



SMALL BUSINESS SYMPOSIUM

Frequently Asked Questions (FAQs)

This document may be periodically updated from time to time. If you need additional assistance, please contact us at procurementhelp@doas.ga.gov

Bidding Opportunities

How does a business get considered for open market opportunities?

The first step in doing business with the State of Georgia is registering in [Team Georgia Marketplace](#)[™]. You will then receive bid notices from the [Georgia Procurement Registry](#) based on the National Institute of Governmental Purchasing (NIGP) Code(s) you have selected in your supplier profile. You are then able to respond to solicitations. It is a competitive process and each submission is reviewed and evaluated and a determination is made on the winner or winners. Visit our website at www.doas.ga.gov to get started in the supplier registration process.

I'm interested in submitting a bid to a State of Georgia solicitation. Does my business need to be in the same district as the bid opportunity?

No. You will need to ensure your company can provide the goods and/or services to any awarded areas of the state, as required under the terms of the contract.

Do you have to be a Georgia business to register as a supplier in Team Georgia Marketplace[™]?

You do not have to be a Georgia-resident or Georgia-based business to register in Team Georgia Marketplace and do business with the State of Georgia. If you have a tax ID number, then you can register as a business. If you do not have a tax ID number, you will be able to register as an individual using your social security number. Please visit the Georgia Secretary of State's Office [website](#) for information relevant to any company conducting business within the State of Georgia.

If you have more than one business, can you register them both in Team Georgia Marketplace[™]?

If the businesses each have a unique FEI number, then you can register each separately. For assistance with the registration process, please visit our website or contact us at procurementhelp@doas.ga.gov.

What is a capability statement?

A capability statement is a concise, one-page document of your business competencies. The Georgia Tech Procurement Assistance Center (GTPAC) website provides an overview of what to include: <https://gtpac.org/2010/05/26/what-is-a-capabilities-statement-and-why-should-i-have-one/>

Are there any opportunities to subcontract in trucking, IT, etc.?

The needs of the State are vast. We encourage you to reference the [Georgia Procurement Registry](#) for bid opportunities at the State and Local levels.

What if I missed attending a mandatory bidders/offerors conference?

If a solicitation includes a mandatory bidders/offerors' conference, then an interested supplier must attend the mandatory conference to be eligible to submit a bid that can be considered for contract award. If the conference date has already passed, contact the issuing officer to determine if a make-up session can be conducted. To avoid this in the future, please ensure that you check the solicitations for information concerning bidders'/offerors' conferences. This information may appear as a tab when you open the solicitation, may be found in the description area, or in a document. Also, check the [Georgia Procurement Registry](#) frequently for open bids to ensure you are not missing out on any opportunity if you did not receive an email alert.

What is the supplier debriefing process?

The supplier debriefing is an information session between the state entity and an unsuccessful supplier to share information about the evaluation and award process. The supplier debriefing process applies to all Request for Quotes and Request for Proposals posted on or after November 1, 2020 that result in contract award of \$250,000 or more. Interested in learning more? View the Georgia DOAS Procurement Connect – Supplier Debriefing Webinar [recording](#).

Minority Business Enterprise (MBE) Certification

What is the Minority Business Enterprise (MBE) certification program?

A collaborative effort between the Georgia Department of Administrative Services (DOAS) and the Georgia Department of Transportation (GDOT) that provides a joint process for minority certification. Companies desiring to certify as a "minority business enterprise" or a "minority subcontractor" may do so by first applying for the Disadvantaged Business Enterprise (DBE) Certification to GDOT. The GDOT DBE Certification Application captures the required data used by DOAS. This eliminates duplication of effort for suppliers and provides greater exposure of certified minority companies to state and local procurement officials and private sector suppliers, thereby increasing subcontracting opportunities. Only suppliers who have successfully completed the unified certification process and [Registered in Team Georgia Marketplace](#) are listed as "Certified Minority Business Enterprises." Visit our website [here](#) for more information.

Do I need to be certified as a Minority Business Enterprise (MBE) or Disadvantaged Business Enterprise (DBE) to receive state contracts?

No, there is no requirement to be a certified DBE or MBE in order to win state contracts. However, this certification does offer many benefits to you. Please join our monthly supplier orientation training for additional information. Information on our training schedule is available on our www.doas.ga.gov website under State Purchasing - Supplier Services.

I'm interested in obtaining the MBE certification, but my business services are unrelated to GDOT projects, such as transportation and road work. Should I still apply?

Yes, the State of Georgia's process for minority business enterprise (MBE) certification starts with certification as a disadvantaged business enterprise (DBE) through GDOT's uniform certification application process. By utilizing the DBE process as the basis for MBE certification, minority-owned businesses receive the benefit of two certifications from a single application process. Becoming certified as a DBE and MBE business does not obligate you to conduct business with the Georgia Department of Transportation (GDOT) or any other state government entity.

How do I update my Team Georgia Marketplace™ supplier profile to show that my business has become minority certified?

You will need to login and edit your supplier profile to show any changes. This is also very important if the point of contact changes for your company. To update your profile, click on the "Your Work Center" after logging into [Team Georgia Marketplace™](#) supplier portal.

Georgia Procurement Registry

What is the Georgia Procurement Registry?

The [Georgia Procurement Registry](#) (GPR) is the State of Georgia's central bid registry established by the Department of Administrative Services (DOAS) pursuant to O.C.G.A. § 50-5-69. The GPR is managed by the State Purchasing Division (SPD) of DOAS.

Who is required to use the Georgia Procurement Registry?

All state government entities subject to the State Purchasing Division's authority must use the GPR to post solicitations. The GPR is available on a convenience basis to other state government entities and local government entities that desire to use the GPR.

How do suppliers use the Georgia Procurement Registry?

Suppliers interested in doing business with the State of Georgia may search and view public listings at the following link: <http://ssl.doas.state.ga.us/PRSapp/>. Suppliers may register to receive email notifications of certain postings at the following link by registering to do business with the State of Georgia through the Team Georgia Marketplace™ Supplier Portal: <http://doas.ga.gov/state-purchasing/suppliers>

How do suppliers receive email notifications of posted notices to the registry?

Suppliers that have registered as a supplier through Team Georgia Marketplace™ may elect to receive email notifications of new solicitations posted to the GPR based on National Institute of Government Purchasing (NIGP) Codes that the state or local government entity includes in the GPR posting. [Team Georgia Marketplace™](#) is an online tool that supports various state purchasing functions, including registration of suppliers. Suppliers must register in this system to do business with the State. Suppliers may find more information (including how to register in Team Georgia Marketplace™) here: <http://doas.ga.gov/state-purchasing/suppliers>.

Who should a supplier contact for more information about a public notice on the Georgia Procurement Registry?

The supplier should contact the individual identified as the point of contact within the public notice. This individual is sometimes referred to as the issuing officer.

Are there state government entities that do not post to the Georgia Procurement Registry?

The Georgia Procurement Registry is the official posting site for all state government entities that follow our Department's procurement rules. It is also the site for many local government entities postings. To see a list of government entities that post to the registry, visit <https://ssl.doas.state.ga.us/gpr/>, select "Government Type" and view the different entities available in the "Government Entity" search box. However, there are a few Georgia government entities that do not follow our procurement rules and post to separate systems. You may find the following sites of interest: <https://gaports.com/departments/purchasing/>, <https://www.legis.ga.gov/proposal-requests>

I'm registered but I believe I may be missing out on bid notices. What should I do?

If you believe you are missing out on opportunities because you do not have the appropriate NIGP Codes in your profile, search for "Awarded" bids in the [Georgia Procurement Registry](#) and review the codes listed to see if they are in your profile. If they are not, update your profile in [Team Georgia Marketplace](#)[™] with these codes. Please also verify your email contact information is accurate.

Small Businesses

How does Georgia define a small business?

Effective July 1, 2021, Georgia law defines a small business as a business that is independently owned and operated with either 300 or fewer employees or \$30 million or less in gross receipts per year. Small businesses are further defined in tiers: Tier 1 (ten or fewer employees or \$1 million or less in gross receipts per year); Tier 2 (100 or fewer employees or \$10 million or less in gross receipts per year); or Tier 3 (300 or fewer employees or \$30 million or less in gross receipts per year).

Does the State Purchasing Division require small businesses to be certified by a third party?

No, there is no requirement be certified by a third party. SPD encourages all businesses that meet the definition of a small business to select "small business" during the supplier registration process in the Team Georgia Marketplace[™] supplier portal. During the competitive bidding process, small businesses submitting bids may be requested to complete and submit a form confirming small business status.

Does SPD offer small business training?

Yes, SPD's supplier training program is available to all businesses interested in doing business with the State of Georgia. In addition, SPD offers training and outreach events targeted to small businesses. Information regarding the Small Business Symposium is available on our website [here](#). And information on SPD's new Small Business Procurement Readiness workshops is available on our Small Business [website](#).

What other resources are available to small businesses and are these resources free?

There are many free resources available to small business through small business partners such as the Georgia Tech Procurement Assistance Center (GTPAC) and the University of Georgia Small Business Development Center (SBDC). Visit

our small business resources [page](#) for a list of partners. Please explore these resources and others to find resources that may be helpful to you, including information on any associated cost.

Subcontracting Opportunities

I'm interested in partnering with another business to serve the State of Georgia. Should I contact the issuing officer or another person for more information?

Suppliers may wish to consider partnership opportunities with other businesses as part of providing goods or services to the state. Restrictions, if any, on subcontracting are generally noted in the state entity's solicitation or contract terms. If you have a question on a specific project/solicitation, be sure to contact the assigned issuing officer (name and contact information provided on the Georgia Procurement Registry). While SPD does not provide matchmaking services between businesses, opportunities for supplier networking are available through SPD training and outreach events.

I'm considering partnering with another business to bid on a state contract. Do we need to form a new business entity?

Whether businesses should submit bids as prime/subcontractor or through a new business entity depends on a variety of factors. As you are reviewing any state solicitation, you will want to carefully assess the solicitation and contract requirements to identify the experience, capability and other requirements to determine if the opportunity is a good match for your business. Typically, the solicitation and contract will specify if subcontracting is permissible or not – so you can factor that in when deciding. If the solicitation/contract is not clear, be sure to contact the issuing officer and ask questions. That is the best way to gather information to help you determine whether you wish to participate and, if so, whether you would want to consider forming a joint venture, pursuing a prime/subcontracting relationship or other option. You may wish to consult with an attorney before deciding whether to form a joint venture with another company or new business entity. There may be legal ramifications for you and the other business(es) that can only be addressed by an attorney authorized to represent you.

During the November 17, 2020 virtual Small Business Symposium, SPD shared information on the recent statewide contract award of office supplies to My Georgia Office Products, LLC (multiple small businesses that did elect to form a new business entity for bidding purposes). SPD also featured small business guest speakers that each individually won a statewide contract for maintenance, repair and operation services without creating a new legal entity.

Supplier Registration

What is the supplier registration process?

The first step in doing business with the State of Georgia is registering your business in the Team Georgia Marketplace™ Supplier Portal. The registration process is fast, free and completed online. Watch our video tutorial [here](#). And, when you are ready to get started, visit our website at www.doas.ga.gov.

How many email addresses may I included in my supplier profile?

For the primary contact, the supplier registration system will allow only one email. However, you can add additional contacts with different email addresses.

My business provides Information Technology (IT) Managed Service Provider and Computer Reseller services. What NIGP codes should we use in our supplier profile?

There may be numerous NIGP Codes assigned to your area of work. Please use the search feature during registration in Team Georgia Marketplace™ or in the [Georgia Procurement Registry](#) to get the codes that are specific to what you do. To view and search the NIGP Code list available through the Georgia Procurement Registry, please visit <https://ssl.doas.state.ga.us/gpr/>

Supplier Training

Does the State Purchasing Division offer supplier training?

Yes, we offer supplier training through reoccurring instructor-led sessions and through outreach events. Visit our www.doas.ga.gov website and select State Purchasing - Supplier Services for more information.

Does the State Purchasing Division's (SPD) supplier training provide information for specific projects in specific districts?

SPD provides monthly supplier orientation training covering a wide range of information including the rules and regulations, buying process and the systems used in the procurement process in the State of Georgia. SPD's supplier training is not specific to a particular agency or district. Information on our training schedule is available on our www.doas.ga.gov website under State Purchasing - Supplier Services.

Surplus Property Program

What is the State Surplus Property Program?

The primary mission of the DOAS Surplus Property division is the identification, redistribution, and disposal of state personal property (not real estate) to state and local governments, eligible non-profits, and the public. The division also serves as the State Agency for Surplus Property [SASP] for the Federal property disposal programs. View FAQs and more on their website: <http://doas.ga.gov/surplus-property>

How does a business receive notice of available surplus property?

After confirming your eligibility to participate in the Surplus Property program, we will then add any newly created donees to the email marketing list. To begin your Eligibility application, or to see what's needed, be sure to visit <http://doas.ga.gov/surplus-property/surplus-eligibility>