

# Georgia DOAS Procurement Connect Informational Session



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## State Purchasing Division E-Verify Compliance

June 1, 2021



# Welcome!



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Georgia Department of Administrative  
Services



# Guest Speaker



**Carol G. Schwinne**

Director, Administrative Division  
Georgia Department of Audits and  
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# Georgia Department of Administrative Services



- The Georgia Department of Administrative Services (DOAS) is an entity of the **state executive branch of government**.
- DOAS is an “**enterprise**” agency that serves **other state government entities**, including state offices, agencies, departments, boards, commissions, institutions, including state colleges and universities and the technical college system of Georgia.
- DOAS has **five primary business services**, including:
  - State Purchasing
  - Risk Management
  - Human Resources Administration
  - Fleet Management
  - Surplus Property
- Additional information is available on our website at **[doas.ga.gov](https://doas.ga.gov)**

# State Purchasing Division



- The State Purchasing Division (SPD) oversees the **procurement functions** for the State of Georgia and is responsible for the purchase of more than **\$4.5 billion of goods and services** each year.
- SPD negotiates **Statewide Contracts** and provides technical assistance to State Entities in conducting and evaluating entity-specific **competitive bids**.
- SPD provides **electronic sourcing tools** that allow procurement professionals to post and award their own competitive bids.
- SPD also offers **training, including procurement certification programs**, 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.
- SPD conducts **supplier training and outreach** to business interested in **doing business with the State of Georgia**. We work to actively recruit businesses to **register with us** and actively **compete for bid opportunities!**



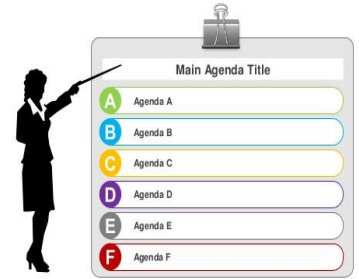
# **Doing Business with Georgia Governments?**

## **Here is What you Need to Know!**



Presented by – GA Department of Audits and Accounts  
June 1, 2021

# Agenda



- Overview of O.C.G.A. §13-10-90 and 13-10-91
- Requirements for Vendors
- How Do I Obtain an E-Verify Number?
- Things to Remember
- DOAA Resources
- Q&A

# Title 13

## Compliance Requirements





# General Overview

- General Assembly passed *Illegal Immigration Reform and Enforcement Act*” in 2011.
- Purpose of Act – Ensure that government entities in Georgia only do business with suppliers/vendors who are eligible to work in the United States and business only hire employees who are eligible to work in the United States.
- Critical Legislation for Suppliers/Vendors can be found in O.C.G.A. §13-10-90 and O.C.G.A. §13-10-91.

## O.C.G.A. §13-10-91 (b)(1) Requires

“A public employer shall not enter into a contract for the **physical performance of services** unless the contractor registers for and participates in the Federal Work Authorization Program.”

*Program is often referred to as the “E-Verify Program.”*

# How is Physical Performance of Services Defined?

“Any performance of **labor or services** for a **public employer** using a bidding process or by **contract** wherein the labor or services exceed \$2,499.99.”

*The above definition was issued in 2013. The original definition of “physical performance of services” focused on public works and construction-related projects.*



# Examples of Labor and Services

- Public Works Services
- Groundskeeping
- Renovation or Building Services
- Computer Services
- Professional Services from Law Firms, CPA Firms, Engineering Firms, Architectural Services, etc.
- Repairs and Maintenance on Vehicles
- Maintenance Contracts

# What is a Public Employer?

- State Agencies
- Colleges and Universities
- Local School Boards
- All Municipalities and Counties
- All Political Subdivisions
  - Authorities
  - Regional Development Commissions
  - Regional Libraries
  - Community Service Boards

**There are over 2,400 public employers in Georgia that must follow these laws.**

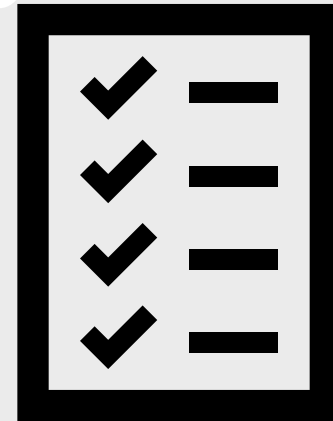




# A Contract Can Be...

- Documents signed by both parties outlining the terms of service and responsibilities;
- Purchase Orders issued by the government entity agreeing to a service and agreeing to the price for such service (Per Attorney General's Office)

# Requirements for Vendors



Vendors who have employees and provide services to governments in Georgia are required to register for and participate in the Federal Work Authorization Program (E-Verify).

# What is the Federal Work Authorization Program? (E-Verify)

- This program allows businesses to verify that the employees they hire are eligible to work in the United States.
- It does not replace your responsibility to adhere to I-9 laws and regulations.
- E-Verify is intended to be an additional tool for employers to verify the work authorization of employees. Social Security Card and photo ID are required for E-Verify Program.

# What is the Federal Work Authorization Program? (E-Verify)

- It is a voluntary Federal program unless:
  - You want to do business with the Federal government;
  - You want to do business with governments in a state that require the use of E-Verify;
  - You meet other criteria that would require you to obtain an E-Verify number and participate in the program.
    - Example – business license



# How do Vendors in Georgia Document Compliance?

- Provide a Notarized Affidavit to the Government Entity Attesting to the following:
  - The vendor has registered with, is authorized to use, and uses the federal work authorization program;
  - The E-Verify Number; and
  - The vendor will continue to use the Program throughout the Contract Period.

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Example of Affidavit

# Requirements for Vendors

- Vendors must submit affidavit when bid is submitted or prior to issuance of a Purchase Order;
- Vendors must submit affidavit each time a new contract in excess of \$2,499.99 is issued;
- If the vendor has one employee, the vendor must register for and use E-Verify if they want to do business with a public entity in Georgia;

# Requirements for Vendors

- Out-of-state vendors must follow the State's E-Verify laws regardless of the laws of their state of residence;
- Vendors are responsible for collecting similar affidavits from subcontractors that are part of the government job and submit them to the entity.

## What if I use Subcontractors?

- Subcontractors are subject to the same provisions.
- Contractors must obtain an affidavit from all subcontractors.
- Subcontractors must submit the affidavit to the contractor within 5 business days after receiving a request for an affidavit.
- Contractor must submit these affidavits to the public employer with whom they are contracting within 5 business days of receipt.





Are there any Exceptions  
to the Requirements?

Yes

# What are the Exceptions?

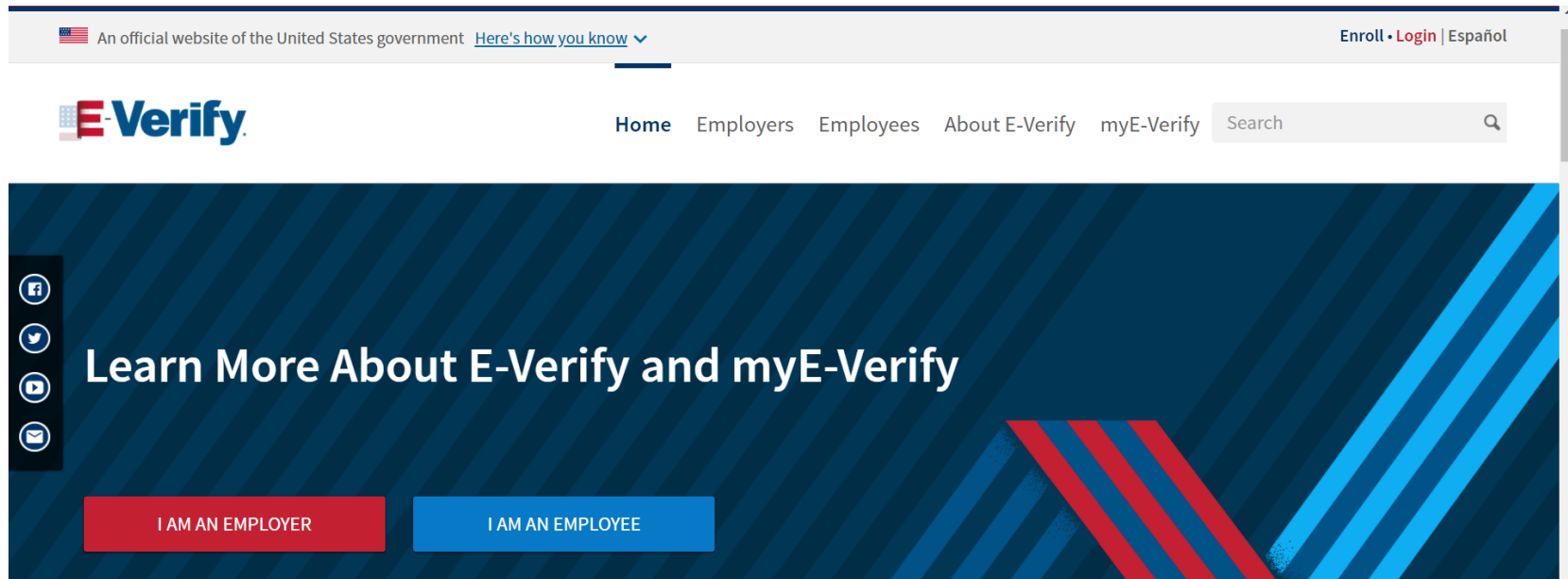
- Public employers providing services to another public employer do not have to submit an affidavit.
- Contractors who are licensed pursuant to Title 26 or Title 43 of the Official Code of Georgia Annotated or licensed by the State Bar of Georgia (and are in good standing) are exempt if the public employer is contracting directly with the licensed individual.
  - If the public employer is contracting with a business that includes licensed professionals, the business is still required to submit the affidavit.

# One Other Exception to the Affidavit Requirement...

- Contractors that do not have employees cannot obtain an E-Verify Number.
- Such contractors must still be eligible to work in the United States.
- Instead of completing an affidavit, such contractors would submit their driver's license or other state or federal issued ID.

**How do I  
Obtain an  
E-Verify  
Number?**





I Don't have an E-Verify Number.  
Where do I Start?

- The E-Verify Program (formally the Federal Work Authorization Program) is managed through the Federal Department of Homeland Security.
- E-Verify Program resources are located at <https://www.e-verify.gov>

# Learn About E-Verify...

The screenshot shows a web browser window with the URL <https://www.e-verify.gov/about-e-verify>. The browser's address bar and tabs are visible at the top. A red banner at the top of the website reads: "Visit our [Temporary Policies](#) Related to COVID-19 page for E-Verify and Form I-9 changes due to COVID-19." Below this banner, the website header includes the text "An official website of the United States government" and "Enroll • Login | Español". The main navigation menu features links for "Home", "Employers", "Employees", "About E-Verify", and "myE-Verify", along with a search bar. A blue arrow points to the "About E-Verify" link. The "About E-Verify" link is highlighted, and a mouse cursor is visible over it. The main content area is divided into three columns. The left column contains a large blue gear icon with a white 'i' inside, and a list of links: "What is E-Verify", "E-Verify and Form I-9", "E-Verify is Business Friendly", "What's New", "E-Verify Webinars", and "E-Verify Videos". The middle column contains a list of links: "E-Verify Data", "E-Verify Enhancements", "E-Verify Evaluations", "E-Verify Performance", "E-Verify Usage Statistics", and "How To Find Participating Employers". The right column contains a list of links: "History and Milestones", "Trademark and Logo Usage Guidelines", "Commitment to Privacy", and "Questions and Answers". At the bottom of the page, a footer contains the text: "https://www.e-verify.gov/about-e-verify" and "for in-depth information on E-Verify, including performance and usage statistics, reports, system enhancements, and the participating employer". The Windows taskbar is visible at the bottom of the screen, showing the time as 11:55 AM on 4/21/2021.

Visit our [Temporary Policies](#) Related to COVID-19 page for E-Verify and Form I-9 changes due to COVID-19.

An official website of the United States government [Here's how you know](#) ▾

Enroll • Login | Español

**E-Verify**

Home Employers Employees **About E-Verify** myE-Verify Search

**What is E-Verify**

- E-Verify and Form I-9
- E-Verify is Business Friendly

**What's New**

- E-Verify Webinars
- E-Verify Videos

**E-Verify Data**

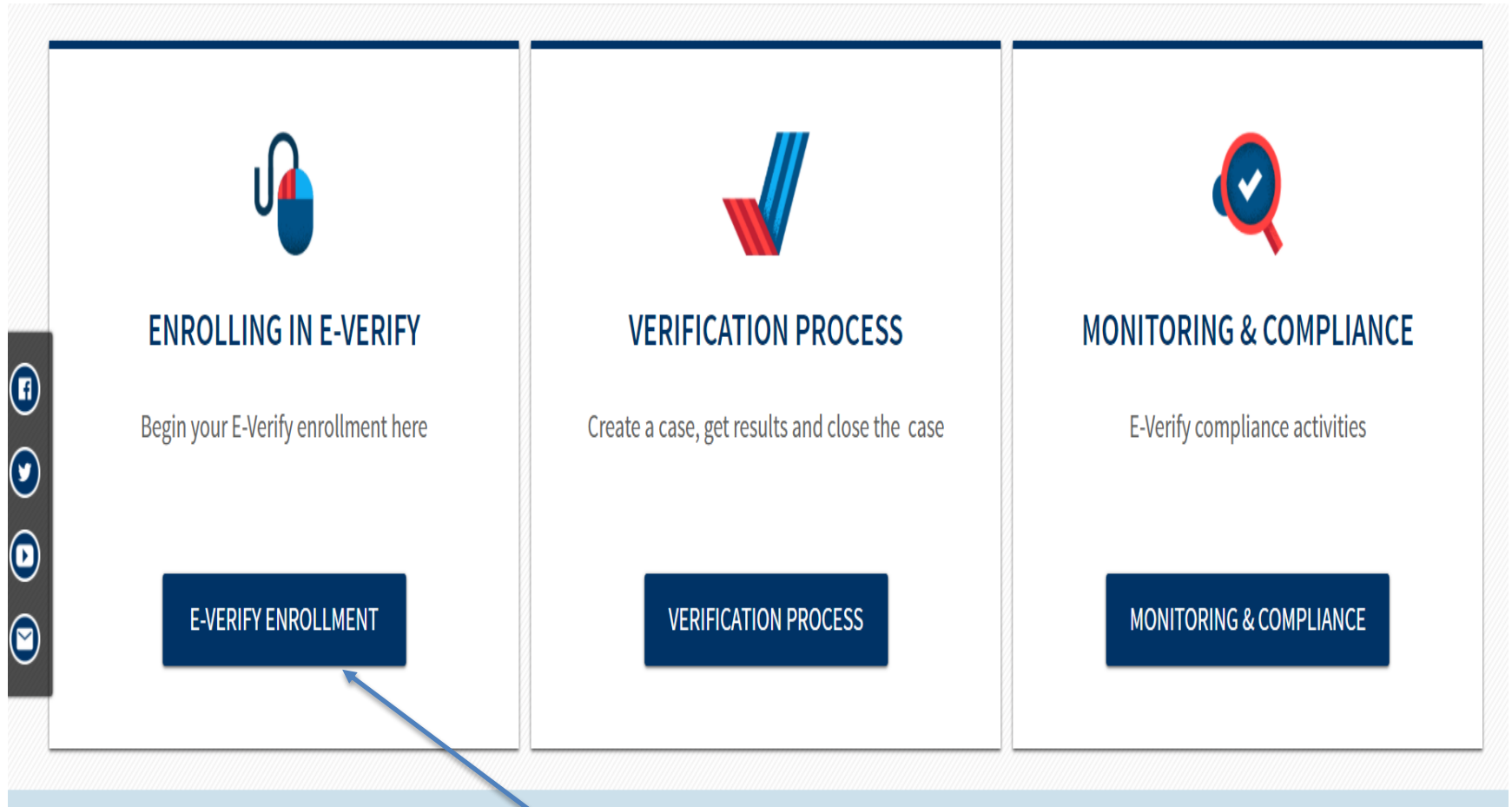
- E-Verify Enhancements
- E-Verify Evaluations
- E-Verify Performance
- E-Verify Usage Statistics
- How To Find Participating Employers

**History and Milestones**

- Trademark and Logo Usage Guidelines
- Commitment to Privacy
- Questions and Answers

[https://www.e-verify.gov/about-e-verify](#) for in-depth information on E-Verify, including performance and usage statistics, reports, system enhancements, and the participating employer

# Enrolling In E-Verify...



# Things to Remember

- Vendors who only provide goods are not required to submit an affidavit.
  - However, E-Verify required for GA Business License
  - Entities can set stricter policies than the law
- Vendors providing a combination of goods and services are required to submit affidavit if services within contract exceed \$2,499.99.



# More Things to Remember

- Vendors must provide a new affidavit each time they sign a new contract with a public employer. Why?
  - You may use different employees and sub-contractors
  - It is confirmation that you did not terminate your E-Verify Number
- Statewide Contract Vendors provide their affidavit to DOAS. Employers using statewide contract to hire for services will not require the affidavit.
  - Public employers not using DOAS procurement will require a separate affidavit for the services you are providing.

# Even More Things to Remember

- Your FEI number is not your E-Verify Number.
- Out of state vendors are required to enroll in and use E-Verify if they provide services to a government entity in Georgia, regardless of the laws in their home state.
- Public employers should be requesting new affidavits when you renew a contract, even if it is for the same services as the prior contract.

# Need Resources?



**Greg S. Griffin**  
State Auditor

## “Integrity, Independence, Initiative and Accountability”

The Department of Audits and Accounts exists to provide decision-makers with credible management information to promote improvements in accountability and stewardship in state and local government.



### About Us

Learn more about the programs and services we provide in order to accomplish our mission.

► [Annual Reports/Peer Review](#)



### Reports

Explore our published documents provided to government decision-makers and the public.

► [Report subscription service available here](#)



### Career Opportunities

Find out what positions are available and what it is like to work for this dynamic organization.



### Information/Resources

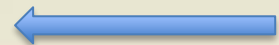
Look here to find guidance if you are being audited, or if you need more information about our audit processes.

- [Illegal Immigration and Enforcement Act](#)
- [Award of Distinction](#)



### Contact Us

Need more information? Access this section for key contact information for our various programs and services.



Reporting Requirements and Resources



Contact



Frequently Asked Questions



Information about Reform Act



Enforcement Review Board Information



Submission Instructions and Videos



# DOAA Resource Page

# Need Assistance?

- FAQ Page
- Submission Instructions
- Guidance from the Attorney General
- DOAA HelpDesk – **[Immhelp@audits.ga.gov](mailto:Immhelp@audits.ga.gov)**

# My Contact Information



Carol Schwinne

Director of Administration

Department of Audits and  
Accounts

[Schwinne@audits.ga.gov](mailto:Schwinne@audits.ga.gov)

404-463-2670

# Thank You!





# Registering in Team Georgia Marketplace™



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## State Purchasing Division

Julian Andrea Bailey  
Communications and Supplier  
Outreach Manager





# Team Georgia Marketplace™



**First step in Doing  
Business with the  
State of Georgia!**

## Desktop and Laptop Computers

### TeamWorks Financials 9.2

*(PeopleTools v. 8.55.20)*

- Chrome 35, 43, 58, 69
- Microsoft Edge 39, 52
- Internet Explorer 11
- Firefox 38, 42, 52, 53, 60, 62
- Mac Users: Safari 8, 9


## Mobile Browsers


### TeamWorks Financials 9.2


*(PeopleTools v. 8.55.20)*

- Chrome for Android 5, 6, 7, 8
- Safari for iOS 8, 9

# Team Georgia Marketplace™

▼ My Homepage


**News and Announcements**  



**Sign In**  


**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.

**User Registration**  
  
[View Registration Options.](#)

**Bidding Opportunities**  
  
**02** Opportunities

Click on User  
Registration  
to Register

[www.doas.ga.gov](http://www.doas.ga.gov)

Georgia Department of Administrative  
Services

# Team Georgia Marketplace™

[← My Homepage](#)

User Registration

## Registration Unknown



[Unsure of How to Register?](#)

## Bidder Registration



Select this option if you have never done business with State Of Georgia and register here to be able to bid on events.

[More...](#)

[Register now](#)

## Add New User



Add New User For Existing Supplier Account and to be able to see purchasing details.

[More...](#)

[Register now](#)

# Team Georgia Marketplace™

Bidder Registration

×

Help

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

 | 

◀ Previous

Next ▶

Welcome - Step 1 of 5

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps. Once you have provided all the required information, proceed to the "Submit" step.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at:  
(404) 657-8000  
or email: [procurementhelp@doss.ga.gov](mailto:procurementhelp@doss.ga.gov)

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

Select either Business or Individual

Exit

 | 

◀ Previous

Next ▶

# 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

**Bidder Registration**

Welcome Identifying Information Submit

**Identifying Information - Step 2 of 5**

\*Tax Identification Number (TIN) or Social Security Number  
\*There is no limit to the number of NIGP commodity codes

**Unique ID & Company Profile** ?

Tax Identification Number  
\* Entity Name  
http://URL

**Profile Questions** ?

\* Can your company be classified as a MINORITY OWNED BUSINESS by the following definition?

**Standard Industry Codes - NIGP** ?

Standard Industry Code	Description
<b>Add NIGP Codes</b>	

**Additional Reporting Elements** ?

Gross Annual Receipts Please check all that apply:

**Look Up List**

Question ID 2

List Line Number =

List Item begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

List Line Number	List Item
1	NAA - American Indian or Alaska Native - Greater than 51%
2	ASA - Asian - Greater than 51%
3	AFA - Black or African American - Greater than 51%
4	PAI - Native Hawaiian or Other Pacific Islander - Above 51%
5	HIA - Hispanic or Latino - Greater than 51%
6	Not Applicable

**Select Minority Classification**

# Team Georgia Marketplace™

Prime Questions

\* Can your company MINORITY OWNED following definition?

Standard Industry

Standard Industry Code

Add

Additional Reporting

Veteran

Sm Disadv

\* A small business have fewer than 100 employees

\*\* Georgia Registered in Georgia for regularly making business is

Comments ?

Bidder Search

Help

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may 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.

Search Criteria

NIGP Code: Description: Plumbing Search

SIC Codes - NIGP

Find | 1-16 of 16 | First | Last

Select	SIC Code	Description
<input checked="" type="checkbox"/>	57031	Lead: Bulk, Granulated, Strips, etc., Not Plumbing or Paint
<input checked="" type="checkbox"/>	57070	Steel, Galvanized: Bars, Pipes, Not Plumbing, Plates, Rods, Sheets, Strips, etc.
<input checked="" type="checkbox"/>	65802	Brass, Plumbing Tubular Goods
<input type="checkbox"/>	67054	Brass, Plumbing Tubular Goods (Inactive, please see commodity code 658-02 effective January 1, 2016)
<input type="checkbox"/>	67055	Plumbing Fixtures and Parts
<input type="checkbox"/>	67056	Plumbing Trim: Faucets, Fittings, etc.
<input type="checkbox"/>	67057	Plumbing Equipment, Accessories and Supplies (Not Otherwise Classified)

# Team Georgia Marketplace™

## Bidder Registration

### Addresses - Step 3 of 5

[Exit](#)[< Previous](#)[Next >](#)

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

#### Primary Address ?

\* Country   United States

Address 1

Address 2

Address 3

City

County  Postal

State  

Email ID

#### Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

- ☐ **Bill To Address**  
Address for remitting payment
- ☐ **Ship To Customer**  
Address for shipping goods/service
- ☐ **Invoice Address**  
Address from which you send invoice

[Exit](#)[< Previous](#)[Next >](#)

# Team Georgia Marketplace™

**Bidder Registration** ×

Help

Welcome

Identifying Information

Addresses

**Contacts**

Submit

**Contacts - Step 4 of 5**

Click "Add Contact" to create your and  
Examples of a description include Job  
**Company Contacts** ?  
You have not added any contact  
**Add Contact**

**Add Contacts** ×

Help

**Contact Information** ?

\* First Name

\* Last Name

Title

\* Email ID

\* Telephone

Ext

Fax Number

Contact Type

☐ Primary Contact

**User Profile Information** ?

\* Requested User ID

Password

Confirm Password

Language Code

Time Zone

Currency Code

(User's account login name. Entered value must be at least 5 characters and be in all caps.)  
(The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character. (Example - Password1!))

OK

Cancel

Georgia Department of Administrative  
Services



# Team Georgia Marketplace™

## Bidder Registration



Help

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

Previous

Next

### Submit - Step 5 of 5

Make sure you read the Terms and Conditions fully before continuing.  
Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

#### Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☐ Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

Exit

Previous

Next

**Please review your  
information to ensure that it  
is correct prior to selecting  
the Submit Button.**

# Georgia Procurement Registry



GEORGIA PROCUREMENT REGISTRY



- Quick Links
- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace  
- Bidder and Supplier Portal
- GPR Buyer Login
- References

## Announcements

### Welcome to New Georgia Procurement Registry

Welcome to the Georgia Procurement Registry new look and feel. The information you have access to has not changed. You now have improved user friendly screens, mobile access and more options to view data. Look for more information on the DOAS.GA.GOV website, under news and events.

### Georgia Small Business Symposium

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

### Event Search Criteria

Type of Response

All

Search Keyword

Enter Event ID

Event Status

Open

Government Type

All

Government Entity

All

### Advanced Search

Event Process Type

All

Event Date Range

--- Select ---

Reset

Search

Check the  
GPR for bids!

# Georgia Procurement Registry



GEORGIA PROCUREMENT REGISTRY



## ★ Quick Links

Bidding Event Search

Supplier Search

NIGP Search

Team Georgia Marketplace

- Bidder and Supplier Portal

GPR Buyer Login

## References

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, keyword or any combination of criteria. Events will be displayed in the search results.

### Event Search Criteria

Type of Response

All

Search Keyword

Enter Event ID or Title

Event Status

OPEN

Government Type

State Government

Government Entity

TRANSPORTATION, DEPARTMENT OF

### Advanced Search

Event Process Type

All

Event Date Range

--- Select ---

MM/DD/YYYY

MM/DD/YYYY

Reset

Search

### OPEN Events

Show 50 entries

Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Statu
----------	-------------	-------------------	-----------------	---------------	---------	-------

# Georgia Procurement Registry



GEORGIA PROCUREMENT REGISTRY



★ Quick Links

Bidding Event Search

Supplier Search

NIGP Search

Team Georgia Marketplace  
- Bidder and Supplier Portal

GPR Buyer Login

References

## OPEN Events

Show 50 entries

	Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
E	48400-DOT0001974	REGIONAL CONNECTED VEHICLES	Transportation, Department Of	Apr 06, 2020 @ 10:44 PM	May 13, 2020 @ 02:30 PM	Ending soon 1hrs,46 mins	Open
E	48400-DOT0001987	T32-D6-DRAINAGE REHAB-A3-105078	Transportation, Department Of	Apr 28, 2020 @ 01:42 PM	May 13, 2020 @ 05:00 PM	Ending soon 4hrs,16 mins	Open
E	48400-DOT0001986	T32-D6-SHORT LINE PM-WALKER-DADE-105076	Transportation, Department Of	Apr 28, 2020 @ 02:34 PM	May 13, 2020 @ 05:00 PM	Ending soon 4hrs,16 mins	Open
E	48400-DOT0001989	T32-D1-Pavement Preservation-SR 180 Towns-104869	Transportation, Department Of	Apr 29, 2020 @ 11:45 AM	May 14, 2020 @ 05:00 PM	1 days	Open
E	48400-DOT0001988	T32-D7-Drainage Rehab-I 285 Exit 22-104838	Transportation, Department Of	Apr 28, 2020 @ 03:53 PM	May 14, 2020 @ 05:00 PM	1 days	Open
E	48400-DOT0001984	T32-D5-Fencing-Bryan Co SR405 MP87-104978	Transportation, Department Of	Apr 24, 2020 @ 03:52 PM	May 15, 2020 @ 05:00 PM	2 days	Open
E	48400-DOT0001983	T32-D5-Fencing-Bryan Co SR405 MP89-104981	Transportation, Department Of	Apr 24, 2020 @ 03:04 PM	May 15, 2020 @ 05:00 PM	2 days	Open
E	48400-DOT0001982	T32-D5-Pave Pres-Evans Co SR30 MP6.06-104974	Transportation, Department Of	Apr 24, 2020 @ 11:05 AM	May 15, 2020 @ 05:00 PM	2 days	Open
E	48400-DOT0001985	T32-D5-VEG REM-BULLOCH CO SR404 MP120-104969	Transportation, Department Of	Apr 24, 2020 @ 04:35 PM	May 15, 2020 @ 05:00 PM	2 days	Open
E	48400-DOT0001990	T32-D1-Landscape Mtc-I-85 Hart-105162	Transportation, Department Of	Apr 30, 2020 @ 03:53 PM	May 18, 2020 @ 05:00 PM	5 days	Open
E	48400-DOT0001994	T32-D1-Vegetation Removal-SR 17 Area 3-105248	Transportation, Department Of	May 06, 2020 @ 02:14 PM	May 21, 2020 @ 05:00 PM	8 days	Open
E	48400-DOT0001993	T32-D3-PavePres-SR 18 Jones-105225	Transportation, Department Of	May 05, 2020 @ 12:39 PM	May 21, 2020 @ 05:00 PM	8 days	Open
E	48400-DOT0001995	T32-D3-Veg Removal-SR 401-105478	Transportation, Department Of	May 07, 2020 @ 01:44 PM	May 25, 2020 @ 05:00 PM	12 days	Open

# Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!  
[www.doas.ga.gov](http://www.doas.ga.gov)



Georgia Department of Administrative  
Services

## 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

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404-657-6000

Email  
[procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)

[View All Division Contacts](#)



# 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](mailto:julian.bailey@doas.ga.gov)
  - Telisha Farrow Jackson, [Telisha.Jackson@doas.ga.gov](mailto:Telisha.Jackson@doas.ga.gov)
  - State Purchasing Contact Center Help Desk Email – [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)
- State Purchasing Contact Center Help Desk – 404-657-6000

