This Business Process provides procedures for monitoring amounts paid to vendors on a quarterly basis to assist in the identification of vendors who are approaching the $25,000 dollar bid threshold.

1. Statistical Analysis System (SAS) report (Competitive Threshold Spend Analysis) will be run for the most recently closed quarter.

2. SAS report will provide annualized spending pattern by vendor for the previous four quarters to incorporate a full year’s worth of data for the analysis.

3. P‐Card data will be analyzed by Merchant Class Code (MCC) & supplier name. Analysis of spend by supplier name will be limited as not all transactions record supplier names for the same supplier in the same way. The MCC is the only code used to classify P-Card data, this data is not available in the PeopleSoft data for comparison purposes. When possible, suppliers with annual P-Card spend exceeding $10,000 will be manually compared with the suppliers in the SAS report.

4. Vendor spending patterns observed in the report that indicate annual supplier spend is likely to exceed $25,000 before the end of the current fiscal year will be flagged for further review by the Assistant Director of Procurement.

5. Such reports will provide an assessment regarding if the spend should be considered “foreseeable”, and, if so, a suggested path for moving forward (i.e. Consider for Bid). The report may also contain a note detailing the circumstances surrounding the observation from the perspective of the requester(s).

1. Relevant portions of the SAS and P-Card reports will be provided to the associated departments.

2. The party or parties in departments responsible for budgets associated with exceeding the threshold will be provided with a form/letter detailing the threshold observation and requesting, if applicable, the departmental response. There will likely be occasions where no response will be required.

File Locations

1. Related files, including the summary report and departmental responses, will be maintained on the Shared Drive. Hard files will be available in the Office of the Assistant Director of Procurement and Contracting.

Links

Click here for the Georgia Procurement Manual

Click here for the Department of Administrative Services (DOAS)