



Brian P. Kemp
Governor

Rebecca N. Sullivan
Commissioner

COMMUNICATIONS ALERT
Management Consulting Engagement Request - Change Order Process
Statewide Contract for Management Consulting Services
99999-SPD-SPD0000162

The Georgia Department of Administrative Services, State Purchasing Division would like to remind our customers that the new online Management Consulting Engagement Request Tool went live April 1, 2022. This tool is required to request engagements of \$500,000 and greater under Statewide Contract #99999-SPD-SPD0000162 for Management Consulting Services. The link to the online tools is https://service.doas.ga.gov/app/answers/detailopa/a_id/1606

When the amount of the original engagement is less than \$500,000 (and therefore not required to be requested via the online tool) AND a Change Order to the original engagement is being requested which will increase the total amount of the management consulting engagement to \$500,000 or greater, the Change Order must be requested using the Management Consulting Engagement Request online tool.

The on-line Change Order process will require the requester to upload the original proposal (awarded), along with the two (2) additional proposals that were not accepted by the user agency. Should the additional proposals not be available to be uploaded, please complete and upload the attached Management Consulting Engagement Change Order Bridge Form.

A quick reference guide for the tool is available when you access the tool.

If you have any questions, please contact:

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For Team Georgia Marketplace™ question(s), please contact the help desk:

Procurement Help Desk
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