



**State of Georgia  
Department of Administrative Services  
State Purchasing Division**

**Official Announcement # 22-03**

**FROM:** Mary Chapman, Interim Deputy Commissioner – State Purchasing

**DATE:** October 27, 2021

**TO:** State of Georgia Procurement Professionals

**RE:** **Jaggaer Sourcing Director for the University System of Georgia**

The State Purchasing Division, in partnership with the **University System of Georgia (USG)**, is pleased to announce implementation of **Jaggaer Sourcing Director**, an electronic bidding tool. Jaggaer Sourcing Director is replacing the legacy system, eSource, currently in use by USG and its colleges and universities.

### **Use of Jaggaer Sourcing Director**

Jaggaer Sourcing Director has been implemented for USG and its colleges and universities and will serve as the official procurement tool to conduct the following electronic event types:

- Requests for Information
- Requests for Quotes
- Requests for Proposals
- Requests for Qualified Contractors

Reference to Jaggaer Sourcing Director as a part of SPD's Team Georgia Marketplace™ suite of procurement tools will be incorporated through a future update to the Georgia Procurement Manual. Colleges and universities may also utilize Sourcing Director to conduct solicitations for construction, public works and professional services consistent with the guidance of USG. Other procurement activity, including sole source notices, cooperative purchasing notices and paper bids, will continue to be conducted directly via the Georgia Procurement Registry.

### **Benefits of Jaggaer Sourcing Director**

This electronic bidding tool offers a variety of functionality to support the procurement process, including:

- Secure system for conducting electronic, sealed bidding
- Ease of use by both suppliers and procurement staff
- Sortable dashboard of solicitation activity to monitor status
- Guided steps to create solicitations, including SPD templates for each solicitation type
- Buyer access to SPD library and standard content for drafting solicitations

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- Ability to import solicitations questions via Microsoft Excel template for easy set-up
- Buyer option to use event prerequisites to obtain suppliers' electronic acknowledgment of instructions, communication rules, the certificate of non-collusion, etc.
- Buyer option to mark solicitation questions as "required" to eliminate supplier submitting incomplete responses, with buyer control on response type
- Invitation to registered suppliers via NIGP codes and option for manual invitations
- Approval workflow to support delegated purchasing authority from SPD and USG
- Supplier Q&A board to receive supplier questions and post answers within solicitation
- Buyer view to monitor supplier progress while bids remain sealed until closing date
- Evaluation capabilities, including use of panel questionnaire to allow technical evaluation team to score proposals within the system for RFPs and scored RFQCs
- Ability to conduct negotiations through stages of event
- Integrated with the Georgia Procurement Registry so all solicitations are publicly visible

## **Onboarding and Training**

Successful use of the system was piloted by the USG central procurement office, Georgia State University and Middle Georgia State University in spring 2021. As of October 2021, the final wave of onboarding has been completed for colleges and universities.

SPD has developed multiple training resources, including a web-based course, TGMU45W *Introduction to Jaggaer Sourcing Director for USG* and a two-day instructor-led course, TGMU55L *Jaggaer Sourcing Director for USG*. Buyers may also access quick reference guides from the SPD [website](#).

## **System Transition**

All colleges and universities are encouraged to post all new solicitation events to Sourcing Director to support sunset of the eSource system by June 30, 2021. Access to eSource will continue to be available as needed to complete all inflight procurements. SPD and USG will coordinate on the final close-out date for the legacy system to ensure no impact to colleges and universities occurs.

## **Assistance**

For any questions regarding this Official Announcement or the system roll-out, please contact Mary Chapman at [mary.chapman@doas.ga.gov](mailto:mary.chapman@doas.ga.gov). Questions related to training may be shared with us at [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

For technical assistance, suppliers can contact Jaggaer Supplier Support at 1-800-233-1121 option 2. If a supplier has contacted Jaggaer Supplier Support but the issue remains unresolved, the supplier may escalate to DOAS via the Procurement Help Desk at 404-657-6000 or [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov). Sourcing Buyers may contact the Procurement Help Desk at 404-657-6000 or [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov).