



Operational Procurement Policy Manual

**Office of Procurement
600 West Peachtree Street N.W.
Atlanta Ga 30308**





Georgia

Department of Transportation

Policy Manual

Approved by:


Agency Procurement Officer/Operational Procurement Manager

Date:

3/16/2018

Table of Contents

Acronyms and Definitions	5
Introduction and General Overview	7
1.1 The OP Manual.....	7
Purpose and Objective	8
1.2 Purpose	8
1.3 Objective	8
Laws Governing Procurement.....	8
1.4 Title 32.2 Highways, Bridges and Ferries	8
1.5 Title 50 Department of Administrative Services.....	9
1.6 Georgia Procurement Manual (GPM)	9
Revisions to Procurement Manual.....	9
Duties of Procurement Personnel.....	9
1.7 General Office (GO).....	10
1.8 District Procurement Office	12
1.9 Procurement Personnel Responsibility.....	13
1.10 Public Information	15
Stage 1: Need Identification.....	16
2.1 Need Identification Steps.....	16
2.2 What is needed and when	16
2.3 Federal and/or Private Funds	18
2.4 Order of Precedence.....	18
Stage 2: Pre-Solicitation	29
3.1 Pre-Solicitation Steps.....	29
3.2 Request for Quote (RFQ).....	32
3.3 Request for Information (RFI)	32
3.4 Request for Proposal (RFP)	32
3.5 Request for Qualified Contractors (RFQC)	32
Stage 3: Solicitation Preparation.....	35
4.1 Solicitation Preparation Steps.....	35
4.2 Purpose of the Procurement	38
4.3 Product Specifications and Performance Requirements	38
4.4 Developing the Solicitation Packet for Posting.....	39
4.5 Evaluation Criteria.....	41

4.6	Selecting Contract Templates	41
4.7	Review of the Solicitation prior to posting	41
4.8	End-user Engagement	42
4.9	Acquisitions Process.....	43
Stage 4: Solicitation Process		46
5.1	Posting and Closing Dates	46
5.2	Supplier Questions	46
5.3	Offerors' or Pre-bid Conferences/Site Visits.....	47
Stage 5: Evaluation Process		49
6.1	Evaluation Steps.....	50
6.2	End-user Concurrence.....	53
Stage 6: Award Process.....		54
7.1	Notice of Intent to Award	54
Stage 7: Contract Process		55
8.1	Key Contract Steps	55
8.2	GDOT's Initial Contract Administration Tasks.....	55
8.3	Role of Contract Administrator	55
8.4	Role of Project Manager/Contract Owner/End User.....	56
8.5	Maintaining Contract Information	56
Glossary.....		62

Acronyms and Definitions

Acronyms

A

APO: Agency Procurement Officer

ACW: Agency Contract Waiver

C

CUPO: College/University Procurement Officer

D

DOAS: Department of Administrative Services

DOR: Department of Revenue

DPA: Delegated Purchasing Authority

DPM: District Procurement Manager

DPO: District Procurement Officer

E

ePro: eProcurement

F

F.O.B.: Free on Board

I

ITB: Invitation to Bid

G

GCI: Georgia Correctional Industries Administration

GCPA: Georgia Certified Purchasing Associate

GEPS: Georgia Enterprises for Products and Services

GPM: Georgia Procurement Manual

GPR: Georgia Procurement Registry

GSFIC: Georgia State Finance and Investment Commission

GTA: Georgia Technology Authority

L

LMS: Learning Management System

N

NOA: Notice of Award

NOIA: Notice of Intent to Award

O

O.C.G.A.: Official Code of Georgia Annotated

OMAT: Office of Material and Testing

OIG: Office of Inspector General

OPB: Office of Planning and Budget

OTD: Office of Transportation Data

P

P-Card: Purchasing Card

PBA: Piggy Back Authorization

PO: Purchase Order

Q

QPL: Qualified Products List

R

RFI: Request for Information

RFP: Request for Proposals

RFQ: Request for Quotations

RFQC: Request for Qualified Contractors

S

SAO: State Accounting Office

SECI: State Entity Contract Index

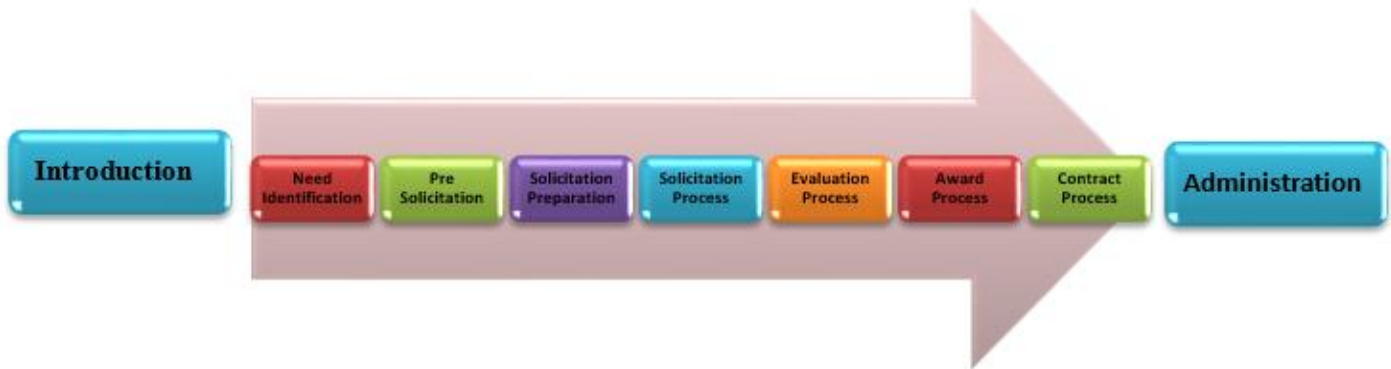
SPD: State Purchasing Division

T

TSP: Transportation Services Procurement

Introduction and General Overview

This introduction to the Operational Procurement Manual includes an overview of the Georgia Department of Transportation procurement policies and procedures. This Procurement Manual will be referred to as the “OP Manual” or “Manual.” It is the official source of rules governing operational procurement at Georgia DOT and the State of Georgia, including federal guidelines the Department must follow. This OP Manual is divided into the Seven Stages of Procurement, and includes this Introduction and Administration section. As a foundation, the Manual will follow the Department of Administrative Services State Purchasing Division’s Seven Stages of Procurement guidelines and may further define the rule as it applies to Georgia DOT procurement.



1.1 The OP Manual

This official Manual will guide the procurement activities of Georgia DOT and serve as a resource for Department procurement personnel, and individuals or suppliers doing business with GDOT. The Manual will also provide more specific guidelines directly related to GDOT based on the Official Code of Georgia Annotated (O.C.G.A) Title 50-5-50 and Title 32. It will identify procurement rules, as directed by these titles and by state policy set forth, in the Georgia Procurement Manual. Additionally, the OP Manual will be an instructional guide to the procurement process specific to the Department. Refer questions or comments about this Manual to the OP contact, listed below.

Table 1 – Operational Procurement Office	
Mailing Address	600 West Peachtree Street, N.W 19 th Floor Atlanta, GA 30308
Email	OpPurch@dot.ga.gov

Purpose and Objective

1.2 Purpose

The purpose of this Manual is to publish the procurement rules used by Georgia DOT and distinguish between **Title 32.2** and **Title 50-5** of the Official Code of Georgia Annotated ([O.C.G.A.](#)). The rules provided in this OP Manual will govern the purchasing activities of all Department personnel and as it relates to operational purchasing, OGC procurement, District and Area procurement, end-users and suppliers.

1.3 Objective

- Simplify and clarify the State laws governing the procurement process
- Establish consistent procurement policies throughout the Department
- Ensure all persons doing business with procurement are treated fairly and equitably
- Provide increased economy in procurement activities and maximize the purchasing value of public funds
- Procure, in a cost-effective method, materials and services required by the Department

Laws Governing Procurement

1.4 Title 32.2 Highways, Bridges, and Ferries

§ 32-2-69. Bidding process and award of contract

- a. Except as authorized by Code Sections 32-2-79 and 32-2-80, the Department shall award the contract to the lowest, reliable bidder, maintaining the right to reject any and all such bids whether or not this right is stated in the public notice. In such case, the Department may re-advertise, perform the work itself, or abandon the project.
- b. If only one bid is received, the Department will open and read the bid. If the bid is at, or below the Department's cost estimate for the project as certified by the chief engineer, the cost estimate will be read immediately and publicly. If the bid exceeds the Department's cost estimate for the project, the Department may negotiate with the bidder to establish a fair and reasonable price for the contract, provided the renegotiated contract price is less than the bid, and the Department's cost estimate is disclosed to the bidder prior to the negotiations.
- c. If the Department made errors in the bidding documents, resulting in an unbalanced bid, the Department may renegotiate with the lowest, reliable bidder to correct the errors, provided that the lowest, reliable bid, is unchanged.
- d. If the lowest, reliable bidder is released by the Department because of an obvious error or, if the lowest, reliable bidder refuses to accept the contract, thereby, forfeiting the bid bond, the Department may award the contract to the next lowest, reliable bidder; re-advertise; perform the work itself; or abandon the project.
- e. For purposes of this Code section, posting of a bid on the Department's website shall be equivalent to having read the bid.
- f. In addition to the powers specifically delegated to the Department in this title, the Department shall have the authority to perform all acts that are necessary, proper, or incidental to efficient operation and development of the Department, the state highway system, other modes and systems of transportation; this title shall be liberally construed to that end. Any power vested by law, in the Department, but not implemented by specific provisions for the exercise thereof, may be executed and carried out by the Department in a reasonable manner pursuant to such rules, regulations, and procedures. The Department may adopt and subject to such limitations, as may be provided by law.

1.5 Title 50 Department of Administrative Services

§ 50-5-50. Purposes and policies of part

The underlying purposes and policies of this part are:

- a. Permit the continued development of centralized procurement policies and practices
- b. Control and reduce the cost of purchasing, leasing, renting, or otherwise procuring supplies, materials, services, and equipment through the use of centralized purchasing
- c. Ensure open access for all qualified vendors, to the state's purchasing processes, so as to, achieve the lowest possible costs to the state through effective competition among vendors
- d. Provide for timely, effective, and efficient service to using agencies and to vendors doing business with the state
- e. Ensure the fair and equitable treatment of all persons who deal with the procurement system of the State
- f. Provide for increased public confidence in the procedures followed in public procurement
- g. Provide safeguards for the maintenance of a procurement system of quality and integrity

1.6 Georgia Procurement Manual

The Department of Administrative Services State Purchasing Division issues the Georgia Procurement Manual, the adopted procurement policy for the State. These rules govern purchasing in the state, by State government.

The Department has adopted these rules as procurement best practices under the broad authority of Title 32.

Revisions to Procurement Manual

Revisions to this OP Manual will be publicly posted as a new version. The approved revisions and effective date of the new Manual is the publication date, unless otherwise stated. The Operational Procurement section will announce these revisions to Department personnel and publish a summary. Previous versions of the OP Manual will be archived and maintained according to the State's record retention policies.

Duties of Procurement Personnel

The overall responsibility and role of the Office of Procurement is to determine policy and procedures for all procurement personnel across the Department. This includes GDOT Districts and area offices with procurement staff, responsible for acquiring goods and services under Title 50 and Title 32. The procurement office strives to follow the "Seven Stages of Procurement," widely accepted as best practices.

Specifically, Procurement determines process and procedures that must be used across the Department. These processes and procedures are vetted, tested and communicated to all procurement staff, to maintain compliance with the overall method of procurement, recommended by the Seven Stage process. The Departments of Transportation Internal Audits, Accounts and Audits and Administrative Services also use the Seven Stage process to audit the work of the Procurement Office.

If any changes to the Department process and/or procedures are found to be more streamlined and efficient, then those revisions may be considered by the OP. Revision to processes and/procedures will be communicated to Department-wide procurement staff, to implement.

1.7 General Office

1.7.1 Operational Purchasing Manager/Agency Procurement Officer (APO)

Under limited supervision, serves as an Assistant Office Head with supervisory responsibility for the OP section. The APO assists in the establishment and implementation of Department procurement policies in program areas, according to statutory and professionally accepted standards.

The APO identifies, adopts and implements best practices in the field of procurement for the Department's operational purchasing groups. The APO directs purchasing groups to procure products and/or services based on quality standards and specifications that meet needs and results in efficiencies and cash-releasing savings to the Department. Advise District and area office procurement staff, on recruiting and hiring individuals with appropriate knowledge, skill and ability.

Additional APO responsibilities include:

- Identify areas of large-spending to leverage price and to create efficient and viable contracts.
- Develop enterprise contracting and monitor purchasing activities complying with applicable laws, rules, regulations, policies, procedures, and ethical standards.
- Regularly review daily practices to identify possible areas for improvement, focused on maintaining an effective and efficient program.
- Identifies issues and potential solutions through process and/or program changes and implements these solutions.
- Ensures procurement officers are in compliance with applicable laws, rules, regulations, policies, procedures and standards.

1.7.2 Procurement Management

1.7.2.1 Operations and District Acquisition Manager

Under minimum supervision, assists with overall implementation specific to the operations of the Department. This includes revisions to acquisitions and ITB procedures used statewide. May also create new acquisition processes or/and procedures to be used statewide. Attends interviews for District and office procurement personnel. May have signing authority in the absence of the APO, if designated by the APO. Signatory authorization excludes sole source justification, and documents associated with term contracts.

1.7.2.2 Acquisitions Manager

Under minimum supervision, assists with daily operations for the entire acquisitions team. Balances workloads between staff members. Monitors all requisitions for the entire agency. Reviews and approves/denies all district requisitions over \$10k for all district and area offices. Create procedural manuals for all purchasing personnel for TGM. Training GO and district staff on PeopleSoft and acquisition procurement procedures. Makes decisions for the Department on purchasing procedures. Manages the Operational Section in the absence of manager. Answers procurement questions from every office in the Department whether in procurement or requesters. Implements new procedures to create procurement efficiencies for the Department. Manages all temporary service contracts.

1.7.2.3 Contracts Manager

The Contract Manager establishes procedures for implementing and managing contracts for the Department's operational purchasing. Determines appropriate procurement strategies for solicitations that acquire goods and services contracts with multiple years. Oversees contract amendment, renewals and extensions. May have signing authority in the absence of the APO, if

designated by the APO. Signatory authorization of documents associated with the acquisition process.

a. Assistant Contracts Manager

Under minimum supervision, the Assistant Contracts Manager assists with managing the functions of the Department's contract section and other assigned duties. Performs research, spend analysis and prepares specifications/Scope of Work and other requirements to support the development and implementation of complex solicitations that include RFPs, RFIs, RFQs, RFQCs and REIs for commodities and/or services. Responsible for the administration of contracts for contracts' life cycle. Prepares contracts, renewals and amendments in compliance with federal and state laws, rules and regulations. Responsible for maintaining working knowledge of procurement rules and regulations to ensure compliance with O.C.G.A. Title 32 and Title 50 as well as FTA, FHWA, FAA and other regulatory requirements. Serves as lead person that assists contract specialists and provides supervision in absence of Contracts Manager.

1.7.2.4 Contract Development Liaison

Under minimum supervision, the Contract Development Liaison interfaces with the requesting office or end-user in the development of new contracts. Typically, these contracts are highly complex in nature. Performs research, spend analysis and prepares specifications/Scope of Work and other requirements to support the development and implementation of complex solicitations to include RFPs, RFIs, RFQs, RFQCs and REIs for commodities and/or services. Prepares contracts and may execute renewals and amendments in compliance with federal and state laws, rules and regulations. Responsible for maintaining working knowledge of procurement rules and regulations to ensure compliance with O.C.G.A. Title 32 and Title 50 as well as FTA, FHWA, FAA and other regulatory requirements. May serve as lead person that assists contract specialists with complexities associated with existing contracts.

1.7.3 Acquisitions Team Procurement Staff

1.7.3.1 Acquisitions Specialist

The Acquisitions Specialist issues POs from negotiated contracts, sole source postings and awards, posting of bids for one-time purchases, receipting of PO award of bids for one-time purchases. Develops bid packages, initiates and manages bid process according to established procedures, professional standards and awards solicitations. Manages bid challenges according to procedures established by DOAS and those established under Title 32. Interview suppliers to obtain information concerning products, price, delivery, and payment terms. Establishes and maintains maintenance, lease, service and other minor contracts. Monitor performance of assigned contracts for various services, supplies and/or equipment compliance with state, federal and department guidelines. Researches and evaluates new supplies and equipment, reviews bid proposals from vendors and award orders. May supervise and/or provide technical assistance to procurement staff or end users.

1.7.4 Contracting Team Procurement Staff

1.7.4.1 Contract Specialist I

- Review, revise and create specifications for RFQs, RFQCs, RFIs and sole source solicitations that result in multi-year contract awards. Conduct market research and perform market analysis.
- Conduct pre-bid conferences
- Maintain working knowledge of state and federal regulations to ensure compliance with procuring and contracting for goods and services

- Serve as Contract Administrator responsible for managing multi-year contracts for the life cycle of the contracts. Initiates the contract renewal process and ensure contractor's continued compliance with Department, state and federal annual requirements (i.e. contract assessment report, tax compliance, state debarment, federal debarment, insurance requirements)
- Serves as point-of-contact to address contractor and/or end user contract issues
- Initiates documents for amendment of contracts
- Develop Contract Administration Plans for service contracts, where appropriate and facilitate kickoff meetings with District staff and contractors
- Assist District and Area Office procurement staff with the execution of contracts required with value less than \$25,000
- Assist with compiling District and Area Office renewal and amendment documents for review and approval by Contracts Manager
- Research, analyze and make recommendations for contractor's that request economic cost adjustments during contract renewal periods.

1.7.4.2 Contract Specialist II

- Review, revise and create specifications/Scope of Work for RFQs, RFQCs, RFPs, RFIs/ Expression of Interest and sole source solicitations that result in multi-year contract awards.
- Conduct market research and perform market and price analysis
- Conduct pre-bid conferences
- Maintain working knowledge of state and federal regulations to ensure compliance with procuring and contracting for goods and services
- Serve as Contract Administrator with responsibilities for managing the multi-year contracts for the life cycle of the contracts. Initiates the contract renewal process and ensure contractors continued compliance with Department, state and federal annual requirements (i.e. contract assessment report, tax compliance, state debarment, federal debarment, insurance requirements)
- Serves as point of contact to address contractor and/or end users contract issues
- Coordinate and facilitate evaluation meetings for RFPs
- Develop Contract Administration Plans for service contracts, where appropriate, and facilitate kickoff meetings with District staff and contractors
- Provide value-added technical and contractual assistance to internal and external customers
- Conduct market research and perform market analysis
- Serve as team leader, assisting Contract Specialist I and District/Area Office staff
- Research, analyze and recommend contractors that request economic cost adjustments during contract renewal periods

1.8 District Procurement Staff

1.8.1 District Procurement Manager

Under general supervision, the District Procurement Manager develops, coordinates and monitors the district purchasing, contract and bidding process throughout the procurement cycle. Supervises and plans the work of assigned staff. Plans and executes procurement strategies designed to maximize customer satisfaction and minimize costs. Develops and maintains effective working relationships with internal and external stakeholders. Manages and directs work of procurement officers. Monitors the procurement card process. Serves as subject matter expert for procurement related issues. Responsible for a quarterly compliance review at the district level. May support the OGC strategic sourcing team in more complex solicitations. Participates in procurement application projects. Adopts and utilizes new procurement application software, programs, and methodologies to support the strategic sourcing process. Participates in pilot projects. Provides training and communicates policies and information

pertinent to purchasing as appropriate to end-users/suppliers. Develops and applies professional knowledge of the procurement field to include the GPM and related rules and regulations. Develops an awareness and understanding of legal implications and potential problems. Attends appropriate training.

The DPM reports to the APO or designee for all procurement policy, procedures and processes. All administrative items, i.e. sick leave, scheduling vacation, etc. will be reported to the District Administrative Officer.

1.8.2 District Procurement Officer

Under the District Procurement Manager's supervision, the District Procurement Officer serves as a working level procurement/sourcing specialist. Provides professional level category support in a variety of procurement activities. Participates in on-going category and vendor performance management. Responsible for supporting purchasing activities in a support function.

Purchases supplies, equipment or services necessary for District operations. Participates in the vendor response evaluation process. May develop bid evaluation documents. Conducts analysis of vendor responses. May support the OGC strategic sourcing team in more complex solicitations. Participates in procurement application projects. Adopts and utilizes new procurement application software, programs, and methodologies to support the strategic sourcing process. Participates in pilot projects. Provides training, communicates policies and information pertinent to purchasing and appropriate to end users/suppliers. Develops and applies professional knowledge of the procurement field to include the GPM and related rules and regulations. Develops an awareness and understanding of legal implications and possible complications. Attends appropriate training.

1.9 Procurement Personnel Responsibility

The following defines the duties and expectation of procurement staff located in OGC, District and area offices.

1.9.1 Professional Conduct

Procurement personnel are responsible for upholding the principles outlined in this manual as well as those outlined in the GPM and pertinent federal guidelines.

1.9.2 Professional Development

GDOT requires all procurement professionals to obtain Georgia Certified Purchasing Associate certification. Procurement professionals shall continue to seek out continuing education and professional associations that will provide opportunities for increased procurement knowledge.

1.9.3 District Purchasing Authority

District Purchasing Authority will be determined by the Operational Purchasing Manager/APO. The DPA for all districts will be set at \$24,999.99. Depending on the purchasing compliance, and the state certification status of all procurement staff of each district or area office, the DPA may increase or decrease.

In the event there is a personnel change specific to the District Procurement Manager, the District DPA will be decreased to \$9,999.99 until the following occurs:

- Obtain GCPA within the designated timeframe determined in this manual.
- Review and audit of procurement functions/tasks to include but is not limited to; Purchase Orders, Invitation to Bids, Purchase Order receipting, etc. The audit will be ongoing to ensure compliance until such time as the Operational Purchasing Manager/APO determines that the increase to the DPA can

occur. The increase may be incremental and is not to be construed as an increase to the highest possible bid threshold as determined by the state purchasing bid threshold.

a. Purchases of Commodities and Services

- If a purchase is less than \$5,000 the Buyer may proceed to make the purchase by entering a requisition.
- If the purchase is at least \$5,000, but less than \$10,000, the Buyer should make every effort to receive three (3) quotes to support the purchase and enter a requisition.
- If the purchase is at least \$10,000, but less than \$25,000, the Buyer must obtain three (3) quotes to support the purchase. All quotes and Scope of Work must be attached to the requisition. Requisition will be routed to GO for approval.

Exception: Any service related contract, regardless of dollar value, must be routed to the GO to determine appropriate contract or documentation to affix to PO. For any services that require a contract, the GO will assist with routing the contract through the CATS system for execution.

- Equipment Repair—Repairs to equipment valued at least \$5,000, but less than \$10,000, no attached quotations are required to be submitted with requisition. The requisition will be routed to the Acquisitions Manager. Repairs at or exceeding the dollar threshold for the Office of Equipment Management, requires an authorization.

b. Invitations to Bid

The District Procurement Manager issues an “Invitation to Bid” through an RFQC solicitation. Qualified suppliers from this solicitation sign a Master Maintenance Services Agreement with GDOT or the Routine Maintenance Pre-Qualification Selection Committee publishes a listing of contractors. ITBs are bids, which are publically advertised on the Georgia Procurement Registry, and do not have a dollar value that falls under the Districts DPA parameters.

The ITB receives pricing for contracts that are awarded through the RFQC process and. ITB’s are provided to only those qualified contractors that have an executed MMSA contract. The DPM will initiate the ITB through submission of the RFQ through Team Georgia Marketplace™, attaching the appropriate forms as specified in the Contract Administration Plan. The ITB cannot be awarded until the information requested and received from the qualified contractors is submitted to the State Maintenance Office for review and approval, if the award value exceeds \$749,999.99. Once the SMO approval has been received, submission to OGC shall be determined based on contracts usage. Approved ITBs with an award value exceeding \$1.5 million must be submitted to OGC Contracts email box for review and approval; information also must be entered into the Department’s CATS database for signature routing.

NOTE: Some RFQC’s require a Performance and Payment bond in the amount of 120% of the submitted RFQ. It is essential that the DPM reads and understands the associated CAP for compliance of this requirement.

1.9.4 Fiduciary Duty

GDOT procurement personnel at OGC, District and area offices with procurement staff are responsible for ensuring that all necessary goods and services are procured in an efficient and cost-effective manner, with a goal to gain and retain public trust. Staff must develop contracts that secure a fair and reasonable price, and avoid waste on the part of GDOT.

1.9.5 Supplier Relationships

Procurement staff are responsible for developing positive relationships with suppliers, avoiding the appearance of favoritism or any unethical conduct. This includes business relationships with suppliers,

who are related or who staff may know personally, to avoid conflict of interest. Additional information regarding ethics is located on the GDOT Intranet under policies and procedures and [the State Inspector General](#) website.

1.9.6 Ethical Conduct

OGC, District and area office procurement staff must be ethical in all aspects of their position. Staff may not provide special favors or privileges, paid or unpaid. Staff may not accept for themselves, or their families, favors or benefits under circumstances that may be construed as influencing the performance of their duties. Staff may not use confidential information divulged to them while performing these duties and as a means to profit personally. They may not make promises for personal gain and outside the confines of the Department that may infringe upon the duties of the office. A government employee cannot infringe upon the rights of the Department for his/her own personal gain such as personal work unrelated to the Department.

Procurement staff should avoid any actions, relationships, or business transactions that conflict with the Department's interests or create conflicts of interests that taint the procurement process, the reputation of the Department and the State of Georgia. All professionals must comply with the Department's guidelines on reporting outside employment.

Additionally, procurement staff may not, at any time or under any circumstances, accept—directly or indirectly—gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions. Procurement staff must comply with the Department's gift policy and be mindful of the Governor's Executive Order about accepting personal gifts, favors or gratuities.

1.9.6.1 Improper Relationships with Suppliers

O.C.G.A. 45-10-20, Code of Ethics describes conduct that is ethically unacceptable and, in certain instances, unlawful for public officials or employees who enter into business agreements. All suppliers and Department staff are expected to comply with the provisions set forth in the code.

1.9.6.2 Additional Unlawful Actions

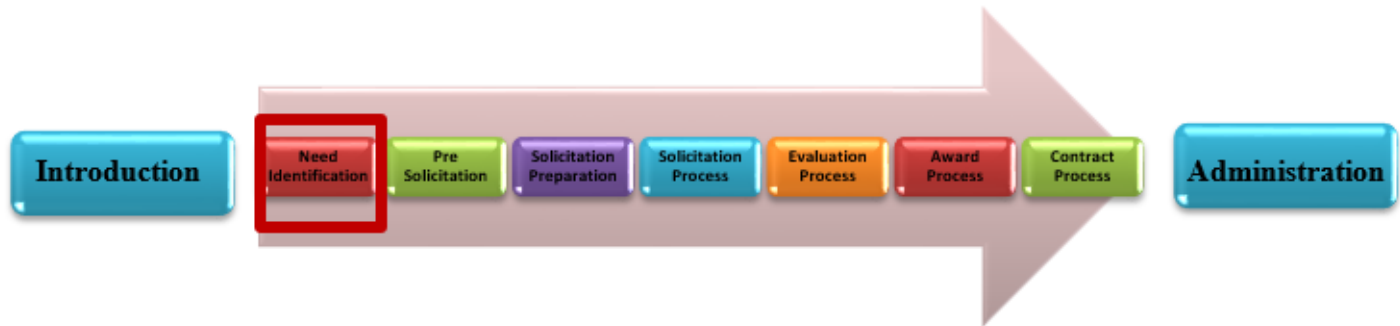
- a. **Collusion**- O.C.G.A. section 16-10-22
- b. **Bribery**- O.C.G.A. Section 16-10-22
- c. **Financial Interests** -O.C.G.A. 50-5-78
- d. **Individual Ownership** -O.C.G.A. 50-5-80
- e. **Purchases Contrary to Procurement Rules**- O.C.G.A 50-5-79

1.10 Public Information

Solicitations are publicly advertised as per procurement requirements. Records related to the procurement will be made available to the public according to the guidelines required by the State Purchasing Act and the O.C.G.A. The public can access this information in accordance with the guidelines set forth in the O.C.G.A. Section 50-18-70 through Section 50-18-77.

Stage 1: Need Identification

The following section defines policies and procedures that identify the need for procurement. The purchasing process begins with identification of the need and the submittal of a Requisition. This request can be for a one time buy, a purchase off of an existing contract, or for the creation of a contract.



2.1 Need Identification Steps

- Identifying the need for the purchase or contract
- Exemptions
- Order of Precedence
- Solicitation
- Approvals

TABLE 2 – Stage 1 Forms

<u>Form #</u>	<u>Title</u>	<u>GDOT</u>	<u>DOAS-SPD</u>
SPD-NI004	Emergency Justification Form		✓
SPD-NI005	Statewide Contract Waiver Request		✓
SPD-NI006	Piggyback Request		✓
SPD-NI007	Notice to Utilize Consortium Contract or Cooperative Purchasing Agreement		✓
GDOT-NI101	Fact Finding Checklist	✓	
GDOT-NI102	Request for Emergency Authorization	✓	

2.2 What is needed and when

OP staff conduct a variety of purchasing tasks. Tasks include developing and implementing contracts, as well as purchasing commodities and/or services from pre-negotiated contracts.

- a. Purchases from an existing contract, a Team Georgia Marketplace requisition is required.
- b. If a contract does not exist, a proper solicitation may be conducted to generate an executed contract for that commodity or service. However, before engaging OGC, a Fact-Finding Checklist must be completed and submitted to the operational purchasing mailbox at OpPurch@dot.ga.gov.

Once the Checklist has been submitted, procurement will contact the end-user and schedule a meeting or conference call to discuss the details of the purchase request. In this meeting, staff will ask the end-user to provide documentation regarding needs that describe the ending result or purpose of the procurement (*i.e.* scope of work, specifications).

2.2.1 Exemption

GDOT has been granted partial exemption from the State Purchasing Act. Construction and/or Public Works Contracts as defined by GPM Section 1.3.6.1.-Construction or Public Works. The exemption does not apply to “materials only” contracts. In addition to the exemptions specific to GDOT, there are also additional exemptions identified based on National Institute of Governmental Purchasing (NIGP) codes. A list of these codes can be found on DOAS website at [NIGP Exempt List](#). **Note:** *These exemptions do not preclude GDOT from utilizing statewide contracts or engaging in necessary activities to properly solicit for goods and services.*

2.2.2 Intergovernmental Agreements (IGA)

GDOT is authorized to enter into intergovernmental agreements as per the Georgia Constitution. Any request for consideration of an intergovernmental agreement is authorized only by the Agency Procurement Officer or his/her designee.

2.2.3 GDOT Emergency Purchase Request

A request for emergency purchasing authorization may be appropriate in some instances. This authorization is given only when detailed information is provided by the requestor. The authorization is given by the APO or designee.

Procedures for what establishes an emergency can be found in the GPM. GDOT requires staff to provide:

- a. Detailed description of the emergency, which highlights the impact on the safety and wellbeing of the traveling public and/or state owned property.
- b. Information must be provided in a written format via the Request for Emergency Authorization Form and authorized by the following positions:
 - I. District Maintenance Engineer or designee
 - II. State Maintenance Engineer or designee
- c. Submittal of the Emergency Authorization Request form is sent to the APO for further processing and may be submitted electronically.
- d. Upon receipt of the Emergency Authorization Request, the APO will review and provide an Authorization number with an expiration date for usage. Once the requester has received this authorization, they may move forward with addressing the emergency.
 - I. Exceptions to the above exist when the emergency occurs:
 - i. Holiday or weekend – address and correct the emergency then send the Emergency Authorization Request to the APO on the next business day.
 - ii. Quick Response – when the emergency occurs under this definition as provided by the State Maintenance Office, this process does not apply. Contact the State Maintenance Office for further instruction.

Note: *If the value of the emergency is less than the current bid threshold, then the DPM may obtain quotations and issue a purchase order to address the emergency. The purchase type must indicate OPM. It is best practice to obtain 3 quotes where allowable to ensure best pricing.*

2.3 Federal and/or Private Funds

The receipt of federal funds requires compliance with federal regulations. The use of federal funds does not negate the requirement of the state rule/law. If a conflict should arise, the APO will work with State Purchasing Department to resolve the conflict. The use of private funds does not exempt GDOT from following the State Purchasing Act or the rules of competitive bidding.

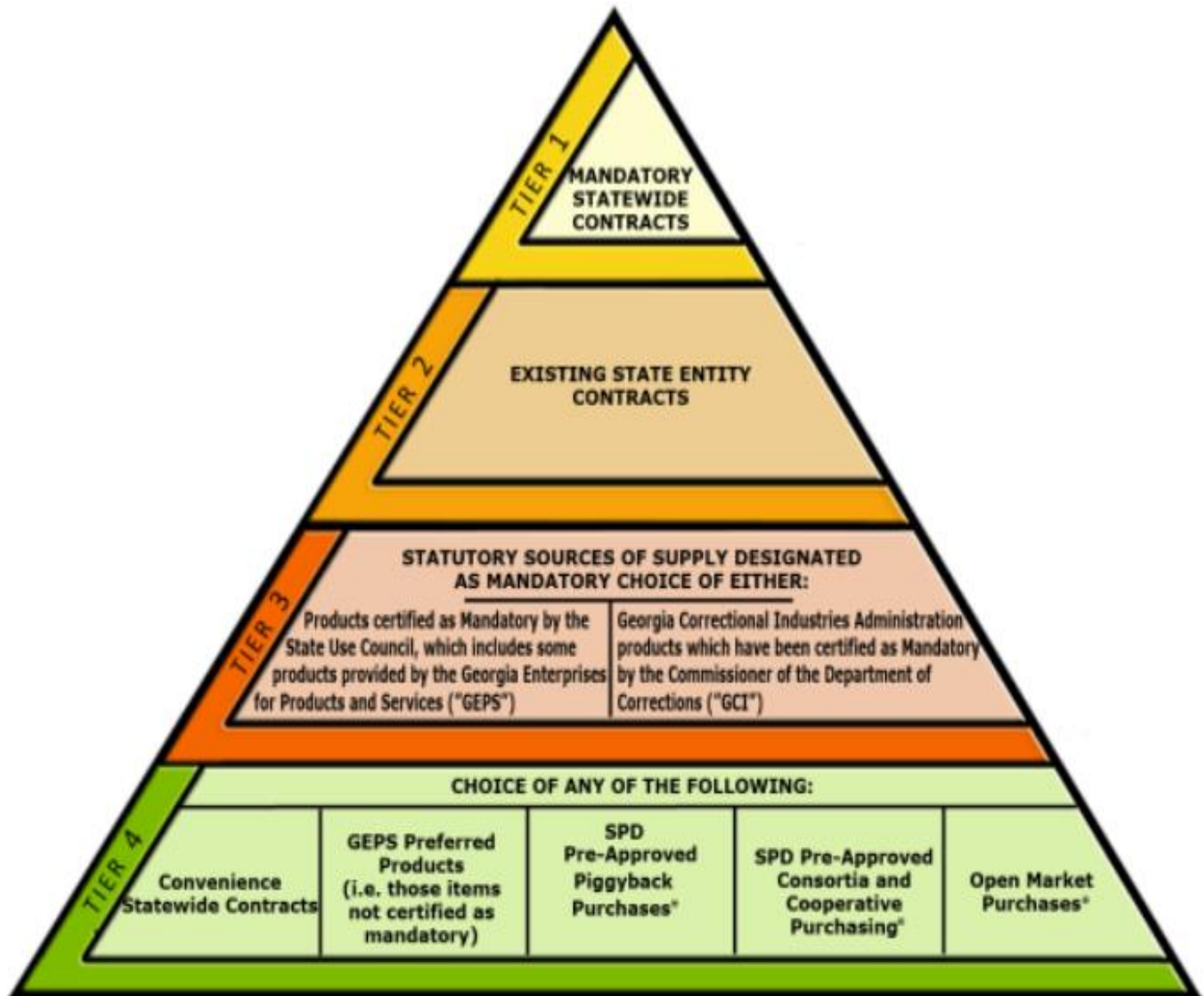
2.4 Order of Precedence

If it is determined that the goods or services are not exempt from the State Purchasing Act or competitive bidding requirements, procurement personnel must follow the Order of Precedence. No matter the cost of the procurement, this order must be followed. Except the circumstances previously mentioned compliance with the Order of Precedence is mandatory. If procurement determines that the needed good/service is not exempt from the State Purchasing Act, they must follow the below order (*see diagram 1*):

- a. Tier 1 mandatory statewide contracts
- b. Tier 2 (existing state entity contracts)
- c. Tier 3 (statutory sources)
- d. Tier 4
 - I. Convenience statewide contracts
 - II. GEPS products
 - III. Piggyback purchases
 - IV. Open market

REMAINDER OF PAGE INTENTIONALLY BLANK

Diagram 1



* In the event a state entity term contract is established, then the resulting contract will be considered a Tier 2 state entity contract for purposes of applying the Order of Precedence for future purchases.

2.4.1 Tier 1 – Mandatory Statewide Contracts

SPD establishes all statewide contracts for use by state entities as appropriate. By aggregating common purchasing needs of state entities, SPD can establish the most competitive levels of pricing and services for the state as a whole. Only mandatory statewide contracts are included in Tier 1 of the Order of Precedence. In the event a statewide contract has been designated by SPD as mandatory, all state entities must use the mandatory statewide contract unless SPD grants a written waiver. See Section 1.3.1.1. - Waivers for instructions to request a waiver for the use of mandatory statewide contracts. In the event there is more than one mandatory statewide contract meeting GDOT's need, it may freely choose amongst the mandatory statewide contracts unless SPD specifically instructs otherwise. Purchases from mandatory statewide contracts are not limited by dollar amount or GDOT's delegated purchasing authority. Procurement professionals may view a list of current statewide contracts by accessing SPD's website. [Statewide Contract Index](#)

2.4.1.1 Waivers

Statewide Mandatory Contracts: GDOT must use mandatory statewide contracts. There may be cases where a commodity or service currently available on a mandatory statewide contract can have the price significantly lowered, by using a supplier not authorized on the SWCM. GDOT can request they are granted a waiver from SPD. Waiver approval will be limited to requests that have a specified time frame and/or dollar value. GDOT must provide justifiable reasons including but not limited to:

- GDOTs ability to pay
- Cost
- Delivery time, or
- Compatibility with existing state entity needs.

Waiver requests for DOAS Statewide Contracts must be made using [SPD-NI005 Statewide Contract Waiver Request](#) and submitted by the APO.

- a. Complete the form and submit to OpPurch@dot.ga.gov
- b. After a review and validation of information, the APO will submit the form with signature to SPD
- c. SPD will respond to the request in writing with five (5) business days from date of receipt
- d. If GDOT is granted the waiver, it must be maintained as part of the file. **Note:** waivers do not relieve GDOT from the established bidding requirements. Waivers granted are for the established approved time.

****** Waivers to mandatory statewide contracts do not relieve the state entities of any bidding requirements. The waiver process is not applicable to convenience statewide contracts.

Agency Contract Waivers: Occasionally products that are available on an agency contract may not be readily available for specific reasons such as, if the location is outside of the delivery area and the quantity needed is not available, a waiver may be requested to go off contract. For authorization, the request is made through email and provided to the procurement office at the district or area office. This request is then sent through email to the Department's APO from the District Procurement Manager or Procurement Officer for an area office, which provides an explanation justifying a waiver from an existing agency contract. The email must include the agency contract number, contract holder's name, quantity, dollar amount, project ID or location where the material will be used, and the duration length of the waiver requested. After review,

the APO or their designee will provide an authorization number which is entered on the purchase order.

Generally, the authorization is for a one-time purchase. However, depending on the nature of the project, ongoing need for the specific project, the authorization may be contemplated for a specific time frame. If it is anticipated that the project will be ongoing, then this information is to be included in the initial request for authorization.

2.4.2 Tier 2 – Existing State Entity Contracts

Existing contracts held by GDOT represent the Tier 2 of the Order of Precedence. GDOT must purchase goods/services that are available on existing contracts for that particular state entity. Any deviation from such contracts must be documented and approved by the APO. Some state entity contracts may exist at the time SPD awards a new mandatory statewide contract. In this case, GDOT may continue to use the existing state entity contract; however, GDOT should also promptly notify SPD of the existing state entity contract and work with SPD to transition to the new mandatory statewide contract, as appropriate and expeditiously as possible. GDOT APO must notify the SPD staff, listed as the main contact for the specific mandatory statewide contract and on the list of statewide contracts. Another example of when GDOT may have a state entity contract at the same time a mandatory statewide contract is in effect: GDOT may have developed a new contract as a result of SPD's grant of authority, responding to GDOT's written waiver request. The establishment of new state entity contracts is subject to the competitive bidding requirements of the State Purchasing Act and the limits of GDOT's delegated purchasing authority.

2.4.3 Tier 3

2.4.3.1 Georgia Correctional Industries Administration (GCI)

In accordance with (O.C.G.A.) Section 50-5-73, the Commissioner of the Department of Corrections may certify certain products or services provided by GCI as "available and of competitive quality and price." Only goods and services identified to SPD as certified in accordance with this section are considered to be in Tier 3 of the Order of Precedence. A list of certified products/services may be viewed by accessing the [GCI Certified Products and Services List](#). These purchases are not subject to dollar limits or GDOT's delegated purchasing authority. Although only goods and services certified in accordance with this section are considered to be in Tier 3 of the Order of Precedence, state entities are authorized to contract with GCI for needed goods and services pursuant to an intergovernmental agreement as described in Section 2.2. Intergovernmental Agreements.

2.4.3.2 Georgia Enterprises for Products and Services (GEPS)

The State Use Law set forth at (O.C.G.A.) 50-5-135 et seq. is intended to create opportunities for disabled persons employed by community-based rehabilitation programs and training centers certified by the State Use Council. In order to effectuate the purposes of the State Use Law, SPD and the State Use Council have agreed that, unless specifically identified as a "preferred source" by SPD and the State Use Council, the goods and services identified on the State Use Procurement List are mandatory sources. And state entities are required to purchase such items at the prices stated pursuant to (O.C.G.A.) Section 50-5-136(b)(2). Only goods and services identified as mandatory are considered to be in Tier 3 of the Order of Precedence. A copy of the current [State Use Procurement List](#) showing both mandatory and preferred sources provided by GEPS, which may be amended from time to time, can be found on SPD's website.

2.4.4 Tier 4

2.4.4.1 Convenience Statewide Contracts

Any statewide contract that has not been designated by SPD as a mandatory statewide contract (as further described in Tier 1 of the Order of Precedence) is a convenience statewide contract. State entities may, but are not required to, use a convenience statewide contract. However, SPD and GDOT strongly encourages the use of convenience statewide contracts because they offer several benefits to GDOT. They save time when procuring goods and services while ensuring compliance with procurement rules.

2.4.4.2 Preferred Products

There are certain products available to the Department on an optional basis through Georgia Enterprises for Products and Services. These products have been designated by the State Use Council and DOAS SPD as "preferred sources" at the prices stated in the State Use Procurement List found on the DOAS website. A copy of the current State Use Procurement List showing both mandatory and preferred sources, which may be amended from time to time, can be found on SPD's website. Purchases of preferred products are not limited by dollar amount or the state entity's delegated purchasing authority.

2.4.4.3 Piggyback Purchases

Piggyback purchasing allows the Department as the issuing state agency and the awarded supplier to agree to open up the contract for use by other state and local governments, providing the solicitation includes the option and the supplier agrees to honor the contract terms. Meaning that, the supplier must offer other state and local governments the same prices, terms and conditions.

Further, the Department may be allowed to use another state government contract with the prior written approval of the State Purchasing Division Deputy Commissioner. This may be requested using form SPD-NI006 Piggyback Request. All state entities, including the Department, are prohibited in using another state entity's contract without SPD authorization. However, for services determined to be under Title 32, the Department may proceed without the purview of DOAS. In reviewing the request for approval of a piggyback purchase, the State Purchasing Division Deputy Commissioner, will consider the amount of the piggyback purchase request relative to the expected purchases on the existing state entity contract. All state entities that are given permission by the State Purchasing Division Deputy Commissioner to use another state entity's contract, must carefully track their spend against the contract to ensure that the total dollar amount of purchases does not exceed the approved amount permitted on the approved Piggyback Request. This spend should include purchases made with purchase orders and/or P-card transactions.

2.4.4.4 Consortia or Cooperative Purchasing

In accordance with (O.C.G.A.) Section 50-5-51, DOAS has both the authority and duty to canvass all sources of supply to establish contracts for needed goods and services, as well as enter into or authorize agreements with private nonprofit organizations, other states and their political subdivisions. Pursuant to this authority, DOAS may enter into and/or authorize state entities to enter into contracts with sources of supply established pursuant to competitive bidding conducted by other governmental entities or cooperative purchasing groups. However, prior to DOAS designating a supplier approved by a consortium or purchasing cooperative as an authorized source of supply, the Department must publicly advertise its intent to contract with the consortium-approved/cooperative-approved supplier in accordance with the following

procedures: The procurement professional at the Department's central office must complete the steps outlined in Table 1.7 below prior to finalizing a consortium or cooperative purchase.

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
1:ConductMarket Research	To determine the appropriateness of a consortia or cooperative purchase, research must be conducted to determine, if other goods or service providers exist and can satisfy procurement requirements at the same or better value.
2:Prepare Consortium or Cooperative Purchase Justification	The procurement professional must complete form SPD-NI007.
3: Estimate Expected Contract Value and Route to <u>SPD</u> as needed	<p>The procurement professional must estimate the expected contract value to determine whether the consortium or cooperative purchase is within the Department's delegated purchasing authority for purchases under Title 50 or 32.</p> <ol style="list-style-type: none"> a. In the event the Department's delegated purchasing authority varies depending on the type of solicitation, the procurement professional should use the authority amount for the <u>RFQ</u> process unless the State Purchasing Division Deputy Commissioner has specified a delegated purchasing authority specific to the consortium/cooperative procurement process. b. If the value of the consortium or cooperative purchase exceeds the Department's delegated purchasing authority, the Department must either submit the consortium or cooperative purchase to <u>SPD</u> for processing or request <u>SPD</u>'s approval to process the consortium or cooperative purchase posting by submitting to <u>SPD</u> a one-time request to exceed delegated purchasing authority as described in <u>Section 2.5.2. One-Time Request to Exceed Delegated Purchasing Authority</u>.
Step 4: Post Public Notice	<ul style="list-style-type: none"> • The procurement professional must provide public notice of the intended consortium or cooperative purchase or contract through a posting to the <u>GPR</u>. The purpose of publicizing the intended consortium or cooperative purchase is to allow suppliers to identify of non-profit or governmental entity who awarded the contract or agreement, • date the consortium contract or cooperative purchasing agreement was awarded, • name and number of the consortium contract or cooperative purchasing agreement, • explain if the consortium contract or cooperative purchasing agreement was competitively bid and if so, how it was bid, • supplier(s) to whom the consortium contract or cooperative purchasing agreement was awarded, • supplier(s) the entity will be using under the contract,

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
	<ul style="list-style-type: none"> • detailed description of the goods/services to be purchased including the exact quantities, • estimated or fixed dollar value of the goods/services to be awarded utilizing the consortium contract/cooperative purchasing agreement (including unit prices, if applicable, and total contract award value), • reason for utilization of the consortium contract/cooperative purchasing agreement, • the completed form SPD-NI007 Notice to Utilize Consortium Contract or Cooperative Purchasing Agreement justification, and • instructions to interested suppliers to file any challenges to the consortia/cooperative purchase in accordance with SPD's established process for resolving protests for Title 50 procurements only. <p>The published notice serves as the Department's Notice of Intent to Award. In addition, during the development of the GPR posting, the procurement professional must select appropriate NIGP Codes™ to facilitate advertisement of the intended consortia/cooperative purchase.</p>
Step 5: Invite Market Response	<p>The GPR posting must include the following:</p> <ul style="list-style-type: none"> • a detailed description of the goods/services to be purchased including the exact quantities, • estimated or fixed dollar value of the goods/services to be awarded utilizing the consortium contract/cooperative purchasing agreement (including unit prices, if applicable, and total contract award value), • reason for utilization of the consortium contract/cooperative purchasing agreement, • the completed form SPD-NI007 Notice to Utilize Consortium Contract or Cooperative Purchasing Agreement justification, and • instructions to interested suppliers to file any challenges to the consortia/cooperative purchase in accordance with SPD's established process for resolving protests. <p>The published notice serves as the state entity's Notice of Intent to Award. In addition, during the development of the GPR posting, the procurement professional must select appropriate NIGP Codes™ to facilitate advertisement of the intended consortia/cooperative purchase.</p>
Step 6: Complete Protest Process	<p>In the event a supplier is capable of providing the needed goods/services at the same or better value, the supplier must file a protest with the State Purchasing Division Deputy Commissioner prior to the close of the consortia/cooperative notice. Any such protest will be resolved by DOAS, for Title 50, in accordance with the provisions provided in the GPM.</p>
Step 7: Contract Award	<p>In the event the consortia/cooperative procurement is not successfully challenged, the state entity may proceed directly to contract award. The state entity must complete SPD-</p>

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
	AP005 Notice of Award , indicating the contract award amount, and post it directly to the GPR .

A sample public announcement to be included to the GPR for the consortia/cooperative GPR posting is provided below:

The Department is providing public notice of its intent to award a contract to [Insert Name of Consortia/Cooperative] to provide [Insert Description of Goods/Services]. [Insert Name of Consortia/Cooperative] has been identified as the supplier for this purchase for the reasons stated in the attached Consortia/Cooperative Justification Form. Any supplier capable of providing the identified goods/services for at the same or better value, for Title 50 procurements only, may challenge this determination by filing a written protest for Title 50 only, with the Deputy Commissioner of the State Purchasing Division (SPD) in accordance with the protest procedures outlined in [Section 6.5. Step 4 – Supplier Participates in Protest Process](#). The protest must be received prior to the closing date and time identified herein.

2.4.4.5 Open Market Purchases

In Tier 4 of the Order of Precedence, the Operational Procurement Manager/APO may elect to go to the open market to identify a source of supply for the needed good or service. If it is determined an open market purchase is the appropriate purchasing method under Tier 4 of the Order of Precedence, the item must be purchased through competitive bidding procedures as described in Sections 2 through 7 of this manual. If the good/service can be purchased for less than \$25,000, the Department may purchase without competitive bidding pursuant to OCGA 50-5-69*. Although competition is not required for purchases under \$25,000, SPD recommends the comparison of products and prices from at least three suppliers, including any applicable convenience statewide contracts, prior to ordering. Otherwise, all purchases made by a state entity should be based on competitive bidding whenever possible. GDOT may not split reasonably foreseeable or related purchases into two or more transactions for the purpose of circumventing the \$25,000 purchasing requirement. Purchases made without competitive sealed bidding, even if allowable under the Purchasing Act, are not eligible for the conflict of interest safe harbors provided in OCGA 45-10-20 et seq. when transacting business with a business in which a state employee or state official has a “substantial interest.” A state entity can only purchase from a business, in which a public official has a substantial interest, by seeking competitive sealed bids as set forth in OCGA 45-10-20 et seq. or by purchasing from statewide contracts, established by competitive sealed bidding.

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
Step 1: Conduct Market Research	To determine the appropriateness of a consortia or cooperative purchase, research must be conducted to determine if other goods or service providers exist and can satisfy procurement requirements at the same or better value.
Step 2: Prepare Consortium or Cooperative Purchase Justification	The procurement professional must complete form SPD- NI007.

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
Step 3: Estimate Expected Contract Value and Route to SPD as needed	<p>The procurement professional must estimate the expected contract value to determine whether the consortium or cooperative purchase is within the state entity's delegated purchasing authority.</p> <ul style="list-style-type: none"> • In the event the state entity's delegated purchasing authority varies depending on the type of solicitation, the procurement professional should use the authority amount for the RFQ process unless the State Purchasing Division Deputy Commissioner has specified a delegated purchasing authority specific to the consortium/cooperative procurement process • If the value of the consortium or cooperative purchase exceeds the state entity's delegated purchasing authority, the state entity must either submit the consortium or cooperative purchase to SPD for processing or request SPD's approval to process the consortium or cooperative purchase posting by submitting to SPD a one-time request to exceed delegated purchasing authority as described in Section 2.5.2. One-Time Request to Exceed Delegated Purchasing Authority.
Step 4: Post Public Notice	<p>The procurement professional must provide public notice of the intended consortium or cooperative purchase or contract through a posting to the GPR. The purpose of publicizing the intended consortium or cooperative purchase is to allow suppliers to challenge a cooperative or consortium purchase prior to contract award if suppliers believe and can document that they also meet the requirements of the potential cooperative or consortium purchase at the same or better value.</p> <p>The total posting period for a consortium or cooperative purchase notice is determined by the estimated contract value. If the estimated contract value is \$25,000 - \$249,999.99, the notice is to be posted for a minimum of five (5) business days. If the estimated contract value is \$250,000 or greater, the notice is to be posted for a minimum of fifteen (15) calendar days.</p>

SPD - Table 1.7 Conducting a Consortia or Cooperative Purchase	
Step 5: Invite Market Response	<p>The GPR posting must include the following:</p> <ul style="list-style-type: none"> • Identify of non-profit or governmental entity who awarded the contract or agreement, • Date the consortium contract or cooperative purchasing agreement was awarded, • Name and number of the consortium contract or cooperative purchasing agreement, • Explain if the consortium contract or cooperative purchasing agreement was competitively bid and if so, how it was bid, • Supplier(s) to whom the consortium contract or cooperative purchasing agreement was awarded, • Supplier(s) the entity will be using under the contract, • Proposed State Entity Contract term (including renewals, if applicable), • A detailed description of the goods/services to be purchased including the exact quantities, • Estimated or fixed dollar value of the goods/services to be awarded utilizing the consortium contract/cooperative purchasing agreement (including unit prices, if applicable, and total contract award value), • Reason for utilization of the consortium contract/cooperative purchasing agreement, • The completed form SPD-NI007 Notice to Utilize Consortium Contract or Cooperative Purchasing Agreement justification, and • Instructions to interested suppliers to file any challenges to the consortia/cooperative purchase in accordance with SPD's established process for resolving protests. <p>The published notice serves as the state entity's Notice of Intent to Award. A sample notice is provided in Table 1.8. below. In addition, during the development of the GPR posting, the procurement professional must select appropriate NIGPCodes™ to facilitate advertisement of the intended consortia/cooperative purchase.</p>
Step 6: Complete Protest Process	In the event a supplier is capable of providing the needed goods/services at the same or better value, the supplier must file a protest with the State Purchasing Division Deputy Commissioner prior to the close of the consortia/cooperative notice. Any such protest will be resolved by DOAS in accordance with the provisions of this manual.
Step 7: Contract Award	In the event the consortia/cooperative procurement is not successfully challenged, the state entity may proceed directly to contract award. The state entity must complete SPD-AP005NoticeofAward , indicating the contract award amount, and post it directly to the GPR .

2.4.4.6 Emergency Purchases

In accordance with (O.C.G.A.) Section 50-5-71, SPD has granted the authority to state entities to purchase urgently needed items arising from unforeseen causes, including, but not limited to, extreme weather conditions or official declared emergencies. Emergency purchases are an exception to the Order of Precedence. An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances, like the immediate

welfare of the general public. Therefore, SPD approval is not required in advance of the emergency purchase. Poor planning or the pending expiration of funds does not constitute a valid justification for an emergency purchase. It is always good business practice and considered to be in the best interest of the State to make any procurement as competitive as time permits.

Note: *If the emergency falls below the bid threshold of \$25,000 these procedures are unnecessary.*

a. GDOT Emergency Purchase Authorization Request

A request for emergency purchasing authorization may be appropriate in some instances. However, this authorization is given only when detailed information is provided by the requester

Note: A request for Emergency Authorization is only necessary if the total cost will exceed the bid threshold of \$25,000. The authorization is given solely by the APO or designee.

Detailed description of the emergency, which highlights the impact on the safety and wellbeing of the travelling public and/or state owned property. This information is provided in a written format authorized by the following positions:

- District Maintenance Engineer or Designee
- State Maintenance Engineer or Designee

2.4.4.7 Special Approvals or Restrictions

Whether GDOT is using an existing source of supply, like a mandatory statewide contract, or a new source of supply, staff should be aware of special approvals or restrictions that govern certain types of purchases. The following provide further detail:

a. Construction or Public Works

GDOT has been granted exemption from the State Purchasing Act with respect to construction and/public works contracts.

Note: With respect to new construction of buildings that exceed GDOTs DPA must be performed by GSFIC

b. Information Technology Products and Services

In accordance with O.C.G.A. 50-25-1 The Georgia Technology Authority oversees the state's technology infrastructure and establishes policy. The Department may require prior review and approval by GTA for the procurement of technology.

c. Surplus Property

The APO must coordinate with the Surplus Property Division prior to selling, transferring or disposing of surplus property.

d. Trade-in of Used Equipment

In the event GDOT desires to trade-in used equipment in the procurement of similar new equipment, the APO must request prior written approval from Surplus Property Division. Upon receipt of such approval, the Department may include trade-in of used equipment in the procurement of new equipment. *All normal procurement procedures must be followed.*

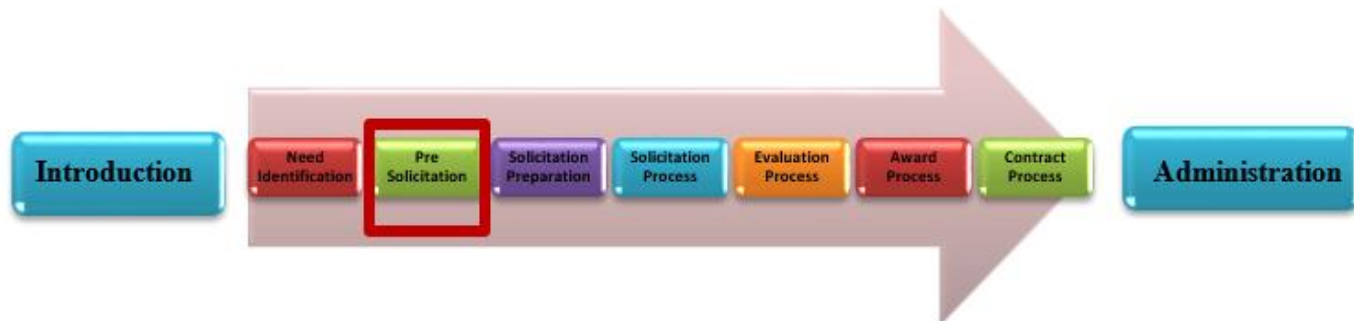
e. Vehicle Purchases

GDOT may not purchase a motor vehicle without prior written approval of Fleet Management Division. This prior written approval is required even if the APO is utilizing an existing statewide or state entity contract to acquire a motor vehicle.

Note: *Guidance should be sought from the APO when any of the above Special Requests are to be utilized.*

Stage 2: Pre-Solicitation

The Pre-Solicitation stage will determine the procurement method necessary to acquire the needed goods/services. Prior to conducting the solicitation, review the Order of Precedence to determine, if an event is necessary.



The process starts with the submittal of the requisitions with the requesting office attaching the Fact-Finding Sheet, Draft Scope of Work/Statement of Work and specifications or requirements necessary for the solicitation. GDOT may conduct a competitive solicitation even if not required.

3.1 Pre-Solicitation Steps

These steps must be completed by procurement before preparing the solicitation and are discussed in detail in this section. They include:

Pre-Solicitation Stage Steps	
Step 1	Analyzing the purchasing need
Step 2	Market research and budget constraints
Step 3	Identify stakeholders
Step 4	Market analysis
Step 5	Solicitation method selection
Step 6	OGC solicitation directive
Step 6a	District and OMAT solicitation directive
Step 7	Issuing requisitions

TABLE 3 – Stage 2 Forms

Form #	Title	GDOT	DOAS-SPD
SPD-PS013	State Entity eRFI Template		✓
SPD-PS014	State Entity RFI Template		✓
SPD-PS019	Sole-Brand Justification Form		✓
SPD-PS019a	Sole-Brand Instructions		✓
SPD-PS020	Sole-Source Intent to Award Justification		✓

3.1.1 Step 1: Analyzing the Purchase

The end-user is critical for helping the Department understand the need for a purchase—the quantity, how often/schedule and the total dollar value of the purchase. This upfront information will result in an efficient and effective procurement. To ask these crucial questions, procurement will schedule a meeting

upon receipt of the Fact-Finding Checklist. The process then starts with the submittal of a requisition, with the requesting office including the fact-finding information.

***Example:** What you are buying? – Has this been purchased before? How long ago was the last purchase? Have you checked to see if there is an improved model/version, upgraded service levels? Are there any testing requirements, such as ASTM (American Testing) or ANSI?*

3.1.2 Step 2: Addressing Market Research and Budget Constraints

Often, the desired purchase may outweigh the need creating a budgetary concern, whereas the end-user must identify and provide budget information to move the purchase forward. Such items may include:

- Project number
- Funding – state or federal or both
- Market constraints may bring other concerns to the forefront.
- Improvements to the product
- Enhancements to the level of service
- Numbers of providers that can provide what the Department needs
- Reasonable timelines for deliveries
- A possible sole source purchase

3.1.3 Step 3: Identifying Stakeholders

Stakeholders have a vested interest in your project and may be needed for the success of your project or purchase. They may assist in developing the solicitation and serve as evaluators.

Example of Stakeholders:

Stakeholder

Purchasing a new software application for traffic operations center – this software must be compatible and supported by the Department’s Information Technology office; therefore, ITs review, approval and assistance will be needed to develop the requirements.

Multiple Stakeholders

Implementing a virtual training system for the Department. This virtual system is a software application to use for training and maintenance activities. Approval and support will be needed from three Stakeholders: IT, Office of Training and the State Maintenance Office.

3.1.4 Step 4: Market Analysis

Market analysis is an in-depth and exhaustive search for goods, services and supply sources that may meet the requirements of the purchase. The purpose is to determine if there are multiple sources, resulting in competitive pricing. Identifying additional sources may result in improvements to the commodity, enhancements to the service level or new industry standards; understanding the availability of commodity or service that is critical to developing fair and competitive solicitation requirements; and knowing that having restrictive or biased requirements will result in a smaller pool of providers, obsolete or ineffective commodity/service, imposing a higher cost to the Department.

Depending on the outcome of the market analysis, procurement may discuss the results with stakeholders. Most times, the need for this discussion is for budgetary adjustments. Through the discovery of information, it may be necessary to seek approval to increase or decrease the original stated budget amount.

3.1.5 Step 5: Solicitation Method Selection

The method of procurement is determined by procurement staff. Solicitations are used to solicit offers from suppliers that sell goods or services. The solicitation may be cancelled by the Issuing Officer at any time with justification and should not be construed as an order or to make any purchase.

Approved solicitation methods are limited to Requests for Quotes, Requests for Proposals, and Requests for Qualified Contractors. Most solicitation methods are conducted through a formal bidding process conducted through the Team Georgia Marketplace. This process requires that suppliers' submitted offers are kept confidential and not opened until after the solicitation has closed.

After analyzing the purchasing need, addressing any market constraints and selecting the solicitation method, the procurement professional possesses the necessary information to determine whether the solicitation can be processed within the office's delegated purchasing authority. If the dollar amount of the purchase is within the office's delegated purchasing authority, then the procurement professional may begin to prepare the solicitation. However, if the dollar amount of the purchase exceeds the office's delegated purchasing authority, the solicitation must be processed by procurements staff at OGC.

3.1.6 Step 6: OGC Solicitation Directive

As indicated in Step 5, it is the role of the procurement professional to determine the solicitation methodology after fact-finding and discussion with the desired outcome with the end user. At this step, the procurement professional will begin the process of finalizing the solicitation documents necessary for posting that methodology.

3.1.7 Step 6A: District and TMC/OMAT Solicitation Directive

As previously discussed in Steps 5 and 6, it is the role of the District/OMAT/TMC procurement professional to determine the correct procurement tool to acquire the necessary goods and/or service. However, to be clear, these locations are restricted to those methods allowable under the bid threshold of \$25,000.00. Specifically, these locations may use only the following methodologies, and any initiation for a solicitation must start with a Requisition regardless of the dollar value.

Districts: Invitation to Bids specific to Routine Maintenance and Title 32 funds made available through the Transportation Funding Act.

TMC: Invitation to Bids specific to the service category associated with Traffic Operations, (Maintenance and Installation of Traffic Signals).

OMAT: The Office of Materials and Testing activities/procurement tasks are best suited for requisition to purchase order functions.

3.1.8 Step 7: Issuing Requisitions

The issuance of a requisition is the role of the requesting office and must be provided through the TGM process. No handwritten or verbal requisition will be considered unless authorization has been provided by the APO or their designee.

All Districts with an approved DPM and the Office of Procurement, Operational Section, have a delegated purchasing authority not to exceed \$9,999.99. Purchases exceeding this authority must be conducted by an OGC Buyer. **Note:** *Procurement staff must receive a Requisition submitted by the requesting office regardless of dollar value.* It is understood that the requisition is to be initiated and provided through the TGM systems by the requesting office.

3.2 Request for Quote (RFQ)

The RFQ is a competitive procurement method used by GDOT to solicit bids for goods and services. With this process, GDOT provides both the specifications and solution for its need. The RFQ process is utilized by GDOT when the good or service can be procured for the lowest possible cost that meets specifications. This process identifies the lowest priced responsive and responsible bidder(s) for award.

The process starts with the submittal of the requisitions which the requesting office must attach the Fact Finding Sheet, Draft Scope of Work/Statement of Work, and any specifications or requirements necessary for the solicitation.

3.3 Request for Information (RFI)

The RFI is used as a method for requesting information from suppliers who have knowledge or can provide information about an industry, goods, or service. GDOT personnel use this method if there is not enough information or knowledge about a good or service to develop specification or statement of work needed to procure the necessary service or good(s).

3.4 Request for Proposal (RFP)

The RFP method is a formal method that seeks a creative proposal that will provide a solution to the procurement. GDOT seeks the “best value” for its needs and is not mainly concerned with price. The RFP process allows GDOT to evaluate the solution based on a technical response and cost. This combination allows GDOT to procure goods and services from suppliers that can offer the best possible solution.

Creating the Request for Proposal (RFP) is a process that requires a thoughtful and broad approach when determining the evaluation criteria. A successful contract depends on the clarity and comprehensive determination of requirements; therefore, what we are really saying is that requirements that are ambiguous or are too restrictive will result in an ineffective performance of a contract. The RFP is a **2 part process** where the supplier is required to respond to 2 separate components; Technical and Cost.

The technical response will contain information about the proposed solution that the supplier intends to use as a solution to achieving your objective. The cost response contains information related to the anticipated dollar value of the solution. This response can provide additional information related to ongoing maintenance or support to your overall project.

To begin, the writer of the RFP must remember that this process is one that is used when you have a goal to achieve but have no idea on how to achieve that goal. When using the RFP methodology this allows the supplier community to tell us how to obtain the goal, they provide a description of the solution and the means to which will achieve our goal.

The process starts with the submittal of the requisitions which the requesting office must attach the Fact Finding Sheet, Draft Scope of Work/Statement of Work, and any specifications or requirements necessary for the solicitation.

3.5 Request for Qualified Contractors (RFQC)

The RFQC method allows GDOT personnel to solicit responses from prequalified suppliers who are then evaluated on ability to meet or exceed the qualification criteria. This process is performed in two steps; the first of which prequalifies, and the second is the development of the RFQ or RFP. This method allows only those suppliers deemed qualified in the first step to respond to any RFQ or RFP that solicited as a result of the RFQC.

3.5.1 Invitation to Bid (ITB) Procedures

Step 1: Review contract documents, CAP and the list of Qualified Contractors prior to the posting of the RFQ to TGM.

Step 2: Any interested GDOT district or office, that wants to use the contract, must prepare:

a. A detailed “Scope of Work (SOW)” that describes the Department’s requirements which is specific to the task or job to be performed by pre-qualified contractor.

b. *Cost Proposal Worksheet*

These documents, along with any additional instructions, will make up the Invitation to Bid. The end user will enter a TGM requisition, attach all associated documents and enter to the justification field the RFQC number. District procurement manager or their designated on-site procurement officer will include all associated documents and convert the Invitation to Bid (ITB) information as submitted with the TGM requisition to a RFQ using TGM.

Step 3: Schedule site visits or Pre bid meetings and invite all Qualified Contractors, as deemed necessary, at least three (3) business days before the Qualified Contractors’ deadline to submit their pricing through TGM. District procurement manager or their designated on-site procurement officer **must** attend the site visit or Pre bid conference, regardless if the meeting is deemed as a non-mandatory attendance. The District procurement manager or their designated on-site procurement officer will facilitate the meeting, take notes and maintain that all discussions are within the intended scope of the contract.

Step 4: District procurement manager or their designated on-site procurement officer will perform the initial evaluation of the administrative review of all documents submitted by the end user to ensure the Work Plan supports the Scope of Work submitted and the completed/signed Cost Proposal Worksheet is received as well as to make the determination of the lowest cost bid.

Step 5: District procurement manager or their designated on-site procurement officer will scan and send electronically the ITBs received (including Work Plans and Cost Proposal Worksheets) to the State Maintenance Administrative Engineer, for review and to validate approval, if applicable.

Step 6: Only after receipt of validation/approval from State Maintenance Engineer, or his designee, if applicable, to award the ITB to the lowest cost contractor, the District procurement manager or their designated on-site procurement officer will instruct the requester to submit a TGM Requisition with the approved Work Plan and Cost Proposal Worksheet attached to the requisition.

The requisition must reference in the Requester’s Justification header the Contract Number for the qualified contractor. Then the requisition is routed through the normal approval process to have a Purchase Order (PO) generated. The Acquisition Team in OGC will approve the requisition if the ITB exceeds the District or Office DPA. Only after the approval is the issuance of the purchase order is the responsibility of the District or on-site procurement officer.

If the amount is within the District or office’s delegated authority, then the requisition is approved and the District Procurement Officer or the on-site procurement officer will issue the Purchase Order.

Each ITB issued will be a “JOB”. Each Job will have its own Purchase Order. No work is to be done by the Contractor without having a valid Purchase Order (scanned and emailed or delivered as a hardcopy) in advance of commencement of work.

Some ITB’s will require bonds and possibly other documents to be submitted by the selected contractor. These documents **MUST** be received by the DPM prior to the designated time frame before and before the issuance and release of the purchase order.

The DPM must send notification via email that the issuance of the PO is contingent upon receipt of these documents within 10 calendar days of the date of the email. Failure to submit these documents will negate the award and the award will tentatively be made to the next low bidder after, receipt of the same documents.

The RFP/RFQC process is often lengthy. To stay on task, procurement and the requesting office should develop a project plan. The project plan will identify timelines and resources to assist with preparing and processing the RFP or RFQC.

Tasks, Resources, and Dates

Identify the Main Tasks that will need to occur for the Project. A Main Task is one that is associated with a required form or event that must be accomplished to move to the next Stage. The Task Number begins with the acronym for the related stage (i.e. NI = Needs Identification)

The Resource Assigned is the person(s) that will manage the task. The Issuing Officer drives the Project Plan for the Sourcing Event, and will be augmented by other team members as needed.

Main Task [Yes]	Task No.	Task	Purpose	Resource	Scheduled Date	Actual Date	Deliverables	Comments
Stage 1 - Need								
		Identify Need for Purchase						
	NI1	Plan and schedule a fact-finding meeting with identified user(s) who initiated the project	- Complete SPD-NI001-Fact Finding Agenda - The purpose of this meeting is to understand the need, who needs it, why is it needed, when is it needed, who needs to be involved (list of	Issuing Officer	●●●●●	●●●●●	Meeting Date	<div style="border: 1px solid red; border-radius: 15px; padding: 5px;"> <p>The Scheduled Date is the Date that you have scheduled for the task to be completed. The Actual Date is the Date when the task is completed.</p> <p>In this example, the Issuing Officer has to plan and schedule a fact finding meeting. They schedule a meeting for August 12 on July 26th. Note how you would reflect the scheduling separately from conducting the meeting in the</p> </div>
		Use form SPD-NI001 - Fact Finding Agenda to drive fact-finding meeting		Issuing Officer	●●●●●		Complete Meeting Agenda (SPD-	

The Purpose explains the related activities for the Task and identifies any forms that may need to be completed.

Deliverables and Comments

The project plan provides the following task categories to be monitored, ensuring that all timelines and deliverables are provided by the individuals responsible for the information. Failure to remain on task will have a negative impact on the solicitation award date. This form is designed to assign ownership and responsibility to all parties involved in the RFP process. This includes the evaluation team.

- The tasks to complete
- A description of the purpose of the task
- Resource assigned
- Due date
- Deliverables
- Comments

Progress in the development of the RFP requires updating the project plan for all tasks when completed.

Stage 3: Solicitation Preparation

This stage describes the steps and policies involved in preparing the solicitation.



4.1 Solicitation Preparation Steps

- Step 1 Reviewing use of consultants
- Step 2 Sourcing tools
- Step 3 Selecting solicitation templates
- Step 4 Constructing solicitation and evaluation documents
- Step 5 General instructions and administrative requirements

TABLE 4 – Stage 3 Forms

Form #	Title	GDOT	DOAS-SPD
SPD-SP012	Certification of Non-Collusion		✓
SPD-SP013	Georgia Resident and Small Business Verification Form		✓
SPD-SP030	Facilitated Session Sign-In Form		✓
SPD-SP036	Request for Supplier Training		✓
SPD-SP040	Consultant Confidentiality and Disclosure Agreement Form		✓
SPD-SP045	Tax Compliance Form		✓
SPD-SP051	RFP Preparation Scorecard		✓
SPD-SP057	Requirements Sheet for RFP or Scored RFQC		✓
GDOT-SP301	eRFP Template – T32	✓	
GDOT-SP302	eRFP Template – T50	✓	
GDOT-SP303	eRFQ Template – T32	✓	
GDOT-SP304	eRFQ Template – T50	✓	
GDOT-SP305	Contract Template – Commodities	✓	
GDOT-SP306	Contract Template – Services	✓	
GDOT-SP307	Maintenance Master Services Agreement (MMSA)	✓	
GDOT-SP308	Reference Form	✓	
GDOT-SP309	GA Security and Immigration Compliance (eVerify) - Contractor	✓	
GDOT-SP310	GA Security and Immigration Compliance (eVerify) - Subcontractor	✓	
GDOT-SP311	Vendor Management Form	✓	
GDOT-SP312	W-9	✓	
GDOT-SP313	Contract Performance Bond	✓	
GDOT-SP314	Contract Payment Bond	✓	
GDOT-SP315	ITB Performance Bond	✓	

4.1.1 Reviewing Use of Consultants

Procurement interviews any individual who will help prepare a solicitation, including, but not limited to, third-party consultants, to ensure no individual has an impermissible conflict of interest. A third-party consultant is an individual or company that is paid to assist in the development of a solicitation.

Third-party consultants, who participate in this process, will be required to prepare and submit a nondisclosure statement regarding the procurement. Any third party consultant, who assists in the development of a solicitation document, will be prohibited from submitting a bid/proposal in response to that solicitation, or from performing work on any contract directly resulting from that particular solicitation document. In exception, the Department APO may determine that a waiver is required of the State Purchasing Division Deputy Commissioner. Any request for such a waiver must be submitted to the APO for submittal to SPD, if such action is required for a solicitation under Title 50. Any solicitation under Title 32, using third-party consultants, requires written disclosure to the State Purchasing Division. Nothing in this section prohibits the procurement professional from soliciting information or preliminary quotes from suppliers through the RFI process or other means; however, procurement and end-user is cautioned not to rely on any one supplier, to provide information for assisting in developing a solicitation.

4.1.2 Sourcing Tools

By state law, GDOT is permitted to receive bids and proposals by way of the Internet or other electronic means. The advertisement of the solicitations will be publicly posted. All such solicitations will be administered pursuant to the Uniform Electronic Transactions Act, O.C.G.A. 10-12-1 et seq.

GDOT will solicit and receive bid responses through Team Georgia Marketplace™ and the Georgia Procurement Registry.

4.1.3 Selecting Solicitation Templates

Table 4a Solicitation Templates Team Georgia Marketplace™	
If the Solicitation Type is...	Then use the following State Entity Form(s)
Request for Quotes	<i>eRFQ Template {Acquisitions}</i> <i>eRFQ Template {Contracting}</i> <i>Immigration and Security Form</i> Requirements Sheet for RFQs or non-scored RFQCs* Pre Bid Sign In
Request for Proposals	eRFP Template Supplier General Information Worksheet Immigration and Security Form Requirements Sheet for RFPs and scored RFQCs* <i>Instructions may be found in the Official Forms and Documents section on the DOAS website</i>

Table 4a Solicitation Templates Team Georgia Marketplace™	
If the Solicitation Type is...	Then use the following State Entity Form(s)
Request for Qualified Contractors	eRFQC Template Requirements Sheet for RFQs or non-scored RFQCs* (as applicable) Requirements Sheet for RFPs or scored RFQCs* (as applicable) Pre Bid Sign In Instructions may be found in the Official Forms and Documents section on the DOAS website

4.1.4 Constructing the Solicitation and Evaluation Documents

After selecting the appropriate solicitation method, procurement will begin constructing the solicitation. The Department uses a pre-approved solicitation template (includes instructions). The following subsections describe various solicitation requirements and offer additional guidance in solicitation development.

4.1.5 General Instructions and Administrative Requirements

Each solicitation will contain general instructions for a supplier, on how to prepare and submit a response. At a minimum, the solicitation must identify:

- The issuing officer assigned to administer the solicitation process
- How responses to the solicitation should be submitted
- What information must be submitted
- The period of time the supplier's offer must be held open

The issuing officer must be familiar with the procurement process and capable of answering general questions. In addition to naming the issuing officer, the solicitation template will ask for his/her contact information like an email address.

The general instructions regarding supplier preparation and response submission are identified as administrative requirements. Depending on the solicitation, the following may be required:

Document	Department Required	State Required
Certificate of Non Collusion	✓	✓
Tax Compliance	✓	✓ Depending on anticipated award
Immigration and Security	✓	✓ Depending on service and dollar value

This is an example of an administrative requirements review, which is conducted by the issuing prior to the evaluation of bid submittal. However, depending on the solicitation, other requirements can be included to this administrative review, such as:

Other Requirements may Include

- Certificate of Insurance
- Letter of bond ability
- Resumes
- Client reference letters
- Evidence of license or certification
- Copy of Georgia Secretary of State license
- Event worksheet

4.2 Purpose of the Procurement

The solicitation will include a brief statement about the Department's need for suppliers to identify the purpose of the solicitation. Stakeholders of the procurement are responsible for, and must be involved in, providing this information.

The Scope of Work is the foundation for any public solicitation. At a minimum the scope, includes the relevant background information; the objectives of the solicitation; the scope of the solicitation; specifications for the goods and/or services to be provided; and acceptance criteria generally found in standard terms and conditions.

The scope should be clear, unambiguous and, therefore, legally enforceable. Use concise wording, write in plain and simple English, and eliminate use of technical jargon or government acronyms. If the written statements are clear and concise, a party may not challenge them as "uncertain" in a dispute. If ambiguity is found, the court will generally conclude that ambiguity is the fault of the party drafting the statements.

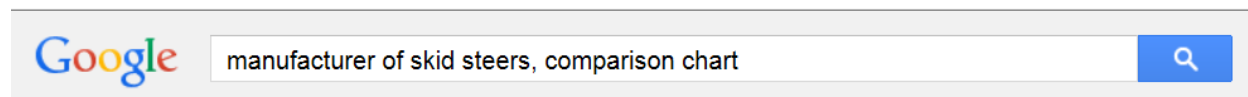
The solicitation must clearly identify minimum requirements. And procurement should conduct a working session with stakeholders to fully develop all critical business requirements identified in Section 2 - Stage 2 - Pre-Solicitation.

4.3 Product Specifications and Performance Requirements

In preparing the solicitation, the majority of procurement staff time should be allocated to review and verification of the specifications, requirements or key questions provided by the end-user. Procurement should look for the following information to use in the market analysis and verification of specification requirements.

1. Make a copy of the submitted information.
2. Look for identifying information;
 - a. Manufacturer Name and/or Model number
 - b. Testing Methods – ASTM or ANSI
3. Research and compare the information provided to the information on the manufacturer's website. If the information is exact or word for word, additional research is required to ensure that the specifications are not restrictive. Meaning, the specifications are geared for a particular product/supplier
4. Research and review federal requirements- this information should be provided by the GDOT end user.
 - a. FHWA
 - b. FTA
 - c. FAA
 - d. FRA

5. Research using the internet, the general purpose and name of the product. For example, you will want to “google” on the type of product as shown below.



Specifications received are for a skid steer and are identified as a JCB. Through your research, you have found that the following companies manufacture this product type. Your next step is to identify those generalities for a needed fair and equitable award.

- Bobcat
- John Deere
- Gehl
- JCB
- Mustang

Use concise, logical wording in precise terms while drafting the solicitation. Use the words "shall", "must" or "is required" to identify mandatory (essential) requirements within a solicitation. The words "may" or "should" may be used to identify optional (conditional) requirements sometimes referred to as desirable requirements. RFQs and RFPs are addressed separately as noted below.

4.4 Developing the Solicitation Packet for Posting

4.4.1 Contract Process

<u>Bid Package Documents</u>			
Acquisitions – One Time Buys		Contracts – Term Contracts	Contracts – Master Service Agreements
RFQ	ITB		
eRFQ Template	ITB Template	eRFP Template	eRFQC Template
	Special Terms and Conditions		
Immigration and Security Form	Immigration and Security Form	Immigration and Security Form	Immigration and Security Form
Certificate of Non Collusion	Certificate of Non Collusion	Certificate of Non Collusion	Certificate of Non Collusion
Tax Compliance	Tax Compliance	Tax Compliance	Tax Compliance
Pre Bid Sign In	Pre Bid Sign In	Pre Bid Sign In	Pre Bid Sign In
Bid Form, Cost Worksheet	Bid Form, Cost Worksheet	Cost Worksheet, Requirements Worksheets	

When doing multiyear procurements, the following procedures apply. These documents are necessary in order to build the solicitation.

1. Compile all documents that are required on ALL multiyear procurements. These documents will make up the solicitation packet

Certificate of Non-Collusion – GPM Section 3.5.1.1. Requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to "rig" the bidding process) has not occurred. Therefore, the solicitation must contain a certificate of non-collusion, which must be signed by an authorized representative of the supplier

Cost Proposal Worksheet

2. Compile all other documents which MAY be required depending on the solicitation type and value. Identified in table above

Tax Compliance - The Department must require the supplier to complete SPD-SP045 Tax Compliance Form, if applicable

GA Immigration and Security Compliance

3. Defining the Scope Description/Purpose of the Procurement

The solicitation should include a general statement regarding the Department's need so that suppliers may quickly identify the purpose of the solicitation and clearly identify minimum requirements. Procurement should conduct a working session with the end-user to fully develop all critical business requirements identified in Stage 2 - Pre-Solicitation. To assist in this working session, staff should use Fact-Finding Checklist.

After defining the Scope or Purpose of the procurement, the next step is to review the specifications, requirements or key questions as provided by the end user. The procurement professional should use concise, logical wording in precise terms while drafting the solicitation. Use the words "shall", "must" or "is required" to identify mandatory (essential) requirements within a solicitation. The words "may" or "should" may be used to identify optional (conditional) requirements sometimes referred to as desirable requirements.

4.4.2 Requesting Samples

The solicitation Request for Qualified Contractors may require the submission of product or work samples, descriptive literature, and technical data; it may also require inspection or testing of a product or work sample before the Department makes the award. Comparing and testing ensures compliance with general or detailed specifications. Procurement staff should not request samples, if the contractor has not submitted a requisition. If samples are needed, the solicitation must clearly state the requirement and include the statement below*.

It is best practice to include a statement in the solicitation when samples are needed for evaluation. It should state:

**The Department reserves the right to request samples during the evaluation stage of the solicitation. It is further noted that the Department is not obligated for the cost of the items or for their return. If the bidder requires the item(s) be returned, they must include a pre-paid self-addressed label along with the sample.*

a. How to ask for samples not on an approved QPL

In this case, be sure to include the statement ABOVE* in the solicitation at the time of posting.

4.4.2.1 Purpose for Samples

The use of samples are to be maintained with the contract file for the life of the contract. This is for future use to determine if same quality of the product is still being provided. The retained sample(s) is only required of the winning bidder.

Comparing and testing samples may be useful for items like waxes and floor finishes, paints, disinfectants and germicides, file cabinets, tires, cleaning agents, classroom furniture, printing forms, and art materials. Samples unidentified by manufacturer are subjected to various kinds of comparisons, ranging from visual inspection and evaluation to chemical and physical laboratory tests, to in-use applications. Data and relative performance results must be documented and determinations made of the best value. Samples may also be of great value in ensuring compliance and satisfaction after award and before production, where final award of a contract is contingent upon a satisfactory pilot model or prototype.

4.4.2.2 Samples for QPL Approval

When doing solicitations for products on an active QPL a sample testing may be required to determine if the product meets or exceeds the standards identified and confirmed through testing. Data and relative performance results must be documented and approved by the appropriate office and added to the contract file.

Periodic testing may also be of great value in ensuring product compliance and satisfaction after the award of the contract, before and during the production and/or usage of the product.

The Department reserves the right to request a sample for the purpose of further evaluating for product compliance in accordance with the testing requirements of the QPL. If the product is currently the approved QPL for this solicitation, sample submittal **may** be required.

All sample submittals for testing must comply with the instructions contained in the solicitation. Failure to comply with the submittal instructions will negate the bidder's response.

4.5 Evaluation Criteria

The evaluation criterion is entered to the cost worksheet, prior to the posting of the solicitation. A blank copy of completed cost worksheet is included in the solicitation packet for review and sign-off by the Contracts Manager and APO, prior to the posting of the solicitation.

4.6 Selecting Contract Templates

Every procurement resulting in a contract is different. The purpose of the contract, solicitation method, funding and the requirements will determine the type of template. The procurement staff will determine the appropriate contract template and language.

4.7 Review of the Solicitation prior to posting

Lastly, after procurement staff draft's the solicitation, it must be carefully reviewed to ensure all necessary instructions and requirements have been included. The Contracts Manager and the APO conduct this final review.

4.7.1 Review Process Procedures

- a. Compiled all necessary documents
- b. Create the contract folder
- c. Submit contract folder for manager review
- d. Submit bid folder for APO final review

- e. Make necessary corrections as needed.
If corrections are made, resubmit for manager and APO review.
- f. Post the solicitation.

4.8 End-user Engagement

Once the need has been identified, the Office of Procurement conducts a meeting to identify the requirements. Importantly, the end-user must remain engaged. Engagement from the end-user is critical—they are the subject matter experts. Procurement staff are not responsible for creating requirements/specifications. They verify the information provided. The end-users level of engagement is related to the complexity of the desired contract and, therefore, expected to participate throughout development, award and administration of contract.

The steps to follow are:

1. Complete and submit to contracts@dot.ga.gov to request the initial meeting. In the best interest of the proposed project, the project proposer should come prepared to the meeting, bringing the necessary completed information.
 - a. Scope of Work or Statement of Work (see table below)

Request of Quote	Request for Proposal	Request for Qualified Contractors
Statement of Work	Scope of Work	Scope of Work
Specifications – Draft	Categories of Performance	Categories of Performance
Funding – State or Federal	Funding– State or Federal	Areas needing Certification/License Funding – State or Federal

b. General Timeline for Contract Commencement

Understanding the procurement process is key to getting your contract executed and ready for use. The solicitation type, completeness of the draft information, and end-user’s level of engagement and commitment. Below is a rule of thumb on timelines, based on best practices. The timeline shows procurement staff as the owner of the task, not to be construed to include “time.” Time is owned by the reviewing office, end-user or evaluation team.

The tasks owned by the end-user are critical to the success of the solicitation. The timelines below are intended as targets, only attainable with the cooperation and commitment of the requesting office providing information in a timely manner. Delay in getting the information as requested by the Procurement office, or late changes to the requirements, broad or sweeping changes to the scope will be reflected in the overall time to successfully award of the contract.

Request of Quote	Request for Proposal	Request for Qualified Contractors	Invitations to Bid - ITB
Statement of Work – Sign off by Procurement 2 weeks	Scope of Work – Sign off by Procurement 2 weeks	Scope of Work – Sign off by Procurement 2 weeks	Detailed Scope of Work - Job Specific 1 week

Request of Quote	Request for Proposal	Request for Qualified Contractors	Invitations to Bid - ITB
Specifications – Validated, accepted by Procurement with end user concurrence 4 weeks	End User Completes: Categories of Performance Creation of Requirements Creation of Scoring 4- 8 weeks Procurement Completes: Scoring Evaluation Tool Administrative Requirements Solicitation Finalization 2 weeks	Categories of Performance – Creation of Requirements Creation of Scoring 4- 8 weeks Procurement Completes: Scoring Evaluation Tool Administrative Requirements Solicitation Finalization 2 weeks	Categories of Performance – Creation of Bid Form 1 week
Posting Period Depends on Value – Max 30 days	Posting Period Depends on Value – 30 days - 45 Q & A Period Offeror Conference - 2 weeks	Evaluation Period 2-4 weeks	Evaluation Period 1 week
Evaluation Period 2 weeks	Evaluation Period 2-4 weeks	Protest and Award Period 10 calendar days	Award
Contract Signature 4 weeks	Contract Signature 4 weeks Creation and Implementation of Contract Admin Plan 2-4 weeks	Contract Signature 4 weeks Creation and Implementation of Contract Admin Plan 2-4 weeks	
Target Processing Time: Timelines are projected, and the total time is dependent on the commitment of the end user and/or committee members.			
4 Months	6 months	6 months	3 weeks

4.9 Acquisitions Process

When doing firm fixed procurements, not resulting in a multi-year award the following procedures apply. These documents are necessary in order to build the solicitation.

4.9.1 Developing the Solicitation Packet for Posting

- a. Compile all documents that are required on ALL firm fixed procurements. These make up the solicitation packet.
- b. Certificate of Non-Collusion - GPM Section 3.5.1.1. Requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to "rig" the bidding process) has not occurred. Therefore, the solicitation must contain a Certificate of Non-Collusion, signed by an authorized representative of the supplier.

- c. Compile all other documents which MAY be required depending on the solicitation type and value.
- d. Tax compliance - The state entity must require the supplier to complete SPD-SP045 Tax compliance form.
- e. Immigration and Security Compliance Form

4.9.2 Defining the Scope Description/Purpose of the Procurement

The solicitation should include a general statement regarding the Department's need so that suppliers may quickly identify the purpose of the solicitation. The solicitation must clearly identify any minimum requirements. The procurement professional should conduct a working session with the end user to fully develop all critical business requirements identified in [Section 2 - Stage 2 - Pre-Solicitation](#). To assist in this working session, the procurement professional should use [Fact Finding Checklist](#).

After defining the Scope or Purpose of the procurement, the next step is to review the specifications, requirements or key questions as provided by the end user. The procurement professional should use concise, logical wording in precise terms while drafting the solicitation. Use the words "*shall*", "*must*" or "*is required*" to identify mandatory (essential) requirements within a solicitation. The words "*may*" or "*should*" may be used to identify optional (conditional) requirements sometimes referred to as desirable requirements.

- Requesting Samples
- See Contracts Process
- How to ask for Samples
- See Contracts Process
- Purpose for Samples
- See Contracts Process
- Developing Cost Worksheet

When procurement staff conduct a Request for Qualifications or Request for Proposals, they may develop a cost worksheet. Cost worksheet refers to the document the supplier will complete to identify the price of the requested goods and/or services. The cost worksheet can be created in an Excel or Word format.

The cost worksheet must clearly identify the specific items for which the supplier must assign a cost. It is critical that procurement construct the cost worksheet in a manner that allows suppliers' pricing to be easily compared and will encourage competitive pricing.

In addition, whether the solicitation is for goods, services, or both, the cost worksheet must clearly define the unit of measure.

4.9.3 Evaluation Criteria

The evaluation criterion is the event worksheet. There may be procurements that will use a list of criteria due to complexity or the need for optional pricing because of numerous line items.

4.9.4 Selecting Contract Templates

The purchase order will serve as the contract for the fixed pricing contract typically used by the Acquisitions Team. No templates are necessary.

4.9.5 Reviewing the Solicitation prior to posting

Finally, once the procurement professional has drafted the solicitation, the solicitation must be carefully reviewed to ensure all necessary instructions and requirements have been included.

4.9.6 Review process procedures

- i. Compile all necessary documents
- ii. Create the Bid Folder. Follow all steps for each tab.
- iii. Submit Bid folder for manager review
- iv. Submit bid folder for APO review
- v. Make necessary corrections as needed.
- If corrections are made, resubmit for Manager and Apo review.
- vi. Post the solicitation
- vii. File in the Pending Solicitations Cabinets

REMAINDER OF PAGE INTENTIONALLY BLANK

Stage 4: Solicitation Process

This stage describes the steps and policies involved in soliciting the procurement.

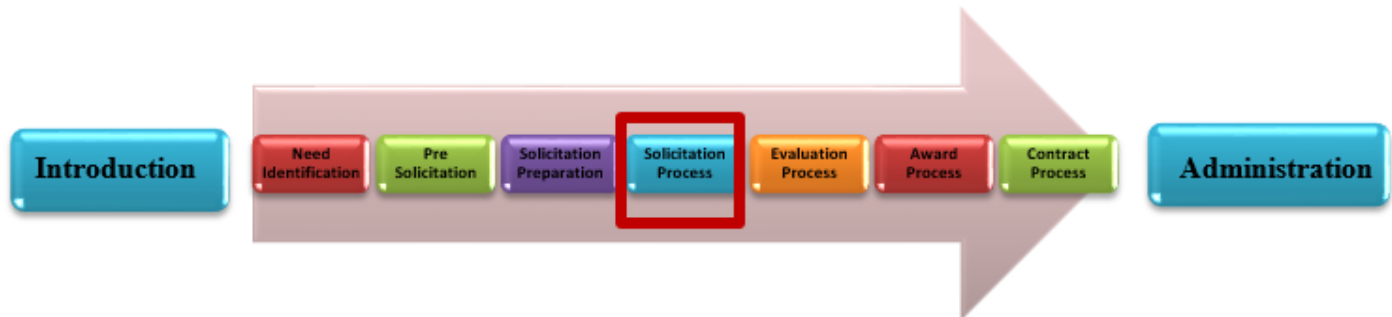


TABLE 6 – Stage 4 Forms

Form #	Title	GDOT	DOAS-SPD
SPD-SPR001	Bidders/Offerors Conference Agenda		✓
SPD-SPR004	Supplier Q&A Template		✓
SPD-SPR007	Bidders/Offerors Conference Sign-In Form		✓
SPD-SPR010	Bidders/Offerors Conference Announcement		✓
SPD-SPR013	RFX Addendum Form		✓
SPD-SPR014	RFX Cancellation Notice		✓
GDOT-SPR401	RFX Addendum Template – T32	✓	
GDOT-SPR402	RFQ Bid Bond	✓	
GDOT-SPR403	Cash Receipts Transmittal – Bid Bond	✓	
GDOT-SPR404	Conflict of Interest Disclosure – T32	✓	

5.1 Posting and Closing Dates

Posting and closing dates of a solicitation are used to determine the amount of time a solicitation must remain publicly posted. The appropriate posting time is determined by the dollar amount. These guidelines can be found in the GPM's [Posting and Closing Dates](#). GDOT personnel must also determine if additional days are needed depending on the complexity of the procurement. *Sole Source and Consortia procurements will follow different posting guidelines also found in the GPM.

5.2 Supplier Questions

Identifying time to receive suppliers' questions is a critical step in effectively managing the procurement process. Staff are expected to manage multiple solicitations, in addition to, performing other tasks. By identifying a deadline for receiving questions, staff can ensure that sufficient time is reserved to respond to supplier questions, which should result in a successful award.

To address questions from the supplier community, the Office of Procurement requires that the procurement solicitation identify a period of time for suppliers to submit written questions before close of the solicitation. Additionally, the solicitation must provide a deadline for the Department to respond to those questions.

As an example, best practice would be to provide a closing date for supplier question at the mid-point to the closing date. The procurement professional is responsible for the accuracy of the Department's response, that they also understand the answer to the supplier questions.

Posting of Janitorial Bid (30 day posting period)	January 1
Deadline for supplier questions	January 13
Posting Deadline for Department Response	January 23
Closing date of Janitorial Bid	January 30

Responding timely to supplier questions is critical to ensure suppliers have the necessary information for competitive bids and be responsive to the Department's stated needs. Finally, by posting both the suppliers' questions and GDOT's responses, all suppliers share equally in the available information.

5.3 Offerors' or Pre-bid Conferences/Site Visits

If supplier questions have been received in writing as directed in the previous section, be sure to provide answers to these questions prior to the PreBid. Document the responses and have hard copies for attendees. Include the questions and responses to additional questions that may be received during the PreBid and post as an addendum to the solicitation for public review.

Procurement may elect to conduct a public meeting prior to the solicitation's closing date, to distribute information. These public meetings are commonly referred to as pre-bid or offerors' conferences. Pre-bid/Offerors' conferences may be conducted to allow suppliers to participate in a site visit of the physical location where services will be performed. As an example, a site for new construction or the building where janitorial services will be performed. The solicitation must identify any such public meeting and define whether or not a supplier's attendance at the meeting is mandatory (i.e., required for the supplier to be considered eligible to submit a response to the solicitation).

The procurement professional must schedule the public meeting to occur no less than seven business days prior to the solicitation closing date. There is no requirement that a state entity host an offerors' or pre-bid conference for every solicitation; however, in determining whether or not to host an offerors' or pre-bid conference, the procurement professional must consider whether there is critical information which cannot be adequately conveyed through the solicitation but could be provided at the offerors' conference. For example, SPD strongly encourages site visits in the event GDOT is contracting for construction services or will be permitting a third party to operate a state-owned facility. If a site visit is not necessary, the procurement professional may conduct the offerors' or pre-bid conference as a virtual meeting online provided conducting the meeting in this fashion would not create an undue hardship for any supplier desiring to attend.

As an example, best practice for PreBid/Offerors' conference would be as shown below.

Posting of Janitorial Bid (30 day posting period)	January 1
Deadline for supplier questions	January 13
Conduct PreBid/Offerors' Conference	January 15
Posting Deadline for Department Response	January 23
Closing date of Janitorial Bid	January 30

5.3.1 Mandatory Attendance

Procurement staff must use caution when determining if attendance should be mandatory. If the solicitation does not specifically state that attendance is mandatory, attendance is considered optional. Therefore, if the attendance is optional attendance cannot be used as a means to disqualify a bidder. It is necessary to document attendance at any conference; however, at a minimum, the issuing officer must

document suppliers' attendance at a mandatory conference (e.g. utilize a sign-in sheet), including noting the time of arrival and/or departure of any suppliers arriving late or leaving early. In the event suppliers' attendance to a mandatory conference is poor, the issuing officer must consider whether it is in the best interests of GDOT to hold an additional "make-up" conference and/or amend the solicitation to designate attendance as optional. In any event, any revision must be published in writing prior to the solicitation closing date and time, as described in Section 4 - Stage 4 - Solicitation Process.

NOTE: *If a pre bid is planned, either mandatory or optional, be sure to revise GDOT eRF template to include this information.*

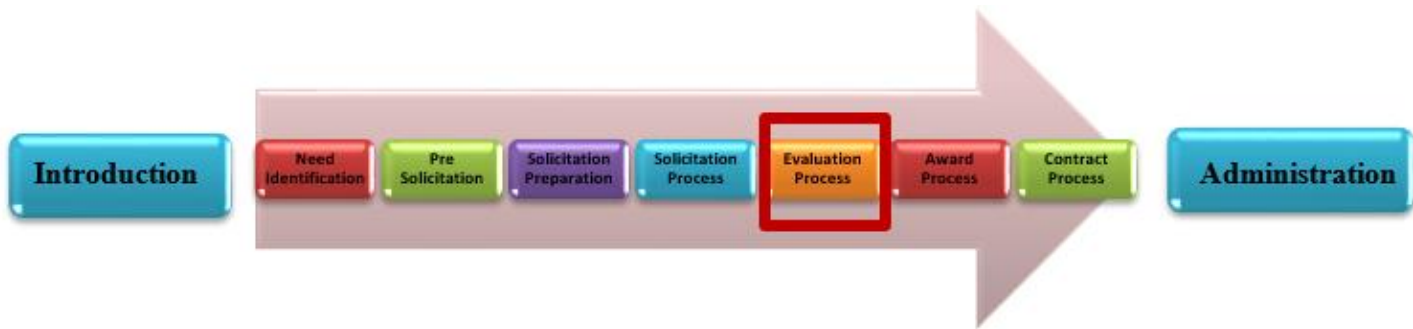
5.3.2 Conference Information

GDOT, at its discretion, may arrange to record or transcribe public meetings. At a minimum, take sufficiently detailed notes with specific attention to noting all questions so that written answers can be posted to the solicitation. Notes, recordings, or transcripts will be available to suppliers' upon request in accordance with Section I.6. - Public Access to Procurement Information. Statements made by representatives of GDOT at public meetings are not binding and any revisions to solicitation requirements must be made by the procurement professional in writing and posted as an addendum with the solicitation.

REMAINDER OF PAGE INTENTIONALLY BLANK

Stage 5: Evaluation Process

This stage describes the steps and policies involved evaluating the solicitation.



By proceeding to Stage 5 the solicitation has officially closed. During the evaluation process, the buyer in conjunction with the evaluation committee (if any) will review and evaluate the suppliers' responses to determine which suppliers are responsive and responsible. Of those suppliers determined to be responsive and responsible, the best ranked supplier(s) will be selected in accordance with the terms of the solicitation. The methodology for determining the best ranked supplier(s) will vary based on the solicitation type as well as the specific language of the solicitation. Some of the following steps may overlap; however, the material for the *Evaluation Stage* has been organized as follows.

SPD - Table 5.2 Stage 5 Evaluation Process – Major Steps	
Step 1	State opens suppliers' sealed responses.
Step 2	State conducts administrative review.
Step 3	State finalizes the evaluation committee (if any).
Step 4	State manages State and supplier communications.
Step 5	State's evaluation of suppliers' responses.
Step 6	Supplier's revision or withdrawal of its response.
Step 7	State and Supplier's participation in negotiations (if any) and State's re-evaluation.
Step 8	State finalizes selection of supplier(s).
Step 9	Re-soliciting when necessary.

GDOT personnel will follow the evaluation procedures outlined in the GPM [Stage 5 – Evaluation Process](#) .

TABLE 6 – Stage 5 Forms

Form #	Title	GDOT	DOAS-SPD
SPD-EP001	Administrative Review Requirements Summary Sheet		✓
SPD-EP004	Evaluation Committee Agenda		✓
SPD-EP010	Request for Clarification		✓
SPD-EP020	Request for Cost Negotiation (Best and Final Offer)		✓
SPD-EP023	Evaluation Committee Guidelines		✓
GDOT-EP501	General Confidentiality Form	✓	
GDOT-EP502	Evaluation Committee Member Participation Form	✓	
GDOT-EP503	Cone of Silence Announcement	✓	
GDOT-EP504	Evaluator Agreement – T32	✓	
GDOT-EP505	Supplier Technical Evaluation	✓	
GDOT-EP506	Master Technical Evaluation – T32	✓	

6.1 Evaluation Steps

After the bid closes, the evaluation process begins and is comprised of two areas; Administrative Review and the Cost Analysis. An example of a bid tab is shown on the following page.

ADMINISTRATIVE REVIEW:						
Mandatory Documents and Bid Factors	Requirements	Sunbelt Structures, Inc.	Kiewit Infrastructure South Co.	Pittman Construction Company	Massana Construction, Inc.	Column5
		Pass	Pass	Pass	Pass	Pass
Pre-bid Conference/Site Visit	If applicable.	Yes	Yes	Yes	Yes	
Anti-Lobbying Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Debarment Certification	Form completed and signed	Yes	Yes	Yes	Yes	
GA Security and Immigration Compliance Act Affidavit	Form completed and notarized	Yes	Yes	Yes	Yes	
Drug-Free Workplace Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Bid Form	Form completed, signed and notarized	Yes	Yes	Yes	Yes	
	If applicable, Not Scored on		Yes	Yes	Yes	

There are two tabs, Administrative Review and the Bid Tabulation.

To begin the review of the suppliers’ responses, the buyer starts with the Administrative Review. Clicking on the first tab will start the process. The buyer will complete the evaluation of the submitted, mandatory items necessary to the bid. Failure to provide a mandatory submittal *may* give justification to deem the bid as non-responsive and/or non-responsible.

The example shown below are the mandatory submittals required by the bid. However, most shown are considered mandatory by the State policy. Depending on the nature of the bid, others may be identified as a mandatory submittal.

ADMINISTRATIVE REVIEW:						
Mandatory Documents and Bid Factors	Requirements	Sunbelt Structures, Inc.	Kiewit Infrastructure South Co.	Pittman Construction Company	Massana Construction, Inc.	Column5
		Pass	Pass	Pass	Pass	Pass
Pre-bid Conference/Site Visit	If applicable.	Yes	Yes	Yes	Yes	
Anti-Lobbying Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Debarment Certification	Form completed and signed	Yes	Yes	Yes	Yes	
GA Security and Immigration Compliance Act Affidavit	Form completed and notarized	Yes	Yes	Yes	Yes	
Drug-Free Workplace Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Bid Form	Form completed, signed and notarized	Yes	Yes	Yes	Yes	
Addendum	<i>If applicable. Not Scored on Pass/Fail Scale.</i>	Yes	Yes	Yes	Yes	
Signed Addendum 001		Yes	Yes	Yes	Yes	
Signed Addendum 002						

Using the drop down boxes for each bidder, indicate whether the mandatory submittal has been reviewed by the buyer and received.

ADMINISTRATIVE REVIEW:						
Mandatory Documents and Bid Factors	Requirements	Sunbelt Structures, Inc.	Kiewit Infrastructure South Co.	Pittman Construction Company	Massana Construction, Inc.	Column5
		Pass	Pass	Pass	Pass	Pass
Pre-bid Conference/Site Visit	If applicable.	Yes	Yes	Yes	Yes	
Anti-Lobbying Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Debarment Certification	Form completed and signed	Yes	Yes	Yes	Yes	
GA Security and Immigration Compliance Act Affidavit	Form completed and notarized	Yes	Yes	Yes	Yes	
Drug-Free Workplace Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Bid Form	Form completed, signed and notarized	Yes	Yes	Yes	Yes	
Addendum	<i>If applicable. Not Scored on Pass/Fail Scale.</i>	Yes	Yes	Yes	Yes	
Signed Addendum 001		Yes	Yes	Yes	Yes	

It is possible that a bidder may in error, fail to upload or submit a document, which is incorrect and does not satisfy the requirement. Always open and review to determine if the document submitted is correct and meets

the mandatory requirement. In the sample shown on the next page, you will see the results of the Administrative Review.

ADMINISTRATIVE REVIEW:		Sunbelt Structures, Inc.	Kiewit Infrastructure South Co.	Pittman Construction Company	Massana Construction, Inc.	Column5
Mandatory Documents and Bid Factors	Requirements	Fail	Fail	Pass	Pass	Pass
Pre-bid Conference/Site Visit	If applicable.	Yes	Yes	Yes	Yes	
Anti-Lobbying Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Debarment Certification	Form completed and signed	Yes	Yes	Yes	Yes	
GA Security and Immigration Compliance Act Affidavit	Form completed and notarized	No	Yes	Yes	Yes	
Drug-Free Workplace Certification	Form completed and signed	Yes	Yes	Yes	Yes	
Bid Form	Form completed, signed and notarized	Yes	No	Yes	Yes	
Addendum	If applicable. Not Scored on Pass/Fail Scale.	Yes	Yes	Yes	Yes	
Signed Addendum 001		Yes	Yes	Yes	Yes	
Signed Addendum 002						

Once the Administrative Review is completed, the buyer will complete the bid tabulation by opening the tab marked Bid Tabulation.

Enter all pricing information as provided by the supplier in the appropriate columns of the Bid Tabulation.

From the information entered in the Administrative Review, the mandatory failures are carried over to the Bid Tabulation and are noted as a Fail.

Bid Tabulation																		
		Sunbelt Structures, Inc.				Kiewit Infrastructure South Co.				Pittman Construction Company				Massana Construction, Inc.				
Administrative Review Status		Fail				Fail				Pass				Pass				
	Unit of Measure (UOM)	Price per UOM	Estimated Quantity	Price per UOM X Estimated Quantity	Unit of Measure (UOM)	Price per UOM	Estimated Quantity	Price per UOM X Estimated Quantity	Unit of Measure (UOM)	Price per UOM	Estimated Quantity	Price per UOM X Estimated Quantity	Unit of Measure (UOM)	Price per UOM	Estimated Quantity	Price per UOM X Estimated Quantity		
Slab Removal	Square Yard	\$100.00	3784	\$378,400.00	Square Yard	\$150.00	3784	\$567,600.00	Square Yard	\$151.80	3784	\$574,411.20	Square Yard	\$87.76	3784	\$332,883.84		
Slab Replacement - Portland Cement Concrete (PCC)	Cubic Yard	\$686.50	1261.4	\$865,951.10	Cubic Yard	\$769.50	1261.4	\$970,647.30	Cubic Yard	\$1,652.00	1261.4	\$2,083,832.80	Cubic Yard	\$978.00	1261.4	\$1,233,649.20		
Spall Repair	Square Yard	\$1,030.00	37.4	\$38,522.00	Square Yard	\$3,000.00	37.4	\$112,200.00	Square Yard	\$2,735.00	37.4	\$102,289.00	Square Yard	\$5,059.00	37.4	\$189,206.60		
Traffic Control	Per Hour	\$125.00	800	\$100,000.00	Per Hour	\$265.00	800	\$212,000.00	Per Hour	\$695.00	800	\$556,000.00	Per Hour	\$423.00	800	\$338,400.00		
TOTAL BID AMOUNT				\$1,382,873.10					\$1,862,447.30					\$3,316,533.00				
LOVEST BIDDER				NOT LOVEST BIDDER				NOT LOVEST BIDDER				NOT LOVEST BIDDER						
COMMENTS:				COMMENTS:				COMMENTS:				COMMENTS:						
<p>Noted that the extended price for slab removal contained proposed numbers in the extended price. When the unit price of \$100.00 is multiple times the estimated quantity, it equals \$38,400.00. The Bidder's extended price read \$387,400.00. Unit pricing will prevail as in all bids. This will alter the lowest bid from \$391,873.10 to \$1,382,873.10.</p>																		

The buyer will make the appropriate comments in the outlined area shown above.

6.2 End-User Concurrence

Once the bid responses are analyzed, the buyer will provide only the information regarding the lowest responsive/responsible bidder to the end-user, including the Concur Memo Form, for their concurrence to awarding the bid. The end-user will review the information, then sign and return the form to the buyer. After receiving the concurrence to the lowest responsive/responsible supplier, proceed to the award stage.

REMAINDER OF PAGE INTENTIONALLY BLANK

Stage 6: Award Process

This stage describes the steps and policies involved in awarding the solicitation.

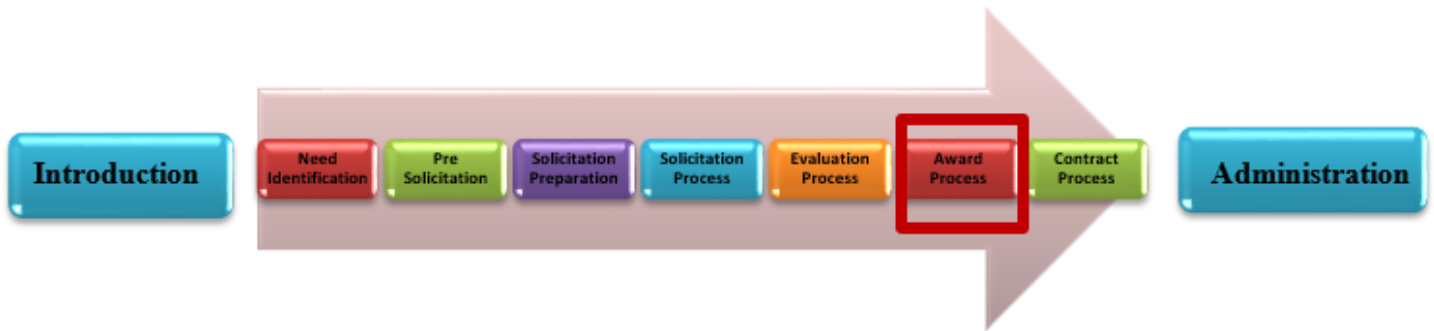


TABLE 7 – Stage 6 Forms

<u>Form #</u>	<u>Title</u>	<u>GDOT</u>	<u>DOAS-SPD</u>
SPD-AP004	Notice of Intent to Award		✓
SPD-AP005	Notice of Award		✓
SPD-AP008	RFQC List of Qualified Contractors		✓
GDOT-AP601	Concur Memo	✓	
GDOT-AP602	Notice of Award – T32	✓	

7.1 Notice of Intent to Award

The finalized, evaluated information showing the bidder to be awarded is shared with the end-user for concurrence. If the end-user identifies an area of non-compliance, and notifies procurement in writing, providing specific area(s) of non-compliance, procurement should review the areas of non-compliance to validate the non-compliance issue before proceeding to the second step.

Once GDOT is ready to publicly announce the results of the evaluation of the solicitation, the award stage begins. GDOT will adhere to the guidelines established for award in the GPM [Stage 6 – Award Process](#).

REMAINDER OF PAGE INTENTIONALLY BLANK

Stage 7: Contract Process

This stage describes the steps and policies involved in the contract process.

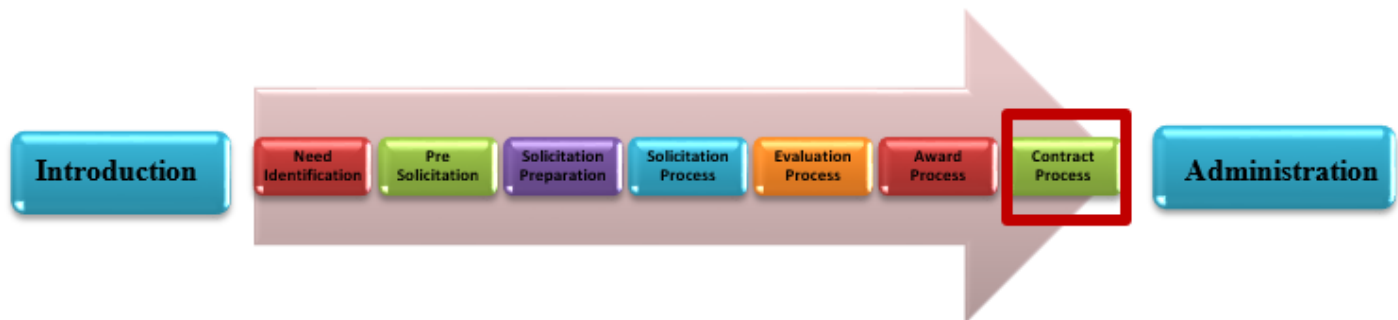


TABLE 8 – Stage 7 Forms

<u>Form #</u>	<u>Title</u>	<u>GDOT</u>	<u>DOAS-SPD</u>
SPD-CP004	Excise Tax Exemption Certificate		✓
SPD-CP016	Contract Administration Plan Template		✓
GDOT-CP701	Agency Contract Information Sheet	✓	
GDOT-CP702	Renewal Letter Template	✓	
GDOT-CP703	Contract Renewal Template	✓	
GDOT-CP704	ITB Amendment Template	✓	
GDOT-CP705	Contract Amendment Template	✓	
GDOT-CP706	Contract Administrative Change Template	✓	
GDOT-CP707	Novation Agreement	✓	
GDOT-CP708	Letter of Default/Concern Template	✓	
GDOT-CP709	Cure Letter Template	✓	
GDOT-CP710	Show Cause Template	✓	
GDOT-CP711	Contract Termination Template	✓	
GDOT-CP712	Stop Work Order Template	✓	

8.1 Key Contract Steps

This section will remain the same as GPM.

8.2 GDOT's Initial Contract Administration Tasks

The goal of contract administration is to ensure the supplier performs according to the terms of the contract and that both parties (supplier and GDOT) properly fulfill these requirements.

8.3 Role of Contract Administrator

The Contract Administrator is the Procurement staff responsible for administering and managing the contract. For example, any contract resulting from an awarded solicitation by an Issuing Officer of GDOT is the contract administrator. The contract administrator is responsible for the following:

- a. Monitoring supplier performance
- b. Monitoring invoice payment reports from accounting for timeliness and accuracy
- c. Managing the contract, including renewing multi-year agreements as appropriate and contract amendments

- d. Documenting all actions taken regarding the contract and maintain such documentation as part of the official contract file. As a matter of examples:
 - Insurance Certificate (as applicable)
 - Performance Bond (as applicable)
 - Payment Bond (as applicable)
 - Letter of Credit (as applicable)
 - Any other document required by contract
- e. Closing out the contract file.

8.4 Role of Project Manager/Contract Owner/End-User

For service agreements or complex projects, OGC may elect to assign an individual to serve as the project manager. The project manager is responsible for both technical oversight and direction such as:

- a. Reviews/Inspects all work that has been or is being performed by the supplier
- b. Confirms the work performed complies with the specifications and provisions of the contract
- c. Addresses any performance deficiencies
- d. Monitors the progress of the contract
- e. Performs inspections as necessary

Additionally, the project manager is responsible for acceptance of the product or service provided. If changes need to be made to the contract in the form of modifications, terminations or claims disposition, the contract administrator manages this process. The changes must be submitted to the CA for amendment to the contract.

8.5 Maintaining Contract Information

Procurement staff must upload all documented information in the Supplier Contract Module within TGM. Examples of types of documentation to be uploaded are as follows:

- a. Contract Administration Plan (if applicable)
- b. Contract Renewals – executed (include insurance/bond documents current to the period of renewal)
- c. Contract Amendments – executed
- d. Supplier Performance – including all Letters of Default, Cure Letter, Show Cause and/or Termination
- e. Executed Contract – including T's & C's, Insurance, Bonds

Once a new contract has been executed, the contract administrator must manage preliminary communications, including the initial contract kick-off meeting with the awarded supplier, as well as announcements to contract users. To ensure that all parties understand their roles, procurement finalizes the CAP for management review and announcement to end-users and suppliers. The CAP must contain, at a minimum, the following items: Purpose, Benefit, Roles and Responsibilities.

Setup kick-off meeting with the end-user and the awarded vendor to discuss the contract and its requirements, including the following topics:

- a. Scope of contract
- b. Contract terms and conditions: especially if there are special conditions that apply
- c. Reporting requirements
- d. The rights and responsibilities of both parties of the supplier performance evaluation procedures
- e. Potential problem areas and their possible resolution
- f. Invoice and payment procedures

8.5.1 Set up the contract file

Include all correspondence, initial bid documents, addendums, clarification letters, bid response, contract and supporting documentation and any purchase orders created. Use Form SPD-CP016, Contract Administration Plan Template. Elements to be covered:

- a. Statement of Work
- b. List of contract modifications/amendments issued
- c. Summary of all invoices submitted and paid
- d. List of all option/renewal dates and notification dates
- e. Once the contract is signed and award is made, these documents will be gathered and placed in this binder. The binder is segmented in four compartments and referred as a pressboard folder, one divider. The divider cause binder to be compartmentalized with each section is designated for specific documents

8.5.2 Authorization to begin performance

Except as provided otherwise, the awarded supplier will receive either a signed contract or a purchase order (or both) from GDOT. The purchase order and/or signed contract will include the terms, conditions and specifications governing the supplier's contract performance as well as any of the supplier's exceptions that were accepted by the state entity. No supplier is authorized to begin performance prior to receiving a signed contract or purchase order from GDOT.

In addition, if there are preliminary tasks to be completed before contract work begins, then the supplier cannot commence work until such tasks have been performed.

For example:

- Insurance - Proof of any required insurance must be provided prior to performing on contract.
- Bonds - Any required bonds (payment, performance, fidelity, etc.) or letters of credit must be provided prior to performing on contract.

** OGC Contracting Only **

There may be times where bonds are required per a Purchase Order. This procedure is performed by only the OGC contracting section. If a bond is necessary, the following provides the protocol and accepted practices of the industry.

1. Issuing bonds based on the P.O. amount is acceptable.
2. As money is added to the P.O. (annually, quarterly, etc.) the surety will issue a Rider for the increased amount, and the bond will be in the fully value of the P.O. However, the contractor will only be billed for the additional amount added by the rider.
3. If funds are left from the previous period/quarter, the contractor will not be charged again for the remaining balance—the initial amount is already bonded.
If a separate P.O. is issued to add money, then the contractor ends up paying more for bonds.
4. When funds have been added to increase the P.O. amount, all that is required is to provide a copy of the P.O. showing the added amount to the Surety Company and they will bill the contractor for that added amount only.

The supplier's receipt of a purchase order for a one-time purchase, a lease or installment purchase, or a fixed quantity contract, authorizes shipment in accordance with its terms.

The supplier's receipt of a Notice of Award from GDOT for a term contract, does not authorize any shipment. Shipment against term contracts is only authorized by a supplier's receipt of a purchase order

from GDOT. The purchase order and contract numbers must be shown on all bills of lading, packing slips, back orders, invoices, and other transactional documents.

8.5.3 Delivery of Goods/Performance of Services

The contract administrator must work with the supplier to ensure timeliness and quality of deliverables. Any delay in delivery or poor quality of products or services is an indication that the supplier may be experiencing problems. Prompt inquiry may avoid further delays or quality problems. If a supplier is late in the delivery of goods, equipment or in meeting a milestone, the contract administrator must immediately contact the supplier to ascertain the circumstances regarding the delay. However, it is the supplier's responsibility to identify schedule or performance issues and correct deficiencies.

8.5.4 Monitoring Supplier Performance

Using the Contract Action Summary form, can assist staff with identifying the key areas of performance and management issues in an outline form. The outline will guide what must be in the CAP, to be reviewed with all parties prior to performance on the contract.

At a minimum, the Contract Action Summary provides for the following areas.

- Monitor performance; ensure that the supplier/contractor is properly working under the contract requirements.
- Monitor invoices; ensure timely invoices, properly prepared including date, proper unit of purchase/service, proper cost including extension, no sales tax, include discounts where earned.
- Review/monitor contract deliverables; ensure that what the contract provides is what the Department receives. Ensure quantity, quality and timeliness is as required.

8.5.5 GDOT's Review and Acceptance of Contract Performance

GDOT's review and acceptance of contract performance is a critical part of successful contract management. The review and acceptance of contract performance also ensures that the contract is kept timely and that all goods, services and other contract deliverables comply with the contract terms and conditions. All product and/or services delivered will be subject to inspection, testing and other appropriate review by GDOT.

A supplier's delivery of goods, services and other contract deliverables does not constitute GDOT's acceptance. Goods, services or other contract deliverables that do not meet applicable contract specifications and requirements, will be rejected. Failure to reject upon receipt, however, does not relieve the supplier of its liability. If tests subsequent to delivery reveal a failure to meet specifications, the supplier will be deemed to have breached the contract.

The project manager or designee must immediately inspect goods delivered by the supplier, and either accept or reject. Immediate inspection of these deliverables ensures that potential quality deficiencies are not repeated in the next shipment. For service contracts, inspection and acceptance may be upon the completion of stated tasks or timely achievement of milestones or events. Acceptance constitutes the state entity's acknowledgment that the goods and services conform to the quality and quantity requirements set forth in the contract.

8.5.6 Changes to the Contract

During the contract period, there may be changes necessary to complete the requirements of the scope. Amendments may be requested by either party, in writing. All parties should receive a copy of the executed amendment. Below are a list of the types of changes that may occur to a contract:

- Minor administrative – change in billing address or instructions, corrections of typographical mistakes, changes in contract administrators.

- Generally unilateral – that is the Department can make the change without requiring that the vendor/contractor sign the amendment. Vendor gets a written copy.
- Substantive change – affects the rights of all parties and must be processed as a bilateral change. Both parties agree in writing to change the contract.
- Monetary changes - change cannot exceed the cost of the contract by 10% or \$250,000, whichever is less.

8.5.7 GDOT's Ongoing Contract Management

In addition to monitoring the supplier's contract performance and managing acceptance and payment for goods and services, the program manager is also responsible for facilitating the performance tasks/mileposts/progress. GDOT and suppliers are required to cooperate in good faith throughout the contract. The contract administrator must clearly document in writing all changes and performance failures to a contract over the life of the contract.

8.5.7.1 Program Manager Roles and Responsibilities

- 1) Inspection of Services/Delivery of Goods may include...
 - a) Photos of completed service – date and time stamped
 - b) Completion and submittal of GDOT Inspection Report, if applicable
 - c) Communicate with supplier of failures – must be documented
 - i. Email supplier contract administrator of failures. Within contract terms, give deadline for compliance, if failure to comply does
 - ii. Schedule face-to-face meeting to address failures. GDOT contract administrator must be present.
 - iii. Failed performance – second offence, same performance failure
 - (1) Draft Letter of Default - GDOT – CP012 GDOT Letter of Default Template
 - (2) Send electronic draft to Contract Administrator and GDOT APO for review and authorization prior to release to supplier.
 - a. Contract Administrator and GDOT APO will schedule supplier meeting to discuss root issues of failed performance
- 2) Supplier Performance Review

It is highly recommended to meet with the supplier on a regular basis to discuss areas of concern or areas of success. A meeting can be monthly, quarterly or bi-annually, to maintain a successful partnership during the project.
- 3) Dispute Resolution

A core skill of successful contract management is the ability to properly and quickly resolve a dispute, before it escalates to the next level. It is essential to identify problems early in the performance period, use effective communication, and formalize the process in writing via cure notice procedure or less formal written procedure like the complaint to supplier form. To avoid escalation and assure that GDOT has not exacerbated potential problems, it is

imperative that the Department's program manager respond promptly to all supplier inquiries.

The general steps in the dispute resolution process are described in Table 7.9; however, nothing in this section will supersede the terms of the contract with respect to dispute resolution (such as provisions governing escalation process, mediation, etc.).

8.5.7.2 Contract Administrator Roles and Responsibilities

In the event GDOT determines that the supplier's performance has not been in accordance with the contract and the non-performance is not resolved through the dispute resolution process, the contract administrator will send notification to the APO. The Contracts Manager will send a Cure Letter stating the nature of the complaint and requesting an explanation. **SPD** recommends that GDOT also completes and submits an online written report through [Supplier Performance Report System](#). However, before the issuance of the cure letter, the contract administrator should refer to this table for guidance on the resolution of disputes.

SPD - Table 7.9 General Steps Governing Dispute Resolution	
Steps	Description of Step
Step 1: Identify the problem	The contract administrator should obtain all the information regarding the potential problem from all relevant sources, including the project manager, representative customers and the supplier.
Step 2: Research facts	Once the problem is identified, the contract administrator must review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state entity cannot expect the supplier to perform outside the agreement.
Step 3: Evaluation	The contract administrator should review all the facts in conjunction with the requirements and terms and conditions of the contract. The contract administrator should then confer with the program manager (and management and budget, if necessary) to determine the appropriate course of action.
Step 4: Discussion with Supplier and Written Plan of Action	Identify the problem to the supplier and discuss resolution. Frequently, what may appear to be a problem can be resolved by providing the supplier with information or clarification. The resolution should be formalized in writing and signed by supplier.

The contract administrator is also responsible for the preparation and submittal for signature of all applicable contract forms and documents. Once signed, the originals are included in the contract file and scanned for upload to the TGM Contract Management module. Below is a list of the authorized signatory for each required form/document:

TABLE 8a – Authorized Signatory		
Form #	Title	Authorized Signatory
GDOT-CP701	Agency Contract Information Sheet	Issuing Officer
GDOT-CP702	Renewal Letter Template	Issuing Officer
GDOT-CP703	Contract Renewal Template	OGC Contracts Manager
GDOT-CP704	ITB Amendment Template	OGC Acquisitions Manager
GDOT-CP705	Contract Amendment Template	OGC Contracts Manager
GDOT-CP706	Contract Administrative Change Template	Issuing Officer
GDOT-CP707	Novation Agreement	OGC Contracts Manager
GDOT-CP708	Letter of Default/Concern Template	OGC Contracts Manager or District Procurement Manager
GDOT-CP709	Cure Letter Template	OGC APO or Designee
GDOT-CP710	Show Cause Template	OGC APO or Designee
GDOT-CP711	Contract Termination Template	OGC APO or Designee
GDOT-CP712	Stop Work Order Template	OGC APO or Designee

REMAINDER OF PAGE INTENTIONALLY BLANK

Glossary

A

APO

Agency Procurement Officer

Serves as the liaison to DOAS SPD and maintains a position on the Procurement Council Advisory Panel (PCAP). Responsible for all purchasing activities for the Department and monitors the Department to maintain compliance with all purchasing rules/state policy. Ensure that the ethics of public procurement are being maintained at the agency level. Associated title with the APO designation; Operational Procurement Manager, Assistant State Procurement Administrator.

ACW

Agency Contract Waiver

Authorization provided by the APO to allow the using office to go off an agency contract.

B

BOR

Board of Regents

The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library System.

C

CEU

Continuing Education Units

A continuing education unit (CEU) or continuing education credit (CEC) is a measure used in continuing education programs to assist the professional to maintain his or her license in their profession.

CPO

Chief Procurement Officer

Serves as the Office Head for the GDOT Office of Procurement. Oversees all purchasing activities associated with the Transportation Services Procurement and for the Operational Procurement Section. Associated title with the CPO designation; Chief Procurement Officer, State Procurement Administrator.

CPPB

Certified Professional Public Buyer – National Certification

Provided by the Universal Public Procurement Certification Council and administered through the National Institute of Governmental Purchasing. Applies to individuals who have demonstrated prescribed levels of professional competency as a buyer in public and governmental purchasing, and not required to meet the additional managerial function requirement for CPPO.

CPPO

Certified Public Purchasing Officer – National Certification. Provided by the Universal Public Procurement Certification Council and administered through the National Institute of Governmental Purchasing. Applies to individuals who have demonstrated prescribed levels of professional competency as a buyer and managerial function required as a CPPO.

CPSM

Certified Professional in Supply Management– National Certification. Provided by the Institute of Supply Management. Designation is the highest national certification and is a comprehensive management development program based upon a selected set of competencies to improve performance and advance best practice standards for public sector procurement managers.

CUPO

College/University Procurement Officer

Serves as the liaison to DOAS SPD and maintains a position on the Procurement Council Advisory Panel (PCAP). Responsible for all purchasing activities for the college/university and to monitor the college/university to maintain compliance with all purchasing rules/state policy. Ensure that the ethics of public procurement are being maintained at the college/university level.

D

DOAS

Department of Administrative Services

Department which has oversight of all Title 50 purchases. Legislatively directed to develop and implement policy broadly to be used by all state entities. Policy is specific to Title 50 but is typically accepted as common practice where applicable.

DOR

Department of Revenue

Department which is directed to ensure payment of state revenues. Legislatively directed to validate all intended awardee contractors for contracts in excessive of \$100,000 dollars.

DOT

Department of Transportation

DPA

Delegated Purchasing Authority

The authority to purchase up to delegated level as granted by DOAS. The dollar value is based on the professional development of the central office staff and satisfactory scoring on specific compliance criteria, submitted annually.

E

ePro

eProcurement

Software module within the state's financial platform to facilitate the creation, management and approval of requisitions (or purchase approval requests).

Evaluation Criteria

Requirements that must be met by the bidder and are critical to the award. The evaluation criterion is entered to the Cost Worksheet

F

F.O.B.

Free on Board designate what party is responsible for the commodity while in transit

G

GCI

Georgia Correctional Industries

In accordance with (O.C.G.A.) Section 50-5-73, GCI as available and of competitive quality and prices. Only goods and services identified as certified are considered to be in Tier 3 of the Order of Precedence. A list of certified products/services may be viewed by accessing the GCI Certified Products and Services List. These purchases are not subject to dollar limits or the state entity's delegated purchasing authority.

GCPA

Georgia Certified Purchasing Associate

Basic certification required for any procurement position titled. Employee must have basic understanding of State procurement tools, procedures, and policies and may be create Request for Quotations solicitations if allowed/designated by the APO/CUPO.

GCPM

Georgia Certified Purchasing Manager

Employee must complete and have active GCPA prior to being eligible to pursue GCPM. Many testing components comprise this certification. Holder must successfully obtain the RFP Certificate, Negotiation Certificate and Contract Management Certificate. Procurement professional are not required to obtain this certification.

GDOT

Georgia Department of Transportation

GEPS

Georgia Enterprises for Products and Services

Georgia Enterprises for Products and Services is a specific purchasing program called a State Use Program. Established by the Georgia Legislature in 1993 through O.C.G.A. #50-5-135, its designed is to expand employment opportunities of citizens with disabilities.

GPM

Georgia Procurement Manual

Official publication of the administrative rules issued by DOAS, State Purchasing Division. The administrative rules provided govern the purchasing activities of all state government entities subject to DOAS authority pursuant to the State Purchasing Act (Official Code of Georgia Annotated (O.C.G.A.) Section 50-5-50 et seq.), including state offices, agencies, departments, boards, commissions, institutions, and other entities of the state unless specifically exempted by statute or regulation.

GPR

Georgia Procurement Registry

Web based public listing of solicitations posted by Georgia government entities. State entities are required to publicly advertise solicitations using the GPR; the GPR is also utilized on an optional basis by other government entities such as state authorities and local government entities. The GPR includes search capabilities to allow interested suppliers or members of the public to easily navigate solicitation listings.

GSFIC

Georgia State Finance and Investment Commission

Created by a constitutional amendment in 1972, is responsible for the proper application of proceeds from general obligation debt and the issuance of all public debt by the State.

GTA

Georgia Technology Authority

Serves as lead role in state government's information technology enterprise. GTA establishes statewide policies for technology as well as standards and guidelines based on federal requirements

I

ISM

Institute of Supply Management

Private sector focused to enhance the value and performance of procurement and supply chain management practitioners and their organizations worldwide. Provides educational opportunities to further the professional knowledge and skill sets.

L

LMS

Learning Management System

DOAS operated website which provides procurement professionals enrollment access to the required by the various state certifications.

N

NIGP

National Institute of Governmental Purchasing

National Institute for Public Procurement is a national, membership-based non-profit organization providing support to professionals in the public sector procurement profession. NIGP provides its members with many services, including education, professional networking, research, and technical assistance.

NOA

Notice of Award

State's official announcement of actual contract award. This mandatory document for announcing any and all awards resulting from solicitations regardless of the dollar amount. For all contracts with an estimated value of \$100,000 or more, the NOA may not be issued prior to the expiration of the protest filing period and the resolution of any protests received.

NOIA

Notice of Intent to Award

State's official public announcement of its intended contract award to the identified apparent successful supplier(s). The NOIA identifies the amount of the intended contract award, the names of all suppliers whose responses were rejected, and the reasons for rejection of the unsuccessful supplier. The NOIA is required to be publicly posted before a contract award is made for awards exceeding \$100,000 dollars.

P

PBA

Piggy Back Authorization

Allows the Department and the awarded supplier upon agreement at the solicitation stage to open up the contract for the use of other state and local government organizations. However, the supplier must offer the same prices, terms and conditions as that of the Department.

O

O.C.G.A.

Official Code of Georgia Annotated

Compilation of all laws in the state of Georgia.

OIG

Office of Inspector General

The State of Georgia Office of the Inspector General investigates fraud, waste, abuse, and corruption in the State of Georgia's Executive Branch agencies. Any complaints involving state funds, state employees, or state-administrated funds falls within this office's jurisdiction.

OPB

Office of Planning and Budget

The Governor's Office of Planning and Budget supports the state by producing short- and long-term financial analyses, running budget development, and overseeing fiscal controls.

P

P-Card

Purchasing Card

The P-Card Program is the only charge card program authorized for use by State Agencies/Universities. Card may be used as the method of payment for unplanned, non-routine, or urgent point of sale purchases.

PO

Purchase Order

A purchase order is a contract between the Department and the supplier. The purchase order is used to encumber funds and may be used to establish minimum contract terms. The terms, conditions, and specifications of the solicitation document and the award document will be incorporated into any contract between the Department and the supplier as a result of the solicitation.

Q

QPL

Qualified Products List

Listing of products maintained by a Department that meet established specifications. Manufacturers must submit products for comparison and/or testing to the established specification. If the product meets the specification criteria, the product and model number are then approved for the list. When an RFQ is subsequently issued by the Department, only those products listed on the QPL are considered for award.

R

RFI

Request for Information

Semi-formal method for requesting information from suppliers who have knowledge or information about an industry, goods, or services. May be used if not enough information or knowledge about the services needed to develop a statement of work or goods. The RFI is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding.

RFP

Request for Proposals

Formal solicitation method that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a unique procurement. This process allows suppliers to propose their own comprehensive and innovative solution to the Department's needs. The RFP also seeks to identify the "best value" for the Department by using a combination of technical and cost factors to evaluate suppliers' proposals.

RFQ

Request for Quotations

Formal competitive procurement method used by Department to solicit bids for the supply of goods or services. The RFQ process identifies the lowest priced responsive and responsible bidder(s) for contract award.

RFQC

Request for Qualified Contractors

Process to facilitate prequalification of suppliers. The RFQC process may vary depending on a variety of factors, such as the frequency or duration of the Department's needs and the manner in which the service, goods, materials or equipment are provided. The resulting list of qualified suppliers, if any, is not a contract award and does not guarantee any future work. However, the qualified suppliers are eligible to submit a response to any future RFQ, ITB or RFP issued by the Department for the particular service, good, material or equipment for which the supplier has been prequalified to provide.

S

SAO

State Accounting Office

The State Accounting Office sets standards for financial reporting; prepares the state's yearly, comprehensive financial statement; assists other state agencies collect human resources data; and trains accounting and payroll personnel.

SECI

State Entity Contract Index

Index of existing contracts held by the Department that represent the Tier 2 of the Order of Precedence. The Department must purchase goods/services that are available on existing contracts for that particular state entity and any deviations from such contracts must be documented and approved by the APO/CUPO.

SPD

State Purchasing Division

SPD is legislatively directed to establish contracts and administer other procurement duties and functions identified in the State Purchasing Act, including, but not limited to, establishing equitable and efficient procurement processes to maximize the benefits of competitive bidding; establishing standard specifications; review state government procurement activities to ensure compliance with administrative rules; and provide training and other resources to promote suppliers' access to the state procurement process and the professional development of state procurement staff.

SWOT

Strength Weakness Opportunity and Threats

SWOT (strengths, weaknesses, opportunities and threats analysis) is a framework analysis for identifying and analyzing the internal and external factors that can have an impact on the viability of a project, product, place or person.