

**Georgia**  
Department of  
Administrative Services

*Professional Development*  
Providing Training for  
State Purchasing Professionals

*Customer Focused, Performance Driven*

**Georgia Procurement Manual  
July 2009 Revisions**

Department of Administrative Services  
State Purchasing Division  
[statepurchasing.doas.georgia.gov](http://statepurchasing.doas.georgia.gov)



## Your instructor



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## Webinar House Rules

- Webinar length- 1 hour and 30 minutes
- Questions- Hold until the end of the presentation



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## Webinar Objectives

The purpose of this webinar is to:



- Review global changes to the GPM/GVM
- Review new information added to the GPM
- Review changes to the GPM due to legislative changes and SPD rulings
- Outline corrections made to the GPM
- Review changes to the GPM in order to streamline the procurement process
- Identify changes to the P-Card Program

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Several updates to the GPM and the GVM will be made to provide additional guidance on existing procurement policy as well as useful tools, such as a list of exempt items identified by NIGP Code™.

The July 2009 updates to the GPM will stream-line several current procurement processes, introduce additional resources to procurement professionals, and incorporate some past legislative changes as well as SPD official memos. Many updates to our manual have been spurred by customer requests. The Georgia Vendor Manual is simultaneously being updated so that its provisions correspond to the updates in the GPM.

The revisions identified in this communication will be effective July 1, 2009. To accommodate customers' requests for less frequent changes to the GPM, future revisions will be made on a semi-annual basis. The next planned update to the GPM has been targeted for January 2010.



## Accelerated Transformation

Beginning July 1, 2009, the following increase will take place regarding state entities' Delegated Purchasing Authority (DPA):

- **Request for Quotations (RFQ):** Unlimited Dollar amount. State Entities can procure using RFQs for an unlimited amount
- **Request for Proposals (RFP):** DPA is increased to up to \$250,000.00. State Entities can procure items/services for up to \$250,000.

To ensure our state partners can help push transformation efforts statewide, SPD has devised a three-part plan as follows:

- **Step 1:** Updates to the Georgia Procurement Manual and Procurement Application Systems
- **Step 2:** Comprehensive RFP Training and Assessment Tools
- **Step 3:** Monitor Progress through Organizational Readiness Tracking

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## Accelerated Transformation

### Step 1: GPM and Systems Updates

To ensure access to up-to-date information and tools, the following updates take place:

#### Georgia Procurement Manual (GPM) Updates:

- Clarification to existing and new policy
- Addition of past legislative changes
- Clarification and addition of State Purchasing Division (SPD) directives
- Availability of additional resources and tools

To ensure that SPD maintains up-to-date information, the GPM will undergo revisions semiannually with **the next round of updates scheduled for January 2010**

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## Accelerated Transformation

### Step 1: GPM and Systems Updates

**System Updates:**

- The Georgia Procurement Registry (GPR) has been updated to allow State Entities to process RFPs for up to \$250,000
- The GPR and eQuote will be updated to allow State Entities to process RFQs (eQuote) for an unlimited Dollar amount beginning July 15<sup>th</sup>. Until then, SPD will manually approve all eQuotes to be processed by State Entities
- Team Georgia Marketplace will allow State Entities to process RFPs for up to \$250,000. For RFQs that are greater than 250k, a checkbox will be available in the future to indicate an unlimited amount for the solicitation



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## Accelerated Transformation

### Step 2: RFP Training and Assessment Tools

To ensure that Agency Purchasing Officers (APOs), College or University Purchasing Officers (CUPOs), and any other appropriate purchasing staff have a more detailed knowledge of the RFP process, SPD is adding training courses to the RFP curriculum:

#### New Training Courses:

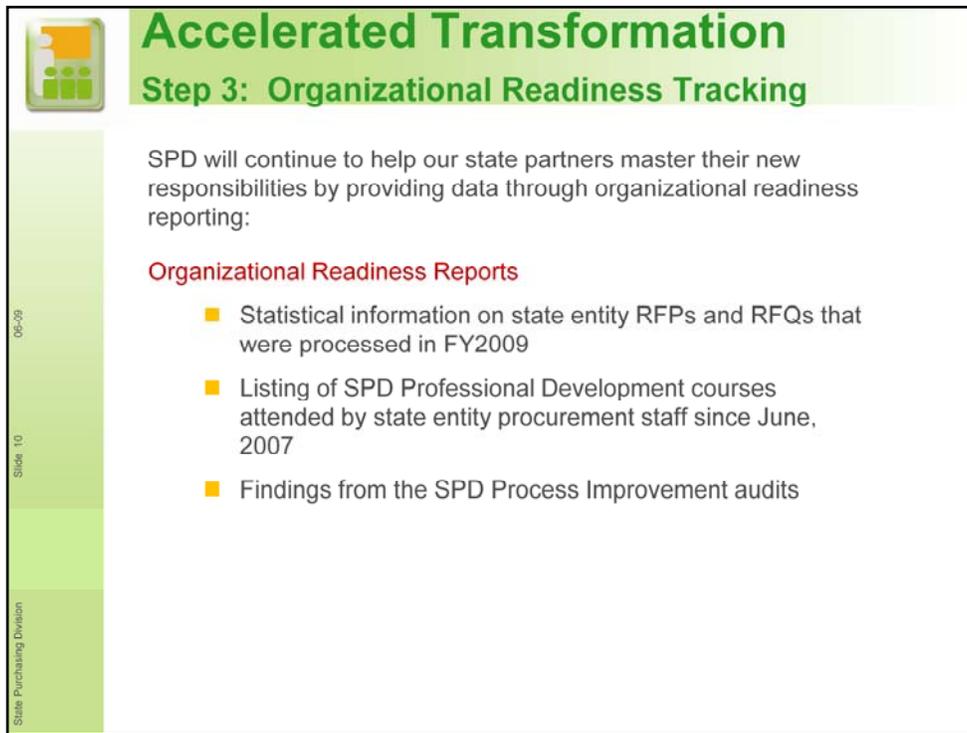
Online	Instructor Led	Online
<p>RFP Template</p> <p>Available Now</p> <p>RFP Preparation Scorecard</p> <p>Available Now</p>	<p>RFP Evaluation and Selection Process</p> <p>Available Now</p> <p>RFP Award Process</p> <p>Available Now</p>	<p>RFP Project Management</p> <p>Available September</p> <p>In Development</p>

Information regarding SPD's training classes and webinars can be accessed through the SPD Learning Management System

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**Accelerated Transformation**  
**Step 3: Organizational Readiness Tracking**

SPD will continue to help our state partners master their new responsibilities by providing data through organizational readiness reporting:

**Organizational Readiness Reports**

- Statistical information on state entity RFPs and RFQs that were processed in FY2009
- Listing of SPD Professional Development courses attended by state entity procurement staff since June, 2007
- Findings from the SPD Process Improvement audits

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The Organizational Readiness Report will provide the Entity with a list of the RFPs and RFQs completed last year and the dollar amount. This allows us/them to figure out an average of the RFPs and RFQs they process and whether you have the appropriate number of people to process all the requests.

Also, if there are a lot of RFPs, this will emphasize the need to attend training now in order to do their own RFPs under 250K.

This report provides a volume of the work and categorizes it by function either (RFP or RFQ). It also provides the amount for which these RFPs/RFQs were processed last year. If there are a lot solicitations which are above 250K, SPD will monitor the Entity more closely.

The report will also provide a list of the procurement personnel which have attended training and what courses they attended. The information assists SPD in tracking attendance. It is important to remember that the procurement personnel of a State Entity needs to be certified within 1 year.

Audit findings are presented to the State Entity in order to be of the issues that which were found and to beginning working to resolve those issues.

The information gathered in the Organizational Readiness Report is presented to management above the APO/CUPO level. The purpose is to make them aware of the issues affecting the purchasing staff and the responsibilities that they have in order to be able to maintain the 250K for RFPs and unlimited for RFQs.



## Accelerated Transformation Benefits

The Procurement Transformation will not happen overnight, but these new efforts will eventually bring the following benefits to your organization:

- Greater autonomy for the State Entity and the purchasing staff
- Faster, more efficient procurement cycle times
- A more professionally developed procurement team

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## Accelerated Transformation Assistance from State Entities

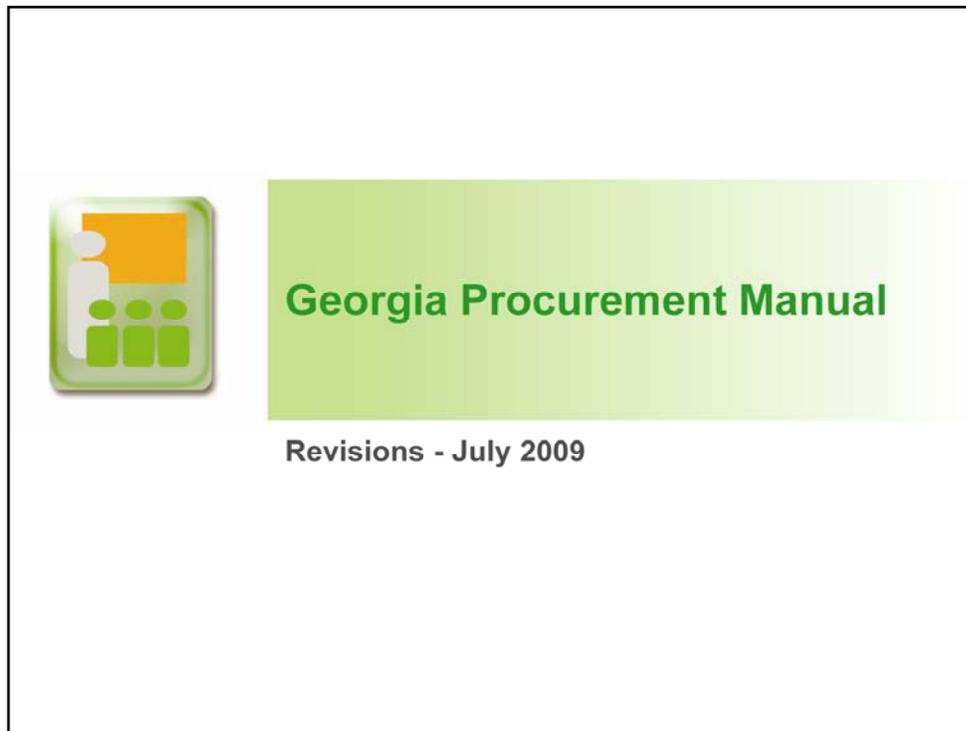
To ensure success, SPD requests the following from the State Entities:

- Update the State Entity's internal procurement manual or operating procedures to include the changes to the GPM
- Ensure the procurement staff attends SPD Professional Development courses
- Attend one of the GPM Changes webinars scheduled for July 9 and 15, 2009

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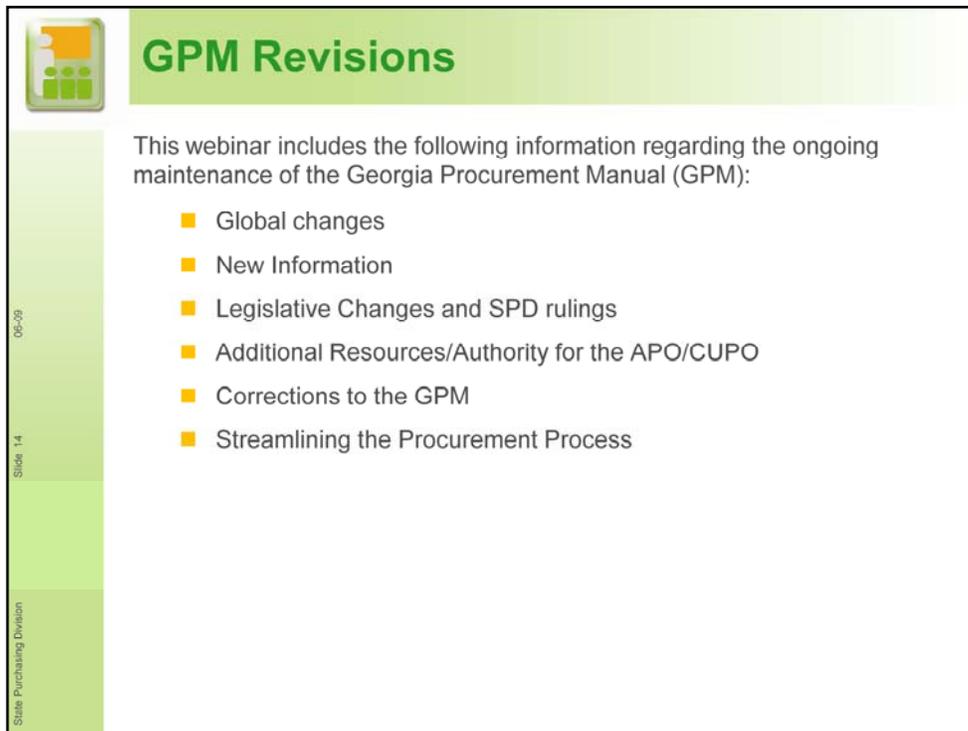
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Several updates to the GPM and the GVM will be made to provide additional guidance on existing procurement policy as well as useful tools, such as a list of exempt items identified by NIGP Code™.

The July 2009 updates to the GPM will stream-line several current procurement processes, introduce additional resources to procurement professionals, and incorporate some past legislative changes as well as SPD official memos. Many updates to our manual have been spurred by customer requests. The Georgia Vendor Manual is simultaneously being updated so that its provisions correspond to the updates in the GPM.

The revisions identified in this communication will be effective July 1, 2009. To accommodate customers' requests for less frequent changes to the GPM, future revisions will be made on a semi-annual basis. The next planned update to the GPM has been targeted for January 2010.



**GPM Revisions**

This webinar includes the following information regarding the ongoing maintenance of the Georgia Procurement Manual (GPM):

- Global changes
- New Information
- Legislative Changes and SPD rulings
- Additional Resources/Authority for the APO/CUPO
- Corrections to the GPM
- Streamlining the Procurement Process

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To begin this webinar, we will be covering the purpose of the GPM revisions, which includes the following topics.



## Georgia Procurement Manual

Global Changes

## Global Changes

All reference in the GPM for the following terms and subsequent acronyms have been changed to include the following:

Definition	Acronym or Changes
Agency Procurement Officer	APO
College and University Procurement Officer	CUPO
Agency Procurement Officer/College and University Procurement Officer	APO/CUPO
Agency, College, University, etc.	State Entity
Construction Contract	Public Works Contract
Agency Contract	State Entity Contract

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## Georgia Procurement Manual

New Information

## New Information

### Chapter 1 - Purpose of the GPM

The following includes revisions the following section contained within Chapter 1, Section 1.1.

#### Section 1.1 - Revised Administrative Rules

The underlying purposes and policies of the GPM is to simplify and clarify the law governing procurement by the State of Georgia. This process is now referred to as the *Administrative Rule*

This means that the GPM does not contain policy, it contains *Administrative Rules*

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**New Information**  
**Chapter 1 - Procurement Process**

Additional directives have been added to the Fundamental Administrative Rules. These changes occur in Section 1.1, they are as follows:

**Current**

The state entity may not split reasonably foreseeable purchases into two or more transactions for the purpose of circumventing the requirement that any purchase of \$5000 or more be based on competitive bidding

Each state entity is responsible for monitoring its purchases to ensure the state entity is not violating the rule by making multiple purchases of the same item/service, reasonably foreseeable and total \$5000 or more in any given fiscal year

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SPD recommends monitoring the procurement information on a QTLY basis to assess and determine if a term contract should be developed.

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## New Information

### Chapter 3 - Order of Precedence

This update clarifies the priority of the following purchases: purchases from convenience statewide contracts, purchase of mandatory products from GEPS, purchase of preferred products from GEPS, and intergovernmental agreements. The revised order of precedence is as follows:

#### Section 2.1 - Revised Order of Precedence

1. Mandatory Statewide Contracts
2. State Entity Contracts (existing "agency" contracts)
3. GCI or GEPS for products designated as mandatory (not applicable to preferred products)
4. Convenience Statewide Contract, "preferred products" available through GEPS, or Open Market Purchases

**NOTE:** Intergovernmental agreements may be used even if there is a mandatory source in place

When purchasing from SWC's which are determined to be a convenience contract or GEP preferred products, there is no need to conduct a competitive bid for pricing has already been established.

## New Information

### Chapter 3 - Public Notice

In section 5.12, Additional rules have been added to this section regarding the Notice of Intent to Award. They are as follows:

#### Section 5.12 - Revised Public Notice

The Notice of Intent to Award is optional, but *recommended*, for all contracts with an estimated value of *less* than \$100,000.00

The Notice of Intent to Award document remains *mandatory* for those solicitations *equal or greater than* \$100,000.00 resulting in an award

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## New Information

### Chapter 3 -Team Georgia Marketplace

The addition of section 5.12, provides for the reference and inclusion of Team Georgia Marketplace. It is as follows:

#### Section 5.12 - Revised Addition of Team Georgia Marketplace

Team Georgia Marketplace is provided by DOAS and its partners and serves as an online tool to support various state purchasing functions, including registration of bidders and suppliers, advertisement of contract opportunities, electronic bidding and contracts management

DOAS intends Team Georgia Marketplace to be the primary vehicle for all solicitations conducted by DOAS as well as all state entities that are capable of becoming participating state entities

This only means that SPD is adding Team Georgia Marketplace to the GPM as there was no mention of the system in our Administrative Rules

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## New Information

### Chapter 3-Purchasing Card Reconciliation Process

In subsection I, changes to the P-card reconciliation process and the use of Team Georgia Marketplace.

#### Section 6.12.I - Revised

**Added:**

Entities utilizing Team Georgia Marketplace will reconcile P-Card transactions with the PeopleSoft

Those state entities not utilizing Team Georgia Marketplace Entities will continue to use Works™ Payment Manager system

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## New Information

### Chapter 3 - Purchasing Card-Equipment

In subsection II, changes to Allowable Purchases for equipment.

#### Section 6.12 - Revised Subsection IV.A.1

**Exception:**

State Entities using Team Georgia Marketplace may exceed these thresholds as Team Georgia Marketplace allows for the flagging of purchases for the asset inventory system in PeopleSoft

Those state entities not utilizing Team Georgia Marketplace must obtain written approval from the State Cards Program Manager or his/her designee prior to the purchase in order to exceed these thresholds

**Threshold Limits:**  
BOR: \$3000.00  
State Entities: \$1000.00

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## New Information

### Chapter 3 - Purchasing Card-Allowable Purchases

Single purchase of supplies and materials over \$5,000 provided that one of the following requirements has been met:

#### Section 6.12 - Revised Subsection IV.A.3.i

Changes to single transaction limits and monthly cycle limits may be made to accommodate these purchases at the discretion of the P-Card program Administrator

Any purchases made with the P-Card from the following sources are exempt from the \$5000 single transaction limit:

- Statewide Contracts
- State Entity Contracts
- Mandatory Sources

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## New Information

### Chapter 3-Purchasing Card-Allowable Purchases

Allowable purchases for open market purchases now includes food for consumption and work related use. These additions are as follows:

#### Section 6.12 - Revised Subsection II.A.6

- Food provided for consumption at events or services provided to the general public, state benefit recipients and/or state program participants, (other than State employees), or purchased for resale in gift shops, bookstores, etc., and other non employee meal related use
- Purchases of goods or services intended for official State of Georgia work related use which are not otherwise excluded in the Prohibited Purchases section

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## New Information

### Chapter 3-Purchasing Card-Prohibited Purchases

Prohibited purchases are further defined by State Policy. These additions are defined as follows:

#### Section 6.12 - Revised Subsection II.A.6

- Personal Purchases of any kind: Purchases of goods or services intended for non-work related use or use other than official State business
- Cash Advances: Includes use of card or card number at Automated Teller Machines, inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- Gift cards: Stored value cards, calling cards, pre-paid cards or similar products
- Entertainment: Except as specifically covered under allowable purchases
- Alcohol: Alcoholic beverages

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**New Information**  
**Chapter 3-Cycle limits**

Spending limits enable management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the State or the organization to unnecessary risk. Spending limits should be based on job responsibilities of the cardholder and/or of the job title

**Section 6.12 - Revised**  
**Subsection VI.C.1.ii**

- A cardholder's cycle limit cannot be more than \$25,000 without prior, written approval from the State Cards Program Manager
- Cardholder spending limits must be reviewed at least annually to determine that actual usage is consistent with spending limits

See Section IV.A.1.ii for guidance establishing a cycle limit per cardholder

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Spending limits enable management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the State or the organization to unnecessary risk. Spending limits should be based on job responsibilities of the cardholder and/or of the job title. Cardholder spending limits must be reviewed at least annually to determine that actual usage is consistent with spending limits.



## Georgia Procurement Manual

Legislative Changes and SPD Rulings

## Legislative Changes

### Chapter 1-Public Access to Procurement Information

The following includes revisions the following section contained within Chapter 1

#### Section 1.1 - Revised Administrative Rules

Bids and proposals to be available to public inspection upon request within *one (1) business day* of the Entity's posting of the NOIA/NOA (whichever comes first):

- Audited financial statements not otherwise publicly available will not be released
- Public release of some documents will be delayed until the posting of the NOIA/NOA (whichever comes first), such as evaluation criteria, vendor evaluations, negotiation documents, offers and counter-offers, etc.

It is *recommended* that prior to the posting of the NOIA/NOA, that all documentation is ready and available for public view

*Georgia Open Records Act still applies.* These changes are intended to provide more specific information

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## Legislative Changes

### Chapter 3 - Public Announcement

The information provided regarding the public opening of informal sealed bids includes posting of solicitations to the GPR, Team Georgia Marketplace (which posts directly to the GPR) and eQuote

#### Section 5.5 - Revised Public Announcement

No formal public opening or reading of the bids/proposal is necessary

With exception to Construction to be discussed later in this webinar

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## Legislative Changes

### Chapter 3-eQuote Bids

In section 5.5, the scope of eQuote usage is further defined. The additional information includes:

#### Section 5.5 - Revised Subsection 1

eQuote is *mandatory* for all Request for Quotes (excluding any Request for Quotes conducted through the Team Georgia Marketplace), unless the SPD Assistant Commissioner grants an exception

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**SPD Rulings**  
**Chapter 3 - Agency Contract Index (ACI)**

Once the contract has been successfully awarded, the state entity must post the contract information to the Agency Contract Index. Continued usage of this terminology (ACI) is necessary to be consistent with system applications. The following information provides further clarification:

**Agency Contract Index (ACI)**

State entities must maintain contracts (12 month or longer duration) in the Agency Contract Index.

If using Team Georgia Marketplace to maintain a contract, then it is not necessary to maintain the same contract in the Agency Contract Index

SPD offers the Agency Contract Index Manual to assist State Entities in searching and posting State Entity contracts in the GPR. Find this manual on the SPD website by following these steps:

1. Display the State Purchasing Division website
2. Click on Contracts
3. Click on Agency Contracts

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SAO PeopleSoft users have the ability to view the list of Agency contracts via PeopleSoft

Non-SAO PeopleSoft users (such as universities) will have the ability to window shop in the future.

Please note that IGA should not be added to the ACI.

## Legislative Changes

### Chapter 5 - Construction

In section 1, Contracting for Public Works, you will find administrative rules for contracting for construction. Additional rules have been added to this section as follows:

#### Section 1 - Revised Subsection B.1

##### Public Openings:

The state entity, *at its discretion*, may conduct public opening in which members of the public are permitted to be present on the date and time the bids are due at a location identified by the state entity to listen to the state entity's reading of the names of the vendors submitting bids as well as the pricing submitted by those vendors

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## Georgia Procurement Manual

Additional Resources

## Additional Resources

### Chapter 2 - Exemptions from Purchasing regulations

The following includes revisions in Chapter 2, Section 3:

#### Revised Section 3

SPD shall establish a list of goods/services by NIGP code which are exempt from the State Purchasing Act

Find this list on the SPD website by following these steps:

1. Display the State Purchasing Division website
2. Click on Policies and Procedures

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## Additional Resources

### Chapter 2- Delegated Purchasing Authority

Changes in Chapter 2, include delegated purchasing amounts and the process of exceeding the State Entity's delegated purchasing authority. These changes are as follows:

#### Revised Delegated Purchasing Authority

SPD, at it's discretion, *may* delegate purchasing authority to permit state entities to make purchases on their own behalf

SPD will define the state entity's DPA in writing and limitations and conditions may include the following:

- SPD Certification/Training
- Completed Action plan directed by an SPD Audit Review

DPA may be increased/decreased or revoked by SPD at it's discretion

Currently chapter 2, Section 4.1 states that State departments, agencies and institutions make purchases which do not exceed 100k. In the event the anticipated procurement exceeded 100k, SPD developed procedures to address those special circumstances.

With the July 1, revisions, this section will now direct that SPD may at it's discretion delegate purchasing authority which permits a State Entity to make purchases on their own behalf.

SPD will define the state entity's DPAS in writing. However, limitations and conditions may be applicable on a case by case occurrence. These conditions may include, completion the SPD prescribed training and certification, Professional development classes and completion of any action plans which may have resulted from an SPD Audit and Review of the State entity's processes and procedures.

It is important to note, that the State entity's DPA may be revoked and the discretion of SPD.

**Additional Resources**  
**Chapter 2 - Delegated Purchasing Authority**

Revisions to section 4.1 is further defined to include the following:

**Revised Delegated Purchasing Authority**

Information regarding the entity's DPA is available on the SPD website. Find this list on the SPD website by following these steps:

1. Display the State Purchasing Division website
2. Click on Policies and Procedures

- APO/CUPO is responsible for ensuring the state entity does not exceed its DPA
- The state entity must not split purchases/solicitations, structure short initial contract terms or take any action with the intent to circumvent the limits of the state entity's DPA

**Recurring Purchases/Multiple-Year Agreements:**

- SPD will use estimated annualized cost to determine if purchases are within the state entity's DPA

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The revisions to Section 4.1 is further defined to indentify that the APO/CUPO is responsible in determining that the entity does not exceed their DPA and that purchases and/or solicitation are not split in order to circumvent the bidding process.

Any recurring purchases or multi year agreements are to use the estimated annualized cost to determine if the purchases are made within the state entity's DPA.

The following slide will provide examples to clarify how this process is used.



## Additional Resources

### Scenarios: Delegated Purchasing Authority

To clarify the changes to section 4.1, review the following scenario:

**Example 1:**

The state entity has a DPA of \$250,000 to conduct RFPs and desires to issue an RFP to identify a provider for certain software services, provided for approximately 18 months. Service is divided into 2 contract terms of 6 months and a 12 month contractual period. Estimated total value is 700k. The first term of 6 months is 200k and the second term is 500k.

**Answer:**

Determine the monthly cost by dividing the total contract cost by the total of the contract months. Then, multiply by 12

$700k \div 18 \times 12 = \text{Annualized cost of } \$468k$

$700k \div 18 = \$39,000 \times 12 = 468k \text{ per year}$

- Annualized cost exceeds RFP DPA of \$250k
- RFP must be conducted by SPD unless authority is granted by SPD

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In example 1, the state entity has DPA of 250k to conduct RFP's and desires to issue an RFP to identify a provider for certain software services, provided for approximately 18 months. Services is divided into 2 contract terms of 6months and a 12 month contractual period. Estimated total value is 700k. The first term of 6months is 200k and the second term is 500k.

To determine the annualized cost, the APO/CUPO takes the total contract cost, 700k and divides it by the total months of the contract, 18 months. Let's see how this process breaks down.

Take the 700k and divide by the total months of the contract, 18 months. This gives us the monthly cost of \$39,000. Now take the annual contract term of 12 months and multiply. This gives us the annualized cost of 468k. The DPA of the state entity is 250k. Therefore the solicitation exceeds the DPA by 218k.

The RFP must be conducted by SPD unless authorization has been granted to the state entity.

## Additional Resources

### Chapter 2 - Mandatory Purchases

SPD has added a list to identify mandatory sources and those items which are considered to mandatory and those considered as preferred

#### Section 5.3 - Revised Statutory Mandatory Purchases

State entities are required to purchase such items at the prices identified

- Items will be listed as mandatory or preferred
- An online link has been added to the SPD website

Find this list on the SPD website by following These steps:

1. Display the SPD website
2. Click on Contracts

SPD may authorize state entities to grant a 5% to 8% price preference to any bid/proposal submitted by GEPS for certain products/services

SPD and the State Use Council that the goods and services are identified on a procurement list are mandatory sources.

State entities are required to purchase such items at the prices stated.

Items designated as preferred sources are not mandatory purchases.

An online link will be added to reference a list of exempt items identified by NIGP Code™.

This revision also provides notice that SPD may authorize state entities to grant a 5% to 8% price preference to any bid/proposal submitted by GEPS for certain products/services

## Additional Resources

### Document Revisions Listing

At our customers' request, the beginning of the GPM now contains a section to identify the revisions by chapter and section

#### Document Revision Listing

SPD shall establish a list of GPM revisions that will be found at the beginning of the document

Revisions to the GPM will be scheduled *twice a year*. The additions or changes included in each revision will be added to the beginning of the manual

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## Additional Resources

### Chapter 3 - Request for Proposal

The new revisions contain a more detailed description of the RFP process by stages to assist the state entity in its use of the RFP process to establish contracts

#### Request for Proposal (RFP)

The GPM now provides that authority to conduct RFPs within the state entity's DPA. It also includes the authority to:

- Certify that an RFP rather than an RFQ should be used to establish the needed contract
- Conduct a *single round (1 time)* of negotiations of *cost* only *provided no changes are made to the technical proposals*

NOTE: SPD may, at its discretion, reduce or increase the State Entity's DPA

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## Georgia Procurement Manual

Corrections

**Corrections**  
**Sole Source Exemption**

**Section 5.3 - Revised**  
**Sole Source Exemption**

The exemption for contract with nonprofit entities is limited to contracts for services

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This is an update to the new sole source policy published January 2009.



## Georgia Procurement Manual

Streamlining the Procurement Process

**Procurement Process**  
**Chapter 3-Source Selection and Contract Formation**

All solicitations must be publicly advertised on the GPR. The functionality available in eQuote and Team Georgia Marketplace provides public notice through the GPR system

**Section 1.2.2 - Revised Procedures**

The APO/CUPO must post solicitation on the GPR where the solicitation is \$5,000.00 or higher

Sole source solicitations at \$5000 or greater must be posted to the GPR for 5 business days. No exceptions apply

**NOTE:** When using the eQuote or Team Georgia Marketplace method of procurement, it is not necessary to also post an announcement to the GPR. eQuote is part of the GPR and Team Georgia Marketplace posts it to the GPR automatically

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The APO must post solicitation on the GPR where the solicitation is \$10,000.00 or higher

**Procurement Process**  
**Chapter 3 - Bidding Procedures**

SPD has streamlined and provided uniformity to the sealed bidding process with the elimination of the informal solicitation process

**Section 1.2.2 - Revised Procedures**

Purchases of \$5,000.00 or more, must now be conducted as a formal sealed bid

*Faxed solicitations* have been removed as a method of soliciting bid responses

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Purchases of \$5,000.00 or more must now be conducted as a formal sealed bid.

Be advised that a faxed solicitation is considered as an informal bid, therefore this process has been removed as a method of soliciting bid responses.

**Procurement Process**  
**Chapter 9 - Formal Protest and Informal Complaint Process**

In section 1.10, has added additional rules regarding the protest process for solicitation awards \$5000 and less than \$100,000.

**Section 1.10 - Revised**

The process for filing an informal complaint by the vendor requires that the complaint is filed by the vendor and submitted to DOAS review and decision

State Entity's no longer process informal protests as it has been removed from the Administrative Rules

Vendor procedures regarding the filing of the protest remain the same

State Entity's procedures regarding communication to SPD regarding the Formal Protest remain the same

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SPD and the State Use Council that the goods and services are identified on a procurement list are mandatory sources.

State entities are required to purchase such items at the prices stated.

Items designated as preferred sources are not mandatory purchases.

An online link will be added to reference a list of exempt items identified by NIGP Code™.

This revision also provides notice that SPD may authorize state entities to grant a 5% to 8% price preference to any bid/proposal submitted by GEPS for certain products/services

## Procurement Process Purchasing Type – MUL (Or Multiple)

Use of the *MUL Code* is intended to introduce work efficiencies by allowing a single purchase order to be issued to a vendor for a combination of purchases as identified in the table below. This code is available for use by all state entities utilizing SAO's PeopleSoft or Team Georgia Marketplace.

### Chapter 3 - Revised Section 5.6, item 1 and 2

*Multiple PO Type*, which may be used for the following combination of purchases on a single PO to a single vendor:

Open Market Purchase less than \$5,000 and SWC

Open Market Purchase less than \$5,000 and AC

Open Market Purchase less than \$5,000 and MAN

NOTE: Contract numbers must be entered at the line level

Use of the "MUL" Code does not alter the State Entity's responsibility to comply with the order of precedence or the requirement to follow the competitive solicitation process for any purchase of \$5,000 or more

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## Georgia Procurement Manual

Upcoming revisions for January 2010

**Upcoming Revisions**

As SPD continues to streamline processes and clarify the administrative rule, you can expect to see more revisions. Some of these will include the following:

- Updated Forms
- Clarification to existing rules
- Continued streamlining of procurement processes

State Entities may submit recommendations to changes to the GPM through their APOs/CUPOs. **ONLY** APOs/CUPOs can submit recommendations to SPD:  
[ProcessImprovement@doas.ga.gov](mailto:ProcessImprovement@doas.ga.gov)

Title your email subject line **GPM Changes**

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SPD and the State Use Council that the goods and services are identified on a procurement list are mandatory sources.

State entities are required to purchase such items at the prices stated.

Items designated as preferred sources are not mandatory purchases.

An online link will be added to reference a list of exempt items identified by NIGP Code™.

This revision also provides notice that SPD may authorize state entities to grant a 5% to 8% price preference to any bid/proposal submitted by GEPS for certain products/services

**Webinar Summary**

- New Information to the GPM
- Legislative Changes and SPD Rulings
- Additional Resources
- Corrections
- Streamlining of Procurement Processes
- Upcoming Revisions

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Let's review the content of this training course. We reviewed:

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**?** Questions?

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