



COMMUNICATIONS ALERT

March 1, 2017

Effective **04-03-2017**, *Department Of Administrative Services (DOAS), State Purchasing* will be taking the following actions on behalf of all entities that have posted solicitations to the *Georgia Procurement Registry (GPR)* in order to provide for a much faster response and relevant hits when using the Search functionality:

Automatic change in status for bids that closed prior to December 31, 2014: DOAS has identified approximately 5,000 bids that closed prior to December 31, 2014 that continue to maintain a pending status of Notice Of Intent To Award (NOIA), OPEN or UNDER EVALUATION. In order to allow for a faster and easier search for active bids on the GPR, all bids with a close date **on or Before 12/31/2014** will be modified to **"CLOSED"** status. Should you later need to access a bid that is modified to **"CLOSED"** status, you may submit a ticket at procurementhelp@doas.ga.gov to re-establish access. For compliance reviews, any bid within that timeframe with a status of **"CLOSED"** will reflect that action was not taken to complete the award process in the system.

Deletion of Records: In order to continue to maintain GPR system performance, it has become necessary for DOAS to delete obsolete content. State Records Retention Schedule GASC-01-004 "Bids and Competitive Selection Records" provides a records retention schedule of 11 years for Capital Improvement Projects and for 7 years for all other records included in the series. In compliance with that schedule, Effective **04/03/2017**, all bids with a date (Awarded/ Last Modified) **on or before 06-30-2004 will be deleted** from the GPR database. **Deleted bids cannot be recovered.** In the event that a posting entity currently maintains a contract resulting from a procurement with a date (Awarded/Last Modified) on or before 06-30-2004, posting entities may need to preserve a print-out from the GPR and a copy of the documents that were posted in their own contract files (for example, if a grant requires preservation of such information). If you need access to any bids that occurred prior to 6/30/2004, you must request an archival copy by **03/20/2017** by contacting Records Management with an [Open Records Request](#). You will not incur any costs for these requests.

Follow below directions to get your agency list of bids via GPR:

Login to GPR > Posting Bid Notices and Documents > Bid Processing > Agency Bid Search > (Select date range)
> Search
(*System will allow to export the results to excel)

QUESTIONS: If you have any questions, please contact the State Purchasing Contact Center:

Procurement Help Desk

Phone: 404-657-6000

Email: procurementhelp@doas.ga.gov