

Supplier Orientation

“Path to Partnership”



Department of Administrative Services
Improving efficiency, compliance and workforce performance

State Purchasing Division



Welcome!



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Agenda

- Overview of State Purchasing
- Georgia Procurement Manual
 - Order of Precedence
 - Statewide Contracts
- Competitive Bidding Requirements
- Team Georgia Marketplace™
- Georgia Procurement Registry
- Jaggaer Sourcing Director
- Bidders' Conferences
- E-Verify: Georgia Immigration & Security Law
- Purchasing Card (P-Card Program)
- Small Business Initiative
- Georgia Business Definitions
- Resources
- Supplier Training



Ensuring reliable sources of goods and services at the lowest possible cost while promoting fair and open competition and small business opportunity to maximize government efficiency and compliance.

State Purchasing Division

[State Purchasing Division](#) is responsible for the purchase of more than \$4.5 billion of goods and services each year for state entities, colleges and universities. The division:

- Sets the procurement rules and regulations
- Manages procurement systems and platforms
- Issues and regulates statewide contracts
- Promotes equal access and competition among suppliers

For more information, visit our website:

www.doas.ga.gov

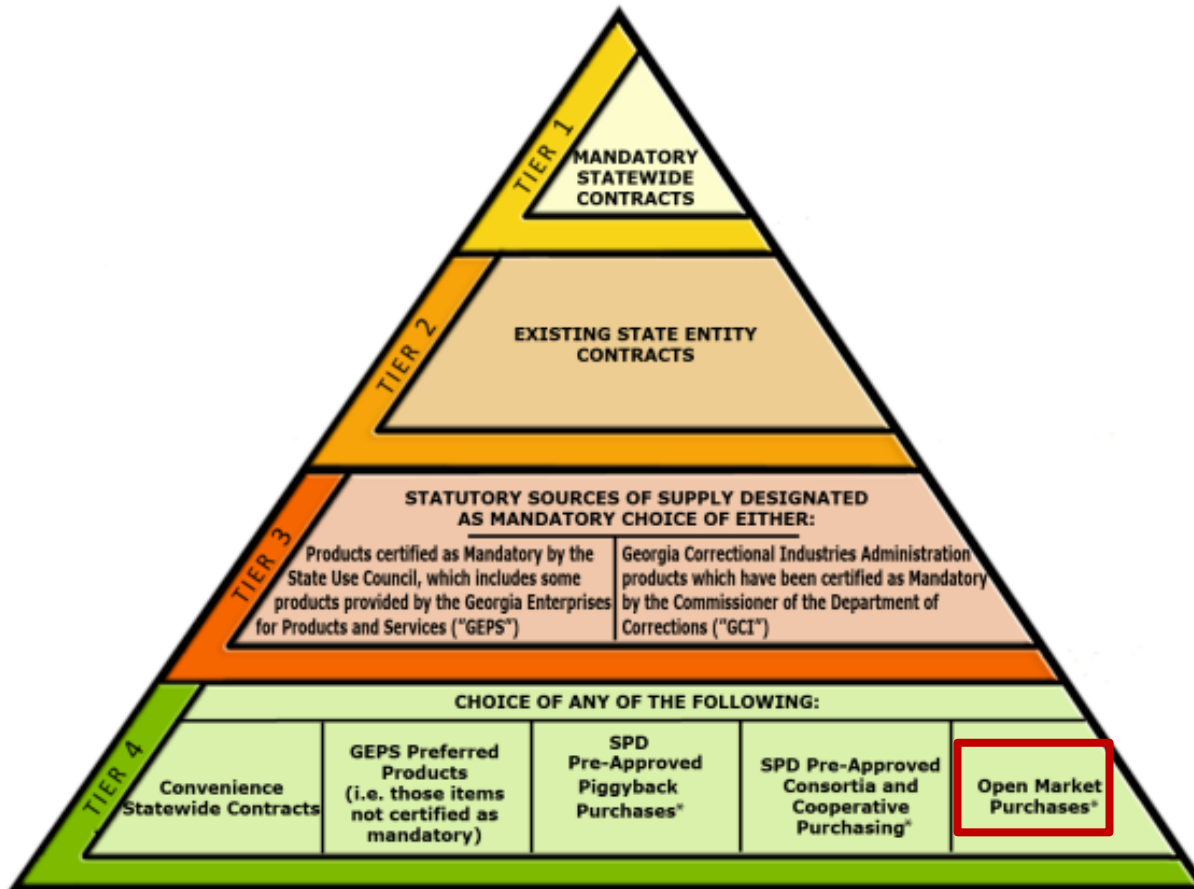
Georgia Procurement Manual



The GPM is available [online](#) and in print format from our website.
You can access both formats at any time.

Georgia Procurement Manual

Order of Precedence



- Any procurement staff requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

Order of Precedence – Statewide Contracts

State Purchasing establishes competitive [Statewide Contracts](#) for a variety of products, services, and equipment that are needed by state entities. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing and building supplies.

- [Mandatory Statewide Contracts](#)
- [Convenience Statewide Contracts](#)

Statewide contracts are put in place for an initial term with renewable options.

Order of Precedence – Statewide Contracts

Statewide Contract Index

Team Georgia Marketplace

State of Georgia

SIGN IN

Welcome To Team Georgia Marketplace!

Existing Users: Please enter your user name and password below (fields are case-sensitive).
New Users: Please [Click Here](#) for access. You will be provided with details on how to access this site.

..... User Name

..... Password

[Forgot your Password?](#)

SIGN IN

Sign in to
access
information on
Statewide
Contracts
User name:
tgmguest
Password:
tgmguest

Order of Precedence – Statewide Contracts

Statewide Contract Index - Search



Shop > Shopping > Shopping Home > Shopping Dashboard-TGM Guest

Shopping Dashboard-TGM Guest

Advanced Contract Search



Click [here](#) for the Advanced Contract Search & Quick Category Search links

Use the search feature to search for information on the contract status, contract administrator, suppliers, etc.

0000161

PD0000161 is now live on TGM and replaces temporarily be placed directly with the awarded ordering will be updated soon.

Contract ID

00000 000 0000000161 0000

[Cloud Solutions and Services Statewide Contract!](#)

1/2/2020 3:29 PM

January 2, 2020 Having trouble reading this? View this email in your browser
<<https://mailchi.mp/doas/rent-it-lease-it...>>

[Georgia Procurement Conference Vision Awards!](#)

12/23/2019 12:49 PM

December 23, 2019 Having trouble reading this? View this email in your browser
<<https://mailchi.mp/doas/rent-it-lease-it...>>

['Tis the season to be jolly: Happy holidays to you and yours!](#)

12/19/2019 3:44 PM

Shop From the Top

Search Product Keywords, Description, Supplier [Advanced Search](#)

Shortcuts

[Favorites](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse

[Suppliers](#) | [Categories](#) | [Contracts](#)

System Notifications

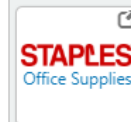
No alerts/notifications at this time.

Catalog Discrepancy

[Catalog Discrepancy Form](#)

Showcases

Office Supplies



Computers, Single-Use Printers, Multifunction Printers and Related Technologies (Purchase & Lease Options)

Competitive Bidding Requirements



< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and Jaggaer Sourcing Director.

Team Georgia Marketplace™



Registering in [Team Georgia Marketplace™](#) is the first step to 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™

The screenshot displays the homepage of the Georgia Department of Administrative Services. At the top left is the Georgia logo and the text "Department of Administrative Services" with the tagline "Improving efficiency, compliance and workforce performance". To the right is a "2016 STATE PROCUREMENT RANKINGS" badge. Further right are navigation links: "Learn About DOAS", "Our Community", and "Need Help" with a search icon. The main header features the text "WELCOME. WHAT ARE YOU LOOKING FOR?" above a search bar with a "Filter-by..." dropdown and a "SEARCH" button. Below the search bar are four promotional cards: "New Careers Website" (with subtext "New and improved ATS"), "State contacts on the go" (with subtext "Download Team Georgia Directory mobile app!"), "Supplier Services" (with subtext "Do business with the state"), and "Georgia Procurement Conference 2017". A red box highlights the "Supplier Services" card. Below this is a "BUSINESS SERVICES" section with three cards: "RISK MANAGEMENT", "STATE PURCHASING" (highlighted with a red box), and "FLEET MANAGEMENT". The "STATE PURCHASING" card lists "Georgia Procurement Conference 2017", "Statewide Contracts", "Suppliers" (highlighted with a red box), "Law, Administrative Rules and Policies", "Order of Precedence", and "View All". A blue callout bubble points to the "Suppliers" link with the text "Select Suppliers under State Purchasing".

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | Search

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

- New Careers Website
New and improved ATS
- State contacts on the go
Download Team Georgia Directory mobile app!
- Supplier Services
Do business with the state
- Georgia Procurement Conference 2017

BUSINESS SERVICES

- RISK MANAGEMENT
- STATE PURCHASING
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All
- FLEET MANAGEMENT

Select Suppliers
under **State
Purchasing**

Team Georgia Marketplace™

The screenshot shows the homepage of the Team Georgia Marketplace. At the top left is the logo for Team Georgia Marketplace. To the right of the logo is a dropdown menu labeled "My Homepage". Below the logo are two main sections: "News and Announcements" featuring a "latest news" icon, and "Sign In" featuring a door icon with an arrow. A large white box in the center contains an "Important Notice" regarding the application's use for official State business. Below the notice are two more sections: "User Registration" with an icon of two people and a document, and "Bidding Opportunities" with an icon of people holding up signs. A blue arrow on the left points to the "User Registration" section with the text "Click on User Registration to Register".

Team Georgia Marketplace

▼ My Homepage

News and Announcements

latest news

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

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

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

* Required field

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

The screenshot shows the 'Bidder Registration' interface. The main page is titled 'Identifying Information - Step 2 of 5'. A modal window titled 'Look Up List' is open, displaying search results for minority classifications. The modal includes input fields for 'Question ID' (set to 2), 'List Line Number', and 'List Item begins with'. Below the input fields are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The search results table lists six categories, with the first three being minority classifications.

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

A red callout box points to the first three items in the list with the text: **Select Minority Classification**.

Team Georgia Marketplace™

Bidder Search

[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:

SIC Codes - NIGP Find | | First 1-16 of 16 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

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

Contacts

Click "Add C
Examples of
Compan

You have

Add

* Required

Add Contacts

Contact Information ?

* First Name Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID (User's account login name. Entered value must be at least 5 characters and be in all caps.)

Password (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!))

Confirm Password

Language Code

Time Zone

Currency Code

OK

Cancel

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 Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | Search

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

- New Careers Website
New and improved ATS
- State contacts on the go
Download Team Georgia Directory mobile app!
- Supplier Services**
Do business with the state
- Georgia Procurement Conference 2017

BUSINESS SERVICES

- RISK MANAGEMENT
- STATE PURCHASING**
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All
- FLEET MANAGEMENT

- Suppliers may view open and awarded solicitations by accessing the [Georgia Procurement Registry](#)
- Respond electronically in Team Georgia Marketplace™ or eSource

Select Suppliers under **State Purchasing**

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	Search Keyword	Event Status
All	Enter Event ID or Title	OPEN
Government Type	Government Entity	
All	All	

Advanced Search

Event Process Type	Event Date Range	MM/DD/YYYY	MM/DD/YYYY
All	--- Select ---		
Reset	Search		

[Click here](#) to access the Registry!

Georgia Procurement Registry

Under the Search Criteria you can:

- Search for Open, Awarded, Under Evaluation, Closed and other solicitations
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts
- Search by Title and Description
- Sort List by Solicitation Event Number

The screenshot shows the Georgia Procurement Registry website. The top navigation bar includes the logo for the Georgia Procurement Registry and the Team Georgia Marketplace. A left sidebar contains navigation links such as 'Quick Links', 'Bidding Event Search', 'Supplier Search', 'NIGP Search', 'Team Georgia Marketplace', 'GPR Buyer Login', and 'References'. The main content area features an 'Announcements' section with a welcome message and a 'Georgia Small Business Symposium' announcement. Below this is the 'Event Search Criteria' section, which is highlighted with a red box. This section includes a 'Type of Response' dropdown set to 'All', a 'Search Keyword' field with the placeholder 'Enter Event ID or Title', a 'Government Entity' dropdown, and an 'Event Status' dropdown set to 'AWARDED'. The 'Event Date Range' section is also visible, with a 'Select' dropdown and two date input fields.

Searching for “Awarded” events will help you to set your price points for bidding!

Georgia Procurement Registry

Local Government Use of the GPR

(Official Code of Georgia Annotated (OCGA) Section 36-80-27)

- Municipal corporations, counties, and local boards of education are required to post certain solicitations to the GPR.
 - **Bid or proposal opportunity for goods, services or both valued at \$100,000 or more**
 - **Bid or proposal opportunity for public works construction contracts subject to Chapter 91 of Title 36 of the Official Code of Georgia valued at \$100,000 or more**
- Companies will receive notifications based on NIGP Codes when registering in Team Georgia Marketplace™
- All inquiries should be made with the applicable government entity posting the announcement
- Local entities are not required to follow DOAS' policies and procedures for posting guidelines, competitive solicitations or protest procedures

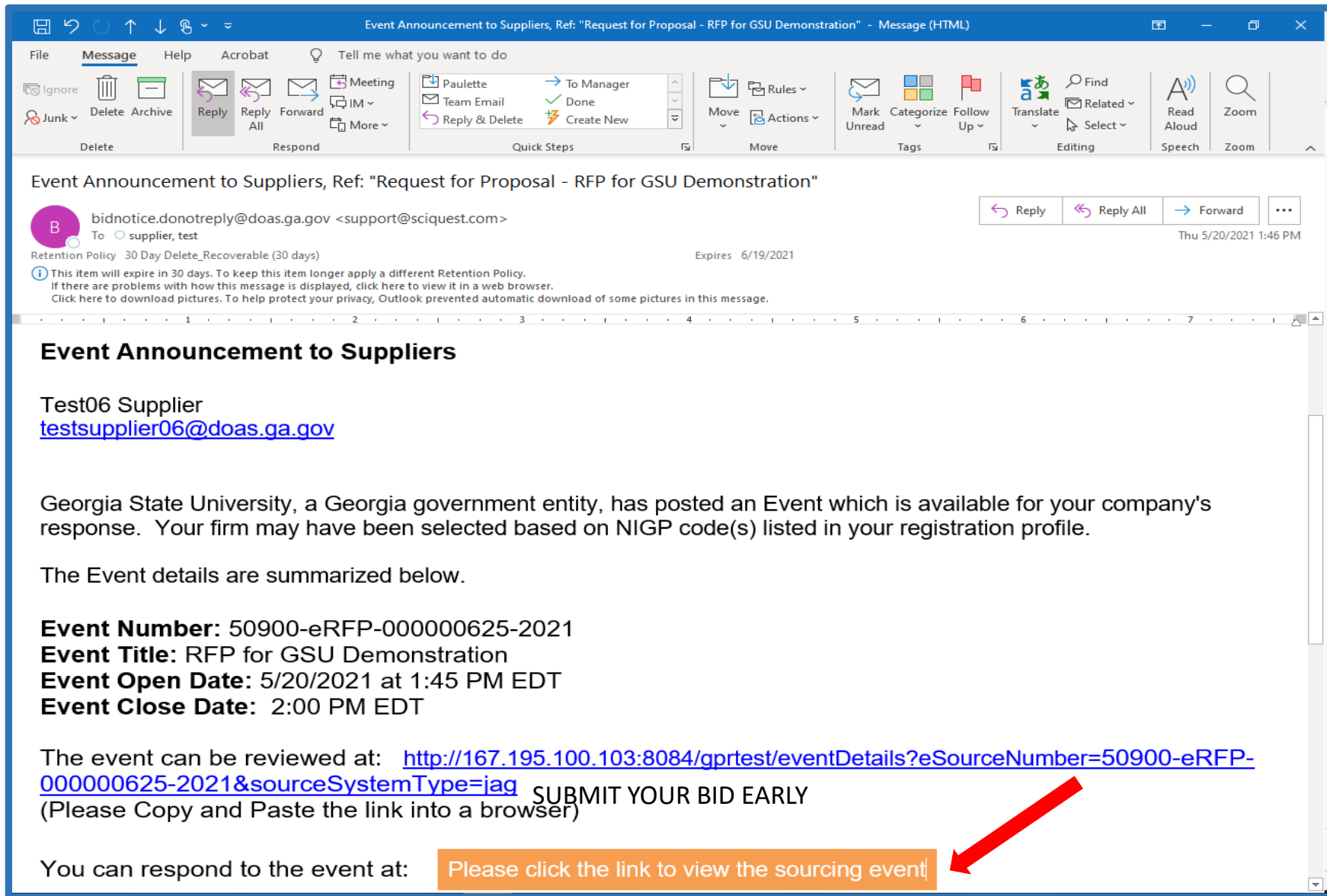


Jaggaer Sourcing Director



Bidding tool used by the University System of Georgia and its State Colleges and Universities

Locate the Event: System Generated Email



The screenshot shows an Outlook email window titled "Event Announcement to Suppliers, Ref: 'Request for Proposal - RFP for GSU Demonstration' - Message (HTML)". The email is from "bidnotice.donotreply@doas.ga.gov" to "supplier, test". The main content is an "Event Announcement to Suppliers" for "Test06 Supplier" at "testsupplier06@doas.ga.gov". The announcement states that Georgia State University has posted an event for which the recipient's firm may have been selected. It provides event details: Event Number: 50900-eRFP-000000625-2021, Event Title: RFP for GSU Demonstration, Event Open Date: 5/20/2021 at 1:45 PM EDT, and Event Close Date: 2:00 PM EDT. A link is provided to review the event details. A red arrow points to a highlighted orange box containing the text "Please click the link to view the sourcing event".

Event Announcement to Suppliers, Ref: "Request for Proposal - RFP for GSU Demonstration"

bidnotice.donotreply@doas.ga.gov <support@sciquest.com>
To: supplier, test

Retention Policy: 30 Day Delete_Recoverable (30 days) Expires: 6/19/2021

This item will expire in 30 days. To keep this item longer apply a different Retention Policy.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Event Announcement to Suppliers

Test06 Supplier
testsupplier06@doas.ga.gov

Georgia State University, a Georgia government entity, has posted an Event which is available for your company's response. Your firm may have been selected based on NIGP code(s) listed in your registration profile.

The Event details are summarized below.

Event Number: 50900-eRFP-000000625-2021
Event Title: RFP for GSU Demonstration
Event Open Date: 5/20/2021 at 1:45 PM EDT
Event Close Date: 2:00 PM EDT

The event can be reviewed at: <http://167.195.100.103:8084/gprtest/eventDetails?eSourceNumber=50900-eRFP-000000625-2021&sourceSystemType=jag> **SUBMIT YOUR BID EARLY**
(Please Copy and Paste the link into a browser)

You can respond to the event at: Please click the link to view the sourcing event

Locate the Event: Georgia Procurement Registry Search



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	Search Keyword	Event Status
All	Enter Event ID or Title	OPEN
Government Type	Government Entity	
State Government	All	

Advanced Search

Event Process Type	Event Date Range		
All	--- Select ---	MM/DD/YYYY	MM/DD/YYYY

<https://ssl.doas.state.ga.us/gpr/index>

Locate the Event: Selecting the College/University



GEORGIA PROCUREMENT REGISTRY



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

	2022-IFB-GTRI-0085	GTRI - Solidworks Licenses	Georgia Institute Of Technology	Mar 18, 2022 @ 03:00 PM	Mar 25, 2022 @ 01:00 PM	1 days	Open
	92100-GCI0000651	Cotton Seed	Georgia Correctional Industries Administrati	Mar 22, 2022 @ 11:41 AM	Mar 25, 2022 @ 02:00 PM	1 days	Open
	BR-30-2203-CM	D.M. Smith Building Renewal	Regents, Board Of(University System Of Georgia)	Mar 04, 2022 @ 10:48 AM	Mar 25, 2022 @ 02:00 PM	1 days	Open
	46700-GDC0000992	Residential Substance Abuse Treatment Program	Corrections, Department Of	Jan 27, 2022 @ 03:01 PM	Mar 25, 2022 @ 02:00 PM	1 days	Open
	51800-eRFP-000000207-2022	UGA Mechanical, Electrical, Plumbing Task Order Contract	University Of Georgia	Feb 22, 2022 @ 04:30 PM	Mar 25, 2022 @ 02:00 PM	1 days	Open
	46100-DJJ0000299	Thinking for a Change (T4C)	Juvenile Justice, Department Of	Mar 04, 2022 @ 08:18 AM	Mar 25, 2022 @ 04:00 PM	1 days	Open
	50900-eRFP-000000206-2022	GSU Call Center Services	Georgia State University	Feb 24, 2022 @ 12:00 AM	Mar 28, 2022 @ 11:00 AM	4 days	Open
	2057-22	Aerospace Engineering Aircraft Hangar Facility	Georgia Institute Of Technology	Mar 07, 2022 @ 02:11 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
	BR-50-2202-DB	Fulton Street Parking Deck	Regents, Board Of(University System Of Georgia)	Mar 07, 2022 @ 01:48 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
	48400-DOT0002529	HVAC Maintenance and Repair (repost)	Transportation, Department Of	Mar 14, 2022 @ 01:54 PM	Mar 28, 2022 @ 02:00 PM	4 days	Open
	54300-eRFQ-000000141-2022	KSU - Generator Maintenance and Repair Services	Kennesaw State University	Mar 08, 2022 @ 09:00 AM	Mar 29, 2022 @ 12:00 PM	5 days	Open

Enter Email to login/Create Account



GEORGIA PROCUREMENT REGISTRY



Welcome to State of Georgia Sourcing Portal, providing our suppliers with the ability to bid on any available Sourcing Event directly online.

To submit a bid or proposal, you must be registered with **Team Georgia Marketplace** as a supplier or bidder. To register, click [here](#) to create account.

Please contact Procurement Help Desk: **404-657-6000** procurementhelp@doas.ga.gov for any question.

For Step-by-Step Guide on Submitting your Response, access the [Quick Reference Guide](#).
Forgotten your password or having trouble accessing your account?

Contact Jaggaer Supplier Support at **1-800-233-1121** option 2 or submit a support ticket into Jaggaer [here](#).

 **Please login to view the sourcing event.**

Enter your email to Login/Create Account

julian.bailey@doas.ga.gov

English ▼

Next

Email

Create an Account: Look for Email with next Steps



GEORGIA PROCUREMENT REGISTRY



Sourcing Event User Registration

Thank you for starting the registration process with State of Georgia DOAS!

Look for an email with next steps momentarily.



Please contact Jaggaer Supplier Support at +1 800-233-1121 ext. 2 for assistance.



Create an Account: Complete Registration

Sourcing Event Supplier Registration for State of Georgia DOAS



Georgia DOAS <Georgia@sciquest.com>

To ● Bailey, Julian

↩ Reply

↩ Reply All

→ Forward



Mon 3/21/2022 12:42 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Sourcing Event Supplier Registration for [Team Georgia Marketplace](#)

Dear Georgia Co, Inc.,

Thank you for starting the registration process with State of Georgia DOAS through JAGGAER. To complete your profile, registration in [Team Georgia Marketplace](#) is required prior to bidding on an event.

Once you register in the Team Georgia Marketplace, your data will be transferred to your JAGGAER account. To access your JAGGAER account, click the button below.



[Complete Registration Now](#)

Once your registration has been entered into [Team Georgia Marketplace](#) and verified you can log in and access the Sourcing Event GSU-Display Signs

Login to your Jaggaer Account



GEORGIA PROCUREMENT REGISTRY



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 **Please login to view the sourcing event.**

Enter your email to Login/Create Account

English  ³²

Next

Supplier Debriefing for RFPs and RFQs

Submitted a bid, but not selected for contract award?

- Don't give up!
- Review the evaluation results to understand why you were not successful.
- Take advantage of the State's new supplier debriefing process when applicable.
 - RFQs and RFPs that result in a contract award of **\$250,000 or more**, unsuccessful suppliers can request a supplier debriefing.
 - Submit your request within 15 days of the Notice of Award.
 - Review [GPM, Section 6.6](#). to learn more!

MBE Certification Program

Minority-Owned Business

Any business that is 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this State (OCGA 50-5-131).

The State of Georgia recognizes five ethnic minority groups:

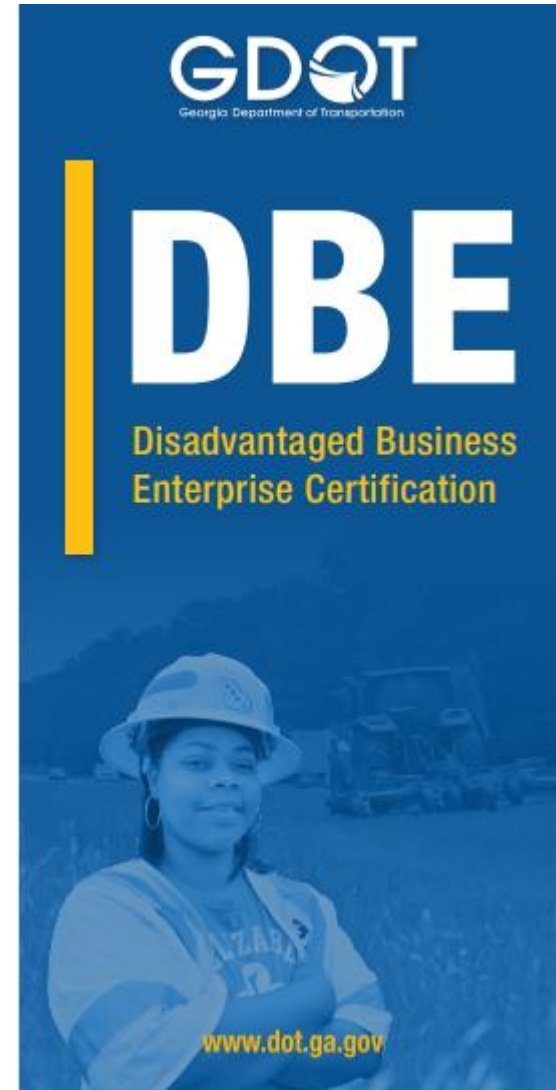
- African American
- Asian American
- Hispanic/Latino
- Native American
- Pacific Islander

Certified Minority Business Enterprise

The Minority Business Enterprise (MBE) program is a collaborative effort between the Georgia Department of Administrative Services (DOAS) and the Georgia Department of Transportation (GDOT) and provides a joint process for minority certification.

DBE Application

- The disadvantaged owner's personal net worth (not including primary residence and ownership in the business) may not exceed \$1.32 million to qualify as economically disadvantaged.
- Firms located in all Georgia counties, except Fulton, DeKalb, or Clayton, and outside of the State are certified through GDOT. [Click here](#) for application!
- Firms located in Fulton, DeKalb, or Clayton County must submit their applications electronically to MARTA. [Click here](#) for application!



Benefits of the MBE Certification

- MBE Companies are stored in our CRM system and made available to local government and other organizations
- Companies are marked as “certified minority” and are available to be accessed through [Georgia Procurement Registry search](#)
- Georgia law allows a tax break for Georgia companies that subcontract to certified minority subcontractors (O.C.G.A. § 48-7-38)



Supplier Search - Public Portal

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

To search the list of suppliers and bidders, use a keyword or any combination of criteria. Suppliers and Bidders will be displayed in the search results.

Supplier Search Criteria


Company Name: Begins With City: State:

Zip Code: GA Resident: Yes No

Minority Groups: All Suppliers Minority Suppliers: Certified Not Certified All

Select One or Multiple Types of Suppliers:

- All Suppliers
- Service Disabled Veteran Owned Business
- Veteran Owned Business
- Non Veteran Owned Business
- Small Business
- Women Owned Business

I'm not a robot  This field is required.

Suppliers can be located by using various [Search](#) criteria such as “GA Resident”, “Small Business”, “Certified Minority Vendors”

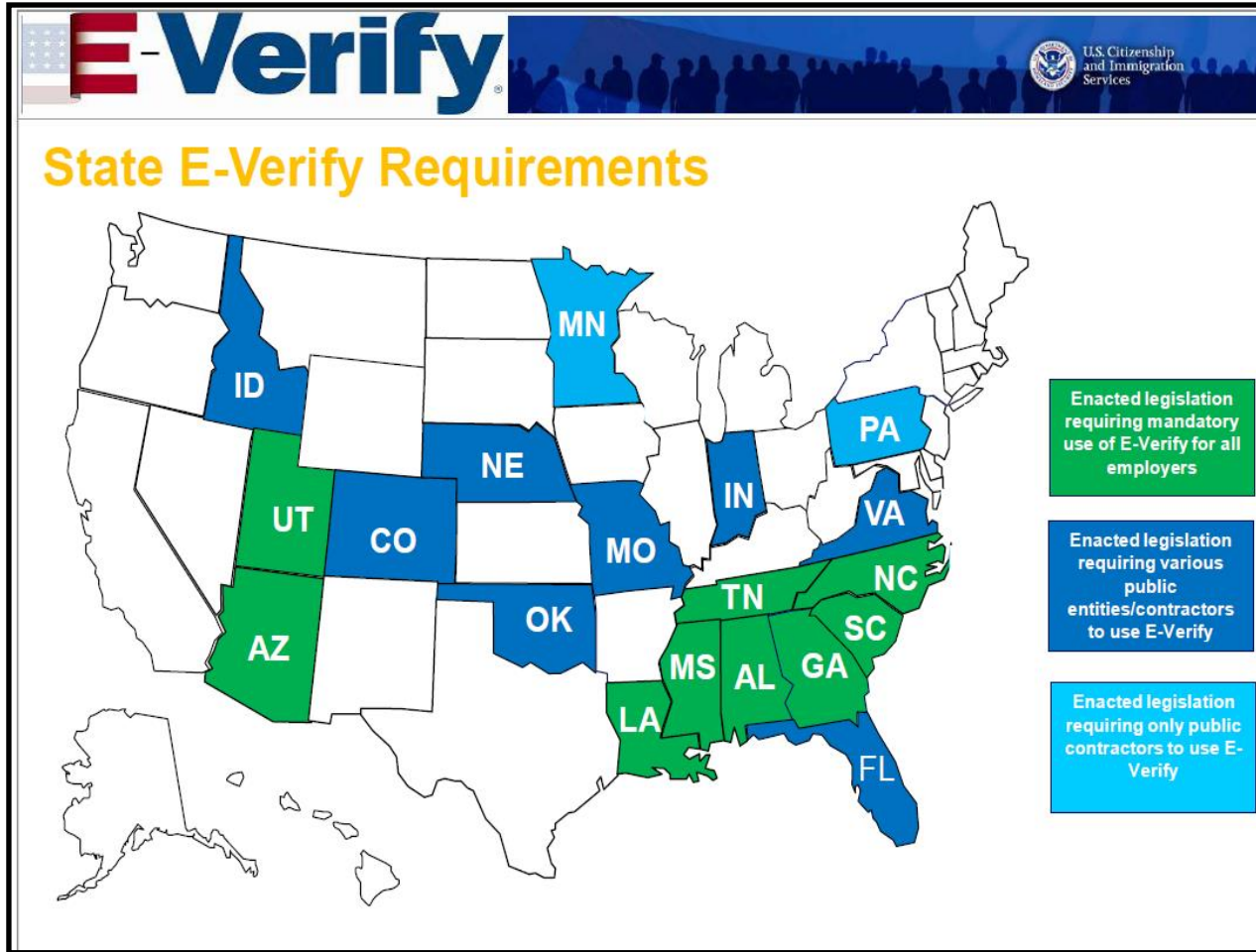
You can also search by [NIGP Codes](#) used when registering in Team Georgia Marketplace™

Bidders' Conferences

- *Pre-bid/Bidders'/Offerors' conferences* are public meetings.
- Must be included on the solicitation.
- Can be optional or mandatory.
- If it is mandatory, you **MUST** attend to participate in solicitation!

**There is 100%
chance the
winner of the
contract is in
attendance for
Mandatory
Conferences!**

eVerify: Georgia Immigration and Security Law



All contractors and sub-contractors who provide services over **\$2,499.99** in value must enroll in E-Verify if you employ one or more employees.

****Not required for contracts solely involving the purchase of goods by a government agency****

State of Georgia Purchasing Card Program

Benefits of Credit Card Acceptance

- Reliable
- Secure
- Convenient
- Increases Sales





Small Business Initiative

State of Georgia Business Definitions

Small Business:

Small business” means a business which is independently owned and operated and:

- Tier One: has ten or fewer employees or \$1 million or less in gross receipts per year;
- Tier Two: has 100 or fewer employees or \$10 million or less in gross receipts per year; or
- Tier Three: has 300 or fewer employees or \$30 million or less in gross receipts per year.

For purposes of the State Purchasing Act, please note that the introduction of tiers is for **reporting purposes only** and does not impact the small businesses’ participation in the state procurement process or application of state procurement rules. (O.C.G.A. Section 50-5-121)

Georgia Resident Business: Any business that regularly maintains a place from which business is

- ✓ physically conducted in Georgia for at least one year prior to any bid or proposal to the state, or;
- ✓ A new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, however, that place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122).

Georgia Resident Small Business: A business which

- ✓ meets criteria for both Georgia Resident Business and Small Business.

Small Business Initiative

A one-day professional development/learning and networking symposium for small businesses.



GROWING SMALL BUSINESS IN GEORGIA
LEARN. CONNECT. THRIVE.

Mission

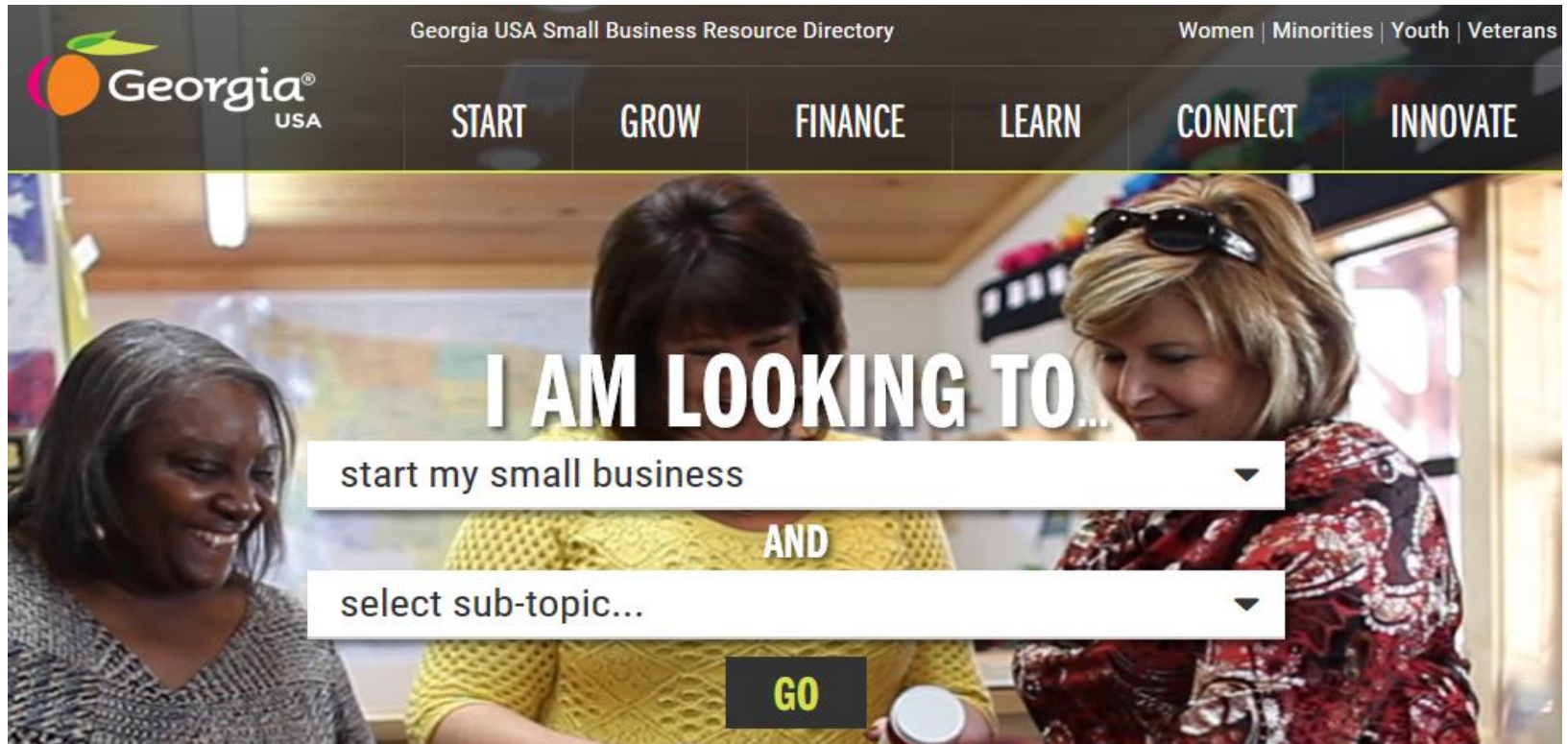
To support Georgia-based, small businesses by providing access to the State's purchasing opportunities, create jobs and to provide economic opportunity by providing greater access to education, and business support services.

Check out our website for information:

<http://doas.ga.gov/state-purchasing/supplier-services/small-business>

Small Business Initiative

- Used for purchases under the \$25k bidding threshold
- Gives buyers flexibility to reach out to small businesses
- Eliminates administrative burden
- Encourages small business participation



Small Business Initiative

DOAS Surplus & SBA 8(a) Firms

DOAS Federal Surplus collaborates with the Georgia SBA office to help certified 8(a) firms obtain surplus property around the world at a reduced service charge.

If you are an established SBA 8(a) firm with more than two remaining years of eligibility, please contact Federal Surplus Property at doasfedsur@doas.ga.gov for more information on how DOAS Surplus can assist your operations!



Resources and Partners



Department of Administrative Services
Improving efficiency, compliance and workforce performance

Contact The Office



Small Business
Development Center
at Georgia State University
UNIVERSITY OF GEORGIA



gtpac
Georgia Tech
Procurement Assistance
Center
Serving Georgia
businesses since 1986
30 YEARS
ANNIVERSARY



GDOT
Georgia Department of Transportation

UGA Small Business Development Center (UGA SBDC)

The University of Georgia Small Business Development Center's goal is to enhance the economic well-being of Georgians by providing a wide range of educational services for small business owners and aspiring entrepreneurs.



Go to their website to see the list of training offered:

<https://www.georgiasbdc.org/>



**Small Business
Development Center**
UNIVERSITY OF GEORGIA

Georgia Tech Procurement Assistance Center

GTPAC helps Georgia businesses identify, compete for, and win government contracts through teaching, mentoring and coaching. Their services are available at **no cost** to any Georgia business, large or small, that possesses the interest and potential to perform work — as a prime contractor or a subcontractor — for federal, state or local government agencies.

Go to their website to see the list of training offered and to sign up for their services:

<https://gtpac.org/>



GDOT State Supported Funding Program

Are you a certified DBE in the State of Georgia?



MH Miles Company is the Supportive Services Consultant for the Georgia Department of Transportation's **State Supported Funding Program (SSFP)**. They provide training, targeted matchmaking, and one-on-one assistance to Georgia's certified DBE companies.

Please go to their website for more information:

<http://gdotstateprojects.com/>

GDOT Major Mobility Investment Program



The mission of the Major Mobility Investment Program (MMIP) Program Management Consultant (PMC) DBE Office is to engage the DBE and prime/contractor community to prepare DBEs to successfully compete for traditional and innovative opportunities in alignment with the delivery of the Major Mobility Investment Program.

 <http://dot.ga.gov/MMIP>

 DBEMMIP@dot.ga.gov

 404-946-5764

University System of Georgia

The University System of Georgia (USG) is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges.

For information on doing business
with USG contact:

Lisa Elliott

Strategic Sourcing Director

Lisa.Elliott@usg.edu



**UNIVERSITY SYSTEM
OF GEORGIA**

Small Business Webpage



Department of Administrative Services
improving efficiency, compliance and workforce performance



[Learn About DOAS](#) ▾

[Our Community](#)

[Need Help](#) |



[Home](#) > [State Purchasing](#) > [Supplier Services](#) > [Small Business](#)



SMALL BUSINESS

Small businesses are important to the growth and success of Georgia's economy. These businesses provide thousands of jobs for owners and employees. Georgia is ranked as the number one state for businesses.

Through the supported mission of Governor Brian Kemp and the Georgians First Commission for Georgia to become the number one place for small businesses, the Department of Administrative Services strives to enhance awareness and provide opportunities for small businesses to learn and participate in state programs and initiatives. Access to learn more about doing business with the State of Georgia.

CONTACT

Small Business

Phone
404.656.5340

Email
josh.borden@doas.ga.gov

[View All Division Contacts](#)

Small Business Resources Page



Department of Administrative Services
Improving efficiency, compliance and workforce performance



[Learn About DOAS](#) ▾

[Our Community](#)

[Need Help](#)



AREAS OF FOCUS

**BIDS AND
CONTRACTS**

**MINORITY BUSINESS
ENTERPRISE
CERTIFICATION**

**SMALL BUSINESS
RESOURCES**

**SMALL BUSINESS
SYMPOSIUM**

**SMALL BUSINESS
PROCUREMENT
READINESS
WORKSHOPS**

**TRAINING FOR
SUPPLIERS**

**MEDIA AND
OUTREACH**

Supplier Training – TGM Registration



Short video clip on registering in Team Georgia Marketplace: [Click here!](#)

Supplier Training

SMALL BUSINESS PROCUREMENT READINESS WORKSHOPS



Next Workshop Series – August 18 to September 29, 2022:
[http://doas.ga.gov/state-purchasing/supplier-services/small-](http://doas.ga.gov/state-purchasing/supplier-services/small-business!)

Supplier Training

Supplier Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



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

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Agency Procurement Officers List

AGENCY	NAME (APO)	EMAIL ADDRESS (APO)	ACTIVE FLAG
M BALDWIN AGRICULTURAL COLLEGE	ROBBIE HAWSEY	rhawsey@abac.edu	A
ADMINISTRATIVE SERVICES, DEPARTMENT OF - AGENCY	DESIREE WILLIAMS	desiree.williams@doas.ga.gov	A
DEPARTMENT OF - SWC	MUKESH PATEL	mpatel1@doas.ga.gov	A
	LATONYA AMMONS	latonya.ammons@agr.georgia.gov	A
	JOY CAUSEY	joy.causey@asurams.edu	A
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	BRANDIE GRESHAM	bgresham@atim.edu	A
	SYLVELL MANSFIELD	smansfield@atlantatech.edu	A
A-REGION TRANSIT LINK	N/A	N/A	A
AND ACCOUNTS, DEPARTMENT OF	SHANNON KENT	kentsa@audits.ga.gov	A
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TECHNICAL COLLEGE	LAUREN SCOTT	ljackson@augustatech.edu	A
UNIVERSITY	GREGORY WOODLIEF	gwoodlief@augusta.edu	A
COLLEGE	AMY SHEPHARD	ashephard@bainbridge.edu	A
BANKING AND FINANCE, DEPARTMENT OF	CHRISTOPHER PITTMAN	cpittman@dbf.state.ga.us	A
BEHAVIORAL HEALTH, DEPARTMENT OF	MATTHEW CARTER	matthew.carter@dbhdd.ga.gov	A
BRYAN COUNTY BOARD OF COMMISSIONERS	N/A	N/A	A
CALHOUN-GORDON COUNTY AIRPORT AUTHORITY	N/A	N/A	A
CENTRAL GEORGIA TECHNICAL COLLEGE	MICHELLE SINIARD	msiniard@centralgatech.edu	A
CENTRAL STATE HOSPITAL	LAJUAN MORRIS	almorris@dhr.state.ga.us	D
CHATTAHOOCHEE TECHNICAL COLLEGE	MECHELLE BALLEW	mecelle.ballew@chattahoocheetech.edu	A
CLAYTON STATE UNIVERSITY	MARCIA JONES	marciajones@clayton.edu	A
COASTAL PINES TECHNICAL COLLEGE	KATHY KOVACH	kkovach@coastalpinetech.edu	A
COLLEGE OF COASTAL GEORGIA	KAREN MARTIN	kmartin@coga.edu	A
COLUMBUS STATE UNIVERSITY	MATTHEW SHIVER	shiver_matthew@columbusstate.edu	A
COLUMBUS TECHNICAL COLLEGE	GYPSI ALEXANDER	galexander@columbustech.edu	A
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COMMUNITY HEALTH, DEPARTMENT OF	ANNETTE BAZHAW	Annette.Bazhaw@dch.ga.gov	A

Available on DOAS website:
https://ssl.doas.state.ga.us/PRSapp/PRapo_public_list.jsp

Support & Assistance

- **Supplier Services Website –**
 - Statewide Contracts
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - Small Business Resources
- **Supplier Orientation**
- **Supplier Systems Webinar**
- **Supplier Outreach & Communications**
 - Julian A. Bailey, julian.bailey@doas.ga.gov
 - Lanique Bradley, lanique.Bradley@doas.ga.gov
 - State Purchasing Contact Center Help Desk Email – procurementhelp@doas.ga.gov
- State Purchasing Contact Center Help Desk – 404-657-6000



