



**State of Georgia
Department of Administrative Services
State Purchasing Division**

Official Announcement # 26-02

DATE: September 16, 2025

TO: State of Georgia Procurement Professionals

FROM: Jim Barnaby, Deputy Commissioner of State Purchasing, DOAS JB

RE: **Georgia Procurement Manual – V11 – Effective September 2025**

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) is pleased to announce publication of a revised and updated [Georgia Procurement Manual](#) (GPM), identified as Version 11 (V11) effective September 2025. Key revisions to the GPM are outlined below and in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 1).

1. **Previously Released Policy Updates:** The GPM has been revised and republished to incorporate the revisions from the following SPD official announcements. Please review each official announcement for a description of the changes.
 - a. [Official Announcement #23-01 Small Business Liaison](#)
 - b. [Official Announcement #25-02 Revised Purchase Order Type Codes](#)
 - c. [Official Announcement #25-04 Revised Contract Amendment and Contract Extension Approval Authority](#)
 - d. [Official Announcement #25-05 Revised Georgia Law Governing Scrutinized Companies and Prohibited Technologies](#)
2. **New! 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.
3. **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. The table has been restored to GPM Section 5.6.1 as described in Attachment 1.

SPD will conduct a webinar to review these changes. Please distribute this Official Announcement internally.

For any questions related to this Official Announcement, please contact spdpolicy@doas.ga.gov.



Attachment 1

**Summary of Purchasing Policy Changes
Effective September 16, 2025**

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement **#26-02 Georgia Procurement Manual – V11 – Effective September 2025**. In the event of any conflict between this table and the GPM (as published), the revised GPM shall govern.

GPM Section	Description of Change
CHAPTER 1 – STAGE 1 – NEED IDENTIFICATION	
Section 1.3.6.6. Vehicle Purchases and Table 1.12 Vehicle Purchase Contact Information	Revised and replaced section in its entirety as follows: DOAS' Office of Fleet Management (OFM) centralizes responsibility for data collection, auditing, education, oversight and guidance for fleet management functions throughout the state of Georgia. Fleet Management provides guidance and education regarding use of industry best management practices, adherence to state fleet policies and procedures, executive orders, and other regulatory programs. OFM's primary mission is to ensure the state fleet is managed cost-effectively, from the initial acquisition of vehicles through their disposal. State entities are required to utilize statewide contracts established by DOAS to purchase, operate, maintain, service, repair and fuel all motor vehicles. All state entities are required to purchase motor vehicles (excluding off road vehicles and highly specialized vehicles) that strictly comply with standard specifications. Specifications for motor vehicles are established by DOAS SPD in consultation with state entities to meet their operational requirements. This will ensure the state obtains the best value considering a balance of maximum duration for use of the motor vehicle while obtaining maximum proceeds from the sale, trade, transfer or other disposition of the motor vehicles.

GPM Section	Description of Change								
	<table border="1" data-bbox="655 237 1514 506"> <tr> <th colspan="2">Table 1.12 Vehicle Purchase Contact Information</th></tr> <tr> <td>Website Address</td><td>https://doas.ga.gov/fleet-management</td></tr> <tr> <td>Email Address</td><td>FMS@doas.ga.gov</td></tr> <tr> <td>Phone Number</td><td>404-463-5458</td></tr> </table>	Table 1.12 Vehicle Purchase Contact Information		Website Address	https://doas.ga.gov/fleet-management	Email Address	FMS@doas.ga.gov	Phone Number	404-463-5458
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Website Address	https://doas.ga.gov/fleet-management								
Email Address	FMS@doas.ga.gov								
Phone Number	404-463-5458								
CHAPTER 5 – STAGE 5 – EVALUATION PROCESS									
Section 5.6.1. Review Period, Table 5.4 Minimum Review Period	- Restore Table 5.4 which was inadvertently deleted from the most recent version of the GPM: <table border="1" data-bbox="678 725 1621 985"> <tr> <th colspan="2">Table 5.4 Minimum Review Period</th></tr> <tr> <td>RFQs</td><td> 30 days from the solicitation closing date. 60 days from the solicitation closing date for construction/public works contracts. </td></tr> <tr> <td>RFQCs</td><td> 60 days from the solicitation closing date. </td></tr> <tr> <td>RFPs</td><td> 120 days from the solicitation closing date. </td></tr> </table>	Table 5.4 Minimum Review Period		RFQs	30 days from the solicitation closing date. 60 days from the solicitation closing date for construction/public works contracts.	RFQCs	60 days from the solicitation closing date.	RFPs	120 days from the solicitation closing date.
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