

Procurement

Jim Barnaby | Deputy Commissioner, State Purchasing

Mary Chapman | Deputy Division Director, State Purchasing

Kristi Johnson | Director of Business Support, State Accounting Office

Kiaja Williams | Business Analyst Manager, DOAS IT



NEXTGEN

sao.ga.gov/NextGen

Topics

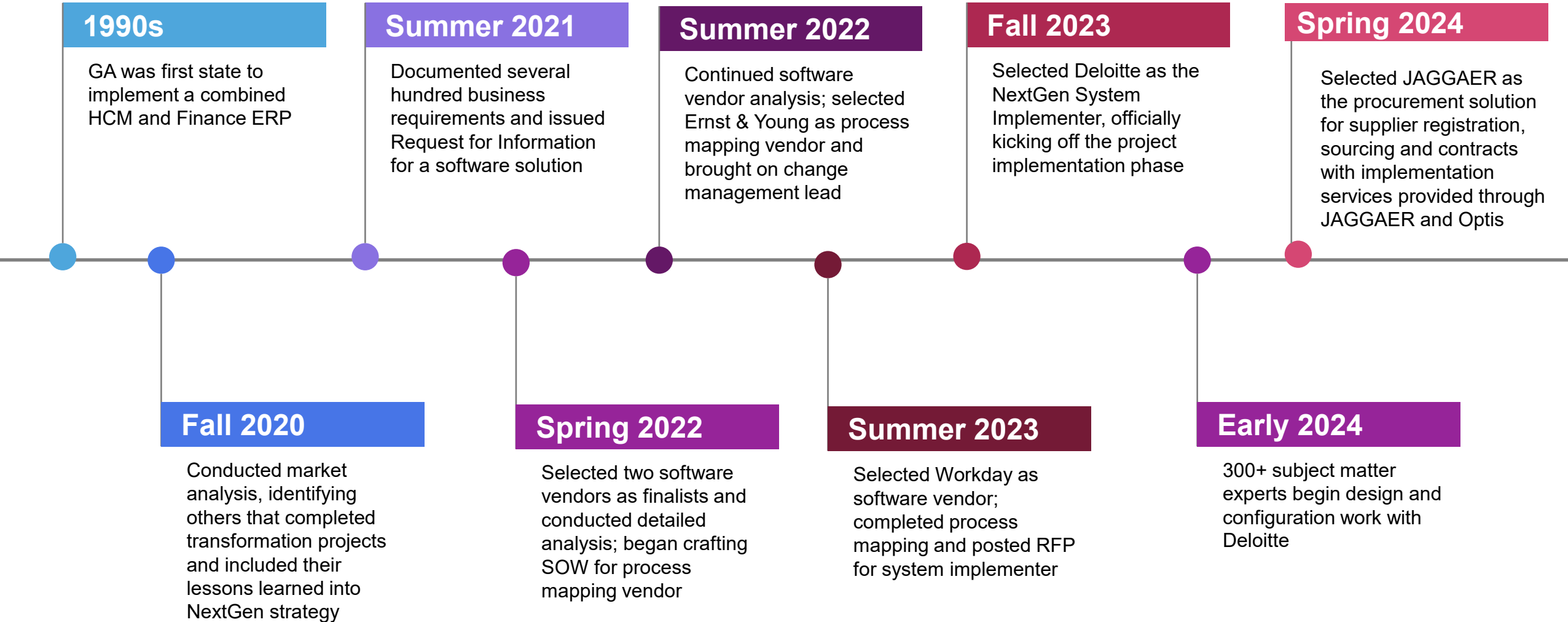
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Background and Timeline



Project History



Project Workstream Teams

Procurement			
Role	Deloitte	State	Jaggaer
Procurement Lead	Jay Gottdenker	Marika Bacchus	Julia DalPezzo
Strategic Sourcing	Jay Gottdenker	Alex Stewart	Charles Schroeder
Supplier Mgmt. / Accounts Payable	Will Valazquez	Rebecca Krystopa & Kristi Johnson	Olivia Lopez
Contract Mgmt.	Jay Gottdenker	Osborne Johnson	Charles Schroeder
P-Card(s)	Will Valazquez	Becky Alexander	JAGGAER Team Collaboration
Procurement (Requisitions & POs)	Jay Gottdenker	Mark Meeks	
Catalog	Will Valazquez	Matt Taylor	
Integrations	Mahantesh Gulannavar	Ed Lucas	Mary Jane Swanson

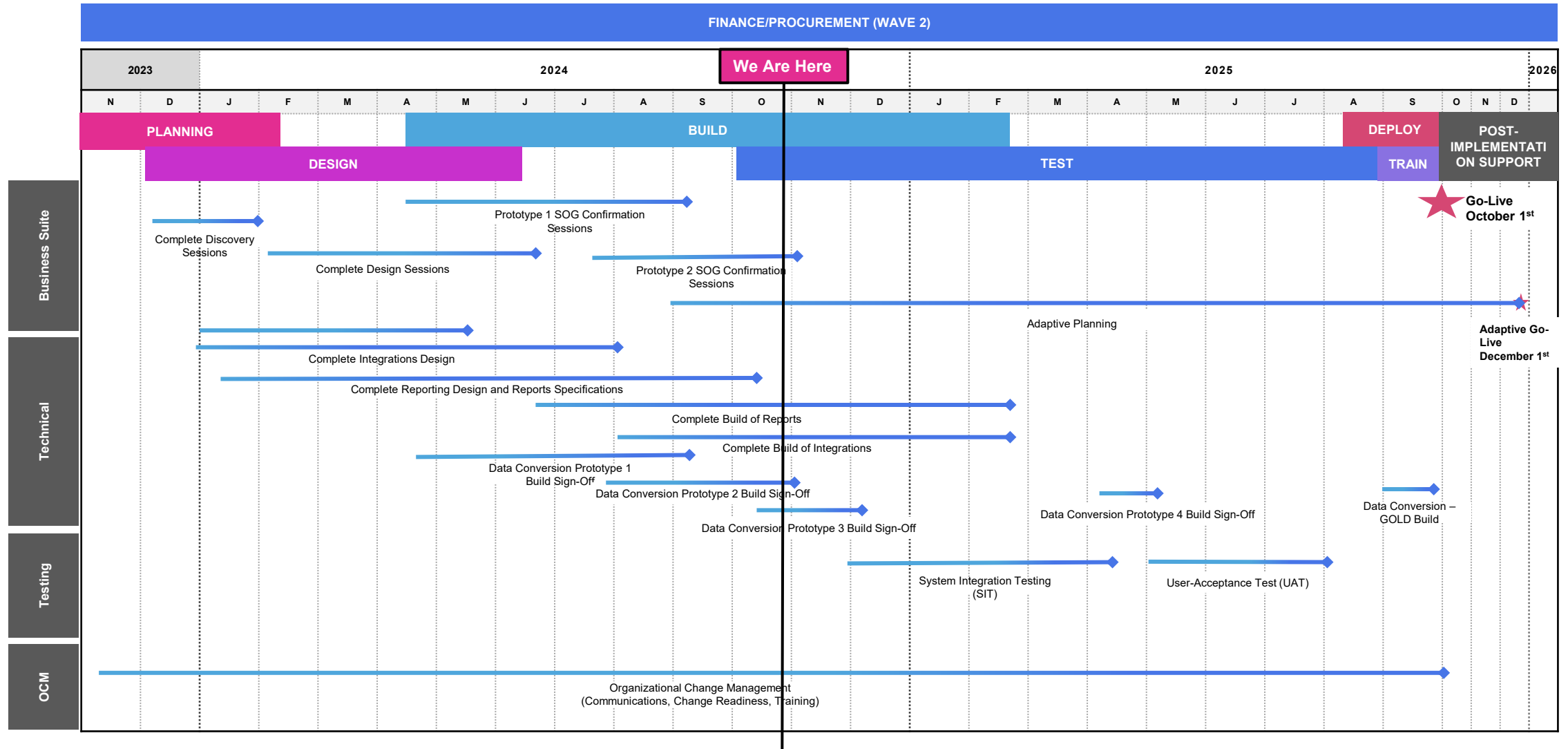
Technical		
Role	Deloitte	State
Technical Lead	Sanju Tuniki	Earl Kates
Security	Shivali Upadhyaya	Naveen Varakantam
Integrations Lead	Mahantesh Gulannavar	Ed Lucas
Conversion Lead	Biswajit Mishra	John McGaha
Reporting Lead	Ruben Krukrubo	Chenna Nagula
Prism	Charlie Lim	Chenna Nagula
Connectivity Lead	Biswajit Mishra	Pam Woods
End Point Management Lead	Mahantesh Gulannavar	Stacey Price



Project Team Resources




Finance/Procurement- Estimated Timeline






Procurement Workstream Overview




GA@WORK




workday®

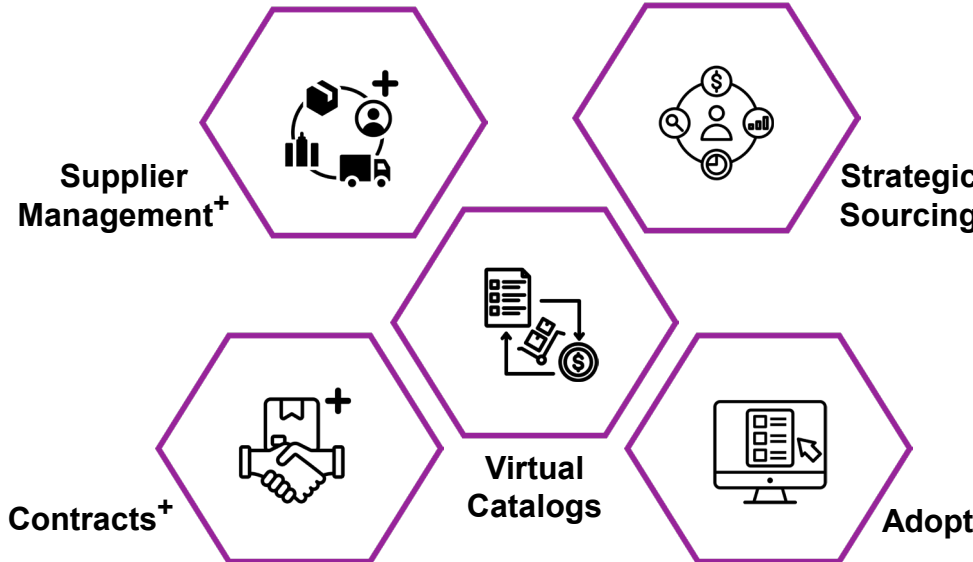
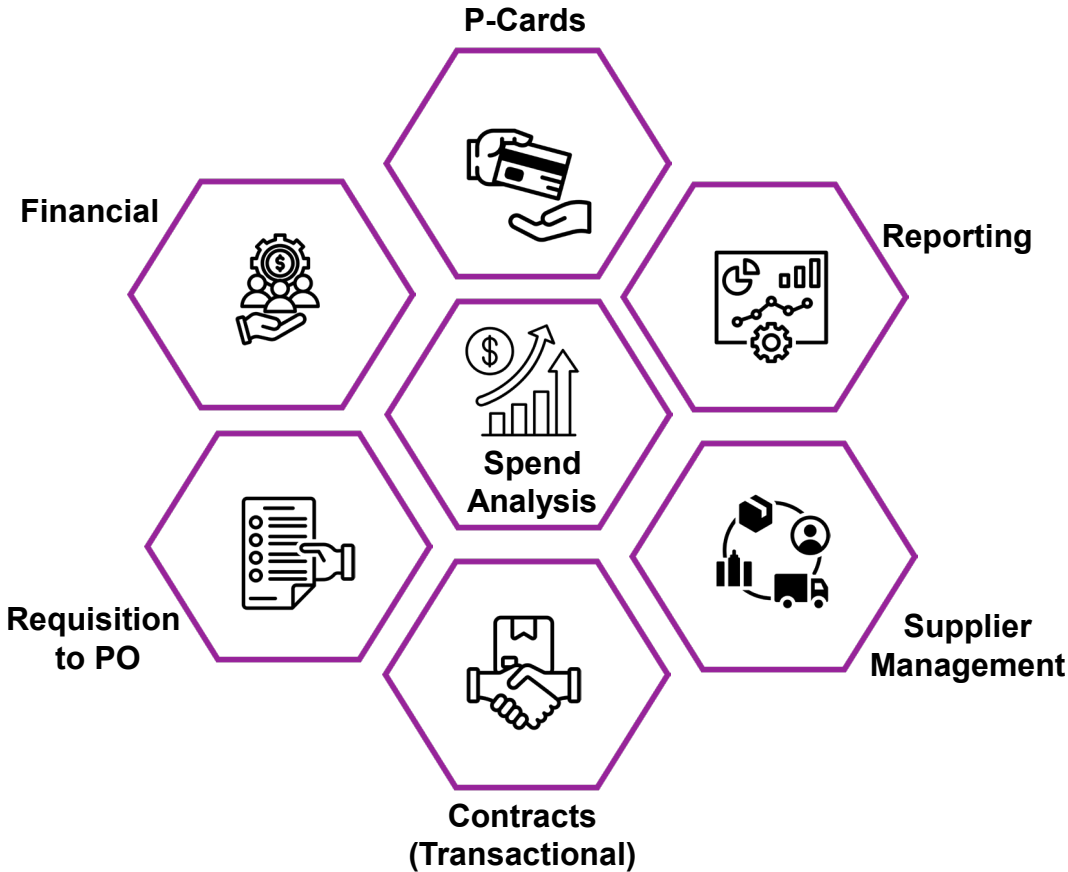
-  Human Capital Management (HCM)
-  Financial
-  Procurement



JAGGAER

-  Procurement

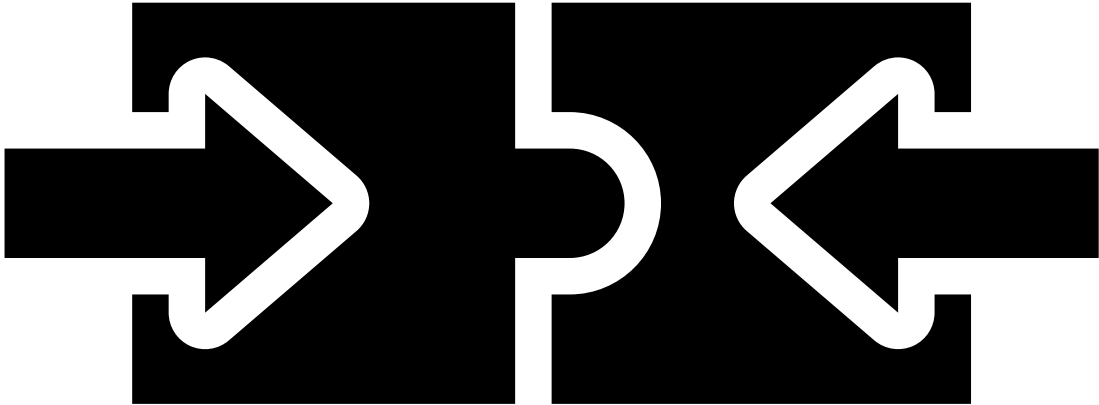
GA@WORK



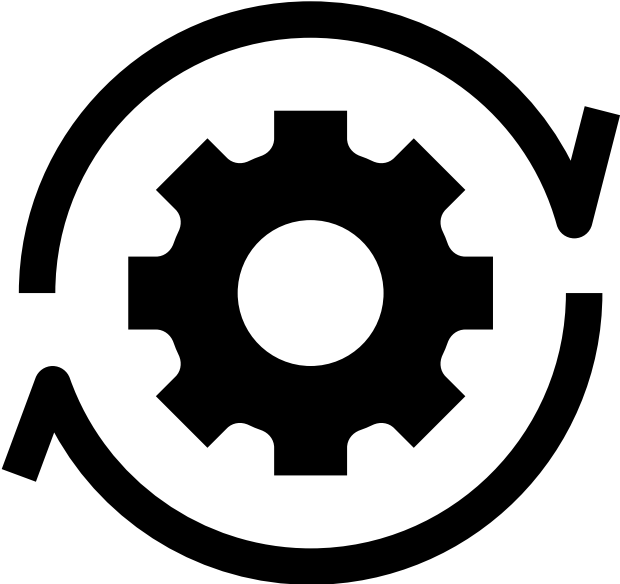
GA@WORK



Financials/Procurement
Financial Suite
Spend Analysis
Reporting
Request to PO
Supplier Management
Contracts (transactional)



Procurement
Strategic Sourcing
Contracts+
Supplier Management+
Virtual Catalogs
cXML Invoicing
Adopt

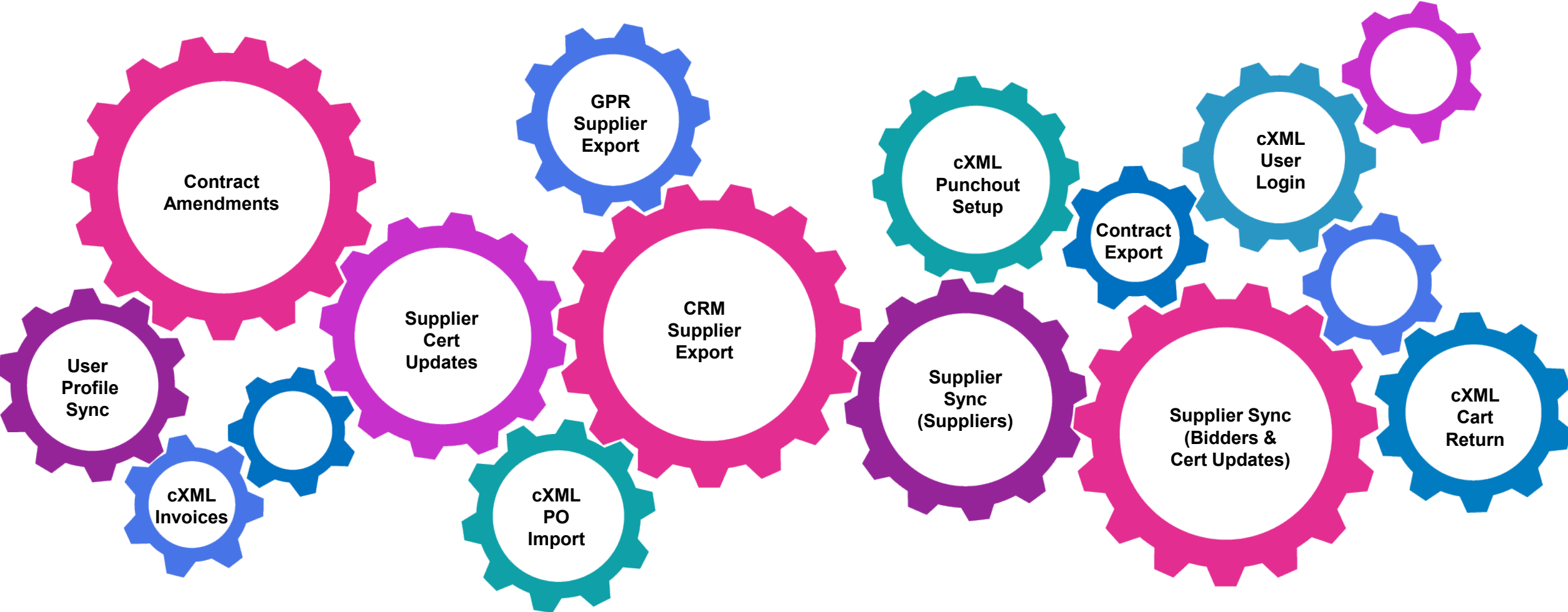


13
Integrations

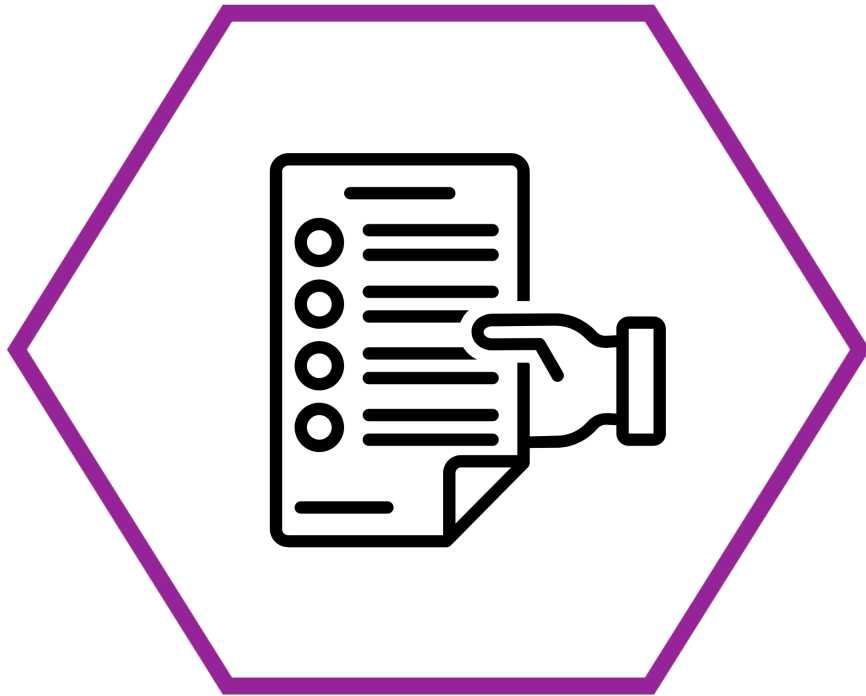
Seamless End-User Experience



Integrations



Requisition to PO



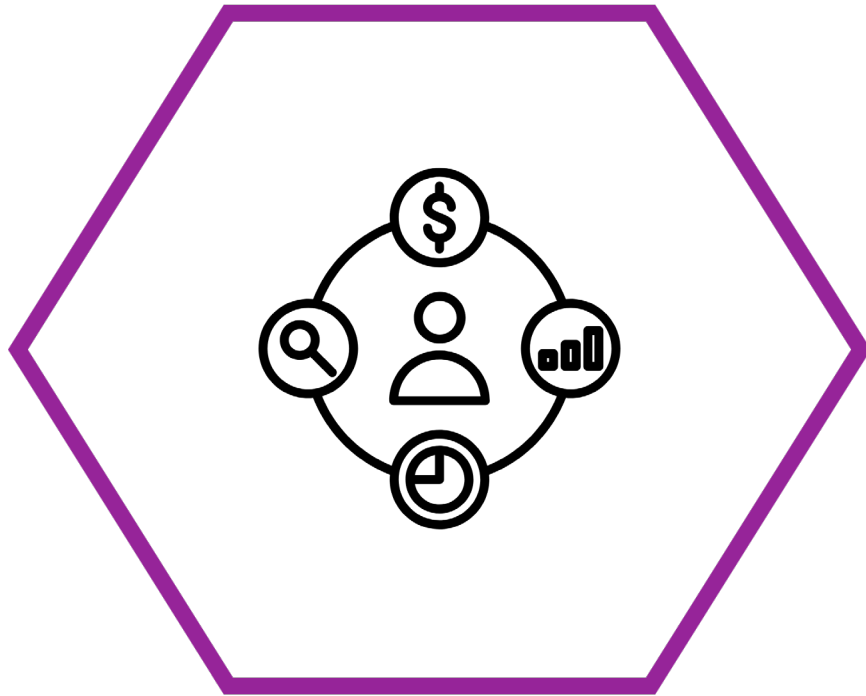
- Simplified requisition creation and routing
- Custom validations on requisitions and purchase orders to support compliance
- Structured purchase order creation with embedded questionnaires to support compliance
- User friendly search options to navigate task
- Enhanced reporting with dashboards, visuals and notifications
- Guided tours to assist with completing tasks
- Available to all state entities transitioning to GA@WORK Financials October 2025

Supplier Management⁺



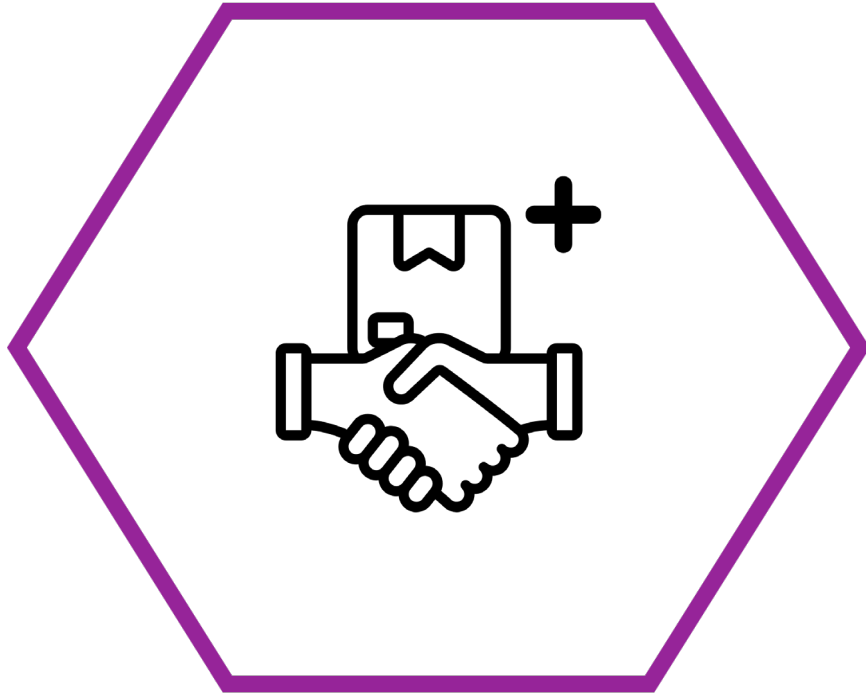
- Automated public portal for online supplier registration
- Collection of supplier demographics, diversity and certification information
- Increased Data Protection of Supplier Information/Mitigate Potential Fraud
- Eliminate Data Errors
- Supplier access to state solicitations for easy, online bidding
- Supports state supplier performance management activities with dashboard access and streamlined workflows

Strategic Sourcing



- Single system for competitive solicitations (RFI, RFQ, RFQC and RFP) to provide standard experience for all suppliers
- Georgia solicitation templates and content library for simplified solicitation development
- Q&A Board for each solicitation to receive and respond to supplier questions
- Simplified Buyer view of supplier activity including bid submission progress
- Panel questionnaire for technical evaluation team to perform scoring within system and buyer dashboard to monitor evaluation activity
- Integrates with Georgia Procurement Registry

Contracts⁺



- Georgia contract templates and content libraries for streamlined contract development
- Contract routing for approvals and execution with e-signature
- Simplified contract administration, including tracking contract expirations, completing renewals and preparing amendments
- Contract request feature to manage new contract requests
- One platform available to all state entities including the University System of Georgia

Virtual Catalogs



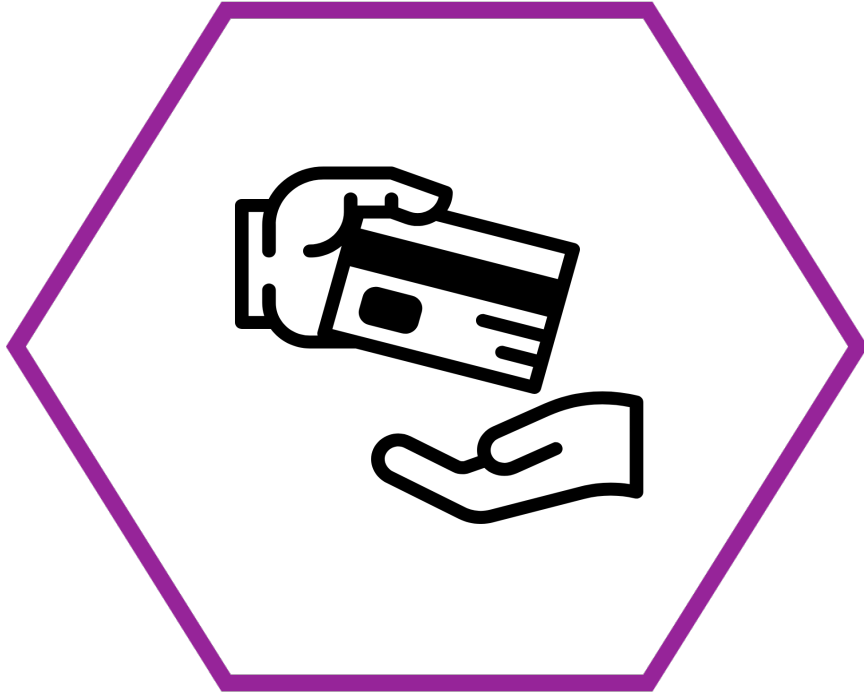
- Continued access to Georgia statewide contract catalogs and Amazon shopping experience (known today as Team Georgia Marketplace™)
- New integration with GA@WORK for all state entities transitioning to Workday Financials October 2025
- DOAS-negotiated pricing and contract terms for the University System of Georgia to continue separate instances of JAGGAER catalogs for future years and access to statewide contracts

Adopt



- Streamlines user experience by expertly guiding users through the JAGGAER platform
- Supports design and delivery of user onboarding, training, video tutorials and just-in-time guidance materials that provide in-context support for new and experienced users
- Tracks system usage patterns and trends to measure adoption and opportunities for improvement

P-Cards



- Request framework for prior approvals
- Built-in controls to support compliance
- Business process workflows are automated and based on predefined business rules
- Role-based security will replace the role proxy
- Simplified payment process

System Transition Plan



System Transition Plan

- Go live for GA@WORK - 10/1/2025
- End-users will have READ ONLY access to TeamWorks on 10/1/2025
- Blackout Dates TBD
- More information to come as we move forward through the implementation

State Agency Sourcing Event Posting Cutoff Dates

- Cutoff date when you can no longer post a new sourcing event in TeamWorks
 - **RFP – 4/1/2025**
 - **RFQ – 7/1/2025**
 - **RFQC – 7/1/2025**
 - **RFI – 7/1/2025**
- All TeamWorks sourcing events need to be in a closed status. (it can be under evaluation since evaluations are done outside of the system)
- DOAS special approval needed beyond these dates
- DOAS will provide instructions on how to finalize TeamWorks sourcing events that are not awarded or cancelled prior to Go Live

Sourcing Pipeline and Contract Extensions

- Agencies need to submit their sourcing pipeline to DOAS by 12/2/2024 for review.
- Agency Sourcing and Policy meetings with Agencies to discuss pipelines.
- Amended budget in April 2025 – this could affect the pipeline and sourcing event needs. Communication is key.
- Extensions of some contracts to allow for prioritization of needed sourcing events.

Pipeline Workbook Guidelines

Please read all instructions before proceeding

1. Please access the State Entity Sourcing Pipeline tab. [State Entity Sourcing Pipeline](#)
2. Please fill in your Agency's Name, your name, your email address, and your phone number.
3. Please complete the spreadsheet in order of priority, with #1 being the most important. Each line represents a new solicitation you are planning to source in the next 18 months. We have provided an example as a guide.
4. Please see below for details and explanations of what we are asking you to provide for each new solicitation.
5. Please access the Contract Renewals & Extensions tab. [Contract Renewals & Extensions](#)
6. Please fill in your Agency's Name, your name, your email address, and your phone number.
7. Please complete the spreadsheet in order of priority, with #1 being the most important. Each line represents a current contract in your portfolio. We have provided an example as a guide.
8. Please see below for details and explanations of what we are asking you to provide for each contract renewal solicitation.

Download the [State Entity Sourcing and Contract Pipeline Workbook](#).

Data Cleanup



Dispatched POs

Review prior fiscal year POs that have been dispatched to determine if they can be canceled or closed.

PO is dispatched

- With valid budget header status
- partially received and
- no expectations to receive the remaining quantity

Action: Review the PO to determine if the PO can be closed.

PO is dispatched

- valid budget header status
- not been received and
- no expectations to receive any quantity from supplier

Action: Review the PO to determine if the PO can be closed.

PO is dispatched

- valid budget header status and
- has been fully received but not yet vouchered

Action: Determine if the PO can be vouchered and paid or closed.

TeamWorks Query: 0PO013KK_OUTSTAND_ENCUMB_BY_BU

Un-dispatched POs

Review any prior fiscal year PO that has **not** been dispatched or closed to determine if the PO needs to be dispatched, canceled, or closed. This includes POs in status of I, O, PA, and/or A.

If the PO is in a status of **open, approved, or pending approval** review the PO to determine if the PO can be dispatched, canceled, or closed.

SAO recommends that all POs be in a dispatched status pre-conversion.

TeamWorks Query: 0PO029_UNDISPATCHED_POS_BY_BU

Inactive PO Buyers

Any open PO, where the Buyer is inactive, should be updated with an active buyer.

SAO recommends that all POs have active buyers' pre-conversion.

TeamWorks Query: 0PO_INACTIVE_PO_BUYER

POs in budget error

If the PO is **approved** or **dispatched** and the budget header status is **error**, please review the budget and resolve any budget errors.

SAO recommends that all POs have a valid budget header status pre-conversion.

TeamWorks Query:
0PO001_BCM_ERRORS

Multiple PO Schedules

GA@Work does not accommodate multiple schedules, therefore any PO that has multiple schedules will need to be changed to only have one schedule or closed pre-conversion.

TeamWorks Query:
0PO_MULTI_SCHEDULES

Mismatched GL Accounts on PO Line

GA@Work does not accommodate different GL accounts on the same PO line, therefore any PO that uses different GL accounts on the same PO line will need to be changed to only have one GL account per line or closed pre-conversion.

TeamWorks Query:
0PO_GL_ACCT_MISMATCH

Inactive PO locations

PO locations that aren't used and not required any more need to be inactivated. Please submit a ticket to SAO support for assistance with location cleanup.

TeamWorks Query:
PO_LOCATIONS_BY_AGENCY

Please direct any questions or concerns to:

FSCM@sao.ga.gov

Supplier Contract

Update Contract Expiration Date:

- Contracts missing expiration date.
- Contracts expire 20 years ago.

Resolution: Enter expiration date. Set contract status to Approved or Closed.

Update Contract Admin Contact:

- Contract Admin no longer with Agency.
- Users no longer with your Agency will not be migrated into GA@Work.

Update Contract Status:

- Contracts in an Open status need to be updated.

Resolution: Set contract status to Approved or Closed.

Contracts should not be set up with supplier profile that is marked as Employee profile.

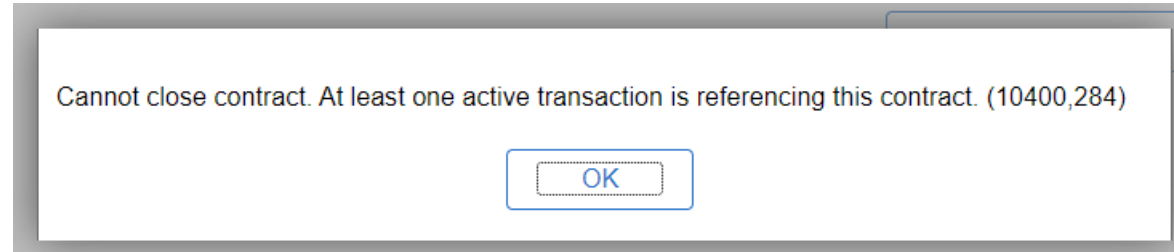
- New Supplier ID to be created.
- Set up with a new contract.
- Check with SAO on what to do with POs for employee suppliers.

Update Valid Buyer:

- Open Purchase Orders with buyers no longer with your Agency.

Supplier Contract

Sometimes when you attempt to Close or Cancel a contract, you may see this message:



This means that there are POs against this contract that have not been completed. To get a list of uncompleted POs, run this query:

OSC048_AGENCY_INFLIGHT_PO - In-Flight POs on Agency Cntrct

Contract Id

Enter the Contract ID and click View Results. A list of uncompleted POs against the contract will display. Reach out to the buyer to have the PO completed. This query will give you the PO ID and the Buyer.

Unit	PO No.	PO Status	Contract	Buyer	Description
40300	0000008745	Dispatched	40300-401-DAS0000160-0003	AAJOHNSO	Amy Johnson 404-505-4848



Update Contract Expiration Date:

We have created three queries that you use in your Supplier Contracts cleanup efforts for the NextGen project.

OSC310_CNTRCTS_BLANK_EXP_DATE

There are a lot of contracts that have a blank expiration date. OSC310_CNTRCTS_BLANK_EXP_DATE has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please enter an expiration date and then change the status of the contract to Closed.

BU 

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)



[View All](#)

Row	Contract ID	Supplier ID	Supplier	Contract Status	Begin Date	Expire Date	Buyer	Description	Email ID
1	40700-001-SAO00000011-001	0000009385	MAXIMUS INC	Approved	01/01/2020		BRYANTJO	Joi Bryant-Jernigan 404/463-09	JOI.BRYANT-JERNIGAN@SAO.GA.GOV
2	40700-001-SAO0000003-0001	0000008166	ERNST & YOUNG LLP	Open	02/20/2012		PAHEAD	Phyllis Head 404/463-4612	phead@sao.ga.gov
3	40700-001-SAO0000008-0001	0000008166	ERNST & YOUNG LLP	Approved	06/29/2018		MGLESLIE	Meinya Leslie 404/463-4612	mleslie@sao.ga.gov

Update Contract Status

0SC311_OPEN_CNTRCTS_BY_AGENCY

There are a lot of contracts in an Open status. 0SC311_OPEN_CNTRCTS_BY_AGENCY has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please change the status of these contracts to Closed or Canceled.

*Unit  

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Fi

Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Buyer	Description	Email ID
1	40300	40300-240-DAS0000141-0001	0000514454	BENALYTICS CONSULTING GROUP LLC	Open	03/14/2022	06/30/2025	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
2	40300	40300-DAS-S20090715-0001	0000008276	ALIGHT HOLDING COMPANY LLC (FKA TEMPO	Open	07/15/2009	02/01/2024	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
3	40300	40300-222-DAS0000102	0000569000	CORPORATE COST CONTROL INC	Open	10/01/2015	03/30/2023	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV



Contracts with Employee Supplier IDs

OSC312_CNTRCTS_ASSGN_EMPLOYEE

There are a lot of contracts that have a Supplier ID that is set up with the Classification of Employee. **These contracts will not be converted over into GA@WORK.** Select to run the query and enter your Business Unit.

*Unit

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

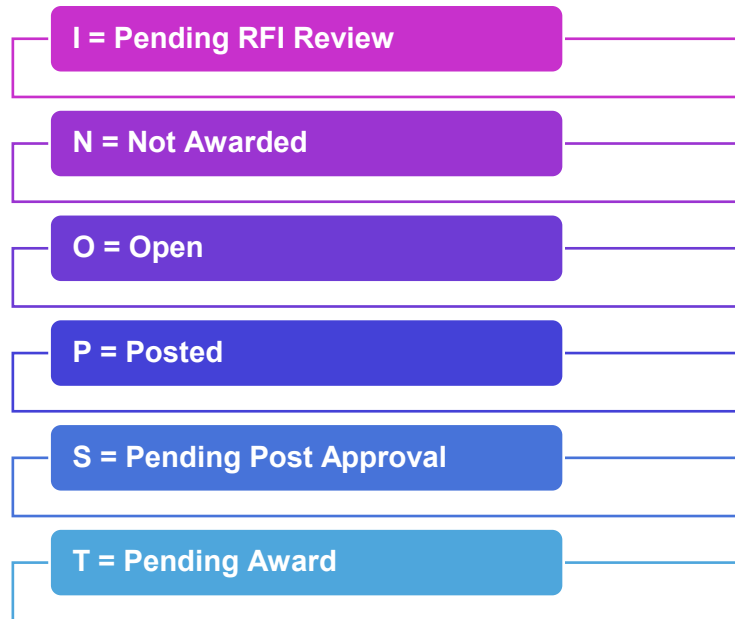
[View All](#)

First 1-

Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Supplier Classification	Buyer	Description	Email ID
1	41400	41400-221-0000009459-0001	0000022768	BEATY,AMANDA	A	02/11/2014	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
2	41400	41400-025-0000016448	0000023065	O'HARA,NANCY ELLIOTT	O	02/01/2016	09/30/2016	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
3	41400	41400-054-0000007048-0030	0000082762	COUTURE,JENNIE	A	07/01/2013	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
4	41400	41400-054-0000007048-0079	0000086144	LLOYD,LORI	A	07/01/2013	06/30/2015	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
5	41400	41400-048-0000034432-0013	0000108078	BOCHENKO,MICHAEL	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
6	41400	41400-048-0000034432-0006	0000206997	DAWSON,JERMAINE	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us

Strategic Sourcing Events

- Run query: **OSS006_ACTIVE_EVENTS_BY_BU**
- Query prompt by Business Unit (5 digits Agency Code)
- Query results generate active events with the following statuses:



- Review active events for your agency and take appropriate action.
- Contact <https://service.doas.ga.gov/app/AskNextgenSupport>

P-Card



Support: cardprograms@doas.ga.gov



EMPLOYEE ID

Employee ID must be in BofA Works

- Check your current cardholders' employee ID and **EMAIL US IF THEY ARE NOT CORRECT**. This is very important. We need to correct it with BofA if it is not.
- Remember to always enter the employee ID when adding a cardholder in BofA Works.



MONTHLY STATEMENTS

Statements must be paid in full each month

- Pay each statement in full each month.
- Look at the statement from BofA and verify that the previous balance shown is the amount of your monthly payment. The only exception to this is disputed transactions within a reasonable amount of time.



TRANSACTION RECONCILIATION

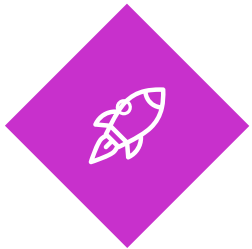
Reconcile p-card transactions in TeamWorks

- 0PO201B_PCARD_CLEANUP – to see unreconciled p-card transactions
- If you have unreconciled transactions and you are unsure how to close them, email us and we will help with that.

P-Card



Support: cardprograms@doas.ga.gov



Close out all active p-card purchase orders with a PO Date of 90 days or greater.



- If for any reason, you cannot close an active p-card PO, please contact the SPD p-card team at cardprograms@doas.ga.gov to discuss.
- Query 0PO204A can help identify any POs with p-card attached.
- We will be contacting agencies with older active p-card POs



Temporary period from July 1, 2025, until go-live, do not put p-card transactions on a PO



- If during this time, you need to create a PO for a p-card transaction, contact SPD p-card team at cardprograms@doas.ga.gov before you create the PO.
- The buyer on the purchase order and the p-card holder must be the same person.

Data Validation – Finance / Procurement

Round 1
(Pilot)

6 agencies
July 22 – August 16

Round 2

All agencies
October 7 – October 25

Round 3

All agencies
December 2 – January 3, 2025

Round 4

All agencies
April 28, 2025 – May 23, 2025

Round 5

All agencies
September 15 – September 26, 2025

Data Set Guidelines

The amount of data being reviewed is based on the overall number of transactions in the validation reports with a 20% sample size being the recommended minimum validation amount. Transaction subsets can be determined by the agency based on key finance and procurement data points to ensure a representative sample is validated.

Recommended 20% Minimum Sample Size of Transactions

Business Assets

Customers

Purchase Orders

Suppliers

Supplier Contracts

Supplier Invoice



Next Steps



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Check out the NextGen website: sao.georgia.gov/nextgen



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Questions





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Questions about NextGen

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