**SOURCING DETERMINATION**

**Competitive Bidding**
- $10,000 to $24,999
  - Dept. identifies goods/services required & conducts market research.
  - Dept. drafts specifications that include: installation requirements, acceptance testing, estimated dollar value & suggested suppliers.
  - Dept. enters RQ in BuzzMart & attaches specifications. RQ approved by Finance & Spend Approvers. RQ routed to Purchasing.
  - Purchasing reviews RQ & documentation. Purchasing contacts Dept. to kick-off competitive bidding process. Purchasing provides written timeline.
  - Purchasing creates sourcing event & posts event on GT’s sourcing website.
  - Sourcing event closes. Bids are tabulated with input from Dept. Award is made to the low bidder that meets requirements.
  - Purchase Order Issued to Supplier

- $25,000 +
  - Dept. identifies goods/services required & conducts market research.
  - Dept. drafts specifications that include: installation requirements, acceptance testing, estimated dollar value & suggested suppliers.
  - Dept. enters RQ in BuzzMart & attaches specifications. RQ approved by Finance & Spend Approvers. RQ routed to Purchasing.
  - Purchasing reviews RQ & documentation. Purchasing contacts Dept. to kick-off competitive bidding process. Purchasing provides written timeline.
  - Purchasing creates sourcing event & posts event on GT’s sourcing website.
  - Sourcing event closes. Bids are tabulated with input from Dept. Award is made to the low bidder that meets requirements.
  - Purchase Order Issued to Supplier

**Sole Source**
- $10,000 to $24,999
  - Complete Sole Source Justification form in BuzzMart or attach form to BuzzMart Requisition (RQ).
  - Purchasing reviews for accuracy, sole source verification & other required documentation.
  - Purchasing approves RQ.
  - Purchase Order Issued to Supplier

- $25,000 +
  - Complete Sole Source Justification form in BuzzMart or attach form to BuzzMart Requisition (RQ).
  - Purchasing reviews for accuracy, sole source verification & other required documentation.
  - Purchasing posts Sole Source on the Georgia Procurement Registry (GPR) to “advertise” for the required posting time.
  - Purchasing finalizes all required documentation & approves RQ.
  - Purchase Order Issued to Supplier

**Posting requirements are based upon the estimated dollar value of the purchase.**

**Use when there is only one possible source that will work.**

**Use when there are multiple sources.**

**Posting requirements are based upon the estimated dollar value of the purchase.**

**Use when the specifications are well defined and there are multiple sources.**

**Award is made to the low bidder that meets requirements.**
SOURCING DETERMINATION

**$25,000+**

- Dept. drafts specifications that include: installation requirements, acceptance testing, estimated dollar value & suggested suppliers.
- Dept. enters RQ in BuzzMart & attaches specifications. RQ approved by Finance & Spend Approvers. RQ routed to Purchasing.
- Purchasing reviews RQ & documentation. Purchasing contacts Dept. to kick-off competitive proposal process.

Purchasing & Dept. review specifications to determine if request for proposal process will provide the best outcome. RFPs allow for multiphase processes, negotiation and discussion. RFPs require a commitment from panelist to review and score submitted proposals. Purchasing will provide written timeline for process.

- Purchase Order Issued to Supplier
- Purchasing updates BuzzMart RQ to reflect award.
- Sourcing event closes. Panelist review & score proposals (for each phase). Negotiations may occur. Award is made to the supplier with the highest score (best value).
- Purchasing creates sourcing event & posts event on GT's sourcing website.

- Process has the potential to take longer to conduct due to review and scoring.
- Process has the most flexibility, allowing for multiple steps and negotiation.
- Posting requirements are based upon the estimated dollar value of the purchase.

---

**Competitive Proposals**

Use when solution is complex and/or may include a combination of goods and services. Award is made to supplier who provides the best value.

- Dept. enters RQ in BuzzMart & attaches specifications. RQ approved by Finance & Spend Approvers. RQ routed to Purchasing.
- Purchasing & Dept. review specifications to determine if request for proposal process will provide the best outcome. RFPs allow for multiphase processes, negotiation and discussion. RFPs require a commitment from panelist to review and score submitted proposals. Purchasing will provide written timeline for process.

- Purchasing updates BuzzMart RQ to reflect award.
- Sourcing event closes. Panelist review & score proposals (for each phase). Negotiations may occur. Award is made to the supplier with the highest score (best value).
- Purchasing creates sourcing event & posts event on GT's sourcing website.

**Request for Information**

Use when additional information is required to develop specifications. This process is followed by a competitive sourcing event.

- Goods/Services are Identified
- Purchasing & Dept. collaborate to invite multiple suppliers to provide insight to current market conditions or product roadmap or research & development efforts.
- Two or more suppliers must be contacted to participate. Process may be conducted informally or formally through a sourcing event.
- Information from suppliers is analyzed to write specifications and requirements.
- Specifications are used to create competitive sourcing event.

**Request for Qualified Contractors**

Use when contractors need to have specific qualifications in order to respond. This process is followed by a competitive sourcing event.

- Goods/Services are Identified
- Purchasing & Dept. determine that it would be more effective to qualify suppliers prior to competitive event.
- Purchasing & Dept. identify qualities/certifications/licenses/etc. that suppliers must have.
- Purchasing creates sourcing event & posts event to GT’s sourcing website.
- Only qualified suppliers are eligible to participate in competitive bidding/proposals.
Requirements for Request for Quotation and Request for Proposals

<table>
<thead>
<tr>
<th>If estimated contract value is . . .</th>
<th>Then, minimum posting period is . . .</th>
<th>And Notice of Intent to Award (NOIA) posting is . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000 to $99,999.99</td>
<td>Minimum 3 business days</td>
<td>Recommended, not required</td>
</tr>
<tr>
<td>$100,000 to $249,999.99</td>
<td>Minimum 5 business days</td>
<td>10 calendar days</td>
</tr>
<tr>
<td>$250,000 or greater</td>
<td>Minimum of 15 calendar days</td>
<td>10 calendar days</td>
</tr>
</tbody>
</table>

Sole Source & Consortia Purchases

<table>
<thead>
<tr>
<th>If estimated contract value is . . .</th>
<th>Then, minimum posting period is . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000 to $249,999.99</td>
<td>5 business days</td>
</tr>
<tr>
<td>$250,000 or greater</td>
<td>15 calendar days</td>
</tr>
</tbody>
</table>
PROCURE-TO-PAY PROCESS

**BUZZMART**

- **Purchase Order Issued to Supplier**
- **Supplier ships order & sends invoice to apinvoices@gatech.edu**
- **Supplier invoice received in Accounts Payable**
  - **Purchase Order Less Than $3,000**
  - **Invoice entered by AP**
  - **Workflow Automatically matched Purchase Order to Invoice**
  - **Invoice scheduled for payment**
  - **Payment to Supplier**
- **Purchase Order Greater Than $3,000**
  - **Invoice entered by AP**
  - **Goods/Services Received in BuzzMart by Shopper or Requester**
  - **Purchase Order, Receipt and Invoice Matched**
  - **Invoice entered by AP**
  - **Workflow Automatically matched Purchase Order to Invoice**
  - **Invoice scheduled for payment**
  - **Payment to Supplier**