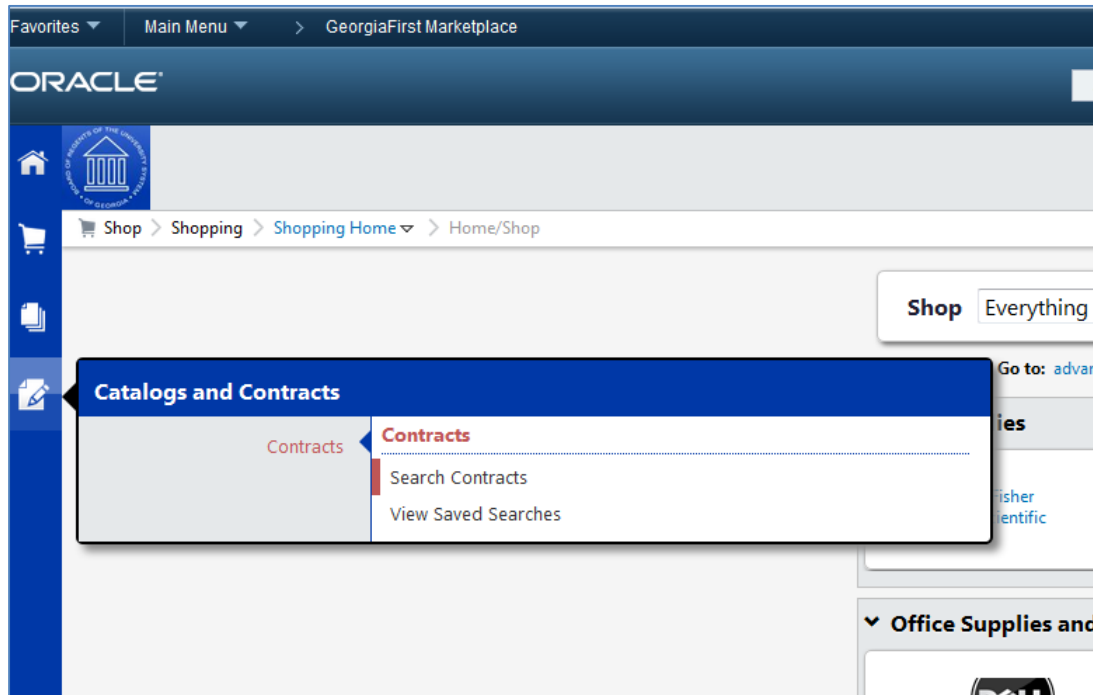


Viewing Statewide Contracts in the GeorgiaFIRST Marketplace

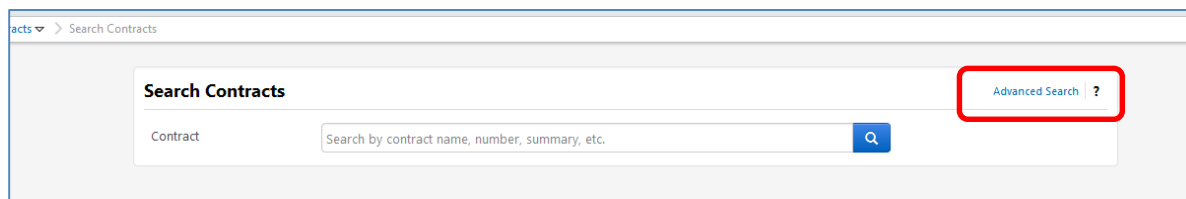
This job aid is designed to provide instructions on how to view statewide contracts within the GeorgiaFIRST Marketplace (GFM) while highlighting key aspects of the contract setup.

First, navigate to the Catalogs & Contracts icon on the left menu and click on “Search Contracts”.



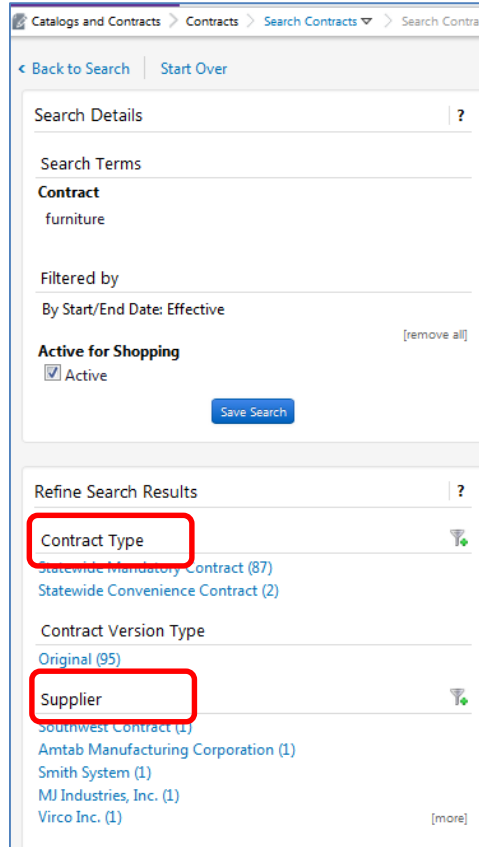
The search will allow you to perform a simple search (enter a keyword, contract name, contract number, supplier name, etc.).

You can perform an advanced search by clicking that option in the top right corner. The advanced search page provides more filters for narrowing your search results.

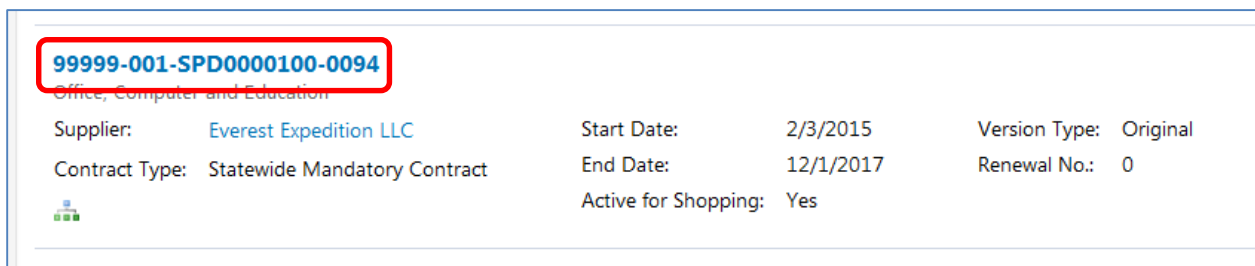


In this example, our keyword search is “furniture”. When we type it in and select Search at the bottom of the page, all contracts matching the word “furniture” will populate in a list.

Users can further filter contracts by using the menu on the left to filter search results by contract type and supplier.



For each contract listed in the search results, users will find the start and end expiry date, along with the contract type (convenience, mandatory, E&I, statutory). To see more information about the contract, select the contract number link in blue.



When you click on this link, it will pull up the Contract Summary:

Summary of Contract # 99999-001-SPD0000100-0094

Supplier Name: Everest Expedition LLC **Contract Managers**

Contract Status: -

Summary: [View Summary](#)

▼ **Additional Details**

Details: Customers can request assistance from the Supplier's Authorized Dealer when shopping for furniture items. However, all Purchase Orders must be issued to the Suppliers listed in TGM, who in turn will send a copy of the Purchase Order to the authorized dealer assisting the customer(s). Customers should only request assistance from the Supplier's Authorized Dealers, which can be found on the Suppliers approved State of Georgia webpage. The Suppliers Authorized Dealer(s) will be responsible for delivery and installation of products, as well as providing needed assistance to customers. Discount percentages off Supplier published list price are offered for three (3) common delivery options in most categories. (Dock Delivery, Inside Delivery & Delivery and Installed). Be sure to select the delivery option that suits your needs, as it will affect the percentage discount offered.

Flex field 1: -

▼ **Attachments**


Display Order	Attachment	Date Uploaded
1	Everest Expedition LLC Vendor Information Sheet	9/10/2015 11:30:36 AM
2	99999-001-SPD0000100 Furniture Discount Pricing Sheet	6/19/2015 9:38:21 AM
3	Benefit Sheet	1/29/2015 10:52:01 AM
4	Everest Expedition SNAP -Georgia EVerify.pdf	6/18/2015 2:58:51 PM
5	Company Website	1/29/2015 10:52:31 AM

* Required Close

The contract documents reside here. Pricing, information, and benefit sheets provide pertinent information relating to the contract. To see the documents, select the link; the documents will open in either a PDF or Word format.

Although the information contained in a contract varies depending on the contract type, all contracts will have a benefit sheet and an information sheet.

The benefit sheet provides background information about the contract, including key factors such as contract name and number, contract term, and suppliers awarded. It also includes the key benefits of the contract.



Office Computer and Educational Furniture Statewide Contract
99999-001-SPD0000100-0001

Through a strategically sourced procurement, The State Purchasing Department of the Department of Administrative Services has established a new Statewide Contract(s) for Office, Computer and Educational Furniture with 96 furniture manufacturers, of which 46 are manufacturers on the previous furniture contract. This new contract will replace statewide contract SWC60748, which was awarded in March of 2007.

This contract is a MANDATORY CONTRACT available for use by all State, City & County public entities within the State of Georgia. The contract term is from February 2, 2015 – January 31, 2017. In addition, the state has three (3) options for renewal through September 2020.

The purpose of the contract is to provide competitive discounted pricing on the purchase of Office, Computer and Educational Furniture products by state entities. Most of the manufacturers are industry leaders in the Office, Computer and Educational Furniture market and have provided the State of Georgia furniture products for over the past five (5) years.

Key Benefits of the Contract:

- No minimum order size
- Free delivery within the State of Georgia
- Discounts up to 70% off list price

While the information sheet provides some of the same information as the benefits sheet, it also gives contact information for the supplier, in particular who to contact with contractual questions. This document also shows ordering and remitting information, as well as the terms of the contract.

Vendor Information Sheet			
Contract Information			
Statewide Contract Number	99999-001-SPD0000100-0094		
PeopleSoft Vendor Number	0000353737	Location Code	
Vendor Name & Address			
Everest Expedition LLC, DBA SNAP! Office 199 East 17 th Street, Holland Michigan 49423			
AWARDED CATEGORY: C15 MODULAR DEMOUNTABLE MOVABLE WALLS, C18 MODULAR PANEL SUPPORTED & ACCESSORIES			

Contact Details	
Sales Contact	Peter Guth 199 East 17 th Street, Holland Michigan 49423 Ph- 215-860-3285 fax - 215-860-1522
Remitting Information	
Delivery Days	21- 60 days
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and Purchasing Cards under this contract as permitted by current policies governing the Purchasing Card program.