



**To:** APOs and CUPOs

**AUD #24-11**

**CC:** Jim Barnaby, Deputy Commissioner, State Purchasing Division  
Mary Chapman, Deputy Division Director, State Purchasing Division

**From:** Audits, State Purchasing Division

**Date:** August 24, 2023

**Re:** Audit of Cancelled Solicitations – May 2023

### **Background**

A state entity may withdraw or cancel a solicitation posted to the Georgia Procurement Registry (GPR). Section 4.8.2 of the Georgia Procurement Manual (GPM) requires “a notice of cancellation, SPD-SPR014RFX Cancellation Notice, will be issued to include either a description or to document the reason for the cancellation.” Posting a cancellation notice to the GPR for a cancelled solicitation is important to ensure transparency in the solicitation process.

### **What we audited**

SPD Audits identified 24 solicitations posted to the GPR in May 2023 that had a status of “cancelled” (as of June 23, 2023) from 12 state entities. The cancelled solicitations are shown by the solicitation process in **Table 1**.

**Table 1**  
**Cancelled Solicitations by Solicitation Process**  
**May 2023**

<b>Solicitation Process</b>	<b>Number Cancelled</b>
Request for Quotations (RFQ)	18
Sole Source	5
Request for Proposal (RFP)	1
Source: Georgia Procurement Registry	

### **Results**

Using the requirements from the GPM and State law as guidance, the audit identified the following:

- Seven (50%) of the 14 cancelled solicitations requiring a cancellation notice contained the required Form SPD-SPR014RFX Cancellation Notice.
- Seven (50%) of the 14 cancelled solicitations requiring a cancellation notice did not contain the required Form SPD-SPR014RFX Cancellation Notice.

- 10 of the cancelled solicitations were not subject to the State Purchasing Act and not under the purview of the Department of Administrative Services (DOAS). Consequently, these solicitations are not subject to posting the cancellation notice as the GPM requires.

### **Conclusion**

Where it occurs, SPD audits will contact the state entities which did not post a cancellation notice and ask them to upload the required Form SPD-SPR014 RFX Cancellation Notice as soon as possible. SPD will continue to monitor solicitations that were posted in prior months of fiscal year 2023, which remained in a status of “open” or “under evaluation” at the time of the audit to ensure that the required actions are taken.