



BOC Meeting Date
 12/18/2019

Requesting Agency

Real Estate and Asset Management

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of the Statewide Contract – Department of Real Estate and Asset Management, SWC#99999-SPD-SPD0000127-001, Auto and Light Truck Parts in the total amount of \$100,000 with Parts Authority Georgia, LLC. (Norcross, GA) provide auto and light truck parts for Fulton County fleet vehicles. Effective date: From January 1, 2020 through December 31, 2020.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-459, requests for approval of statewide contracts of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: The Statewide contract supplier provides and delivers automotive and light truck parts and accessories with one-year manufacturer warranty on an as needed basis.

Benefits to use this SWC are:

- Choice of two suppliers
- Expanded retail locations
- Comprehensive product selection
- Fixed Discount off list price (up to 90% discount)
- On-line ordering available on TGMP
- Acceptance of phone and fax orders
- Acceptance of the Procurement Card (P-Card)
- Same day delivery (under certain conditions)
- No minimum order quantities
- A dedicated account management representative

Community Impact: None that the Department is aware of.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval of to utilize the Statewide Contracts to provide auto and light trucks parts for

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Fulton County fleet vehicles for fiscal year 2020.

The DREAM, Central Maintenance Fleet Division is responsible for providing preventive & predictive maintenance and repair services to approximately 900 County fleet vehicles. The Statewide contractor will provide the requested parts within 24 hours from time of ordered.

The contract management is coordinated by the Department of Real Estate and Asset Management, Central Maintenance Fleet Division.

Historical Expenditures:

- County spent \$ 59,583 up to 10/31/2019
- County spent \$ 23,683 in FY 2018

Project Implications: This automotive parts contract service is critical component in support of the in-house mechanics that provides preventive maintenance of approximately 900 County fleet vehicles.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: If this contract is not approved, the Department will not be able to provide preventive maintenance and repair services to the County fleet vehicles in FY 2020.

History of BOC Agenda Item: No, This is a new procurement.

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Not Applicable

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	Click here to enter text.
Total M/FBE Values	Click here to enter text.
Total Prime Value	Click here to enter text.

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 700-520-5223-1710: Internal Service, Real Estate and Asset Management, Garage Parts- \$100,000
 "Subject to availability of funding adopted for FY2020 by BOC"

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
Exhibit 1: Statewide Contract – Auto Parts
Exhibit 2: Contractor’s Performance Report
Exhibit 3: SWC Benefits Sheet
Exhibit 4: Cooperative Purchasing Justification Form

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: Yes	Previous Contracts: No		
Solicitation Number: SWC#99999-SPD-SPD0000127-001	Submitting Agency: Department of Real Estate and Asset Management	Staff Contact: Sang Gon Kim	Contact Phone: 404-612-6127

Description: Provide Auto and Light Truck Parts for Fulton County Fleet Vehicles in FY 2020.

FINANCIAL SUMMARY

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: 0 %: 0
Previous Adjustments: .	Amount: . %: .
This Request: \$100,000.00	Amount: . %: .
TOTAL: \$100,000.00	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/> Cash
Match Required: .	<input type="checkbox"/> In-Kind
Start Date: .	<input type="checkbox"/> Approval to Award
End Date: .	<input type="checkbox"/> Apply & Accept
Match Account \$: .	

Funding Line 1: 700-520-5223-1710: \$100,000.00 Subject availability of funding adopted for FY2020 by BOC."	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
---	-----------------------------	-----------------------------	-----------------------------

KEY CONTRACT TERMS

Start Date: 1/1/2020	End Date: 12/31/2020
Cost Adjustment: Click here to enter text.	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

XX	Originating Department:	Davis, Joseph	Date: 11/13/2019
X	County Attorney:	Stewart, Derval	Date: 12/10/2019
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2019
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 11/14/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019



Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-0000127	NIGP Code	Various: See page 7-8
Name of Contract	Automobile Parts and Related Garage Equipment		
Effective Date	11/15/2016	Expiration Date	08/31/20
Contract Table of Contents			
Suppliers Awarded	2	Contract Information:	CONVENIENCE
Contract Information for Supplier			Page Number
Parts Authority Georgia LLC			2
Additional Contract Information			
General Instructions			3
Ordering Instructions			4-5
Item Listing and Pricing Parts Authority			6
NIGP Codes			7-8
Contract Renewals/ Extensions/ Changes			9
DOAS Contact Information			9

**Supplier Information Sheet**

Contract Information	
Statewide Contract Number	99999-SPD-SPD0000127-001
PeopleSoft Supplier Number	0000578575
Supplier Name & Address	
Parts Authority Georgia LLC 5944 Peachtree Corners East Norcross, GA 30071	
Contract Administrator	
Don Garbarino National Director of Fleet Sales 631-563-2345 Ext. 5509 DGarbarino@partsauthority.com	
Contact Details	
Ordering Information	1-800-922-8111
Remitting Information	Parts Authority Georgia LLC 5944 Peachtree Corners East Norcross, GA 30071
Delivery Days	Same day delivery upon receipt of Purchase Order (under certain conditions)
Discounts	See Pricing pages
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



Supplier Information Sheet

General Instructions:

The Auto Parts and Related Garage Equipment contract is awarded to the following suppliers: Parts Authority, contract number 99999-SPD-SPD0000127-0001 and NAPA Auto Parts Inc., contract number 99999-SPD-SPD0000127-0002.

This contract is a “Convenience” source for all State of Georgia governmental entities subject to the State Purchasing Act, including but not limited to certain state offices, agencies, departments, boards, bureaus, commissioners, institutions and colleges and universities. The statewide contract(s) is also available on a convenience basis to other Governmental entities such as state authorities, local government, municipalities, cities, townships, counties and other political subdivisions of the State of Georgia. All entities authorized to utilize the resulting statewide contract(s) shall be referred to collectively as “Authorized Users.”

This statewide contract hosts 117 auto parts items in TGM Virtual Catalog for both Parts Authority and NAPA Parts Inc. The 117 items are considered the most frequently purchased items in spend and in quantity. For items not listed in Team Georgia Marketplace Virtual Catalog, can be purchased through the Punch-out site in. Both Parts Authority Georgia and NAPA Auto Parts Inc. will have punch out sites shown in TGM.



General Ordering Instructions

Orders can be placed online, by telephone, email or fax. P-Card Users must identify themselves as a state, city, county or other government entity. To set up accounts user will be required to furnish tax ID number and tax exemption form. Tax exempt status form will be provided by your Agency. Customers will also be given an account number and a user name and password for on-line ordering.

Auto Parts Only: Statewide Contract Suppliers Parts Authority Georgia, LLC and NAPA Auto Parts Inc. will deliver to any Authorized User, within the State of Georgia, within four (4) hours from receipt of order (for auto parts only). For items not in the supplier's inventory (sourced goods), at the time of order by an Authorized User, Suppliers will make delivery for back orders within the next business day or a date/time mutually agreed upon by the Supplier and the Authorized User.

<u>Order Time</u>	<u>Delivery Time</u>
07:00 am	11:00 am
08:00 am	12:00 pm
09:00 am	1:00 pm
10:00 am	2:00 pm
11:00 am	3:00 pm
12:00 pm	4:00 pm
1:00 pm	5:00 pm

The "next business day delivery" is measured in the following manner. Orders placed at 1:00 pm or after **may** be subject to next day delivery.

The delivery time frames do not include State recognized holidays.

Suppliers must reference contract number and purchase order number on all invoices. All items shall be delivered F.O.B. Destination. The Supplier bears the risk of loss, injury, or destruction of the item(s) ordered prior to receipt of the item(s) by Authorized Users. Such loss, injury or destruction shall not release the Supplier from any contractual obligations.

Garage Equipment: Ordering delivery time and any required installation must be mutually agreed upon by both parties.

State of Georgia Payment Terms for all orders is Net 30.



Parts Authority Georgia, LLC.

Contract Number: 99999-SPD-SPD0000127-0001

Contract Administrator:

Don Garbarino

631-563-2345 Ext. 5509

DGarbarino@partsauthority.com

Online: Orders can be placed on line at <http://tgmp.partsauthority.com/> To establish an online account, for non TGM users, contact our Account Specialist @ 770-441-1128 Ext.5655 to set up. There is an automatic default selection for State Agencies that are in Team Georgia Marketplace. Other government entities within the State of Georgia will need to register for an account number. Customer is identified with 1 ship to location and 1 bill to location. Once registration is completed, an account number will be assigned within 24 hrs. or less.

Email Orders – [GAorders@partsauthority.com/](mailto:GAorders@partsauthority.com)

Telephone: Contact your local Parts Authority Georgia store via telephone by calling 1-800-922-8111 to place an order.

Fax: Contact your local Parts Authority Georgia store via fax at 1-800-467-4507 to order parts.

Walk-in: Walk into your local Parts Authority Georgia parts store to order parts. Government identification is required.

Returns/Replacement of Parts – Contact your Customer Service via telephone by calling 1-800-922-8111. Returns and replacements will be picked up by Parts Authority driver who will pick up the return within 24 hours of notification and issue a credit memo for each item picked up for return. Credit memos are numbered and referenced on subsequent credit invoice for easy reconciliation.

Parts Authority offers a 30-day hassle free return of any item purchased as long as:

- The item has not been installed
- The items is in the original box/package
- The item includes a proof of purchase invoice

Replacements Accepted:



Defective Part: Replaced with same brand item.

Incorrect Application: Part returned and replaced with correct part for vehicle.

Backorders: Supplier will notify customer within 30 minutes of receipt of order, if there is a backorder. Auto Parts items hosted in TGM/Virtual catalog, does not display inventory on hand. Therefore, if there is a backorder, the supplier will notify the requestor within 30 minutes of receipt of order via phone call or email.

Orders placed through the Punch-out site, will display inventory on hand for each product. If the balance on hand is zero, and the buyer enters a quantity, the supplier will notify the requestor within 30 minutes via phone upon receipt of order to either offer an alternate product or provide an expected date of when the item or items are in inventory.

Account Set-up:

- State Agencies that are currently authorized users to place orders on Team Georgia Marketplace Virtual Catalog, have been assigned account numbers by Parts Authority. When using the Punch-Out in Team Georgia Marketplace, authorized user must click down the drop down option tabs to select their **Agency Name** and **Location**. Once the selections are made, click submit to begin the shopping experience.
- Local Government, Universities, Municipalities, and State Agencies that do not have an account, will need to register for an account on the Parts Authority website at: <http://tgmp.partsauthority.com> or [GAorders@partsauthority.com/](mailto:GAorders@partsauthority.com)
- Click **Trade Accounts** and complete the requested information and click submit.
- Upon notification from Parts Authority's/ AR Department Accounts, agency will be required to furnish a tax exempt form. Once registration is completed, an account number will be established. Requestor will receive an account number via email within 24 hours.
- Once account information has been received, orders can be placed.
- Go to <http://tgmp.partsauthority.com> or GAorders@partsauthority.com click the drop down options to select Agency Name and Location. Once the selections are made, click submit to begin the shopping experience.
- On-line registrations can be created on <http://tgmp.partsauthority.com> or [GAorders@partsauthority.com/](mailto:GAorders@partsauthority.com)



Item Schedule 1: Parts Authority Georgia

Parts Authority Georgia, LLC.			Parts Authority Georgia, LLC.		
Auto Parts Price Sheet			Garage and Related Equipment		
Sub-Category #	Sub Category Name	Percentage Discount off List Price	Sub-Category #	Sub Category Name	Percentage Discount off List Price
1	A/C Heating Systems	60%	1	Alignment Systems, Wheel	20%
2	Air Filters	80%	2	Large Vehicle/Bus Wash Systems	0%
3	Air Compressors & Accessories	60%	3	Mechanic Tools	40%
4	Air Conditioning Systems	55%	4	Other Garage Equipment (Not	40%
5	Air Intake Components	60%			
6	Alternators & Starters	60%			
7	Axles & Differentials	65%			
8	Bearings	65%			
9	Belts	62%			
10	Bulbs & Headlamps	60%			
11	Calipers	65%			
12	Catalytic Converters	65%			
13	Clutches	68%			
14	Electrical	55%			
15	Emission Systems	60%			
16	Fans & Blower Motors	60%			
17	Fans & Fan Clutches	60%			
18	Fluid Filters	80%			
19	Fluids	60%			
20	Friction (Pads & Shoes)	65%			
21	Fuel Systems	60%			
22	Gasket Kits & Sets	55%			
23	Hoses	60%			
24	Idlers, Pensioners, & Pulleys	60%			
25	Ignitions	58%			
26	Lenses & Housings	70%			
27	Mounts	55%			
28	Oil	60%			
29	Radiators	64%			
30	Rotor/Drums/Hubs	68%			
31	Seals	65%			
32	Steering	62%			
33	Suspension	62%			
34	Tires & Wheels	60%			
35	Vehicle Batteries	60%			
36	Water Pumps	60%			
37	Wiper Blades & Components	80%			
38	Wiper Motors & Transmissions	65%			
39	Wire	55%			
40	Parts Not Otherwise Classified	50%			



NIGP CODES:

- 06001--Adapters and Clevises, Automotive Parts
- 06002--Accessories, Freightliner
- 06003--Antifreeze
- 06006--Axles, Trailers and Trucks, Tandem and Single
- 06009--Batteries and Charging Stations For Electric Automobiles, Including Recycled Types
- 06012--Batteries, Storage, Including Electrolyte and Recycled Types, Automotive
- 06014--Brake Adjusters
- 06015--Brakes, Electric Controller
- 06018--Brake Fluid, Hydraulic
- 06021--Brakes, Repairs, and Replacements, Not Electric Controller
- 06022--Body and Frame Parts (Not Otherwise Classified)
- 06023--Bushings and Related Items
- 06024--Cables, Looms, and Terminals, Including Fuse Holders, (See 280-75 for Cable and Wire Ties)
- 06027--Cement, Radiator
- 06033--Clamps, Hose
- 06035--Cooling System: Radiators, Complete and Cores; Thermostats; Water Pumps; etc.
- 06036--Electrical Accessories: Alternators, Ammeters, Distributors, Generators, Regulators, Starters, etc.
- 06037--Electrical Parts, Not Ignition, (Not Otherwise Classified)
- 06038--Engines, Diesel, Including Replacement Parts, Automotive
- 06039--Engines, Dual Fuel, Including Replacement Part, Automotive
- 06040--Engines, Gasoline: Complete, Short Block, and Parts
- 06041--Exhaust System: Clamps, Exhaust Pipes, Mufflers, Tailpipes, Catalytic Converters, etc.
- 06042--Filters, Air, Fuel, Oil, Power Steering, Transmission and Water, and PCV Valves
- 06045--Fittings, For Copper Tubing
- 06046--Front End Alignment Parts and Accessories (See 075 for Equipment)
- 06047--Fuel System: Carburetors and Kits, Fuel Pumps, Tanks and Caps, etc.
- 06050--Fuses, Automotive
- 06054--Gaskets and Gasket Material, Automotive
- 06057--Glass and Supplies: Door, Windshield, etc., Automotive
- 06058--Governors, Engine and Road Speed
- 06060--Hose and Hose Fittings: Brake, Heater, Radiator, Vacuum, Washer, Wiper, etc.
- 06061--Hydraulic System Components and Parts
- 06063--Ignition System: Coils, Condensers, Points, Rotors, Spark Plugs (Not Aircraft), Spark Plug Wires, etc.
- 06064--Lubricating System and Parts (See 060-42 for Filters and Class 075 for Equipment)
- 06065--Power and Drive Train Components and Parts
- 06066--Parts and Accessories, Automotive, Miscellaneous (Not Otherwise Classified)
- 06067--Recycled Automotive Parts



NIGP CODES: (continued)

- 06069--Remanufactured Engines, Transmissions, Differentials and Rear Axle Assemblies
- 06070--Replacement Parts for Chrysler (Mopar)
- 06071--Replacement Parts for Ford
- 06072--Replacement Parts for General Motors
- 06073--Replacement Parts for International Harvester
- 06074--Replacement Parts for other than Chrysler, Ford, General Motors, and International Harvester
- 06075--Retread Rubber
- 06078--Retreading Equipment
- 06079--Seals and O-Rings
- 06083--Shock Absorbers, Struts, etc.
- 06084--Springs, Leaves, Suspensions, etc., Including Sway Bars
- 06086--Steering Components and Parts
- 06087--Tire and Tube Repair Items and Vulcanizers
- 06093--Tire Sealing Compound
- 06094--Transmissions, Standard and Automatic, Including Clutch Assemblies and Parts
- 06095--Wheel Bearings and Seals
- 06096--Wheels and Rims, Including Wheel Covers and Hubcaps
- 06097--Windshield Wiper and Washer Assemblies, and Parts, Including Windshield Washer Fluid

19-1150



Renewals/Extensions/Changes: Events will be posted as they occur.

DOAS Contact Information

Name: Laura Hardwick, Associate Category Manager

Phone: 404-656-0379

Fax: 404-657-8444

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2019	9/30/2019	1/1/2019	12/31/2019
PO Number			PO Date
071719-1229			7/17/2019
Department	Real Estate and Asset Management		
Bid Number	SWC#99999-SPD-SPD0000127-001		
Service Commodity	Auto and Light Truck Parts		
Contractor	Parts Authority		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

- 0
- 1
- 2
- 3
- 4

The parts provided by Parts Authority are of good quality and meet expectations.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On time Completion Per Contract)

Comments:

- 0
- 1
- 2
- 3
- 4

Parts Authority provides excellent time service and responds in a timely manner.

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

- 0
- 1
- 2
- 3
- 4

The delivery staff and administrative staff is very responsive.

19-1150

- 1
- 2
- 3
- 4

General maintenance is very satisfied with the professionalism and customer service provided by Parts Authority.

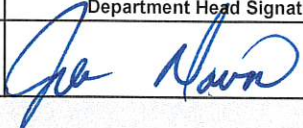
Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- 0
- 1
- 2
- 3
- 4

Comments:
 Parts Authority personnel has always been professional and provided services effectively.

Overall Performance Rating: 4.0

Would you select/recommend this vendor again? Check box for Yes. Leave Blank for No <input checked="" type="radio"/> Yes <input type="radio"/> No	Rating completed by:	kier.freeman
---	----------------------	--------------

Department Head Name	Department Head Signature	Date
Joseph Davis		11/4/2019



BENEFITS SHEET
Automobile Parts and Garage Equipment SWC

The Georgia Department of Administrative Services, State Purchasing, has established a Statewide Contract for Automobile Parts and Garage Equipment.

This is a **CONVENIENCE CONTRACT** for all State of Georgia governmental entities subject to the State Purchasing Act. The statewide contract is also available on a convenience basis to other Governmental Entities such as state authorities, local government, municipalities, cities, townships, counties and other political subdivisions of the State of Georgia.

The purpose of this contract is to provide comprehensive selection of automotive parts and garage equipment based on discount off list price. Two suppliers have been awarded both the **Automobile Parts** category and the **Garage Equipment** category.

The Suppliers on the contract are:

Parts Authority
Genuine Parts Company/NAPA Auto Parts

Key benefits of the contract include:

- Choice of two suppliers
- Expanded retail locations
- Comprehensive product selection
- Fixed Discount off list price (up to 90% discount)
- On-line ordering available on TGMP
- Acceptance of phone and fax orders
- Acceptance of the Procurement Card (P-Card)
- Same day delivery (under certain conditions)
- No minimum order quantities
- A dedicated account management representative

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name:

Contract # and Title:

Date:

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification

Additional information:

19-1150

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.
 Yes No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). Yes No
3. Reviewed the cost analysis provided by the User Department and determined the following:
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? Yes No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?
 Yes No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? Yes No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? Yes No