

Need Information? Use the [Communication Matrix](#) to get answers.

State Purchasing Communication Matrix		
Information Needed	Topic	Contact
Open Records Requests	Open Records Requests	State Purchasing Help Desk Phone: 404-657-6000 Email: records.management@doas.ga.gov
Policy and Official Forms	Location and use of State Purchasing Official Forms Procedures for obtaining special approval from State Purchasing State Policy Questions	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-651-9289 (Donna File, Manager) • 404-656-2287 (Barbara Hill, Supervisor) • 404-463-8328 (Tamika Stinson, Supervisor) • 404-656-1771 (Veronica Giles, Supervisor) • 404-656-5980 (Maggie Clarke, Supervisor) Email: ProcessImprovement@doas.ga.gov
Protests	Suppliers' challenges to the State's procurement process	Fax: 404-656-0934 Email: protests@doas.ga.gov U.S. Mail: DOAS - Attn: Leslie Lowe Assistant Commissioner State Purchasing Division 200 Piedmont Ave., SE Suite 1302, West Tower Atlanta, GA 30334-9010
Request for Proposal Process (RFP)	Processes for completing RFP milestones and deliverables Proper use of RFP forms RFPs that exceed the Delegated Purchase Authority	Darryl Mitchell Strategic Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov
Self Audit Tools	Self-Audit Procedures: Compliance Audits Purchasing Card Audits Location and use of the Self-Audit Tools	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-651-9289 (Donna File, Manager) • 404-656-2287 (Barbara Hill, Supervisor) • 404-463-8328 (Tamika Stinson, Supervisor)

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Statewide Card Programs	Use of State Purchasing Card, State Fuel Card, or State Travel Card	John Thomason State Cards Program Manager Phone: 404-656-5344 Email: pcard@doas.ga.gov or John.Thomason@doas.ga.gov
	Policy issues for State Purchasing Card, State Fuel Card, or State Travel Card	
Statewide Contracts	Mandatory and Convenience Statewide Contracts and understanding the difference	Darryl Mitchell Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov
	What is included on a specific Statewide Contract	
	When to lease vs. buy	<u>Goods Category Team</u> Clarence Ingram Group Category Manager Phone: 404-657-4297 Email: Clarence.Ingram@doas.ga.gov
	How to obtain the best discount on a specific Statewide Contract	<u>Services Category Team</u> Ricky Beal Group Category Manager Phone: 404-657-8390 Email: Ricky.Beal@doas.ga.gov
		<u>IT Category Team</u> Jeffrey Rolsten Group Category Manager Phone: 404-656-5451 Email: Jeffrey.Rolsten@doas.ga.gov

Supplier Assistance	Supplier Issue Resolution	Dorna Carrington Scott Procurement Trainer State Purchasing Division (404) 463-4044 Dorna.Scott@doas.ga.gov
	Certification for Minority Business Enterprise (MBE)	
Technical Support	Team Georgia Marketplace™	State Purchasing Help Desk Phone: 404-657-6000 Email: procurementhelp@doas.ga.gov
	eSource	
	Georgia Procurement Registry	
	State Purchasing Website	
	Registration – Suppliers & Buyers	
	Procedural Issues	
	Responding to a Solicitation	
	Posting a Solicitation	
Training	Class Registration	Professional Development Team Email: training@doas.ga.gov
	User Access to the Learning Management System (LMS)	
	Technical Support to Access the LMS	