Abraham Baldwin Agricultural College’s Procurement office follows the State DOAS & Board Of Regents Purchasing guidelines:

Our mission is to facilitate the procurement of the highest quality goods and services, at the best possible value, to support the College’s objectives in achieving excellence in education, engagement, and innovation. Delivering authentic customer service, at all times, is a key element of everything we do.

Our vision is to create genuine and constructive partnerships with ABAC’s divisions and departments, to strategically source and proactively build a best-in-class procurement resource, fostering effective competition, nurturing confidence in the procedures followed, and achieving sustainable value.

Please review the Procurement Basics below: Quick Links, and Policies for links to additional information.

**Procurement Basics**

**Purchasing Overview**

Each State agency is required to have an Agency Procurement Office to ensure that all purchases of goods and services are carried out in accordance with applicable laws and directives as promulgated in the Georgia Procurement Manual, produced by the Department of Administrative Services.

**Purchasing Objectives**

- To develop vendor contracts that leverage the College’s spend Analysis in order to benefit the entire campus community.
- To assist ABAC’s campus community with the identification, selection and acquisition of required goods and services.
- To acquire goods and services as economically as possible, within acceptable standards of quality and service, while utilizing professional ethics and best business practices.
- To maintain a consistent and fair policy toward the entire business community, while maximizing the opportunity for small/minority business participation.
- To ensure compliance with all the purchasing policies of the State of Georgia.

**Authorized Purchases:** Purchases of goods and services are governed by the Georgia Procurement Manual [http://doas.ga.gov/Pages/Home.aspx](http://doas.ga.gov/Pages/Home.aspx) When purchasing a product or service, the College’s Procurement Officer adheres to the following order of precedence:

1. Mandatory Statewide Contracts
2. Agency Contracts
3. Georgia Correctional Industries (GCI) or Georgia Enterprises Products and Services (GEPS)
4. Convenience Statewide Contracts or Open Market Purchases - eQuote, Request for Proposals

DOAS (SPD) updates Purchasing guidelines in the GPM annually. These changes and/or updates are shared across campus by email or annual training.

**Purchasing’s Role:** The procurement department is the central purchasing authority for the purchases of goods and services.
• Research - Internet and/or other State agencies or institutions to view their specifications for the required product or service
• Advise the requestor/end user regarding the best method of solicitation i.e., piggybacking on another agency or school’s contract, eQuote or Request for Proposal (RFP), and exceptions to the bid process: sole source/brand, licensed professional services (i.e. lawyers, engineers), and technical instruments, library books and texts.
• Develop a timeline for obtaining the product or service
• Develop Solicitations and liaise with DOAS

End User’s Role

• Plan ahead and involve Procurement early in the planning process
• Conduct preliminary research using the internet, ABAC’s subject matter experts, i.e. IT, and/or colleagues at other institutions
• Submit preliminary requirements or specifications to the Buyer
• Manage contract and evaluate vendor performance