

Doing Business with the State of Georgia Government



Department of Administrative Services
Improving efficiency, compliance and workforce performance

A photograph of the Georgia State Capitol building at night, illuminated by warm lights. The building's dome is prominent, and the surrounding area is dark with some trees visible in the foreground. A blue diagonal line runs across the bottom of the image.


State Purchasing Division

Welcome!



Julian Andrea Bailey, MBA, PCM®
Marketing Outreach Specialist
Communications, Training & Outreach
MBE Certifications
Julian.Bailey@doas.ga.gov
Phone: 404-651-9704

State Purchasing Division

A nighttime photograph of a city skyline. On the right, a large, ornate building with a prominent dome is illuminated. To its left are several modern skyscrapers with lit windows. The sky is dark, and the city lights create a vibrant scene.

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. The division:

- Sets the procurement rules and regulations
- Manages procurement systems and platforms
- Issues and regulates statewide contracts
- Promotes equal access and competition among suppliers

For more information, visit our web site:
www.doas.ga.gov

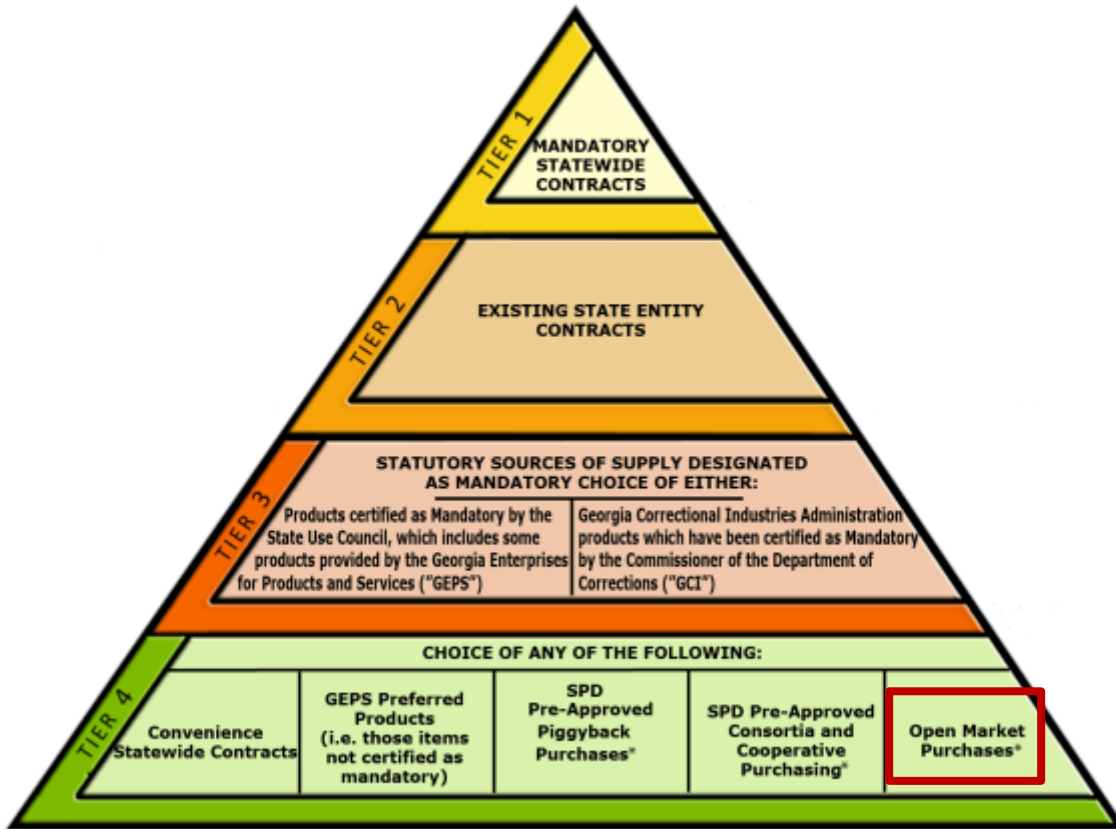
Georgia Procurement Manual



The GPM is available online and in print format from our website. You can access both formats at any time.

Georgia Procurement Manual

Order of Precedence



- Any employee 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

Georgia Procurement Manual

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™

Team Georgia Marketplace

▼ My Homepage


News and Announcements



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

[View Registration Options.](#)

Bidding Opportunities

02 Opportunities

Click on User
Registration
to Register

Georgia Procurement Registry

Under the Search Criteria you can:

- Search for Open, Awarded, Under Evaluation, Closed and other solicitations
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts
- Search by Title and Description
- Sort List by Solicitation Event Number

The screenshot displays the Georgia Procurement Registry website. At the top, there is a header with the 'Team Georgia Marketplace' logo on the left and the 'Georgia Department of Administrative Services' logo on the right. The main title 'Georgia Procurement Registry' is centered in the header. Below the header, there are three navigation links: 'HOME', 'CONTACT US', and 'SUPPLIERS SEARCH'. The main content area features a central box with the text: 'Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile'. Below this, the 'SEARCH CRITERIA' section is visible. It includes a note: 'The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.' The search criteria are as follows: 'Type of response required' with a dropdown menu showing 'ALL', 'ELECTRONIC RESPONSES', and 'PAPER RESPONSES'; 'Event Status' with a dropdown menu showing 'OPEN'; 'Government Type' with a dropdown menu showing 'ALL GOVERNMENT TYPE'; 'Select Government Entity' with a dropdown menu showing 'ALL GOVERNMENT AGENCIES'; 'Search Title and Description' with a text input field and a placeholder '(Enter word or phrase.)'; and 'Sort List By' with a dropdown menu showing 'SOLICITATION EVENT NUMBER'. At the bottom of the search criteria section, there are 'SEARCH' and 'RESET' buttons. A green button labeled 'Supplier's Guide to eSource' is located at the bottom of the page.

Team Georgia Marketplace

Georgia Department of Administrative Services

Georgia Procurement Registry

HOME CONTACT US SUPPLIERS SEARCH

Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile

SEARCH CRITERIA

The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.

Type of response required

ALL
ELECTRONIC RESPONSES
PAPER RESPONSES

Event Status

OPEN

Government Type

ALL GOVERNMENT TYPE

Select Government Entity

ALL GOVERNMENT AGENCIES

Search Title and Description

(Enter word or phrase.)

Sort List By

SOLICITATION EVENT NUMBER



SEARCH RESET

Supplier's Guide to eSource

eSource

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace
- eSource pre-recorded training webinars



Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

-Have an eSource invite ID ?- Click Below	OR	-Team Georgia Marketplace Registered Suppliers- Click Below	OR	--- Unregistered Suppliers --- Click Below
Respond Now		Request an Immediate Invite		Register with Team Georgia Marketplace

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

State of Georgia Business Definitions

Georgia Resident Business: Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state, or;

A new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, however, that place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122).

Small Business: A business which is independently owned and operated with either fewer than 300 employees or less than \$30M in gross receipts per year (OCGA 50-5-121, 50-5-122).

Georgia Resident Small Business: A business which meets criteria for both Georgia Resident Business and Small Business.



Business Status Considerations

Minority-Owned Business

Any business that is 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the state of Georgia, paying all taxes duly assessed and domiciled within this state (OCGA 50-5-131).

- The state of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.

Certified Minority Business Enterprise

The process for certifying as a Minority Business Enterprise (MBE) pursuant to OCGA 50-5-130 and as a Minority Subcontractor pursuant to OCGA 48-7-38 with the Georgia Department of Administrative Services (DOAS) is streamlined.

It involves using the Georgia Department of Transportation's (GDOT) Uniform Certification application and personal net worth affidavit for Disadvantaged Business Enterprises (DBEs) as the central certification forms. This will result in dual certification with both GDOT DBE and DOAS MBE.

- **Georgia law permits an income tax adjustment on the state tax return of any company that subcontracts with a certified minority-owned firm to furnish goods, property or services to the state of Georgia.**

Bidders' Conferences

- Public meetings that occur prior to the closing date of the solicitation to distribute information
- *Pre-bid/Bidders'/Offerors' conferences* may be conducted for the purpose of allowing suppliers to participate in a site visit to the physical location
- The solicitation must identify any such public meeting and define whether or not a supplier's attendance at such public meeting is mandatory
- If it is mandatory, you **MUST** attend to participate in solicitation!

**There is 100%
chance the
winner of the
contract is in the
room for
Mandatory
Conferences!**

Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



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

[View All Division Contacts](#)



Support & Assistance

- Supplier Services Website –
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- Supplier Orientation
- Supplier Webinar
- Supplier Outreach & Communications
 - Julian A. Bailey, julian.bailey@doas.ga.gov – 404-651-9704
 - State Purchasing Contact Center Help Desk Email – procurementhelp@doas.ga.gov
- State Purchasing Contact Center Help Desk – 404-657-6000

