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To: APOs

AUD #19-03

CC: Lisa Eason, Deputy Commissioner, State Purchasing Division
Mary Chapman, Director of Policy & Training, State Purchasing Division

From: Audits, State Purchasing Division

Date: December 11, 2018

Re: Audit of the Number of Versions Created for Team Georgia Marketplace (TGM) Solicitations

Conclusion

Our audit found that 95% of Request for Quotations (RFQs) and Request for Proposals (RFPs) created in TGM from fiscal year 2009 through fiscal year 2018 had fewer than five versions. However, we did identify 512 solicitations having five or more versions including 40 solicitations with 10 or more versions. Only 41% of all RFPs and RFQs are processed using just one version of the original. We also found that an RFP is 4.5 times more likely to have 5 or more versions than an RFQ and that 43 different agencies account for the 512 solicitations having 5 or more versions.

Background

Each time an RFQ and an RFP is revised a new version of the RFQ or RFP is created. When solicitations are revised multiple times, this may create confusion for offerors. This also results in increased traffic to the help desk from offerors seeking assistance in identifying the correct version of the solicitation to which they should respond. The lack of approvals and a quality control process at the point of solicitation entry also results in excessive staff time on projects.

Audit Summary

The figures show that 192 of the 710 RFPs had 5 or more versions. This represents 27% of all RFPs. In contrast, 320 of the 5,199 RFQs had 5 or more versions. This represents 6% of all RFQs. For a breakdown of solicitations by the number of versions, please see **Table 1**.

From the 43 agencies that account for all the solicitations with 5 or more versions, 13 of these agencies had more than 10 solicitations with 5 or more versions. These agencies are shown in **Table 2** which also includes the percentage of total solicitations accounted for by ones with 5 or more versions.

A final analysis revealed that 70% of the solicitations with 10 or more versions were distributed across just four state entities: DOAS (Statewide Contracts), Department of Juvenile Justice, Department of Corrections and Department of Public Health.

Table 1
Solicitations by Number of Versions and Type

Number of Versions	RFP	RFQ	Total
25	1		1
24	1		1
19		1	1
16	1		1
14	3	1	4
13	6		6
12	6	1	7
11	4	4	8
10	6	5	11
9	18	13	31
8	21	20	41
7	22	45	67
6	43	79	122
5	60	151	211
4	92	357	449
3	124	811	935
2	134	1,449	1,583
1	168	2,262	2,430
Source: Team Georgia Marketplace (TGM)			

Table 2
Number of Solicitations with 5 or more versions by State Entity

State Entity	Number with 5 or more	Total Solicitations	Percent of Total
Transportation, Department of	83	1,330	6%
Corrections, Department of	70	853	8%
DOAS (Statewide Contracts)	64	144	44%
Human Services, Department of	48	287	17%
DBHDD	37	546	7%
Public Health, Department of	33	133	25%
Juvenile Justice, Department of	20	235	9%
Defense, Department of	15	92	16%
Public Safety, Department of	15	171	9%
DOAS (Agency)	12	107	11%
Driver Services, Department of	12	64	19%
Natural Resources, Department of	12	519	2%
Community Health, Department of	11	95	12%
Source: Team Georgia Marketplace (TGM)			

Recommendations

APOs are reminded of the importance of thoroughly checking and proofreading all attachments and sections of their solicitations before posting and uploading these to TGM due to the risks associated with solicitations when they are revised numerous times due to errors, omissions and poor solicitation management. SPD acknowledges the difference between procedural revisions that are required as part of routine solicitation processing and revisions related to poor solicitation management.

Agencies should further review the training needs of Issuing Officers and APOs to ensure that skill levels and certifications are maintained at a level consistent with current laws, policies and TGM system upgrades. SPD will provide, on request, a training analysis for staff involved in the posting of RFQs and RFPs along with recommendations for re-training or re-certification where needed.