



**To:** APOs and CUPOs

**AUD #23-33**

**CC:** Jim Barnaby, Deputy Commissioner, State Purchasing Division  
Mary Chapman, Deputy Division Director, State Purchasing Division

**From:** Audits, State Purchasing Division

**Date:** February 14, 2023

**Re:** Audit of Awarded Solicitations - November 2022

### Background

Section 6.2 of the Georgia Procurement Manual (GPM) requires that “State entities must publish notice of the results of the solicitation process, including any intended or actual contract awards.” The published notice, known as a Notice of Award (NOA), should include the following:

- The name(s) of the successful supplier(s),
- The amount of any contract award,
- The names of the unsuccessful suppliers, and
- The reasons why those suppliers were unsuccessful.

Section 6.2.2.2. of the GPM states, “the NOA is mandatory for announcing any and all awards resulting from solicitations regardless of the dollar amount.” SPD created the form SPD-AP005 Notice of Award to record the NOA.

### What we audited

SPD Audits identified 66 solicitations posted to the Georgia Procurement Registry in November 2022, with a status of “awarded” (as of December 30, 2022) from 20 state entities. The awarded solicitations had an estimated value of \$6.8 million and are shown by the solicitation process in **Table 1**.

**Table 1**  
**Awarded Solicitations by Solicitation Process**  
**November 2022**

| <b>Solicitation Process</b>          | <b>Number Awarded</b> |
|--------------------------------------|-----------------------|
| Request for Quotations (RFQ)         | 25                    |
| Sole Source                          | 25                    |
| Request for Proposals (RFP)          | 9                     |
| Consortia                            | 7                     |
| <b>Total</b>                         | <b>66</b>             |
| Source: Georgia Procurement Registry |                       |

## **Results**

Using the requirements from the GPM and State law as guidance, the audit identified the following:

- 35 (90%) of the 39 awarded solicitations requiring an NOA contained the SPD-AP005 Notice of Award (NOA) form.
- 27 of the awarded solicitations were not subject to the State Purchasing Act and not under the purview of the Department of Administrative Services (DOAS). Consequently, these solicitations are not subject to posting the NOA as the GPM requires.
- Four (10%) of the awarded solicitations requiring an NOA did not contain the needed form SPD-AP005 Notice of Award (NOA).

## **Conclusion**

SPD Audits will contact the state entities that did not post the NOA and ask them to upload the required Form SPD-AP005 Notice of Award as soon as possible. SPD will continue to monitor solicitations that were posted in prior months of fiscal year 2023, which remained in a status of “open” or “under evaluation” at the time of the audit to ensure that the required actions are taken.