

Department of Administrative Services

Lead. Empower. Collaborate.

State Purchasing Division

September 12, 2023





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

State Purchasing Division

- Creates and manages **statewide contracts** for commonly needed goods and services
- Collaborates with **state entities on large value, complex, or specialized procurement** activities
- Manages the state's card program
- Assesses compliance and provides guidance, training, and certifications
- Provides procurement systems and tools

Oversees purchase of more than **\$4.5 Billion** in goods and services annually

Ranked #1 and #2 in the Nation by Governing Magazine Excellence in Procurement Ranking of States (2016 – current)

Who We Are and What We Do

- Oversees **procurement functions** and manages all **policies**
- **Negotiates** and administers **statewide contracts**
- **Supports** state entities with complex solicitations
- Conducts **training, certification and professional development**
- Provides **electronic sourcing tools** with help desk support
- **Monitors statewide procurement activity** to improve efficiency and compliance with state laws and procurement policies



Small Business
&
Supplier Diversity
Project

Small Business & Supplier Diversity Initiative

- **Goal:** Make State Procurement Process **Easier to Access for Small Businesses**
- **Focus:** woman-owned, minority-owned and veteran-owned businesses
- **Access Report & 9 Recommendations:**
www.doas.ga.gov

Recommendation #1

Designate Small Business Liaisons

Recommendation #2

Expand Minority Business Enterprise Certification

Recommendation #3

Pilot Informal Bidding Process

Recommendation #4

Revise State Bidding and Contracting Requirements for Certain Projects

Recommendation #5

Continued & Improved Promotion of Systems Training

Recommendation #6

Expand Matchmaking Opportunities

Recommendation #7

Increase Outreach, Training and Marketing Support

Recommendation #8

Expand Mentorship Opportunities

Recommendation #9

Facilitate Information Sharing on Access to Capital

FY23 Highlights!

New Small Business & Supplier Diversity Initiative launched following Governor Brian P. Kemp's July 2022 Executive Order

SPD published **Comprehensive Report October 2022** outlining **9 recommendations** to make the state procurement process easier for small businesses to access

2,000+ Newly Registered Team Georgia Marketplace™ Small Business Bidders

85 SPD Outreach/Training Events and **4,066** Attendees

4th Small Business Symposium Hosted November 2022 with **170+** supplier attendees

2nd Annual DOAS Small Business Procurement Readiness Workshop Series with **30** Graduating Suppliers

More than **100 VOSBs** Enrolled in **Surplus Program**

32% of Surplus Property Allocations Went to VOSBs during FY23 Q4

Surplus/GA VECTR Boots To **Business Seminar** with SBA to national audience of **530+** VOSBs June 2023

Georgia Procurement Conference 2023: 1st Small Business Representatives & State Small Business Liaisons Networking Session; **58** Small Business Exhibitors!

State Small Business Liaison Role Created; **70+** Liaisons Designated

What's to Come in FY24...

- New **Georgia law (HB 128)** passed empowering SPD to certify minority, woman and veteran owned businesses beginning **January 2024**
- **3rd Annual DOAS Small Business Procurement Readiness Workshop Series** began August 2023
- Additional training and outreach opportunities for suppliers!

Statewide Contract FY24 Pipeline



**FY2024
(7/1/23 – 6/30/24)**

**Statewide Contract
Sourcing Pipeline**

GOODS

*Hospitality & Personal Paper

FY22 Spend: \$7.8M

Alex Irby

alex.irby@doas.ga.gov

Generic Drugs (MMCAP
Consortia)

FY22 Spend: \$84.8M

Maleika McMillan

maleika.mcmillan@doas.ga.gov

*Administrative Vehicles

FY22 Spend: \$25.7M

Tony Jones

tony.jones@doas.ga.gov

*Paint & Accessories

FY22 Spend: \$2.1M

Matt Taylor

matt.taylor@doas.ga.gov

*Petroleum

FY22 Spend: \$18M

Matt Taylor

matt.taylor@doas.ga.gov

Professional Grade Tools
(NASPO Consortia)

FY22 Spend: \$1.2M

Billy Gilbert

billy.gilbert@doas.ga.gov

*Cross-functional Team Opportunity



**FY2024
(7/1/23 – 6/30/24)**

Statewide Contract Sourcing Pipeline

SERVICES

*Equipment Rental
FY22 Spend: \$2.9M
Vivian Watts (IT)
vivian.watts@doas.ga.gov

Admin. Temporary Staffing
FY22 Spend: \$37M
Catherine Ice
catherine.ice@doas.ga.gov

IT Temporary Staffing
FY22 Spend: \$122M
Catherine Ice
catherine.ice@doas.ga.gov

*Open & Closed Vehicle
Leasing
FY22 Spend: <\$1M
Jessica Wheeler
jessica.wheeler@doas.ga.gov

Language Services
FY22 Spend: \$1.7M
Jizelle Gibson (IT)
jizelle.gibson@doas.ga.gov

*Janitorial Services
FY22 Spend: \$40M
Jessica Wheeler/Consultant
jessica.wheeler@doas.ga.gov

Public Safety Technologies &
Related Equipment
FY22 Spend: \$56M
Latrice Njee
latrice.njee@doas.ga.gov



**FY2024
(7/1/23 – 6/30/24)**

**Statewide Contract
Sourcing Pipeline**

**INFORMATION
TECHNOLOGY**

IT Networking Equipment
FY22 Spend: \$46.7M
Alex Stewart
alexandra.stewart@doas.ga.gov

Software & Cloud Solutions
FY22 Spend: \$144M
Tetchjan Simpson
tetchjan.simpson@doas.ga.gov

Microsoft Computer Hardware
(NASPO Consortia)
FY22 Spend: \$5.2M
alexandra.stewart@doas.ga.gov

*Unmanned Vehicles (Drones)
FY22 Spend: TBD
Michael Richardson
michael.richardson@doas.ga.gov

Apple Computer (NASPO
Consortia)
FY22 Spend: \$53.3M
vivian.watts@doas.ga.gov

Public Safety Video System (NASPO
Consortia)
FY22 Spend: \$3.2M
michael.richardson@doas.gov

*Unified Communication Systems
FY22 Spend: TBD
Lisa Mehalko
lisa.mehalko1@doas.ga.gov

Statewide Contracts with Approval Conditions

Management Consulting – SWC# 99999-SPD-0000208

☐ Approvals Required:

- Engagements \$500K or greater require SPD approval & minimum of three (3) proposals from the Awarded Supplier list; any change orders require approval
- Engagements under \$500K do not need SPD Approval unless:
 - ❖ A change order is occurring bringing the amount of the original engagement to \$500K or greater

IT Temporary Staffing – SWC# 99999-001-SPD0000149-0001

☐ Approvals Required: Applies only to Projects

- Georgia Technology Authority (GTA) Approval is required for projects budgeted at \$1M or greater; completed and signed form required
- SPD Approval Required for Projects budgeted at \$500K to \$3M;
 - ❖ Any change orders require approval
 - ❖ Justification form required with entity APO/CUPO and CIO sign off;
- Engagements \$3M or greater must be competitively bid unless the entity has a written waiver from SPD.

Need Additional Information?


- ❑ Clarence Ingram
Deputy State Purchasing Officer
clarence.ingram@doas.ga.gov
404.657.4297

- ❑ Team Georgia Marketplace:
 - Statewide Contracts: <https://doas.ga.gov/state-purchasing/statewide-contracts>

- ❑ Contract Management:
 - Email: contract.management@doas.ga.gov


Purchasing Card

P-Card Updates



Policy

- Updated Policy
- Amendments
- Cardholder Lists



Training

- Redesigned the CFO training course
- Currently updating the P-Card Principles course
- Began implementing a hands-on training for new administrators
- Quarterly roundtables including Works[®] training



Forms and Communication

- Updated plan template
- Amendment forms
- P-Card Administrator Designation Form
- Special Approval Form
- CFO, Admin, Approver and Cardholder Agreements
- Cardholder Profile Forms
- Website

Policy updates effective May 2023

Specific Use Accounts	State Agency Definition	Administrators, approvers, and cardholders must be State employees	Delegation of duties to designated admins
State of GA MCC Codes and Groups must be utilized	Documentation	Reconciliation	eBooks for use in college classrooms
Memberships to wholesale shopping clubs	Returns, Credits, Disputed Items, Reporting Fraud	Schedule of Cycle End Dates and Payment Due Dates	Definitions, Global Edits and General Cleanup

Contact information

cardprograms@doas.ga.gov

Becky Alexander
State Purchasing Card Program Manager
becky.alexander@doas.ga.gov
404.463.9142

Policy

What is a piggyback?

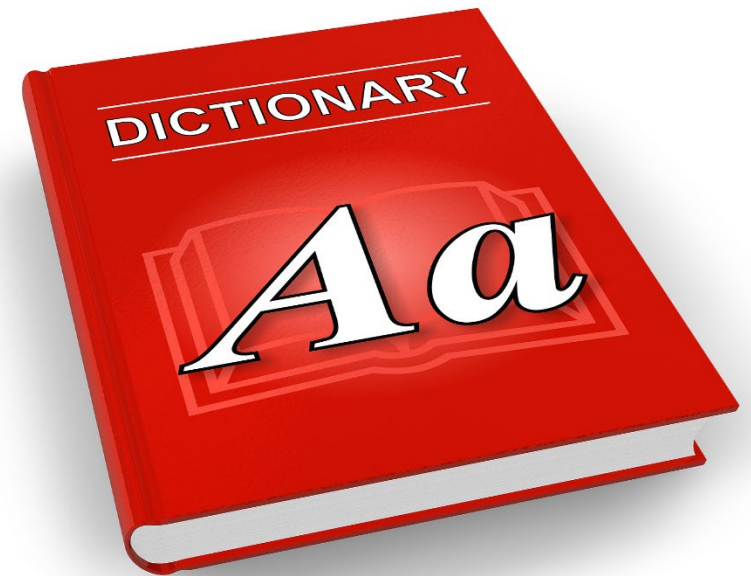
piggyback 4 of 4 **verb**

variants *or less commonly* [pickaback](#)

piggybacked *also pickabacked; piggybacking* *also pickabacking; piggybacks* *also pickabacks*

transitive verb

- 1** : to carry up on the shoulders and back
- 2** : to haul (something, such as a truck trailer) by railroad car
- 3** : to set up or cause to function in conjunction with something larger, more important, or already in existence or operation



How does SPD define a piggyback?

1.3.4.3. Piggyback Purchases

Supplier

Piggyback purchasing allows the issuing state entity and the awarded supplier agree to open up the contract for the use of other state entities. However, the supplier must offer other state entities the same prices, terms and conditions as that of the issuing state entity.

Procedure

Further, a state entity will be allowed to use another state entity's contract only with the prior written approval of the State Purchasing Division Deputy Commissioner, which may be requested by submitting an online [Piggyback Request](#). In reviewing the request for approval of a piggyback purchase, the State Purchasing Division Deputy Commissioner will give consideration to 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 their purchases do 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.

Things to consider

- Piggybacks are not allowed on sole source procurements
- Supplier must honor the same pricing, terms, and conditions
- Procurement Officer should review the original procurement to ensure the SOW or specifications align with entity's needs



What are the benefits?

- Eliminates duplicative efforts
- Provides time an entity needs to do its own market research, procurement
- Smaller entities may benefit from buying power of larger ones



Agency Sourcing

What is a Sole Source Procurement?

Noncompetitive procurement
of material or service

Any contract entered into
without a competitive
acquisition process based
on a justification that only
one known source exists or
that only one single supplier
can fulfill the requirements

State Purchasing Act

O.C.G.A. § 50-5-51:

The Department of Administrative Services shall have the power and authority and it shall be the department's duty, subject to this part:

(1) To canvass all sources of supply and to contract for the lease, rental, purchase, or other acquisition of all supplies, materials, equipment, and services other than professional and personal employment services required by the state government or any of its offices, agencies, departments, boards, bureaus, commissions, institutions, or other entities of this state under competitive bidding in the manner and subject to the conditions provided for in this article;

Attorney General Opinion

“I am of the opinion that where **only one product can meet the applicable specifications**, there is no necessity to solicit bids from other suppliers of such products since this would be a useless act. Finally, of course, the same principles would apply when a product is available from one source only. This conclusion is confirmed by Ga. Code Ann. § 40-1910, which states that contracts shall be awarded on the basis of competitive bids ‘whenever possible.’” *1974 Georgia Attorney General Opinion 74-16*

* “whenever possible” language is carried forward in O.C.G.A. § 50-5-67

Georgia Procurement Manual References

- Section 2.3.2 of the Georgia Procurement Manual et seq.

Based on market analysis, the procurement professional may determine only one supplier is capable of providing the needed goods or services.

- Section 2.3.2.1

-For purchases with a value of \$25,000 or more, Sole Source purchases are prohibited unless the state entity establishes justification why the needed goods or services should not be procured through open competition.

-Sound procurement practice requires that a **Sole Source** purchase occur when it is the **only option** and not as an attempt to contract with a favored service provider or for a favored good.



It may be a Sole Source, if...

Excessive Costs can be quantified ...and should be reasonable

- Only one supplier can furnish the services because of the supplier's previous state entity experience and having an alternative source duplicating these capabilities would result in excessive costs to the state entity.
- The use of any other manufacturer's good/equipment or software would result in excessive costs to the state entity.



What is NOT a Sole Source Procurement

An agency requirement for a particular proprietary product or service does not automatically justify a sole source procurement when more than one potential bidder or offeror exists (including software).

An agency preference for a brand name product does not justify a sole source procurement.

Incumbency does not justify a sole source procurement.

A desire to contract with a favored supplier or for a favored good/service.

Uniqueness alone may not qualify the supplier of the good or service as a sole provider of a good or service.

Inadequate Justifications

A Sole Source should not be justified on the basis of:

- A lack of advance planning
- Source of funding
- Concerns related to the amount of funds available for the acquisition of the goods or services
- Previously non-competitively bid contract

In addition, the issuance of a Sole Source is NOT a quick way to procure something





State Purchasing

www.doas.ga.gov