



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

Official Announcement # 26-08

DATE: June 30, 2026

TO: State of Georgia Procurement Professionals

FROM: Carrie Steele, Deputy Commissioner of State Purchasing, DOAS 

RE: Policy Updates for Implementation of GA@WORK

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) announces revisions to the [Georgia Procurement Manual](#) (GPM) resulting from the implementation of the State of Georgia's new enterprise resourcing planning system, GA@WORK, effective **July 1, 2026**. In addition, SPD is announcing policy updates to certain solicitation evaluation activities and negotiation authority to align with approved practices.

Key revisions are summarized below and detailed in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 1):

1. **New Procurement Tools:** Effective July 1, 2026, Team Georgia Marketplace™ is being replaced by the State of Georgia's new enterprise resource planning system, GA@WORK. GA@WORK delivers a suite of procurement tools.
 - a. **Procure-to-Pay:** GA@WORK offers core procure-to-pay functionality for all state entities onboarded to GA@WORK Financials.
 - b. **Statewide Contracts and the Virtual Catalog:** All state entities onboarded to GA@WORK Financials will experience online shopping of statewide contracts available from the virtual catalog via GA@WORK Marketplace. All other state entities and local government will retain public access to view statewide contracts.
 - c. **Sourcing:** GA@WORK Marketplace provides a single platform for sourcing activities by all state entities, including the University System of Georgia. The Sourcing module is integrated with the Georgia Procurement Registry and supports Requests for Information, Requests for Quotes, Requests for Qualified Contractors and Requests for Proposals.

- d. **Contract Management:** GA@WORK Marketplace provides core contract management functions for all state entities onboarded to GA@WORK Financials.
 - e. **Bidder Registration, Business Certification, Online Bidding and Contracts:** GA@WORK Marketplace for Suppliers provides online bidder registration, access to DOAS' Business Certification Program, bidding and access to contracts awarded through the Contracts module.
 - f. **Learning:** DOAS is sunsetting its legacy learning management system, Team Georgia Learning. Effective July 1, 2026, SPD's procurement training courses will be available via GA@WORK Learning. All state entities onboarded to GA@WORK Human Capital Management will have direct access to GA@WORK Learning. All other state entities, including the University System of Georgia, and local government will have access via the External Learner Registration Application (ELRA). DOAS will release email communications to existing external learners on a rolling basis following go-live with information about how to access ELRA.
2. **Legacy Systems and Templates:** SPD is removing all references to legacy systems, including Team Georgia Marketplace™, Team Georgia Learning and eSource. SPD is also archiving certain solicitation templates and forms which are either no longer applicable or replaced by SPD smart forms or new functionality available within GA@WORK Marketplace.
 3. **Purchase Order (PO) Type Codes:** SPD is refining the use and application of PO type codes in GA@WORK Financials as noted in GPM Table 6.6. SPD will publish a new quick reference guide SPD-AP017 GA@WORK Purchase Order Type Quick Reference Guide for GA@WORK Financials users.
 4. **Request for Proposals (RFP) Validation Process:** To align with best practices and existing processes, SPD is revising GPM Table 5.6 General Overview of Technical Evaluation to clarify that validation is a process led by the issuing officer through one or more meetings.
 5. **RFP Negotiation Process and Authority:** To align with existing processes, SPD is revising the GPM to clarify that (a) completing the "Strength Weakness Opportunity and Threats" Analysis, Cost Analysis and Desired Outcomes Document is at the issuing officer's discretion and (b) state entity issuing officers have authority to conduct RFP negotiations provided the issuing officer has completed SPD's RFP and negotiation training certifications.
 6. **Training:** SPD has revised and updated references to supplier system training and removed reference to the Team Georgia Marketplace™ training certification for state employees.

SPD will incorporate these revisions into a future update of the [Georgia Procurement Manual](#), which will be announced separately. 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 July 1, 2026

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement **#26-08 Policy Updates for Implementation of GA@WORK**. In the event of any conflict between this table and the GPM (once published), the revised GPM shall govern.

Introduction and General Overview

1. I.3.3. Supplier Registration

SPD provides a web-based registration system which enables suppliers to register with the state of Georgia through ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers. ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers is provided by SPD and its partners and serves as an online tool to support various state purchasing functions, including registration of suppliers, application for business certification, advertisement of contract opportunities, electronic bidding and contracts management. Suppliers must register in this system to do business with the state and participate in any electronic solicitations hosted through ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers. Suppliers can access key information about ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers, including training information to facilitate the use of the system on the DOAS website.

- ~~General Information~~
- ~~Training Materials~~

Suppliers maintaining active registrations with ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers may take advantage of certain premium services offered by SPD, such as automatic email notification of new contract opportunities posted by state entities. To take advantage of the automatic email notification feature, the registered supplier

Introduction and General Overview

must select one or more item codes from the National Institute of Governmental Purchasing Commodity/Services Code (NIGP Code™) which best reflect the types of goods and/or services offered by the supplier. The selected codes operate as a filter in that only notices of procurement opportunities which contain one or more of the selected codes will be emailed to the supplier. Email notification is not guaranteed and may be impacted by other factors, such as spam ~~blocker~~ blockers, system performance, employee turnover, etc. Therefore, all suppliers are encouraged to frequently monitor the GPR for announcements. In the event a supplier elects not to use the automatic email notification feature, the supplier may view solicitations by accessing the GPR.

SPD and state entities may elect to utilize the contact information contained within ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers to send important information to suppliers. Please note that the registration system is "supplier maintained". In other words, each registered supplier is responsible for updating and maintaining key company, contact and product/service information in the system.

2. I.3.7.4. Improper Sales Attempts

All contracts are solicited and awarded on the basis of good faith. Suppliers interested in winning state contracts must actively participate in the procurement process. Suppliers must not act opportunistically by attempting to interfere with the procurement process or the lawful award of state contracts. Attempts to sell products or services to state entities outside of the procurement process through sales pressure or any other aggressive tactics are not permitted and may result in disciplinary action by SPD, including, but not limited to, terminating the supplier's registration with ~~Team Georgia Marketplace™~~ GA@WORK Marketplace for Suppliers.

Stage 1 – Need Identification

3. 1.3.5.6. Notifying SPD of Emergency Purchases

In the event of an emergency purchase, the APO/CUPO must provide SPD with written notice and justification by completing form SPD-NI004 Emergency Justification Form.

For ~~Team Georgia Marketplace™~~ GA@WORK Financials users and Georgia FIRST Financials users, the completed SPD-NI004 Emergency Justification Form must be attached at the header level of the PO in the system as well as together with other pertinent documentation relating to the emergency purchase (such as supplier quotations, communications with end users regarding the emergency, etc.).

For all other users, the completed SPD-NI004 Emergency Justification Form must be forwarded by the APO/CUPO via email to ~~processimprovement@doas.ga.gov~~ spdpolicy@doas.ga.gov within ten (10) calendar days of the emergency purchase.

There are additional requirements in the event a P-Card is used as noted in the Statewide Purchasing Card Policy. In the event of an emergency purchase, the APO/CUPO is required to provide notice and justification to SPD whether or not the dollar value of the emergency purchase falls within the state entity's delegated purchasing authority.

Stage 2 – Pre-Solicitation

4. Key Steps, Table 2.1 Referenced Official Forms

Table 2.1 Referenced Official Forms	State Entity Use	SPD Use
SPD-PS001 Category Workplan Template		•

Stage 2 – Pre-Solicitation

SPD-PS004a Supplier Market Analysis Guideline		•
SPD-PS004b Category Profile Spend Analysis Template		•
SPD-PS007 SWC Review Council Template		•
SPD-PS010 SWC RFX Project Plan		•
SPD-PS013 State Entity eRFI Template	•	
SPD-PS014 State Entity RFI Template	•	
SPD-PS015 eRequisition Submission Form	•	
SPD-PS015a eRequisition Submission Form – Instructions	•	
SPD-PS016 Purchase Requisition Form	•	
SPD-PS019 Sole-Brand Justification Form	•	
SPD-PS019a Sole-Brand Instructions	•	
SPD-PS021 Fast Track RFP Request for Approval	•	
SPD-PS023 State Entity RFX Project Plan	•	

Stage 2 – Pre-Solicitation

5. 2.2.3.2. Request for Information for Suppliers

As potential sources of supply are identified, the procurement professional may contact potential suppliers directly to request information. The procurement professional's contact with potential suppliers may occur informally, such as by telephone or email. Alternatively, the procurement professional may determine a more formal method of gathering information from suppliers as desired, such as the Request for Information method.

A *Request for Information* (RFI) is a semi-formal method for requesting information from suppliers who have knowledge or information about an industry, goods, or services. The procurement professional should use the RFI method if there is not enough information or knowledge about the services needed to develop a statement of work or goods where product specification and knowledge is needed for a solicitation. To use the RFI method, the procurement professional must use ~~one of the following templates identified in Table 2.4 as applicable~~ SPD-PS013 State Entity eRFI Template and publish to the GA@WORK Marketplace Sourcing module. ~~For state entities using Team Georgia Marketplace™, the procurement professional must post the RFI in Team Georgia Marketplace™ using the form below. All other procurement professionals may post RFIs to either eSource or the GPR using the applicable forms below:~~

Table 2.4 Request for Information Templates	
Team Georgia Marketplace™ and eSource	SPD-PS013 State Entity eRFI Template
Georgia Procurement Registry	SPD-PS014 State Entity RFI Template

The RFI should, at a minimum, describe the state entity's needs, identify what information is desired from suppliers, and provide a method for receiving the requested information. The completed RFI is then posted by the procurement professional to the GPR for any period of time deemed desirable by the procurement professional.

The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no more than an information gathering tool and such information gathered may or may not be used by the state entity to develop a competitive solicitation.

Stage 2 – Pre-Solicitation

	Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI. However, SPD strongly encourages suppliers to respond to RFIs as this is a great way to ensure the state entity is aware of the suppliers' available goods and services.
6.	2.5.1. Issuing Requisitions to SPD In the event the solicitation will be processed by SPD, the procurement professional must prepare and submit a requisition request along with other pertinent documentation, including specifications, to SPD. Users of Team Georgia Marketplace™ will use the requisition creation functionality within the tool. For those state entities not using Team Georgia Marketplace™ but using the State Accounting Office's PeopleSoft system, the procurement professional must use SPD-PS015 eRequisition Submission Form. The procurement professional should review SPD-PS015a eRequisition Submission Form – Instructions for assistance in completing the requisition. All other procurement professionals must use form SPD-PS016 Purchase Requisition Form. <u>Requests for assistance may be submitted through the SPD Agency Sourcing online request form.</u> Requisitions <u>Requests</u> submitted to SPD must contain adequate specifications/descriptions, validated budget, approval, and all other information pertinent to the procurement. SPD will review the requisition request and other documentation submitted by the state entity for completeness. SPD may elect to delegate authority to the state entity's procurement professional to conduct the solicitation. Otherwise, SPD will coordinate with the state entity throughout the solicitation process until a contract has been awarded.

Stage 3 – Solicitation Preparation

7.	Key Steps, Table 3.1 Referenced Official Forms								
	<table><tr><th>Table 3.1 Referenced Official Forms</th><th>State Entity Use</th><th>SPD Use</th></tr><tr><td>SPD-SP001 Statewide Contract eRFP Template</td><td></td><td> • </td></tr></table>	Table 3.1 Referenced Official Forms	State Entity Use	SPD Use	SPD-SP001 Statewide Contract eRFP Template		•		
Table 3.1 Referenced Official Forms	State Entity Use	SPD Use							
SPD-SP001 Statewide Contract eRFP Template		•							

Stage 3 – Solicitation Preparation

	SPD-SP002 Statewide Contract eRFQ Template		•	
	SPD-SP003 Statewide Contract eRFQC Template		•	
	SPD-SP006 Statewide Contract for Goods and Ancillary Services		•	
	SPD-SP007 Statewide Contract for Services		•	
	SPD-SP008 Statewide Contract for Software		•	
	SPD-SP009 Statewide Contract for Equipment Rental or Lease		•	
	SPD-SP012 Certification of Non-Collusion	•		
	SPD-SP013 Georgia Resident and Small Business Verification Form	•	•	
	SPD-SP014 Checklist for Bid Posting Times and Protest Filings	•	•	
	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	•		
	SPD-SP023 State Entity Contract for Goods and Ancillary Services – Open	•		
	SPD-SP024 State Entity Contract for Goods and Ancillary Services – Fixed	•		
	SPD-SP025 State Entity Contract for Services	•		
	SPD-SP026 State Entity Contract for Software	•		
	SPD-SP027 State Entity Contract for Equipment Rental/Lease	•		
	SPD-SP028 eSource Contract Terms	•		

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	SPD-SP030 Facilitated Session Sign-in Form	•	•
	SPD-SP033 Facilitated Session Guide Template	•	•
	SPD-SP036 Request for Supplier Training	•	•
	SPD-SP039 Evaluation Committee Member Participation Form	•	•
	SPD-SP040 Consultant Confidentiality and Disclosure Agreement Form	•	•
	SPD-SP042 Supplier General Information Worksheet	•*	•*
	SPD-SP044 Trade Secret Affidavit	•	•
	SPD-SP045 Tax Compliance Form	•	•
	SPD-SP048 Insurance and Bonding Guidelines	•	•
	SPD-SP051 RFP Preparation Scorecard	•	•
	SPD-SP057 Requirements Sheet for RFP or Scored RFQC	•	•
	SPD-SP060 Contracting with State Entities	•	•
*This form should only be used if the procurement professional is posting a solicitation directly to the Georgia Procurement Registry. Solicitations posted electronically through Team Georgia Marketplace™ or eSource will capture this information in the system from the supplier with each bid response.			
8.	3.3.1. eSource eSource is a software technology that simplifies the bidding process by enabling electronic responses from suppliers, reducing paper documents received, and automating the cost evaluation process for simple RFQs. All solicitations posted to eSource are automatically publicly advertised on the GPR. Suppliers should review Chapter 4 – Stage 4 – Solicitation Process for information regarding accessing and responding to solicitations available through eSource. Bids or proposals delivered via fax, email, mail or any other manner other than through eSource will not be accepted.		

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	For all state entities not using Team Georgia Marketplace™, use of eSource is mandatory for all RFQs (including RFQs designated as sole brand) and RFPs unless the State Purchasing Division Deputy Commissioner grants an exception. Requests for exceptions must be submitted in writing to SPD via email at processimprovement@doas.ga.gov. The procurement professional has the discretion to use eSource to post RFIs and RFQCs. eSource cannot be used to post sole source notices or consortia/cooperative notices. Instead, these notices must be posted directly to the GPR.
9.	3.3.2. Team Georgia Marketplace™ <u>3.3.1 GA@WORK Marketplace</u> Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> is provided by SPD and its partners and serves as an online tool to support various state purchasing functions, including registration of suppliers, <u>application for business certification</u>, advertisement of procurement solicitations and contract opportunities, electronic bidding, and contracts management. All solicitations posted to Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> are automatically publicly advertised on the GPR. Suppliers should review Chapter 4 – Stage 4 - Solicitation Process for information regarding accessing and responding to solicitations available through Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>. Except as expressly stated otherwise in the solicitation, responses to solicitations posted in Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> must be submitted through the system; bids or proposals delivered via fax, email, mail or any other manner other than through Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> will not be accepted. SPD intends Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> to be the primary vehicle for all solicitations conducted by SPD as well as by and all state entities that are using the State Accounting Office version of PeopleSoft Financials. SPD will work with all eligible state entities to develop the knowledge and skills necessary to successfully use Team Georgia Marketplace™ and establish a date for each participating state entity to begin conducting all solicitations in Team Georgia Marketplace™. All procurement professionals should familiarize themselves with Team Georgia Marketplace™ forms since any solicitations conducted by SPD on the state entity's behalf must be prepared using these forms. For those state entities currently using Team Georgia Marketplace™, the use of Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> is mandatory for all RFQs, RFQCs, RFPs, and RFIs unless SPD grants an exception. Requests for exceptions must be submitted in writing to SPD via email at processimprovement@doas.ga.gov <u>processimprovement@doas.ga.gov</u> <u>spdpolicy@doas.ga.gov</u>.

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NOTE: Sole source and consortia/cooperative purchase notices must be posted directly to the GPR.

10. 3.4. Selecting the Correct Solicitation Template

~~Once the procurement professional has determined which sourcing tool will be used, the procurement professional can select the approved solicitation template.~~ The state entity's use of SPD's approved solicitation templates and related forms is mandatory unless a written exception has been granted by the State Purchasing Division Deputy Commissioner. Requests for exceptions must be submitted in writing to SPD via email at processimprovement@doas.ga.gov ~~spdpolicy@doas.ga.gov~~. Use Table 3.2, Table 3.3 and Table 3.4 to identify the corresponding templates and forms. All SPD approved templates and forms referenced within this chapter are available from SPD's Seven Stages of Procurement web page. SPD's templates should not be used for solicitations which are not governed by this manual as the templates are based on the policy in this manual and include references to specific processes administered by SPD, such as the protest process defined in Chapter 6 - Stage 6 - Award Process.

Table 3.2 <u>GA@WORK Marketplace Solicitation Templates and Forms for Team Georgia Marketplace™ and eSource</u> <u>Forms</u> for State Entities	
If the Solicitation Type is...	Then, use the following State Entity Form(s)
Request for Quotes	SPD-SP018 State Entity eRFQ Template SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.)

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			SPD-SP058 Requirements Sheet for RFQs or non-scored RFQCs* SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)	
		Request for Proposals	SPD-SP016 State Entity eRFP Template SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP057 Requirements Sheet for RFPs and scored RFQCs* SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)	
		Request for Qualified Contractors	SPD-SP020 State Entity eRFQC Template SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQs or non-scored RFQCs* (as applicable) SPD-SP057 Requirements Sheet for RFPs and scored RFQCs* (as applicable) SPD-SP059a Instructions for Requirements Sheet (Excel 2003)	

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~~SPD-SP059b Instructions for Requirements Sheet (Excel 2007)~~

* The procurement professional ~~will~~ may use the applicable Requirements Sheet to ~~create the individual spreadsheets that will contain~~ draft the Mandatory requirements, Mandatory Scored requirements, and/or Additional Scored requirements to import questions when building the draft solicitation in GA@WORK Marketplace. ~~The Requirements Sheet is not to be posted as part of the solicitation.~~

Table 3.3 Non-electronic Forms for State Entities	
If the Solicitation Type is...	Then, use the following State Entity Form(s)
Request for Quotes	SPD-SP017 State Entity RFQ Template SPD-SP012 Certification of Non-Collusion SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQ or Non-Scored RFQC* SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)
Request for Proposals	SPD-SP015 State Entity RFP Template SPD-SP012 Certification of Non-Collusion SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps)

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		<u>Immigration and Security Form (as needed; See <u>Section 3.5.1.3.</u>)</u> <u>SPD-SP057 Requirements Sheet for RFP or Scored RFQC*</u> <u>SPD-SP059a Instructions for Requirements Sheet (Excel 2003)</u> <u>SPD-SP059b Instructions for Requirements Sheet (Excel 2007)</u>
	<u>Request for Qualified Contractors</u>	<u>SPD-SP019 State Entity RFQC Template</u> <u>SPD-SP012 Certification of Non-Collusion</u> <u>SPD-SP042 Supplier General Information Worksheet (as needed; See <u>Key Steps</u>)</u> <u>Immigration and Security Form (as needed; See <u>Section 3.5.1.3.</u>)</u> <u>SPD-SP058 Requirements Sheet for RFQ or Non-Scored RFQC* (as applicable)</u> <u>SPD-SP057 Requirements Sheet for RFP or Scored RFQC* (as applicable)</u> <u>SPD-SP059a Instructions for Requirements Sheet (Excel 2003)</u> <u>SPD-SP059b Instructions for Requirements Sheet (Excel 2007)</u>

~~* The procurement professional will use the applicable Requirements Sheet to create the individual spreadsheets that will contain the Mandatory requirements, Mandatory Scored requirements, and/or Additional Scored requirements. The Requirements Sheet is not to be posted as part of the solicitation.~~

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Table 3.4 SPD's Statewide Contract Templates and Forms for Team Georgia Marketplace <u>GA@WORK Marketplace</u>	
If the Solicitation Type is...	Then, use the following SPD Form
Request for Quotes	SPD-SP002 Statewide Contract eRFQ Template SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQ or Non-Scored RFQC* SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)
Request for Proposals	SPD-SP001 Statewide Contract eRFP Template SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP057 Requirements Sheet for RFP or Scored RFQC* SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)
Request for Qualified Contractors	SPD-SP003 Statewide Contract eRFQC Template

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			SPD-SP042 Supplier General Information Worksheet (as needed; See Key Steps) Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQs or non-scored RFQCs* (as applicable) SPD-SP057 Requirements Sheet for RFPs and scored RFQCs* (as applicable) SPD-SP059a Instructions for Requirements Sheet (Excel 2003) SPD-SP059b Instructions for Requirements Sheet (Excel 2007)
* The procurement professional will <u>may</u> use the applicable Requirements Sheet to create the individual spreadsheets that will contain <u>draft</u> the Mandatory requirements, Mandatory Scored requirements, and/or Additional Scored requirements <u>to import questions when building the draft solicitation in GA@WORK Marketplace.</u> The Requirements Sheet is not to be posted as part of the solicitation.			
11.	3.5.1.1. Certificate of Non-Collusion (O.C.G.A.) Section 50-5-67 requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to "rig" the bidding process) has not occurred. Therefore, the solicitation must contain a <i>certificate of non-collusion</i>, which must be signed by an authorized representative of the supplier. Such person must include his or her title and, if requested, must supply verification of authority to bind the company in contract. The certificate of non-collusion states: "I certify that this bid (proposal) is made prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid (proposal) for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid (proposal) and certify that I am authorized to sign this bid (proposal) for the bidder (offeror)".		

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	eSource <u>GA@WORK Marketplace</u> has been automated to include a prompt that requires suppliers to certify that collusion has not occurred prior to submitting a response within eSource <u>GA@WORK Marketplace</u>. However, for any solicitations sourced through Team Georgia Marketplace™ or posted directly to the GPR, the procurement professional must direct the supplier to make a certification of non-collusion. The procurement professional should use SPD-SP012 Certification of Non-Collusion (<u>available upon request to SPD</u>) or any other method approved by SPD.
12.	3.5.1.2. Tax Compliance Prior to awarding any contract exceeding \$100,000.00, the state entity must verify through the Department of Revenue (DOR) that the selected supplier (including any of the supplier's affiliates) is not a prohibited source as defined by (O.C.G.A.) Section 50-5-82. The state entity must require the supplier to complete SPD-SP045 Tax Compliance Form. For all competitive solicitations posted directly to the Georgia Procurement Registry, the procurement professional must attach SPD-SP042 Supplier General Information Worksheet* to prompt each supplier to respond to this requirement. The completed tax compliance form must be submitted by the state entity to DOR at the following email address: tsd-state-contractors@dor.ga.gov. DOR will respond in writing to the state entity within three business days of its receipt of the completed form. In the event the supplier is approved by DOR, the state entity may proceed with the procurement process. In addition to initial contract award, the supplier's continued tax compliance will be a factor in the state entity's decision to renew any multi-year agreements. Each supplier is strongly encouraged to check its tax status and resolve any outstanding tax liabilities prior to participating in a solicitation. DOR has identified their website as a source to allow suppliers to check current tax status. * This form should only be used if the procurement professional is posting a solicitation directly to the Georgia Procurement Registry. Solicitations posted electronically through Team Georgia Marketplace™ or eSource will capture this information in the system from the supplier with each bid response.

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| 13. | <p><u>3.5.1.5. Small or Minority Businesses</u> <u>Small, Minority-Owned, Women-Owned and Veteran-Owned Businesses</u></p> <p>All solicitations must include statements encouraging minority business participation <u>by Georgia small, minority-owned, women-owned and veteran-owned businesses</u> and statements encouraging majority businesses to subcontract with minority businesses. Solicitations should also include notification of the income tax credit that is available to any business that subcontracts with a minority-owned business <u>a DOAS-certified small and minority owned, small and women owned or small and veteran owned business</u>. Examples of both of these statements are already included in SPD's approved solicitation templates.</p> <p>For information gathering purposes, SPD and/or the state entity may request the supplier to identify whether the supplier may be considered a <u>Georgia-based, small, or minority-owned, women-owned, or veteran-owned</u> business in accordance with Georgia law. For all competitive solicitations posted directly to the Georgia Procurement Registry, the procurement professional must attach SPD-SP042 Supplier General Information Worksheet* to capture the supplier's certification regarding its status. For additional information regarding the state of Georgia's policy with respect to small and minority businesses. For definitions of these terms, refer to <u>Section 1.3.5. - Small and Minority Businesses Business Status Considerations</u>.</p> <p>*This form should only be used if the procurement professional is posting a solicitation directly to the Georgia Procurement Registry. Solicitations posted electronically through Team Georgia Marketplace™ or eSource will capture this information in the system from the supplier with each bid response.</p> |
| 14. | <p><u>3.5.2.3.3. Conference Information</u></p> <p>The state entity, at its discretion, may arrange for recordings or transcripts of such public meetings to be made. At a minimum, sufficiently detailed notes should be taken with specific attention to noting all questions so that written answers can be posted to the solicitation. Notes, recordings or transcripts will be available to suppliers upon request in accordance with Section 1.6. - Public Access to Procurement Information. Statements made by representatives of the state entity at public meetings are not binding and any revisions to solicitation requirements must be made by the procurement professional in writing and posted with the solicitation as further described in Chapter 4 - Stage 4 - Solicitation Process.</p> <p>For solicitations conducted through Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>, the procurement professional may desire to use a public meeting to provide training to assist suppliers in submitting electronic responses. If so, the procurement professional must first submit a request for training assistance to SPD using SPD-SP036 Request for Supplier Training.</p> |

Stage 3 – Solicitation Preparation

15. 3.5.5.1.5. Performance and Service Requirements

The RFQ must identify the delivery or performance schedule as applicable, including any inspection and acceptance requirements. In addition, the solicitation must identify all required services and applicable service levels. Finally, the procurement professional must consider the appropriate insurance requirements as well as whether a bond or letter of credit will be required. The procurement professional can obtain additional guidance regarding insurance and bonding requirements by accessing ~~SPD-SP015 State Entity RFP Template~~ SPD-SP048 Insurance and Bonding Guidelines. Each state entity should fully assess the state's risk for lowering the recommended dollar amounts based on the particular need.

16. 3.5.7. Developing Cost Structure Worksheets

Whether the procurement professional is conducting an RFQ or RFP, the procurement professional must develop the cost structure to be used to gather pricing information ~~a cost worksheet~~. GA@WORK Marketplace allows suppliers to enter pricing directly within provided data fields or line items. For more complex pricing structures, the procurement professional may elect to develop a Ccost worksheet, which refers to the document the supplier will complete and upload as part of its bid response to identify the price of the requested goods and/or services. For simple RFQ conducted through eSource or Team Georgia Marketplace™, the procurement professional may create line items within the sourcing tool to capture cost in lieu of using a cost worksheet. Except as expressly approved by SPD, use of the standard RFQC process defined in Chapter 2 – Stage 2 - Pre-Solicitation does not result in contract award. As a result, ordinarily, a cost worksheet would not be used with the standard RFQC process.:-

The ~~cost worksheet~~ solicitation should clearly identify the specific items for which the supplier must assign a cost. It is critical that the procurement professional construct the ~~cost worksheet~~ solicitation's cost structure in a manner that allows suppliers' pricing to be easily compared, will encourage competitive pricing and is consistent with the manner in which the state entity is best suited to make payment. In addition, whether the solicitation is for goods, services, or both, the cost line items or worksheet must clearly define the unit of measure. For example, if the state entity desires certain services to be priced based on an hourly rate, the cost line items or worksheet should include instructions directing suppliers to formulate their

Stage 3 – Solicitation Preparation

cost in this manner. Without clear instructions regarding the unit of measure, suppliers may not structure their pricing in the same manner which will prevent an "apples to apples" comparison during cost evaluation.

The cost line items or worksheet may vary from solicitation to solicitation based on a variety of factors, including the type of contract that will be awarded. For example, if the procurement professional does not wish to develop a fixed quantity contract (i.e., prefers to develop an open agency contract in which unit pricing is established, but the state entity has not committed to buy a certain quantity of products or amount of services), then the procurement professional will want to ensure that a unit price is provided, but may also want to establish volume discounts.

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17. Key Steps, Table 4.1 Referenced Official Forms

Table 4.1 Referenced Official Forms	State Entity Use	SPD Use
SPD-SPR001 Bidders/Offerors Conference Agenda	•	•
SPD-SPR004 Supplier Q&A Template	•	•
SPD-SPR007 Bidders/Offerors Conference Sign-in Form	•	•
SPD-SPR010 Bidders/Offerors Conference Announcement	•	•
SPD-SPR010a Instructions for Posting a Bidders/Offerors Conference in Team Georgia Marketplace™	•*	•
SPD-SPR010b Instructions for Posting Bidders/Offerors Conference in GPR	•	•
SPD-SPR013 RFX Addendum Form	•	•

Stage 4 – Solicitation Process				
		SPD-SPR014 RFX Cancellation Notice	•	•
	*For those state entities using Team Georgia Marketplace™ to conduct solicitations			
18.	4.2. Step 1 – Public Advertisement and Notice The solicitation process begins with the procurement professional’s public notice of the solicitation. To give every supplier an equal opportunity to submit responses to state of Georgia solicitations, all solicitations are publicly advertised on the GPR in accordance with the minimum public posting time periods identified in Table 3.5. Additional materials to assist the procurement professional in posting the solicitation and advertising any planned conferences include: <u>If the solicitation includes a bidders/offerors conference, then the procurement professional will provide notice to supplier by including information in GA@WORK Marketplace. It is recommended that the procurement professional also publish SPD-SPR0010 Bidders/Offerors Conference Announcement with the solicitation.</u> SPD-SPR010a Instructions for Posting a Bidders/Offerors Conference in Team Georgia Marketplace™ SPD-SPR010b Instructions for Posting Bidders/Offerors Conference in GPR			
19.	4.2.1. Georgia Procurement Registry (GPR) As noted in Section I.3.3. - Supplier Registration, the GPR is the site for publicly posting notice of all state of Georgia solicitations governed by the State Purchasing Act. The GPR is freely accessible to the public and contains search capabilities to assist suppliers in performing a targeted search of solicitations. All solicitations sourced through Team Georgia Marketplace™ and eSource, which are procurement applications or sourcing tools used by state entities to process solicitations <u>GA@WORK Marketplace</u>, are automatically publicly advertised on the GPR.			

Stage 4 – Solicitation Process

20. 4.3. Step 2 – Accessing and Reviewing Solicitations

The GPR is the source for suppliers to access information about all solicitations required to be competitively bid in accordance with the provisions of this manual. The GPR notice includes instructions to the supplier about accessing the solicitation itself. For example, the GPR notice will instruct the supplier whether a response to the solicitation must be submitted through ~~an SPD sourcing tool, such as Team Georgia Marketplace™ or eSource~~ GA@WORK Marketplace. The supplier must review and comply with any and all instructions for accessing the solicitation that are included on the GPR for that solicitation.

21. 4.4.3.2. Resolving Technical Issues

Questions regarding supplier registration or access to ~~Team Georgia Marketplace™ and eSource~~ GA@WORK Marketplace for Suppliers should be directed to SPD by calling the Customer Service Help Desk or sending an email with a description of the system problem. Table 4.3 provides the contact information:

Table 4.3 Customer Service Help Desk Contact Information	
Email Address	procurementhelp@doas.ga.gov
Phone # Number	404-657-6000

The Customer Service Help Desk operates Monday through Friday 8:00 am to 5:00 pm EST, excluding state holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather.

22. 4.4.3.3. Responding to Suppliers' Questions

The process for answering suppliers' questions was previously addressed in Section 3.5.2.2. - Supplier Questions. The issuing officer must complete and post ~~SPDSPR004 Supplier Q&A Template~~ written responses to address all received supplier questions. The issuing officer should use the GA@WORK Marketplace Q&A Board to review and respond to supplier questions and may, if desired, publish consolidated responses using SPD-SPR004 Supplier Q&A Template. In the event the

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	issuing officer determines the state entity's response to a supplier's question requires a revision to the solicitation, the issuing officer must make the revision in writing by posting an addendum in accordance with Section 4.8.1. - Revising the Solicitation.
23.	4.4.4. Public Meetings As discussed in Chapter 3 - Stage 3 - Solicitation Preparation, the state entity may elect to conduct public meetings, referred to as offerors' or pre-bid conferences, for the purpose of distributing information, answering questions, or facilitating visits to certain physical locations. There is no material distinction between the use of the terms "offerors' conferences" and "pre-bid conferences" other than the fact that "offerors' conferences" is the term generally associated with RFPs and "pre-bid conferences" is the term generally associated with RFQs or RFQCs. These public meetings occur prior to the closing of the solicitation and are generally open to all interested suppliers. The general purpose of any such public meeting is to share information by facilitating any of the following activities: • Open dialogue between the state entity and interested suppliers. • Live question and answer session. • Conducting a site visit or "walk-through" at a relevant site. There is no requirement that a state entity host an offerors' or pre-bid conference for every solicitation. The solicitation will identify the date, time and place for the conference, if any, as well as whether suppliers' attendance at the conference is mandatory to be considered eligible for contract award. The issuing officer, or his/her designee, serves as the facilitator for the conference and will be in attendance. It is best practice for the issuing officer to document all attendees at the conference; however, at a minimum, the issuing officer must document suppliers' attendance at a mandatory conference, including noting the time of arrival and/or departure of any suppliers arriving late or leaving early. To document attendance, the issuing officer must <u>may</u> use SPD-SPR007 - Bidders/Offerors Conference Sign-in Form <u>or similar document</u>. The issuing officer may, but is not required, to post the completed sign-in form to the GPR <u>solicitation</u>; however, the sign-in form must be maintained as part of the procurement file and is subject to immediate public disclosure upon request. In the event the issuing officer discloses the sign-in form in response to a request, SPD recommends posting the sign-in form to the GPR <u>solicitation</u> in the event the issuing officer has not already done so.

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	The state entity may, at its option, elect to provide for transcriptionist services such that a written record of the conference would be available to all attendees. Statements made at a conference are not considered revisions and/or additions to the solicitation. Solicitations must be revised in writing as described in Section 4.8.1. - Revising the Solicitation.					
24.	4.5. Step 4 – Preparing the Supplier’s Response Suppliers must comply with the solicitation’s instructions for preparing a response. "Response" is used to refer to the supplier’s offer, bid or proposal. Suppliers must carefully review all included instructions and conditions of the solicitation prior to beginning to prepare a response to the solicitation. In the event the solicitation is sourced through eSource or Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>, the supplier is strongly encouraged to take advantage of available user guides and/or training to assist the supplier in successfully submitting a response. The following supplier <u>Training</u> resources for suppliers are available online <u>on DOAS’s website</u>.					
25.	4.6.1. Sourcing Tools Suppliers’ responses to solicitations sourced through eSource or Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> must be submitted electronically through those systems <u>the system</u>.					
26.	4.7.1. Revising Supplier Responses The supplier may revise a submitted response at any time prior to the solicitation closing date and time in accordance with Table 4.6: <table><tr><th colspan="2">Table 4.6 Revising Supplier Responses</th></tr><tr><td>Team Georgia Marketplace™ <u>GA@WORK Marketplace</u></td><td>Before the solicitation closes, the supplier must: 1. Log on to the system,</td></tr></table>		Table 4.6 Revising Supplier Responses		Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>	Before the solicitation closes, the supplier must: 1. Log on to the system,
Table 4.6 Revising Supplier Responses						
Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>	Before the solicitation closes, the supplier must: 1. Log on to the system,					

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		2. Access the response (Download files), 3. Edit the response, and 4. Resubmit the revised response. Access DOAS Supplier Training web page for training resources.	
	eSource	Before the solicitation closes, the supplier must: 1. Access the response through the supplier's emailed invitation link, 2. Edit the response, and 3. Resubmit the revised response. Access DOAS Supplier Training web page for training resources.	
	Mailed or Hand-delivered Responses	Before the solicitation closes, the supplier must: 1. Submit the revision in writing in the same manner as the solicitation required the response to be submitted prior to the closing date, OR 2. Arrange with the issuing officer to permit an authorized representative of the supplier to modify the response in person and initialing any revision.	

Revisions cannot be made after the solicitation closes; however, the supplier may request to withdraw its response in accordance with Table 4.7 During evaluation, the state entity is permitted to waive minor informalities, waive administrative requirements, and resolve discrepancies between unit and extended pricing as further described in Chapter 5 – Stage 5 - Evaluation Process.

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27. 4.7.2. Withdrawing Supplier's Submitted Responses

The supplier is allowed to withdraw the supplier's submitted response at any time prior to the close of the solicitation in accordance with Table 4.7:

Table 4.7 Withdrawing the Supplier's Submitted Response		
Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>	Before the solicitation closes, the supplier must: 1. Log on to the system, 2. Access the response, and 3. Select "Save for Later" <u>Withdraw Bid.</u> 4. Resubmit the revised response. Access DOAS Supplier Training web page for training resources.	After the solicitation closes, the supplier must submit a written request to the issuing officer with an explanation why the supplier desires to withdraw its response. The written request must be a signed letter that is emailed, mailed, faxed or hand-delivered to the issuing officer.
eSource	Before the solicitation closes, the supplier must: 1. Access the response through the supplier's emailed invitation link, 2. Select "Complete Delete of Your Response." Access DOAS Supplier Training web page for training resources.	
Mailed or Hand-delivered Responses	Before the solicitation closes, the supplier must submit a written request to the issuing officer. If desired, the supplier may arrange to pick up the	

Stage 4 – Solicitation Process

		supplier's submitted response, provided this occurs prior to the close of the solicitation.	
	After the close of the solicitation, the state entity, in its sole discretion, may permit withdrawal when the best interest of the state entity would be served. Generally, withdrawal will only be allowed in cases where there has been an honest mistake not resulting from negligence and the mistake is clearly ascertainable. All decisions to permit withdrawal of responses or to cancel awards or contracts based on mistakes in the supplier's response must be supported by a written determination made by the issuing officer.		
28.	4.8.1.2. Response to Revisions When making a revision to a solicitation, the issuing officer must ensure suppliers are provided adequate time to view and respond to the revision. Depending on the magnitude of the revisions and the length of time remaining prior to the closing date and time of the solicitation, the issuing officer may need to extend the closing date and time of the solicitation. The supplier must comply with the solicitation's instructions regarding the acknowledgement of revisions to the solicitation. For example, if the solicitation (or posted revision) directs suppliers to submit a signed acknowledgement of the revision, then the supplier should submit the signed acknowledgement with its response. For all solicitations sourced through Team Georgia Marketplace™ or eSource <u>GA@WORK Marketplace</u>, the supplier must be deemed to have accepted all terms and agreed to all requirements of the solicitation (including any revisions/additions made in writing prior to the close of the solicitation whether or not such revision occurred prior to the time the supplier submitted its response) by the submission of the supplier's response unless expressly stated otherwise in the supplier's response. <i>Therefore, each supplier is individually responsible for reviewing the revised solicitation and making any necessary or appropriate changes and/or additions to the supplier's response prior to the close of the solicitation. Suppliers are encouraged to frequently check the solicitation for additional information.</i>		

Stage 4 – Solicitation Process

29. 4.9. Step 8 - Receiving Suppliers' Responses

Suppliers' responses must be received on or before the solicitation closing date and time to be considered for contract award. All responses must remain sealed until the solicitation closing date and time. Those responses received after the solicitation closing date and time must be rejected.

~~eSource and Team Georgia Marketplace™ each support~~ GA@WORK Marketplace supports the sealed bidding process by only releasing submitted suppliers' responses to the state entity upon the closing date and time of the solicitation. Also, ~~eSource and Team Georgia Marketplace™ do~~ GA@WORK Marketplace does not allow the submission of late responses. However, in the event the state entity is not using ~~Team Georgia Marketplace™, eSource~~ GA@WORK Marketplace or any other sourcing tool approved by SPD to facilitate receipt of electronic responses from suppliers, the state entity must facilitate a process in which all suppliers' responses are time and date stamped upon receipt and remain sealed until the solicitation closing date and time.

All suppliers' responses received by the state entity in response to a solicitation must remain unopened and stored in a secure place until after the solicitation closing date and time. No unauthorized persons may have access to the suppliers' responses. An envelope that is not marked as a supplier's response or does not identify the supplier or solicitation may be opened solely for the purpose of identification. A record must be made on the envelope stating the reason for opening the supplier's response as well as the date and time the supplier's response was opened, the solicitation to which the supplier responded and the signature of the person who opened the supplier's response. The envelope must then be re-sealed until the solicitation closing date and time and then maintained as part of the procurement file.

The state entity's time and date stamp must be used to determine whether or not the supplier's response was submitted by the closing date and time. Although late responses cannot be evaluated, late responses must be marked as late and maintained as part of the procurement file. The issuing officer will identify the supplier submitting a late response as an unsuccessful offeror on the Notice of Intent to Award (SPD-AP004 Notice of Intent to Award) (if used) as well as the Notice of Award (SPDAP005 Notice of Award).

Stage 4 – Solicitation Process

30. 4.10. Step 9 - Close of the Solicitation

The solicitation closes upon the expiration of the date and time identified in the solicitation as the deadline for suppliers to submit responses. In the event that the state offices are closing because of an emergency such as severe weather, the issuing officer should extend any ~~electronically sourced~~ solicitations ~~(i.e., solicitations processed through eSource or Team Georgia Marketplace™)~~ that are scheduled to close during the time in which state offices are closed for a minimum of 48 hours or until such time as state offices are expected to reopen. If the issuing officer fails to extend the for emergency closures, SPD reserves the right to extend the solicitation without consulting the issuing officer.

As noted in Section 3.5.2.4. - Public Opening, the state entity may elect to conduct a public opening at the close of a solicitation to establish a construction or public works contract. Public openings permit members of the public to be present on the date and time the bids are due at a location identified by the state entity to listen to the state entity's reading of the names of the suppliers submitting bids as well as the pricing submitted by those suppliers. For all other solicitations, the names of the suppliers submitting responses as well as the contract award amount are announced by the state entity through its posting of a Notice of Intent to Award (SPD-AP004 Notice of Intent to Award) or Notice of Award (SPD-AP005 Notice of Award) to the Georgia Procurement Registry (GPR) as further described in Chapter 6 – Stage 6 - Award Process.

Stage 5 – Evaluation Process

31. Key Steps, Table 5.1 Referenced Official Forms

Table 5.1 Referenced Official Forms	State Entity Use	SPD Use
SPD-EP001 Administrative Review Requirements Summary Sheet	•	•
SPD-EP002 Bid Tabulation Template	•	•

Stage 5 – Evaluation Process

	SPD-EP004 Evaluation Committee Agenda	•	•
	SPD-EP007 Supplier Technical Evaluation	•	•
	SPD-EP010 Request for Clarification	•	•
	SPD-EP013 Master Technical Evaluation Template	•	•
	SPD-EP015 Negotiation Plan	•*	•
	SPD-EP 016 Invitation to Negotiations	•*	•
	SPD-EP017 Negotiations Script	•*	•
	SPD-EP018 Negotiations Workbook	•*	•
	SPD-EP020 Request for Cost Negotiation (Best and Final Offer)	•	•
	SPD-EP023 Evaluation Committee Guidelines	•	•
	SPD-EP026 General Confidentiality Form	•	•
*Authorized for use only by APO/CUPO <u>or other procurement professional</u> as specified in Section 5.8.1 RFP Rounds of Negotiation			
32.	5.6.3.2.1. Technical Evaluation The issuing officer is responsible for managing the entire evaluation process and serves as an ex-officio member of the evaluation committee to facilitate all evaluation meetings. After completing the administrative review, the issuing officer should schedule the kick-off meeting for the evaluation committee. The issuing officer should use SPD-EP004 Evaluation Committee Agenda as a guideline for the initial and subsequent meetings of the evaluation committee. Table 5.6 provides a general overview of the technical evaluation process. State entities should not deviate from these guidelines without SPD’s prior		

Stage 5 – Evaluation Process

written approval. Any such request for approval should be submitted via email to processimprovement@doas.ga.gov or spdpolicy@doas.ga.gov.

Table 5.6 General Overview of Technical Evaluation	
Step 1: Kick-off Meeting	Issuing Officer conducts kick-off meeting with evaluation committee members to complete the following tasks: • Review the requirements of SPD-EP004 Evaluation Committee Agenda (all members should already have signed this form) • Review the requirements of SPD-EP023 Evaluation Committee Guidelines, including the scoring guidelines. • Review and discusses how to evaluate the different types of RFP questions/requirements: mandatory, mandatory scored and additional scored (Section 3.5.5.2. - RFP Technical Requirements and Questions). • Understand how to complete SPD-EP007 Supplier Technical Evaluation, which is used to capture scoring for each supplier's technical response <u>document ratings and comments within GA@WORK Marketplace (or on a separate worksheet in a format approved by SPD).</u> • Understand the requirement to add explanatory comments for any score/rating other than "adequate". • Understand issuing officer may facilitate the use of prescreened third-party <u>third-party</u> consultants for assistance in answering

			questions from the evaluation committee but that such consultants cannot score proposals without SPD's prior approval.	
		Step 2: Initial Independent Review	The initial evaluation consists of the following steps: • After completing Step 1, the issuing officer distributes suppliers' Technical proposals only (not Cost proposal) to the evaluation committee members to evaluate using SPD-EP007 Supplier Technical Evaluation. • Each evaluation committee member must independently score each supplier's technical proposal. • Each supplier's response must be evaluated against the solicitation/scoring criteria and not against another supplier's response. Each evaluation committee member is responsible for scoring all suppliers' responses. In very complex RFPs, it is permissible for evaluation committee members to be organized based on subject matter expertise. For example, perhaps four evaluation committee members are responsible for evaluating suppliers' "security measures"; therefore, these same four evaluation committee members must evaluate the same sections for all suppliers' responses. • If an evaluator determines it may be necessary to request written clarification from a supplier, this request must be submitted to the issuing officer for review and release to the supplier. • The issuing officer is responsible for coordinating receipt of written requests from the suppliers and the prompt distribution of these requests to the evaluation committee.	
		Step 3: Initial Evaluation Results	After completing the initial evaluation, each evaluation committee member must submit his/her evaluation documents to the issuing officer. Once the issuing officer has assembled all evaluation documents from	

			the evaluation committee, the issuing officer will schedule a Validation meeting.	
		Step 4: Other Evaluation Activities	Conduct other evaluation activities as applicable (Section 5.6.5. - Additional Evaluation Activities).	
		Step 5: Validation	<u>Once the issuing officer has received all evaluation documents from the evaluation committee, the issuing officer may begin the validation process.</u> -The evaluation committee will convene <u>one or more meetings</u> to discuss the results of the independent scoring. As a result of this discussion <u>these discussions</u> , a committee member may modify his/her scoring; however, there is no requirement that all committee members reach agreement on a score for a particular question. Any changes to scoring based on discussions, and additional comments must be documented in <u>writing within GA@WORK Marketplace (through the panel questionnaire) or in another format approved by SPD</u> SPD-EP013 Master Technical Evaluation Template . Each evaluation committee members' <u>member's</u> score for each question will be added together, and the issuing officer will average the individual scores to determine the supplier's score for that particular question.	
		Step 6: Consolidated Evaluation	Once the evaluation committee has completed the validation process, the issuing officer will finalize <u>documentation</u> SPD-EP013 Master Technical Evaluation Template . In addition, the issuing officer will complete the cost evaluation (Section 5.6.3.2.2. – RFP Cost Scoring) and enter the cost scores into the template as well <u>document the cost scoring</u> .	
		Step 7: Results Discussion	Once Step 6 is complete, the issuing officer may share the consolidated evaluation results with the evaluation committee and discuss whether negotiations are recommended.	

Stage 5 – Evaluation Process			
		Step 8: Negotiations (if any) and Rescoring	In the event the evaluation committee determines negotiations are recommended, negotiations may be conducted subject to the issuing officer's compliance with the provisions of Section 5.8.1. - RFP Rounds of Negotiations.
33.	5.8.1. RFP Rounds of Negotiations "<i>RFP rounds of negotiations</i>" refer to the negotiations authorized by (O.C.G.A.) Section 50-5-67(a)(6). During the RFP process, SPD (or the APO/CUPO <u>or issuing officer</u> of a state entity expressly authorized by SPD by completion of the Negotiations Certificate) possesses discretionary authority to conduct one or more rounds of negotiations with select suppliers to solicit revisions to technical and/or cost proposals as permitted by and SPD's established procurement policy. RFP rounds of negotiations may not be used to alter the RFP. The following subsections describe policies and processes governing this type of negotiations. The process for negotiation must document the items to be discussed in each round of negotiations. A SWOT (Strength Weakness Opportunity and Threats) Analysis, Cost Analysis, and Desired Outcomes Document should <u>may, at the issuing officer's discretion,</u> be prepared prior to the discussions and retained in the procurement file. State Purchasing Form SPD-EP018, the Negotiations Workbook is an optional suite of tools, available to the APO/CUPO or State Purchasing Professionals that captures these items in an interactive document.		
34.	5.8.1.3. Reasonably Susceptible to Contract Award In the event SPD (or a state entity's APO/CUPO <u>or issuing officer</u> expressly authorized by SPD by completion of a Negotiations Certificate) conducts RFP rounds of negotiations, negotiations may only be conducted with suppliers reasonably susceptible to contract award. To be considered reasonably susceptible to contract award, the supplier must be responsive and responsible. RFP rounds of negotiations cannot be used to allow a supplier to attempt to correct an otherwise failing response. If the supplier fails any part of the evaluation process, then the supplier is not reasonably susceptible to contract award and cannot be included in any RFP rounds of negotiations.		

Stage 5 – Evaluation Process

The state entity may conduct negotiations even if there is only one supplier reasonably susceptible to contract award. In the event the state entity elects to conduct negotiations, all suppliers reasonably susceptible to contract award must be allowed to participate unless the RFP expressly permits the state entity to limit the number of suppliers invited to participate in negotiations. For example, the solicitation may limit negotiations to a predefined number of top ranked suppliers or define a methodology that establishes a competitive range of suppliers based on rankings of total combined scores.

Stage 6 – Award Process

35. Key Steps, Table 6.1 Referenced Official Forms

Table 6.1 Referenced Official Forms	State Entity Use	SPD Use
SPD-AP001 Selection Report		•
SPD-AP004 Notice of Intent to Award	•	•
SPD-AP005 Notice of Award	•	•
SPD-AP008 RFQC List of Qualified Contractors	•	•
SPD-AP011 Purchase Order (Non-PeopleSoft)	•	•
SPD-AP014 Supplier Debriefing Tips and Suggestions	•	•
SPD-AP015 Supplier Debriefing Record Template	•	•
SPD-AP016 Purchase Order Type Quick Reference Guide	•	•

Stage 6 – Award Process

	<u>SPD-AP017 GA@WORK PO Type Quick Reference Guide</u>	<u>•</u>	<u>•</u>						
36.	6.2.1. Publishing Results of Prequalification Process Once the state entity has completed the evaluation stage for responses submitted to an RFQC, the issuing officer will publish the results of the RFQC process using SPDAP008 RFQC List of Qualified Contractors. This form must be published to the GPR. In the event the state entity did not use the standard RFQC method (as defined by Section 2.4.3.1. - Standard RFQC method) and will make contract award(s) as a result of the RFQC, then the state entity must comply with the provisions of Section 6.2.2. - Publishing Results of Award Process. <u>For solicitations conducted through GA@WORK Marketplace, the GPR will include a link to view the public award notifications within GA@WORK Marketplace.</u>								
37.	6.2.2.1. Notice of Intent to Award The <i>Notice of Intent to Award (NOIA)</i> is the state entity’s official public announcement of its intended contract award to the identified apparent successful supplier(s). The NOIA also identifies the amount of the intended contract award, the names of all suppliers whose responses were rejected, and the reasons for rejection of the unsuccessful supplier. The NOIA is publicly posted before a contract award is made. Use of the NOIA is governed by the information in Table 6.3: <table><tr><th colspan="2">Table 6.3 Notice of Intent to Award</th></tr><tr><th>If the Contact Has an Estimated Value of...</th><th>Then, Use of the NOIA is...</th></tr><tr><td>Less than \$100,000.00*</td><td>Optional, but strongly recommended as a best practice</td></tr></table>			Table 6.3 Notice of Intent to Award		If the Contact Has an Estimated Value of...	Then, Use of the NOIA is...	Less than \$100,000.00*	Optional, but strongly recommended as a best practice
Table 6.3 Notice of Intent to Award									
If the Contact Has an Estimated Value of...	Then, Use of the NOIA is...								
Less than \$100,000.00*	Optional, but strongly recommended as a best practice								

Stage 6 – Award Process

\$100,000.00 or more*

Mandatory

*For multi-year agreements, use the value of the initial term to determine whether the NOIA is required to be posted

Once the NOIA is published, the protest filing period begins and no contract award may occur until after at least 10 calendar days have passed from the publication of the NOIA. In the event a protest is received during the 10-calendar day filing period, contract award will be delayed except as otherwise approved by the State Purchasing Division Deputy Commissioner. The NOIA must be completed and posted as indicated in Table 6.4:

Table 6.4 Notice of Intent to Award	
If the RFQ/RFP was sourced using...	Then, the issuing officer must...
eSource	Follow the prompts within eSource to create and post the NOIA.
Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>	Complete SPD-AP004 Notice of Intent to Award and post to <u>the public award notice section of GA@WORK Marketplace</u> GPR .
The GPR directly (i.e., a non-electronic bidding process)	Complete SPD-AP004 Notice of Intent to Award and post to GPR.

Although the issuing officer may elect to provide individual notice of the NOIA to participating suppliers as a courtesy, there is no requirement for personal notice. Suppliers are responsible for checking the GPR ~~or eSource as applicable~~ to view the solicitation status and following the link to view the NOIA.

Stage 6 – Award Process

38. 6.2.2.2. Notice of Award

The *Notice of Award (NOA)* is the state entity's official announcement of actual contract award to the identified supplier(s). The NOA also identifies the amount of the actual contract award, the names of all suppliers whose responses were rejected, and the reasons for the rejection of the unsuccessful suppliers. The NOA must be publicly posted within one day of contract award (i.e., issuing a purchase order to the supplier and/or executing a contract). The NOA is mandatory for announcing any and all awards resulting from solicitations regardless of the dollar amount.

For all contracts with an estimated value of \$100,000.00 or more, the NOA may not be issued prior to the expiration of the protest filing period and the resolution of any protests received except as permitted by Section 6.5.5. - Stay of Procurement During Protest Review.

The NOA must be completed and posted as indicated in Table 6.5:

Table 6.5 NOA Posting Policy	
If the RFQ/RFP was sourced using...	Then, the issuing officer must...
eSource	Follow the prompts within eSource to create and post the NOA.
Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>	Complete SPD-AP005 Notice of Award upload to <u>GA@WORK Marketplace</u> Team Georgia Marketplace™ then post to GPR.
The GPR directly (i.e., a non-electronic bidding process to include posting a Sole Source or a	Complete SPD-AP005 Notice of Award and post to GPR.

Stage 6 – Award Process				
		Consortia/Cooperative Purchase notice)		
39.	6.3.1. Purchase Order A <i>purchase order</i> or PO is a contract between the state entity and the supplier. The purchase order is used for financial purposes to encumber funds. In addition, the purchase order may also be used to establish minimum contract terms. The terms, conditions, and specifications of the solicitation document and the award document will be incorporated into any contract between the state entity and the supplier as a result of the solicitation. The State Accounting Office (SAO) maintains the Statewide Purchase Order Policy, which offers guidance to state entities on when a purchase order is expected in the procurement of goods and services. All state entity contracts, statewide contracts, and interagency agreements should also be procured consistent with this Statewide Purchase Order Policy. Purchase orders must contain an authorized signature, correct payment and delivery terms, and the appropriate "<i>purchase type</i>" codes and commodity codes as further described below. In addition, all PO line descriptions must clearly identify what is being purchased (using invoice, manufacturer, or item number alone are not acceptable). For Team Georgia Marketplace™ <u>GA@WORK Financials</u> users, Purchase Orders should be executed in the system and contain all of the above listed criteria. When utilizing a statewide contract or state entity contract for a purchase, each purchase order must reference the contract number whether the purchase is sourced from a catalog or not. For non-Team Georgia Marketplace™ <u>non-GA@WORK Financials</u> users, Purchase Orders should reflect the contract number in the PO reference field. SPD-AP011 Purchase Order (Non-PeopleSoft) is a sample purchase order that may be used by certain state entities as appropriate. Following these specific instructions on Purchase Orders will ensure accurate data is captured in entity procurement spend reports.			

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40. 6.3.1.2. Purchase Order Type Codes

Purchase Order Type codes must be identified on each purchase order issued by the procurement professional as indicated in Table 6.6:

Table 6.6 Purchase Order Type Codes		
Code	Meaning	Code Application
AC	<u>Agency (State Entity) Contract</u>	State entity's purchase from an established state entity term contract (includes one-time purchase, multiyear agreements and open agency contracts). <u>Use this code for GTA contracts, SPD-approved piggyback purchases and for contracts not awarded through a Georgia Procurement Registry (GPR) event.</u> In the event a more descriptive manual code in this table is applicable (e.g. CSN, SB, etc.), then use the more descriptive code.
ACG	State Entity Cooperative/ Consortia Purchase	State entity's purchase from its own contract with a Consortia/cooperative supplier. (See Section 1.3.4.4. – Consortia and Cooperative Purchasing)
ACP	State Entity Contract Piggyback	State entity's purchase through SPD Pre-Approved Piggyback. (See Section 1.3.4.3. – Piggyback Purchases). NOTE: No state entity may use another state entity's contract without SPD's prior consent.
	<u>Agency Subaward Purchase Order</u>	<u>When awarding, sub-awarding, passing-through, and distributing grants funds to a subgrantee - this activity is outside the purview of the Department of Administrative Services. While the grant process itself may be competitive in nature, the distribution of</u>

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			<u>grant funds by a state entity to a subgrantee, via a purchase order, is not subject to the State Purchasing Act. APOs/CUPOs should consult with their legal, fiscal and program staff in addition to the applicable grantor or oversight entity for additional guidance related to grant subawards.</u> <u>Under 2 CFR 200.92, the Uniform Guidance, <i>Subaward</i> means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. For state grants, please review O.C.G.A. Section 28-5-120 et seq. as applicable.</u>	
		GNV	Conversion	This is an old code that is no longer applicable. Do not use this code.
		GSN	Construction Contracts	For use by the Board of Regents of the University System of Georgia (USG) and its institutions only for construction, public works and/or architectural and engineering contracts. (See Section 1.3.6.1. Construction or Public Works)
		EMER	Emergency Purchase	State entity's purchase of necessary goods/services on an emergency basis. (See Section 1.3.5. - Emergency Purchases)
		EXM	Exempt	State entity's purchase of goods/services for which competitive bidding requirements have been waived (See Table 1.6). EXM <u>"Exempt"</u> may also be used to designate purchases which are exempt from the State Purchasing Act (See Table 1.2, Table 1.3, Table 1.4, Table 1.5, and Section 1.2.4.) if permitted by the state entity's internal policy.

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				NOTE: Specific exemption being claimed must be identified in the PO comment field if the use of Exempt NIGP Codes is not applicable.
			<u>GA Procurement Registry Solicitation</u>	<u>When the PO is from an event on the Georgia Procurement Registry (GPR), including RFQ, RFP, Consortia/Cooperative, and Sole Source.</u>
		IGA	Intergovernmental Agreements <u>Intercompany Agreements</u>	<u>State entity's purchase from another state entity listed in GA@WORK, including any purchase from Georgia Correctional Industries or Georgia Industries for the Blind.</u> <u>If a GA@WORK state entity is purchasing from a government entity not listed in GA@WORK, the PO should be coded as "Exempt".</u> <u>Please reference Section 1.2.2.1. – Intergovernmental Agreements for more information.</u> State entity's purchase from an intergovernmental agreement. (See Section 1.2.2.1. – Intergovernmental Agreements) For purchases of certified products from GCI, use MAN. For all other purchases from GCI, use IGA. See Section 1.3.3.1. – Georgia Correctional Industries Administration for additional information.
		MAN	Statutory Mandatory Sources of Supply	State entity's purchase from sources designated as mandatory (See Section 1.3.3. – Tier 3 Statutory Sources Designated as Mandatory). For purchases of preferred products from GEPS, use PRF.
		MUL*	Multiple Purchase Order Types	Use of MUL code should be rare. When at all possible, use another Purchase Order Type Code. SPD recommends using MUL in the following scenario: When ordering products on a

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				statewide contract and products, not on a statewide contract (off-contract) from the same supplier. If more than one Purchase Order Type Code applies, then select the one that represents the majority of the purchase. Contact spdpolicy@doas.ga.gov for questions concerning acceptable purchase combinations for use of the MUL code.	
		OMP	Open Market Purchase	A state entity's purchase made on the open market when not using a contract and the PO amount is less than \$25,000. <u>Use for all certified mandatory or preferred item purchases from GEPS; however, if awarding to GEPS from GPR solicitation, then code as GA Procurement Registry Solicitation.</u>	
		PRF	Preferred	State entity's purchase of GEPS preferred products. (See Section 1.3.4.2. — Preferred Products).	
		SB	Sole Brand	State entity's purchase resulting from a sole brand solicitation. (See Section 2.3.1. — Sole Brand Solicitations).	
		SS	Sole Source	State entity's purchase from a sole source contract. (See Section 2.3.2. — Sole Source Purchases).	
			<u>Statewide Contract</u>	<u>State entity's purchase from a statewide contract.</u>	
		SWCM	Statewide Contract — Mandatory	State entity's purchase from a statewide contract designated by SPD as mandatory. (See Section 1.3.1. — Tier 1 — Mandatory Statewide Contracts).	

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		SWCG	Statewide Contract— Convenience	State entity's purchase from a statewide contract designated by SPD as convenience. (See Section 1.3.4.1.— Convenience Statewide Contracts).	
*Use of the “MUL” code is intended to introduce work efficiencies by allowing a single purchase order to be issued to a single supplier for a combination of purchases as shown in the examples in the table above. The “MUL” code is available for use by all state entities. For additional guidance on proper use of PO types in GA@WORK Financials, please review SPD-AP017 GA@WORK PO Type Reference Guide. For additional guidance on proper use of PO types <u>in all other financial systems</u>, please review SPD-AP016 PO Type Reference Guide.					

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41.	7.2.3. Maintaining Contract Information <u>Excluding the University System of Georgia, all state entities must use GA@WORK Marketplace for contract management unless a written exception is granted</u> using the Sourcing Module of Team Georgia Marketplace™ must use the contract management functionality of that module for any and all contracts established through Team Georgia Marketplace™. The Procurement Professional will upload the completed and executed documents referenced in Table 7.1 into the Contracts Module as they are completed.
42.	7.6. Step 5 – State’s Ongoing Contract Management In addition to monitoring the suppliers’ contract performance and managing acceptance and payment for goods and services, the contract administrator is also responsible for facilitating the following tasks as applicable: Contract amendments (change order process),

Stage 7 – Contract Process

- Renewals,
- Extensions,
- Assignments, and
- Terminations, as applicable.

State entities and suppliers are required to cooperate in good faith throughout the contract process. The issuing officer or contract administrator must clearly document in writing all changes to a contract over the life of the contract.

The contract administrator must use SPD-CP007 Contract Action Summary Form to document changes and upload to the ~~contracts~~ Contracts module of ~~Team Georgia Marketplace™~~ GA@WORK Marketplace or if an exception has been granted, a similar tool to document contract actions.

43. 7.6.4. Assignment and Delegation

Contracts are not assignable or delegable in whole or in part without the express written consent of the state entity. Contracts may only be assigned to responsible suppliers as defined by Section 5.6.2.2. - Responsible.

Prior to approving a contract assignment, the state entity must, at a minimum, complete the following tasks:

- The state entity must confirm the new supplier is not currently suspended or debarred, ~~and~~
- ~~Require the new supplier to complete SPD-SP042 Supplier General Information Worksheet if the solicitation is posted directly to the GPR. If the solicitation is posted through Team Georgia Marketplace™ or eSource, then:~~
- The supplier must certify that it is not a scrutinized company as defined by Section 3.5.1.4. - Scrutinized Company.
- The state entity must verify the supplier's tax compliance for all contracts valued in excess of \$100,000.00 per year as defined by Section 3.5.1.2. - Tax Compliance ~~(whether the solicitation is posted directly to the GPR or posted in Team Georgia Marketplace™ or eSource).~~
- The supplier must complete and submit Department of Audits and Accounts Immigration and Security Form (as applicable).

As part of the contract assignment process, the initial supplier and the new supplier must cooperate in good faith to quickly and efficiently transfer the contract. The new supplier is responsible for promptly submitting all required documentation to the state entity, including, but not limited to, insurance certificates, bonds, etc.

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44. 8.4. Training and Professional Development

Training in procurement is vital for all procurement personnel. Current purchasing staff must become certified within designated ~~time frames~~ time frames. To obtain certification, SPD will provide procurement training to APO/CUPOs and other procurement staff throughout the state. The initial certification is valid for five (5) years, and purchasing staff must complete the re-certification process to maintain State of Georgia purchasing credentials.

SPD's training includes an overview of the procurement process for state entities and includes topics such as the fundamentals of public purchasing, role and responsibilities of the APO/CUPO, delegated purchasing authority, specifications, procurement types, bid procedures, evaluation and award, GA@WORK and GA@WORK Marketplace ~~Team Georgia Marketplace™, eSource~~, the GPR, and the use of these systems. Information about training can be obtained from SPD's state entity training web page. It is imperative that all new employees promptly complete training and limit their work to those areas where they have received training and are certified.

Training for suppliers is also available from the SPD's supplier's training web page. ~~This web page contains information to aid you with your training needs. Table 8.2 outlines the training available for suppliers.~~

Table 8.2 Supplier Training Resources Available	
Georgia Procurement Manual (GPM) for Suppliers	The purpose of this online training session is to learn how to navigate the DOAS State Purchasing web site to find supplier information.
Register as a Sourcing Bidder	The purpose of this online training session is to review the process of registering as a sourcing bidder through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.
Maintain Bidder Information	The purpose of this online training session is to guide you as a sourcing bidder through the steps to maintain

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			your company profile through Team Georgia Marketplace™.	
		Register as a Supplier	The purpose of this online training session is to help you understand the process of registering as a supplier through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.	
		Maintain Supplier Information	The purpose of this online training session is to guide you as a supplier through steps to maintain your company profile through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.	
		Manage Purchase Orders	The purpose of this online training session is to help you understand the process of reviewing account information through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.	
		Manage Payment Information	The purpose of this online training session is to help you understand the process of reviewing account information through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.	
		Respond to Bids in eSource	The purpose of this online training session is to familiarize you with the eSource procurement application and explain how to respond to bids in eSource.	
		Respond to Events and Place Bids in Team Georgia Marketplace™	The purpose of this online training session is to help you understand the process of responding to bid	

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			opportunities/events through Team Georgia Marketplace™, the supplier registration system in the state of Georgia.															
		eSource Supplier Guide	This is a Supplier manual on how to access eSource and how to respond to solicitations posted in eSource.															
45.	8.4.1. Certification Programs SPD has established the Georgia Procurement Certification Program, which identifies minimum skill sets and training requirements necessary to complete procurement tasks. SPD State Purchasing Division offers three (3) specialized certifications as shown in Table 8.3 Certification: <table><tr><th colspan="3">Table 8.3 Certification</th></tr><tr><th>Title</th><th>Components of Certification</th><th>Audience</th></tr><tr><td>Georgia Certified Purchasing Associate (GCPA) or Basic Certification</td><td>Basic Certification</td><td>Employee <u>Employees</u> who need basic understanding of State procurement tools, procedures, and policies and will be creating Request for Quotations solicitations.</td></tr><tr><td rowspan="2"></td><td>GCPA</td><td>Employee must complete GCPA Basic Certification prior to being eligible to pursue GCPM status.</td></tr><tr><td>RFP Certificate*</td><td>Employees responsible for writing and managing the RFP process.</td></tr></table>				Table 8.3 Certification			Title	Components of Certification	Audience	Georgia Certified Purchasing Associate (GCPA) or Basic Certification	Basic Certification	Employee <u>Employees</u> who need basic understanding of State procurement tools, procedures, and policies and will be creating Request for Quotations solicitations.		GCPA	Employee must complete GCPA Basic Certification prior to being eligible to pursue GCPM status.	RFP Certificate*	Employees responsible for writing and managing the RFP process.
Table 8.3 Certification																		
Title	Components of Certification	Audience																
Georgia Certified Purchasing Associate (GCPA) or Basic Certification	Basic Certification	Employee <u>Employees</u> who need basic understanding of State procurement tools, procedures, and policies and will be creating Request for Quotations solicitations.																
	GCPA	Employee must complete GCPA Basic Certification prior to being eligible to pursue GCPM status.																
	RFP Certificate*	Employees responsible for writing and managing the RFP process.																

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	Georgia Certified Purchasing Manager (GCPM)	RFP Negotiation Certificate*	All employees are not required to take this course for GCPM Certification. APOs/CUPOs alone will have the authority to conduct Negotiations on behalf of the State Entity and will be required to complete this course.
		Contract Management Certificate*	Employees responsible for writing and administering the contracts.
		Team Georgia Marketplace™ Certificate*	For Team Georgia Marketplace™ users only.
	Georgia Certified Purchasing Card Administrator (GCPCA)	P-Card Certification	Employees whose responsibilities include coordinating and administering the P-Card Program at their facilities.

*Indicates completing the study of a specialized procurement process.

Key deadlines for completing certain certifications/certificates are defined in Table 8.4. Other certifications and associated deadlines may be announced through official announcements:

Table 8.4 Training Deadlines	
Description	Completion Deadlines

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		Georgia Certified Purchasing Associate (GCPA) or Basic Certification	For APOs/CUPOs and other procurement professionals... • Within nine months of hire for all new APOs/CUPOs. • Within twelve months of hire for all new procurement professionals. To request an exception, contact SPD via email at processimprovement@doas.ga.gov spdpolicy@doas.ga.gov.	
		RFP Certificate	For APOs/CUPOs... • Within nine months of completing GCPA or Basic Certification. • Notwithstanding the deadlines noted above, the RFP training classes included in the RFP Certificate must be completed prior to the posting of any RFP which identifies the APO/CUPO as the RFP issuing officer. For all other procurement professionals... • Within the deadline established by the APO/CUPO except that the RFP training classes included in the RFP Certificate must be completed prior to the posting of an RFP which identifies the procurement professional as the RFP issuing officer. To request an exception, contact SPD via email at processimprovement@doas.ga.gov spdpolicy@doas.ga.gov.	
		Georgia Certified Purchasing Manager (GCPM)	For APOs/CUPOs... • Within six months of completing RFP Certificate.	

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			- Notwithstanding the deadlines noted above, the RFP training classes included in the RFP Certificate must be completed and Negotiations Certificate must be received prior to negotiation of any RFP which identifies the APO/CUPO as the Negotiating Party for the state entity. For all other procurement professionals... - Within the deadline established by the APO/CUPO except that the RFP training classes included in the RFP Certificate must be completed <u>and Negotiations Certificate must be received</u> prior to the posting <u>negotiation</u> of an RFP which identifies the procurement professional as the RFP issuing officer <u>Negotiating Party for the state entity</u>. APOs/CUPOs alone will have the authority to conduct Negotiations on behalf of the State Entity. To request an exception, contact SPD via email at processimprovement@doas.ga.gov <u>spdpolicy@doas.ga.gov</u>.	
				SPD will coordinate with the APO/CUPO to assess the training needs of state entity procurement personnel, and will <u>and</u> make procurement training available to assist in the development of highly skilled state entity procurement staff. SPD encourages each APO/CUPO to submit recommendations to SPD on procurement training topics by submitting emails to training@doas.ga.gov <u>georgia.learning@doas.ga.gov</u>.

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46. **8.4.2. Training Registration**
- Registering for training classes is accomplished through ~~the Learning Management System (LMS)~~ GA@WORK Learning. State entities onboarded to GA@WORK Human Capital Management have direct access to GA@WORK Learning. All other state entities may access GA@WORK Learning through the External Learner Registration Application (ELRA). ~~In order to acquire access to the LMS, the procurement professional must send an email request to Training@doas.ga.gov. Once access is granted,~~ State entity procurement professionals can access eLearning courses, register for instructor-led training classes and drop from training classes through ~~the LMS~~ GA@WORK Learning. ~~The LMS transcript~~ GA@WORK Learning keeps a record of ~~each registration transaction completed training activities~~, cancellations, and test scores. ~~Using a virtual tour of LMS, the procurement professional can navigate through the LMS in order to review training schedules, register for or drop from training classes, complete courses/tests online, and obtain reports on training progress.~~
- SPD uses the information stored in the LMS to review training progress for state entity procurement professionals in order to determine approval for APO/CUPO nominations, DPA increases or exceptions, etc.
47. **8.4.3. No Show or Late Attendance to Training Sessions**
- SPD's training team offers a variety of instructor-led training classes. All procurement professionals are encouraged to review the SPD Training Reference Guide and following all instructions regarding attendance and participation to obtain credit for instructor-led training classes. If the procurement professional will not attend a registered instructor-led training class, then the procurement professional must drop the at least 72 hours in advance of the scheduled start time (or as otherwise instructed in the SPD Training Reference Guide. SPD may assess a late free for students who fail to drop instructor-led training classes as required by the SPD Training Reference Guide. ~~The State Purchasing Division (SPD) will assess a \$30.00 fee for any NO-SHOW student who registers for a training class and does not attend it without dropping the registration at least 72 hours prior to the beginning of the training class. This fee is necessary to offset the cost of producing the training materials, preparing the classroom, and most importantly, for the no-show student reserving a training seat and keeping it from another prospective student.~~
- ~~The \$30.00 No-Show fee will be collected at the end of each week and submitted to the state entity for payment. The billing statement will be identified as SPD Training No Show in the description and contain a list of all students from the entity who registered for a training class and did not attend it without dropping 72 hours in advance. The assessed No-Show fee(s) must be paid before the student can register for another training class.~~

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	In addition, the LMS will show a screen that displays after the student selects the Enroll button. This screen outlines the training policy and allows the student to accept or decline the terms. If the student accepts, he/she will be enrolled in the training session. If the student declines, he/she will not be registered for the training class. For students arriving late to any class, the student must arrive within 30 to 45 minutes of the class start time in order to be eligible to complete the class, unless arrangements have been made with the instructor; otherwise, the student will need to reenroll for the class to be taken at a later time.
48.	8.5. Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> is provided by SPD and its partners and serves as an online tool to support various state purchasing functions, including registration of suppliers, <u>application for business certification</u>, advertisement of contract opportunities, electronic bidding, and contracts management. SPD intends Team Georgia Marketplace™ <u>GA@WORK Marketplace</u> to be the primary vehicle for all solicitations conducted by SPD as well as all and state entities that are capable of becoming participating state entities. SPD will work with all participating state entities to develop the knowledge and skills necessary to successfully utilize Team Georgia Marketplace™ and establish a date for each participating state entity to begin conducting all purchasing activity in Team Georgia Marketplace™ unless the State Purchasing Division Deputy Commissioner grants a written exception. For all participating state entities, the <u>The</u> following subsections identify applicable policy for use of Team Georgia Marketplace™ <u>GA@WORK Procure to Pay and GA@WORK Marketplace</u>, including eProcurement, the Virtual Catalog or the statewide contracts, Strategic Sourcing, and Supplier Contracts. The APO/CUPO of each state entity using Team Georgia Marketplace™ is responsible for ensuring all users (requestors, approvers, buyers, <u>sourcing event buyers</u>, P-Card holders, etc.) of Team Georgia Marketplace™ adhere to applicable policy.

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49. 8.5.1. ~~eProcurement~~ Requisitions and Purchase Orders Module

~~Team Georgia Marketplace™~~ GA@WORK includes ~~a module called eProcurement or "ePro". ePro~~ requisition and purchase order functionality, which facilitates the creation, management and approval of requisitions (or purchase approval requests) and purchase orders.

For all state entities onboarded to GA@WORK Financials, Table 8.6 identifies applicable policy for requisitions ~~for all participating state entities' use of ePro:~~

Table 8.2 GA@WORK Financials – Requisition Policy ePro Usage Policy	
Transaction Type	Applicable Policy
Purchases from Statewide Contracts Listed in Virtual Catalog	When making a purchase through the Virtual Catalog, the user must create and process an ePro <u>a</u> requisition for all goods/services with the exception of any goods/services listed as non-requisitionable items (such as vehicle rentals).
Purchases of goods/services not available through Virtual Catalog	The user must use ePro to create a special <u>non-catalog</u> item requisition for all purchases whenever the state entity's current internal policy requires written approval to occur before the purchase can be made. No ePro requisition is required if payment is made with a recurring voucher (i.e., rent, utilities, etc.).
Modifying Dispatched/Executed Purchase Orders	If the procurement professional is modifying a dispatched/executed purchase order, the user/procurement professional must create and

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			process an ePro a requisition when the state entity's internal guidelines require approval. SPD recommends using an ePro a requisition to obtain approval for any material change to a purchase order, such as a change increasing the dollar amount of the purchase order.	
50.	8.5.2. Virtual Catalog The <i>Virtual Catalog</i> is an online database of <i>statewide contracts</i>, that is part of Team Georgia Marketplace™ <u>GA@WORK Marketplace</u>, which allows users to view and/or shop available goods and services. When a needed good/service is identified, the user must first access the Virtual Catalog to search available statewide contracts. Mandatory statewide contracts must be used, and convenience statewide contracts may be used if desired. If the user purchases from a statewide contract available in Virtual Catalog, then the user has two purchasing options: 1. Processing the transaction directly through the Virtual Catalog, or 2. Conducting a face-to-face transaction at the supplier's physical location. In a face-to-face transaction, the state representative is physically present at the supplier's location to make the purchase. No other purchasing options (i.e., purchases by phone, fax, or directly on supplier's website) may occur without SPD's prior written approval. To request approval, submit a written request via email to processimprovement@doas.ga.gov <u>spdpolicy@doas.ga.gov</u>. SPD strongly encourages the use of the P-Card for all purchases from statewide contracts.			

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51. 8.5.3. ~~Strategic~~-Sourcing Module

~~Team Georgia Marketplace™~~ GA@WORK Marketplace includes a module called ~~Strategic~~-Sourcing. ~~Strategic~~-Sourcing facilitates the process of soliciting and receiving suppliers' responses to RFIs, RFQs, RFQCs, ~~and~~ RFPs and any other event type approved by SPD.

For all ~~participating~~ state entities, all solicitations must be processed through ~~Strategic~~-Sourcing GA@WORK Marketplace unless SPD grants a written exception. Requests for exceptions must be submitted to SPD in writing via email at ~~processimprovement@doas.ga.gov~~ spdpolicy@doas.ga.gov.

52. 8.5.4. ~~Supplier~~-Contracts Module

~~Team Georgia Marketplace™~~ GA@WORK Marketplace includes a module called ~~Supplier~~-Contracts. ~~Supplier~~-Contracts supports the creation, revision, management and termination of contracts. All state entities onboarded to GA@WORK Financials are required to use GA@WORK Marketplace for contract management unless an exception is granted. To request approval, submit a written request via email to spdpolicy@doas.ga.gov.

~~Table 8.7 identifies applicable policy governing participating state entities' use of Supplier Contracts:~~

Table 8.7 Supplier -Contracts Module	
Transaction Type	Applicable Policy
Establishing New Contracts	When establishing a new contract, the procurement professional must comply with all applicable procurement policies, including competitive bidding requirements. In addition, the procurement professional must comply with the following:

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			● State Entity Contracts: With the exception of intergovernmental agreements, all new contracts should be created and maintained in Supplier Contracts for the duration of that contract. ● Statewide Contracts: All new statewide contracts should be created and maintained in Supplier Contracts for the duration of that statewide contract. ● State Entity Contracts Established by SPD: For all state entity contracts established by SPD on behalf of a non-SAO PeopleSoft state entity, SPD must create a contract entry within Supplier Contracts for record purposes only. All header level information must be entered on the contract entry page for non-sourced events completed before go live. The contract must be scanned and uploaded with signature page for public record purposes.	
		Transitioning Existing Contracts	When transitioning to Team Georgia Marketplace™, state entities are required to import all existing, active, multi-year contracts with more than one renewal option remaining and which the state entity intends to renew (with the exception of intergovernmental contracts).	
Throughout the contract lifecycle, the contract and complete executed contract forms (see Table 7.1) are to be uploaded into the system.				