
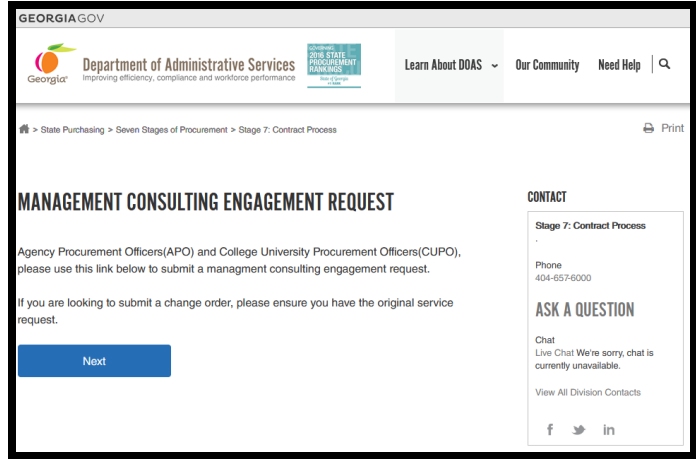


Management Consulting Engagement – Original Request

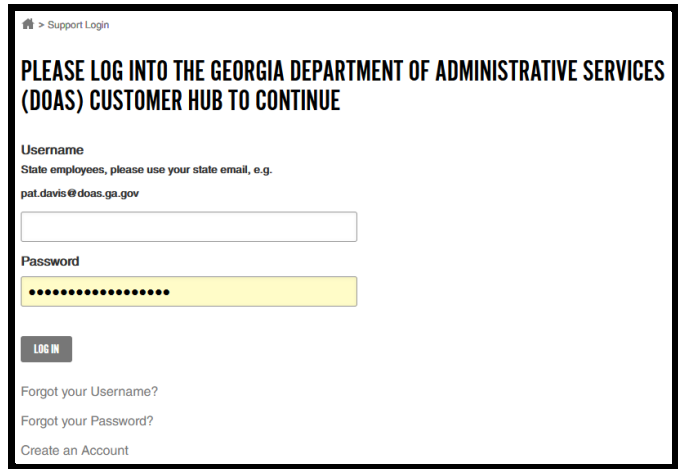
The purpose of this quick reference guide is to explain Management Consulting Engagement Original Request submission steps.

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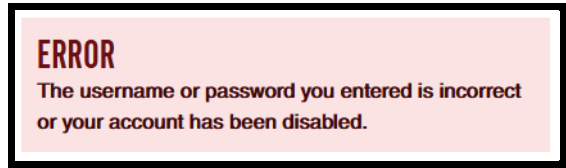
1 **Management Consulting Engagement Request** tile is linked to a specific website URL. Click on https://service.doas.ga.gov/app/answers/detailopa/a_id/1606 to launch Management Consulting Engagement Request.



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



3 Incorrect Username and Password entry will display error message



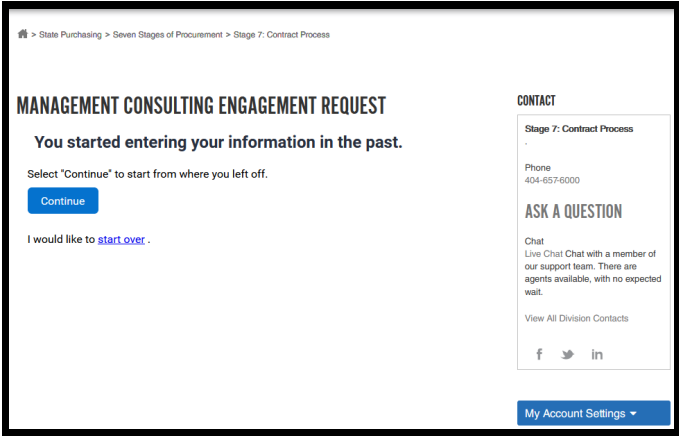
4 Use Forgot your Username? or Forgot your Password? options as needed if you do not recall your username or password.

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.

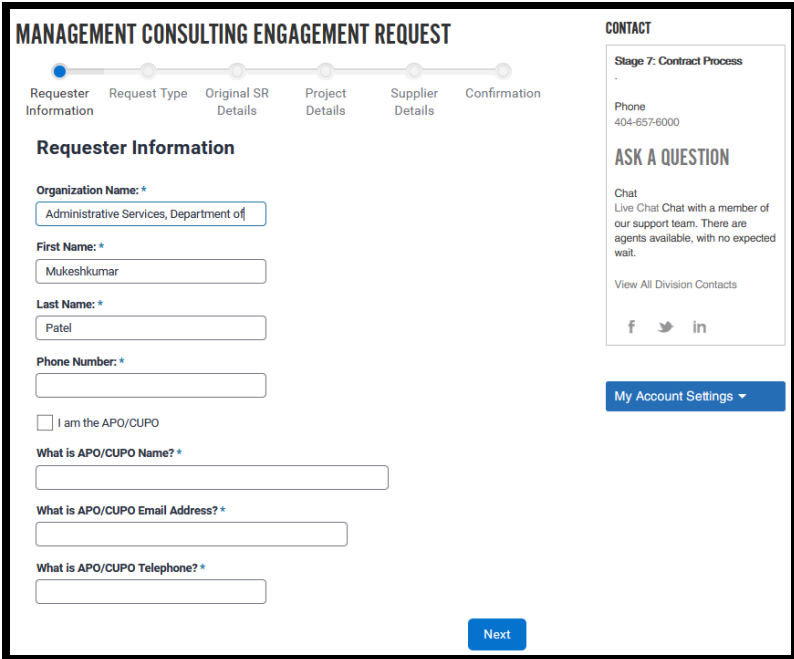
6

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

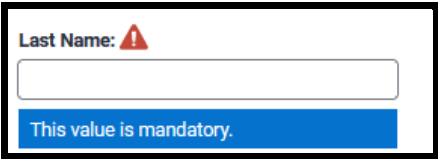
Requester may be prompted to continue session from where user left off or to start over:



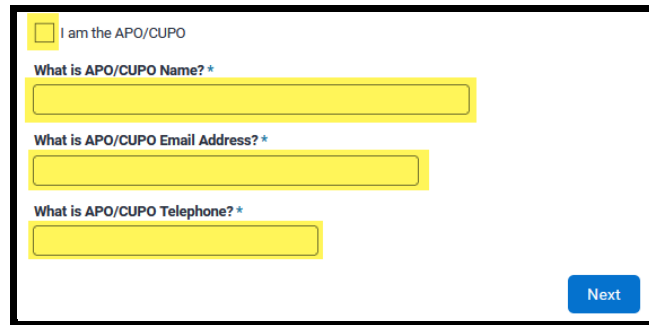
Requester Information will be prepopulated based on logged user Organization.



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.

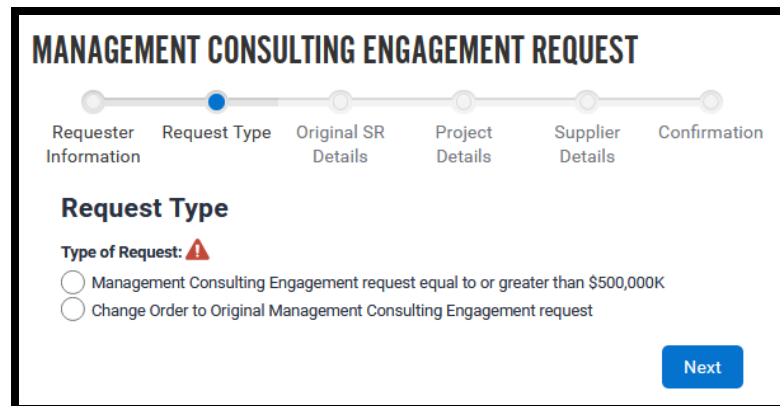


The screenshot shows a form with a checkbox labeled "I am the APO/CUPO". Below it are three mandatory fields: "What is APO/CUPO Name? *", "What is APO/CUPO Email Address? *", and "What is APO/CUPO Telephone? *". Each field has a yellow highlight. A blue "Next" button is located at the bottom right of the form.

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

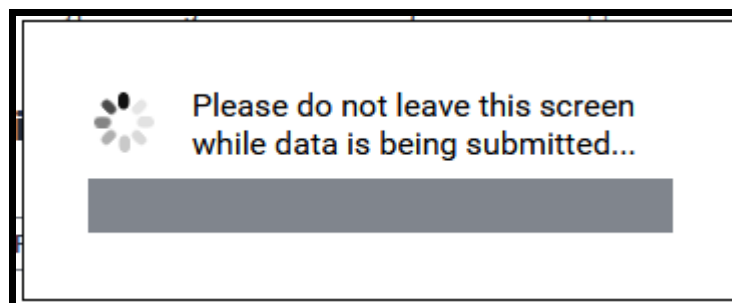


The screenshot shows a progress bar with six steps: "Requester Information", "Request Type", "Original SR Details", "Project Details", "Supplier Details", and "Confirmation". The "Request Type" step is currently active. Below the progress bar, the title "Request Type" is followed by "Type of Request:" with a warning icon. Two radio button options are listed: "Management Consulting Engagement request equal to or greater than \$500,000K" and "Change Order to Original Management Consulting Engagement request". A blue "Next" button is at the bottom right.

Select **Management Consulting Engagement request equal to or greater than \$500,000** and Click on Next.

8 Requester must enter Project Name, Project Details, Statement of Work, Estimated Start and End date and Click Next.

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



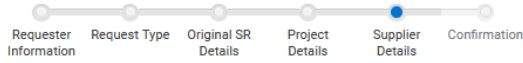
9

Enter three Supplier Details including Project Estimated Cost and Supplier proposal documents.

Business Rules:

1. You can only have Yes selected for one supplier.
2. You cannot select the same supplier more than once, please select three separate suppliers.
3. Your chosen contracted Supplier Amount is less than \$500,000. You do not need to complete this request form if your engagement is less than \$500,000. You can exit this application by closing the browser. If you wish to submit a change order, please click the "Request Type" on the navigation header above to submit a Change Order request.

MANAGEMENT CONSULTING ENGAGEMENT REQUEST



Supplier Details

Contracted Supplier Name	Is this your chosen contracted supplier?	Amount proposed by supplier
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

Please upload the supplier proposal document(s).
Each upload is limited to 10 MB. The maximum file size for all documents uploaded is limited to 50 MB

Attach 1st supplier proposal document(s):

Add

At least one attachment must be provided.

Attach 2nd supplier proposal document(s):

Add

At least one attachment must be provided.

Attach 3rd supplier proposal document(s):

Add

At least one attachment must be provided.

Back

Submit

CONTACT

Stage 7: Contract Process

Phone
404-657-6000

ASK A QUESTION

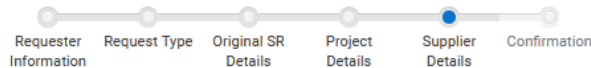
Chat
Live Chat Chat with a member of our support team. There are agents available, with no expected wait.

[View All Division Contacts](#)



[My Account Settings](#)

MANAGEMENT CONSULTING ENGAGEMENT REQUEST



Supplier Details

You can only have Yes selected for one supplier

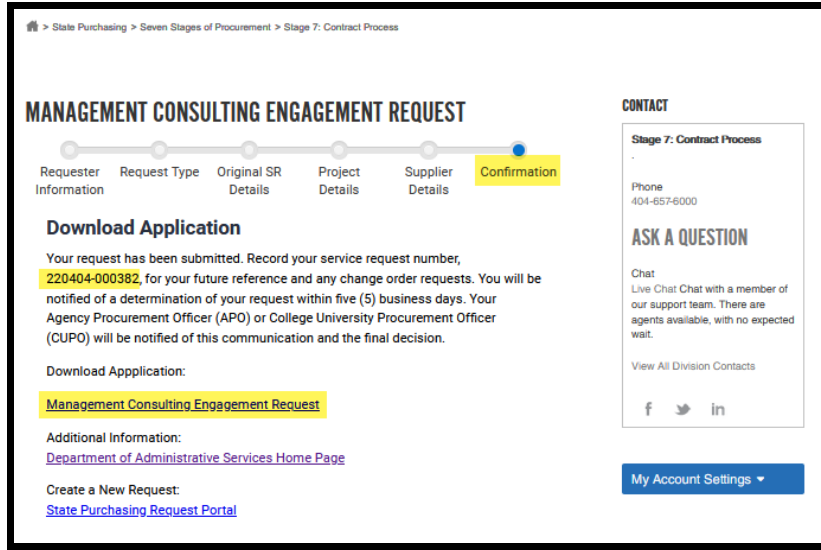
You cannot select the same supplier more than once, please select three separate suppliers

Contracted Supplier Name	Is this your chosen contracted supplier?	Amount proposed by supplier
ACCENTURE LLP	<input type="radio"/> Yes <input type="radio"/> No	50
ACCENTURE LLP	<input checked="" type="radio"/> Yes <input type="radio"/> No	50
ACCENTURE LLP	<input type="radio"/> Yes <input checked="" type="radio"/> No	50

Please upload the supplier proposal document(s).
Each upload is limited to 10 MB. The maximum file size for all documents uploaded is limited to 50 MB

10

Successful Supplier Details validation and final submission will display Confirmation page.



11

The requester **must download** Management Consulting Engagement Request and store PDF on agency shared drive or at the right location within project folders for Open Records and internal project operations.

PDF Form Layout:



NEW MANAGEMENT CONSULTING ENGAGEMENT REQUEST

Requester Details		
Date of Submission: 04/04/2022		
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? No		
APO/CUPO Name: Kiaja Williams		
APO/CUPO Phone: 1-404-656-3228	APO/CUPO Email: Kiaja.Williams@doas.ga.gov	
Request Information		
Type of Request: Management Consulting Engagement request equal to or greater than \$500,000K		
Project Name: Procurement Tools Redesign		
Statement of Work: Procurement Tools Redesign		
Engagement Amount: \$601,000.00		
Estimated Start Date: 04/04/2022	Estimated End Date: 04/29/2022	
Supplier Details		
Supplier Name	Estimated Amount	Contracted Supplier
DELOITTE CONSULTING LLP	\$501,000	No
MAXIMUS HUMAN SERVICES INC	\$601,000	Yes
PROTIVITI INC	\$600	No


12

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

New Management Consulting Engagement Request [Service Request: 220404-000382]

PH Procurement Help <ProcurementHelp@doas.ga.gov> Reply Reply All Forward ...
To: Patel, Mukesh
Cc: Williams, Kiaja Mon 4/4/2022 4:09 PM

**Agency or College-University
Procurement Officer**



New Management Consulting Engagement Request

State Purchasing is in receipt of the Management Consulting Engagement request: 220404-000382.

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](#)

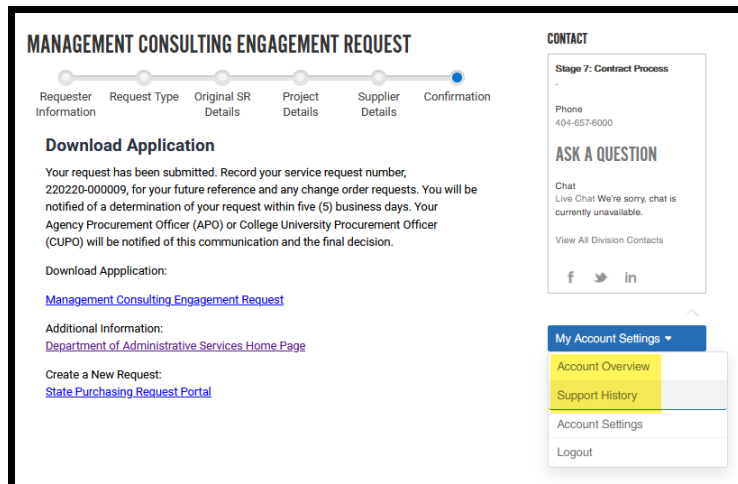
Thank You

Service Request # 220404-000382

- Date Created: 04/04/2022 04:09 PM
- Date Last Updated: 04/04/2022 04:09 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.



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, 220220-000009, 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:
[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

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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

	<p>Department of Administrative Services Improving efficiency, compliance and workforce performance</p> <p>Learn About DOAS Our Community Need Help</p> <p>Support History</p> <p>Logout</p> <h3>SUPPORT HISTORY</h3> <p>Account Overview Submit A Question Account Settings Change Password Manage Mailing List</p> <p>Search your Support History</p> <p>Results 1 - 10 of 359</p> <table border="1"> <thead> <tr> <th>Reference #</th> <th>Status</th> <th>Date Created</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>220220-000009</td> <td>Open</td> <td>02/20/2022</td> <td>New Management Consulting Engagement Request</td> </tr> <tr> <td>220218-000227</td> <td>Not Approved</td> <td>02/18/2022</td> <td>Change Order to Original Management Consulting Engagement Request</td> </tr> <tr> <td>220218-000208</td> <td>Approved</td> <td>02/18/2022</td> <td>New Management Consulting Engagement Request</td> </tr> </tbody> </table>	Reference #	Status	Date Created	Subject	220220-000009	Open	02/20/2022	New Management Consulting Engagement Request	220218-000227	Not Approved	02/18/2022	Change Order to Original Management Consulting Engagement Request	220218-000208	Approved	02/18/2022	New Management Consulting Engagement Request
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220218-000208	Approved	02/18/2022	New Management Consulting Engagement Request														
14.	End of Procedure.																