videos/Microlearning, and Job Aids. For more information on each, see the graphic below.



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.

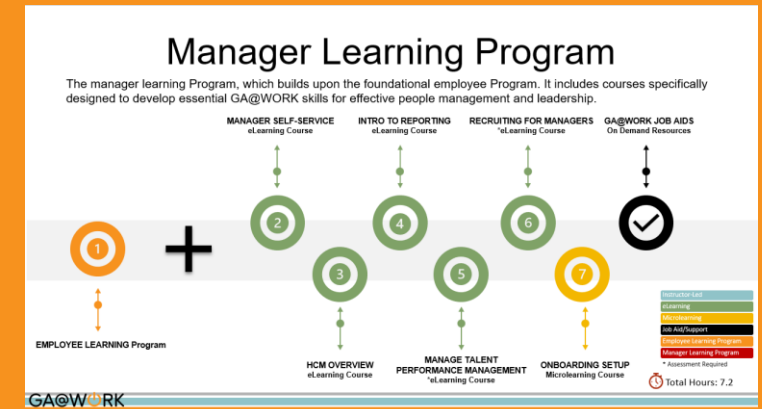
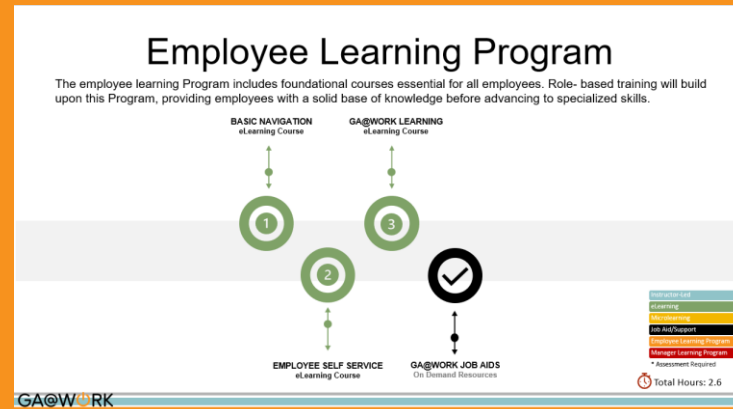
Learning Programs (Paths)

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

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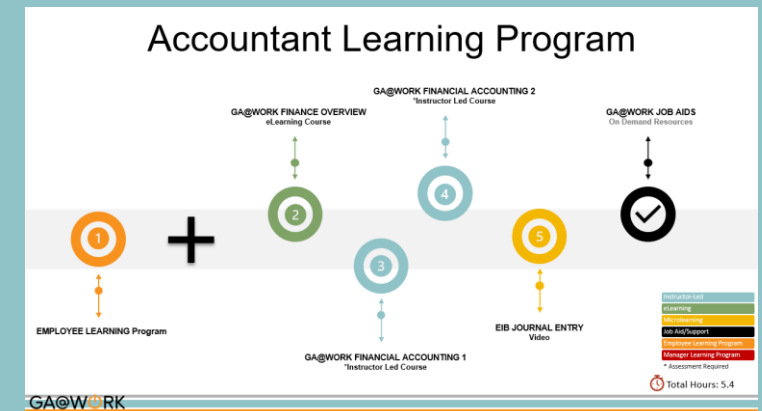
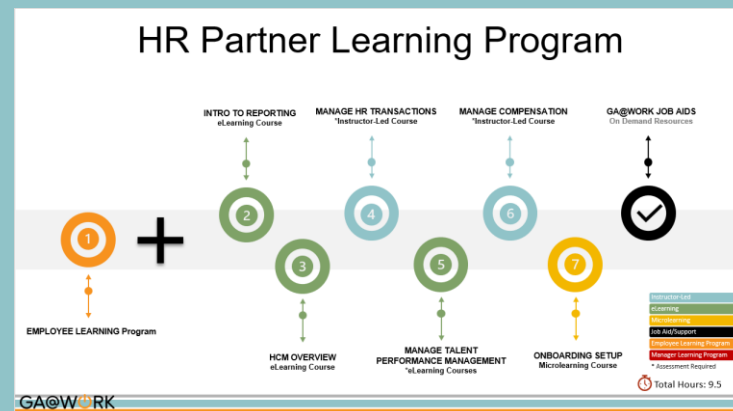
Foundational Learning Programs (Paths)

The Employee and Manager Learning Programs (Paths) provide the foundation for role-based training.



Role-Based Learning Programs (Paths)

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



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

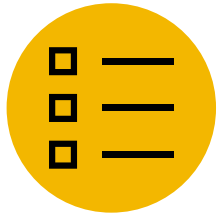
Short instructional videos or interactive digital content that is accessible on-demand. These bite sized learning experiences are used for simple, repeatable processes and can reach large audiences.



Job Aid

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

Course Attendance & Assessments



Role-based courses require attendance, and some include a final assessment:

- Participants must be **marked as present** for the course.
- Participants must achieve a score of **80% or higher** on the assessment.
- Participants will have an unlimited number of attempts to take and pass the assessment.
- Managers will be notified of attendance and pass/fail status for their team members. (Note: manager notification option only available for state entities in SAO PeopleSoft HCM.)

Training Support Center on the GA@WORK Resource Library



 | The Training Support Center is on GA@WORK Resource Library.



GA@WORK Procurement Huddles

- 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 April 2026
- Meeting Registration: [DOAS Events website](#) and SPD Announcement newsletter

Upcoming Meetings

- No meeting for September
- October 22, 2025
- November 26, 2025

Policy and Forms Updates

Rebecca Krystopa and Mary Chapman

What you need to know!

- [Official Announcement #26-01](#)
- Enhances and Updates Insurance and Bonding Guidelines
- Effective **August 2025**
- Email Address for Questions: spdpolicy@doas.ga.gov or risk.management@doas.ga.gov
- Review [Webinar Recording](#)



INSURANCE AND BONDING GUIDELINES

Insurance types and limits, certificates, and bonding recommendations for procurements conducted by entities of the State of Georgia

Prepared for: State of Georgia Entities

August 2025

For further information, please contact:

Risk Management Services
Wade Damron, Director
200 Piedmont Avenue S.E.
Suite 1205, West Tower
Atlanta, GA 30334-9010
Phone: 404-463-7982 / 404-656-6245
Email: risk.management@doas.ga.gov

Disclaimer: These Insurance and Bonding Guidelines are not intended to cover all possible issues relating to insurance or bond requirements for the State. Instead, they are intended to provide general guidelines on these topics. *If there is a conflict between the Guidelines and any State policy or applicable law/regulation, the policy or law/regulation will take precedence.*

The Guidelines are not intended for the use or benefit of anyone other than entities of the State of Georgia. The State's bidders, suppliers, or other third parties should not rely upon the Guidelines when interacting with the State. The information contained in the Guidelines should not be considered legal, accounting, or other advice for anyone other than entities of the State of Georgia. The Guidelines are intended solely for internal State use and do not create any third-party rights, benefits, claims, or causes of action for parties outside the State.

August 2025

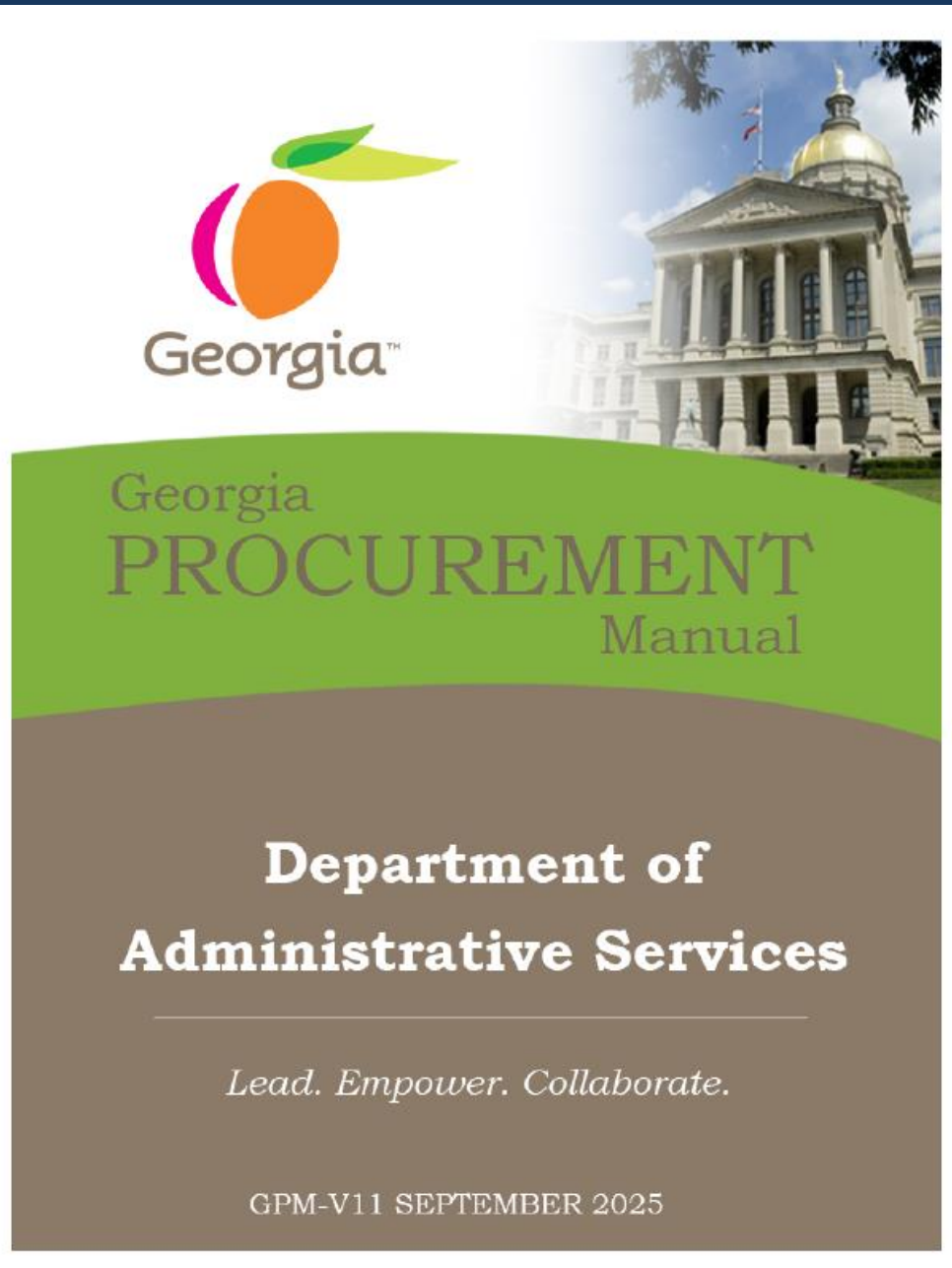
SPD-SP048

Table of Contents

I. Establishing Contractual Insurance Guidelines	4
II. Insurance Coverages.....	5
1. Commercial General Liability:.....	5
2. Automobile Liability:	5
3. Workers' Compensation:.....	6
4. Umbrella Liability:.....	6
5. Professional Liability (Errors and Omissions):	6
6. Pollution Liability (including Contractors Pollution Liability Coverage):	6
7. Crime Coverage:.....	7
8. Aviation (including Coverage for Drones):	7
9. Technology Errors & Omissions (Cyber Liability):.....	7
III. Property and Casualty Insurance and Bonding Fundamentals.....	8
1. What is an exposure?	8
2. What are the different types of exposure?	8
3. How is exposure related to insurance?	8
4. Do only high value contracts require insurance?	8
5. Why do suppliers or suppliers need to purchase insurance?	9
6. What are the different types of property and casualty insurance?	9
7. What are bonds?	9
8. What are the different types of bonds?	9
9. What is a surety bond?	9
10. What are the most common types of surety bonds?	10
11. When are surety bonds needed?	10
12. What is a fidelity bond?	10
13. When are fidelity bonds needed?	10
14. I have insurance – do I need a bond?	10
15. Are bond requirements related to the value of contracts?.....	11
IV. Insurance Coverage Guidelines for Suppliers	11
1. Standard Insurance Limits for Goods and Ancillary Services	11
2. Categories by Services Provided	12
i. Advertising/Digital Media Including Podcasts:	12
ii. Air Charter:.....	12
iii. Aircraft Service/Maintenance:.....	13
iv. Ambulance Service:.....	13
v. Asbestos Abatement:	13
vi. Auto Repair Shops:	14
vii. Boiler Systems – Water Treatment:	15
viii. Building- Remodeling and Construction:.....	15
ix. Bus Charter:	16
x. Catering/Food Service:.....	17
xi. Childcare Services:.....	17
xii. Consulting Services:.....	18
xiii. Custodial Services:.....	18
xiv. Demolition:	19
xv. Designer/Architect:	19
xvi. Drone:	20

Compliance Tips

1. Please begin using the revised SPD-SP048 Insurance and Bonding Guidelines.
2. Remember that the guidelines included recommendations; individual needs may be higher or lower.
3. Conduct internal risk assessment discussions. Contact your internal Risk Management Officer, Legal team, CIO, etc. for support.
4. Need additional support? Contact us at spdpolicy@doas.ga.gov or risk.management@doas.ga.gov.



SPD Official Announcement #26-02

The GPM has been revised and republished to incorporate the revisions from the following SPD official announcements:

- [Official Announcement #23-01 Small Business Liaison](#)
- [Official Announcement #25-02 Revised Purchase Order Type Codes](#)
- [Official Announcement #25-04 Revised Contract Amendment and Contract Extension Approval Authority](#)
- [Official Announcement #25-05 Revised Georgia Law Governing Scrutinized Companies and Prohibited Technologies](#)

SPD Official Announcement #26-02 (cont.)

New Update! Vehicle Purchases

- GPM Section 1.3.6.6. Vehicle Purchases has been revised and updated to clarify the roles and duties of the DOAS Office of Fleet Management as further described in Attachment 1.
- Contact information has also been updated.



SPD Official Announcement #26-02 (cont.)

Correction to Restore GPM Table 5.4:

- GPM Table 5.4 Minimum Review Period was inadvertently deleted from the GPM.
- This table describes the minimum time for suppliers to honor submitted bids/proposals (if not otherwise defined in the solicitation) to allow time for state entities to conduct evaluation activities.

GPM Section 5.6.1. Review Period

The solicitation will identify the minimum period of time the supplier must honor the supplier's response from the time that the solicitation closes. In the event that the solicitation does not identify a minimum time period, the minimum periods listed in Table 5.4 apply:

Table 5.4 Minimum Review Period	
RFQs	• 30 days from the solicitation closing date. • 60 days from the solicitations closing date for construction/public works contracts.
RFQCs	60 days from the solicitation closing date.
RFPs	120 days from the solicitation closing date.

The actual review period may vary based on several factors, including, but not limited to, the complexity and length of suppliers' responses and the number of supplier responses. Any supplier which limits the acceptance period to a lesser time period than that specified in the solicitation document may be rejected. In the event the issuing officer determines additional time is needed to complete the evaluation process, the issuing officer may request that suppliers extend the acceptance period for their offers. The supplier is not required to extend the acceptance period; however, if the supplier does not extend the acceptance period, the supplier's response cannot be evaluated further and must be identified as withdrawn.

State Purchasing Division



SPD Official Announcement #26-02: GPM Refresh Informational Session

Details

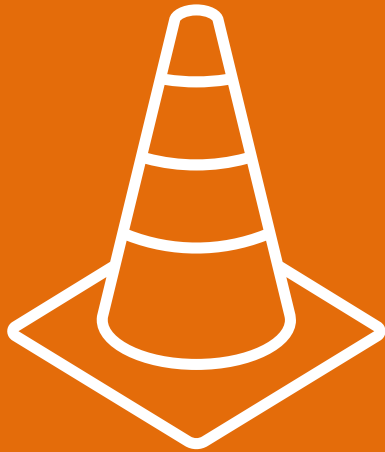
Join the State Purchasing Division to learn about changes incorporated to the Georgia Procurement Manual (GPM) effective September 16, 2025. This session will review the information released through SPD Official Announcement #26-02. All procurement professionals are encouraged to attend.

Details

- Wed, Sep 24
- 10:00 AM - 11:00 AM EDT
- Online event

[Register](#)

Updated RFx Templates: In Development



- SPD-SP015 State Entity RFP Template
- SPD-SP016 State Entity eRFP Template
- SPD-SP017 State Entity RFQ Template
- SPD-SP018 State Entity eRFQ Template
- SPD-SP019 State Entity RFQC Template
- SPD-SP020 State Entity eRFQC Template

Revised RFx Addendum Form

- Refreshed color theme and branding
- “Tab-able” Fields for Sourcing Event Buyer to Complete
- Open space (which expands to multiple pages) to identify revisions
- Removed requirement for supplier to sign and return with bid
- GA@WORK: Maintained in Strategic Sourcing Library (Buyers’ Attachment section) and on DOAS-SPD 7 Stages of Procurement website



RFX (Solicitation) Addendum

State of Georgia Department of Administrative Services
Use the "tab" key to navigate through the form fields.

State Entity Name	
Solicitation Title	Solicitation #
See Georgia Procurement Registry	See Georgia Procurement Registry
Solicitation Posting Date	Solicitation Closing Date
Issuing Officer Name	Email Address
Addendum #	Addendum Posting Date

NOTICE TO SUPPLIERS: In the event of a conflict between previously released information for the solicitation identified above and the information contained herein, the latter shall control.

Note to Issuing Officer: Please identify all solicitation revisions within this space.

Revised 08/21/2025

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SPD-SPR013

IT Temporary Staffing Services OPA

We are pleased to announce the creation of a new SmartForm for the **IT Temporary Staffing Request**. This new process is designed to streamline approvals and change order requests, making the approval process entirely paperless.

Key Benefits of the New Process



Improved Spend Tracking: The new IT Temporary Staffing Request Form will enable Contract Management to accurately track spending on request and change orders.



Enhanced Efficiency: The paperless workflow will eliminate manual processes, allowing for faster and more efficient request handling.

The IT Temporary Staffing Request Form is scheduled to go live on **October 1st, 2025**. To ensure a smooth transition, webinars will be scheduled prior to the go-live date to provide a comprehensive overview of the new process.

P-Card

Becky Alexander

P-Card Updates



Annual Self-Assessment



Policy and Plan Updates



Monthly P-Card Roundtables

P-Cards



Statement



Employee ID

Pay the statement in full each month

Employee ID for all cardholders in BofA Works



PO with P-Card



Temporary Delegates

Clean up current. Do not create new unless necessary

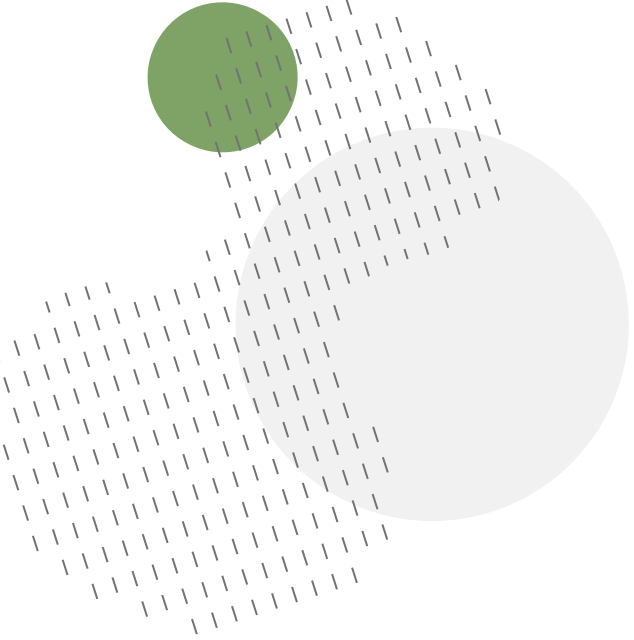
Determine temporary delegates for administrative tasks

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.
- Run the above report often and close any that are not currently being used.
- Contact cardprograms@doas.ga.gov with any questions.



Data Cleanup

Data Cleanup

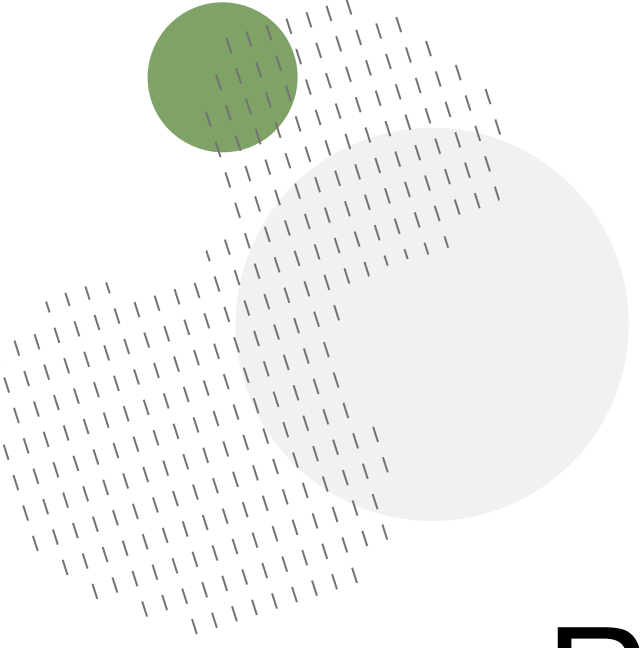


As the system transitions to GA@WORK system for Go-Live in October, please be sure your agency's data is up to date.

- 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.



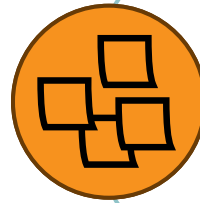
GA@WORK RESOURCE LIBRARY

GA@WORK Resource Library



Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- <https://sao.georgia.gov/gawork-resource-library>



What's on the GA@WORK Resource Library:

- Videos and demos
- Crosswalks
- Change impacts
- Glossaries



Suggested uses:

- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review HCM business area resources with specific agency teams to generate interest and engagement

GA@WORK toolkits



What is a GA@WORK toolkit?

A toolkit is a compilation of resources that help explain what is changing in the new GA@WORK system. These resources include:

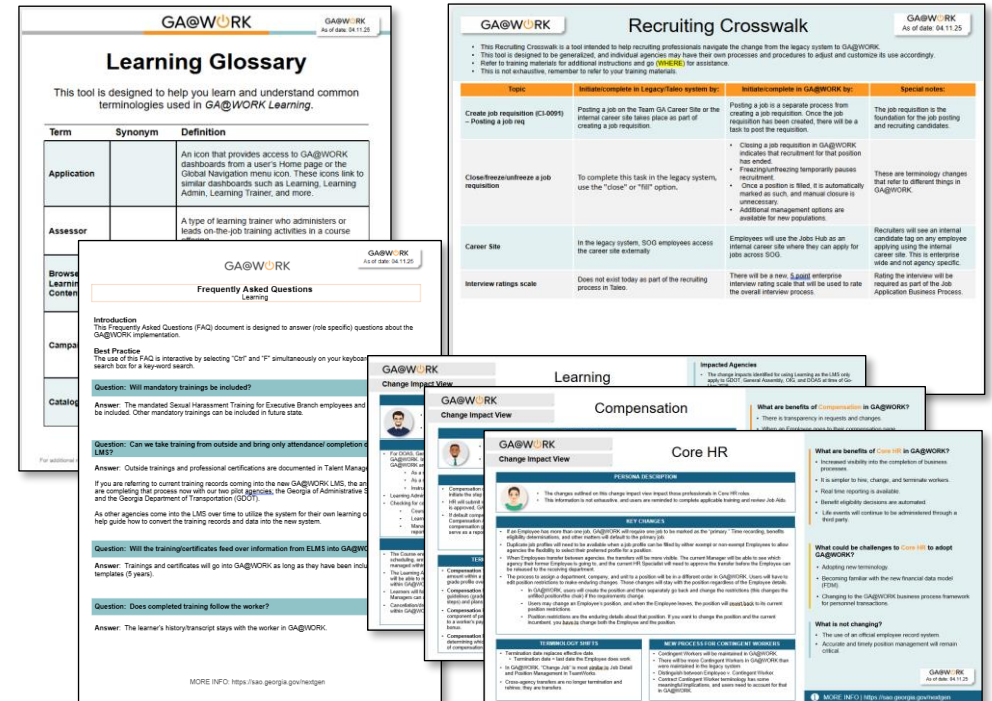
- Change impacts
- FAQs
- Crosswalks
- Glossaries
- Video Demos



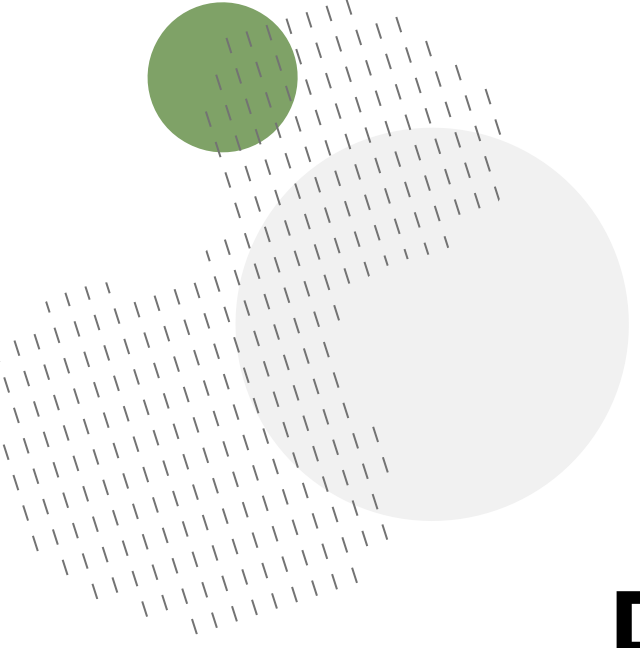
How can you use the toolkits?

Explore the toolkits before and during training to understand how GA@WORK will impact you at go-live. The different toolkits include:

- Human Capital Management (HCM) business areas
- Finance business areas
- Procurement business areas



To access toolkits, visit the [GA@WORK Resource Library](#).



Recap & Reminder



Reminder



Important Dates



Task

Reminders

Upcoming Procurement Huddles

- Oct. Contracts

UPDATE

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

Resource listing tasks for agencies to complete by month.

Updated materials

This site is maintained weekly, so check back for updates!

GA@WORK Resource Library



The GA@WORK Resource Library provides helpful resources in preparation of the April 2026 launch of GA@WORK. Below, you can access training information, communication templates for managers, readiness checklists and other materials to help you and your agency get ready for the implementation of GA@WORK. Use this [Start Here Guide](#) for details on how to use this collection of resources.

GA@WORK Videos

Find brief sneak peeks of common processes in GA@WORK and end-to-end system demos for HCM, Finance and Procurement processes.



Sneak Peeks



HCM Demos



Finance Demos



Procurement Demos

Training Support Center

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



Training Overview



Training Enrollment

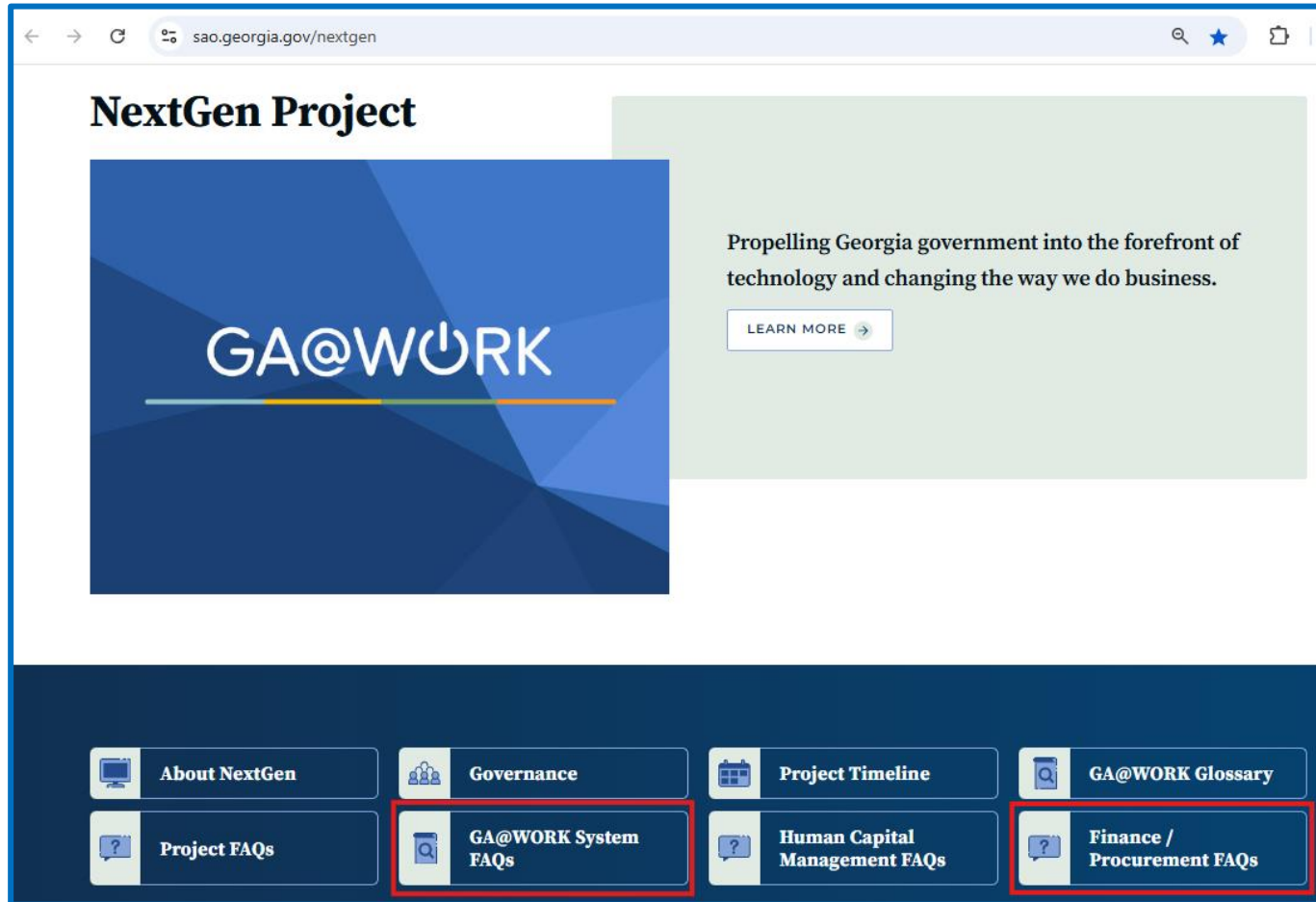


Training Schedules



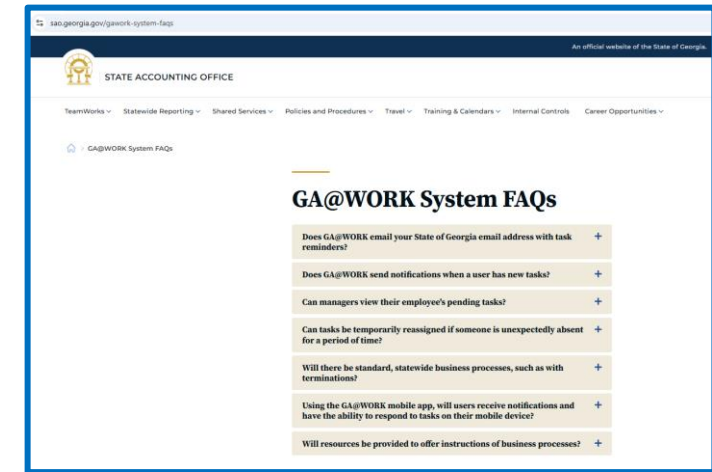
HCM Role-Based Learning Programs

FAQs



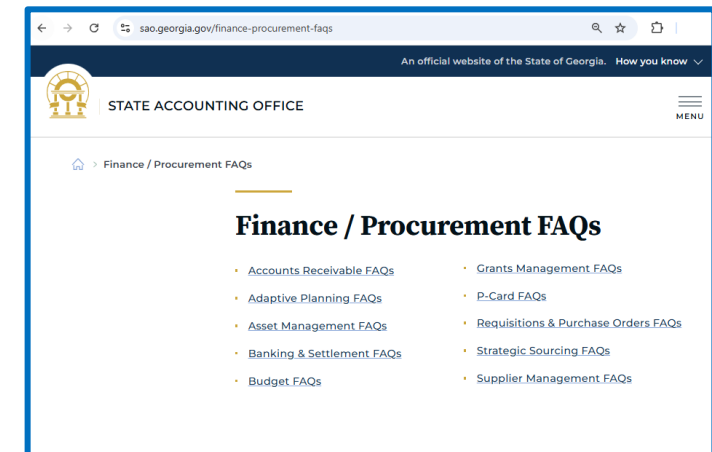
SAO Website:

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



GA@WORK FAQs:

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



FIN/PRO FAQs:

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

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



Subscribe and read the
monthly NextGen
Newsletter



Follow us on LinkedIn:
**@ 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...
NextGen	nextgen@sao.ga.gov	• Have general questions about the NextGen project, or GA@WORK • Need change management support • Have questions about training • Want to submit questions to our FAQ list	• Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	• Are responding to a meeting invitation	• Meeting invitations (project activities)

GA@WORK Contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	• Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	• Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM	• Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	• Need to submit procurement resources • Need to submit completed procurement or sourcing requests • Have questions about contracts • Need assistance in completing procurement requests • Have questions about the procurement process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	• Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK Contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	• Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	• Need to submit SIT or UAT testing resources • Have questions about the testing process	• Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov	• Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team	• Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

SPD Stay in the know!

Please use the following mailboxes to submit questions and requests:

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

Finance and Procurement Readiness Requests

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



September 2025
Agency Readiness Checklist

✓	Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Participate in Adaptive Planning UAT	FIN	Selected	Selected testers	nextgen_testing@sao.ga.gov	7/9/2025 – November	Refer to email for testing details
	Respond to mapping request for more information	FIN	Selected	POC and CFO	nextgen_FDM@sao.ga.gov	September	Agencies will be contacted if any information is needed
	Attend APO/CUPO Meeting	PRO	All	APO/CUPO	spdpolicy@doas.ga.gov	9/17/2025	Refer to invitation for details
	Attend Monthly P-Card Roundtable (Optional)	PRO	All	APO/CUPO, CFOs – P-Card agency contacts	cardprograms@doas.ga.gov	9/22/2025	Email the contact to receive an invitation
	Attend Quarterly CFO Meeting	FIN	All	CFOs	nextgen@sao.ga.gov	9/25/2025	Refer to invitation for details
	Continue data clean-up (timing)	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: https://service.doas.ga.gov/app/AskNextgenSupport • For Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport	Ongoing in September	• Refer to May APO/CUPO follow-up email communication • For P-Card data cleanup, refer to July P-Card Administrator Roundtable
	Complete checklist of recommended close activities	FIN	All agencies using GA@WORK Financials	CFOs	nextgen_FDM@sao.ga.gov	Each month through go-live	The checklist was delivered by email; it includes due dates and where to submit file(s)
	Review state's plan for PRISM, and run applicable reports / queries for items needed outside of PRISM scope	FIN	All agencies using GA@WORK Financials	CFOs	nextgen@sao.ga.gov	Prior to go-live	Refer to email for additional information
	Integration testing and confirmation as part of enterprise User Acceptance Testing (UAT)	FIN/PRO	Selected agencies with integrations to confirm	CIO/IT, Accounting	nextgen_integrations_team@sao.ga.gov and direct communications between integration teams and agencies	Refer to email communications	



State Purchasing Division

DOAS.GA.GOV

