

State Purchasing's Electronic Sourcing Tool Keeps Improving

Since its introduction in October 2004, State Purchasing Division's electronic sourcing tool, eQuote, has continued to add enhancements based on user feedback. The most recent update of the electronic sourcing system went into place on March 31st this year, elevating eQuote from a simple tool for small value bids to a robust electronic quote program complete with many levels of functionality and options to gain competitive bids for even larger purchases by state agencies and universities.

The eQuote system is helping buyers at agencies and institutions across the state automate their procurement functions. Requirements for hard-copy documents and slow, cumbersome mail delivery have been replaced by electronic submissions significantly decreasing the time taken to obtain competitive price quotes.

The system allows buyers to electronically generate a solicitation, automatically notify vendors whose registration indicates they might be potential sellers of the product or service, then have vendor responses transmitted and analyzed automatically. Any changes to the solicitation, such as addenda or other modifications, are sent directly to all responding vendors.

The latest enhancements to eQuote ensure best practices and management efficiency resulting in savings of both time and money.

Included in the many benefits of eQuote are:

- An ability to source in specific geographical areas of Georgia
- No limit on buying amount, within an agency's delegated purchasing authority
- Provides more visibility in sourcing
- Assists with managing risk
- Ensures best practice and management efficiency
- Enhances process review capability
- Provides for substantially more robust functionality
- Saves time and money for purchasing agents and vendors
- System-generated random vendor sourcing
- Additional vendors can be added on the fly
- Documents can be attached as needed
- Purchasing agents can use an unlimited number of NIGP Codes
- Allows award to be split among several vendors
- Provides electronic bid tabulations and awards
- Automatic notification to vendors when changes are made
- The ability to issue a Notice of Intent to Award (NOIA)
- Reporting capability which includes spend data
- Web-based for easy access
- Training provided through webinars and Vendor's Guide

The State Purchasing Division actively encourages every buyer across the state to utilize the new eQuote and all its features and functionality. Additional information and a link to the eQuote system can be found at the State Purchasing Division webpage: www.statepurchasing.doas.georgia.gov. Information about eQuote training is also available at the SPD webpage.