



Delivered by The NextGen Project

Procurement Huddle

October 29, 2025

Presenters



Jim Barnaby

Deputy Commissioner
DOAS State Purchasing Division



Mary Chapman

Deputy Division Director
DOAS State Purchasing Division



Osborne Johnson

Agency Sourcing Manager
DOAS State Purchasing Division

Presenters



Andrea Navas

Optis Senior Consultant
Training & Outreach



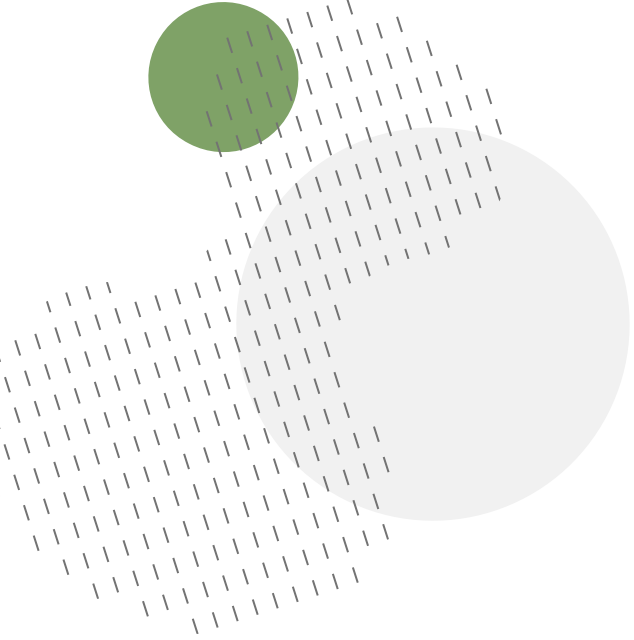
Kyle Morton

Procurement Tools
Business Analyst



Stephanie Griffin

Information Security Analyst 2
State Accounting Office



Timeline Update

Timeline Changes

What's happening?

The go-live date for GA@WORK is moving from
April 2026 to July 2026
This includes HCM/Payroll, Finance and Procurement.

What's Changing?

- **Fiscal Year** – Will go live on a fiscal year, so conversion, scope, and deployment (cutover) activities will be adapted to reflect a fiscal year go-live.
- **Agencies** – Due to unique challenges, GDOT will go-live at a later date.
- **Training** - The training timeline is being adjusted.

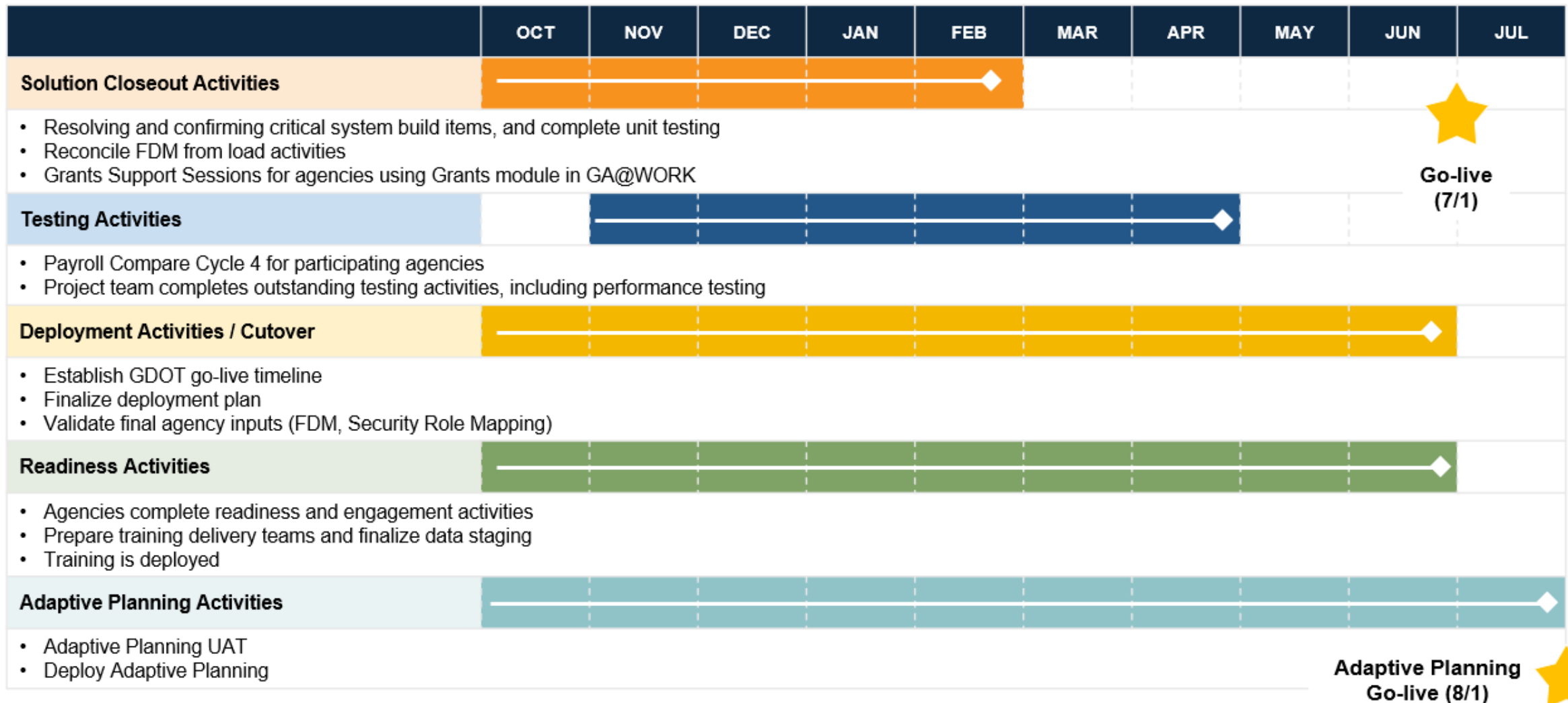
What's Not Changing?

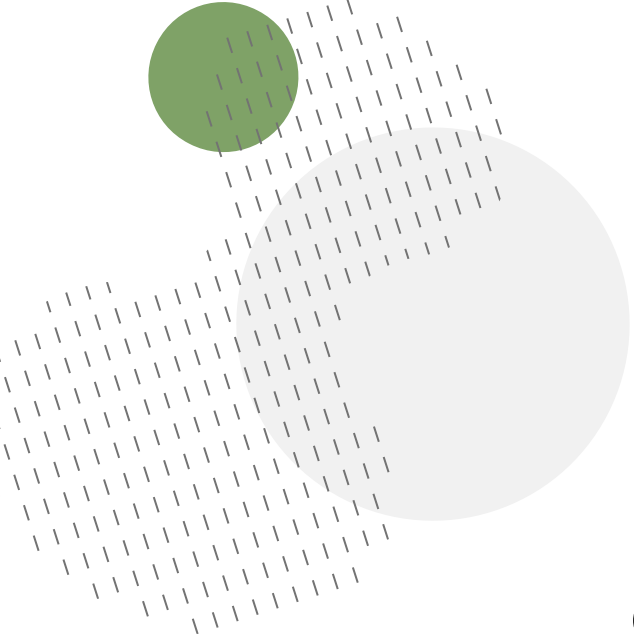
- **Project activities will continue as planned** – Agencies continue to engage with the project team (submit Super Users, continue data cleanup, complete the Agency Login/Authentication Readiness Form, participate in Payroll Compare, etc.)
- **Project scope** – No new functionalities or development work is being considered as part of the timeline extension

Next Steps

Additional and new details will be shared in upcoming Stakeholder meetings.

July 2026 Go-Live Timeline

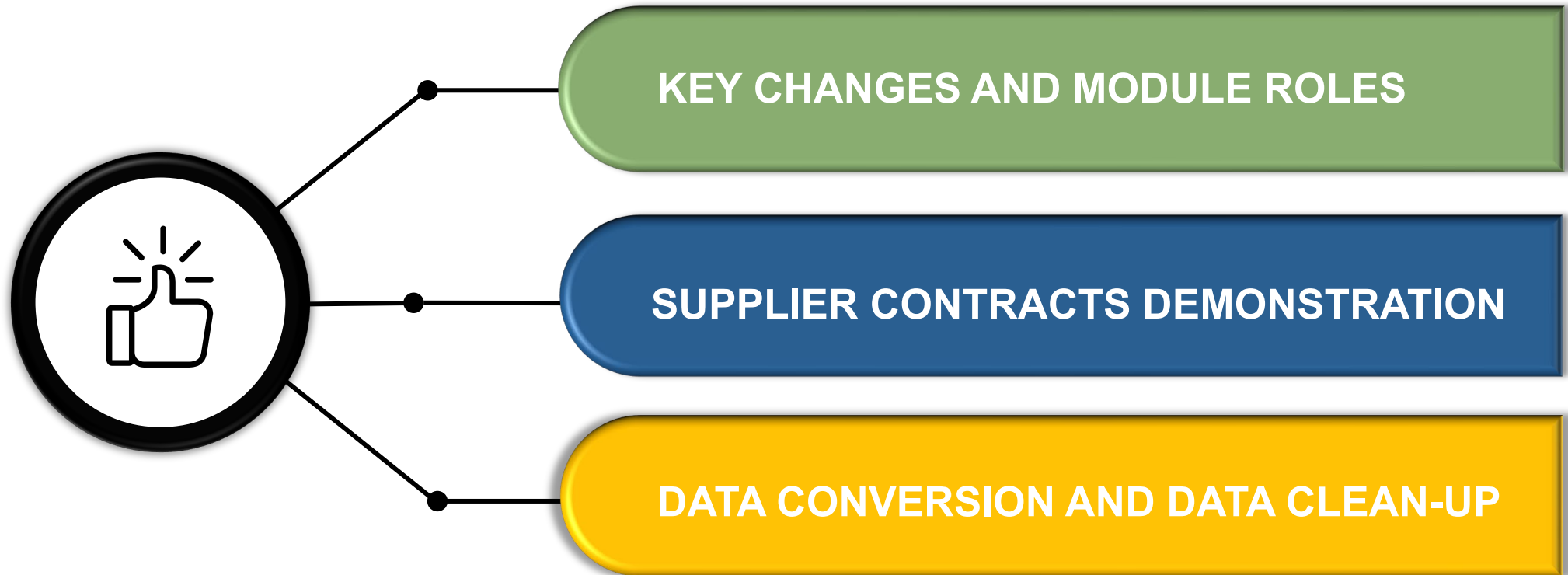




Supplier Contracts

Supplier Contracts Huddle

What's on the Agenda today?



Key Changes, Impacts & Constraints

Current State

- Contract Type**
Limited contract types.
i.e., Agency Services, Agency Goods.
- Contract Number**
Numbering convention is lengthy.
- Contract Workflow**
Contract created does not have a detailed and standardized approval workflow.
- Contract Template**
No contract templates in the current application for contract development.
- Contract Approval and Signature Collection**
Contract routing for approvals and e-Signature process are outside of the current application.
- Contract Platform**
Multiple platforms with silo processes.



Future State

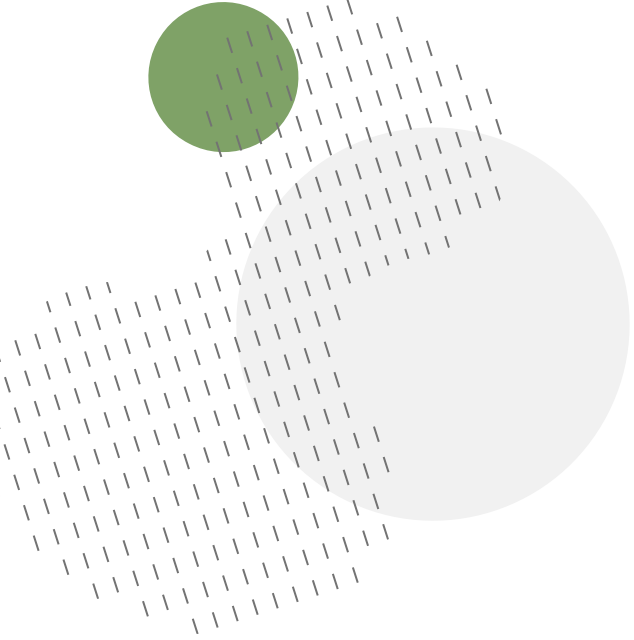
- Contract Type**
Ability to drill down for specific contract types.
i.e., Open Market, Intergovernmental/MOU, Emergency.
- Contract Number**
Ability to update and edit the Contract Number to be in sync with solicitation event and contract type.
- Contract Workflow**
Users can now utilize the contract request form process. In addition, contract workflow are defined by entities and agencies.
- Contract Template**
Georgia contract templates and content libraries are in the system for streamlined contract development.
- Contract Approval and Signature Collection**
Contract routing for approvals and e-Signature processes are within the application.
- Contract Platform**
One platform available to all state entities including the University System of Georgia.

Module Roles

Roles	Definition
Contract Administrator	Contract Administrator, with Contract and Form Request Approval permissions
Contract Agency Librarian	Entity-specific Template Manager
Contract Agency Stakeholder	No specific permissions, other than “View Contract Dashboard”
Contract Approver	Contract Approval permissions
Contract Requester Approver	Form Request approval permissions
Contract Requester	Contract Requester permission and “View Contract Dashboard”
Contract SPD Librarian	Template Manager for all Entities
Contract SPD Stakeholder	No specific permissions, other than “View Contract Dashboard”

System Demo





Data Conversion

Contracts Data Conversion

From Teamworks to GA@WORK and GA@WORK Marketplace



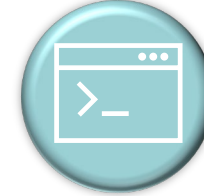
Contracts that are Approved or Open with an **expiration date greater than 7/1/26** will be converted.



Approved **Contracts that have an open PO** against them will be converted.



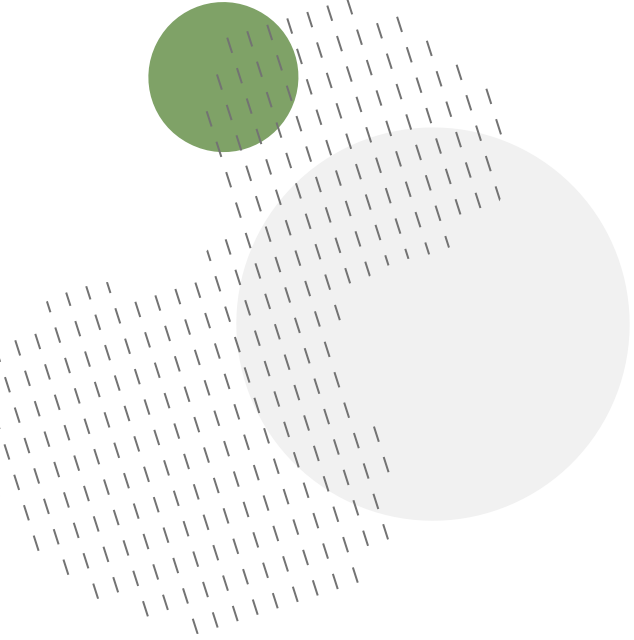
Contract lines will not be converted, but line descriptions will be included in the Summary Overview field.



Contract attachments in Teamworks will be converted to GA@WORK Marketplace **except .xml files.**



Closed and expired contracts will be converted to the **Prism environment for historical** purposes.



Data Cleanup

Supplier Contracts

Update Contract Expiration Date:

- Contracts missing expiration date.
- Contracts began 20 years ago.

Resolution: Enter expiration date. Set contract status to Approved or Closed.

Update Contract Admin Contact:

- Contract Admin no longer with Agency.
- Users no longer with your Agency will not be migrated into GA@Work.

Update Contract Status:

- Contracts in an Open status need to be updated.

Resolution: Set contract status to Approved or Closed.

Contracts should not be set up with supplier profile that is marked as Employee profile.

- New Supplier ID to be created.
- Set up with a new contract.
- Check with SAO on what to do with POs for employee suppliers.

Update Valid Buyer:

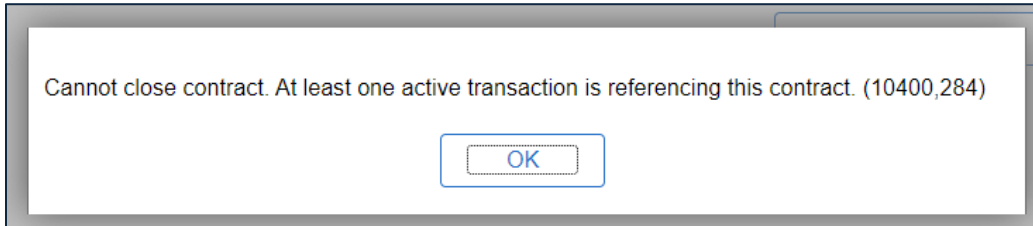
- Open Purchase Orders with buyers no longer with your Agency.

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>



Supplier Contracts

- Sometimes when you attempt to Close or Cancel a contract, you may see this message:



- This means that there are POs against this contract that have not been completed. To get a list of uncompleted POs, run this query:

OSC048_AGENCY_INFLIGHT_PO - In-Flight POs on Agency Cntrct

Contract Id

- Enter the Contract ID and click View Results. A list of uncompleted POs again the contract will display. Reach out to the buyer to have the PO completed. This query will give you the PO ID and the Buyer.

Unit	PO No.	PO Status	Contract	Buyer	Description
40300	0000008745	Dispatched	40300-401-DAS0000160-0003	AAJOHNSO	Amy Johnson 404-505-4848

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>

Supplier Contracts

Update Contract Expiration Date:



We have created three queries that you use in your Supplier Contracts cleanup efforts for the NextGen project.

OSC310_CNTRCTS_BLANK_EXP_DATE

There are a lot of contracts that have a blank expiration date.

OSC310_CNTRCTS_BLANK_EXP_DATE has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please enter an expiration date and then change the status of the contract to Closed.

BU

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Contract ID	Supplier ID	Supplier	Contract Status	Begin Date	Expire Date	Buyer	Description	Email ID
1	40700-001-SAO00000011-001	0000009385	MAXIMUS INC	Approved	01/01/2020		BRYANTJO	Joi Bryant-Jernigan 404/463-09	JOI.BRYANT-JERNIGAN@SAO.GA.GOV
2	40700-001-SAO00000003-0001	0000008166	ERNST & YOUNG LLP	Open	02/20/2012		PAHEAD	Phyllis Head 404/463-4612	phead@sao.ga.gov
3	40700-001-SAO00000008-0001	0000008166	ERNST & YOUNG LLP	Approved	06/29/2018		MGLESLIE	Meinya Leslie 404/463-4612	mleslie@sao.ga.gov

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>


Supplier Contracts

Update Contract Status



0SC311_OPEN_CNTRCTS_BY_AGENCY

There are a lot of contracts in an Open status. 0SC311_OPEN_CNTRCTS_BY_AGENCY has been written to provide your Agency with a list of those contracts. Select to run the query and enter your Business Unit. Please change the status of these contracts to Closed or Canceled.

*Unit 40300 

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Buyer	Description	Email ID
1	40300	40300-240-DAS0000141-0001	0000514454	BENALYTICS CONSULTING GROUP LLC	Open	03/14/2022	06/30/2025	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
2	40300	40300-DAS-S20090715-0001	0000008276	ALIGHT HOLDING COMPANY LLC (FKA TEMPO	Open	07/15/2009	02/01/2024	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV
3	40300	40300-222-DAS0000102	0000569000	CORPORATE COST CONTROL INC	Open	10/01/2015	03/30/2023	GCRAFT	Gary Craft 404/656-2287	GARY.CRAFT@DOAS.GA.GOV

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>



Supplier Contracts

Contracts with Employee Supplier IDs



0SC312_CNTRCTS_ASSGN_EMPLOYEE

There are a lot of contracts that have a Supplier ID that is set up with the Classification of Employee. **These contracts will not be converted over into GA@WORK.** Select to run the query and enter your Business Unit.

*Unit 41400  

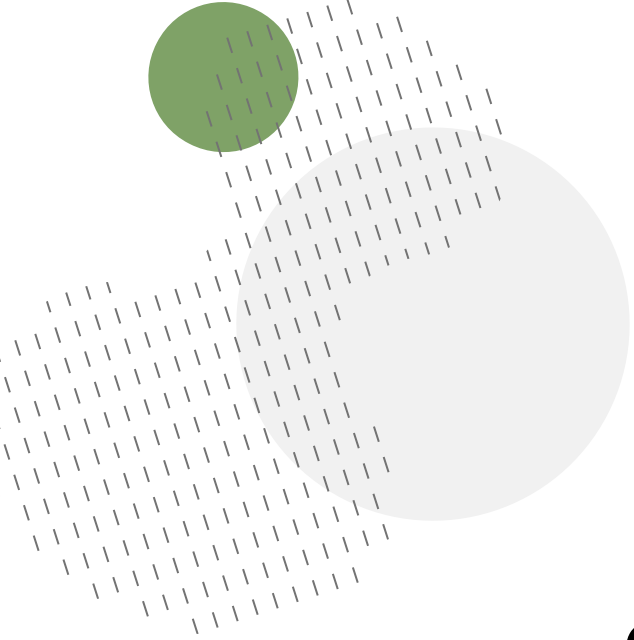
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

[View All](#) First 1-2

Row	Unit	Contract	Supplier	Supplier	Status	Begin Dt	Expire Dt	Supplier Classification	Buyer	Description	Email ID
1	41400	41400-221-000009459-0001	0000022768	BEATY,AMANDA	A	02/11/2014	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
2	41400	41400-025-0000016448	0000023065	O'HARA,NANCY ELLIOTT	O	02/01/2016	09/30/2016	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
3	41400	41400-054-0000007048-0030	0000082762	COUTURE,JENNIE	A	07/01/2013	06/30/2014	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
4	41400	41400-054-0000007048-0079	0000086144	LLOYD,LORI	A	07/01/2013	06/30/2015	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
5	41400	41400-048-0000034432-0013	0000108078	BOCHENKO,MICHAEL	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us
6	41400	41400-048-0000034432-0006	0000206997	DAWSON,JERMAINE	A	02/21/2020	02/28/2020	Employee	MBRODKIN	Miriam Caldwell 404/656-3557	mbrodkin@doe.k12.ga.us

Please direct any questions or concerns to: <https://service.doas.ga.gov/app/AskNextgenSupport>



Security Role Mapping

Security Verification and Separation of Duties

ASP Appreciation

To have successfully completed **the security verification and separation of duties activity**, agency security partners completed 2 eLearning courses ahead of training even beginning.

- Thank you, ASPs for your diligence and commitment to this process.
- The e-learning courses remain available online to visit as needed.
- If an ASP has not completed the training, please complete it at your earliest opportunity.

Next Steps

The submitted security request forms and SOD templates are currently being processed by the Security team.

- Agencies will be engaged with if anything else is needed.
- If your agency submitted SOD/verification changes, a confirmation of the role processing will be communicated.

Thank you!

Security Roles Supplier Contracts

Agency Contract Administrator	An Agency Contract Administrator can enter, approve and execute agency contracts, including renewals and amendments for any contract within their agency. They also can approve Contract Requests and create contracts from the requests. The Agency Contract Administrator can update user and contract header details. Agency Contract Admins have view only to Statewide Contracts.
Contract Approver	Contract Approvers can be ad hoc'd in on a contract for approval and/or a contract reviewer on an internal contract review, which gives full authority to modify the contract fields and the contract document template.
Contract Requester	Contract Requesters can enter a non-bid, exempt, or non-monetary Contract Request for a new contract or a Contract Request for a renewal or amendment to an existing contract.

Security Roles Supplier Contracts

Contract Request Approver	Contract Request Approvers can approve a Contract Request during a pre-defined approval process or be ad-hoc'd in the approval path of a Contract Request.
Agency Contract Stakeholder	An Agency Contract Stakeholder will have view access and receive alerts and notifications on an agency contract if configured by the contract administrator. If permitted on a contract, they can be selected as a Reviewer on a contract where they will have full authority to modify contract fields and the contract document template.

Security Roles Supplier Management

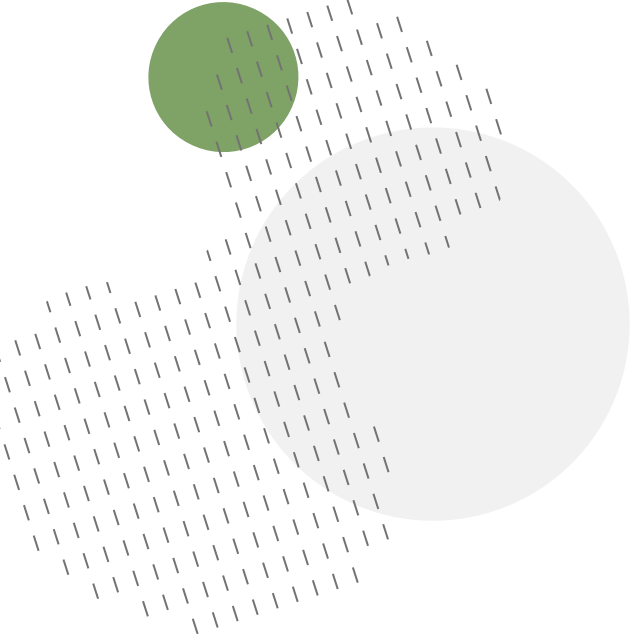
Agency Vendor Liaison

The Agency Vendor Liaison role allows the user to submit requests for new vendors to be approved. This role should only be assigned to an Agency Vendor Liaison that has been acknowledged by SAO Vendor Management.

Security Access Requests

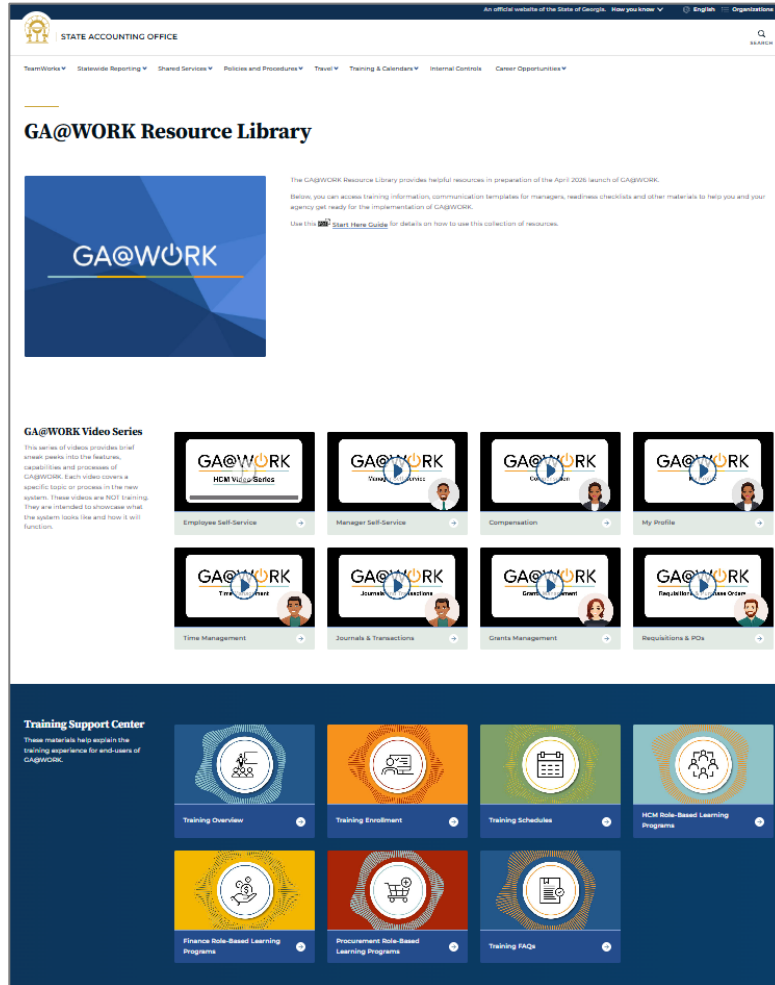
Agency Security Partners and Agency Department Managers can submit a request for access to be provisioned for a user account. This process ensures that each employee has the appropriate access, rights and permissions to perform their job functions effectively.





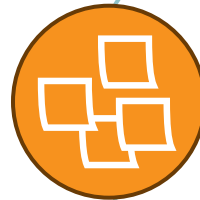
Reminders

GA@WORK Resource Library



Who is the GA@WORK Resource Library for:

- Everyone, this is not behind a firewall!
- <https://sao.georgia.gov/gawork-resource-library>



What's on the GA@WORK Resource Library:

- Videos and demos
- Crosswalks
- Change impacts
- Glossaries



Suggested uses:


- Use the Start Here guide on the homepage to talk about this resource to your agency
- Select and share a video link to expand awareness of GA@WORK to your colleagues
- Review Procurement business area resources with specific agency teams to generate interest and engagement

Procurement Professionals Toolkits


Use these materials as needed and remember to revisit this site periodically as new resources will be added throughout the month.

Procurement Professionals


Click on the tile for information about a specific business area. Each tile links to a toolkit of change impacts, crosswalks, glossaries, FAQs and other resources for Procurement professionals to use to help them in their transition to GA@WORK.




Contract Management →



P-Cards →



Requisitions & POs →



Strategic Sourcing →

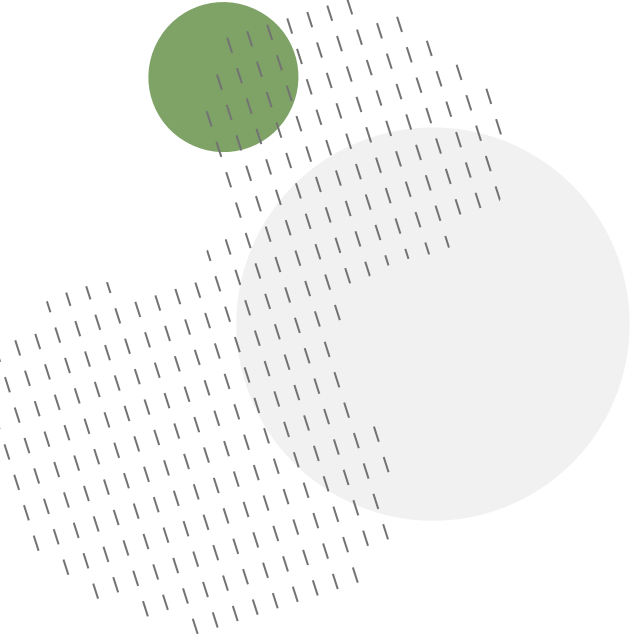
What's here now:

- Change impacts
- Crosswalks

What's coming soon:

- Glossaries
- Demos of business processes
- *Additional areas!*

Remember: These materials are NOT TRAINING. Instead, they help these users prepare for training and working in GA@WORK.



GA@WORK stay in the know!



Send any questions
to [Nextgen Support](#)
(select General
Question)

<https://service.doas.ga.gov/app/AskNextgenSupport>



Check out the
NextGen website:
sao.georgia.gov/NextGen



Subscribe and read the
monthly NextGen
Newsletter



Follow us on LinkedIn:
**@ GA State
Accounting Office**

**@ Georgia DOAS
State Purchasing
Division**

GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Data Validation	nextgen_datavalidation@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit data validation resources • Need to submit data validation completion • Need assistance in completing requests • Have questions about the validation process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen FDM	nextgen_fdm@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Foundation Data Model (FDM) resources • Need assistance in completing requests • Have questions about FDM 	<ul style="list-style-type: none"> • Information requests and updates
NextGen Sourcing/Procurement	agency.sourcing@doas.ga.gov	<ul style="list-style-type: none"> • Need to submit procurement resources • Need to submit completed procurement or sourcing requests • Have questions about contracts • Need assistance in completing procurement requests • Have questions about the procurement process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Security Role Mapping	nextgen_secmap@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit Security Role Mapping resources • Need to submit completed security role mapping requests • Need assistance in completing requests • Have questions about the security role mapping process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK contact us!

Initiatives	Email	Contact if you...	When you'll hear from us...
NextGen Supervisory Organization (Sup_Org)	nextgen_suporg@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit supervisory organization resources • Need to submit completed supervisory organization data requests • Need assistance in completing requests • Have questions about the supervisory organizations 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)
NextGen Testing	nextgen_testing@sao.ga.gov	<ul style="list-style-type: none"> • Need to submit SIT or UAT testing resources • Have questions about the testing process 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Testing invitations
NextGen Training	nextgen_training@sao.ga.gov https://service.doas.ga.gov/app/LearningHelp	<ul style="list-style-type: none"> • Need to submit any pre-go live training related questions • Need to submit any follow up required • Need assistance in completing requests from the training team 	<ul style="list-style-type: none"> • Resource requests • Information and updates • Meeting invitations (e.g., kickoff/support)

GA@WORK contact us!

Program/Project	Email	Contact if you...	When you'll hear from us...
NextGen	nextgen@sao.ga.gov	<ul style="list-style-type: none">• Have general questions about the NextGen project, or GA@WORK• Need change management support• Have questions about training• Want to submit questions to our FAQ list	<ul style="list-style-type: none">• Meeting invitations (Townhalls, NCN)• Project updates• Information requests
NextGen PMO	nextgen_pmo@sao.ga.gov	<ul style="list-style-type: none">• Are responding to a meeting invitation	<ul style="list-style-type: none">• Meeting invitations (project activities)

SPD stay in the know!

Please use the following mailboxes to submit questions and requests:

procurementhelp@doas.ga.gov	Technical issues with the Georgia Procurement Registry, JAGGAER Sourcing Director or Team Georgia Marketplace™
spdpolicy@doas.ga.gov	Questions regarding the Georgia Procurement Manual, special approvals, etc.
cardprograms@doas.ga.gov	Questions regarding the Statewide Purchasing Card (PCard) program, plan amendments, and special approvals
Georgia.learning@doas.ga.gov	Questions about training, requests for access, issues with Learning Management System (LMS)
Doas.audits@doas.ga.gov	Questions about audits, etc.
Agency.sourcing@doas.ga.gov	Requests for assistance with solicitations, requests to exceed DPA, approval of sole sources more than \$500,000, etc.



*thank
you!*