

Can You Pass the
“Bakers Dozen” Test?

What You Must Know about Doing Business with the USG

Chuck Schadl
Enterprise Innovation Institute
Georgia Institute of Technology

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You were
expecting
a quiz,
weren't you?

- (a) I'll just jump in because it can't be that hard.
- (b) Somewhere, they must buy what I sell, so I'll wait for their call.
- (c) I know somebody who sells to State schools, and she's doing very well, so I'm going to do the same thing.
- (d) I have looked at purchasing patterns and forecasts of a particular State college, and I figured out they buy what I sell.

What's your best
starting point to tap
into USG purchasing?

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What's your best starting point to tap into USG purchasing?

It's always best to figure out which government agencies buy what you sell, how often, and in what quantities/dollar amounts.

- (a) Correct – vendor registration is for nerds.
- (b) One simple registration will guarantee all the state university business you can handle.
- (c) Not registering will guarantee one thing – you won't be able to submit a bid.
- (d) Vendor registration is a necessary initial step in all government purchasing – and it will help you get paid when you win a State contract.

There's no need to
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Visit the DOAS website to register with State purchasing. And don't forget to do vendor registration with colleges and universities where you want to do business.

What's the one thing you
should look-up before
registering as a vendor?

- (a) Your Schedule Item Number.
- (b) Your SIC code.
- (c) The university's purchasing authorization number.
- (d) Your NIGP code(s).

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Your NIGP code(s).

**NIGP codes indicate to State agencies
what you do or sell – that's why it's so
important you know what yours are!**

- (a) Christina Hobbs.
- (b) Michael Adams.
- (c) A department head at your local college who you know.
- (d) The local university's Small Business Liaison.

After registering,
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- (a) Christina Hobbs.
- (b) Michael Adams.
- (c) A department head at your local college who you know.



The local university's Small Business Liaison.

Each State agency has designated a Small Business Liaison. Present your capabilities to them and ask for advice.

- (a) False – each state school runs its own purchasing.
- (b) It depends on who's the president of the school.
- (c) All Georgia universities and colleges are governed by the Uniform School Purchasing Act of 1971.
- (d) True.

State purchasing rules
apply to State
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- (c) All Georgia universities and colleges are governed by the Uniform School Purchasing Act of 1971.

State purchasing rules
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True.

**State purchasing rules do apply to
State universities and colleges.**

Everything the
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- (a) True.
- (b) Only during the regular school year.
- (c) Except for text books and construction.
- (d) False.

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False.

**There are several exceptions
to competitive bid rules.**

What is a current
trend in State
purchasing?

- (a) Outsourcing is on the rise.
- (b) Similar contract work is being consolidated.
- (c) The State is encouraging agencies, universities and colleges to do more business with small businesses in the State.
- (d) All of the above.

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All of the above.

While outsourcing more work, and consolidating other work, the State wants to do more contracting with in-State small businesses.

Select the correct
statement regarding
State purchasing.

- (a) State agencies must solicit competitive bids on all purchases of \$1,000 or more.
- (b) The limit on Pcard purchases is \$500.
- (c) Written, competitive bids or proposals are required on all procurements valued at between \$5,000 and \$24,999.
- (d) Competitive bids are not required for purchases less than \$25,000.

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Competitive bids are not required for purchases less than \$25,000.

Effective 7/1/2012, State agencies
do not have to obtain competitive
bids on purchasing below \$25,000.

- (a) The names and addresses of all State agencies.
- (b) All vendors registered to do business with the State.
- (c) Forecasts of State spending.
- (d) Upcoming contract work advertised by State agencies, State colleges and universities, and many cities, counties and school boards in Georgia.

What do you find
in the Georgia
Procurement Registry?

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(b) All vendors registered to do business with the State.

(c) Forecasts of State spending.



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What do you find
in the Georgia
Procurement Registry?

State agencies, including USG colleges and universities, along with many cities, counties and school boards, advertise their contracts in the Georgia Procurement Registry. State contract awards are posted there, too.

*The easiest way to get
information about existing
Statewide contracts is:*

- (a) File a Georgia Open Records Act request.
- (b) Hire a lawyer and sue the State.
- (c) Give up – you'll never get it.
- (d) Visit the DOAS website and download the Statewide Contract List.

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**Visit the DOAS website and download
the Statewide Contract List.**

Visit:

<http://doas.ga.gov/StateLocal/SPD/Pages/StatewideContractIndex.aspx>

- (a) DOAS does not contract for major construction work.
- (b) The Georgia State Financing & Investment Commission handles many of the State's construction contracts.
- (c) The Board of Regents, GDOT, the Public Telecommunications Commission, and public authorities handle their own construction contracts.
- (d) All of the above are true.

Which of the following
statements are true for
State construction contracts?

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All of the above are true.

Which of the following
statements are true for
State construction contracts?

Most State agencies use the Georgia State Financing & Investment Commission to handle their construction. The exceptions are State colleges and universities, GDOT, the Public Telecommunications Commission, and public authorities.

- (a) I wish.
- (b) Obviously not true.
- (c) You've got to be dreaming.
- (d) True.

There are items that State agencies can buy from vendors – without bids – and with no dollar limit.

(a) I wish.

(b) Obviously not true.

(c) You've got to be dreaming.



True.

There are items that State agencies can buy from vendors – without bids – and with no dollar limit.

The list of products is at:

http://doas.ga.gov/StateLocal/SPD/Docs_SPD_General/NIGPExemptList.pdf

- (a) No such place.
- (b) Your only option is to spend \$24.99 on the government contracting book that's advertised on TV.
- (c) Call contracting officers on the phone.
- (d) No-cost assistance is available to all Georgia businesses from experts at the Georgia Tech Procurement Assistance Center.

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A great place to receive help with all forms of government contracting is:

Visit www.gtpac.org.
Plan to take our free "Introduction to Government Contracting" class.

*What was your
score?*

Total questions: 13

Correct answers: ____



**Be sure to visit www.gtpac.org
for more information on
and assistance with
government contracting.**