

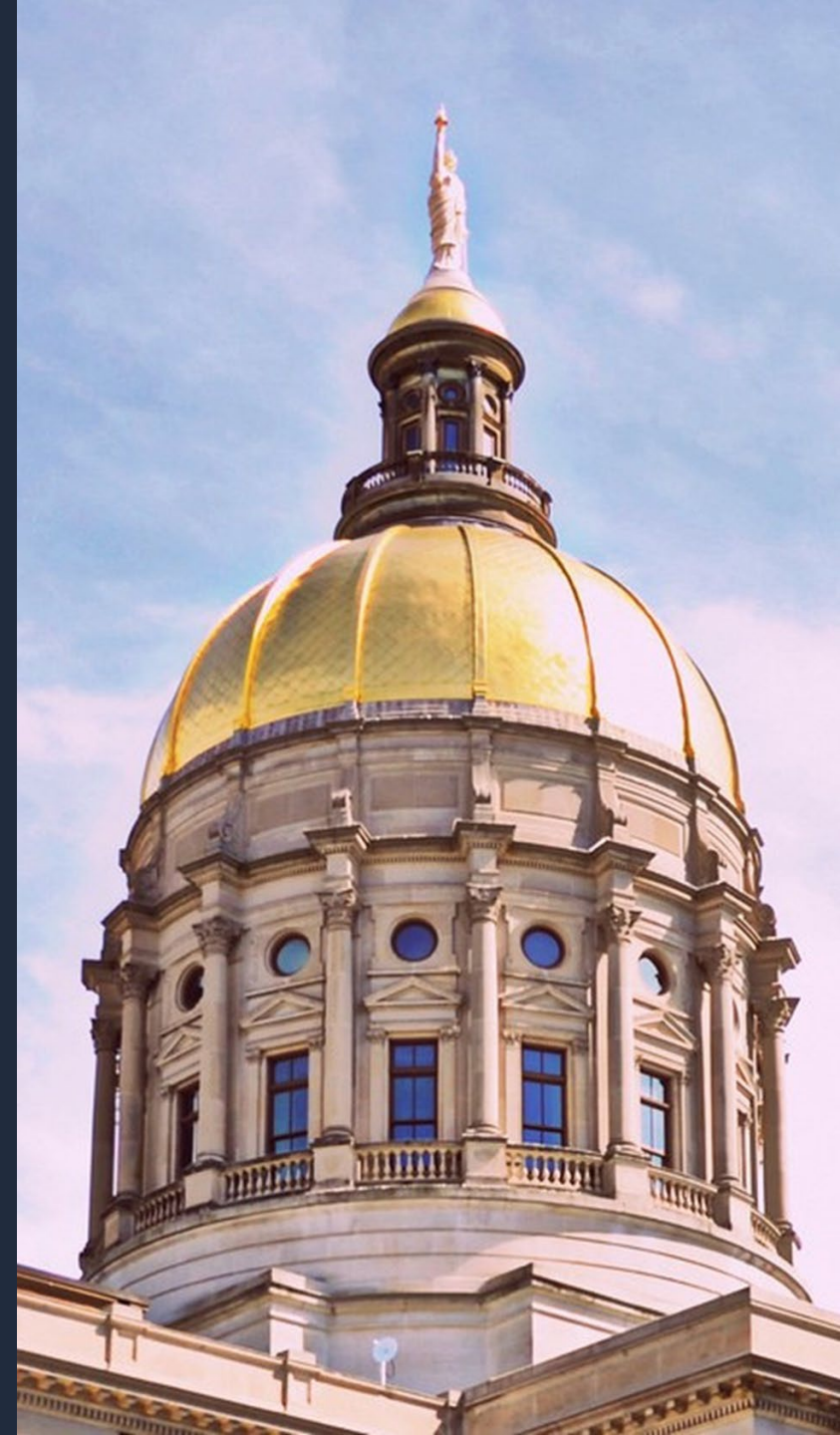
APO/CUPO Meeting

May 5, 2026



Georgia™

Department of
Administrative Services



Welcome



Carrie Steele

Deputy Commissioner

DOAS State Purchasing Division

Staffing Updates



Agbeko Alorsey

Department of Administrative Services

Contact Center Analyst

Welcome New APOs/CUPOs

Artell Yates

CUPO

Atlanta Technical College

Faith Scruggs

APO

*State Board of Workers'
Compensation*

Kris Winborne

APO

*Department of Behavioral Health
and Developmental Disabilities*

Valeria Hightower

Interim APO

Office of Planning and Budget

Welcome New APOs/CUPOs

Bicie Fields

Interim APO

Department of Juvenile Justice

Brooke Malcom

APO

Georgia Forestry Commission

Rachael Louis

APO

Georgia Public Broadcasting

Agenda/Presenters

SBSD Update

Julian Bailey and Mary
Chapman

Forms Updates

Rebecca Krystopa
and Mary Chapman

Supplier Communications

Rebecca Krystopa

Year-End and Cut-Over Reminders for Sourcing and Policy

Rebecca Krystopa
and Kelli Jones-Meek

Transition Plan

Kiaja Williams and Carrie Steele

10-Minute Break

Agenda/Presenters

Statewide Contract Pipeline

Robert Golden and Jill Jackson

P-Card

Becky

Training Updates and Reminders

Sheree Reddick

GA@WORK Procurement Website

Cassie Alston

GA@WORK Resource Library

Diana Tiernan

Recap & Reminder Closing Remarks

Mary Chapman
and Carrie Steele

SBSD Update

Julian Bailey & Mary Chapman

Georgia Procurement Workshops

Recommendation #6:

Expand **matchmaking opportunities** through statewide and regional training, networking and matchmaking events.



Event Highlights & Engagement Opportunities



Instructional presentations designed to guide and inform attendees



Panel discussions featuring Small Business Liaisons



Panel discussions with business resources, including government and community partners



Onsite registration for the State's Procurement System



Onsite application support for the Georgia Business Certification Program



Exhibitor booths and one-on-one meetings with suppliers



Dedicated networking opportunities to build connections and partnerships

Workshop Accomplishments

First Workshop

- Held at Clayton State University on November 18, 2025, with **131** attendees.

Second Workshop

- Held at Valdosta State University on February 17, 2026, with **81** attendees.

Third Workshop

- Held at Macon Bibb-County Mall on March 26, 2026, with **144** attendees.



Small Business Liaisons' Participation

Gypsi Alexander,
Columbus State
University

Lauren Barlow,
University of
Georgia

Benetta Butler,
Department of
Education

Heather Craft,
Valdosta State
University

Brandi Harpe,
Georgia Department
of Community
Supervision

Marcia
Primus, Georgia
Department of
Corrections

Vanessa Walker,
Georgia
Department of
Revenue

Greg Woodlief,
Augusta University



Save the Date

Georgia Procurement Workshop Wednesday, May 13, 2026



GEORGIA PROCUREMENT WORKSHOPS

STRATEGICALLY CONNECTING SMALL
BUSINESSES TO OPPORTUNITIES STATEWIDE



Wednesday, May 13, 2026

Check in and Networking: 8-9 a.m.

Event Time: 9 a.m.-3:30 p.m.



Location: Augusta University's Jaguar Student Activity Center
Address: 2500 Walton Way, Augusta, GA 30904
Parking: Lot #106 in the Jaguar Student Activity Center Parking Lot
No Parking Permit Required

ADMISSION: FREE WITH REGISTRATION

Small Businesses Will Learn:

- How to navigate the state procurement process
- The order of precedence in state purchasing
- How to become a Georgia certified business and why it matters
- Where to find opportunities under \$25K
- How to access support and resources to scale
- How prime contractors can benefit by working with certified small businesses



Scan to Register



Department of
Administrative Services



**AUGUSTA
UNIVERSITY**

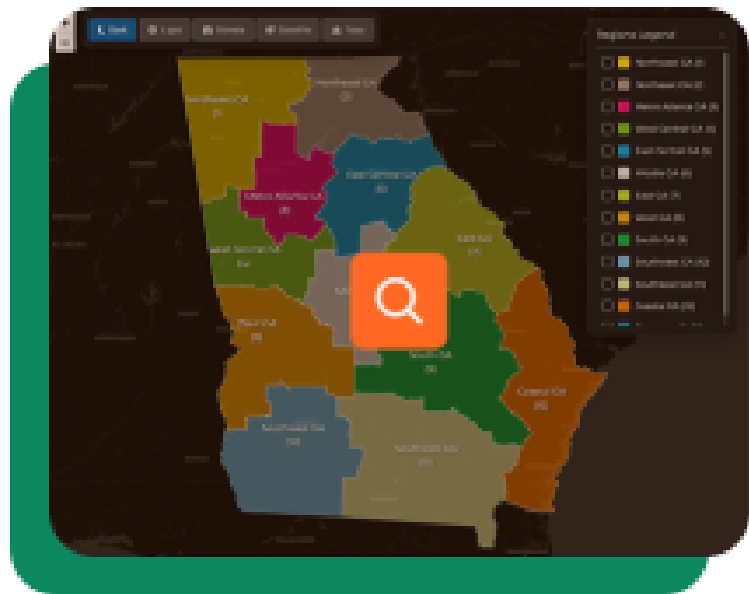


Website: www.doas.ga.gov



Email: supplier.diversity@doas.ga.gov

Small Business Resource Map



The State of Georgia government and its partners offers a variety of valuable resources to small businesses. Access the Small Business Resource Map to explore the different Georgia regions and view small business liaisons, mentorship organizations, chambers of commerce, financial resources, certification organizations, and small business development organizations.

[EXPLORE THE INTERACTIVE MAP](#) → ↗

CONNECT WITH US!

GEORGIA PROCUREMENT



EMAIL QUESTIONS, SUBMISSIONS, & JOBS!

GA.Purchasing@doas.ga.gov

LinkedIn



@Georgia DOAS
State Purchasing Division



Instagram



@GAprocurementzone



Forms Update

Rebecca Krystopa & Mary Chapman



SPD Forms and Templates Update

Webinar: Refreshed Templates and Updates for GA@WORK Marketplace



Date:

Monday, June 8



Time:

10 – 11:30 a.m.



Scheduled Session

Forms Update

What to Expect:

- ✓ Refreshed color theme and branding
- ✓ Updates to support use of GA@WORK Marketplace
- ✓ Improved accessibility

Sample

The image shows a sample of the 'Offerors' Conference Announcement' form. At the top, there is a header with the State of Georgia Department of Administrative Services logo and the title 'Offerors' Conference Announcement'. Below the header, the text reads: 'State of Georgia Department of Administrative Services', 'Use the "tab" key to navigate through the form fields.', and 'Please upload completed form to the Buyer Attachments section of the sourcing event.' The form itself is a structured layout with several input fields. It starts with a large empty box for the 'State Entity Name'. Below this are two columns of fields: 'Solicitation Title' and 'Solicitation #'. The next row contains 'Issuing Officer Name' and 'Email Address'. The following row has 'Conference Date', 'Conference Time', and 'Enter Mandatory or Optional Supplier Attendance'. Below these is a large text area for 'Enter Virtual or In Person; Provide Additional Details'. At the bottom of the form is a section for 'Conference Location and Additional Instructions'. Below the form, there is a 'NOTICE TO SUPPLIERS' section with detailed instructions regarding attendance and travel. At the very bottom of the page, there is a footer with the text 'Revised 07/1/2026', the page number '1', and the code 'SPD-SPR010'.

Offerors' Conference Announcement

State of Georgia Department of Administrative Services
Use the "tab" key to navigate through the form fields.
Please upload completed form to the Buyer Attachments section of the sourcing event.

State Entity Name

Solicitation Title Solicitation #

Issuing Officer Name Email Address

Conference Date Conference Time Enter Mandatory or Optional Supplier Attendance

Enter Virtual or In Person; Provide Additional Details

Conference Location and Additional Instructions

NOTICE TO SUPPLIERS: This announcement confirms a Bidders/Offeror's conference will be held at the date and time specified above. Unless indicated otherwise, attendance is not mandatory, although all suppliers are encouraged to attend. However, if the conference has been identified as mandatory, then a supplier representative must attend the conference in its entirety to be eligible for contract award.

For in person conferences, please allow ample travel time to ensure timely arrival. The state entity reserves the right to consider any representative arriving late as "not in attendance." Therefore, all suppliers are strongly encouraged to arrive early to allow for unexpected travel contingencies. For additional information, please contact the issuing officer.

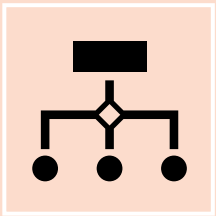
Revised 07/1/2026 1 SPD-SPR010

Suppliers Communications

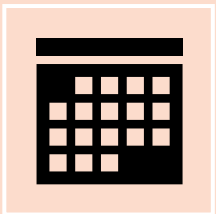
Rebecca Krystopa

Upcoming Supplier Communications

Get Ready for GA@WORK



In approximately 60 days, the State of Georgia will be transitioning to a new Enterprise Resource Planning system, GA@WORK. On July 1, the state will officially go-live with GA@WORK. This new system will replace Team Georgia Marketplace.



As the go-live date approaches, more information will be made available to you about the transition to GA@WORK. Be on the lookout for more information on important dates and deadlines for the transition to the new system.

Get Ready for GA@WORK - Suppliers

Key changes suppliers can expect:

- **New Purchase Order (PO) Format** – There will be a new PO format. Suppliers may receive valid purchase orders generated in the following formats:
 - ✓ Purchase orders generated and delivered from GA@WORK
 - ✓ Purchase orders generated through GA@WORK Marketplace
- **Supplier Portals** – There will be two new portals for suppliers to use with GA@WORK:
 - ✓ **GA@WORK Marketplace for Suppliers** – Suppliers can use this portal to complete registration, apply for business certification, view awarded contracts, and respond to electronic sourcing events.
 - ✓ **GA@WORK Supplier Management** – Suppliers who are approved for payment can use this portal for account maintenance and to manage payments/invoices.

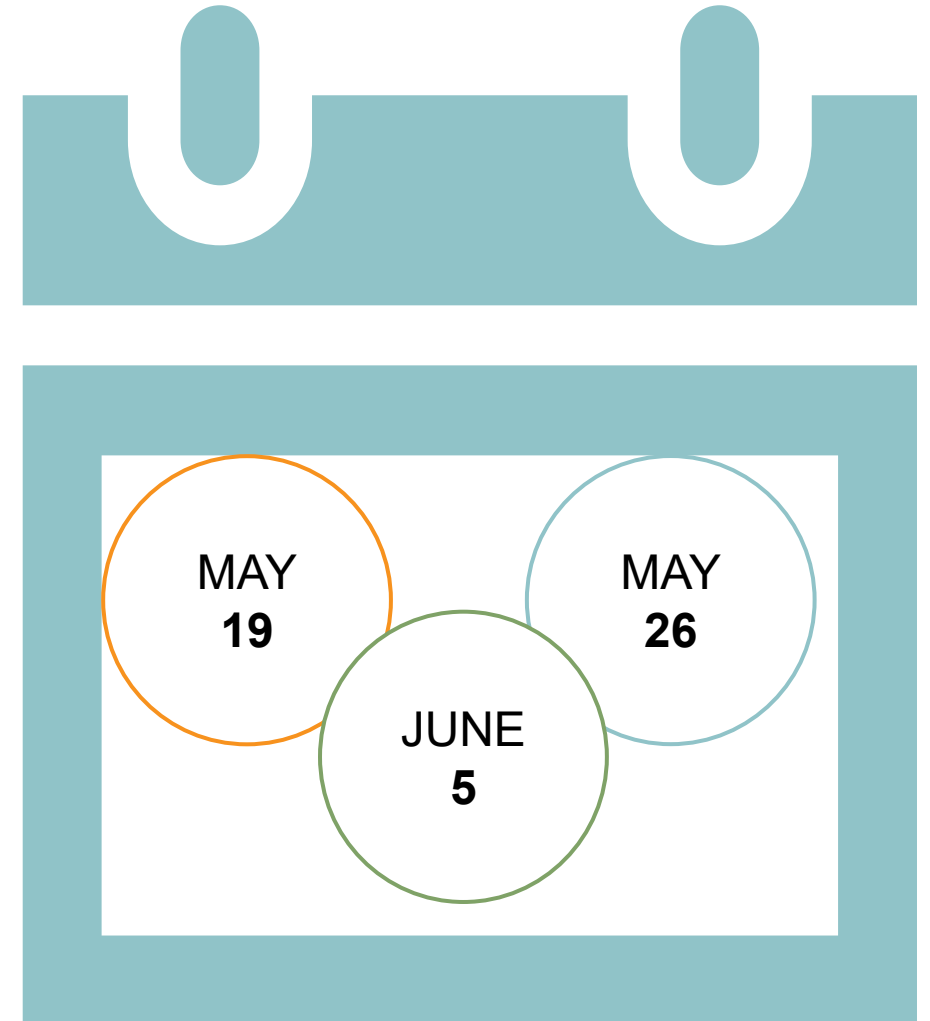


Bidder and Supplier Dates to Know

The deadline to submit suppliers to SAO vendor management for approval for payment or changes is **May 19**.

The last day for new bidders to register or make updates in TeamWorks is **May 26**.

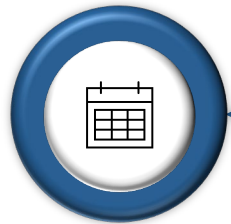
The freeze date for supplier changes and approvals is **June 5**. Any changes after this will require catch-up.





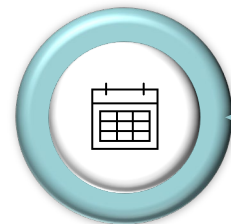
Georgia Business Certification Program

Attention: Small Business Liaisons



Cut-off Date
May 26, 2026

- Final day suppliers may file new certification or renewal applications
- SPD will pause processing all pending applications



GA@WORK Go-Live
July 1, 2026

- Suppliers may begin filing new certification or renewal applications in GA@WORK Marketplace for Suppliers
- SPD will resume processing pending applications



Year-End and Cut-Over Reminders for Sourcing and Policy

Rebecca Krystopa and Kelli Jones-Meek

FY26 Year-End Deadlines – Now Passed

SPD Agency Sourcing Team Assistance

**Requests for
Proposals
above DPA**

Submit Request By:

Friday, February 6, 2026

All RFPs estimated to exceed the state entity's DPA and to be encumbered with SFY 2026 funds

**Sole Source
\$500,000 or
more**

Submit Request By:

Friday, March 6, 2026

Sole Source notices of \$500,000 or more to be encumbered with SFY 2026 funds

**Cooperative
Purchasing
above DPA**

Submit Request By:


Friday, March 6, 2026

All Cooperative Purchasing Notices above state entity's DPA to be encumbered with SFY 2026 funds

Note: "DPA" refers to delegated purchasing authority

FY26 Year-End Deadlines

SPD Agency Sourcing Team Assistance



Requests for assistance for RFPs exceeding the state entity's DPA should be sent to https://service.doas.ga.gov/app/answers/detailopa/a_id/1603.

Sole Source and Cooperative Purchasing Notices are automatically routed to SPD Agency Sourcing via the Georgia Procurement Registry.

Questions? Please email agency.sourcing@doas.ga.gov

FY26 Year-End Deadlines – Now Passed

SPD Policy Team Approvals

March 6, 2026



For any contract amendments, extensions, or renewals requiring SPD prior approval that must be finalized by June 30, 2026, SPD recommends submitting these requests to spdpolicy@doas.ga.gov no later than **Friday, March 6, 2026.**



Pro Tip: Review Georgia Procurement Manual (GPM) Sections 7.6.1.2 and 7.6.3 for guidance on when SPD's approval is required.

Sole Source or Not?



On **March 30, 2026**, the **State Purchasing Division** hosted an interactive session on the sole source procurement process.



Speakers reviewed key procurement policy governing sole sources, the importance of market research, tips and tricks for success, and sample scenarios.



More than 140 procurement professionals joined the session!



Miss the live event? Check out the webinar recording.



Cutover Deadlines - REMINDER



To support system transition activities, supplier access to the Team Georgia Marketplace™ Supplier Portal for bidding activities will be cut off leading up to Go-Live. The cutoff date has not yet been finalized.

State entities **publishing new or managing existing** electronic solicitations through Team Georgia Marketplace™ (TeamWorks/PeopleSoft) must ensure all events are **under evaluation (no longer open for bidding) by May 4, 2026, including:**

- Requests for Proposals (RFPs)
- Requests for Quotes (RFQs)
- Requests for Qualified Contracts (RFQCs)
- Requests for Information (RFIs)

Cutover Deadlines - Exceptions

IMPORTANT: If there is a need to maintain an open solicitation or post a new solicitation in Team Georgia Marketplace™ (TeamWorks/PeopleSoft) after the **May 4th 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.

DOAS will provide instructions on how to finalize TeamWorks sourcing events that are not awarded or cancelled prior to Go-Live.

Requests for SPD Agency Sourcing Assistance:
https://service.doas.ga.gov/app/answers/detailopa/a_id/1603

Important Reminders



IMPORTANT: Note that state entities are not being instructed to stop procurement activities.



Please work with SPD to ensure there are no negative impacts to your entity.

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

Transition Plan

Kiaja Willams and Carrie Steele

Key dates (May)

Closer to go-live, the project team will conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

May 4

Latest new sourcing events (RFP, RFQ, RFQC, RFI) need to be under evaluation by May 4 for go-live.

May 19

Deadline to submit suppliers to SAO vendor management for approval for payment.

Final day for agencies to request adds or edits for the following in TeamWorks:

- Suppliers (including Federal and HR Suppliers)
- Customers (including Federal Customers)

May 22

April 27 P-Card statements are due for payment

May 26

Last day for new bidders to register, submit business certification application or certification renewal, or make updates in TeamWorks

May 27

P-Card Admins need to make sure all P-Card holder IDs are in Bank of America Works and are accurate

May 29

Final day to complete all FY27 contract renewals in TeamWorks.

Key dates (June)

Closer to go-live, the project team will conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

June 5

Cutoff date of Supplier Access to make changes via Supplier Self Service Portal

Cutoff date for eProcurement Catalog purchase orders that need to be sourced by go-live (July 1). Legacy system will be retired.

Punchout and Hosted catalogs' orders will need to be dispatched by **close of business on June 5, 2026.**

June 5

Clean up period of old POs. All clean up should be completed by June 5 so that contracts can be converted starting June 6.

Punchout and hosted catalogs' orders will need to be dispatched by close of business on June 5, 2026.

June 11

Final day to complete GA@WORK Training

June 15

Final P-Card statements in PeopleSoft/Team Works for statement dates on the 15 of the month

June 21

May 27 P-Card statements are due for payment

June 24

Status of all JAGGAER events for USG and GTA should either be under evaluation by June 24, **OR**, please keep the event open until July 17 or later.


June 27

P-Card final statement in PeopleSoft/TeamWorks for statement dates on the 27th of the month

P-Card Admins need to make sure all P-Card holder IDs are in Bank of America Works and are accurate

Key dates (July)

Closer to go-live, the project team will conduct activities to sunset TeamWorks and transition to GA@WORK. During this process, access to TeamWorks will change and the ability to complete certain tasks will be restricted.

July 1 	July 4	July 9	July 10	July 11
<p>GA@WORK Go-Live</p> <p>Georgia Business Certification Program) Suppliers may begin filing new certification or renewal applications</p> <p>Enter FY27 purchase orders in GA@WORK and process eligible payments for items not tied to a prior-year PO. This includes direct pay transactions and payments for an FY27 PO entered in GA@WORK.</p>	<p>P-Card final statements in PeopleSoft/TeamWorks for statement dates on the 4th of the month</p>	<p>Final submission & payment of voucher uploads from agency 3rd party systems into TeamWorks (refer to your Agency specific timeline as well)</p>	<p>All outstanding PO, voucher and any other transaction clean up should be completed</p> <p>Data Cleanup: Continue TeamWorks data cleanup through July 10</p> <p>AP Vouchers: Ensure all open TeamWorks AP vouchers are valid budget checked</p> <p>POs: Ensure all open TeamWorks POs are valid budget checked and dispatched. .</p>	<p>PO Conversion: Purchase Orders will convert</p>

BREAK
10 minutes

Statewide Contract Pipeline

Robert Golden and Jill Jackson

Statewide Contract Activity Highlights



Recently Awarded & Released

- Indefinite Quantity Construction Contract (EZIQC) (A)
- Carpet, Flooring & Related Services (A)
- Industrial, Medical & Specialty Gases (A)
- School Buses (A)
- Liquid Propane (A)
- Integrated Business Solutions (NAPA/GPC PA) (A)
- Vaccine Distribution (PA) (A)
- Mechanical System Repair & Maintenance Services (A)



In Evaluation (NOIA Estimate)

- Biological Supplies- 3rd Qtr. FY26
- Vehicle Leasing- 3rd Qtr. FY26
- Discount Retail Walk-in Building Supplies- 3rd Qtr. FY26
- Car Rental - 3rd Qtr. FY26
- Fire Protection Services (PA) – 3rd Qtr. FY26
- Equipment Rental – 4th Qtr. FY26
- Truck Chassis- 4th Qtr. FY26



Upcoming Solicitations

- **Natural Gas Firm Delivery**
 - Est. Release 3rd Qtr. FY2026
- **Charter Bus Services (New)**
 - Est. Release 3rd Qtr. FY2026
- **Janitorial Services (New)**
 - Est. Release 4th Qtr. FY2026
- **Unified Communications Solutions (New)**
 - Est. Release 3rd Qtr. FY2026
- **Elevator/Escalator Maintenance (New)**
 - Est. Release 4th Qtr. FY2026
- **General Office Supplies**
 - Est. Release 4th Qtr. FY2026
- **Police Pursuit & Special Vehicles**
 - Est. Release 4th Qtr. FY2026
- **License Plate Readers (New)**
 - Est. Release 4th Qtr. FY2026

Automobiles Manufactured in GA Initiative “AMIGI”

99999-SPD-SPD0000233

Kia and Hyundai Dealerships

- All vehicles available under 12,500 GVWR

View **Vehicle Availability Matrix** or **TGM** contracts for the current list of dealerships

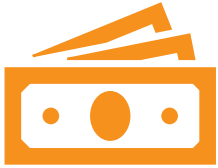
Rolling Program Enrollment

10-Year Base Period

Pricing: Receive 3 quotes and negotiate the best pricing



MMCAP Shareback Credits



What it is

Rebates from MMCAP contract purchases

Returned as credits or distributions



Why it matters

Direct savings from prior purchasing activity

Credits may still be available and unused



Action

Review for outstanding shareback credits

Vendor/contract holder should have notified your team

Follow up if no confirmation received

Hospital and Medical Supplies

Henry Schein, McKesson

99999-SPD-G20230717

Pharmaceutical Distr.

Cardinal Health

99999-SPD-G20260731-0001

New Vaccines Distribution SWC

Contract Description/Scope: For the distribution of all vaccines to State of Georgia Authorized Users, by executing a PA with suppliers leveraging the MMCAP Master Agreements. Provides vaccines and vaccine-related services in a timely manner throughout Georgia, as needed.

comprehensive distribution for a wide range of vaccines, including but not limited to Influenza and many routine vaccines

Contract Type: Convenience

Contract Number: 99999-SPD-G20270531

- Replacing 99999-SPD-G20200612

Benefits:

Online ordering platforms for both suppliers

Expedient delivery

SWC Base Term: 5/1/2026 – 5/31/2027

Rollout Webinar: TODAY



P-Card Update

Becky Alexander

Policy & P-Card Plan Updates



Statewide P-Card Policy Updated

- Policy was updated earlier this year
- Reflects current program requirements and state procurement standards
- Agencies should review updated policy before go-live



P-Card Plan Submissions

- P-Card plans have been submitted and are currently under review
- Reviewed plans will be available to agencies before go-live
- No action needed — monitor for confirmation of approval

Annual Refresher Training



Training was waived last year — it is a requirement this year.



What is required

All P-Card holders and approvers must complete the annual refresher training this year. This is a program requirement in Statewide Policy.



Timing

Training must be completed before the annual self-assessment submission, which is due at the end of this year.



Self-Assessment

Annual self-assessment submission is due on December 1. Refresher training completion is a prerequisite — please plan accordingly.

GA@WORK Implementation

Security, Training & Go-Live Readiness



Security Role Mapping

ACTION

Ensure all P-Card roles have someone assigned. Review role assignments now and confirm coverage before go-live.



Ongoing & Hands-On Training

Training is ongoing. Dedicated training days with hands-on sessions are being planned for late May. Watch for scheduling details.



Pay Statements to Zero

ACTION


All outstanding statements must be paid in full so balances are at \$0 before go-live. Do not carry balances into GA@WORK.



POs with P-Cards — Conversion

POs tied to P-Cards in the legacy system will be converted to non-P-Card POs in GA@WORK.

P-Card Recap

- 
- Now** **Updated Statewide Purchasing Card Policy**
Read and communicate updated policy to P-Card holders at your agency.
 - Now** **Confirm P-Card Plan Status**
Plans submitted and under review — available before go-live.
 - May 18** **Monthly P-Card Administrators' Roundtable — APO/CUPO Welcome during NextGen**
Attend next roundtable for updates and Q&A.
 - Late May** **Hands-On Training Days**
Participate in planned hands-on GA@WORK training sessions.
 - Pre Go-Live** **Security Roles & Zero-Balance Statements**
All P-Card roles filled. All statements paid to \$0.
 - Year-End** **Annual Self-Assessment Due**
Refresher training must be completed before submission.

Training Reminders and Updates

Sheree Reddick

Explaining GA@WORK Learning Dates

KEY TRAINING DATES

- ✓ **March** Enrollment began for all GA@WORK Learning Programs.
Instructor-led training sessions are ongoing for applicable learning programs.
- ✓ **April 6 – June 4** Use the [Learning Help Form](#) for questions and new hire enrollments.
Remember to complete required assessment(s) within 3 days of completing an instructor-led training or eLearning.
- ✓ **May 28** Team Georgia Learning notifications for the **Employee and Manager Foundational Learning Programs show a due date of May 28.**
Completing the training by this date supports a smoother data conversion and helps learners be prepared for Role-Based Learning Programs, if applicable.
 - 📢 **Learners are strongly encouraged to complete all assigned courses by May 28.**
 - 🕒 **All assigned GA@WORK training must be completed by June 11.**
- ✓ **June 11** Learning Programs must be completed for training data to be available on learner transcripts in GA@WORK.



Access the [Training Support Center](#) to view Learning Programs, Course Descriptions, and other GA@WORK readiness materials.

IMPORTANT!

Learners should prioritize completing assigned training as soon as possible – **do not wait to the last day!**

Incomplete training will NOT be migrated to GA@WORK.

After Go-Live, learners who did not complete their assigned learning programs will need to self-enroll and retake incomplete training.

Get the Most Out of Training



To be successful in GA@WORK, learners should:

- Follow along and complete exercises in real time
- Stay engaged during demonstrations and discussions
- Ask questions when something is unclear
- Use provided materials (job aids, guides, notes)



Important to Know

- ✓ Exercises are designed to build on each other
- ✓ Skipping steps may lead to confusion later in the session
- ✓ This training is your opportunity to practice before Go-Live



Procurement Learning Labs



Who: Sourcing Event Buyers & Contract Administrators who have completed ILT course


What: Opportunity for more hands-on practice


GA@WORK for Strategic Sourcing II	GA@WORK for Supplier Contracts
May 1, 2026 9 -11 am	May 1, 2026 1:30 – 3:30 pm
May 15, 2026 9 -11 am	May 15, 2026 1:30 – 3:30 pm
May 29, 2026 9 -11 am	May 29, 2026 1:30 – 3:30 pm



University System of Georgia (USG)

USG & GTA Webinar: GA@WORK Updates & Key Differences

 **Date:**
May 13

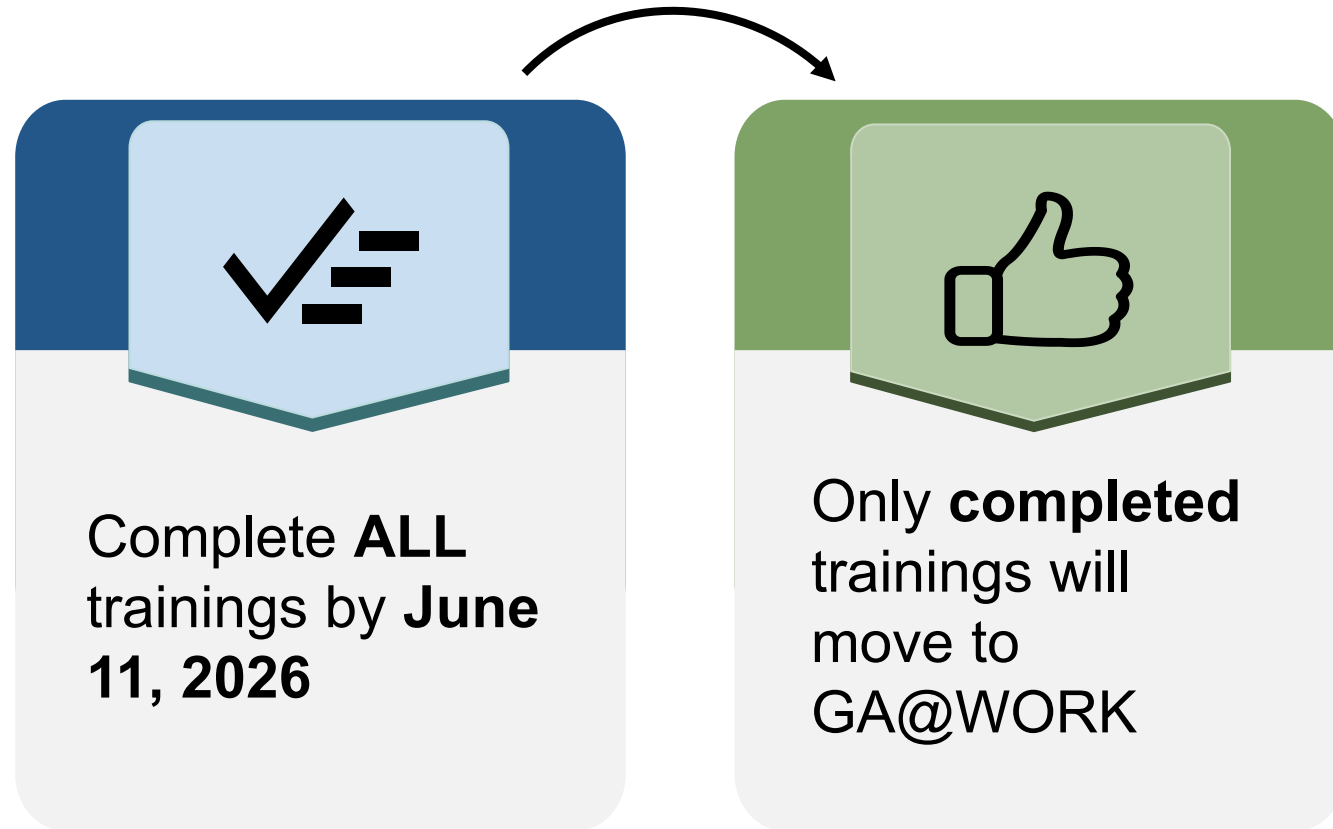
 **Time:**
10 a.m. – 12 p.m.



Scheduled Session

LMS Cutover/Freeze

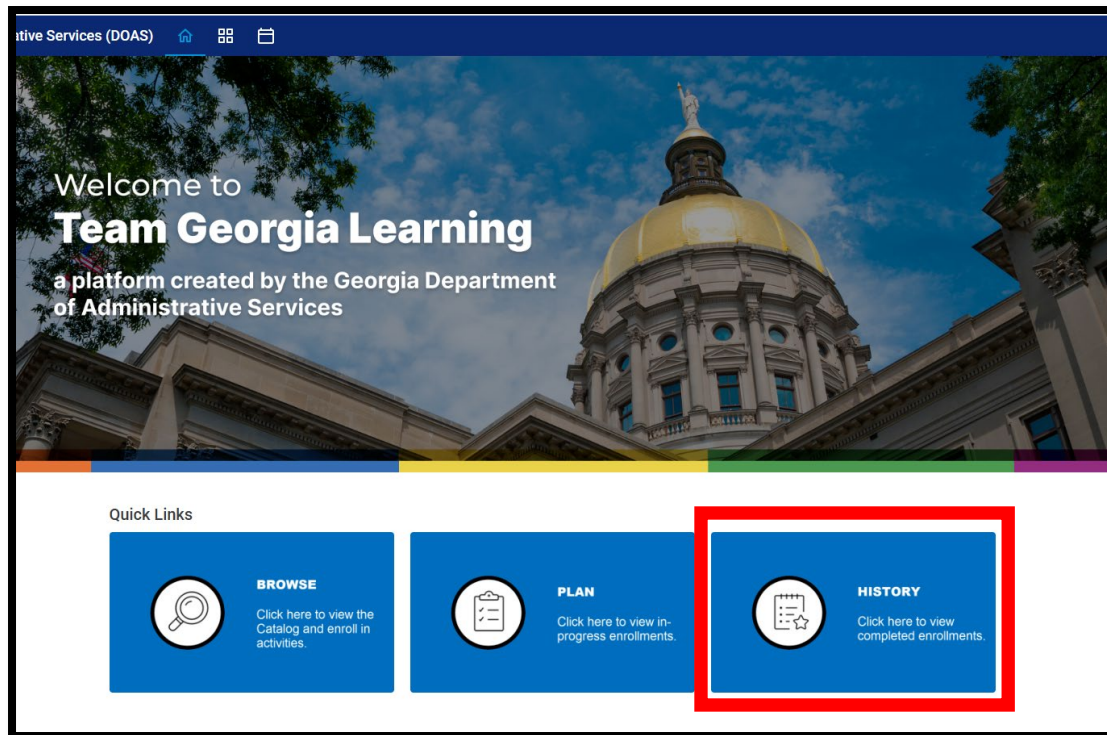
5-year history will be available in GA@WORK



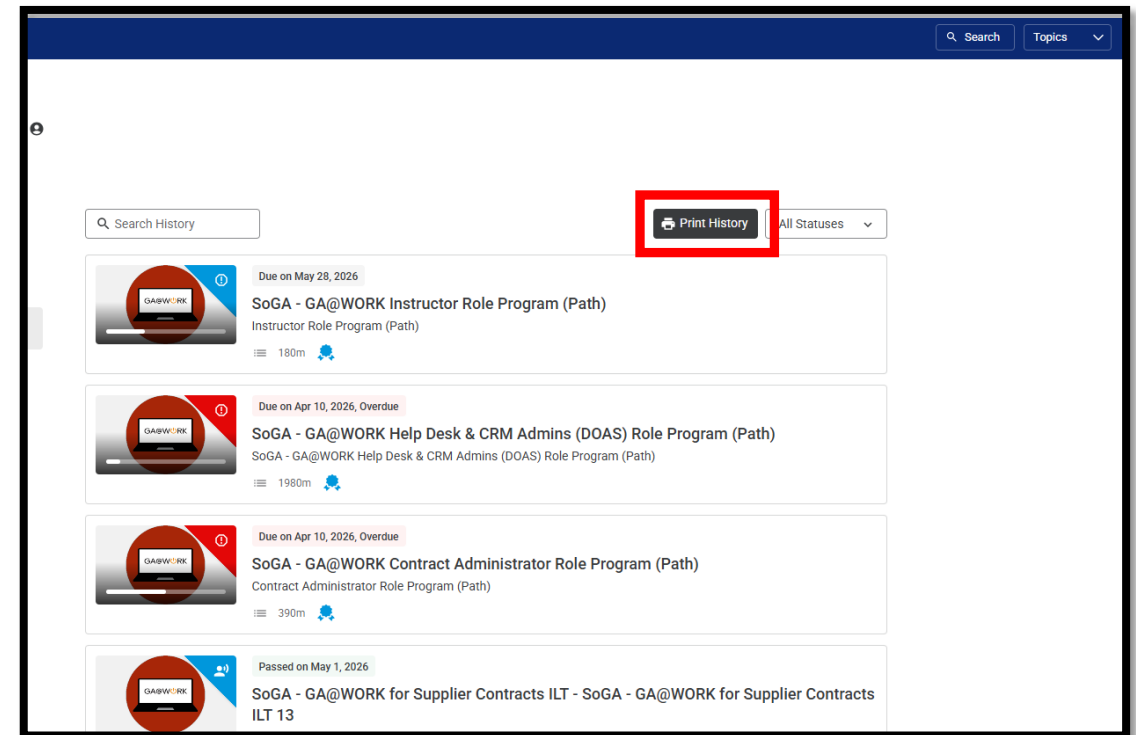
Reminder: Go in and print your training transcript NOW!

Print Your Transcripts

1 After logging in, click History.



2 Select Print History



SPD Certification Extension – Key Highlights

To support transition to GA@WORK Learning: SPD will grant a **12-month extension** for eligible certifications

Who is impacted?

Certifications **expiring between Jan 1 – Dec 31, 2026**
Only for certifications **not already renewed**

When will this happen?

Extension will be applied during migration on **July 1, 2026**

Eligible Certifications:

- ✓ Georgia Certified Purchasing Associate (GCPA)
- ✓ Georgia Certified Purchasing Manager (GCPM)
- ✓ Georgia Certified Purchasing Card Administrator
- ✓ (GCPCA) Request for Proposals (RFP) Certification

New
Certification
completion
timelines will
be extended
as well.

How it works:

Expiration dates will be extended by **+12 months**

Example: July 1, 2026, → July 1, 2027

Thank You, **GA@WORK** ILT
Delivery Team!



20/32 sessions complete

62%

Amazing collaboration and
engagement!

GA@WORK Procurement Website

Cassie Alston

Coming soon!

GA@WORK
Procurement

Propelling Georgia government into the forefront of
technology and changing the way we do business

GA@WORK

Information Hub for APO/CUPOs, Local Government, and Suppliers

- ✓ Training and Job aids
- ✓ FAQs
- ✓ Procurement Huddle PPTs/Meeting recordings
- ✓ Procurement Demos
- ✓ System Status Updates
- ✓ Request Support

GA@WORK Resource Library

Diana Tiernan

GA@WORK Resource Library vs. Support Portal

GA@WORK Resource Library

Who is it for

All employees and managers can access the GA@WORK Resource Library. Business area specific content is being moved to the Support Portal.

How to access

Navigate to: <https://sao.georgia.gov/gawork-resource-library>.

When to access

Available now

Best used for



Use to learn about GA@WORK and get ready for change.

This site does not contain business-area specific information.

Use the Resource Library to learn and prepare.

Support Portal

GA@WORK users with functional or administrative roles will receive access.

The link is provided by invitation only. Email gaatwork_support_portal@sao.ga.gov with questions.

Access begins in May 2026; this is the source of support for after Go-Live



Use the Support Portal for role-based support.

Use this portal for GA@WORK role-specific support or answers to system questions.

It includes job aids, troubleshooting workflows, and official system forms.



Both resources support GA@WORK readiness, but they serve different needs. **The GA@WORK Resource Library is for general awareness, and the Support Portal is for role-based support.**

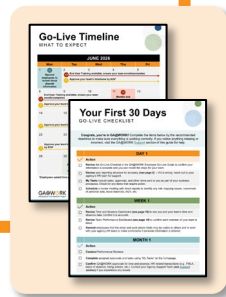
Upcoming: GA@WORK Go-Live Guides

The **GA@WORK Employee and Manager Go-Live Guides** will be published on the **GA@WORK Resource Library** on **May 4** to help employees and managers prepare for go-live and navigate the transition to GA@WORK.



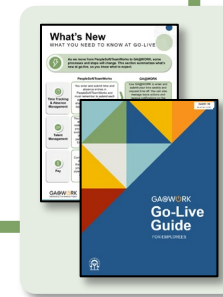
What to expect

- Overview of important milestones and dates
- Guidance for before and after go-live
- First 30-days checklists
- Support resources and where to go for help



Who should use the GA@WORK Employee Go-Live Guide?

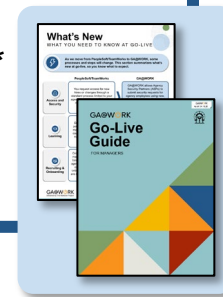
- **Employees:** Use the GA@WORK Employee Go-Live Guide to understand key actions and what to expect during Day 1, Week 1, and Month 1



Who should use the GA@WORK Manager Go-Live Guide?

- **Managers:** Use the GA@WORK Manager Go-Live Guide to prepare for manager responsibilities and support employees through go-live and early adoption*

**Managers should review both guides so they can reinforce employee actions consistently*



WHY DOES IT MATTER?

The go-live guides are designed to help end users understand what's changing in GA@WORK and what to do to be ready on July 1.

Employee readiness checklist

There are activities all employees need to complete prior to go-live, and they have been compiled on the “Employee Readiness Checklist.”

This checklist will be posted on the GA@WORK Resource Library, as well as a Job Aid and an email communication template.



Please distribute this checklist to your agency and remind everyone to complete these activities!

GA@WORK		Employee Readiness Activities		May – June 2026
		Preparing everyone for the GA@WORK go-live in July 2026		Carefully review due dates!
Request	What to review for and instructions	Due date		
Complete your Employee Foundational Learning Program	Learn how to use GA@WORK by completing training. <input type="checkbox"/> Access training in Team Georgia Learning ; visit the GA@WORK Resource Library for training information.	5/28/2026		
Learn from your agency how you will sign-in to GA@WORK	Your agency is responsible to communicate to you how to sign-in and access GA@WORK beginning July 1. <input type="checkbox"/> If you have not received instructions, reach out to your agency help desk or IT team.	June 2026		
Information updates in TeamWorks – Cleaned up data in TeamWorks means accurate data in GA@WORK				
Open TeamWorks and review your personal information.	<input type="checkbox"/> Verify your personal information in TeamWorks, and confirm your personal details are correct. <input type="checkbox"/> Carefully review and confirm your contact information is accurate.	5/30/2026		
Update any fields and save as needed.	<input type="checkbox"/> Review your direct deposit information, and confirm routing and account numbers, account type (checking/savings), and primary account. Remove any closed or unused accounts <input type="checkbox"/> Check tax withholding and deductions <input type="checkbox"/> Check job/work information that is visible to you	5/30/2026		
Further Instructions				
Open TeamWorks and review your business information. Update any fields and save as needed.	Your business contact fields can be publicly viewable in GA@WORK. <input type="checkbox"/> While updating TeamWorks, business phone and business email fields should be updated with your appropriate business contact information. Only leave these fields blank if you do not have a business phone and/or business email.	5/30/2026		
Further Instructions				
Benefits preparation in the vendor system – Review in in GABreeze/ADP Portal/ERSGA Systems				
Review your benefits information	<input type="checkbox"/> Confirm benefits, dependents, and beneficiaries <input type="checkbox"/> Save and print a copy of your benefit elections, dependent information, beneficiary designations	5/30/2026		
Expense Submission – This is for those employees who submit or approve expense reports				
Submit any cash advances or expense reports in Concur	Employees should submit all expense reports and cash advances by June 24, 2026. All should be approved by 6/26/2026.	6/24-26/2026		
Screenshots and downloads from TeamWorks – Saved screenshots provide a way for you to self-validate your information in GA@WORK				
Take screenshots of pay slips	Historic pay slips will not be converted into GA@WORK. This is important for any employees who might be buying a car or home and need proof of income. <input type="checkbox"/> Take screenshots of pay slips at least from Jan. 1 – June 30, 2026.	6/30/2026		
Download W2s older than five years	Only five years of W2s will be converted to GA@WORK. <input type="checkbox"/> Employees should download any W2s beyond that date if needed.	6/30/2026		
Take screenshots OF leave balances and requests	<input type="checkbox"/> Take a screenshot of your current leave balance in Teamworks as of June 24 <input type="checkbox"/> Take a screenshot of any future leave requests past June 30 in TeamWorks	6/30/2026		
Time and Absence Preparation – Complete these activities to manage your time and leave requests				
Enter and submit requests	<input type="checkbox"/> By June 24, enter and submit all time and leave requests through June 30, 2026.	6/30/2026		

Employee readiness checklist

Draft

GA@WORK
Delivered by The NextGen Project

Job Aid – Employee Readiness Activities for GA@WORK Go-Live

Table of Contents

- Start here 1
- Personal information updates in TeamWorks 1
- Business information review and updates in TeamWorks 2
- Benefits Preparation 2
- Expense Submission 3
- Screenshots and downloads from TeamWorks 3
- Time and Leave Preparation 3
- GA@WORK 4

Job Aid



Recap & Reminder



Reminder



Important Dates



Task



Mark Your Calendar!

Upcoming Procurement Huddles

May 27, 2026

Learning Cutover Transition

June 11, 2026

Procurement Learning Labs

Strategic Sourcing II

Dates: May 1, May 15 & May 29

Time: 9 -11 a.m.

Supplier Contracts

Dates: May 1, May 15 & May 29

Time: 1:30 -3:30 p.m.



Scan to register for
upcoming Huddle Meetings



Scan to access previous
Huddle Meetings



University System of Georgia (USG)

USG & GTA Webinar: GA@WORK Updates & Key Differences



Date:

May 13



Time:

10 a.m. – 12 p.m.



Scheduled Session

Georgia Procurement Conference

April 19 – 22, 2027



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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Meeting invitations (Townhalls, NCN) • Project updates • Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	<ul style="list-style-type: none"> • Are responding to a meeting invitation 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM 	<ul style="list-style-type: none"> • Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit SIT or UAT testing resources • Have questions about the testing process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 (P-Card) 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.



State Purchasing Division

DOAS.GA.GOV



Georgia™

Department of
Administrative Services



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 throughout the month.

✓	Procurement Request	Business Suite	Agencies	Owner in Agency	Contact / Mailbox	Due Date	Supporting Information
	Monitor Open Solicitations	PRO	Does <u>NOT</u> apply to USG	APOs	agencysourcing@doas.ga.gov	5/4/2026	Contact SPD Agency Sourcing team. All solicitations (RFI, RFQ, RFQC and RFP) must be in "under evaluation" status no later than 5/4/2026.
	Attend the USG and GTA Sourcing Webinar	PRO	Select	USG CUPOs and GTA APO	georgia.learning@doas.ga.gov	5/13/2026	This is a virtual webinar to highlight what is changing in Sourcing module
	Attend Monthly P-Card Roundtable (Optional)	PRO	All	APO/CUPO, CFOs, P-Card Administrators	cardprograms@doas.ga.gov	5/18/2026	Email the contact to receive an invitation
	Attend the Procurement Huddle (Optional)	PRO	All	Procurement Community	https://doas.ga.gov/Events (Registration link coming soon)	5/27/26	Refer to invitation for details
	Process FY27 Contract Renewals	PRO	Does <u>NOT</u> apply to USG	Contract Administrators	procurementhelp@doas.ga.gov	05/29/26	Complete renewals in TeamWorks by May 29, 2026 , set expiration date to 7/1/26 or later . Steps for renewing contracts
	P-Card statements to be paid in full	PRO	All	CFOs, P-Card Administrators	cardprograms@doas.ga.gov	Ongoing through go-live	Monthly account statements
	Continue data clean-up	PRO	All	APO/CUPO and P-Card Administrators	<ul style="list-style-type: none"> For P-cards: cardprograms@doas.ga.gov For PO & Supplier Invoices: nextgen@sao.ga.gov For Supplier Contracts and Strategic Sourcing Events: https://service.doas.ga.gov/app/AskNextgenSupport 	Ongoing	For P-Card data cleanup, refer to April 22, 2026, P-Card Administrator Roundtable

