



# Supplier Response to Events

## Sourcing Director

### Supplier Response

#### 1. Public Announcement and Email Invitations

- All events are posted to the [Georgia Procurement Registry](#) (GPR) where you can search for open bids
- Supplier will receive the email notification if they are registered in Team Georgia Marketplace™ for the National Institute of Governmental Purchasing (NIGP) code associated with the event or are individually invited by the buyer.

Event Announcement to Suppliers, Ref: "Request for Quote - UGA Consulting eRFQ"

bidnotice.donotreply@doas.ga.gov <support@scquest.com>  
To: supplier, test Thu, 4/30/2020 12:00 AM

SAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**GEORGIA PROCUREMENT REGISTRY** Team Georgia Marketplace

**Event Announcement to Suppliers**  
Test04 Supplier  
testsupplier04@doas.ga.gov

Middle Georgia State University, a Georgia government entity, has posted an Event which is available for your company's response. Your firm may have been selected based on NIGP code(s) listed in your registration profile.

The Event details are summarized below.

**Event Number:** 58300-eRFQ-00000181-2020  
**Event Title:** UGA Consulting eRFQ  
**Event Open Date:** 4/30/2020 at 12:00 AM EDT  
**Event Close Date:** 5/5/2020 12:00 AM EDT

The event can be reviewed at: [Please click the link to view the sourcing event](#)

For first time users, please register at [https://facm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/0/NUJ\\_FRAMEWORK\\_PT\\_LANDINGPAGE.GBL?](https://facm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/0/NUJ_FRAMEWORK_PT_LANDINGPAGE.GBL?) prior to accessing the event.

If you have any questions regarding this Event, you may email:  
Leena Agency Buyer 1-404-4444444 - [leena.patel@doas.ga.gov](mailto:leena.patel@doas.ga.gov)

Responses to this event will not be considered unless bids are submitted as noted in the Event description. For assistance submitting your electronic response, please access the Quick Reference Guide. If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at: [Team Georgia Marketplace registration system](#). Follow the link to login to maintain your Supplier Information and follow the instructions to update the information.

Thank you for your interest in opportunities with Georgia Government.

#### 2. Logging In

- Click the link on the GPR or within the email invitation to be taken to [login page](#).
- Enter email address and password.

**GEORGIA PROCUREMENT REGISTRY** Team Georgia Marketplace

Welcome to State of Georgia Sourcing Portal, providing our suppliers with the ability to bid on any available Sourcing Event directly online. To submit a bid or proposal, you must be registered with **Team Georgia Marketplace** as a supplier or bidder. To register, [click here to create account](#).

**Please login to view the sourcing event.**

Enter your email to Login/Create Account

testsupplier02@doas.ga.gov

Email

Password

LOGIN TROUBLE LOGGING IN?

3. Searching: Supplier can search for OPEN events.

**Search** Sourcing > Sourcing Events > Search Events simple search

**Sourcing Event Identification**  
Event Number

**Sourcing Event Information**  
Sourcing Event Type   
Date  Release Date | All Dates  
Supplier

**Sourcing Event Status**  
 Released  Open  
 Closed  Canceled  
 Awarded

**Intent To Bid**  
 Not Set  Yes  
 No

**Response Status**  
 Not Started  Draft

Go to: simple search

**Search**

4. List of all OPEN event will display.

Showing 1 - 4 of 4 Results

| Customer Name            | Event Number              | Status | Event Title                                      | Dates   | Supplier                    | Action                  |
|--------------------------|---------------------------|--------|--|---|-----------------------------|-------------------------|
| State of Georgia<br>DOAS | 58300-eRFQ-00000009-2020  | Open   | Testing/IT_MGA_M8_Apr8                           | Open: 4/8/2020 12:00:00 AM EDT<br>Close: 4/10/2020 11:00:00 AM EDT  | ADVANCED DATA SOLUTIONS INC | View Event              |
| State of Georgia<br>DOAS | 41200-eRFQ-000000135-2020 | Open   | WORKSHOP_Terby_M8                                | Open: 4/21/2020 12:00:00 AM EDT<br>Close: 5/10/2020 12:00:00 AM EDT | ADVANCED DATA SOLUTIONS INC | View Event              |
| State of Georgia<br>DOAS | 54200-eRFQ-000000173-2020 | Open   | MB_eRFQ_Laundry Equipment Rental and Maintenance | Open: 4/28/2020 12:00:00 AM EDT<br>Close: 5/10/2020 12:00:00 AM EDT | ADVANCED DATA SOLUTIONS INC | Continue Response       |
| State of Georgia<br>DOAS | 54300-eRFQ-000000183-2020 | Open   | Copy of K3U_eRFQ_TerbyM8                         | Open: 4/10/2020 12:00:00 AM EDT<br>Close: 5/10/2020 12:00:00 AM EDT | ADVANCED DATA SOLUTIONS INC | View Submitted Response |

5. Start Bidding Process:

- Supplier can click 'View Event' button to get to the summary page of the event.
- Supplier must click on 'Yes, I intend to bid' button to respond to the event.

**UGA Consulting eRFQ**  
58300-eRFQ-00000009-2020

**Summary**

**Intent to Bid Not Set**  
- You must set your Intent to Bid to 'Yes' to respond to this event.

| Event Title         | Event Type        | Event Number              | Stage Title | Currency | Sealed Bid | Time Zone   | Event Open Date        | Event Close Date     | Sealed Bid Open Date | Question Submission Close Date |
|---------------------|-------------------|---------------------------|-------------|----------|------------|---|------------------------|----------------------|----------------------|--------------------------------|
| UGA Consulting eRFQ | Request for Quote | 58300-eRFQ-000000181-2020 | -           | USD      | Yes        | EDT/EST - Eastern Standard Time (US/East-Indiana) | 4/30/2020 12:00 AM EDT | 5/5/2020 5:00 PM EDT | 5/5/2020 5:00 PM EDT | 5/2/2020 12:00 AM EDT          |

**Contacts**  
If you need more information on this event, please contact:

**Leena Agency Buyer**  
+1.858.544.5444  
leena.patel@dass.ga.gov

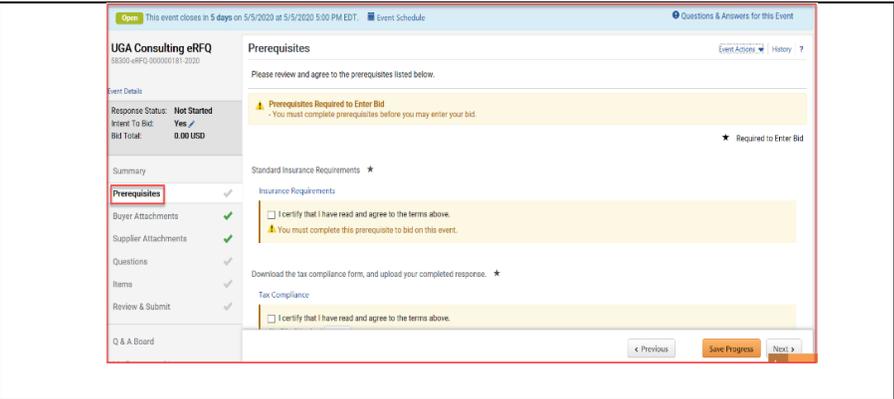
**Description**  
Georgia College is seeking a consultant to help assist with implementing results of a staff compensation study conducting by the Sibson Consulting group.

**Stage Description**  
-

**Next >**

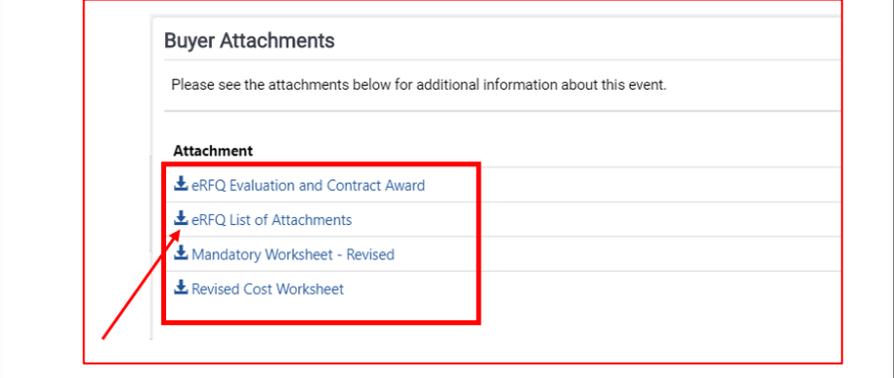
**6. Prerequisites:**

- Supplier must respond to any Prerequisites requirements and upload the supporting documents if required.
- Click on 'Save Progress' to save and continue.



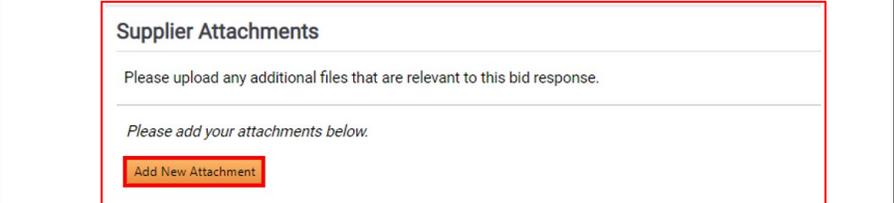
**7. Buyer Attachments:**

- Review and download all Buyer attachments.
- Click the "download arrow" to open and save each file.



**8. Supplier Attachments:**

- Upload any requested files in the Supplier Attachments section
- Select "Add new Attachment"
- Select and Upload each desired file

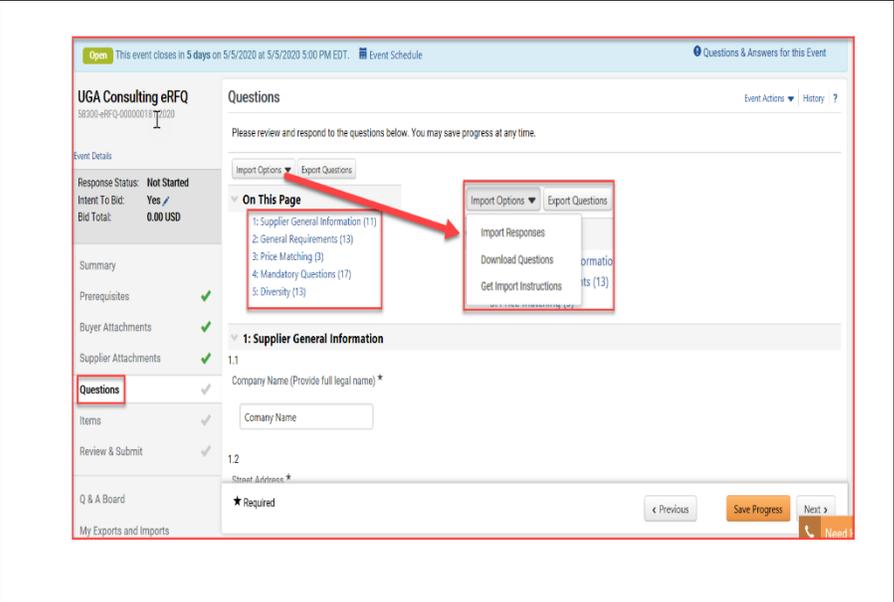


**9. Event Questions:** Supplier must answer all 'Questions'.

Questions may be broken out in Pages which will be displayed on the Wizard Navigation and completion of each page will display a green checkmark.

Questions with an \* require a response.

Questions can be imported using the Excel **Export Questions** file or the Excel **Download Questions** file via clicking **Import Options** then **Import Responses**



**10. Enter Items (Pricing):** Supplier must provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional

information can be expressed to the buyer in the comments for each item.

**NOTE:** Pricing is not applicable to the Request for Information event type.

**11. Submitting Supplier Questions:**

- a. Access the Q&A Board to submit questions to the buyer
- b. Select “Ask a Question”

**12. Review and Submit:**

Verify all sections have been completed before submitting response.

Select the checkbox to certify that the statements and information in this response are true and correct to the best of your knowledge and belief and click the Submit Response button to submit response to the buyer.

Note: Changes can still be made to the response until the event has Closed.

**13. Confirmation:**

Supplier will receive an onscreen confirmation for bid submission.

Note: Changes can still be made to the response until the event has Closed.

**Success**  
Successfully Saved Changes

**Response Submitted**

**Next Steps**  
You have submitted a bid of 220,000.00 USD. You have until 5/5/2020 5:00 PM EDT to withdraw or change your bid.

- Return to Home Page
- Event Summary

**Event Summary**

|              |                           |                                |   |
|--------------|---------------------------|--------------------------------|---|
| Event Title  | USA Consulting eRFQ       | Time Zone                      | EDT/EST - Eastern Standard Time (US/East-Indiana) |
| Event Type   | Request for Quote         | Event Open Date                | 4/30/2020 12:00 AM EDT                            |
| Event Number | 58300-eRFQ-000000181-2020 | Event Close Date               | 5/5/2020 5:00 PM EDT                              |
| Stage Title  | -                         | Sealed Bid Open Date           | 5/5/2020 5:00 PM EDT                              |
| Currency     | USD                       | Question Submission Close Date | 5/2/2020 12:00 AM EDT                             |
| Sealed Bid   | Yes                       |                                |   |