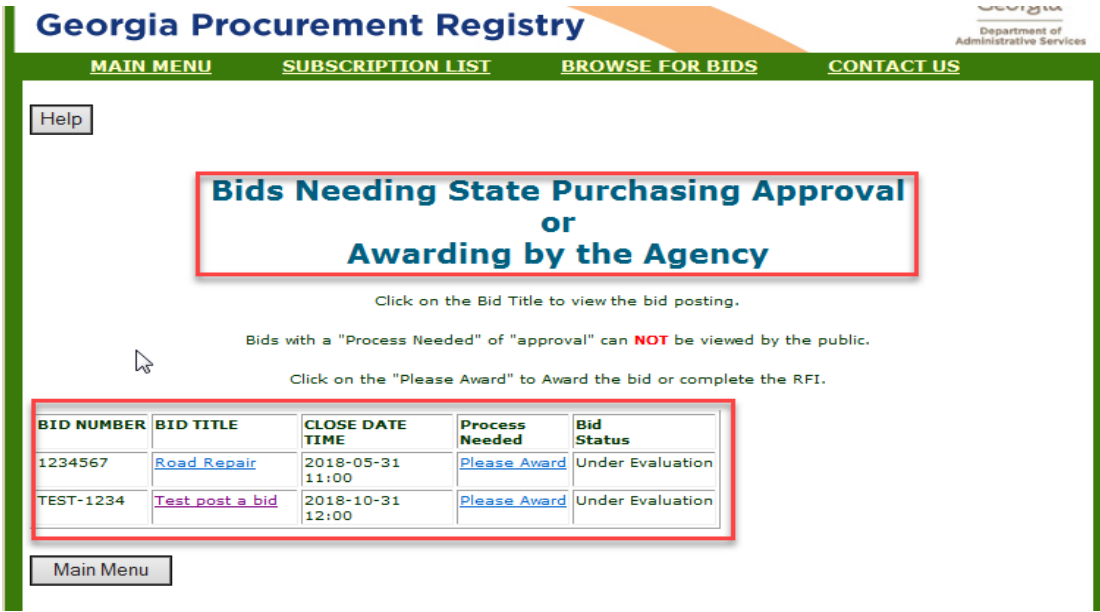


Award the paper bid in Georgia Procurement Registry(GPR)

Step #	Action															
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp															
2	<p>Once login, user will land to 'Bids Needing State Purchasing Approval or Awarding by the Agency' page. This page will list all the paper bids with 'Under Evaluation' status.</p>  <p>The screenshot shows the Georgia Procurement Registry interface. At the top, there is a navigation bar with 'MAIN MENU', 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. Below this is a 'Help' button. The main heading is 'Bids Needing State Purchasing Approval or Awarding by the Agency'. Below the heading, there are instructions: 'Click on the Bid Title to view the bid posting.' and 'Bids with a "Process Needed" of "approval" can NOT be viewed by the public.' Below that, it says 'Click on the "Please Award" to Award the bid or complete the RFI.' A table of bids is displayed with the following data:</p> <table border="1" data-bbox="337 884 1037 1020"> <thead> <tr> <th>BID NUMBER</th> <th>BID TITLE</th> <th>CLOSE DATE TIME</th> <th>Process Needed</th> <th>Bid Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>Road Repair</td> <td>2018-05-31 11:00</td> <td>Please Award</td> <td>Under Evaluation</td> </tr> <tr> <td>TEST-1234</td> <td>Test post a bid</td> <td>2018-10-31 12:00</td> <td>Please Award</td> <td>Under Evaluation</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there is a 'Main Menu' button.</p>	BID NUMBER	BID TITLE	CLOSE DATE TIME	Process Needed	Bid Status	1234567	Road Repair	2018-05-31 11:00	Please Award	Under Evaluation	TEST-1234	Test post a bid	2018-10-31 12:00	Please Award	Under Evaluation
BID NUMBER	BID TITLE	CLOSE DATE TIME	Process Needed	Bid Status												
1234567	Road Repair	2018-05-31 11:00	Please Award	Under Evaluation												
TEST-1234	Test post a bid	2018-10-31 12:00	Please Award	Under Evaluation												
3	Select the bid you want to award and click on 'Please Award' link for that bid.															

4

Upload the Award Document **or** enter the Award information in the description box. Click on appropriate 'Process...' tab to proceed awarding the paper bid.

Team Georgia Marketplace

Georgia
Department of Administrative Services

Georgia Procurement Registry

[MAIN MENU](#) [SUBSCRIPTION LIST](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

Bid Award Processing

Fiscal Year	19	Bid Process	Non-State Agency
Agency Code	64450-STONE MOUNTAIN, CITY OF	Purchase Type	Non-State Agency
Bid Number	TEST-1234	Category Type	Non-State Agency
Government Type	city	Estimated Dollar Value	100000

Award (RFI Completion) information must be entered into the system. You may use one of two methods to post this information. They are listed below. When this information is processed the bid status will change from "Under Evaluation" to "Awarded" or "Completed" for RFI's.

-----USE THIS-----

Award (Completion) Document from your desktop computer.

-----OR THIS-----

Enter the Award (Completion) information in the text box below

PR_bid_award_form

5

Confirmation message of 'The Bid Award has been processed' will display on screen .

