

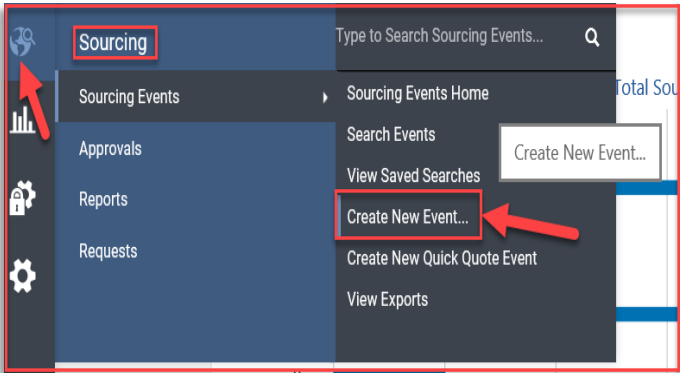




## Electronic Request for Quotes (eRFQ) Process

### Jaggaer Sourcing Director for the University System of Georgia

Create Draft eRFQ	
<p><b>1. Access Website to Sign In</b></p> <ol style="list-style-type: none"><li>Open up a web browser</li><li>Go to <a href="https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia">https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia</a></li></ol>	
<p><b>2. Enter Logon Credentials</b></p> <ol style="list-style-type: none"><li>Enter User Name</li><li>Enter Password</li><li>Select "SIGN IN"</li></ol>	
<p><b>3. Access the Sourcing Menu</b></p> <ol style="list-style-type: none"><li>Navigate to Sourcing Menu Icon </li><li>Select "Sourcing Events"</li><li>Select "Create New Event..."</li></ol>	

## Create Draft eRFQ

### 4. eRFQ Title and State Entity Name

- In the "Event Title" Field, **include the State Entity Abbreviation** plus Event Title Name (e.g. UGA Consulting eRFQ)
- Select/Confirm your State Entity's name
- Click "Next"

**Tip:** including State Entity Name in Event Title will assist in Sourcing Director event list (as there is no column to display state entity's name).

**Create Sourcing Event**

About the Sourcing Event (Step 1 of 2) ?

Event Title \* UGA Consulting eRFQ

Entity Name \* Middle Georgia State University  
State Purchasing Division (SPD) > Board of Regents (University System of Georgia)

\* Required Next >

### 5. Select Event Type and Template

- In the "Event Type" Field, click the magnifying glass
- Select "Request for Quote"
- RECOMMENDED:** Use the eRFQ template to simplify event creation
  - Click the magnifying glass for the "Create from Template" field
  - Click the "Select" button for eRFQ template or Skip step c if you want to create your own event and upload completed eRFQ template under Buyer attachments.

OR

- Skip step c if you want to create your own event and upload completed eRFQ template ([SPD-SP018 eRFQ Template](#)) under Buyer attachments.
- Select "Create Sourcing Event"

**Create Sourcing Event**

About the Sourcing Event (Step 2 of 2) ?

Event Type \* Request for Quote

Create from Template eRFQ template

**Sourcing Event Type**

Name	Select
Request for Information	Select
Request for Proposal	Select
Request for Qualified Contractors	Select
Request for Quote	Select

**Create Sourcing Event**

About the Sourcing Event (Step 2 of 2) ?

Event Type \* Request for Quote

Create from Template eRFQ template

**Sourcing Event Templates**

Name	Select
eRFQ template	Select

## Create Draft eRFQ

**Create Sourcing Event**

About the Sourcing Event (Step 2 of 2)

Event Type \* Request for Quote

Create from Template eRFQ template

\* Required

< Previous Create Sourcing Event

### 6. Confirmation of Draft Event

- Verify that draft Event has been successfully created

UGA Consulting eRFQ  
58300-eRFQ-000000181-2020

Type: Request for Quote  
Event Status: Draft

Setup

Event Title \* UGA Consulting eRFQ

Event Type Request for Quote

Entity Name Middle Georgia State University

Event Number \* 58300-eRFQ-000000181-2020

Success  
The draft Event, entitled UGA Consulting eRFQ, has been successfully created in Sourcing Director.

Once the event draft is created, you'll complete a setup wizard to assist with completion and submission of your event.

At the bottom of each page of the wizard, there is a button to save progress and to move on to the next page.

You can also navigate through the various pages of the setup wizard by selecting the page desired on the left side of the screen.

There is also a Tools option at the bottom of the setup wizard. Continue event set-up by completing steps below.

**UGA Consulting eRFQ**  
58300-eRFQ-000000181-2020

Type: Request for Quote  
Event Status: Draft

Settings and Content

Setup ✓

Additional Event Details ✓

Users ✓

Description ✓

Prerequisites 0

Buyer Attachments 0

Supplier Attachments ✓

Questions 13

Additional Item Fields

Price Components

Items 2

Suppliers 0

Review and Submit ✓

Tools

Internal Notes

Exports and Imports

Q & A Board

\* Required Save Progress Next >

## Complete Event Set-Up

### 7. Settings and Content

- View Event Title and Edit as needed
- Note that Event Number is automatically assigned by the system
- The "Stage Title" field should be left blank during set-up

**NOTE:** The Event Type and Entity cannot be edited once the draft is created. If there was an error in selecting the Event Type or Entity, then the draft event should be deleted and a new drafted started.

UGA Consulting eRFQ  
58300-eRFQ-00000181-2020

Type: Request for Quote  
Event Status: Draft

Settings and Content

Setup

Event Title \* UGA Consulting eRFQ

Event Type Request for Quote

Entity Name Middle Georgia State University

Event Number \* 58300-eRFQ-00000181-2020

Stage Title

### 8. Select First NIGP Code

- Click the "Edit" button for Reporting NIGP Code
- Search for the NIGP code by number or text description and click the magnifying glass icon
- View the search results and click "Select" for the desired code
- Confirm the desired code appears or select "edit" to modify

**IMPORTANT:** Do NOT select an NIGP code ending in "00". No suppliers are allowed to register with NIGP codes ending in "00" so this would prevent email notifications being sent to registered suppliers.

**IMPORTANT: IF THE EVENT IS LIMITED TO SUPPLIERS THAT WERE PREQUALIFIED THROUGH AN eRFQC, THEN DO NOT SELECT ANY NIGP CODES. INSTEAD, ADD THE QUALIFIED SUPPLIERS TO THE EVENT TO BE NOTIFIED MANUALLY.**

NIGP Codes

Reporting NIGP Code - Edit

Additional NIGP Codes - Edit

Forced Supplier Invitation by NIGP Code Yes

NIGP Codes

consulting

Q

Page 1 of 4 1-20 of 79 Results 20 Per Page

NIGP Code	Description	Select
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	Select
91800	CONSULTING SERVICES	Select
91802	Audio/Visual Consulting Services	Select

NIGP Codes

Reporting NIGP Code 91802 - Audio/Visual Consulti... Edit

Additional NIGP Codes - Edit

consulting

Q

Page 1 of 4 1-20 of 79 Results 20 Per Page

NIGP Code	Description	Select
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	Select
91800	CONSULTING SERVICES	Select
91802	Audio/Visual Consulting Services	Select
91803	Alcohol and Drug Abuse Consulting Services	Select
91804	Accounting/Auditing/Budget Consulting	Select
91806	Administrative Consulting	Select
91807	Advertising Consulting	Select
91809	Agricultural Consulting	Select
91810	Air Pollution Consulting	Select

Close

## Complete Event Set-Up

### 9. Select Additional NIGP Codes

- To add more than one NIGP code (RECOMMENDED), select the “edit” button beside Additional NIGP codes
- Repeat the steps above to search
- Click the box to add a “check” for each desired additional code
- Click “Done”
- Click “Save Progress” at the bottom of the page
- To view codes select, click “xx Values Selected” to view additional codes

**TIP #1:** You must first select “Save Progress” before you are able to click and view the codes that are selected for the Additional NIGP Codes line.

**TIP #2:** To remove an NIGP Code selected in error, click Edit and then search for the specific NIGP code to be removed. From the search results, select “Remove” (for the reporting NIGP code line) or deselect the checkbox (for the additional NIGP code line).

NIGP Code	Description	
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
91800	CONSULTING SERVICES	<input type="checkbox"/>
91802	Audio/Visual Consulting Services	<input type="checkbox"/>
91803	Alcohol and Drug Abuse Consulting Services	<input type="checkbox"/>
91804	Accounting/Auditing/Budget Consulting	<input type="checkbox"/>
91806	Administrative Consulting	<input type="checkbox"/>
91807	Advertising Consulting	<input checked="" type="checkbox"/>
91809	Agricultural Consulting	<input checked="" type="checkbox"/>
91810	Air Pollution Consulting	<input checked="" type="checkbox"/>
91811	Anthropology Consulting	<input type="checkbox"/>
91812	Analytical Studies and Surveys (Consulting)	<input type="checkbox"/>

### 10. Payment

- Currency will always default to US Dollar
- Insert the estimated purchase price for your event. NOTE: The system will use this amount to calculate “savings” (if any) based on final award amount.

\* Also re-enter the same amount under Additional Event Details field. This is used for delegated purchasing authority (DPA) workflow.

## Complete Event Set-Up

### 11. Bid and Evaluation

- Sealed bid - will always default to Yes.**
- Cost Per Quality Point.** Used in combination with Best Value for RFPs. **Not applicable to RFQs.**
- Best Value.** Allocates percentage points for technical and cost proposals. **Not applicable to RFQs.**
- Auto Score** – allows buyer to set automatic points per question. **Not applicable to RFQs.**
- Cost Analysis** – allows for the calculation of monetary implications of supplier’s answers to questions. **Not applicable to RFQs.**
- Alternate Items** – allows bidders to suggest alternate items to those required on the event. **Recommend default to No.**
- Allow Split Item Quantity in Evaluations** – permits awarding items to multiple Suppliers. **Will always default to Yes.**
- Confidential Pricing** - Confidential is displayed when the user is not allowed to see the prices on items or on supplier responses; useful for RFPs when technical team will score within Jaggaer. **Recommend default to No for RFQs.**

Setting	Yes	No
Sealed Bid	<input checked="" type="radio"/>	<input type="radio"/>
Cost Per Quality Point	<input type="radio"/>	<input checked="" type="radio"/>
Best Value	<input type="radio"/>	<input checked="" type="radio"/>
Auto Score	<input type="radio"/>	<input checked="" type="radio"/>
Cost Analysis	<input type="radio"/>	<input checked="" type="radio"/>
Alternate Items	<input type="radio"/>	<input checked="" type="radio"/>
Allow Split Item	<input checked="" type="radio"/>	<input type="radio"/>
Confidential Pricing	<input type="radio"/>	<input checked="" type="radio"/>

The event creator manages which users can see supplier prices. If you believe that you should be able to see prices on the sourcing event, then contact the event creator for further assistance. Select any additional applicable options.

Note – these options are rarely used, and many are related to the formal RFP (Request for Proposals) process rather than the standard RFQ (Request for Quotes) process.

### 12. Display and Communication

- VISIBLE TO PUBLIC will always default to Yes
- Enter brief description to be displayed on Jaggaer Sourcing Director site. **RECOMMENDED:** include the state entity’s full name in the description.
- Restrict Buyer Notification will always default to Yes so that only the issuing officer will receive event-related notifications. If you want additional users to receive notifications, those can be added in User Tab under Notifications Recipients.

Setting	Value
Visible to Public	Yes
Public Event Short Description	Middle Georgia State University is seeking a consultant to help assist with implementing results
Restrict Buyer Notifications	Yes

Notification Recipients \*

Only Notification Recipients will be eligible to receive system-generated event notifications.

[Edit Users](#)


## Complete Event Set-Up

### 13. Posting Dates

- Verify Time Zone is set to “Eastern Standard Time”
- Identify “Open Date” (must be today or in the future)
  - Click Calendar to Select Date
  - Click Clock to Select Time
- Identify “Close Date”
  - Click Calendar to Select Date
  - Click Clock to Select Time
- Sealed Bid Open Date** – Defaults to “Same as Close Date” which allows Issuing Officer to access bids as soon as the event closes. **Do not change.**
- Show Sealed Bid Open Date to Suppliers** – Defaults to “Show Sealed Bid Open Date to Supplier”. **Do not change.**
- Select “Save Progress”

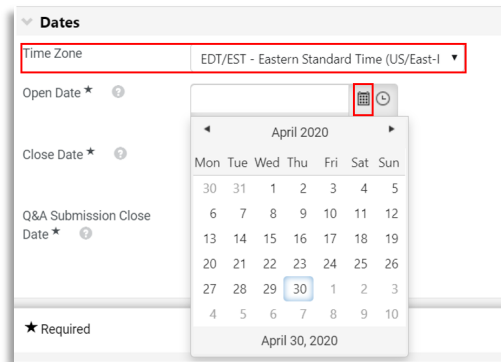
**IMPORTANT: VERIFY THAT YOU HAVE NOT SELECTED A STATE HOLIDAY, WEEKEND OR OTHER DATE WHEN YOU WILL BE OUT OF THE OFFICE. ENSURE CLOSING TIME IS BETWEEN THE FOLLOWING TIMEFRAME (10AM – 2PM) TO ENSURE SUPPLIER’S ACCESS TO HELPDESK SUPPORT.**

**TIP #1:** Once the date is selected, the time defaults to 12:00 AM. Be sure to revise the time to normal business hours.



**TIP #2:** Click the  symbol for Close Date to view the posting guidelines based on dollar value.



**TIP #3:** *Wait to finalize the event open and close dates* until you are ready to finalize and post the Event. This prevents posting with “old” dates that are invalid or failing to observe the minimum posting period.



**TIP #4:** The deadline for submitting questions should allow enough time for the issuing officer to review and post answers prior to the closing date. For that reason, do not select the “Same as Close Date” box for the Q&A deadline as this does not allow time for responses.



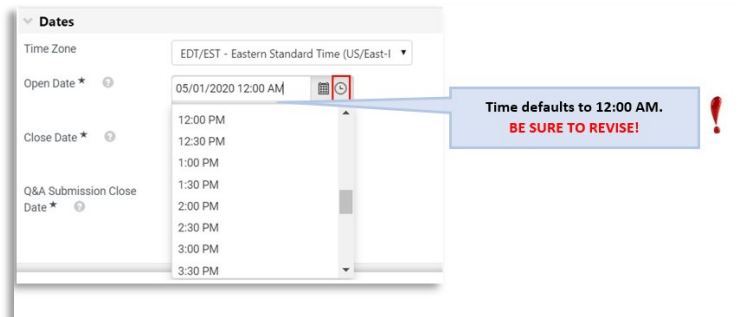
Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date \*  



Close Date \*  



Q&A Submission Close Date \*  



★ Required



Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date \* 05/01/2020 12:00 AM  

Close Date \*  


Q&A Submission Close Date \*  


Time defaults to 12:00 AM. BE SURE TO REVISE!


The Close Date is the date in which the bidding period ends and Suppliers can no longer submit a response.

**Public Posting Guidelines**

If the Estimated Contract Value is...	Then the Posting Period is...
\$0 - \$24,999.99	No Posting Required
\$25,000 - \$99,999.99	Minimum of 3 Business Days
\$100,000 - \$249,999.99	Minimum of 5 Business Days
\$250,000 and above	Minimum of 15 Business Days
Construction/ Public Works Contracts	Minimum of 30 Calendar Days

Close Date \* 

Sealed Bid Open Date \*   Same as Close Date

Show Sealed Bid Open Date to Supplier \*  Show Sealed Bid Open Date to Supplier 

## Complete Event Set-Up

### 14. Set Q&A Deadline

- a. Identify Deadline for Suppliers to submit questions to the issuing officer
  - i. Click Calendar to Select Date
  - ii. Click Clock to Select Time
- b. Select "Save Progress"
- c. Select "Next"

**TIP:** The deadline for submitting questions should allow enough time for the issuing officer to review and post answers prior to the closing date. For that reason, **do not select** the "Same as Close Date" box for the Q&A deadline as this does not allow time for responses.

Q&A Submission Close Date \*

Q&A Submission Close Date \*

Q&A Submission Close Date \*

Same as Close Date  Do not select !

★ Required Save Progress Next >

### 15. Additional Event Details

- a. Re-enter Estimated Dollar Value (Put in the same amount as in Payment section above)
- b. Enter Fiscal Year Event will be Awarded (e.g., 2020, 2021, etc.)
- c. Select appropriate Purchasing Type from drop-down list
- d. Select Category Type from drop-down list
- e. Enter state entity's website address in the URL field. (Optional)
- f. Select 'Yes/No' if you want to offer Price Match for the bid. **RECOMMENDED: Select Yes to support Small Business Initiative.**
- g. Select demographic group, if you select 'Yes' for the price match.

Additional Event Details

Dollar Estimate (Re-Enter Estimated Dollar value) \*

Fiscal Year

Purchasing Type \*

Category Type \*

URL

Do you want to Offer Price Match ? \*

Select Supplier Demographic Group ?



## Complete Event Set-Up

### 16. Enter Offerors' Conference Information

- a. Indicate whether an offerors'/bidders' conference will be conducted by the State Entity.
  - i. Choose "N/A" if no conference will be held
  - OR
  - ii. If conference will be offered, select whether supplier attendance is "Optional" or "Mandatory". Continue to identify location and additional comments related to conference.
- b. Select "Save Progress"
- c. Select "Next"

**NOTE:** This information is transmitted and displayed on the Georgia Procurement as part of the public notice. It is not visible on the event itself. The issuing officer must also include offerors' conference information by publishing **SPD-SPR010 Bidders/Offerors' Conference Announcement** in the Buyers' Attachment section.

### 17. Review/Assign Users

- a. Verify Event Creator and Owner information is correct
- b. Verify contact information that will be displayed to suppliers is correct
- c. OPTIONAL: assign additional stakeholders (if any) that will have access to view the event and responses
  - i. Click Edit Users
  - ii. Search by username, email address
  - iii. Select Individual
  - iv. Select "Save Changes"
- d. Select "Save Progress"
- e. Select "Next"

**NOTE:** only individuals with Jaggaer accounts will be visible; contact the CUPO to add users.

## Complete Event Set-Up

### 18. Description

- If the eRFQ template was selected, then the tool prepopulates standard text. Review “Instructions to Issuing Officer”, edit text, and then delete notes
- Otherwise, please add text
- Please be sure to include state entity’s full name in the description

**TIP:** To remove yellow highlighting, select the text and then click the “Paint Bucket” icon to change the background color. Select top left box for “white” or no background color

**NOTE:** this description will be displayed to suppliers on the Georgia Procurement Registry

### 19. Stage Description

- This is not applicable to RFQs during event set-up. This should be left blank.
- Select “Save Progress”
- Select “Next”

**NOTE:** Once the RFQ closes and is under evaluation, the Buyer may conduct a new “stage” of the event to capture revised pricing from supplier(s). For example, if the price match option is applicable and a qualifying small business is allowed to revise their price to match the lowest bid. Reference the **Conducting Stages Quick Reference Guide** for additional instructions.

### 20. Review and Edit Event Prerequisites

- If the eRFQ template was selected, then the tool prepopulates standard Event Prerequisites
- To add additional prerequisites, click “Add Prerequisite” and select from the following:
  - “Add New Prerequisite” (to add custom) OR
  - Select “Add from Library” (to select standard prerequisite)

**Note:** Suppliers must acknowledge/respond to prerequisites (either before accessing the event or before submitting an electronic response depending on how the prerequisite is configured).

The lock symbol indicates the supplier must acknowledge prior to viewing the event.

The star symbol indicates the supplier must acknowledge prior to submitting an electronic response

Instructions to supplier	Prerequisite Content	
eRFQ Instructions for Suppliers ★	<a href="#">eRFQ Instructions for Suppliers</a> eRFQ+Additional+Instructions.docx	Actions ▼
General Pricing Rules ★	<a href="#">General Pricing Rules</a> GeneralPricingRules.docx	Actions ▼
Georgia Standard Terms and Conditions ★	Georgia Standard Terms and Conditions	Actions ▼
Proposal Certification & Certificate of Non-Collusion ★	Proposal Certification	Actions ▼
Registration in Team Georgia Marketplace™ ★	Registration in Team Georgia Marketplace™	Actions ▼
Restrictions on Communications with State Staff ★	Restrictions on Communicating with State Staff	Actions ▼
Supplier Q&A Board ★	<a href="#">Supplier Q&amp;A Template</a> SPD-SPR004SupplierQandATemplate.doc	Actions ▼

## Complete Event Set-Up

Required to View Event

★ Required to Enter Bid

### Add Event Prerequisites (CONT.)

- i. **Add New Prerequisite (to add custom)**
  - a. Select “Add New Prerequisite”
  - b. In the “Instructions to supplier”, add a title to describe the requirement
  - c. For “prerequisite content”, select to enter text directly or attach a file with additional information
  - d. For “Type”, select whether the prerequisite is “optional,” “required to view event” or “required to enter bid.”
  - e. Edit “Certification Text” as desired
  - f. If the supplier is required to include an attachment, select the checkbox
  - g. Use the Display Order to change position of new prerequisite as it will appear with any other prerequisites added
  - h. Select “Save Changes”
  - i. Repeat the steps above to add additional custom prerequisites

### Add Event Prerequisites (CONT.)

- i. **Add Prerequisite from Library (standard)**
  - a. Select “Add from Library”
  - b. Select the magnifying glass
  - c. Click “Select” for GA Library
  - d. Click “checkbox” for each desired prerequisite
  - e. Click “Add Selected Prerequisites”
  - f. Confirm desired prerequisites appear
  - g. Click the “Actions” drop-down to edit or delete
  - h. Repeat the steps above to add additional prerequisites
  - i. Click “Save Progress”
  - j. Click “Next”

## Complete Event Set-Up

**Add Prerequisites from Library**

The star symbol indicates the supplier must acknowledge prior to submitting an electronic response

The lock symbol indicates the supplier must acknowledge prior to viewing the event

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT - SUB-CONTRACTOR ★	AFFIDAVIT	<input type="checkbox"/>
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT ★	GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT	<input type="checkbox"/>
Download the tax compliance form, and upload your completed response. ★	Sales and Use Tax Compliance	<input type="checkbox"/>
★ Proposal Evaluation, Negotiations and Award	Proposal Evaluation, Negotiations and Award	<input type="checkbox"/>
★ Registration in Team Georgia Marketplace™	Registration in Team Georgia Marketplace™	<input type="checkbox"/>
★ Proposal Certification & Certificate of Non-Collusion	Proposal Certification	<input type="checkbox"/>
★ Georgia Standard Terms and Conditions	Georgia Standard Terms and Conditions	<input type="checkbox"/>
★ Sensitive/Confidential Information	Sensitive/Confidential Information	<input type="checkbox"/>
★ Mandatory Bidders/Offerors Conference	Mandatory Bidders/Offerors Conference	<input type="checkbox"/>
★ Pre-Qualification	Pre-Qualification	<input type="checkbox"/>
★ eRFI Certification	eRFI Additional Instructions	<input type="checkbox"/>

\* Required

Add Selected Prerequisites Close

\* Required < Previous Save Progress Next >

### 21. Add Buyer Attachments

- Select "Add Attachment" and select from:
  - Add New Attachment
  - OR
  - Add from Library
- For **New Attachments**, please
  - Create a Display Name (which will appear to the supplier)
  - Click "Select File" to search for file, browse and click the file, then click open
  - Confirm Desired File Appears
  - Add any additional comments for the file
  - Click "Save Changes"
  - Repeat steps above for each additional file
- On main "Buyer Attachments" page, select "Actions" button to edit, delete or modify the attachments
- Click "Save Changes"
- Click "Next"

**TIP:** If you are using the eRFQ template within Jaggaer Sourcing Director, there is no need to separately attach SPD-SP018 State Entity eRFQ Template.

**Buyer Attachments**

Add Attachment

Add New Attachment

Add from Library

**Add Attachment**

Attachment Type \*  File  Link

Display Name \* eRFQ Template

File \*  Drop file to attach, or browse. Done

eRFQ Template.url 100% x

Maximum upload file size: 50.0 MB

eRFQ Template

987 characters remaining

\* Required Save Changes Close

**Buyer Attachments**

Attachment	Version	Size	Added By	Modified Date	Actions
eRFQ Template eRFQ Template.url	1	0 KB	Leena Patel	4/29/2020 9:28:05 PM	Actions
E-Verify Affidavit E-Verify Affidavit.url	1	0 KB	Leena Patel	4/29/2020 9:28:46 PM	Actions
Questions and Answers Questions and Answers.url	1	0 KB	Leena Patel	4/29/2020 9:29:03 PM	Actions

Edit Properties  
Download  
Upload New Version  
Delete

Attachment	Version	Size	Added By	Modified Date	Actions
Sample File Sample File.docx	1	118 KB	Mary SPD Admin	5/1/2020 4:26:25 PM	Actions

## Complete Event Set-Up

### 22. Supplier Attachments

- Observe that all event types are set up to allow suppliers to upload attachments
- Click “Next”

### 23. Event Questions

- RECOMMENDED:** To allow suppliers to answer questions directly within the Sourcing Tool, add event questions.
- When using the template, the tool will prepopulate standard questions.
- To add event questions, you can use any of the following options:
  - Select “Add New Question” to enter a custom question
  - Select “Add from Library” for standard questions
  - Select “Import from File” to upload previously prepared questions  
**IMPORTANT: you must use system template.**
  - NOTE:** If the eRFQ template was selected during event set-up, the buyer will have existing event questions pre-populated. To maintain the existing questions and add additional within the template, select “Export Questions” to obtain system template while also maintaining existing page structure and pre-populated questions.
- Questions are organized into “Page” and, on each Page, into “groups”.
  - From the main Question page, select “Add Question Page”. Or select “Add Question Group” to add a new group on an existing page.
  - To add a new question to a particular group, select the “Add Question” button for the identified group.
- Select “Save Progress”
- Select “Next”

#	Question Text	Conditional Upon	Response Type
1.1	Supplier Question	-	Yes/No

#	Question Text	Conditional Upon	Response Type
1.1	Company Name (Provide full legal name) *	-	Text (Single Line)
1.2	Street Address *	-	Text (Single Line)
1.3	City *	-	Text (Single Line)
1.4	State *	-	Dropdown List (Pick One)
1.5	Zip *	-	Text (Single Line)
1.6	Please provide the following information for your company: Authorized contact Person's Name, Contact Person's Telephone Number, Contact Person's Email address *	-	Text (Multi-Line)
1.7	A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Supplier is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless...	-	Multiple Choice (Pick One)

## Complete Event Set-Up

**NOTE:** Use of Event Questions is optional but strongly recommended. As an alternative, questions can be uploaded as a file attachment in the Buyer Attachments section.

**TIP:** Review the *Import Event Questions Quick Reference Guide* for additional instructions.

### 24. Add Additional Item Fields (OPTIONAL)

- a. Additional Item Fields allows the Buyer to capture supplier data at the cost line item level. These questions are directly related to the product (or service) line item, different from the event Questions section, which are not line item specific. For example, for each cost line item, the buyer may include item fields to capture product information such as the Manufacturer's name, or whether the product is made in the USA.
- b. Select "Create Additional Field" and choose:
  - i. "Create Additional Field" (to create custom question)

**OR**

  - ii. "Add Field From Library" (to browse and select standard content)
- c. If creating custom additional field, then complete the following steps:
  - i. Enter Name for field
  - ii. Integration Id may be left blank
  - iii. Add text in Description as needed to assist suppliers in responding
  - iv. For "Applicable To", choose whether the additional field is applicable to product line items, service line items or both.
  - v. For "Supplier Can Respond", be sure to select "Yes" and also check "Supplier response is required"
  - vi. From the "Field Type" drop-down menu, choose desired response type for supplier (Text (single line), Text (Multi-line), Yes/No, etc.)
  - vii. Select "Save Changes"
  - viii. Repeat steps above to add more additional fields
- d. If selecting from library, then click the magnifying glass and then select GA library on the next screen. From the menu, view

### Additional Item Fields

Event Actions ▾ | History ?

*Additional Item Fields are line item-specific questions. These questions are directly related to the product (or service) line item, different from the event Questions section, which are not line item specific. An example may be "Provide the Manufacturer's name" or "Made in the USA? (Yes/No)". Questions can be internal-only, or visible/ answered by the supplier. Additional Item fields are unnecessary if your event does not contain Line Items.*

Create Additional Field ▾

Create Additional Field

Add Field From Library

### Create Additional Field

Name \*  100 characters remaining

Integration Id  100 characters remaining

Description  1000 characters remaining

Applicable To \*  Product Line Item  Service Line Item  Both

Supplier Can Respond  Yes  No  
 Supplier response is required

Field Type \*

\* Required Save Changes Close

### Add Additional Item Fields from Library

Choose Where to Add From

Library \*  Type to filter...

▶ Show Display Position Options

\* Required Add Selected Item Fields Close

### Select Values

Name

GA Library Select

## Complete Event Set-Up

the options, check the box to select, and then select “Add Selected Item Fields”

**TIP:** Finalize cost line items (next step) before adding additional item fields.

Name	Field Type	Applicable To	Supplier Can Respond
<input type="checkbox"/> What is the brand/manufacturer's name that you are quoting? *	Text (Single Line)	Product Line Item	Yes
<input type="checkbox"/> What is the model number for this equipment? *	Text (Single Line)	Product Line Item	Yes
<input type="checkbox"/> Please list complete warranty information for the item that you are quoting. Include contact info. *	Text (Multi-Line)	Product Line Item	Yes

Buttons: Add Selected Item Fields, Close

### 25. Add Cost Line Item(s)

- The Items page allows the Buyer to create one or more cost line items for suppliers to submit pricing. Lines may be created on the Product Line Items tab, Service Line Items tab or both. **IMPORTANT: To allow contract award, the Buyer MUST have at least one cost line item.**
- Select the desired tab. If your solicitation includes both products & services, you will add items for both tabs. NOTE: if you used a template to create your event, you will have pre-populated content. Edit or delete as desired.
- Select “Add Product Line Item”/ “Add Service Line Item”, and choose:
  - “Add New Item” to create custom cost line item. Enter required information. **IMPORTANT: be sure to check the box for “Unit Price is Required.”** This ensures the suppliers does not leave the price line blank (which will prevent contract award). Select “Save Changes”.
  - “Add Item from Library” to browse and select standard line items. Click the magnifying glass and then select GA Library. Check the box to select desired cost line items and then click “Add Selected Items”.
- If you have a significant number of line items to add, then select “Add or Import” and choose and of the following:
  - “Add Item Group” to create one or more groups to organize multiple cost lines

#	Name	Description	Qty	UOM	Requested Service Delivery
S1.1	Labor Total Cost *		1	Lot	-

**IMPORTANT:** Check “Unit Price is Required” to ensure Supplier is prompted to enter pricing

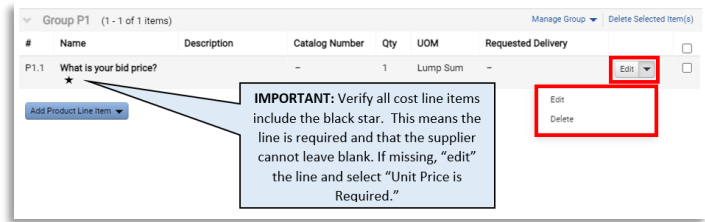
## Complete Event Set-Up

- OR
- ii. "Import from File" to download Excel file template, populate and then import (beneficial for large number of cost line items)

**TIP #1:** NIGP codes can be added to the line item, if desired. However, only NIGP codes added in the "Set-up" section will display on the GPR and generate supplier invitations.

**TIP #2:** The buyer may attach a file at the line item level if desired. However, the file may be overlooked by suppliers. If a cost worksheet will be used, it is recommended to attach it in the Buyers Attachments section to increase visibility.

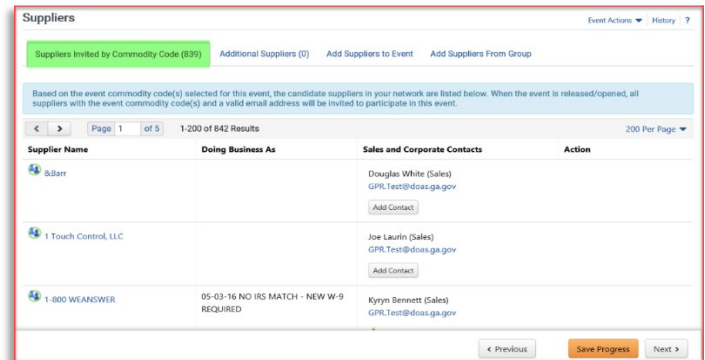
**IMPORTANT:** the dollar value entered by the supplier(s) selected for contract award will be used to determine the Notice of Intent to Award (NOIA) posting period (protest count down) on the Georgia Procurement Registry (GPR). Therefore, buyers should never instruct suppliers to enter \$1 in the total cost line item as this will generate an inaccurate NOIA posting period.



### 26. View Suppliers Invited by Commodity Code

- a. View the "Suppliers Invited by Commodity Code" tab to see which registered suppliers will receive an email notification based on the NIGP Codes selected in the "Setup" section.
- b. Proceed to the next step to invite additional suppliers

**TIP:** if the tab is blank, return to the "Setup" section and select NIGP codes.





## Complete Event Set-Up

### 27. Invite Additional Suppliers

- a. Select the “Add Suppliers to Event” tab and choose to:
  - i. Invite additional registered suppliers by search
- OR**
- ii. Select “Manually Invite Suppliers” and desired option
- b. To add by “Search Registered Suppliers”:
  - i. Enter part of the Supplier’s name
  - ii. Select Relationship (In Network or Out of Network) See note below.
  - iii. Select desired supplier from results
- c. To manually invite suppliers:
  - i. If only adding a few suppliers, then select “Add Supplier to Event”, enter Supplier Name, contact person and email address and then click “Save” or “Save and Add Another”
  - ii. If adding multiple suppliers, then select “Get Import Template”, download and complete template, and then select “Import” to import file
- d. Select “Save Progress”
- e. Select “Next”

**NOTE:** The “Search Registered Suppliers” menu allows the buyer to search for additional companies that are registered in Team Georgia Marketplace™ (TGM) (*In Network*) or that are registered directly with Jaggaer (*Out of Network*). The buyer can search for suppliers by name, supplier contact, location or NAICS code. As the State has not adopted NAICS codes, this search feature will not work to find *In Network* suppliers.

### 28. Review and Submit

- a. Review your progress for each section
- b. Click the Section Title to return to a section for editing
- c. Once satisfied, click “Submit”
- d. View the “Event Submitted” confirmation page and summary of your event posting
- e. If there is workflow surrounding the event, Approval Steps can be viewed by clicking “View Approval Steps”
- f. In this example as the Estimated Value is above the state entity’s DPA limit there is an SPD’s Approval step before the bid is released to suppliers.

Section	Progress
Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	0 No Required Data
Buyer Attachments	0 No Required Data
Supplier Attachments	✓ No Required Data
Questions	0 No Required Data
Items	0 Required Data Provided
Suppliers	839 Required Data Provided

## Complete Event Set-Up

- g. View the “Event Submitted” confirmation page and summary of your event posting. Notice the Event Status is in Pending Approval as the event is under SPD for approval. Once SPD approves the event, the Event status will be changed to ‘Open’ as it will be released to suppliers and an email notification will be sent out to all the suppliers that are matched to the event NIGP codes.



**IMPORTANT: Once the event is under ‘Open’ status you can verify it on the GPR Public Interface**

<https://ssl.doas.state.ga.us/gpr/>

## 29. Complete Final Approvals

- Select “Return to My Event”
- Observe the event status. If status is “Approved”, no further action is required. If status is “Pending”, then review pending approvals.
- Open the “Tools” menu and select “Approvals”
- Observe the steps remaining in the “Sourcing Event Approval Workflow” tab. The **Buyer Pre Bid Finalization** approval step requires the buyer to approve the event before it will be in approval status.
- Perform a final review of your event. When ready, select the “Workflow Actions” drop down. Select “Approve.”
- Observe new status of event. If no other approvals are remaining, the status will display as “Approved”.

**NOTE:** Once the scheduled open date/time arrives, the event will transition to “Open” status, a public notice will appear on the Georgia Procurement Registry, and courtesy emails will be sent to all invited suppliers.

**Complete Event Set-Up**

**30. Email Notification to Supplier**

Once the event is Open, email notifications will be sent to all invited suppliers. The email will include a link to view the event. Interested suppliers may elect to respond. To submit an electronic bid, suppliers will be prompted to create an account in Jaggaer Sourcing Director.

**Managing Question and Answer (Q&A) Board**

Review the *Managing Q&A Board Quick Reference Guide* for additional instructions.

**Amending, Extending or Cancelling Events**

Review the *Amending, Extending or Cancelling Events Quick Reference Guide* for additional instructions.

**Viewing Supplier Progress in “Open” Status**

**RECOMMENDED:** While the event is in “Open” status, the buyer should actively monitor supplier progress to ensure adequate competition. The buyer may invite additional suppliers to respond or extend the event to ensure adequate competition. Follow the steps below to view supplier progress.

1. **Access Website to Sign In**
  - a. Open up a web browser


## Viewing Supplier Progress in "Open" Status

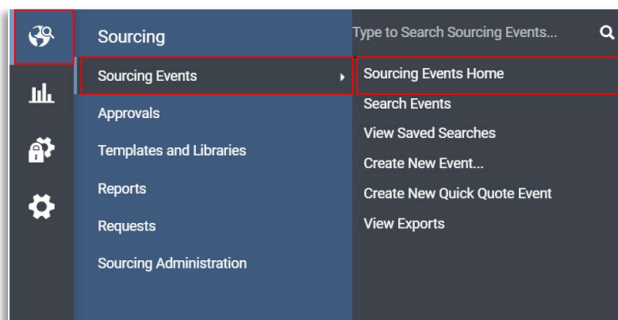
- b. Go to <https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>

### 2. Enter Logon Credentials

- a. Enter User Name
- b. Enter Password
- c. Click "SIGN IN"

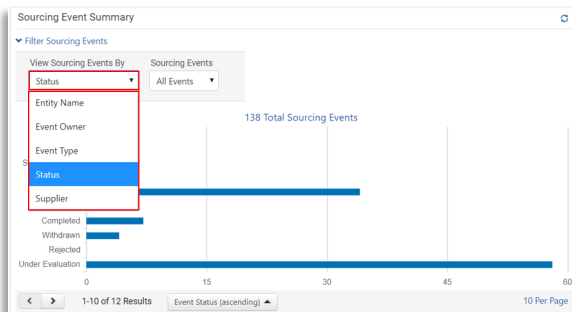
### 3. Access the Sourcing Menu

- a. Navigate to Sourcing Menu Icon 
- b. Select "Sourcing Events"
- c. Select "Sourcing Events Home"



### 4. Search for Event

- a. View the Sourcing Event Summary table
- b. Choose the preferred sorting feature from the "View Sourcing Events By" drop-down menu
- c. From the search results, find and click on the "Event Number" to select the event



Showing 1 - 1 of 1 Results Last 90 days (5/5/2021-8/2/2021)

Results Per Page: 20 Sort by: Event Status: First to Last Page 1 of 1

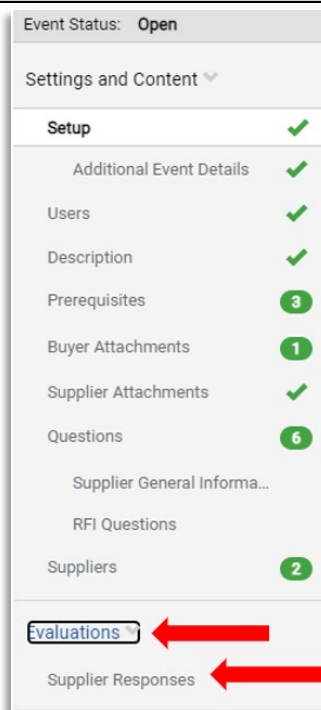
Status	Event Details
<a href="#">Open</a>	<b>GSU Enrollment Management System eRFI</b> <span style="float: right;"><a href="#">Manage Event</a></span>
	50900-eRFI-00000225-2022 Request for Information
	Created 8/2/2021 7:49 AM EDT Submitted Bids 0
	Release - Intending to Bid 0
	Open 8/2/2021 9:00 AM EDT No bids 0
	Close 8/28/2021 4:00 PM EDT
	Sealed Bid Open 8/28/2021 4:00 PM EDT

## Viewing Supplier Progress in “Open” Status

### 5. View Supplier Progress

- From the left-hand side menu, select “Evaluations” to expand
- Select “Supplier Responses”
- View supplier progress, including whether supplier has accepted the email invitation, viewed the bid, selected no bid/intent to bid and overall progress in submitting response.
- Select “Resend Supplier Invite” to resend the email invitation to invited suppliers if needed.

**NOTE:** The contents of suppliers’ responses will not be visible to the buyer until the event closes and is under evaluation.



Supplier Responses Event Actions History ?

Supplier opted-in via Public Site

6 Invited Suppliers

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	
Submitted	100%	Made with Love Cafe and Catering	Ask a Question Response sealed until 8/31/2021 3:00 PM EDT.
Submitted	100%	She Construction	Ask a Question Response sealed until 8/31/2021 3:00 PM EDT.
Intend To Bid	20%	peachstate landscaping	Resend Supplier Invite
No Bid	0%	Rocking R Enterprises LLC	Resend Supplier Invite
Event Not Viewed	-	E ESCHER INC	Resend Supplier Invite
Invitation Unaccepted	-	Mary's Company	Resend Supplier Invite

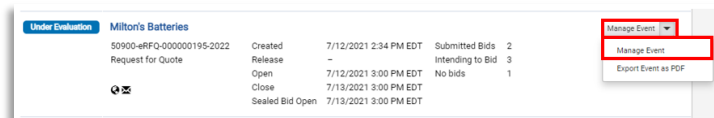
## Conducting Evaluation Activities

- Follow the steps above to logon and locate the event

See Above

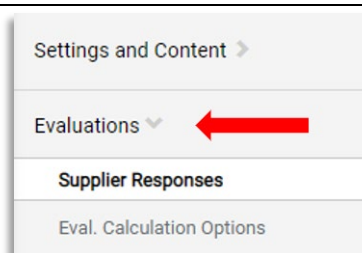
- Select Event

- Locate event in Search Results and Select “Manage Event”
- Select “Manage Event” from drop-down menu



- View Supplier Responses Individually

- The event will open in the “Evaluations” section and display supplier responses
- The Buyer can observe the submission status of all suppliers
- To view submitted responses, click the “View Response” option to the right of the supplier’s name
- View the supplier’s response to the prerequisites



## Conducting Evaluation Activities

- e. Click “Next” or click on “Supplier Attachments” to view submitted files. The buyer can click to open and download each file.
- f. Click “Next” or click on “Questions” to view responses to event questions
- g. NOTE: if file attachments were allowed to specific questions, then these file uploads will appear in this section. Click on the file name to download and open each file.
- h. Once complete, click “Back to Event” to select the next supplier’s response to review

**TIP:** The “Supplier Attachments” section will display all files uploaded by the supplier in the “Supplier Attachments” section. However, check the “Questions” section for file(s) uploaded in response to a particular question.

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	Greater Images of Atlanta, LLC	0.00 USD	30,000.00 USD (1 of 1)	<span style="border: 1px solid red; padding: 2px;">View Response</span>
Submitted	100%	Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)	<span style="border: 1px solid red; padding: 2px;">View Response</span>
Intend To Bid	0%	peachstate landscaping	-	-	
No Bid	0%	GEORGIA BALANCE	-	-	
Event Not Viewed	-	CABLEXPRESS TECHNOLOGIES	-	-	

**Back to Event**

This event is Under Evaluation, and may be awarded once a winning bid has been chosen.

**Milton's Batteries**  
50900-48P-Q-00000195-2022

Supplier: Greater Images of Atlanta, LLC  
Bid Status: Submitted  
Type: Request for Quote  
Event Status: Under Evaluation

**Response from Greater Images of Atlanta, LLC**

Prerequisites

- Registration in Team Georgia Marketplace\*
- Registration in Team Georgia Marketplace\*
- Supplier Attachments
- Georgia Standard Terms and Conditions\*
- Georgia Standard Terms and Conditions\*
- Pre-Qualification\*
- Pre-Qualification\*

**Back to Event**

### 4. Side-by-Side Review and Exporting Supplier Responses

- a. As an alternative to reviewing each response individually, the buyer can also conduct a side-by-side review by completing the following steps:
  - i. Check the box to select all desired suppliers
  - ii. Then select “Evaluate Selected Responses”
  - iii. On the new screen, observe each supplier appears in a separate column. Click to expand the rows (Total Bid, Product Line Items, Supplier Attachment, Questions) to view each supplier’s response side-by-side
- b. Another option is to export supplier responses.
  - i. To export all supplier responses from the system, start from the Evaluations section, Supplier Responses subsection.
  - ii. Select the dropdown arrow for “Evaluation Actions” and choose “Export All Responses”
  - iii. On the “Evaluation Export” pop-up, select “Submit”
  - iv. A new pop-up will appear, stating “You have successfully submitted an export request, click here to view it.”

**Supplier Responses**

Supplier opted-in via Public Site

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	Greater Images of Atlanta, LLC	0.00 USD	30,000.00 USD (1 of 1)	<input checked="" type="checkbox"/> <span style="border: 1px solid red; padding: 2px;">Evaluate Selected Responses</span>
Submitted	100%	Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)	<input checked="" type="checkbox"/> <span style="border: 1px solid red; padding: 2px;">Evaluate Selected Responses</span>
Intend To Bid	0%	peachstate landscaping	-	-	
No Bid	0%	GEORGIA BALANCE	-	-	
Event Not Viewed	-	CABLEXPRESS TECHNOLOGIES	-	-	

**Under Evaluation**

**Award Scenario for Milton's Batteries**

Scenario Award Actions

Response Notes

Supplier	Total Bid	Subtotal	Optional Items
Greater Images of Atlanta, LLC	30,000.00 USD	0.00 USD	30,000.00 USD
Made with Love Cafe and Catering	36,000.00 USD	0.00 USD	36,000.00 USD

**Supplier Responses**

Evaluation Actions

- Evaluate All Responses
- Export All Responses
- Export Evaluation Spreadsheet
- Tag Supplier(s) for next stage (0)
- Un-tag Supplier(s) for next stage (0)

**Supplier Responses**

Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)	<span style="border: 1px solid red; padding: 2px;">View Response</span>
Greater Images of Atlanta, LLC	-	-	<span style="border: 1px solid red; padding: 2px;">View Response</span>
peachstate landscaping	-	-	
GEORGIA BALANCE	-	-	
CABLEXPRESS TECHNOLOGIES	-	-	

**Save Progress**

## Conducting Evaluation Activities

- Click the blue text to access the report.
- v. On the new screen, select the file name to download and save.
- vi. Once finished, click on “View Event” (to the right of the Event Number) to return to the event.

**Evaluation Export**

Description \* Milton's Batteries

\* Required Submit Close

---

**Evaluation Export**

You have successfully submitted an export request, [click here to view it.](#)

Close

---

Sourcing Event Evaluation Exports

Events Evaluations Searches Reports

Filter Exports Refresh this Page

Exports will be deleted 7 days after creation

Status	File Name	Description	Number of Suppliers	Event Number	Export Date/Time	Exported By
Completed	EventEvaluationExport_4391 4340	Milton's Batteries	1	50900-eRFQ-00000195-2022 Event	8/2/2021 5:16 PM EDT	Mary Chapman

### 5. Disqualifying Suppliers

- a. During administrative review, the buyer may determine that a supplier is disqualified (failing mandatory requirement, submitting a conditional bid, etc.). The buyer can identify the supplier as disqualified by completing the following steps:
  - i. From the side-by-side comparison (see previous step), click on the drop-down arrow for the supplier's name
  - ii. Enter the reason for disqualification and click "Continue"
  - iii. Observe that disqualified supplier no longer appears on the current page. Select "Back to Event" to return to Supplier Responses page.
  - iv. Observe the supplier's status has changed from "Submitted" to "Disqualified"
- b. If the buyer needs to undo disqualification, select the "View Response" drop-down menu and select "Re-Qualify"

**Greater Images of Atlanta, LLC**

- Tag Supplier
- Pin
- Remove Response
- Disqualify

---

**Disqualify**

Comments \* Supplier failed mandatory requirement

963 characters remaining

\* Required Continue Close

---

Back to Event

**Under Evaluation**

Award Scenario for Milton's Batteries

View Scenario Save As... Reset Export

Scenario Navigator Scenario Breakdown Scenario Savings

Sort Bids by: Total Bid Ascending  Show Supplier Response Notes

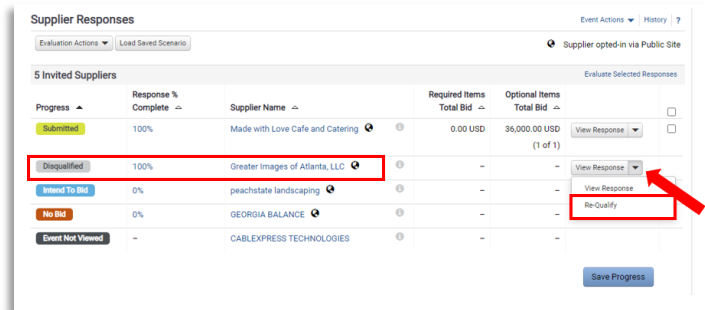
Scenario Award Actions Made with Love Cafe and Catering

Response Notes

1000 characters remaining

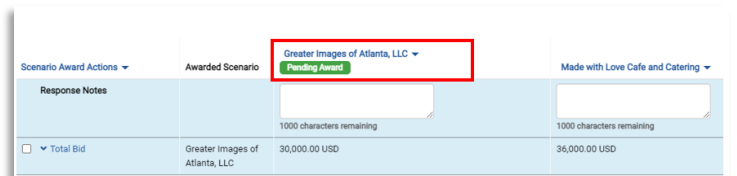
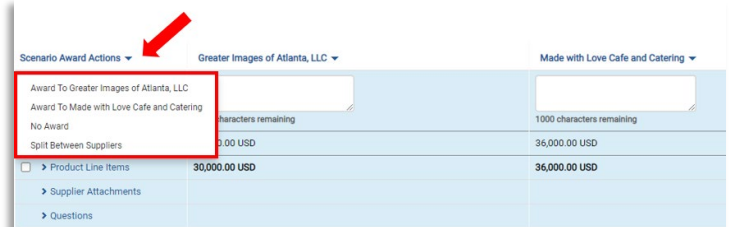
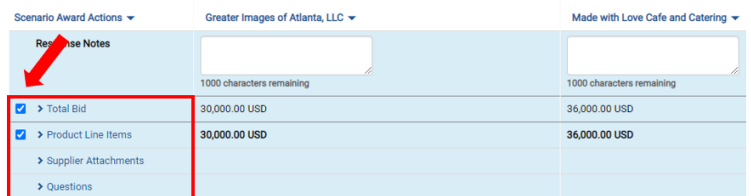
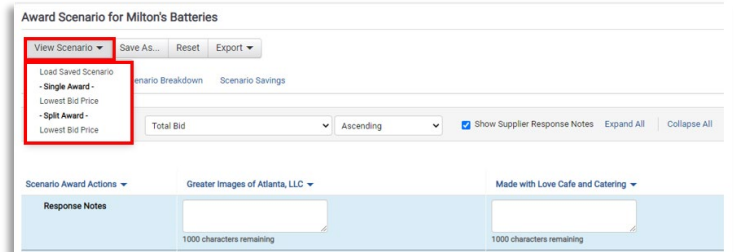
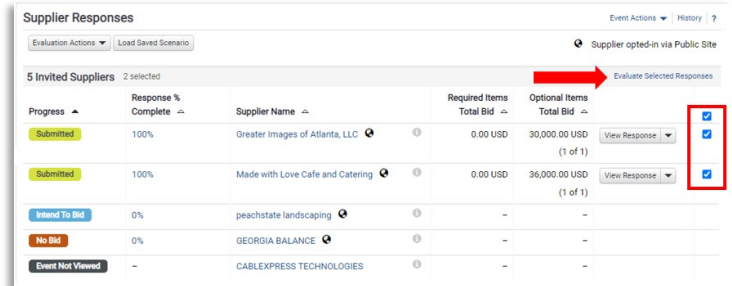
## Conducting Evaluation Activities

**NOTE:** disqualifying a supplier within Sourcing Director does not send a communication to the supplier. When the buyer is ready to post the NOIA/NOA, the buyer must list all unsuccessful suppliers and the reason each supplier was not selected for award.



### 6. Selecting Supplier(s) for Award

- Select all supplier responses and then select "Evaluate Selected Responses".
- OPTIONAL: To assist in identifying the best award, the buyer may view different scenarios for award (will vary based on event type).
  - The most common example for RFQs is *Lowest Bid Price*, which automatically awards to the supplier with lowest cost. Single award and split award scenarios may be available.
  - Other options may also be available based on the buyer's choices during event set-up.
  - Scenarios can be saved by evaluators and viewed by managers for comparison.
- When the buyer is ready to select suppliers for award, the buyer should:
  - Check the box for "Total Bid" or select the specific cost line items to be awarded
  - Select the drop-down menu for "Scenario Award Actions"
  - Select from available choices
  - Observe that the selected supplier will include the designation "Pending Award".
  - If incorrect, the buyer can click the drop-down by the supplier's name and select "Remove Award from Supplier".
  - If correct, the buyer should select "Finalize Award"
  - In the pop-up box, enter the Scenario Name (for example,





## Conducting Evaluation Activities

- viii. Notice of Intent to Award or Notice of Award as applicable)
- ix. Click “Save and Finalize”
- ix. Observe Award Scenario Title and “Finalized”. Observe that new option will appear to “Remove Finalized Award” if needed.

**NOTE:** Completing the steps above will complete the award selection. However, the event status will remain “Under Evaluation” on the Georgia Procurement Registry until the buyer completes the public notice steps noted below.

The screenshot shows the 'Award Scenario for Milton's Batteries' interface. At the top, there are buttons for 'Response Notes', 'Awarded Scenario', and 'Remove Award From Supplier'. A 'Finalize Award' button is highlighted with a red box. Below this is a 'Save a New Scenario' modal with a 'Scenario Name' field containing 'Lowest Priced, Single Award' and a 'Save and Finalize' button. At the bottom, the 'Award Scenario' title is shown as 'Finalized', and a 'Remove Finalized Award' button is visible.

### 7. Manual NOIA Process

**NOTE:** the NOIA process is required for all awards of \$100,000 or more. For less than \$100,000, the NOIA is strongly recommended; however, the buyer may proceed to NOA (see next step).

- a. After you complete the step above, select “Back to Event”.
- b. On the left navigation click on Tools to expand and Click on “Award Notifications”
- c. Under Public Site Award Attachments, click on “Add Attachments”
- d. Upload a NOIA document related to the Event and select “Save Changes”
- e. Observe the file now appears in the Attachments section. Next, click the drop-down menu for “Edit” and choose “Publish”
- f. On the pop-up message, click “Yes” to confirm publication
- g. Observe that the “Edit” option is now replaced by an option to “Unpublish”
- h. Repeat the steps above to add and publish any additional files, such as SPD-EP002 Sample Bid Evaluation Template.
- i. Send a courtesy email to all suppliers alerting them that the NOIA has been posted. The buyer may do so from

The screenshot shows the event interface for 'Milton's Batteries'. At the top, there is a 'Back to Event' button. Below it, the event status is 'Under Evaluation'. The 'Award Scenario' is 'Lowest Priced, Single Award' for Milton's Batteries, which is 'Finalized'. The 'Supplier Responses' section shows a table with 5 invited suppliers. The 'Award Notifications' button in the left navigation is highlighted with a red box. At the bottom, the 'Public Site Award Attachments' section has an 'Add Attachment' button highlighted with a red box, and a message stating 'No attachments have been added.'

Progress	Response % Complete	Supplier Name
Pending Award	100%	Greater Images of Atlanta, LLC
Submitted	100%	Made with Love Cafe and Catering
Intend To Bid	0%	peachstate landscaping
No Bid	0%	GEORGIA BALANCE
Event Not Viewed	-	CABLEXPRESS TECHNOLOGIES

## Conducting Evaluation Activities

his/her email account or by following the steps in Tip #3 below.

**TIP #1:** Visit the Georgia Procurement Registry and search for your bid to confirm the status is now at “Notice of Intent to Award” and the protest countdown has begun.

<https://ssl.doas.state.ga.us/gpr/>

**TIP #2:** In Jaggaer Sourcing Director, the event status will remain in “Under Evaluation”. The buyer must observe the NOIA protest filing period before approving the final award in Jaggaer Sourcing Director.

**TIP #3:** The “Award Notifications” section includes the option to send email notifications to suppliers. However, these templates cannot be generated during the NOIA phase. SPD strongly recommends sending a courtesy email to all participating suppliers alerting them that the NOIA has been published. The buyer may do so from his/her email account or by following these steps:

- Return to the Evaluations section, Supplier Responses subsection.
- Check the box beside all participating suppliers.
- Select the drop-down menu for “Evaluation Actions” and select “Ask a Question”
- In the pop-up box, enter the Subject line (Notice of Intent to Award) and question (see example) and select “Submit a Question”.
- Observe that the Q & A board menu is displayed with the new posting. This will trigger an email to all selected suppliers.

**Add Attachment**

Attachment Type:  File  Link

Files \*  
 Drop files to attach, or browse.

SPD-AP004NoticeofIntenttoAward.c 100%

Maximum upload file size: 50.0 MB

\* Required

---

**Public Site Award Attachments**

#	Attachment	Description	Date Uploaded	
1	<a href="#">SPD-AP004NoticeofIntenttoAward.doc</a>		8/2/2021 6:05 PM EDT	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Publish"/>

---

**Publish**

Are you sure you want to publish this information to the public site?

---

**Public Site Award Attachments**

#	Attachment	Description	Date Uploaded	
1	<a href="#">SPD-AP004NoticeofIntenttoAward.doc</a>		8/2/2021 6:05 PM EDT	<input type="button" value="Unpublish"/>

---

**Milton's Batteries**  
 2021-08-02 10:16:22

Type: Request for Quote Under Evaluation

Supplier Responses

Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Greater Images of Atlanta, LLC	0.00 USD	30,000.00 USD	<input checked="" type="checkbox"/> <input type="button" value="View Response"/>
Made with Love Cafe and Catering	0.00 USD	36,000.00 USD	<input checked="" type="checkbox"/> <input type="button" value="View Response"/>
peachstate landscaping	-	-	<input type="checkbox"/>
GEORGIA BALANCE	-	-	<input type="checkbox"/>
CABLEXPRESS TECHNOLOGIES	-	-	<input type="checkbox"/>

## Conducting Evaluation Activities

**Ask a Question**

Send To ★ All Suppliers Edit

Subject ★ Notice of Intent to Award

Question ★ The NOIA has been posted and may be viewed on the event  
4944 characters remaining

Attachment Select file *Drop file to attach, or browse.*

★ Required Submit Question Close

Tools ▾ Supplier  Go Sort by Date Asked: Most Recent First

Internal Notes

Exports and Imports

**Q & A Board**

Approvals

Award Notifications

**Notice of Intent to Award**  
The NOIA has been posted and may be viewed on the event. Asked 8/2/2021 at 4:25 PM by Mary Chapman (My Question) Submitted to Made with Love Cafe and Catering, Greater Images of Atlanta, LLC

No answer yet. You may withdraw this question until it is answered. Withdraw this Question

### 8. Award Process/Notice of Award

- On right side, click on the “Workflow Actions” dropdown and select “Approve”
- Observe the Event is now in Awarded status
- On the left navigation click on “Tools” to expand and select “Award Notifications”
- Under Public Site Award Attachments, click on “Add Attachments”
- Upload the NOA document related to the Event and select “Save Changes”
- Observe the file now appears in the Attachments section. Next, click the dropdown menu for “Edit” and choose “Publish”
- On the pop-up message, click “Yes” to confirm publication
- Observe that the “Edit” option is now replaced by an option to “Unpublish”
- Repeat the steps above to add and publish any additional files, such as SPD-EP002 Sample Bid Evaluation Template (if not already completed during NOIA stage)
- Verify status of your event on the GPR and send courtesy emails to suppliers following the tips below.

This event has been amended. [View amendment changes.](#)  
This event is Under Evaluation. You may view responses.  
The response from BASICS CLEANING CO is Pending Award.  
You may view the [scenario breakdowns.](#)

UGA Consulting eRFQ  
8450-EP002-2020-08-01-2020

Type: Request for Quote  
Event Status: Under Evaluation

Settings and Content >

Evaluations >

Tools ▾

Internal Notes

Exports and Imports

Q & A Board

Approvals

Award Notifications

**Award Notifications**

Type	Status	Message
Awarded Supplier Email	Pending	Default
Participating Supplier Email	Pending	Default
Non-Participating Supplier Email	Pending	Default

**Public Site Award Attachments**

#	Attachment	Description	Date Uploaded
1	TEST_NOIA.docx		5/4/2020 12:58 AM EDT

Workflow Actions  
Approve  
Unpublish  
Publish  
Cancel Withdraw Awarding  
Create New Quote Stage  
Create New Stage  
Forward to...  
Print or Mail  
Return to Publisher  
Cancel this response

This event has been amended. [View amendment changes.](#)  
This event is Under Evaluation. You may view responses.  
The response from BASICS CLEANING CO is Pending Award.  
You may view the [scenario breakdowns.](#)

UGA Consulting eRFQ  
8450-EP002-2020-08-01-2020

Type: Request for Quote  
Event Status: Under Evaluation

Settings and Content >

Evaluations >

Tools ▾

Internal Notes

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Approvals

Award Notifications

**Award Notifications**

Type	Status	Message
Awarded Supplier Email	Pending	Default
Participating Supplier Email	Pending	Default
Non-Participating Supplier Email	Pending	Default

**Public Site Award Attachments**

#	Attachment	Description	Date Uploaded
1	TEST_NOIA.docx		5/4/2020 12:58 AM EDT

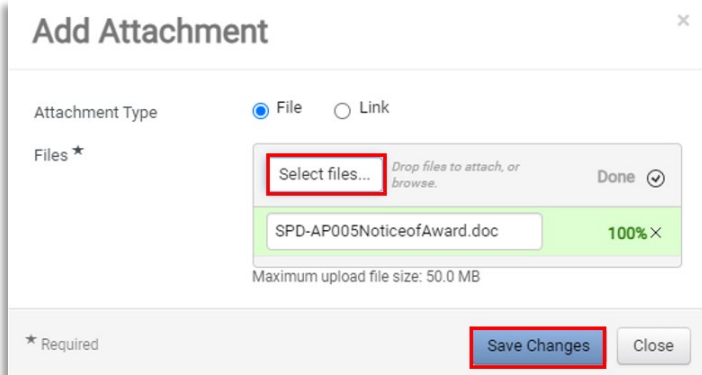
Add Attachment

## Conducting Evaluation Activities

**TIP #1:** Visit the Georgia Procurement Registry and search for your bid to confirm the status is now at “Notice of Award” <https://ssl.doas.state.ga.us/gpr/>

**TIP #2:** The “Award Notifications” section includes the option to send email notifications to suppliers. SPD strongly recommends sending a courtesy email to all participating suppliers alerting them that the NOA has been published. To do so, complete these steps:

- In the Award Notification section, select “Preview and Send” for the Awarded Supplier Email type
- Review message and select “Send Email”
- On the pop-up confirmation, select “Send Email”
- Next, proceed to the Participating Supplier Email type and select “Preview and Send”
- On the pop-up confirmation, select “Send Email”



**Add Attachment**

Attachment Type  File  Link

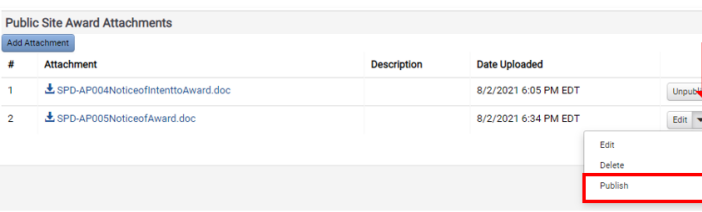
Files \*

Select files... Drop files to attach, or browse. Done ✓

SPD-AP005NoticeofAward.doc 100% ×

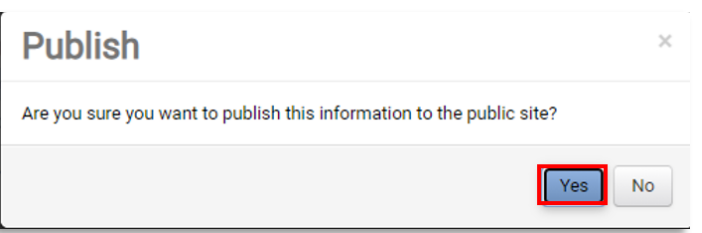
Maximum upload file size: 50.0 MB

\* Required Save Changes Close

Public Site Award Attachments

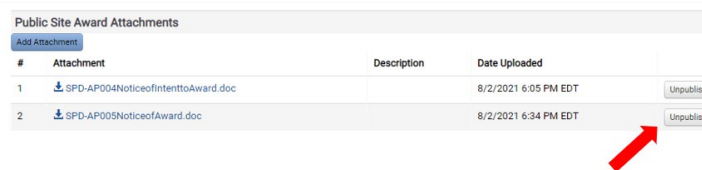
#	Attachment	Description	Date Uploaded	
1	SPD-AP004NoticeofIntentoAward.doc		8/2/2021 6:05 PM EDT	Unpub
2	SPD-AP005NoticeofAward.doc		8/2/2021 6:34 PM EDT	Edit Delete Publish

**Publish**

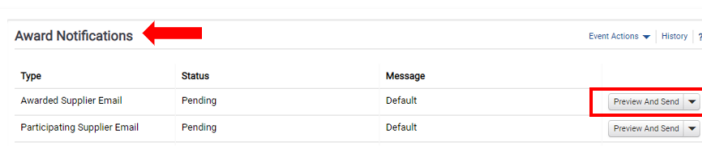
Are you sure you want to publish this information to the public site?

Yes No

Public Site Award Attachments

#	Attachment	Description	Date Uploaded	
1	SPD-AP004NoticeofIntentoAward.doc		8/2/2021 6:05 PM EDT	Unpublish
2	SPD-AP005NoticeofAward.doc		8/2/2021 6:34 PM EDT	Unpublish

Award Notifications

Type	Status	Message	
Awarded Supplier Email	Pending	Default	Preview And Send
Participating Supplier Email	Pending	Default	Preview And Send

### Awarded Supplier Email

**Email Content**

Template \* Default

Subject \* Notice of Award

Attachment(s)  
 No File Attached Upload  
 No File Attached Upload  
 No File Attached Upload

Message \*

Size - **B I U S** x<sub>2</sub> x<sup>2</sup> A- A+ Placeholders

**Solicitation Number and Title:** \${SOURCINGEVENT\_EVENTNUMBER} and \${SOURCINGEVENT\_EVENTTITLE}  
**Opening Date and Time:** \${SOURCINGEVENT\_BIDOPENDATE} and \${SOURCINGEVENT\_BIDOPENTIME}

The following [\\${\(synonym:suppliers\)}](#) submitted responses to the above solicitation:  
 \${SOURCINGEVENT\_PARTICIPATING\_SUPPLIERS}

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a [\\${\(synonym:contract\)}](#) to:  
 \${SOURCINGEVENT\_AWARDED\_SUPPLIERS}

We would like to thank each [\\${\(synonym:supplier\)}](#) for your time and efforts in preparing a response to this solicitation.

We invite you to contact the Issuing Officer if you would like additional information or have any questions about the evaluation process.

The successful [\\${\(synonym:supplier\)}](#) is instructed not to begin work, purchase materials, or enter into subcontracts relating to the [\\${\(synonym:workgroup\)}](#) until both the recipient and [\\${SOURCINGEVENT\\_PROJECT\\_NAME}](#) sign the [\\${\(synonym:contract\)}](#).

We appreciate your interest in doing business with [\\${SOURCINGEVENT\\_PROJECT\\_NAME}](#).

\* Required Send Email Change Template Close

### Confirm

Are you sure you want to send the award notification email?

Send Email No

### Participating Supplier Email

**Email Content**

Template \* Default

Subject \* Notice of Award

Attachment(s)  
 No File Attached Upload  
 No File Attached Upload  
 No File Attached Upload

Message \*

Size - **B I U S** x<sub>2</sub> x<sup>2</sup> A- A+ Placeholders

**Solicitation Number and Title:** \${SOURCINGEVENT\_EVENTNUMBER} and \${SOURCINGEVENT\_EVENTTITLE}  
**Opening Date and Time:** \${SOURCINGEVENT\_BIDOPENDATE} and \${SOURCINGEVENT\_BIDOPENTIME}

The following [\\${\(synonym:suppliers\)}](#) submitted responses to the above solicitation:  
 \${SOURCINGEVENT\_PARTICIPATING\_SUPPLIERS}

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a [\\${\(synonym:contract\)}](#) to:  
 \${SOURCINGEVENT\_AWARDED\_SUPPLIERS}

We would like to thank each [\\${\(synonym:supplier\)}](#) for your time and efforts in preparing a response to this solicitation.

We invite you to contact the Procurement Officer if you would like additional information or have any questions about the evaluation process. [\\${\(synonym:Suppliers\)}](#) are reminded that any protests of this decision must be submitted to the Procurement Officer within seven days after the issuance of this notice. The protest must be in writing, clearly identify the solicitation, and detail the nature of the protest.

The successful [\\${\(synonym:supplier\)}](#) is instructed not to begin work, purchase materials, or enter into subcontracts relating to the [\\${\(synonym:workgroup\)}](#) until both the recipient and [\\${\(ORG\\_EXTERNAL\\_NAME\)}](#) sign

\* Required Send Email Change Template Close

### Confirm

Are you sure you want to send the award notification email?

Send Email No