



The Supplier Source

A publication of the Georgia Department of Administrative Services

Important Information When Bidding in Team Georgia Marketplace™

Now that you have registered as either a Sourcing Bidder or Supplier in Team Georgia Marketplace™, you may appreciate help in responding to events! Here are great tips from Supplier Trainer Dorna Scott.



Dorna Scott

When preparing to respond to a sourcing event, be sure to remember the following:

1. Ensure that your NIGP codes and email address are up-to-date.
2. Click on “Bid on Event” to view all comments and attachments.
3. Check each level of the solicitation for information. For example, check the header level *and* the line level for comments and attachments. For the line, click on the comment bubble  to the right of the line.
4. Download each attachment and READ the information.
5. Read each tab on Excel documents, especially the Cost/Pricing Worksheet.
6. Be sure to answer Mandatory Questions. You must answer “Yes” for all Mandatory Questions.
7. Be sure to answer all Mandatory Scored and Additional Scored Questions, if applicable.
8. Save all documents as Microsoft Office 2003 versions. If we cannot open your documents, you will be disqualified.
9. Run a virus scan on your documents prior to uploading back into Team Georgia Marketplace™. If you upload a virus into our system, you will be disqualified.
10. You may submit bid responses up until the event closes. Please remember that we will only see the last bid placed before the event has closed.



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Important Advice When Bidding

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11. All bids are sealed until after closing date and time.
12. Internal communication within your organization is vital to your success. We do not allow multiple bids from the same company/individual. So, determine who will be the respondent as we will take the last bid that is in the system at closing time.
13. Upload documents back to the system only where you are asked. DO NOT upload documents at each available "Add Attachment" link. For example, if you are uploading a document in response to a Bid Factor question, only upload it at that question.
14. Answer all Bid Factor questions.
15. Attend all mandatory conferences. If you do not attend, you will not be allowed to submit a response.
16. It is important to network with other suppliers in your industry. Even if an Offerors' Conference or Pre-Bid Conference is not mandatory, still make an effort to attend. Some events will not have Pre-Bid or Offerors' Conferences.
17. Contact the Buyer or Issuing Officer with any questions about solicitation.
18. Start to upload documents as soon as you complete them. Do not wait until the closing/end date to start the upload.
19. If you have technical questions about the Team Georgia Marketplace™ system, email the Help Desk at procurementhelp@doas.ga.gov or call (404) 657-6000.
20. Utilize training resources available at <http://doas.ga.gov/Training/Pages/SupplierTraining.aspx>.
21. If you go back into your bid after you have submitted, you must resubmit your bid. Even if you don't make changes, once you go back in, you must resubmit.