

# Doing Business with the State of Georgia Government!



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

State Purchasing Division



# Small Business & Supplier Diversity Staff



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# Georgia DOAS State Purchasing Division



*Ensuring reliable sources of goods and services at the lowest possible cost while promoting fair and open competition and small business opportunity to maximize government efficiency and compliance.*

State Purchasing is responsible for the purchase of more than \$4.5 billion of goods and services each year for state entities, colleges and universities.

[www.doas.ga.gov](http://www.doas.ga.gov)

# Georgia Procurement Manual

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Access the Georgia Procurement Manual to obtain information on procurement in the State of Georgia!

Available in print and online at:  
[www.doas.ga.gov](http://www.doas.ga.gov)



Georgia  
**PROCUREMENT**  
Manual

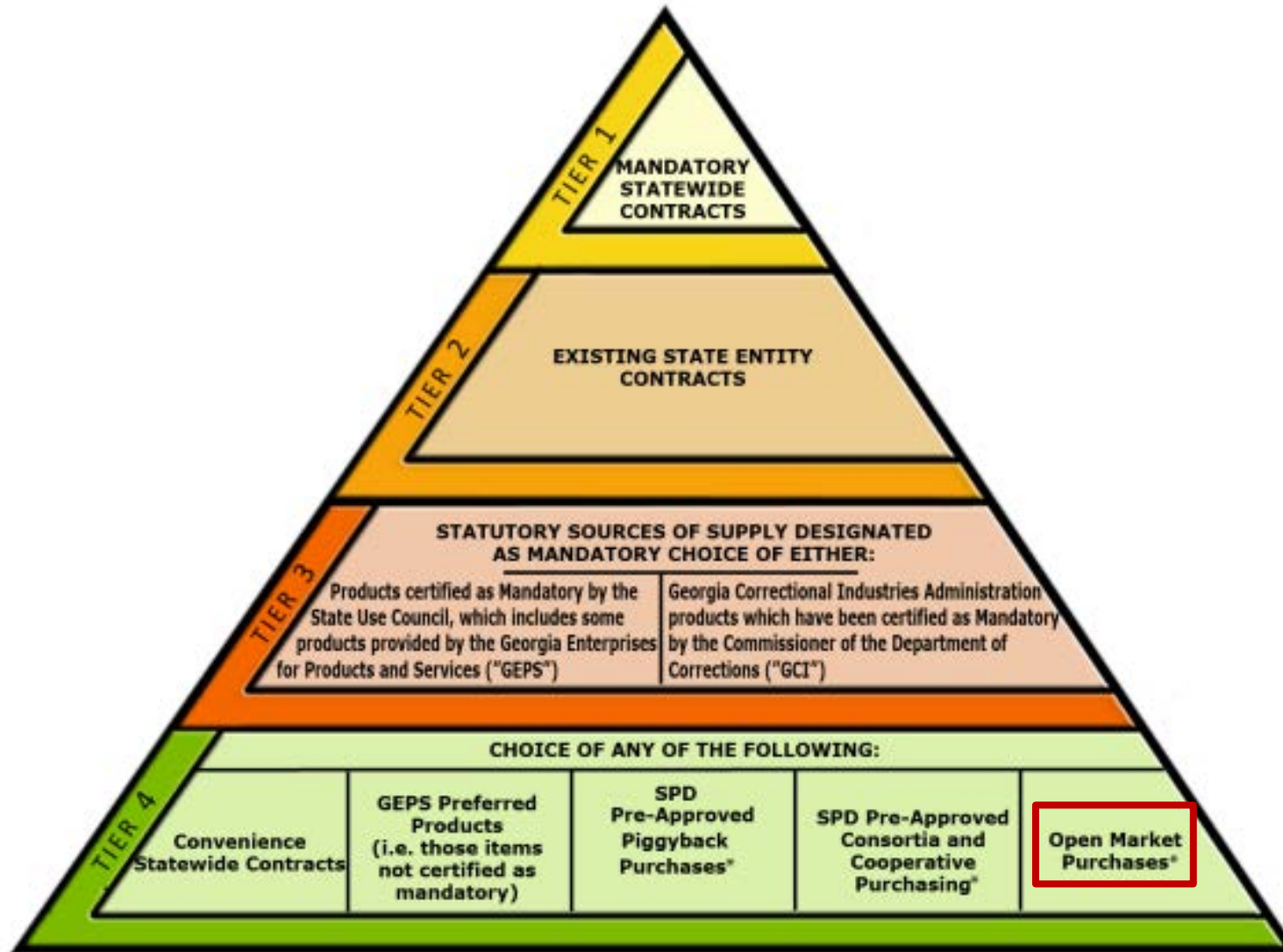
**Department of  
Administrative Services**

*Lead. Empower. Collaborate.*

GPM-V9 January 2021

Georgia Department of Administrative Services

# Georgia Procurement Manual – Order of Precedence



Any procurement staff requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing

Only after checking first 3 tiers, can we procure from the **Open Market**

# Competitive Bidding Requirements

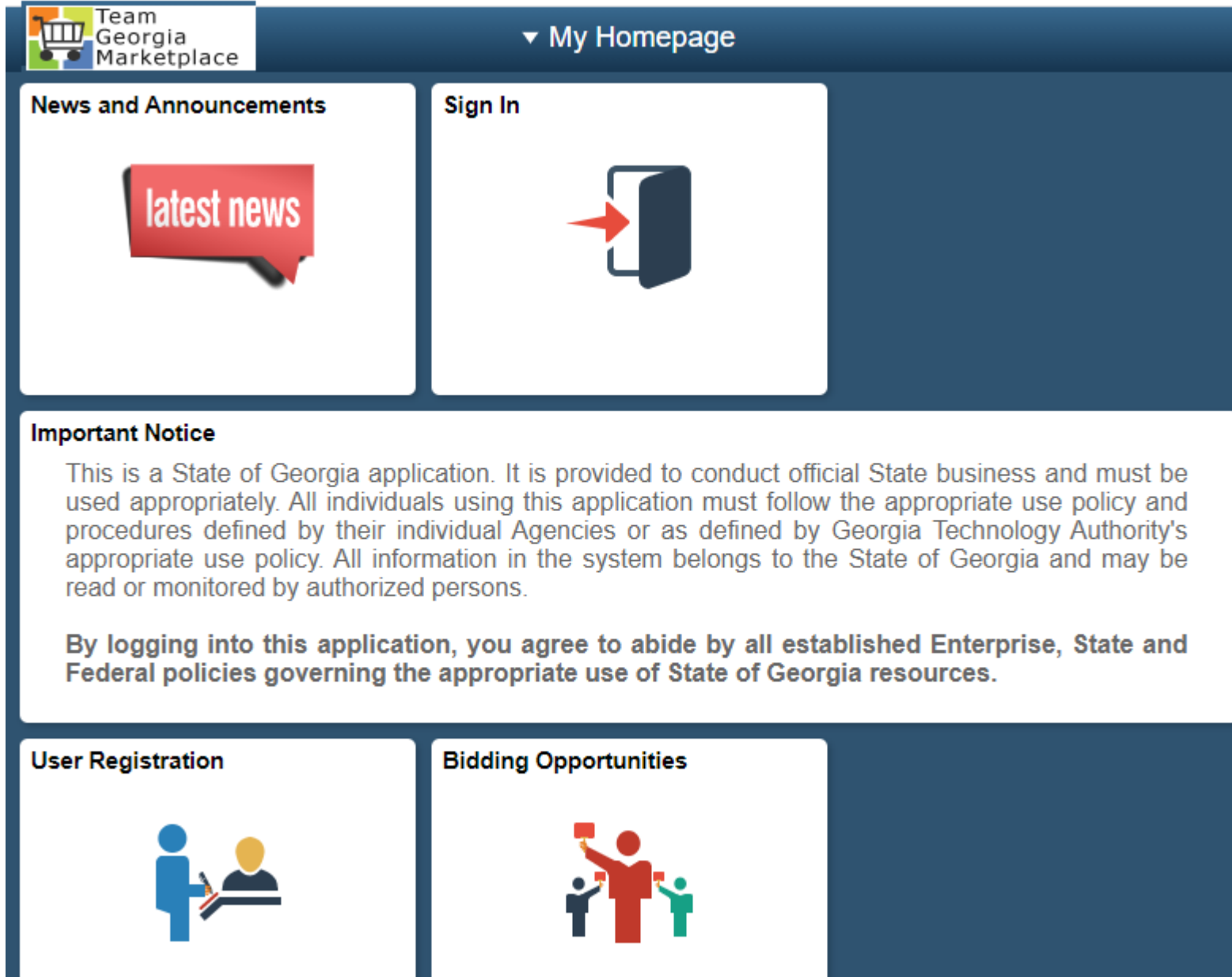
**< \$25,000** No bidding required

**≥ \$25,000** Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
  - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and eSource



# Team Georgia Marketplace™



The screenshot shows the homepage of the Team Georgia Marketplace. At the top left is the logo with a shopping cart icon and the text "Team Georgia Marketplace". To its right is a navigation link "My Homepage" with a dropdown arrow. Below the logo are two main sections: "News and Announcements" featuring a red speech bubble icon with the text "latest news", and "Sign In" featuring an icon of a smartphone with a red arrow pointing to it. A large white box in the center contains an "Important Notice" with text regarding the application's use for official State business and a disclaimer. Below the notice are two more sections: "User Registration" with an icon of two people at a desk, and "Bidding Opportunities" with an icon of three people holding up signs.

Team Georgia Marketplace

▼ My Homepage

News and Announcements

latest news

Sign In

**Important Notice**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

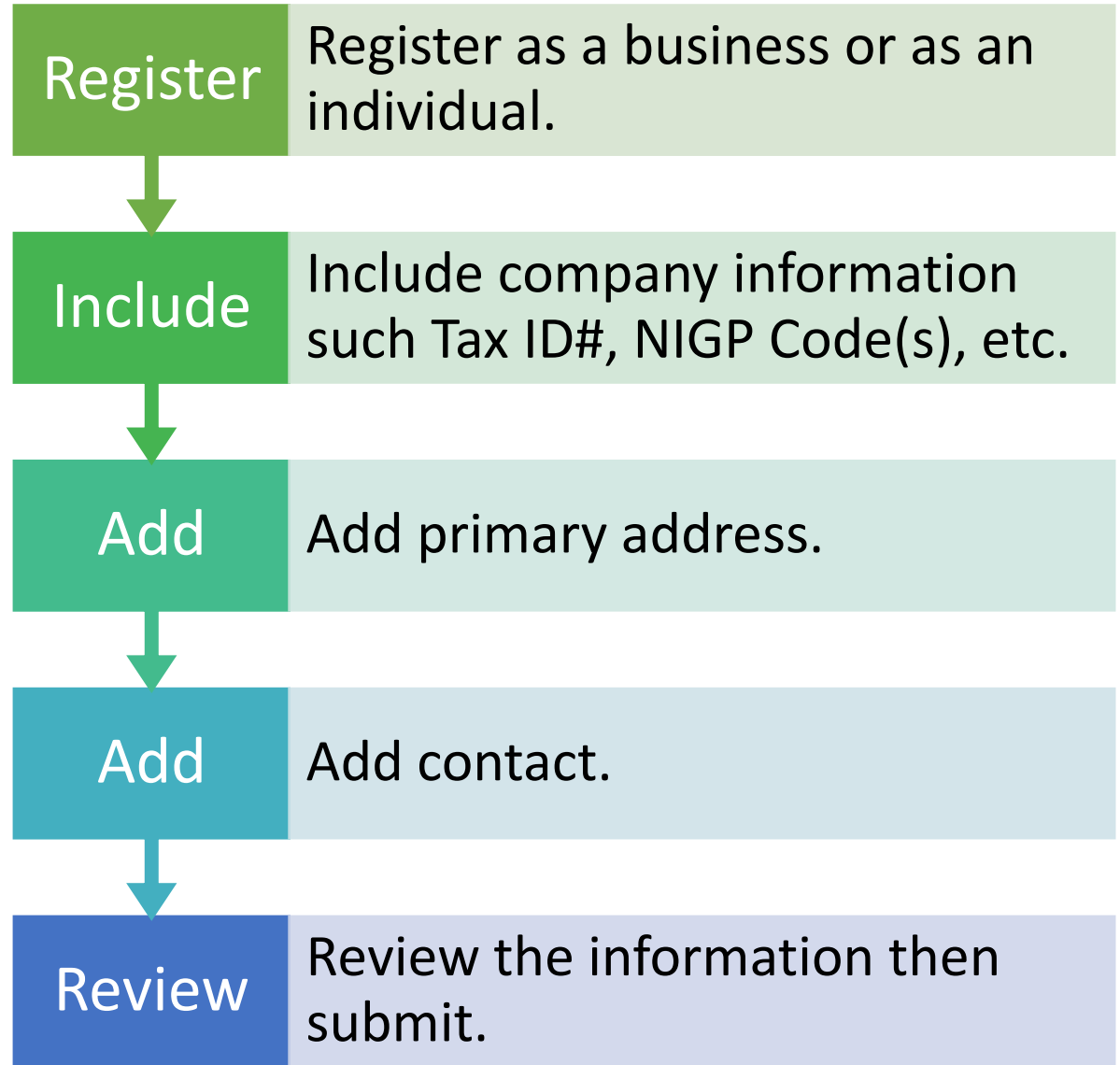
By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

User Registration

Bidding Opportunities

First step in  
doing business  
with the State of  
Georgia!

# TGM 5-Step Registration Process





# Georgia Procurement Registry (GPR) – State Bids



- Quick Links
  - Bidding Event Search
  - Supplier Search
  - NIGP Search
  - Team Georgia Marketplace - Bidder and Supplier Portal
  - GPR Buyer Login
- References

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

### Event Search Criteria

Type of Response: All

Search Keyword: Enter Event ID or Title

Government Type: All

- All
- County Governments
- Health Boards / Water Sheds / Others
- Municipalities / Cities
- School Boards / K-12
- State Government**

Government Entity: All

Event Date Range: --- Select ---

MM/DD/YYYY MM/DD/YYYY

Reset Search

Local Government is required to post bids \$100K and more!

State Government is required to post bids \$25K and more!

# Jaggaer Sourcing Director

Bidding tool used by the University System of Georgia and its state colleges and universities



# How to Locate the Event

## OPEN Events

Show 50 entries

Previous 1 2 Next

	Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
	<a href="#">2023-IFB-INTECH-0049</a>	Salesforce Licenses	Georgia Institute Of Technology	Oct 21, 2022 @ 02:26 PM	Nov 07, 2022 @ 10:00 AM	Ending soon 0hrs,20 mins	Open
	<a href="#">GWCCA101822-EC</a>	Waste Management Services	Georgia World Congress Center Authority	Oct 25, 2022 @ 12:54 PM	Nov 07, 2022 @ 10:00 AM	Ending soon 0hrs,20 mins	Open
E	<a href="#">46600-DPS0000293</a>	MSA G1 SCBA 4500 Systems	Public Safety, Department Of	Nov 02, 2022 @ 01:53 PM	Nov 07, 2022 @ 01:00 PM	Ending soon 3hrs,20 mins	Open
E	<a href="#">92100-GCI0000773</a>	Canned Ketchup	Georgia Correctional Industries Administrati	Nov 01, 2022 @ 12:49 PM	Nov 07, 2022 @ 02:00 PM	Ending soon 4hrs,20 mins	Open
	<a href="#">RFQ-484-DesignTIA-11</a>	Engineering Design Svcs for TIA Projects Batch 11	Transportation-2, Department Of	Oct 03, 2022 @ 11:46 AM	Nov 07, 2022 @ 02:00 PM	Ending soon 4hrs,20 mins	Open
	<a href="#">TCSG-396-PM</a>	PM Svcs - Quick Start EV Industry Training Centers	Georgia State Financing And Investment Commi	Oct 13, 2022 @ 02:40 PM	Nov 07, 2022 @ 02:00 PM	Ending soon 4hrs,20 mins	Open
E	<a href="#">48400-DOT0002695</a>	Aggregate Statewide	Transportation, Department Of	Oct 17, 2022 @ 09:31 AM	Nov 08, 2022 @ 02:00 PM	1 days	Open
E	<a href="#">50900-eRFQ-000000438-2023</a>	GSU - SB Roll Towel	Georgia State University	Oct 11, 2022 @ 04:00 PM	Nov 08, 2022 @ 02:00 PM	1 days	Open
E	<a href="#">92100-GCI0000775</a>	Macaroni	Georgia Correctional Industries Administrati	Nov 02, 2022 @ 10:41 AM	Nov 08, 2022 @ 02:00 PM	1 days	Open
E	<a href="#">92100-GCI0000774</a>	Salad Oil	Georgia Correctional Industries Administrati	Nov 01, 2022 @ 02:35 PM	Nov 08, 2022 @ 02:00 PM	1 days	Open

- Quick Links
- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace - Bidder and Supplier Portal
- GPR Buyer Login
- References

# MBE Certification Program

The Minority Business Enterprise (MBE) program is a collaborative effort between the Georgia Department of Administrative Services (DOAS) and the Georgia Department of Transportation (GDOT) and provides a joint process for Disadvantaged and Minority Business (DBE/MBE) certification.

“Minority” classification includes individuals from the following groups:

- African Americans
- Asian Americans
- Latinos/Hispanics
- Native Americans
- Pacific Islanders

Visit our website for information: [www.doas.ga.gov](http://www.doas.ga.gov)



# Small Business & Supplier Diversity Initiative



# Governor's Executive Order 07.13.22.01



# Small Business & Supplier Diversity Initiative

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- **Goal:** Make the State's Procurement Process **Easier to Access for Small Businesses**
- **Focus:** Woman-owned, minority-owned and veteran-owned businesses



# Top Three Challenges

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- Satisfying State Requirements
- Bid Opportunity Identification
- Readiness to Bid





## *Satisfying State Requirements*

### **Obstacle #1**

Satisfying State Requirements

#### **Recommendation #1**

Designate  
Small Business  
Liaisons

#### **Recommendation #2**

Expand  
Minority  
Business  
Enterprise  
Certification

#### **Recommendation #3**

Pilot Informal  
Bidding  
Process

#### **Recommendation #4**

Revise State  
Bidding and  
Contracting  
Requirements  
for Certain  
Projects

## *Bid Opportunity Identification*

### **Obstacle #2**

Bid Opportunity Identification

### **Recommendation #5**

Continued & Improved  
Promotion of Systems  
Training

### **Recommendation #6**

Expand Matchmaking  
Opportunities

## *Readiness to Bid*

### **Obstacle #3**

Readiness to Bid

#### **Recommendation #7**

Increase  
Outreach,  
Training, and  
Marketing  
Support

#### **Recommendation #8**

Expand  
Mentorship  
Opportunities

#### **Recommendation #9**

Facilitate  
Information  
Sharing on Access  
to Capital

# Supplier Training

Training includes web-based videos, quick reference guides, webinars, virtual training and workshops across the State!

<https://doas.ga.gov/state-purchasing>

## SUPPLIER TRAINING

### Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register](#) for a Supplier Orientation.

### Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

### Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)

## CONTACT

**Supplier Training**  
Procurement Help Desk

Phone  
404-657-6000

Email  
[procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)

[View All Division Contacts](#)



# Support and Contact Information

- **Supplier Services Website –**

- Georgia Procurement Manual
- Team Georgia Marketplace
- Georgia Procurement Registry
- Jaggaer Sourcing Director

- **Supplier Orientation**

- **Supplier Webinar**

- **Supplier Outreach & Communications**

- Julian A. Bailey, [julian.bailey@doas.ga.gov](mailto:julian.bailey@doas.ga.gov)
- Lanique Bradley, [Lanique.bradley@doas.ga.gov](mailto:Lanique.bradley@doas.ga.gov)
- Crystal Brown, [crystalbrown1@doas.ga.gov](mailto:crystalbrown1@doas.ga.gov)

- **State Purchasing Contact Center Help Desk**

- Email – [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)
- State Purchasing Contact Center Help Desk – 404-657-6000



