

Supplier Orientation

“Path to Partnership”



Department of Administrative Services
Improving efficiency, compliance and workforce performance

A photograph of the Georgia State Capitol building at night, illuminated by warm lights. The building's dome is prominent, topped with a statue. The building is surrounded by trees, and a blue geometric graphic element is in the bottom left corner.

State Purchasing Division

Welcome!




Julian Andrea Bailey
Marketing Outreach Specialist
Communications, Training & Outreach
MBE Certifications
Julian.Bailey@doas.ga.gov
Phone: 404-651-9704

Agenda

- Overview of State Purchasing
- Georgia Procurement Manual
 - Order of Precedence
 - Competitive Bidding Requirements
- Georgia Procurement Registry
- Team Georgia Marketplace™
- eSource
- Bidders' Conferences
- E-Verify: Georgia Immigration & Security Law
- Purchasing Card (P-Card Program)
- Supplier Training
- Resources



State Purchasing Division



Ensuring reliable sources of goods and services at the lowest possible cost while promoting fair and open competition and small business opportunity to maximize government efficiency and compliance.

- State Purchasing is the centralized office responsible for the purchase of more than \$4.5 billion of goods and services each year
- Delegates Purchasing Authority to State Agencies
- Promotes equal access and competition among suppliers
- Encourages local and small business participation

For more information, visit our web site:
www.doas.ga.gov

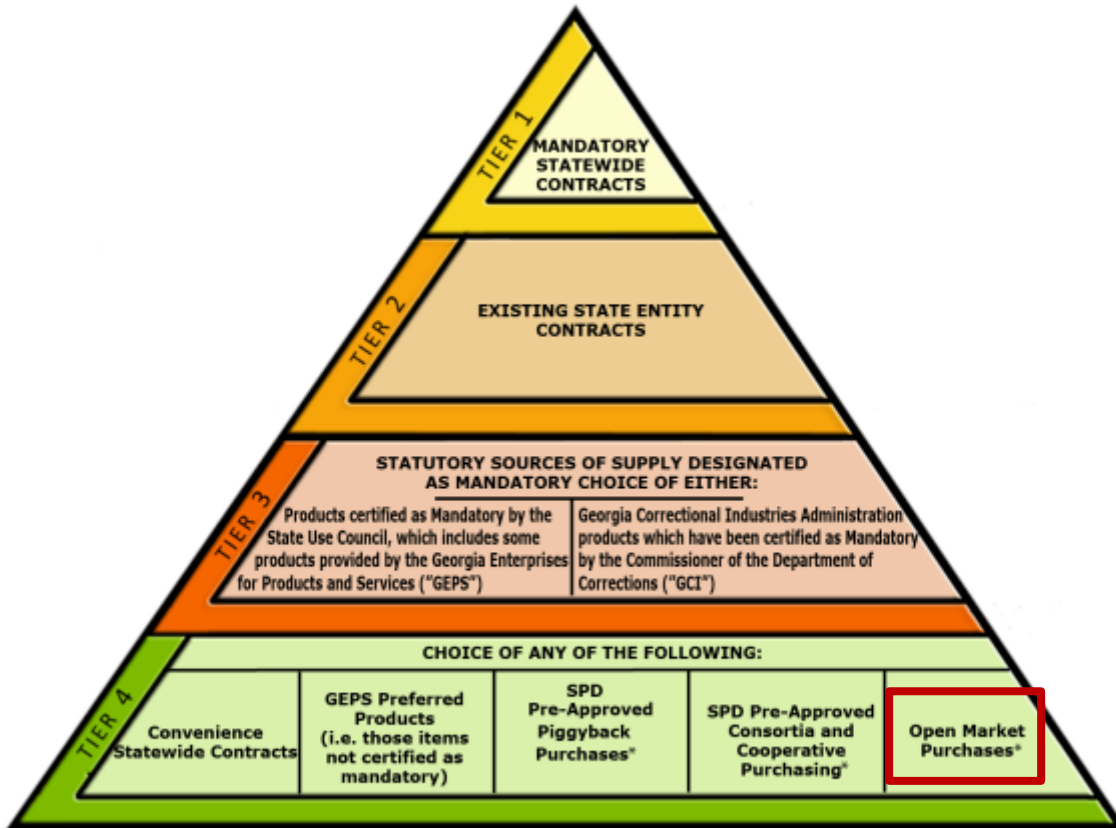
Georgia Procurement Manual



The GPM is available online and in print format from our website.
You can access both formats at any time.

Georgia Procurement Manual

Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

Order of Precedence – Statewide Contracts

State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment that are needed by state entities. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing and building supplies.

- **Mandatory Statewide Contracts**
- **Convenience Statewide Contracts**

Statewide contracts are put in place for an initial term with renewable options.

Order of Precedence – Statewide Contracts

Statewide Contract Index



Team Georgia Marketplace

State of Georgia

SIGN IN

Welcome To Team Georgia Marketplace!

Existing Users: Please enter your user name and password below (fields are case-sensitive).
New Users: Please [Click Here](#) for access. You will be provided with details on how to access this site.

..... User Name

..... Password

[Forgot your Password?](#)

SIGN IN

Sign in to
access
information on
Statewide
Contracts
User name:
tgmguest
Password:
tgmguest

Order of Precedence – Statewide Contracts

Statewide Contract Index - Search

Secure | <https://solutions.sciquest.com/apps/Router/ContractSearch?DocTypeId=2000&tmstmp=1529598650628>

Home Shop Contracts Reporting

Team Georgia Marketplace

Contracts > Contracts > Search Contracts > Search Contracts

Contract Viewer 0.00 USD Search (Alt+C)

Search Quick Access

- Active Statewide Contracts
- Maintenance, Repair & Operation (MRO)
- Software (Technology)
- Administrative Vehicles
- General Office Supplies, Paper & Toner
- Tractors & Mowers
- Office, Computer, and Education Furniture
- Multifunctional Devices Print/ Copy/ Scan/Fax
- Police Pursuit Vehicles
- Truck Stake Body/Dump Cab/Chassis
- Open & Closed Vehicle Leasing (EZIQC®) - Indefinite Quantity Construction Services

Search Contracts - Advanced

Simple Search ?

Contract Number	<input type="text"/>	By Begin/Expire Date	As of Today
Contract Name	<input type="text"/>	Created Date between	<input type="text"/> <input type="text"/>
Keywords	<input type="text"/>		mm/dd/yyyy mm/dd/yyyy
Contract Type	Type to filter... <input type="text"/>	Supplier	Type to filter... <input type="text"/>
Contract Status	<input type="text"/>		
Contract Version	<input type="text"/>		
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... Name, User Name, Email <input type="text"/>		
Summary	<input type="text"/>		

Expand All Collapse All

> Contract Availability

> Status Flags

Use the search feature to search for information on the contract status, contract administrator, suppliers, etc.

Order of Precedence – Statewide Contracts

Statewide Contract Index – Search Results

Search Contracts

Secure | https://solutions.sciquest.com/apps/Router/ContractSearch

Home

Shop

Contracts

Reporting

Menu Search (Alt+M)

Team Georgia Marketplace

GOVERNMENT TRUST

GEORGIA

Contract Viewer

0.00 USD

Search (Alt+Q)

Contracts > Contracts > Search Contracts > Search Contracts

[Back to Search](#) | [Start Over](#)

Search Details

Search Terms

Keywords

Natural Gas

Filtered by

By Begin/Expire Date: All

Contract Status

All

Save New Search

Refine Search Results

Contract Type

Mandatory Statewide Contract (43)

Convenience Statewide Contract (1)

Contract Version

Original (68)

Supplier

AIRGAS INC (5)

Scana Energy Marketing Inc (4)

Gas South (3)

Boswell Oil Company (3)

ACREE OIL COMPANY (3)

[more]

Contract Search Results

1-68 of 68 Results

Sort by Start Date (Newest First)

200 Per Page

Contract Details

99999-001-SPD0000153-0001

Management of Georgia Natural Gas Procurement Prog

Supplier: PHELTS,W BRENT

Begin Date: 4/1/2018

Version Type: Original

Contract Type: Convenience Statewide Contract

Expire Date: 3/31/2019

Active for Shopping: Yes

Open Summary

99999-001-SPD0000128-0005

Petroleum Product: Diesel and Gasoline

Supplier: ACREE OIL COMPANY

Begin Date: 12/31/2016

Version Type: Original

Contract Type: Mandatory Statewide Contract

Expire Date: 12/31/2018

Active for Shopping: Yes

Open Summary

99999-001-SPD0000128-0004

Petroleum Product: Diesel and Gasoline

Supplier: PS Energy Group, Inc

Begin Date: 12/31/2016

Version Type: Original

Contract Type: Mandatory Statewide Contract

Expire Date: 12/31/2018

Active for Shopping: Yes

Open Summary

99999-001-SPD0000128-0003

Petroleum Product: Diesel and Gasoline

Supplier: Boswell Oil Company

Begin Date: 12/31/2016

Version Type: Original

Contract Type: Mandatory Statewide Contract

Expire Date: 12/31/2018

Active for Shopping: Yes

Open Summary

Georgia Procurement Manual

Competitive Bidding Requirements



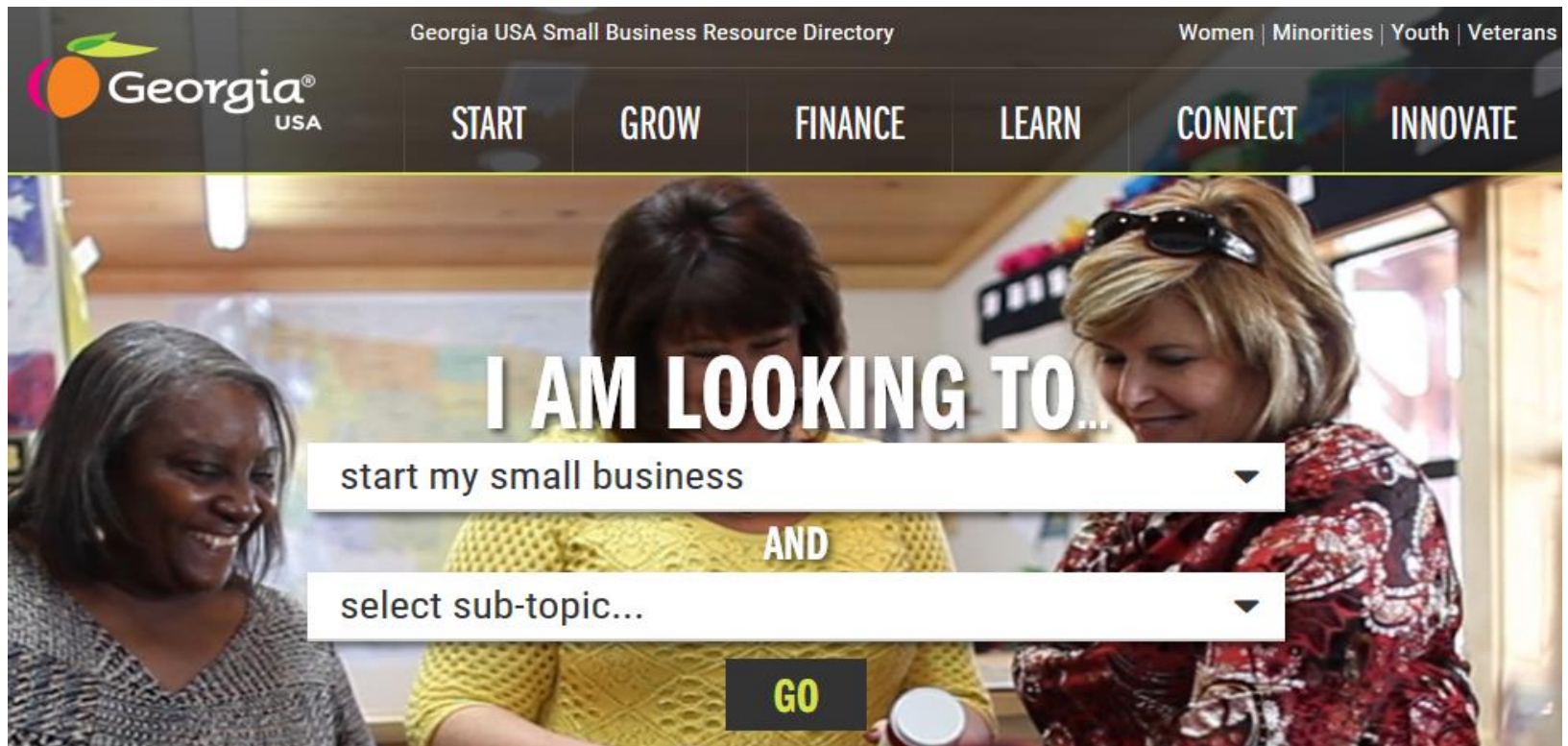
< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and eSource

Under \$25K Small Business Initiative

- For purchases under the \$25k bidding threshold, entities are encouraged to use small businesses to satisfy needs
- Gives entities flexibility to reach out to small businesses
- Eliminates administrative burden
- Encourages small business participation



Georgia Procurement Registry

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS ▾ Our Community Need Help | 🔍

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... ▾ SEARCH

New Careers Website
New and improved ATS

State contacts on the go
Download Team Georgia Directory mobile app!

Supplier Services
Do business with the state

Georgia Procurement Conference 2017

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All

FLEET MANAGEMENT

- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource

Select Suppliers
under **State
Purchasing**

Georgia Procurement Registry

SUPPLIERS

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

CONTACT

Supplier Relations

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Click to see Bid Opportunities

AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Georgia Procurement Registry

🏠 > State Purchasing > Suppliers > Bids and Contracts

UNDERSTANDING BIDS AND CONTRACTS

Team Georgia Marketplace is the center for e-business matching Georgia government buyers with sellers. The electronic procurement system is designed to improve practice capacity, information tracking and procurement technology for government entities. Registering in Team Georgia Marketplace is the first step for companies wishing to do business with the state.

Bid Opportunities

Contract opportunities are posted by state and local government buyers via the Georgia Procurement Registry (GPR), a free web-based advertising system. Suppliers should check the GPR for potential bid opportunities from Team Georgia Marketplace and eSource.

Statewide Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment. State and local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. These contracts are classified as mandatory or convenience. For more information on statewide contracts, visit the Statewide Contract Index.

Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail

Click to see Bid Opportunities

CONTACT

Understanding Bids and Contracts

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



RELEVANT LINKS

[Team Georgia Marketplace](#) ➔

[Georgia Procurement Registry](#) ➔

[ESource](#) ➔

[Agency Procurement Officers \(APOs\)](#) ➔

Georgia Procurement Registry

Under the Search Criteria you can:

- Search for Open, Awarded, Under Evaluation, Closed and other solicitations
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts
- Search by Title and Description
- Sort List by Solicitation Event Number

Searching for “Awarded” events will help you to set your price points for bidding!

The screenshot shows the Georgia Procurement Registry website. At the top, there is a header with the 'Team Georgia Marketplace' logo and the 'Georgia Department of Administrative Services' logo. Below the header, there are navigation links: 'HOME', 'CONTACT US', and 'SUPPLIERS SEARCH'. The main content area features a box with the text 'Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile'. Below this, there is a section titled 'SEARCH CRITERIA' with a warning message: 'The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.' The search criteria include a dropdown for 'Type of response required' (set to 'ALL'), a dropdown for 'Event Status' (set to 'AWARDED'), and a dropdown for 'Sort List By' (set to 'SOLICITATION EVENT NUMBER'). There are 'SEARCH' and 'RESET' buttons at the bottom of the search criteria section. A green button labeled 'Supplier's Guide to eSource' is located at the bottom right of the main content area.

Team Georgia Marketplace

Georgia Department of Administrative Services

HOME CONTACT US SUPPLIERS SEARCH

Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile

SEARCH CRITERIA

The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.

Type of response required

ALL
ELECTRONIC RESPONSES
PAPER RESPONSES

Event Status

OPEN
OPEN
AWARDED
UNDER EVALUATION
CANCELLED
ALL
CLOSED
COMPLETED
NOTICE OF INTENT TO AWARD

Sort List By

SOLICITATION EVENT NUMBER

SEARCH RESET

Supplier's Guide to eSource

GPR_P_index

Georgia Procurement Registry


House Bill (HB) 489 – Local Government Use of the GPR

- Effective July 1, 2018, municipal corporations, counties, and local boards of education are required to post in the Georgia Procurement Registry (GPR)
 - Goods and services bids or proposals for \$10,000 or more
 - Public works construction contracts unless exempt (i.e., emergencies)
- Entities may continue to advertise in other media (i.e., official legal organ, entity website, etc.)
- Companies will receive notifications based on NIGP Codes when registering in Team Georgia Marketplace™
- All inquiries should be made with the relative government entity posting the announcement
 - Local entities are not required to follow DOAS' policies and procedures for posting guidelines, competitive solicitations, or protest procedures



Team Georgia Marketplace™

Team Georgia Marketplace™ is an electronic procurement system. It is part of an initiative launched by Governor Perdue in 2005. Since 2009, through the Procurement Transformation Initiative, we have updated and improved the practices, capacity, information tracking, and procurement technology for state entities.



**New look and feel
with same access
and functionality
with People Soft 9.2
upgrade October 9!**

Supported Browsers

- Internet Explorer 11
- Firefox 17, 24, 30, 38, 42
- Google Chrome 24, 35, 43
- Microsoft Edge 20.10240, 25.10586
- Mac Users: Safari 5, 6, 7

- On IE, you may have to click on Compatibility View to use latest functions
- SAO has tested Internet Explorer 11 in 'Compatibility View'. Based on our testing, we have found that both Financials and HCM applications work well with IE11 in compatibility view.
- SAO does not support mobile devices
- Some features may not work properly if you are using an unsupported browser.

Team Georgia Marketplace™

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by...

SEARCH

New Careers
Website

New and improved ATS

State contacts
on the go

Download Team
Georgia Directory
mobile app!

Supplier
Services

Do business with the
state

Georgia
Procurement
Conference

2017

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING

Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All

FLEET MANAGEMENT

Team Georgia Marketplace™

STATE PURCHASING DIVISION

The State Purchasing Division (SPD) oversees the procurement functions for the State of Georgia and manages all policies related to procurement. SPD negotiates Statewide Contracts and provides technical assistance to State Entities in conducting and evaluating entity-specific competitive bids. We also provide electronic sourcing tools that allow procurement professionals to post and award their own competitive bids. SPD manages and monitors use of State purchasing cards, procurement tools that allow State employees to obtain goods and services quickly and efficiently. SPD also offers training, including a certification program, to provide procurement professionals with the knowledge and skills they need to perform their job duties within the legal and policy constraints of the State of Georgia.

CONTACT

State Purchasing
Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

STATEWIDE
CONTRACTS

SUPPLIERS

LAW,
ADMINISTRATIVE
RULES AND POLICIES

ORDER OF
PRECEDENCE

SEVEN STAGES OF
PROCUREMENT

PURCHASING TOOLS

PURCHASING
EDUCATION AND
TRAINING

TEAM GEORGIA
MARKETPLACE

STATEWIDE CARD
PROGRAMS

STATE PURCHASING
FAQS

Team Georgia Marketplace™

TEAM GEORGIA MARKETPLACE

The Team Georgia Marketplace™ is a set of state-of-the-art electronic PeopleSoft procurement tools including virtual catalogs provided by SciQuest. Together these applications are designed to be the backbone of the State purchasing system of the 21st century. These tools will make many purchasing tasks easier and so much more!

Team Georgia Marketplace™ is a bustling community that includes you and state employees who request goods and services to do their jobs as well as supervisors who approve requests. TGM also includes hundreds of procurement professionals across the state who manages the purchasing of goods and services that are needed to operate the business of government. Of course, Team Georgia Marketplace™ must include the businesses, large and small, who sell goods and services to the state.

This vibrant community of people comes together using the computer software that is available 24 hours a day, seven days a week to request goods and services as well as approve the requests, manage the purchases, and the contracts associated with the transactions between the State and the suppliers.

CONTACT

Team Georgia Marketplace

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

STATEWIDE
CONTRACTS

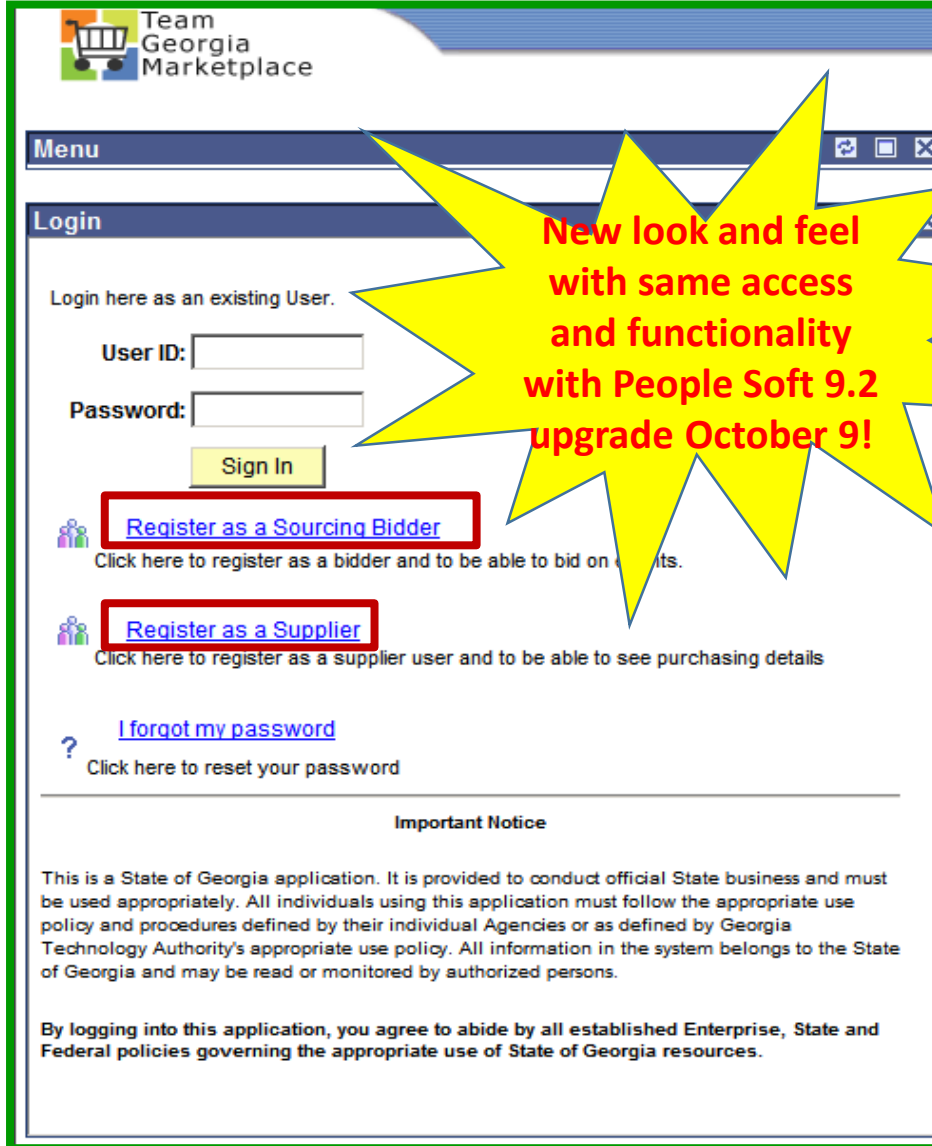
WINDOW SHOPPER

SUPPLIER SELF-
SERVICE

Supplier Self-Service DRKS

ESOURCE

Team Georgia Marketplace™



The screenshot shows the Team Georgia Marketplace login interface. At the top left is the logo with a shopping cart icon and the text 'Team Georgia Marketplace'. Below it is a 'Menu' bar. The main section is titled 'Login' and contains the text 'Login here as an existing User.' followed by input fields for 'User ID:' and 'Password:', and a 'Sign In' button. Below the login fields are two links, each with a group of people icon: 'Register as a Sourcing Bidder' and 'Register as a Supplier', both highlighted with red rectangular boxes. Below these links are instructions: 'Click here to register as a bidder and to be able to bid on contracts.' and 'Click here to register as a supplier user and to be able to see purchasing details'. At the bottom of the login section is a link 'I forgot my password' with a question mark icon and the text 'Click here to reset your password'. Below the login section is an 'Important Notice' section with a paragraph of text and a disclaimer at the bottom.

New look and feel with same access and functionality with People Soft 9.2 upgrade October 9!

[Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on contracts.

[Register as a Supplier](#)
Click here to register as a supplier user and to be able to see purchasing details

[I forgot my password](#)
Click here to reset your password

Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Supplier Self Service

- Two-way online communication with suppliers enabling self-service access to register and change their bidder information and access to outstanding POs and payment status
- Tool for companies to respond to electronic bids
- Less paperwork, faster communications, less administrative time, and easily available information for suppliers

Sourcing Bidder

If your company provides goods or services but has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder. Your company may fit into this category even if it was active in the old Vendor Registration System.

Supplier

If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a PeopleSoft vendor number in our Financials system.

Team Georgia Marketplace™

The screenshot shows the registration form for Team Georgia Marketplace. Red boxes highlight the following sections:

- Standard ID Numbers:** A table with columns 'ID Number' and 'Identification Type'. The first row shows '1' and '*Tax Identification Number'.
- Add NIGP Codes:** A button labeled 'Add NIGP Codes'.
- SIC Codes - NIGP:** A table with columns 'Standard Industry Code' and 'Description'.
- Minority Business Question:** A text area with the question: '*1. Can your company be classified as a MINORITY OWNED BUSINESS by the following definition? For the purposes of this question, a minority business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state. (Official Code of Georgia Annotated §50-5-131) Please indicate the percentage of company ownership/control attributable to each of the minority groups listed.'
- VAT Information:** A table with columns 'Country', 'Description', 'VAT ID', and 'Home'.
- More About Your Organization:** A section with various input fields and checkboxes, including 'Gross Annual Receipts', 'Number of Employees', 'Sm Disadvantaged Business Prog', 'Veteran-Owned Small Business', 'Women-Owned Business', 'Georgia Resident **', 'Small Business *', and 'Not Applicable'.

A yellow starburst graphic in the center of the form contains the text: **Will change with PS 9.2 Upgrade October 9!**

At the bottom of the form, there are buttons for '<< Back', 'Next >>', and 'Cancel Registration'. A note at the bottom left states: '* Required Field'.

During Registration

Sourcing Bidders

Four important sections to complete:

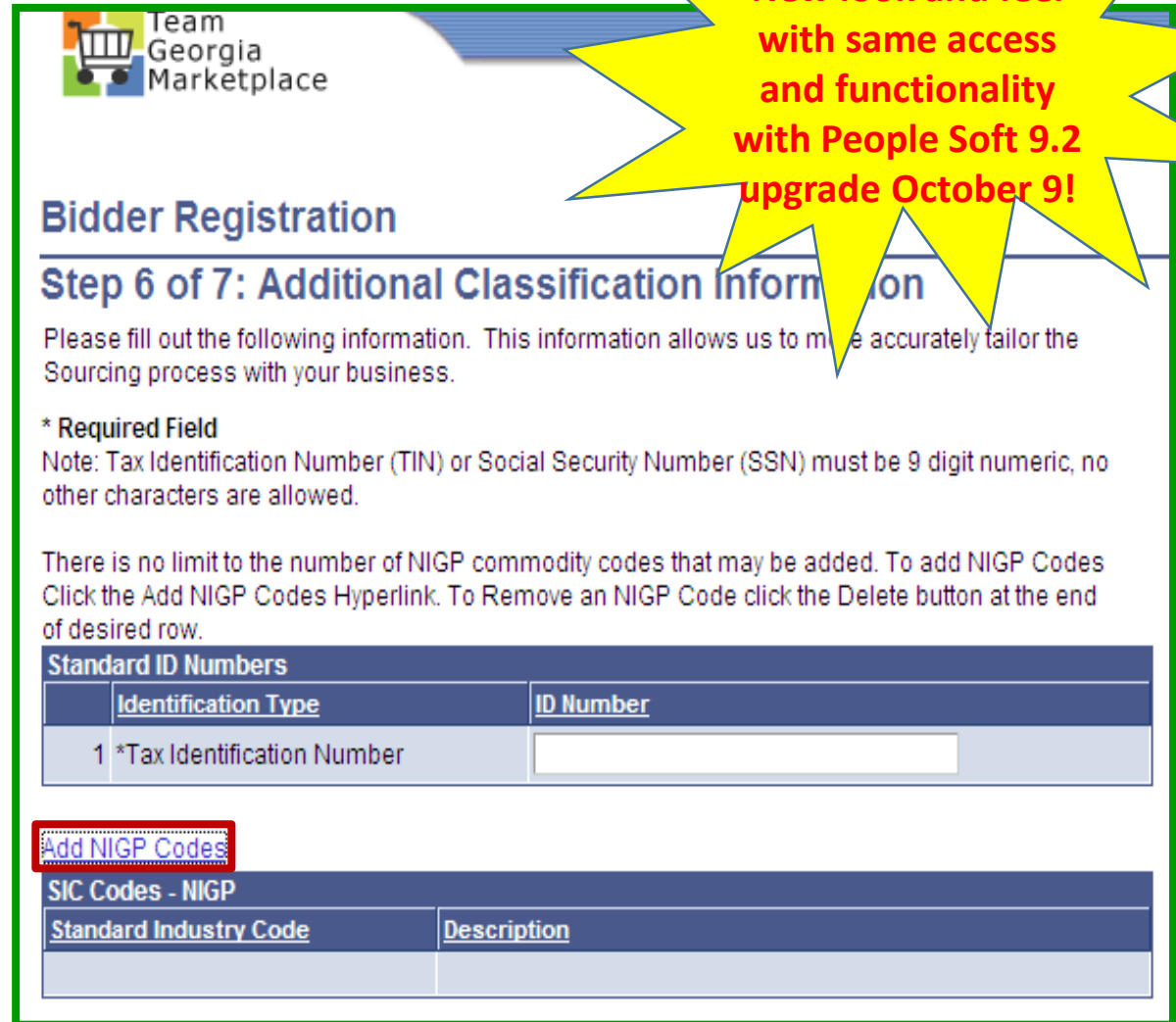
1. Tax ID #
2. Add NIGP Codes
3. Minority Business Classification
4. More about your Organization

Maintain Supplier Information

1. Keep NIGP Codes Updated
2. Review Organization's Info

Team Georgia Marketplace™

- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state



Team Georgia Marketplace

Bidder Registration

Step 6 of 7: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

*** Required Field**
Note: Tax Identification Number (TIN) or Social Security Number (SSN) must be 9 digit numeric, no other characters are allowed.

There is no limit to the number of NIGP commodity codes that may be added. To add NIGP Codes Click the Add NIGP Codes Hyperlink. To Remove an NIGP Code click the Delete button at the end of desired row.

Standard ID Numbers

	Identification Type	ID Number
1	*Tax Identification Number	<input type="text"/>

Add NIGP Codes

SIC Codes - NIGP

Standard Industry Code	Description

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upgrade October 9!**

Team Georgia Marketplace™

Bidder Search

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide. You can search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

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Search Criteria

NIGP Code:

Description:

Safety

Search

SIC Codes - NIGP

Find



First



1-60 of 60



Last

Select	SIC Code	Description
<input type="checkbox"/>	05508	Belts, Safety; and Child Restraint Systems
<input type="checkbox"/>	05591	Vehicle Safety Systems (Including Collision Avoidance and Impact Sensing)
<input type="checkbox"/>	07541	Jacks, Safety Stands, Portable Cranes, and Parts (For Automobiles, Trucks, and Transmissions)
<input type="checkbox"/>	12041	Gates, Safety, Marine
<input type="checkbox"/>	12096	Water Safety Equipment and Supplies (Not Otherwise Classified; Rope Float Lines, etc.)

State of Georgia Business Definitions

Georgia Resident Business: 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, however, that place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122).

Small Business: A business which is independently owned and operated with either fewer than 300 employees or less than \$30M in gross receipts per year (OCGA 50-5-121, 50-5-122).

Georgia Resident Small Business: A business which meets criteria for both Georgia Resident Business and Small Business.



Business Status Considerations

Minority-Owned Business

Any business that is 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the state of Georgia, paying all taxes duly assessed and domiciled within this state (OCGA 50-5-131).

- The state of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.

Certified Minority Business Enterprise

The process for certifying as a Minority Business Enterprise (MBE) pursuant to OCGA 50-5-130 and as a Minority Subcontractor pursuant to OCGA 48-7-38 with the Georgia Department of Administrative Services (DOAS) is streamlined.

It involves using the Georgia Department of Transportation's (GDOT) Uniform Certification application and personal net worth affidavit for Disadvantage Business Enterprises (DBEs) as the central certification forms. This will result in dual certification with both GDOT DBE and DOAS MBE.

- **Georgia law permits an income tax adjustment on the state tax return of any company that subcontracts with a certified minority-owned firm to furnish goods, property or services to the state of Georgia.**

Supplier Search - Public Portal

Suppliers can be located by using various search criteria such as “GA Resident”, “Small Business”, “Certified Minority Vendors”

You can also search by NIGP Codes used when registering in Team Georgia Marketplace™

Be sure to enter Security Check!

The screenshot shows the 'Supplier Search' page of the Georgia Procurement Registry. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. A navigation bar includes links for 'HOME', 'CONTACT US', 'SUBSCRIBE FOR BID NOTICES', and 'PROCUREMENT LINKS'. The main heading is 'Supplier Search'. Below it, a note states: 'Note : Please enter Data in at least one search field, the Security Check code, then Click the Search Button.' The search form contains several fields: 'Company Name' with a dropdown set to 'Contains' and a text input 'group'; 'City' with an empty text input; 'State' with a dropdown set to 'Please Select One'; 'Zip' with an empty text input; 'GA Resident' with 'Yes' and 'No' radio buttons, where 'No' is selected; 'Minority Search' with a dropdown set to 'All Vendors'; and 'Minority Vendors' with 'Certified', 'Not Certified', and 'All' radio buttons, where 'All' is selected. Under 'Product Search Criteria', there are three options: 'None' (selected), '3 Digit NIGP Product Class', and '5 Digit NIGP Product Item'. The 'None' option has a list of codes: '005 ABRASIVES', '010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES', '015 ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUP', and '019 AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUT'. The '5 Digit NIGP Product Item' option has a text input and a '5 DIGIT' button. Below the search criteria, there is a 'Security Check' section with two image-based CAPTCHAs (one showing 'ENEL' and the other 'GIRTON') and a text input for 'Type the text'. To the right of the CAPTCHAs are icons for a refresh button, a volume icon, and the 'reCAPTCHA' logo. A 'Privacy & Terms' link is also present. At the bottom of the form, there are three buttons: 'SEARCH' with a magnifying glass icon, 'RESET', and 'HOME'.

Team Georgia Marketplace
Georgia Procurement Registry

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Supplier Search

Note : Please enter Data in at least one search field, the Security Check code, then Click the Search Button.

Company Name: Contains [group]
City: []
State: Please Select One []
Zip: []
GA Resident: Yes ☐ No ☒
Minority Search: All Vendors []
Minority Vendors: Certified ☐ Not Certified ☐ All ☒

Product Search Criteria:

- ☒ **None** Please Select One
005 ABRASIVES
010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015 ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUP
019 AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUT
- ☐ **3 Digit NIGP Product Class:** []
- ☐ **5 Digit NIGP Product Item:** [] **5 DIGIT**

Format required: 00510,00520,00530,01010,02020

Security Check:

ENEL GIRTON

Type the text

reCAPTCHA™ Privacy & Terms

SEARCH RESET HOME

Supplier Search - Public Portal

Results will show GA
Resident, Small
Business and Certified
Minority Vendor Status

Click to select the
desired company



The screenshot displays the Georgia Procurement Registry website. At the top, there are logos for 'Team Georgia Marketplace' and 'Georgia Department of Administrative Services'. Below the logos is a navigation bar with links: HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. The main content area shows a message: 'There are 58 Suppliers for this search. Suppliers 1 to 58 on this page. Click on the Select button for more information of the supplier.' Below this message is a 'NEW SEARCH' button. The 'Supplier Search Results' section contains a table with columns: Company Name, City, State, GA Resident, Small Business, and Certified Minority Vendors. The table lists several suppliers, with the row for 'ATLANTA PAVING & CONCRETE CONS' highlighted in red. A red box also surrounds the 'Select' button for this row.

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

There are 58 Suppliers for this search
Suppliers 1 to 58 on this page
Click on the Select button for more information of the supplier

NEW SEARCH



Supplier Search Results

	Company Name	City	State	GA Resident	Small Business	Certified Minority Vendors
Select	A Plus Paving LLC	Lithonia	GA	Y	Y	N
Select	ALLEN OWENS CONSTRUCTION & PAVING INC	BLACKSHEAR	GA	N	N	N
Select	ALLIED PAVING CONTRACTORS, INC.	PENDERGRASS	GA	Y	N	N
Select	ASPHALT PAVING SYSTEMS INC	HAMMONTON	NJ	N	N	N
Select	ATLANTA PAVING & CONCRETE CONS	DORAVILLE	GA	Y	Y	Y
Select	American Contractors Grading and Paving	LITHIA SPRINGS	GA	Y	Y	N
Select	Asphalt Paving Systems Inc	Hammonton	NJ	N	N	N
Select	BALDWIN PAVING CO INC	MARIETTA	GA	N	N	N
Select	BARTOW PAVING COMPANY INC	CARTERSVILLE	GA	Y	Y	N

eSource

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace
- eSource pre-recorded training webinars



Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

-Have an eSource invite ID ?- Click Below	OR	-Team Georgia Marketplace Registered Suppliers- Click Below	OR	--- Unregistered Suppliers --- Click Below
Respond Now		Request an Immediate Invite		Register with Team Georgia Marketplace

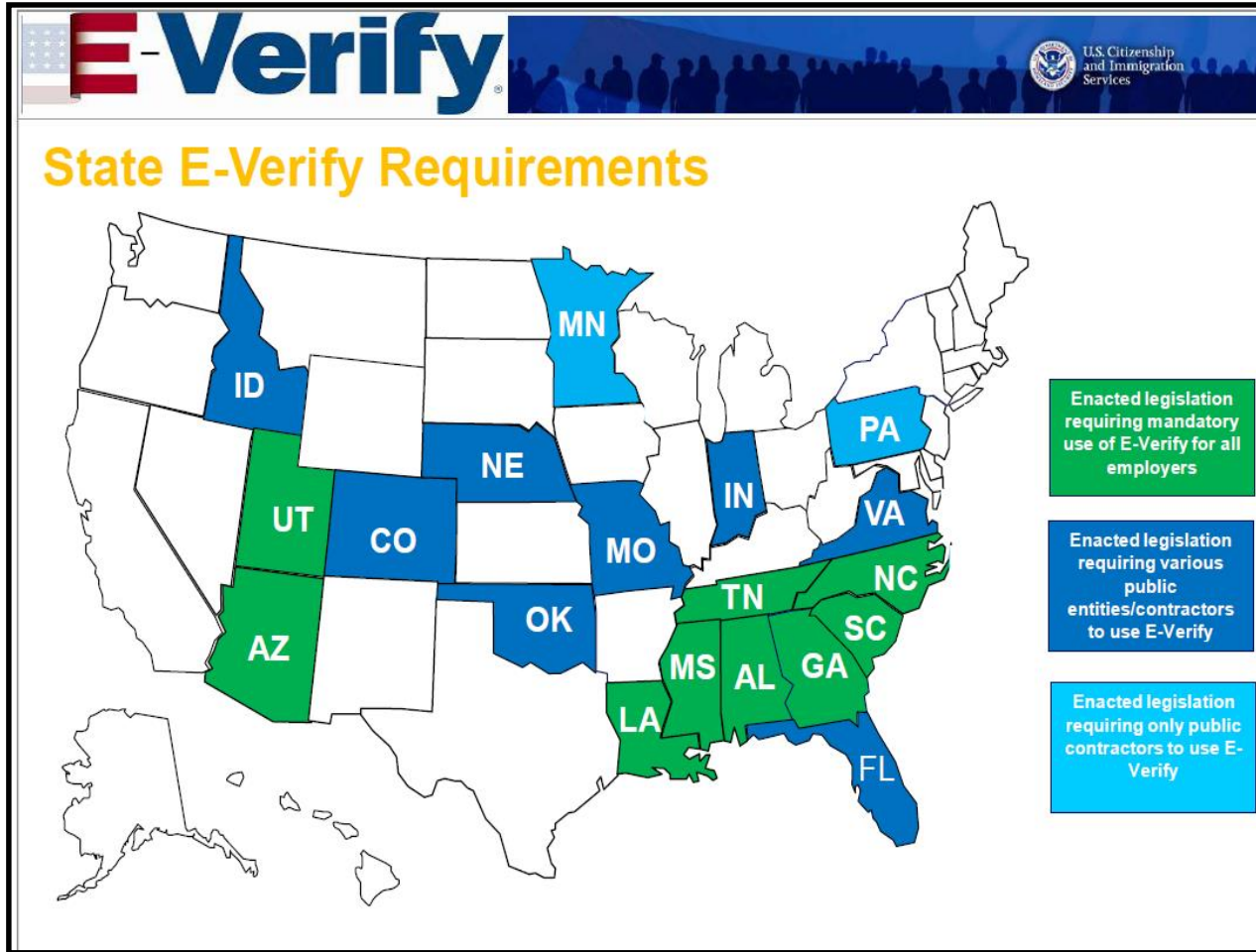
eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

Bidders' Conferences

- Public meetings that occur prior to the closing date of the solicitation to distribute information
- *Pre-bid/Bidders'/Offerors' conferences* may be conducted for the purpose of allowing suppliers to participate in a site visit to the physical location
- The solicitation must identify any such public meeting and define whether or not a supplier's attendance at such public meeting is mandatory
- If it is mandatory, you **MUST** attend to participate in solicitation!

**There is 100%
chance the
winner of the
contract is in the
room for
Mandatory
Conferences!**

eVerify: Georgia Immigration and Security Law



Effective 7/1/13, all contractors and sub-contractors who provide services over **\$2,499.99** in value must enroll in E-Verify if you employ one or more employees.

****Not required for contracts solely involving the purchase of goods by a government agency****

State of Georgia Purchasing Card Program

Benefits of Credit Card Acceptance

- Reliability – If Visa regulations are followed, face-to-face transactions are guaranteed. For internet, mail order & telephone transactions, payments from the State are very low risk
- Security – No returned checks, no cash loss or theft
- Convenience – Faster payments (usually paid within 24 – 48 hours). No Accounts Receivable hassles, following up on invoices or need to wait for checks and then deposit them – payment is streamlined. This equates to better cash flow
- Increased Sales – Merchants that accept cards generally benefit from higher average tickets and higher total sales
- Customer Preference and Convenience – “...more cards than all other major payment brands combined” according to Visa, Q4 2006



Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



SUPPLIER TRAINING

Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register](#) for a Supplier Orientation.

Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)

CONTACT

Supplier Training

Procurement Help Desk

Phone

404-657-6000

Email

procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Resources

Agency, College & University Procurement Officers List

Board of Regents of the University System of Georgia

Christina Hobbs, Business Development Manager

Office of External Activities and Facilities
christina.hobbs@usg.edu
(404) 657-2514

Georgia Tech Procurement Assistance Centers (GTPAC)

Joe Beaulieu
Program Director

joe.beaulieu@innovate.gatech.edu
www.gtpac.org

Georgia Small Business Development Centers

<http://www.georgiasbdc.org>
(404) 413-7830

 Georgia Procurement Registry 		
CLOSE WINDOW		
Agency Procurement Officers (APO)		
AGENCY	NAME (APO)	EMAIL ADDRESS (APO)
ABRAHAM BALDWIN AGRICULTURAL COLLEGE	ROBBIE HAWSEY	rhawsey@abac.edu
ADMINISTRATIVE SERVICES AGENCY	VERNEICHER FAVORS	verneicher.favors@doas.ga.gov
ADMINISTRATIVE SERVICES SWC	WILLIE MOON	wmoon@doas.ga.gov
AGRICULTURE, DEPARTMENT OF	LAURA HARDWICK	laura.hardwick@agr.georgia.gov
ALBANY STATE UNIVERSITY	LORI BURNETT	lori.burnett@asurams.edu
ALBANY TECHNICAL COLLEGE	N/A	N/A
ALTAMAHA TECHNICAL COLLEGE	N/A	N/A
ARMSTRONG ATLANTIC STATE UNIVERSITY	DAPHNE BURCH	Daphne.Burch@armstrong.edu
ATHENS TECHNICAL COLLEGE	STERLING DANIEL	sdaniel@athenstech.edu
ATLANTA METROPOLITAN COLLEGE	KEITH WILLIAMS	kwilliams@atlm.edu
ATLANTA TECHNICAL COLLEGE	ELLA SIZEMORE	esizemore@atlantatech.edu
AUDITS AND ACCOUNTS, DEPARTMENT OF	SHANNON KENT	kentsa@audits.ga.gov
AUGUSTA STATE UNIVERSITY	N/A	N/A
AUGUSTA TECHNICAL COLLEGE	LAUREN SCOTT	ljackson@augustatech.edu
BAINBRIDGE COLLEGE	AMY SHEPHARD	ashephard@bainbridge.edu

Support & Assistance


- Supplier Services Website –
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- Supplier Orientation
- Supplier Webinar
- Supplier Outreach & Communications
 - Julian A. Bailey, julian.bailey@doas.ga.gov – 404-651-9704
 - State Purchasing Contact Center Help Desk Email – procurementhelp@doas.ga.gov
- State Purchasing Contact Center Help Desk – 404-657-6000



Summary



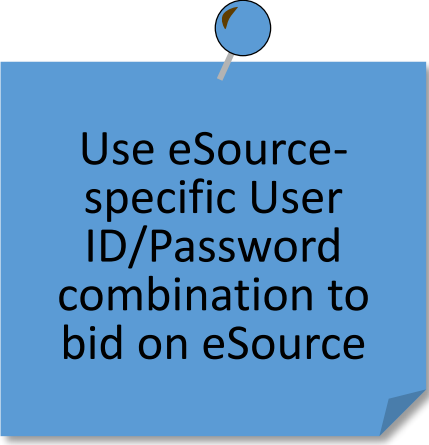
Search the
Georgia
Procurement
Registry for bid
opportunities




Register in Team
Georgia
Marketplace to
respond to bid
opportunities




Update Team
Georgia
Marketplace
profile with NIGP
codes at any time




Use eSource-
specific User
ID/Password
combination to
bid on eSource



Attend pre-bid
and offerors'
conferences



Contact your
banking institution
to become a credit
card merchant



Utilize resources
provided by the
State!



READ!