



**Quick Reference Guide:
Manage Strategic Sourcing Archived Attachments**

	This document provides the steps to view attachments for an archived strategic sourcing event.																				
1.	<p>Buyers will continue to create, post and award sourcing events as they have in the past. Once the event has a status of Awarded, Cancelled, RFI Reviewed or Not Awarded, it then is considered for archival. The rules listed below will determine when the event is archived.</p> <p>**Once they are archived, attachments can not be added, deleted or edited.</p> <table border="1"> <thead> <tr> <th>Event Type</th> <th>Event Status</th> <th>Archival Rule *</th> <th>Retention Rule **</th> </tr> </thead> <tbody> <tr> <td><u>RFx</u></td> <td>Awarded</td> <td>1 year from the date the event is fully awarded</td> <td>12.5 years from the date the event is fully awarded</td> </tr> <tr> <td><u>RFx</u></td> <td>Cancelled</td> <td>1 year from the end date of the event</td> <td>7 years from the end date of the event</td> </tr> <tr> <td>RFI</td> <td>RFI Reviewed</td> <td>1 year from the end date of the event</td> <td>7 years from the end date of the event</td> </tr> <tr> <td><u>RFx</u></td> <td>Not Awarded</td> <td>1 year from the end date of the event</td> <td>12.5 years from the date the event is fully awarded</td> </tr> </tbody> </table> <p>** Archival rule determines when the event documents will be moved from PeopleSoft over to WebCenter.</p> <p>** Retention rule determines how long the event documents will be available in WebCenter before being deleted.</p> <p>** The retention rules are being derived from the Georgia Archives retention schedule for state government.</p> <p>https://www.georgiaarchives.org/records/state_government/schedules/79</p>	Event Type	Event Status	Archival Rule *	Retention Rule **	<u>RFx</u>	Awarded	1 year from the date the event is fully awarded	12.5 years from the date the event is fully awarded	<u>RFx</u>	Cancelled	1 year from the end date of the event	7 years from the end date of the event	RFI	RFI Reviewed	1 year from the end date of the event	7 years from the end date of the event	<u>RFx</u>	Not Awarded	1 year from the end date of the event	12.5 years from the date the event is fully awarded
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2.	Access the event as you normally would. Click on the related link to access the attachments.																				



Quick Reference Guide: Manage Strategic Sourcing Archived Attachments

Modify an Event

Event Header Comments and Attachments

Event ID: DOE0000043

Enter Comments View All First 1 of 1 Last

Comments:

Federal regulations, 7CFR250.14(a)(1), require the distributing agency (GaDOE) to provide warehousing and distribution services to eligible recipient agencies (RAs). By consolidating USDA foods warehouse services for RAs within regions, the state can obtain lower warehousing and distribution fees than those obtained by RAs on an individual basis. The RAs are charged and issue payment for the delivery fee per case. The contract includes requirements from USDA and the DOAS State Entity Standard Contract Form.

3-9-16 Version # 2: Added Responses for Questions and Answers.

Send To Bidder Include On Award

Buyer Attachments

OK Cancel Refresh

3. A new window will open with the Oracle Managed Attachments Logo across the top. Click on the document you would like to view. It will be opened in a new window.

ORACLE Managed Attachments

Managed Attachments
[41400], [DOE0000043], [1], [2], [0]

Page 1 of 2

Name	Title	Author	Size	Date
CHAQUEEN2016-04-20-16.27.44.783Notice of Award_41400-DOE0000043_.pdf	Notice_of_Award_41400-DOE0000043_.pdf	sysadmin	34 KB	2018-02-23
CHAQUEEN2016-04-05-15.31.10.910Notice of Intent to Award DOE0000043_.pdf	Notice_of_Intent_to_Award_41400-DOE0000043_.pdf	sysadmin	36 KB	2018-02-23
CHAQUEEN2016-03-09-13.52.17.86041400DOE00000430000100	USDA_Warehouse_Storage_and_Delivery.pdf	sysadmin	30 KB	2018-02-23
CHAQUEEN2016-03-09-13.27.51.192SPD-SPR004SupplierQandATemplate.pdf	SPD-SPR004SupplierQandATemplate.pdf	sysadmin	283 KB	2018-02-23
CHAQUEEN2016-02-28-13.06.07.960Exhibit G - New Warehous	Exhibit_G_-_New_Warehouse_Review_Form.pdf	sysadmin	76 KB	2018-02-23
CHAQUEEN2016-02-28-13.03.52.620Exhibit F - Monthly Dama	Exhibit_F_-_Monthly_Damage-Food_Loss_Report.pdf	sysadmin	51 KB	2018-02-23
CHAQUEEN2016-02-28-13.03.23.587Exhibit E - FNS Instruc	Exhibit_E_-_FNS_Instruction_709-5_Rev_2.pdf	sysadmin	734 KB	2018-02-23
CHAQUEEN2016-02-28-13.02.41.594Exhibit D SY 14-15	Exhibit_D_SY_14-15_Reprocessed_Cases_Received_by_Region.pdf	sysadmin	82 KB	2018-02-23
CHAQUEEN2016-02-28-13.02.18.744Exhibit C USDA Foods Ord	Exhibit_C_USDA_Foods_Ordered_by_Regions.xls	sysadmin	49 KB	2018-02-23

4. Only the final version of the event will have attachments. All other versions of the event will no longer show attachments. Below is what the page will look like when accessing a version other than the final version of the event. The page will no longer show the attachments (no link will be available).



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Modify an Event

Event Header Comments and Attachments

Event ID: DOE000043

Enter Comments View All First 1 of 1 Last

Comments:

Federal regulations, 7CFR250.14(a)(1), require the distributing agency (GaDOE) to provide warehousing and distribution services to eligible recipient agencies (RAs). By consolidating USDA foods warehouse services for RAs within regions, the state can obtain lower warehousing and distribution fees than those obtained by RAs on an individual basis. The RAs are charged and issue payment for the delivery fee per case. The contract includes requirements from USDA and and the DOAS State Entity Standard Contract Form.

Send To Bidder Include On Award

OK Cancel Refresh

5. To access an attachment added by a vendor, click on attachment location. You can find the vendor attachments at the header, line and bid factor.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit:	Event ID:	Round:	Version:	Event Name:
41400	DOE000043	1	2	USDA Warehouse Storage and Delivery
Event Format:	Event Type:	Currency:	End Date:	Status:
Buy	RFx	USD	03/22/2016 3:00PM EDT	Awarded

Go To:

[Bid Analysis and Display Options](#)

Analysis

Bidder Name	U S FOODS INC	LANTER DISTRIBUTING LLC
Event Version Responded To:	1	2
Bid Number:	1	1
Total Bid Amount:	1.00	2.00
Total Bid Cost:	0.00	0.00
Total Event Score:	100.0000	0.0000
Total Header Cost:	0.00	0.00
Total Header Score:	0.0000	0.0000

Bid Action:

Reject Reason:

Award by Percent:

Hide Bid:

[Factors](#)

Recalculate Add / Edit Factors Unhide Bids

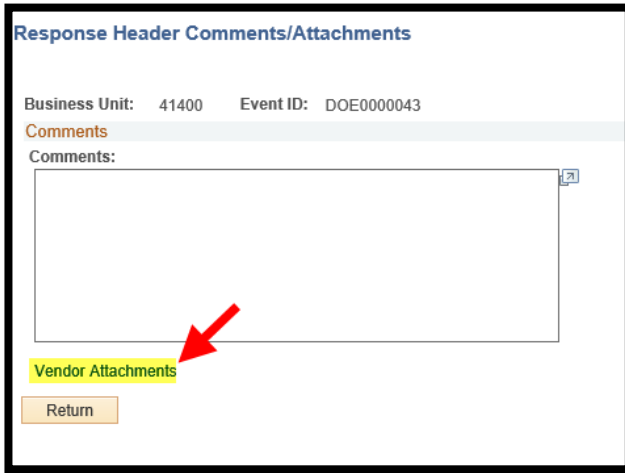
Save Return to Search

[Analyze Total](#) | [Analyze Line](#)

6. Click on the Vendor Attachments link.



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7. A new page will be opened with all the attachments for that location.

ORACLE Managed Attachments

Managed Attachments
[41400], [DOE0000043], [1], [2], [0000163450]

Attach :

Name	Title	Author	Size	Date
USFOODSA2016-03-16-14.35.01.569sQIv_eaxwIPZnQmlvcKZ7Ea	USDA_Warehouse_Storage_and_Delivery.pdf	sysadmin	44 KB	2018-02-23
USFOODSA2016-03-16-13.26.19.863Attachment_D_-E-verify_Affidavit_letter.pdf	Attachment_D_-E-verify_Affidavit_letter.pdf	sysadmin	405 KB	2018-02-23
USFOODSA2016-03-16-11.24.42.414Attachment_F - Cost Work 17-16.xls	Attachment_F_-_Cost_Worksheet_-_02-17-16.xls	sysadmin	54 KB	2018-02-23
USFOODSA2016-03-16-11.05.18.838Attachment_E - Mandatory 16-16.xls	Attachment_E_-_Mandatory_Response_Worksheet__02-16-16.xls	sysadmin	50 KB	2018-02-23
USFOODSA2016-03-16-11.01.32.746Attachment_I -SPD-SP045TaxComplianceForm_Page2 (Affiliate 2).docx	Attachment_I_-SPD-SP045TaxComplianceForm_Page2(Affiliate_2).docx	sysadmin	12 KB	2018-02-23
USFOODSA2016-03-16-11.00.03.468Attachment_C_-SPD-SP012CertificateofNonCollusion.pdf	Attachment_C_-SPD-SP012CertificateofNonCollusion.pdf	sysadmin	432 KB	2018-02-23

8. The vendor will no longer be able to access the attachments once they are archived. They will be presented with a message that tells them to contact Open Records to request a copy of the attachments.



Quick Reference Guide: Manage Strategic Sourcing Archived Attachments

General Comments and Attachments

Business Unit: 41400 Event ID: DOE0000026

Comments

[View Event Comments](#) First 1 of 4 Last

The Georgia Department of Education (GaDOE) seeks a highly qualified Offeror to provide services and products for the development of a formal statewide Kindergarten Entry Profile as a component of the part of the state's Race to the Top - Early Learning Challenge initiative. The Profile will provide formative assessment information during the Kindergarten Entry Profile process. The Profile is to provide educators, parents, and the state with the appropriate supports and interventions that can be put into place as needed to ensure that all children are kindergarten ready to learn at high levels and thrive.

[Help Desk Support](#)

[Add New Comments](#)

Message

Your selected sourcing event 41400 - DOE0000026 documents have been archived. (27999,80)

Please follow the Open Records process outlined on <http://doas.ga.gov/records-management>.
For Technical Support:
Monday thru Friday 8 a.m. to 5 p.m. EST
Phone: (404) 902-5630
Email: records.support@doas.ga.gov

OK

OK Cancel

9. You can run the query listed below to get a listing of which event attachments have been archived. The query will show 2 things.
1. If the event is listed in the search results, then it means that the event attachments are eligible to be archived.
 2. If there is a 'N' for the Archive Status, then that means that the attachments have not yet been archived. There will not be a link to the attachments. There will still be a table with the listing of the attachments.
- If there is a 'Y' for the Archive Status, then it means that the attachments have been archived and a link to the attachments will be shown on the page.
- Query Name:** TGM_SOURCING_EVENTS_ARCHIVE
- Query Description:** TGM_Sourcing_Events_Archive



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	<p>TGM_SOURCING_EVENTS_ARCHIVE - TGM_Sourcing_Events_Archive</p> <p>Unit: 41400</p> <p>View Results</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)</p> <p>View All First 1-44 of 44 Last</p> <table border="1"> <thead> <tr> <th></th> <th>Business Unit</th> <th>Event ID</th> <th>Round</th> <th>Version</th> <th>Run Date</th> <th>Archive Status</th> </tr> </thead> <tbody> <tr><td>1</td><td>41400</td><td>DOE0000001</td><td>1</td><td>5</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>2</td><td>41400</td><td>DOE0000002</td><td>1</td><td>3</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>3</td><td>41400</td><td>DOE0000003</td><td>1</td><td>1</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>4</td><td>41400</td><td>DOE0000004</td><td>1</td><td>2</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>5</td><td>41400</td><td>DOE0000005</td><td>1</td><td>4</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>6</td><td>41400</td><td>DOE0000006</td><td>1</td><td>5</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>7</td><td>41400</td><td>DOE0000007</td><td>1</td><td>7</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>8</td><td>41400</td><td>DOE0000008</td><td>1</td><td>6</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>9</td><td>41400</td><td>DOE0000009</td><td>1</td><td>3</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>10</td><td>41400</td><td>DOE0000010</td><td>1</td><td>4</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>11</td><td>41400</td><td>DOE0000011</td><td>1</td><td>2</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>12</td><td>41400</td><td>DOE0000012</td><td>1</td><td>3</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>13</td><td>41400</td><td>DOE0000013</td><td>1</td><td>3</td><td>02/08/2018</td><td>Y</td></tr> <tr><td>14</td><td>41400</td><td>DOE0000014</td><td>1</td><td>1</td><td>02/08/2018</td><td>Y</td></tr> </tbody> </table>		Business Unit	Event ID	Round	Version	Run Date	Archive Status	1	41400	DOE0000001	1	5	02/08/2018	Y	2	41400	DOE0000002	1	3	02/08/2018	Y	3	41400	DOE0000003	1	1	02/08/2018	Y	4	41400	DOE0000004	1	2	02/08/2018	Y	5	41400	DOE0000005	1	4	02/08/2018	Y	6	41400	DOE0000006	1	5	02/08/2018	Y	7	41400	DOE0000007	1	7	02/08/2018	Y	8	41400	DOE0000008	1	6	02/08/2018	Y	9	41400	DOE0000009	1	3	02/08/2018	Y	10	41400	DOE0000010	1	4	02/08/2018	Y	11	41400	DOE0000011	1	2	02/08/2018	Y	12	41400	DOE0000012	1	3	02/08/2018	Y	13	41400	DOE0000013	1	3	02/08/2018	Y	14	41400	DOE0000014	1	1	02/08/2018	Y
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