
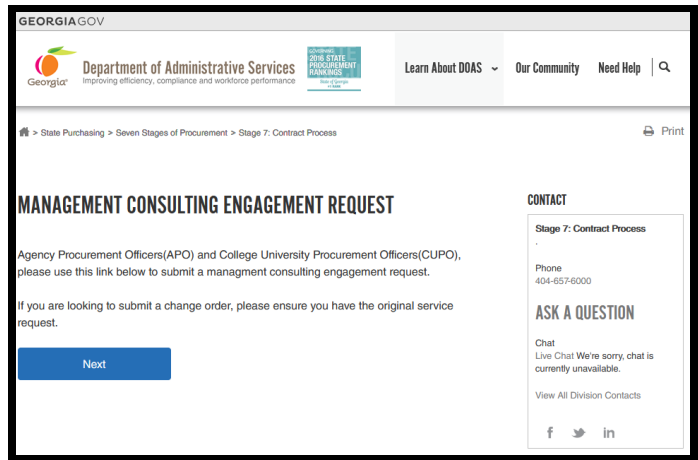


Management Consulting Engagement – Change Order Request for approved Original Engagement request of \$500,000 or greater.

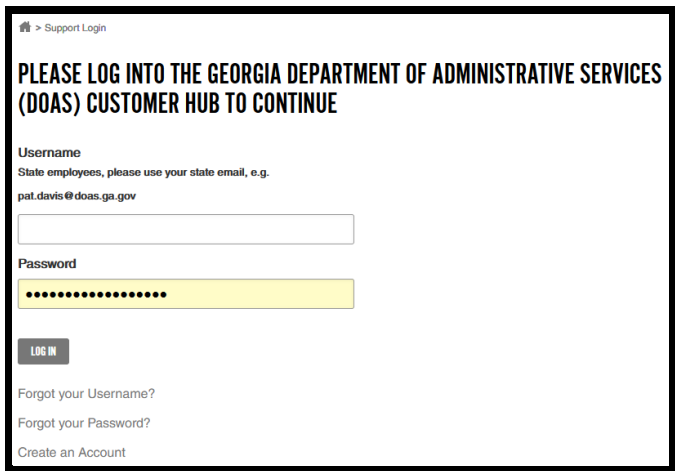
The purpose of this quick reference guide is to explain Management Consulting Engagement Change Order Request submission steps.

0	<p>Navigate to https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-7-contract-process</p> <p> > State Purchasing > Seven Stages of Procurement > Stage 7: Contract Process</p> <p>You will find a new tile for “Management Consulting Engagement Request”.</p> <p>Tile Description as - To utilize the Statewide Contract for Management Consulting Services for engagements of \$500K or greater, State entities must submit a Management Consulting Engagement Request to DOAS for Approval, using the link provided as https://service.doas.ga.gov/app/answers/detailopa/a_id/1606.</p> <p>The following is a list of the Active Statewide Contracts for Management Consulting Services:</p> <table style="width: 100%; border: none;"> <tr><td style="width: 50%;">1 AVAAP USA LLC</td><td style="width: 50%;">24 GARTNER GROUP, INC</td></tr> <tr><td>2 THE STORES CONSULTING GROUP LLC</td><td>25 GUIDEHOUSE, INC</td></tr> <tr><td>3 SLALOM LLC</td><td>26 HEALTH MANAGEMENT ASSOCIATES, INC</td></tr> <tr><td>4 PUBLIC CONSULTING GROUP INC</td><td>27 HURON CONSULTING GROUP</td></tr> <tr><td>5 PROTIVITI GOVERNMENT SERVICES, INC</td><td>28 ILLUMINATIVE STRATEGIES, INC</td></tr> <tr><td>6 NAVIGATOR MANAGEMENT PARTNERS LLC</td><td>29 INTERACTIVE ADVANTAGE CORPORATION</td></tr> <tr><td>7 MGT OF AMERICA LLC</td><td>30 JABIAN CONSULTING</td></tr> <tr><td>8 MCKINSEY & COMPANY INC</td><td>31 LETS BUILD A LEGACY (B. HARDAWAY)</td></tr> <tr><td>9 MAXIMUS HUMAN SERVICES INC</td><td>32 MAULDIN & JENKINS, LLC</td></tr> <tr><td>10 IKASO CONSULTING LLC</td><td>33 MYERS AND STAUFFER LC</td></tr> <tr><td>11 KPMG LLP</td><td>34 NTT DATA STATE HEALTH CONSULTING</td></tr> <tr><td>12 ERNST & YOUNG LLP</td><td>35 PLANTE MORAN</td></tr> <tr><td>13 DELOITTE CONSULTING LLP</td><td>36 PRODUCTIVE OUTCOMES</td></tr> <tr><td>14 BERRY DUNN MCNEIL & PARKER</td><td>37 QUANTUM MARK, LLC</td></tr> <tr><td>15 ACCENTURE LLP</td><td>38 RESULTANT (KSM)</td></tr> <tr><td>16 BROWNSTONE MEDIATION SERVICES</td><td>39 RSM US, LLP</td></tr> <tr><td>17 CGI TECHNOLOGIES AND SOLUTIONS</td><td>40 SUMMIT OPTIMIZATION GROUP, LLC</td></tr> <tr><td>18 CIVIC INITIATIVES, LLC</td><td>41 THE NORTH HIGHLAND GROUP COMPANY, LLC</td></tr> <tr><td>19 COHNREZ, NICK LLP</td><td>42 THE PRINZO GROUP, INC</td></tr> <tr><td>20 CSG GOVERNMENT SOLUTIONS</td><td>43 TIDAL BASIN GOVERNMENT CONSULTING, LLC</td></tr> <tr><td>21 FCMC, LLC</td><td>44 TREINEN ASSOCIATES, INC</td></tr> <tr><td>22 FIRST DATA GOVERNMENT SOLUTIONS</td><td>45 TRIMETRIX INC</td></tr> <tr><td>23 FLY HIGH COACHING, LLC</td><td>46 TWC GLOBAL SOLUTIONS</td></tr> </table>	1 AVAAP USA LLC	24 GARTNER GROUP, INC	2 THE STORES CONSULTING GROUP LLC	25 GUIDEHOUSE, INC	3 SLALOM LLC	26 HEALTH MANAGEMENT ASSOCIATES, INC	4 PUBLIC CONSULTING GROUP INC	27 HURON CONSULTING GROUP	5 PROTIVITI GOVERNMENT SERVICES, INC	28 ILLUMINATIVE STRATEGIES, INC	6 NAVIGATOR MANAGEMENT PARTNERS LLC	29 INTERACTIVE ADVANTAGE CORPORATION	7 MGT OF AMERICA LLC	30 JABIAN CONSULTING	8 MCKINSEY & COMPANY INC	31 LETS BUILD A LEGACY (B. HARDAWAY)	9 MAXIMUS HUMAN SERVICES INC	32 MAULDIN & JENKINS, LLC	10 IKASO CONSULTING LLC	33 MYERS AND STAUFFER LC	11 KPMG LLP	34 NTT DATA STATE HEALTH CONSULTING	12 ERNST & YOUNG LLP	35 PLANTE MORAN	13 DELOITTE CONSULTING LLP	36 PRODUCTIVE OUTCOMES	14 BERRY DUNN MCNEIL & PARKER	37 QUANTUM MARK, LLC	15 ACCENTURE LLP	38 RESULTANT (KSM)	16 BROWNSTONE MEDIATION SERVICES	39 RSM US, LLP	17 CGI TECHNOLOGIES AND SOLUTIONS	40 SUMMIT OPTIMIZATION GROUP, LLC	18 CIVIC INITIATIVES, LLC	41 THE NORTH HIGHLAND GROUP COMPANY, LLC	19 COHNREZ, NICK LLP	42 THE PRINZO GROUP, INC	20 CSG GOVERNMENT SOLUTIONS	43 TIDAL BASIN GOVERNMENT CONSULTING, LLC	21 FCMC, LLC	44 TREINEN ASSOCIATES, INC	22 FIRST DATA GOVERNMENT SOLUTIONS	45 TRIMETRIX INC	23 FLY HIGH COACHING, LLC	46 TWC GLOBAL SOLUTIONS
1 AVAAP USA LLC	24 GARTNER GROUP, INC																																														
2 THE STORES CONSULTING GROUP LLC	25 GUIDEHOUSE, INC																																														
3 SLALOM LLC	26 HEALTH MANAGEMENT ASSOCIATES, INC																																														
4 PUBLIC CONSULTING GROUP INC	27 HURON CONSULTING GROUP																																														
5 PROTIVITI GOVERNMENT SERVICES, INC	28 ILLUMINATIVE STRATEGIES, INC																																														
6 NAVIGATOR MANAGEMENT PARTNERS LLC	29 INTERACTIVE ADVANTAGE CORPORATION																																														
7 MGT OF AMERICA LLC	30 JABIAN CONSULTING																																														
8 MCKINSEY & COMPANY INC	31 LETS BUILD A LEGACY (B. HARDAWAY)																																														
9 MAXIMUS HUMAN SERVICES INC	32 MAULDIN & JENKINS, LLC																																														
10 IKASO CONSULTING LLC	33 MYERS AND STAUFFER LC																																														
11 KPMG LLP	34 NTT DATA STATE HEALTH CONSULTING																																														
12 ERNST & YOUNG LLP	35 PLANTE MORAN																																														
13 DELOITTE CONSULTING LLP	36 PRODUCTIVE OUTCOMES																																														
14 BERRY DUNN MCNEIL & PARKER	37 QUANTUM MARK, LLC																																														
15 ACCENTURE LLP	38 RESULTANT (KSM)																																														
16 BROWNSTONE MEDIATION SERVICES	39 RSM US, LLP																																														
17 CGI TECHNOLOGIES AND SOLUTIONS	40 SUMMIT OPTIMIZATION GROUP, LLC																																														
18 CIVIC INITIATIVES, LLC	41 THE NORTH HIGHLAND GROUP COMPANY, LLC																																														
19 COHNREZ, NICK LLP	42 THE PRINZO GROUP, INC																																														
20 CSG GOVERNMENT SOLUTIONS	43 TIDAL BASIN GOVERNMENT CONSULTING, LLC																																														
21 FCMC, LLC	44 TREINEN ASSOCIATES, INC																																														
22 FIRST DATA GOVERNMENT SOLUTIONS	45 TRIMETRIX INC																																														
23 FLY HIGH COACHING, LLC	46 TWC GLOBAL SOLUTIONS																																														

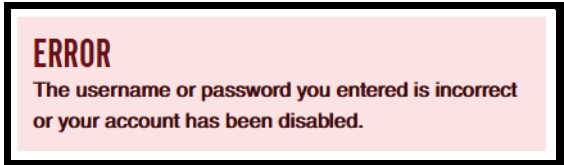
1 **Management Consulting Engagement Request** tile is linked to a specific website URL. Click on https://service.doas.ga.gov/app/answers/detailopa/a_id/1606 to launch Management Consulting Engagement Request.



2 Click on Next to launch DOAS Customer Hub Login Page.



3 Incorrect Username and Password entry will display error message



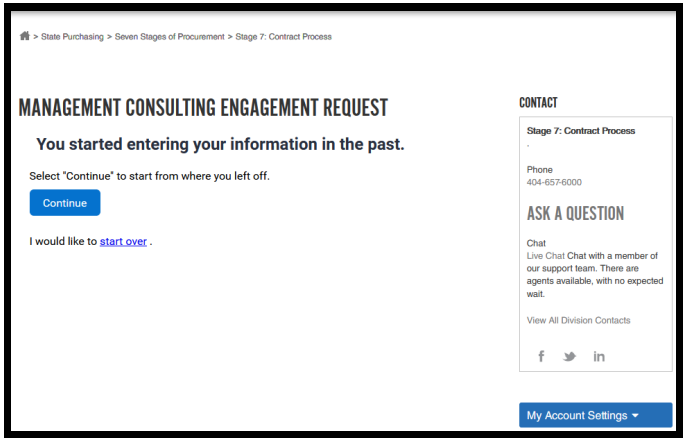
4 Use Forgot your Username? or Forgot your Password? options as needed if you do not recall your username or password.

5 Contact Procurement Helpdesk at 404-657-6000 if you have any questions or are unable to log in and unable to recall username or password.

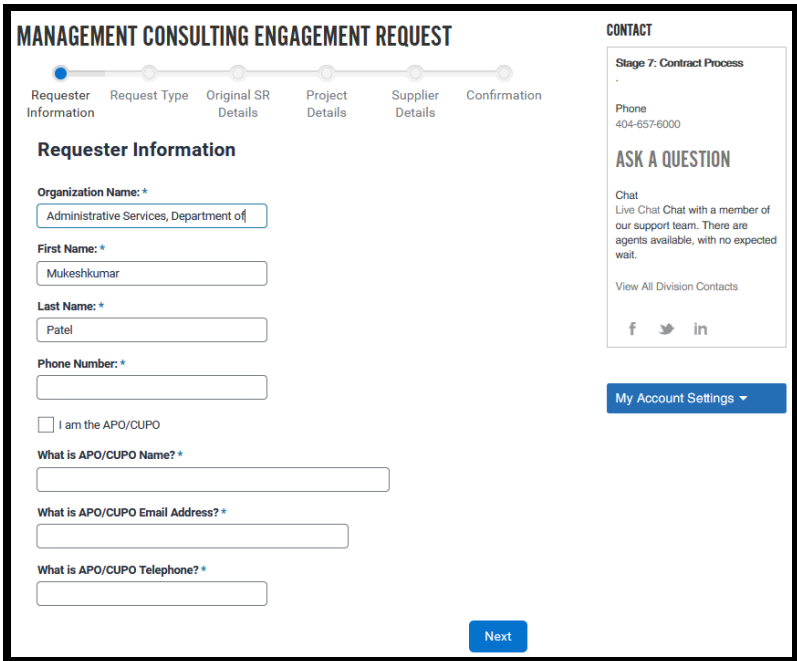
6

Successful login attempt will launch Requester Information page of the Management Consulting Engagement Request.

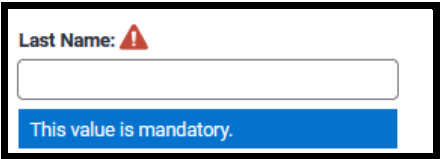
Requester may be prompted to continue session from where user left off or to start over:



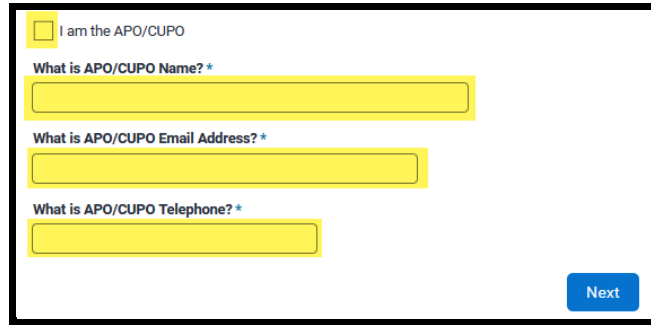
Requester Information will be prepopulated based on logged user Organization.



Review, edit as needed, enter/Select mandatory information, and then click Next. Users will be warned with an orange triangle with a white exclamation symbol for not entering or selecting the mandatory values.



APO/CUPO Name, Email, and Telephone number are optional If the logged user is APO/CUPO, then select "I am the APO/CUPO" checkbox.

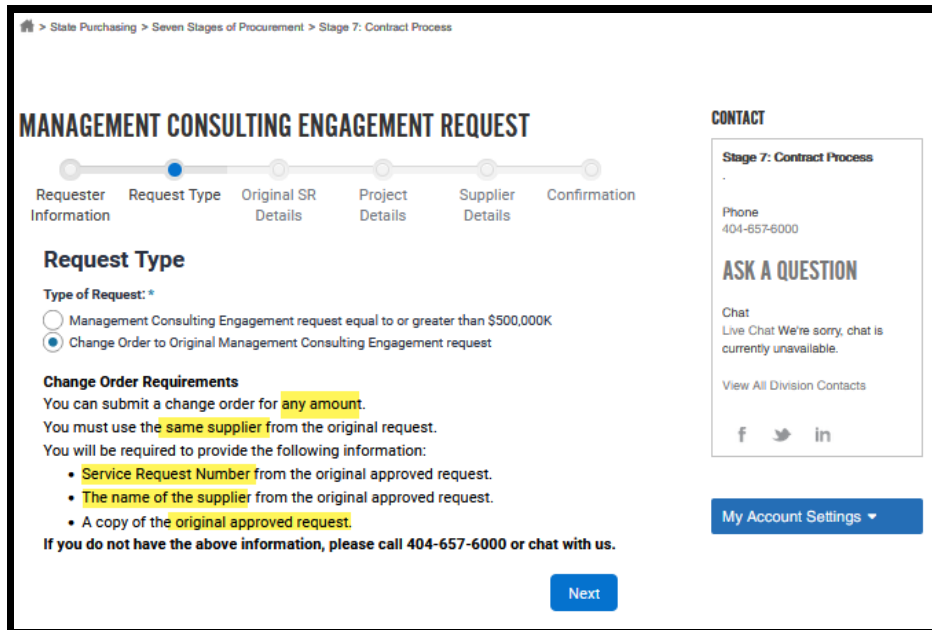


Click Next upon entry of all mandatory fields and completion of validation.

7

Select Request Type

1. Management Consulting Engagement request equal to or greater than \$500,000; or
2. Change order to Original Management Consulting Engagement request



Select **Change Order to Original Management Consulting Engagement request** and Click on Next.

8

Requester must enter Project Name, Original Service Request Number and Attach or Upload Originally Approved Request and Click Next.

State Purchasing > Seven Stages of Procurement > Stage 7: Contract Process

MANAGEMENT CONSULTING ENGAGEMENT REQUEST

Requester Information Request Type **Original SR Details** Project Details Supplier Details Confirmation

Original Request Details

Please enter the Service Request number from the originally approved Engagement request. If you do not have the Service Request number, please call 404-657-6000 or chat with us.

Project Name *

Original Service Request Number *

Attach the originally approved request: *

Add

Back Next

CONTACT

Stage 7: Contract Process

Phone
404-657-6000

ASK A QUESTION

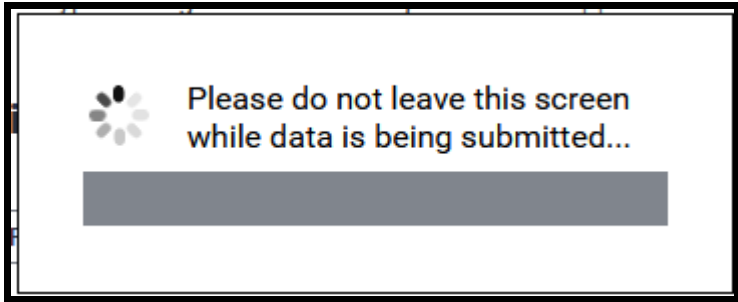
Chat
Live Chat We're sorry, chat is currently unavailable.

View All Division Contacts

f t in

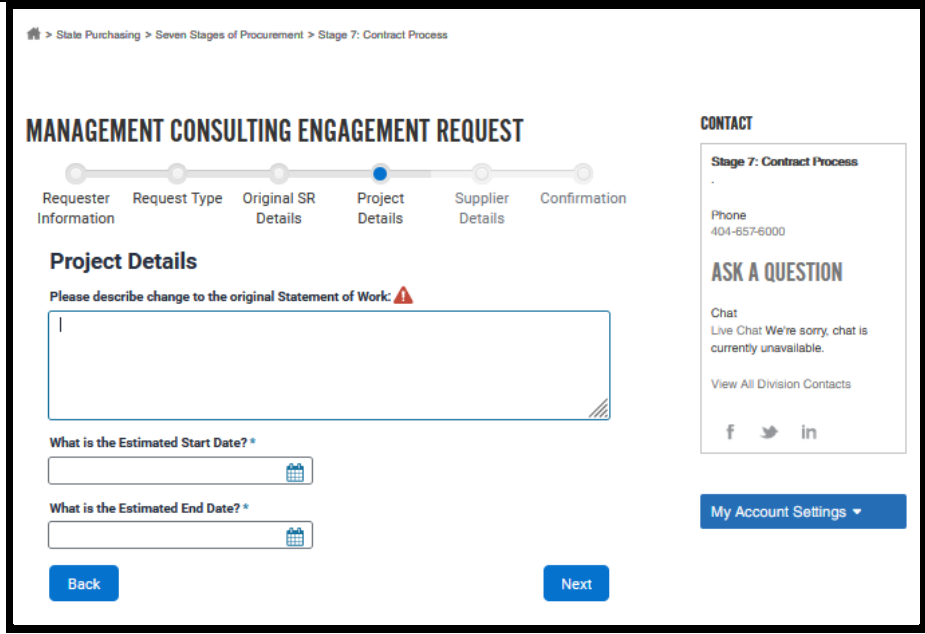
My Account Settings ▾

The system may take time to process your entered request when navigating in between pages.



9

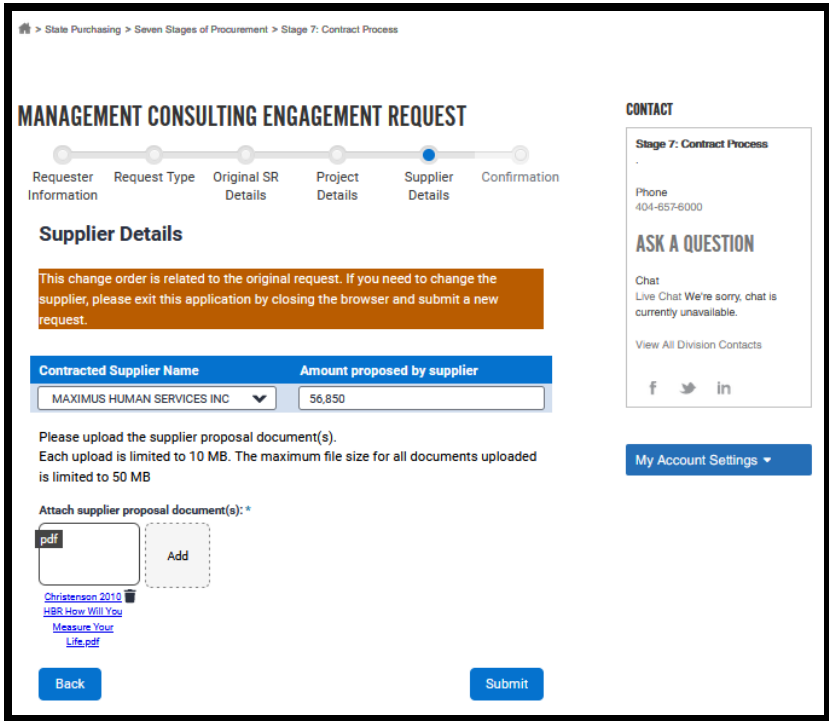
Enter Project Details, Estimated Start and End Date and Click Next.



10

Enter Supplier Details and Click on Submit.

This **change order** is related to the original request. If you need to change the supplier, please exit this application by closing the browser and submit a new request.



10

Successful submission will display Confirmation page.

11	<p>The requester must download Management Consulting Engagement Change Order Request and store PDF on agency shared drive or at the right location within project folders for Open Records and internal project operations.</p> <p>PDF Form Layout:</p>

CHANGE ORDER MANAGEMENT CONSULTING ENGAGEMENT REQUEST

Requester Details		
Date of Submission: 04/05/2022		
Organization: Administrative Services, Department of		
First Name: Mukeshkumar	Last Name: Patel	
Phone: 1-404-656-3228	Email: mukesh.patel@doas.ga.gov	
APO/CUPO Information		
Are you the APO/CUPO? Yes		
APO/CUPO Name:		
APO/CUPO Phone:	APO/CUPO Email:	
Request Information		
Type of Request: Change Order to Original Management Consulting Engagement request		
Original SR Number: 220404-000382		
Project Name: Dummy - GPR Phase 2 Integration with New ERP		
Change Order Statement of Work: This is a Dummy Test Request for the purpose of Testing.		
Change Order Engagement Amount: \$56,850		
Estimated Start Date: 04/04/2022	Estimated End Date: 04/29/2022	
Supplier Details		
Supplier Name	Estimated Amount	Contracted Supplier
MAXIMUS HUMAN SERVICES INC	\$56,850	Yes

12

The request will receive a system-generated email confirmation for internal records.

Change Order to Original Management Consulting Engagement Request [Service Request: 220404-000424]

PH Procurement Help <ProcurementHelp@doas.ga.gov>
To Patel, Mukesh

Reply Reply All Forward Mon 4/4/2022 9:30 PM



Change Order to Original Management Consulting Engagement Request

State Purchasing is in receipt of the Management Consulting Engagement request: 220404-000424.

We will review and send a determination back to you within 5 business days. Please provide any information that will assist us in reviewing your waiver request.

[Access Your Submission Online](#)

Thank You

Service Request # 220404-000424

- Date Created: 04/04/2022 09:29 PM
- Date Last Updated: 04/04/2022 09:29 PM
- Status: Open

13

Click on My Account Settings > Support History to continue follow-up with State Purchasing Division on all your previously opened service tickets.

> State Purchasing > Seven Stages of Procurement > Stage 7: Contract Process

MANAGEMENT CONSULTING ENGAGEMENT REQUEST

Requester Information Request Type Original SR Details Project Details Supplier Details Confirmation

Download Application

Your request has been submitted. Record your service request number, 220404-000424, for your future reference and any change order requests. You will be notified of a determination of your request within five (5) business days. Your Agency Procurement Officer (APO) or College University Procurement Officer (CUPO) will be notified of this communication and the final decision.

Download Application:

[Change Order Management Consulting Engagement Request](#)

Additional Information:
[Department of Administrative Services Home Page](#)

Create a New Request:
[State Purchasing Request Portal](#)

CONTACT

Stage 7: Contract Process

Phone
404-657-6000

ASK A QUESTION

Chat
Live Chat We're sorry, chat is currently unavailable.

View All Division Contacts

f t in

My Account Settings ▾

- Account Overview
- Support History**
- Account Settings
- Logout

Support History

Logout

SUPPORT HISTORY

Account Overview Submit A Question Account Settings Change Password Manage Mailing List

Search your Support History

Results 1 - 10 of 366

Reference #	Status	Date Created	Subject
220404-000424	Open	04/04/2022	Change Order to Original Management Consulting Engagement Request
220404-000382	Open	04/04/2022	New Management Consulting Engagement Request

14. End of Procedure.