



State of Georgia Department of Administrative Services Official Announcement #27-01

DATE: October 20, 2026

TO: State of Georgia Procurement Professionals

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

RE: Implementation of House Bill 1374; Prequalification and Contract Renewals

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) announces revisions to the [Georgia Procurement Manual](#) (GPM) to implement House Bill 1374. Key revisions are summarized below and detailed in the attached Summary of Georgia Procurement Manual Changes Table (Attachment 1):

- 1. Prequalification Process:** House Bill 1374 prohibits state entities from requiring suppliers to be prequalified to be eligible for any contract award subject to the State Purchasing Act. Accordingly, the Request for Qualified Contractors (RFQC) process is being retired as it is no longer applicable to any purchases governed by the GPM. SPD will no longer maintain solicitation templates for the RFQC process and will update the GA@WORK Marketplace Sourcing module as applicable.
- 2. Renewing or Extending Contracts Less than \$25,000:** House Bill 1374 codifies existing policy which prohibits state entities from renewing or extending any contract established without competitive bidding (when the bidding exemption is solely based on the purchase being less than \$25,000) if the renewal or extension causes the contract to exceed the bid threshold. SPD will update the GPM, as further described in Attachment 1, to emphasize this restriction, including addressing contract amendments. For clarity, nothing in the GPM previously permitted a state entity to renew, extend or amend a non-competitively bid contract for an amount exceeding the bid threshold.

SPD will incorporate these revisions into a future publication 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 Georgia Procurement Manual Changes
Effective October 20, 2026

NOTE: This table summarizes changes to purchasing policy and processes within the Georgia Procurement Manual (GPM) as announced through Official Announcement #27-01 Implementation of House Bill 1374; Prequalification and Contract Renewals. In the event of any conflict between this table and the GPM (once published), the revised GPM shall govern.

Introduction and General Overview	
1.	Revise the section as follows: I.3.5.2. Small Businesses Small business refers to a business which is independently owned and operated with either fewer than 300 or fewer employees or less than \$30 million or less in gross receipts per year per O.C.G.A Sections 50-5-121 and 50-5-122. Georgia law classifies small businesses in tiers: • Tier One: has ten or fewer employees or \$1 million or less in gross receipts per year. • Tier Two: has 100 or fewer employees or \$10 million or less in gross receipts per year; or • Tier Three: has 300 or fewer employees or \$30 million or less in gross receipts per year. Small businesses are provided the opportunity to Price Match or receive up to 5% of the available points in RFP or RFQC solicitations as defined in Section 3.5.1.6.

Introduction and General Overview

2. **Revise the section as follows:**

I.3.5.3. Georgia Resident Business

Georgia resident business refers to any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure O.C.G.A Sections 50-5-121 and 50-5-122. Georgia resident businesses are provided the opportunity to Price Match or receive up to 5% of the available points in RFP ~~or RFQC~~ solicitations as defined in Section 3.5.1.6.

3. **Revise the section as follows:**

I.3.5.4. Georgia Resident Small Business

Georgia Resident Small Business refers to any business that meets both criteria of Small Business and Georgia Resident Business as defined above. Georgia Resident Small businesses are provided the opportunity to Price Match or receive up to 5% of the available points in RFP ~~or RFQC~~ solicitations as defined in Section 3.5.1.6.

Stage 1 – Need Identification

4. Add new section as follows (and renumber the subsections that follow):

1.3.4.5.3. Amending, Renewing or Extending Non-Competitively Bid Contracts

When a non-competitively bid contract is established for less than the bid threshold, the state entity must not amend, renew or extend the contract for an amount which would exceed the bid threshold. APOs/CUPOs may consult with SPD via spdpolicy@doas.ga.gov for additional guidance.

Stage 2 – Pre-Solicitation

5. Revise the section as follows:

2.4. Step 3 - Selecting the Solicitation Method

In this step, the procurement professional must identify the best solicitation method. Solicitations are used by state entities to solicit offers from suppliers to sell goods or services. A solicitation may be cancelled by the state entity at any time and should not be construed as an order by the state entity to make any purchase or other commitment.

Approved solicitation methods are limited to Requests for Quotes (RFQ), Requests for Proposals (RFP), ~~Requests for Qualified Contractors (RFQC)~~, and Reverse Auctions. With the exception of reverse auctions and informal pricing requests for purchases less than \$25,000, all solicitation methods are conducted through a formal sealed bidding process. In the formal sealed bidding process, suppliers' submitted offers are kept confidential and not opened by the state entity until after the solicitation has closed.

Stage 2 – Pre-Solicitation

6. The following section is deleted in its entirety:

~~2.4.3. Request for Qualified Contractors~~

~~In accordance with (O.C.G.A.) Section 50-5-68, SPD has broad authority to administer a prequalification process for suppliers with respect to a particular service, good, known and each supplier is judged on the supplier's ability to meet or surpass the required qualifications. The primary intent of the prequalification process is to identify multiple qualified sources of supply. SPD may use or authorize state entities to use the Request for Qualified Contractors (RFQC) process to facilitate prequalification of suppliers. The best use of the prequalification or RFQC process may vary depending on a variety of factors, such as the frequency or duration of the state entity's needs and the manner in which the service, goods, materials or equipment are provided. Without limiting the broad authority to identify reasonable prequalification methods, SPD has preapproved one standard method of using the RFQC process as further described below.~~

7. The following section is deleted in its entirety:

~~2.4.3.1. Standard RFQC Method~~

~~In the standard method of using the RFQC, the procurement professional issues an RFQC to solicit responses from qualified suppliers. Suppliers are evaluated based on their ability to meet or exceed the identified qualification criteria. The results of the prequalification process are published. The resulting list of qualified suppliers, if any, is not a contract award and does not guarantee any future work. However, the qualified suppliers are eligible to submit a response to any future RFQs or RFPs issued by that state entity for the particular service, good, material or equipment for which the supplier has been prequalified to provide. The following stages in this GPM define the steps for conducting the standard RFQC method, beginning with Chapter 3 – Stage 3 – Solicitation Preparation, which identifies the resources and tools SPD has provided to assist in conducting the standard RFQC.~~

Stage 2 – Pre-Solicitation

8. The following section is deleted in its entirety:

~~2.4.3.2. Other Prequalification Methods~~

~~Other methods of prequalification or use of the RFQC process are not necessarily prohibited but do require prior approval from the State Purchasing Division Deputy Commissioner or his/her designee. To request approval to conduct a different prequalification process or to use the RFQC process in a different manner, the procurement professional must submit a written request via email to processimprovement@doas.ga.gov.~~

Stage 3 – Solicitation Preparation

9. Revise the table as follows:

Table 3.1 Referenced Official Forms		State Entity Use	SPD Use
SPD-SP001 Statewide Contract eRFP Template			•
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			•

Stage 3 – Solicitation Preparation

	SPD-SP013 Georgia Resident and Small Business Verification Form	•	•
	SPD-SP014 Checklist for Bid Posting Times and Protest Filings	•	•
	SPD-SP016 State Entity eRFP Template	•	
	SPD-SP018 State Entity eRFQ 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-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-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	•	•

Stage 3 – Solicitation Preparation	
10.	Revise the section as follows: 3.3.1. GA@WORK Marketplace GA@WORK Marketplace 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 procurement solicitations and contract opportunities, electronic bidding, and contracts management. All solicitations posted to GA@WORK Marketplace 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 GA@WORK Marketplace. Except as expressly stated otherwise in the solicitation, responses to solicitations posted in GA@WORK Marketplace must be submitted through the system; bids or proposals delivered via fax, email, mail or any other manner other than through GA@WORK Marketplace will not be accepted. SPD intends GA@WORK Marketplace to be the primary vehicle for all solicitations conducted by SPD and all state entities. For those state entities, the use of GA@WORK Marketplace 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 spdpolicy@doas.ga.gov. NOTE: Sole source and consortia/cooperative purchase notices must be posted directly to the GPR.

Stage 3 – Solicitation Preparation

11. Revise the section and tables as follows:

3.4. Selecting the Correct 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 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 GA@WORK Marketplace Solicitation Templates and Forms 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 Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQs ~~or non-scored RFQs*~~
Request for Proposals	SPD-SP016 State Entity eRFP Template Immigration and Security Form (as needed; See Section 3.5.1.3.)

Stage 3 – Solicitation Preparation

			SPD-SP057 Requirements Sheet for RFPs ~~and scored RFQCs*~~	
		~~Request for Qualified Contractors~~	~~SPD-SP020 State Entity eRFQC Template~~ ~~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)~~	

* The procurement professional may use the applicable Requirements Sheet to draft the Mandatory requirements, Mandatory Scored requirements, and/or Additional Scored requirements to import questions when building the draft solicitation in GA@WORK Marketplace.

Table 3.3 SPD's Statewide Contract Templates and Forms for GA@WORK Marketplace	
If the Solicitation Type is...	Then, use the following SPD Form
Request for Quotes	SPD-SP002 Statewide Contract eRFQ Template Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP058 Requirements Sheet for RFQ ~~or Non-Scored RFQC*~~

Stage 3 – Solicitation Preparation

		Request for Proposals	SPD-SP001 Statewide Contract eRFP Template Immigration and Security Form (as needed; See Section 3.5.1.3.) SPD-SP057 Requirements Sheet for RFP ~~or Scored RFQC*~~
		~~Request for Qualified Contractors~~	~~SPD-SP003 Statewide Contract eRFQC Template 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)~~
	* The procurement professional may use the applicable Requirements Sheet to draft the Mandatory requirements, Mandatory Scored requirements, and/or Additional Scored requirements to import questions when building the draft solicitation in GA@WORK Marketplace.		
12.	Revise the section as follows: 3.5.4. Supplier Qualification Requirements ~~Whether the state entity intends to prequalify suppliers (through use of the RFQC process or other SPD-approved methods) or review suppliers' qualifications as part of evaluating the supplier's response to an RFQ or RFP, the~~ <u>The</u> solicitation must identify any relevant qualifications required to perform under the resulting contract, such as previous business experience or licensure requirements. The procurement professional must ensure that identified qualification requirements do not unreasonably or unnecessarily restrict competition.		

Stage 3 – Solicitation Preparation

13. **Revise the section as follows:**

3.5.6. Requesting Samples

The solicitation (RFQ, or RFP ~~or RFQ~~) may require the submission of product or work samples, descriptive literature, and technical data and may require inspection or testing of a product before award. For example, samples may be required to be submitted with a bid for comparison and testing in order to ensure compliance with a general or detailed specification. If samples are desired, the solicitation should clearly state the requirement and further clarify that the state entity is not obligated for the cost of the items or for their return.

Sample comparison and testing may be useful for such items as waxes and floor finishes, paints, disinfectants and germicides, file cabinets, tires, cleaning agents, classroom furniture, printing forms, and art materials. The samples unidentified by manufacturer are subjected to various kinds of comparisons, ranging from visual inspection and evaluation to chemical and physical laboratory tests to in-use applications. Data and relative performance results must be documented and determinations made of the best value. Samples may also be of great value in ensuring compliance and satisfaction after award, before production, where final award of a contract is contingent upon a satisfactory pilot model or prototype. In this scenario, the solicitation or contract should clearly identify the use of the sample and the sample should be maintained for the life of the contract.

Stage 3 – Solicitation Preparation

14. Revise the section as follows:

3.5.7. Developing Cost Structure

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. 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 cost 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. ~~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 solicitation should clearly identify the specific items for which the supplier must assign a cost. It is critical that the procurement professional construct the 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 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.

Stage 3 – Solicitation Preparation

15.	Revise the section as follows: 3.5.8. Evaluation Criteria and Evaluation Committees Evaluation criteria refer to the factors that will be used to determine the supplier(s) who are ~~deemed pre-qualified in the event of an RFQC or~~ selected for contract award (s) in the event of an RFQ or RFP. As noted earlier, the evaluation process is ~~dependant~~ <u>dependent</u> on the type of solicitation.
16.	The following section is deleted in its entirety: ~~3.5.8.2. Request for Qualified Contractors~~ ~~For RFQCs, the responses of all responsible suppliers will be evaluated based on the pre-qualification criteria established in the RFQC. The pre-qualification criteria may include mandatory requirements evaluated on a pass/fail basis and/or scored requirements which will be graded by an evaluation team. Only those suppliers meeting the pre-qualification criteria will be considered qualified contractors.~~ ~~If the RFQC includes scored requirements, the procurement professional must work with the stakeholders to determine the maximum number of points available for scoring and how those points will be divided amongst the scored criteria. The developed evaluation documents should not be posted as part of the RFQC; however, at a minimum, the RFQC must identify the maximum number of points available for any scored pre-qualification criteria. Ideally, the members of the evaluation committee should be selected prior to the public posting of the RFQC as best practice is to gain their input on the requirements stated in solicitation; however, at a minimum, the evaluation committee members must be finalized before the state entity begins evaluating suppliers' responses. Once the evaluation committee members have been identified, each member must sign and remit SPD-SP039 Evaluation Committee Member Participation Form to the procurement professional. The signed forms must be maintained as part of the procurement file.~~

Stage 4 – Solicitation Process

17. **Revise the section as follows:**

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 may use SPD-SPR007 - Bidders/Offerors Conference Sign-in Form or similar document. The issuing officer may, but is not required, to post the completed sign-in form to the solicitation; 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 solicitation in the event the issuing officer has not already done so.

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.

Stage 4 – Solicitation Process	
18.	Revise the section as follows: 4.5.11. Confirmation of Georgia Resident, Small Business or Georgia Resident Small Business Status By submitting a response to the solicitation, the supplier agrees to permit the state entity the right to verify its status as a Georgia Resident, Small Business, or Georgia Resident Small Business in order to reasonably ascertain that the requested status may be considered in the evaluation process, and will facilitate access to the Issuing Officer in the performance of such inspection. SPD-SP013 Georgia Resident and Small Business Verification Form will be used during the procurement process with the Additional Scored Worksheet in ~~RFP and RFQC Solicitations~~ <u>RFPs</u>.

Stage 5 – Evaluation Process	
19.	Revise the section as follows: 5.4. Step 3 – State Finalizes the Evaluation Committee Selection of the <i>evaluation committee</i> is discussed in Section 3.5.8. - Evaluation Criteria and Evaluation Committees. The issuing officer may, but is not required to, use the assistance of an evaluation committee when reviewing responses to RFQs ~~and any RFQCs which do not include scoring.~~

Stage 5 – Evaluation Process

In determining whether or not to use an evaluation committee, the issuing officer should consider whether he/she possesses sufficient knowledge to evaluate the suppliers' responses. However, for all RFPs ~~and for any RFQCs which include scoring~~, the issuing officer must use an evaluation committee and the evaluation committee must include at least three members. It is essential that the issuing officer manage the entire evaluation process and serve as an ex-officio member of the evaluation committee to facilitate the solicitation process.

Once the solicitation has closed and before the issuing officer releases any of the suppliers' responses to the evaluation committee, the issuing officer must determine whether any members of the evaluation committee may have a conflict of interest (e.g. current employment with the supplier, significant financial interest, litigation other dispute, etc.) based on the identity of one or more suppliers that submitted a response.

Any individual determined to have a conflict of interest cannot participate on the evaluation committee and must be excused from further participation in the evaluation process. The issuing officer may need to identify one or more additional individuals to serve on the evaluation committee as needed in the event one or more committee members are unable to serve due to conflicts of interest.

Finally, before beginning the evaluation process, the issuing officer must confirm that all members of the evaluation committee have signed SPD-SP039 Evaluation Committee Member Participation. The signed forms must be maintained as part of the procurement file.

20. **Revise the table as follows:**

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

Stage 5 – Evaluation Process				
		RFPs	120 days from the solicitation closing date.	
21.	Revise the section as follows: 5.6.2.1. Responsive "<i>Responsive</i>" means the supplier, whether a company or an individual, has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation. The supplier's response must be considered responsive to be eligible ~~for status as a qualified contractor in the event of an RFQC or~~ for contract award in the event of an RFQ or RFP. The state entity is permitted to waive minor informalities in the supplier's response as well as certain administrative requirements, if doing so is in the best interest of the state. In the event a supplier's response is determined to deviate from the requirements, the state entity must determine whether the deviation is material. A material deviation will be cause for rejection of the supplier's response. An immaterial deviation will be processed as if no deviation had occurred. If a supplier is determined to be non-responsive, this determination must be made in writing and maintained as part of the procurement file. The results of the evaluation process will be published as discussed in Chapter 6 - Stage 6 – Award Process.			
22.	Revise the section as follows: 5.6.2.2. Responsible "<i>Responsible</i>" means the supplier, whether a company or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. A supplier must be considered responsible to be eligible for ~~status as a qualified contractor in the event of an RFQC or~~ for contract award in the event of an RFQ or RFP.			

Stage 5 – Evaluation Process

Examples of non-responsibility include, but are not limited to: a supplier's history of nonperformance or performance problems on other contracts (public or private); a record of financial difficulty, business instability, criminal sanctions, civil sanctions, or tax delinquency; or being debarred, suspended, proposed for disbarment, or declared ineligible or voluntarily excluded by any governmental entity (federal, state or local). A supplier's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility. Non-responsibility will be determined by the issuing officer on a case-by-case basis taking into consideration the unique circumstances of the individual procurement. A non-responsibility determination must be put in writing and maintained as part of the procurement file. The results of the evaluation process will be published as discussed in Chapter 6 - Stage 6 – Award Process.

23. **Revise table as follows:**

Table 5.5	
General Checklist for Evaluating RFQs, ~~RFCs~~ and RFPs	
Review to ensure...	If supplier fails, then reject reason is...
1. Supplier is not currently suspended or debarred (Section 5.3. - Step 2 – State Conducts Administrative Review). • Georgia List • Federal List	Non-responsible
2. Supplier submitted a timely response (Section 5.3. – Step 2 – State Conducts Administrative Review).	Non-responsive
3. Supplier's response is materially complete (Section 5.3 – Step 2 – State Conducts Administrative Review).	Non-responsive

Stage 5 – Evaluation Process

		- Example 1: Includes pricing (~~RFQ and RFP only~~) - Example 2: Includes bid bond (if required) Note: Receipt of Payment, Performance and Fidelity Bonds is addressed in Chapter 7 – Stage 7 – Contract Process.		
		4. Supplier agreed to certificate of non-collusion (Section 3.5.1.1. – Certification of Non-Collusion)	Non-responsive	
		5. Supplier has submitted a signed and notarized Immigration and Security Form (Section 3.5.1.3. – Security and Immigration Requirement).	Non-responsive	
		6. Supplier has complied with certification regarding status as scrutinized company (Section 3.5.1.4. – Scrutinized Company).	Non-responsive	
		7. Supplier meets all requirements/specifications of the solicitation (Section 5.6.2.1. – Responsive). NOTE: Any ambiguities in the supplier's response should be resolved through the clarification process (Section 5.6.4. – Written Clarification).	Non-responsive	
		8. Ensure all Georgia resident, Small Business, and Georgia Resident Small Business considerations have been met.	- Price Match GRB (RFQ) - Price Match SB (RFQ) - Price Match GRSB (RFQ) - Not highest scoring (RFP ~~or RFQC~~) - Did not meet minimum scoring threshold (~~RFQC~~) - Did not score within identified scoring range (~~RFQC~~)	

Stage 5 – Evaluation Process

		9. ~~RFQs and RFPs Only~~ : Supplier has submitted firm, unconditional pricing (Section 5.6.6.1. – Firm Pricing)	Non-responsive
		10. Supplier meets selection criteria: - RFQs: has submitted lowest priced bid (Section 5.6.6. – Cost Evaluation). - RFPs: has received highest total score (Section 5.6.3.2.3. – RFP Total Combined Score) ~~RFQCs: if prequalification is based solely on supplier's compliance with mandatory requirements, then refer to Item #7 of this table. Otherwise, supplier must meet minimum scoring threshold or rank within identified scoring range.~~	- Not low bid (RFQ) - Not highest scoring (RFP ~~or RFQC~~) - Did not meet minimum scoring threshold (~~RFQC~~) - Did not score within identified scoring range (~~RFQC~~)
		11. For all contract awards of \$100,000.00 or more, supplier has been approved by DOR (Section 3.5.1.2. – Tax Compliance). NOTE: For the sake of efficiency, only complete the tax compliance check for the supplier(s) actually selected for award. To complete the tax compliance check, follow the steps identified in Section 3.5.1.2. – Tax Compliance.	Non-responsive
		12. Any supplier contract exceptions are resolved.	Failed Contract Discussions
		13. For all contract awards of \$100,000 or more, supplier certifies that it is not currently engaged in, and agrees for the duration of the contract not	Failed Contract Discussions

Stage 5 – Evaluation Process		
		to engage in, a boycott of Israel, as defined in O.C.G.A. Section 50-5-85.
24.	The following section is deleted in its entirety: 5.6.3.3. Evaluating Responses to RFQCs ~~For RFQCs, the responses of all responsible suppliers will be evaluated based on the pre-qualification criteria established in the RFQC. RFQCs may include any combination of the types of requirements identified in Section 3.5.5.2. — RFP Technical Requirements and Questions. As a result, the pre-qualification criteria may include mandatory requirements evaluated on a pass/fail basis and/or scored requirements which will be graded by an evaluation committee. In the event the RFQC includes a scoring element, the issuing officer must comply with the provisions of Section 5.6.3.2.1. — Technical Evaluation (excluding any reference to cost evaluation and/or negotiations). Only those suppliers meeting the pre-qualification criteria will be considered qualified contractors.~~	
25.	Revise the section as follows: 5.6.5. Additional Evaluation Activities For all RFQs, ~~RFQCs~~, and RFPs, the issuing officer must facilitate any other evaluation activities which were identified in the solicitation, including, but not limited to, reference checks, oral presentations, product demonstrations, site visits, plant inspections, and/or sample testing.	

Stage 5 – Evaluation Process

26. **Revise the section as follows:**

5.6.5.1. Reference Checks

A reference check refers to the process of contacting a supplier's current or previous client to solicit information regarding that client's business experience with the supplier. A supplier's client references can provide insight into the supplier's level of work experience as well as quality of past performance. The solicitation may request that suppliers submit client references as part of the suppliers' responses. In addition, during the evaluation process, the issuing officer has the discretion to ask suppliers to provide client references even if the solicitation did not require client references to be submitted. References may be evaluated on a pass/fail basis. In the event points were reserved to score client references as part of an RFP ~~or scored RFQC~~, the evaluation committee must evaluate the references using the predefined scoring method and allocated points.

Best Practice Procedure: To the extent feasible, all provided client references should be contacted by the issuing officer and/or one or more members of the evaluation committee and verified as part of the evaluation process. A list of questions for the client references should be prepared in advance and the same questions should be asked of all references. Evaluation committee members may ask related follow-up questions. Responses from references should be documented in writing.

The types of questions to ask client references will vary depending on the state entity's purpose in requesting references; however, some sample suggestions include the following:

- Nature and duration of the work,
- Quality of supplies delivered or services rendered,
- Timeliness of performance,
- Cost or price in terms of control - including changes and claims,
- Business integrity - including behavior with subcontractors,
- Willingness to cooperate, especially when confronted with unexpected issues, and/or
- Effectiveness of management of the project and internal practices.

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27. **Revise the section as follows:**

5.6.5.2. Oral Presentations and Product Demonstrations

An *oral presentation* generally refers to a verbal presentation made by one or more supplier's representatives to all members of the evaluation committee to explain or describe certain features of the supplier's proposed response to the solicitation. An oral presentation may occur as an "in person" presentation or through any other method approved by the issuing officer (phone conference, web conference, etc.). An oral presentation may or may not include a presentation of software, goods or products which are being offered as part of the supplier's response. A presentation which is focused on the features and functionality of any software, goods or products is generally referred to as a product demonstration. A product demonstration may occur at any site approved by the issuing officer. ▸

Any requirement for the supplier to provide an oral presentation or product demonstration to the evaluation committee should be clearly stated as part of the solicitation. If the solicitation includes a requirement for the supplier to make an oral presentation or product demonstration, then the issuing officer is responsible for arranging these presentations/demonstrations during the evaluation process. An oral presentation or product demonstration is not a negotiation and suppliers are not permitted to revise their responses as part of the presentation/demonstration.

Product demonstrations may be evaluated on a pass/fail basis in the event the product demonstration is being used to confirm the supplier's compliance with any solicitation requirements. For all RFPs ~~and any RFQCs including a scoring element~~, the evaluation committee will use scored questions to appropriately evaluate the quality of the presentation, the supplier's ability to meet the needs of the solicitation, and to assist in the overall evaluation of the supplier.

28. **Revise the section as follows:**

5.6.5.3. Site Visits and Plant Inspections

During the evaluation process, a site visit or plant inspection generally refers to the evaluation committee's observation and inspection of a physical location to be used by the supplier as part of the supplier's performance of any contract awarded pursuant to the solicitation. Any requirement for the supplier to facilitate a site visit or plant inspection during the evaluation

Stage 5 – Evaluation Process

process should be clearly stated as part of the solicitation. However, for purposes of contract administration, by accepting contract award, the supplier is agreeing to permit the state entity the right of inspection at the supplier's facility subject to any reasonable security measures.

In the event a site visit or plant inspection will occur as part of the evaluation process, the issuing officer is responsible for arranging the site visit or plant inspection. The supplier must provide all reasonable facilities and assistance for the safety and convenience of the issuing officer and the evaluation committee (or the state's designee) in the performance of such inspection; however, the state entity is responsible for its costs in participating in such visit/inspection (cost of transportation of evaluation committee, etc.).

A site visit or plant inspection may be evaluated on a pass/fail basis. For all RFPs ~~and any RFQCs including a scoring element~~, the evaluation committee may lower the supplier's score as appropriate as a result of the evaluation committee's evaluation of the supplier's facility. In addition, for all RFPs ~~and scored RFQCs~~ which reserved points to grade the site visit and/or plant inspection, the evaluation committee may increase the supplier's technical score as appropriate based on the evaluation committee's evaluation of the supplier's facility.

In the event that the site visit or plant inspection will be part of the state entity's scoring process, all evaluation committee members must participate in the site visit/plant inspection. In the event one or more members of the evaluation committee cannot participate, the issuing officer must determine whether sufficient notes and or documentation of the site visit/plant inspection can occur such that the absent evaluation committee members would be able to fairly score.

If the issuing officer determines that it is not possible for an absent evaluation committee member to be able to fairly evaluate the supplier, then the site visit/plant inspection must be rescheduled to permit all evaluation committee members to participate.

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29. **Revise the table as follows:**

Table 6.1	State Entity Use	SPD Use
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Stage 6 – Award Process

Referenced Official Forms			
SPD-AP001 Selection Report			•
SPD-AP004 Notice of Intent to Award	•		•
SPD-AP005 Notice of Award	•		•
~~SPD-AP008 RFQC List of Qualified Contractors~~	~~•~~		~~•~~
SPD-AP014 Supplier Debriefing Tips and Suggestions	•		•
SPD-AP015 Supplier Debriefing Record Template	•		•
SPD-AP016 Purchase Order Type Quick Reference Guide	•		•
SPD-AP017 GA@WORK PO Type Quick Reference Guide	•		•

30.	The following section is deleted in its entirety: ~~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. For solicitations conducted through GA@WORK Marketplace, the GPR will include a link to view the public award notifications within GA@WORK Marketplace.~~
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Stage 6 – Award Process

31. **Revise the section as follows:**

6.2.2. Publishing Results of Award Process

Once the state entity has completed the evaluation stage for responses submitted to any solicitation resulting in contract award (RFQs, RFPs, and reverse auctions, ~~and nonstandard RFQs pre-approved by SPD as described in Section 2.4.3.2. – Other Prequalification Methods~~), the issuing officer will publish the results in accordance with the following provisions. If the contract award amount exceeds the state entity's DPA, then the state entity must first contact SPD prior to announcing the award results to request approval to exceed its DPA in accordance with Section 8.3.2. – Exceeding Delegated Purchasing Authority.

SPD must complete SPD-AP001 Selection Report prior to publishing the results of the evaluation process.

32. **Revise the table as follows:**

Table 6.7 Common Rejection Reasons	
Non-responsive	Supplier's response was late, materially incomplete, and/or failed to meet one or more minimum/mandatory requirements. Non-responsive can also include a supplier's response which was disqualified for unreasonably/unrealistically low pricing.
Non-responsible	Supplier is ineligible for contract award (e.g. poor history of contract performance). Additional examples are identified in Section 5.6.2.2. - Responsible; however, the supplier must contact the issuing officer for specific reason(s).

Stage 6 – Award Process

Not ~~low-bid~~ <u>low bid</u>	Supplier did not submit the lowest price (applies to either RFQs or reverse auctions).
Price Match GRB	Supplier's lowest price was matched by a Georgia Resident Business.
Price Match SB	Supplier's lowest price was matched by a Small Business.
Price Match GRSB	Supplier's lowest price was matched by a Georgia Resident Small Business.
Not highest scoring	Supplier's response did not receive the highest total score (common for RFPs).
Did not meet scoring threshold	Supplier's response did not receive minimum score established by solicitation <u>(if applicable, must be stated within RFP)</u> ~~(generally used for either RFPs or scored RFQs). For example, an RFQC might require a supplier to score a minimum of 700 points to be considered a qualified contractor.~~
Did not score within identified scoring range	Supplier's response did not receive sufficient score necessary to score within identified points range and/or ranking established by solicitation <u>(if applicable, must be stated within RFP)</u> ~~(generally used for either RFPs or scored RFQs). For example, an RFQC might state that the top 10 scoring suppliers will be identified as qualified contractors.~~
Failed contract discussions	Supplier and state entity were unable to reach agreement on the contract terms to govern the transaction.

Stage 6 – Award Process

33. **Revise the section as follows:**

6.5.1. Types of Challenges

There are numerous different challenges an interested supplier may make; however, the types of challenges are generally organized as follows:

- *Challenge to the Solicitation*: Any interested supplier capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process, including but not limited to a challenge to specifications or any events or facts arising during the solicitation process.
- *Challenge to a Sole Source Notice*: Any interested supplier capable of providing the goods/services identified in a sole source notice may file a protest challenging the sole source determination.
- *Challenge to a Consortia/Cooperative Notice*: Any interested supplier capable of providing the goods/services identified in a consortia/cooperative notice may file a protest challenging the consortia or cooperative notice determination.
- ~~*Challenge to Results of RFQC*: Any interested supplier submitting a timely written response to a RFQC may file a protest with respect to the results of that RFQC, including, but not limited to, events or facts arising during the evaluation process.~~
- *Challenge to the State's Intended or Actual Contract Award*: Any interested supplier submitting a timely written response to a competitive solicitation may file a protest with respect to the state entity's intended or actual contract award, including, but not limited to, events or facts arising during the evaluation and/or negotiation process.

DOAS does not maintain statutory authority to consider protests relating to procurements conducted by the following entities:

- University System of Georgia including colleges and universities regarding public works.
- Georgia Department of Transportation regarding construction, public works, and services ancillary to the construction and maintenance of public roads.
- Certain government authorities such as the Georgia Technology Authority (GTA).
- Local governmental entities, community service boards, local boards of public health, local boards of education, Regional Educational Service Agencies, state authorities, or the federal government.

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34. **Revise the table as follows:**

Table 6.8 Protest Filing Deadlines		
Type of Protest	Dollar Threshold	Protest Filing Deadline
Challenge to Competitive Solicitation Process	\$25,000 to \$249,999.99	One business day prior to the closing date and time of the solicitation as identified on the GPR.
	\$250,000.00 or greater	Two business days prior to the closing date and time of the solicitation as published on the GPR.
Challenge to Sole Source Notice	N/A	Prior to closing date and time of the Sole Source Notice as published on the GPR.
Challenge to Consortium/Cooperative Purchase Notice	N/A	Prior to closing date and time of the Notice of Intent to Purchase from a Consortia/Cooperative as published on the GPR.
~~Challenge to Results of RFQC~~	~~N/A~~	~~The protest notice must be filed within ten calendar days of the date the RFQC List of Qualified Contractors is posted.~~
Challenge to an Intended or Actual Contract Award as posted in State Entity's NOIA	\$25,000 to \$99,999.99	The protest notice must be filed within five calendar days of the date the NOIA is posted.
	\$100,000.00 to \$249,999.99	The protest notice must be filed within five calendar days of the date the NOIA is posted. The supplier has an additional five calendar days to complete and submit supporting exhibits,

Stage 6 – Award Process														
				evidence or documents with desired remedy to DOAS.										
			\$250,000.00 or greater	The protest notice must be filed within ten calendar days of the date the NOIA is posted.										
		Challenge to an Actual Contract Award State Entity was not required to post NOIA	Less than \$100,000.00	The protest notice must be filed within ten calendar days of the date the NOA is posted.										
35.	Revise the table as follows: <table><tr><th colspan="2">Table 6.9 Protest Remedies</th></tr><tr><th>If protest concerns...</th><th>Then, available relief includes, but is not limited to the following:</th></tr><tr><td>Challenge to Competitive Solicitation Process</td><td> • Modification of the solicitation document. • Extension of the solicitation closing date and time (as appropriate). • Cancellation of the solicitation. </td></tr><tr><td>Challenge to Sole Source Notice or Consortium/Cooperative Purchase Notice</td><td> • Revision or cancellation of the sole source notice or the consortia/cooperative notice. </td></tr><tr><td>~~Challenge to Results of RFQC~~</td><td>~~• Revision or cancellation of the RFQC List of Qualified Contractors.~~</td></tr></table>				Table 6.9 Protest Remedies		If protest concerns...	Then, available relief includes, but is not limited to the following:	Challenge to Competitive Solicitation Process	• Modification of the solicitation document. • Extension of the solicitation closing date and time (as appropriate). • Cancellation of the solicitation.	Challenge to Sole Source Notice or Consortium/Cooperative Purchase Notice	• Revision or cancellation of the sole source notice or the consortia/cooperative notice.	~~Challenge to Results of RFQC~~	~~• Revision or cancellation of the RFQC List of Qualified Contractors.~~
Table 6.9 Protest Remedies														
If protest concerns...	Then, available relief includes, but is not limited to the following:													
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Challenge to Sole Source Notice or Consortium/Cooperative Purchase Notice	• Revision or cancellation of the sole source notice or the consortia/cooperative notice.													
~~Challenge to Results of RFQC~~	~~• Revision or cancellation of the RFQC List of Qualified Contractors.~~													

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			~~• Re-evaluation.~~ ~~• Cancellation.~~ ~~• Re-solicitation with appropriate changes to the new solicitation.~~				
		Challenge to an Intended or Actual Contract Award	• Revision or cancellation of the NOIA /NOA. • Re-evaluation and re-award. • Cancellation. • Re-solicitation with appropriate changes to the new solicitation.				
36.	Revise the section as follows: 6.5.11. Request for Formal Review/Appeal Process All protest decisions concerning solicitations, sole source notices, consortia or cooperative purchase notices, ~~results of RFQCs~~ and/or intended/actual contract awards with an estimated value of \$100,000.00 or more will be subject to formal review by the DOAS Commissioner upon request. In the event the estimated value of the solicitation, sole source notice, consortia or cooperative purchase notices, ~~results of RFQC~~ or intended/actual contract award is less than \$100,000.00, it will be within the DOAS Commissioner’s discretion whether such request for formal review will be granted.						
37.	Revise the table as follows: <table><tr><th colspan="2">Table 6.10 Parties Eligible to Request Formal Review</th></tr><tr><td>If protest concerns...</td><td>Then, the following parties may appeal the resulting protest decision.</td></tr></table>			Table 6.10 Parties Eligible to Request Formal Review		If protest concerns...	Then, the following parties may appeal the resulting protest decision.
Table 6.10 Parties Eligible to Request Formal Review							
If protest concerns...	Then, the following parties may appeal the resulting protest decision.						

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		Challenge to Competitive Solicitation Process	• The supplier filing the protest. • Any supplier adversely impacted by the protest decision provided the supplier is interested in and capable of providing the goods/services at issue. • The state entity identified in the solicitation.	
		Challenge to Sole Source Notice	• The supplier filing the protest. • The identified sole source supplier. • The state entity identified in the sole source notice.	
		~~Challenge to Results of RFQC~~	~~• The supplier filing the protest.~~ ~~• Any supplier adversely impacted by the protest decision provided that supplier submitted a timely response to the RFQC.~~ ~~• The state entity identified in the RFQC.~~	
		Challenge to an Intended or Actual Contract Award	• The supplier filing the protest. • Any supplier adversely impacted by the protest decision provided that supplier submitted a timely response to the solicitation. • The state entity identified in the solicitation.	

Operational

38. **Revise the section as follows:**

8.5.3. Sourcing Module

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

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

Global Edits

39. Replace SPD-SP057 Requirements Sheet for RFP or Scored RFQC with SPD-SP057 Requirements Sheet for RFP

40. Remove any other references to the Request for Qualified Contractors (RFQC) process from the Glossary or other location within the Georgia Procurement Manual.