



Department of
Administrative Services

Customer Focused, Performance Driven

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To: All Georgia Agency Commissioners, College and University Presidents, Agency & College/University Purchasing Officers and Chancellor Davis

From: Brad Douglas, Commissioner
Department of Administrative Services

Tim Gibney, Assistant Commissioner
Department of Administrative Services

Subject: **Official Announcement of Increased Delegated Purchasing Authority for Georgia State Entities**

It is the eve of the Accelerated Procurement Transformation, when significant shifts in state policy are expected to drive momentous change in purchasing throughout the State of Georgia. Last month we sent you communications explaining the plans behind these eminent changes and now, we are writing to officially announce that DOAS has increased delegated purchasing authority (DPA) to state entities, effective July 1, 2009.

To accelerate transformation efforts, State Purchasing Division (SPD) has increased state entity DPA so that state entities can handle more of their own procurements. Beginning July 1, 2009, state entity DPAs will increase to an unlimited dollar amount for Request for Quotes (RFQs) and to \$250,000 for Requests for Proposals (RFPs), with required purchasing training and certification through SPD. Magnifying these policy changes is a new mandate from our Governor that requires agency and university purchasing staffs to have a "dotted line reporting responsibility" to the DOAS Commissioner. Ultimately, the new policy will mean greater autonomy and accountability for state entities. To ensure our state partners can help push transformation efforts statewide, we have devised a three-part plan as follows:

Step 1: Updates to the Georgia Procurement Manual and Procurement Application Systems

Ensuring that state entities have access to up-to-date information and tools is a necessary step to securing the future of the Procurement Transformation. Effective July 1, 2009, all procurement systems will be updated to accommodate the increased DPA and updates to the Georgia Procurement Manual (GPM) will provide additional guidance. The GPM updates will clarify existing and new policy, incorporate past legislative changes and State Purchasing Division (SPD) directives, and provide additional resources and tools. Collectively, these updates should ease the guesswork by providing enhanced procurement practices. For your convenience, we have created a [GPM Revision Guide](#) that comprehensively lists upcoming changes to the GPM. Future GPM revisions will be made semiannually with the next round of updates targeted for January 2010.

Step 2: Offer Comprehensive RFP Training and Assessment Tools

SPD will be increasing training for state entity personnel and providing access to quality tools because enhancing job performance is critical to the transformation plan. The July 1 policy changes will require 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. Accordingly, DOAS will offer an assortment of new RFP courses, along with existing professional development courses designed to enhance state entity skill levels as well as bring consistency throughout the state on processing more complex sourcing events. Further assistance will be provided through webinars hosted by SPD. Upcoming webinars will be held on July 9 and 15 to present a global picture of RFP courses, to review GPM and system

changes pertaining to the elevated DPA, and to answer immediate questions about Accelerated Procurement Transformation efforts. More information regarding SPD's training classes and webinars can be accessed through the SPD [Learning Management System](#).

Step 3: Monitor Progress through Organizational Readiness Tracking

DOAS will continue to help our state partners master their new responsibilities by providing data through organizational readiness reporting. Organizational readiness reports will provide statistical information on state entity RFPs and RFQs processed in FY2009, a list of SPD Professional Development courses attended by state entity procurement staff, as well as findings from the SPD Process Improvement Team's audits. Ultimately, the initiative will allow SPD to assess state entity workloads, compliance to the GPM and the quality of state entity sourcing events, to be sure that state entities are aptly transitioning into handling more of their own procurements.

Assistance We Will Need and the Benefits to You

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

- Greater autonomy for you and your purchasing staff
- Faster, more efficient procurement cycle times
- A more professionally developed procurement team

We will need your assistance to realize this future. Please update your internal procurement manual or operating procedures to reflect changes to the Georgia Procurement Manual. Additionally, make certain that all procurement staff at your state entity attend SPD Professional Development courses and the webinars on July 9 and 15. As your purchasing partners, DOAS will continue to do our part to ensure the success of the Procurement Transformation. We will work through each step of this accelerated transformation plan, helping state entities take on their increased procurement responsibilities as we focus more on statewide contracts. We all have important roles to play in the transformation process and together, we will continue to drive best-in-class purchasing and efficiencies throughout the State.