



**To:** APOs and CUPOs

**AUD #23-10**

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

**From:** Audits, State Purchasing Division

**Date:** October 31, 2022

**Re:** Audit of Cancelled Solicitations - August 2022

### 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 eight solicitations posted to the GPR in August 2022 and had a status of “cancelled” (as of September 23, 2022) from six state entities. The cancelled solicitations are shown by the solicitation process in **Table 1**.

**Table 1**  
**Cancelled Solicitations by Solicitation Process**  
**August 2022**

Solicitation Process	Number Cancelled
Request for Quotations (RFQ)	5
Sole Source	3
Source: Georgia Procurement Registry	

### Results

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

- four of the cancelled solicitations did not contain the required Form SPD-SPR014RFX Cancellation Notice
- two of the cancelled solicitations contained the required Form SPD-SPR014RFX Cancellation Notice
- two 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**

SPD audits will contact the state entities which did not post a cancellation notice and ask them to upload the required Form SPD-SPRO14RFX Cancellation Notice as soon as possible.