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Department of Administrative Services

State Purchasing Division

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Assistant Commissioner-Procurement

Sonny Perdue
Governor

Brad Douglas
Commissioner

October 15, 2008

To: Agency Purchasing Officers, College & University Purchasing Officers

From: Tim Gibney, Assistant Commissioner – Purchasing

Subject: **Use of eTools – Effective November**

Ladies and Gentlemen:

The purpose of this letter is to communicate statewide process changes that need to occur within your organization in order to meet some of our transformation/and strategic goals, i.e., improved use of technology and improved operating efficiencies that will directly affect you and your organization.

The Department of Administrative Services – State Purchasing Division (SPD) is implementing eTools to contribute to these goals. A great deal of effort has been given to the design of these enhanced tools and processes with an eye towards statewide implementation of a fully automated purchasing process (Team Georgia Marketplace).

These eTools will serve as a bridge between the current paper-based process and the future eSourcing process in Team Georgia Marketplace (PeopleSoft/SciQuest implementation). In addition, they will help everyone to improve the responsiveness to all of our customers and reduce the lack of standardized processes that impact quality and cause the delays that lower customer service levels.

eQuote for RFQ's

eQuote (Phase II) was launched in March, 2008 and since that time we have seen a significant increase in usage and received favorable comments about the tool's enhancements. Effective November 15, 2008, eQuote will become *mandatory* for all RFQs issued within an entity's DPA. Many eQuote training classes have already been conducted, but if training is still needed within your organization, you can access training class availability on the SPD website at <http://statepurchasing.doas.georgia.gov> under "Training" or contact the State Purchasing Division.

New eRFP Template and eRFP Tool

SPD has developed a standardized eRFP template that will improve the quality of solicitation documents and shorten solicitation timeframes. For your convenience, the new eRFP Template and Instruction Guide is available on the SPD website at <http://statepurchasing.doas.georgia.gov> under "Official Forms," Stage 3.

Effective November 1st, all RFPs, (processed by SPD or by an agency or college/university as delegated by SPD), will utilize this eRFP template unless SPD has provided prior approval otherwise. Those entities needing exception from this process due to work already in progress, may request permission in writing by addressing that need to CCMRouting@doas.ga.gov.

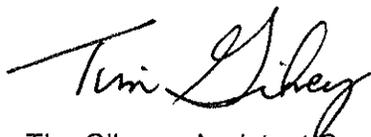
PeopleSoft Requisition and eRequisition Mailbox

All requisitioners that have access to SAO's version of PeopleSoft must submit requisitions electronically via PeopleSoft, making sure to attach specifications, scope of work, or requirements in Word format. Failure to submit all documentation electronically with the requisition will result in the documents being returned for re-submittal.

State entities that are not directly connected to SPD via the SAO version of PeopleSoft shall use the eRequisitions mailbox. These entities must submit via email; an electronic copy of the requisition document and a copy of the specifications, scope of work or requirements in Word format. Failure to submit your request via the "eReq Mailbox" will result in your requisition being returned.

In summary, these changes are all geared towards improving the quality and timeliness of the RFP and RFQ process and preparing us for the Team Georgia Marketplace implementation. We appreciate your cooperation and thank those who have provided us with input into the enhancements. Please make sure that your staff is trained and prepared for these and future changes as we meet our commitment to becoming the best managed state. For your convenience, a presentation is attached which provides additional details. Please feel free to contact the State Purchasing Division with any questions or comments regarding any of the eTools.

Thanks again and regards to all,



Tim Gibney, Assistant Commissioner

Cc: Agency Heads, College & University Business Officers, Assistant Commissioners
Brad Douglas, Commissioner – Department of Administrative Services
SPD Staff