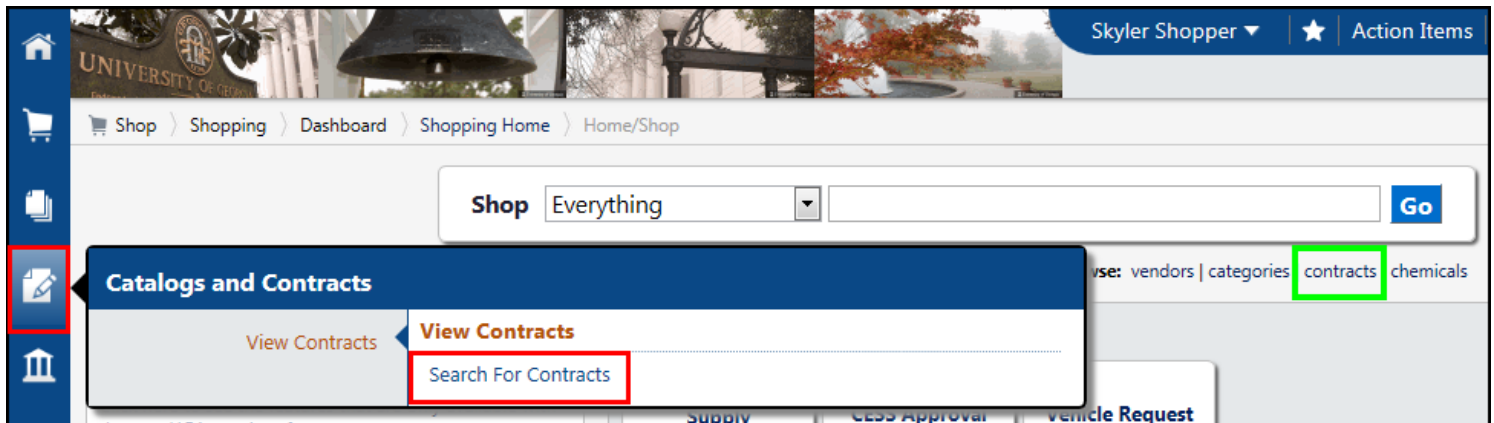
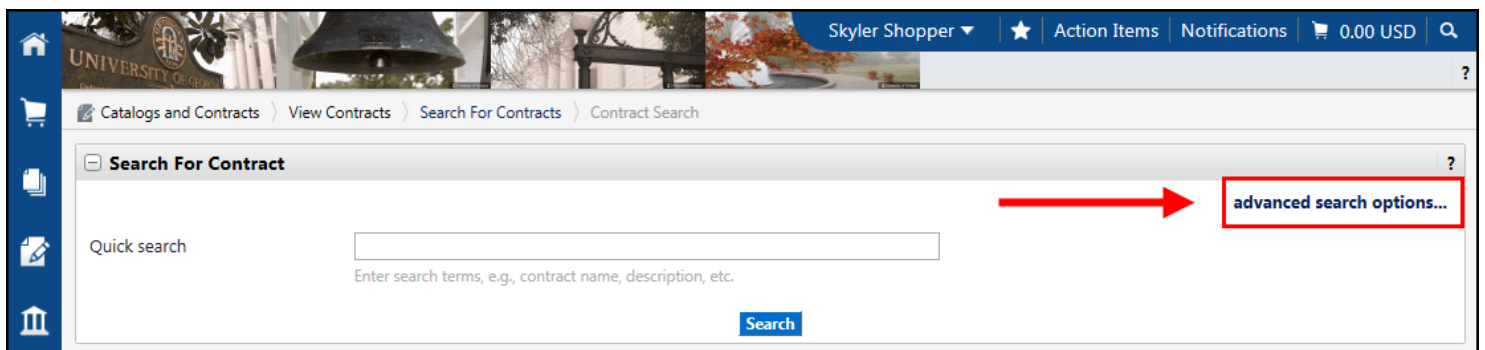


## How to Determine if a Statewide Contract is Mandatory or Convenience

1. From the Shop Homepage you have two ways to access contracts. One way is to select “contracts” from underneath the shop search bar (green). The second way is to select Catalogs and Contracts from the left menu bar and then select Search for Contracts from the slide out menu (red).

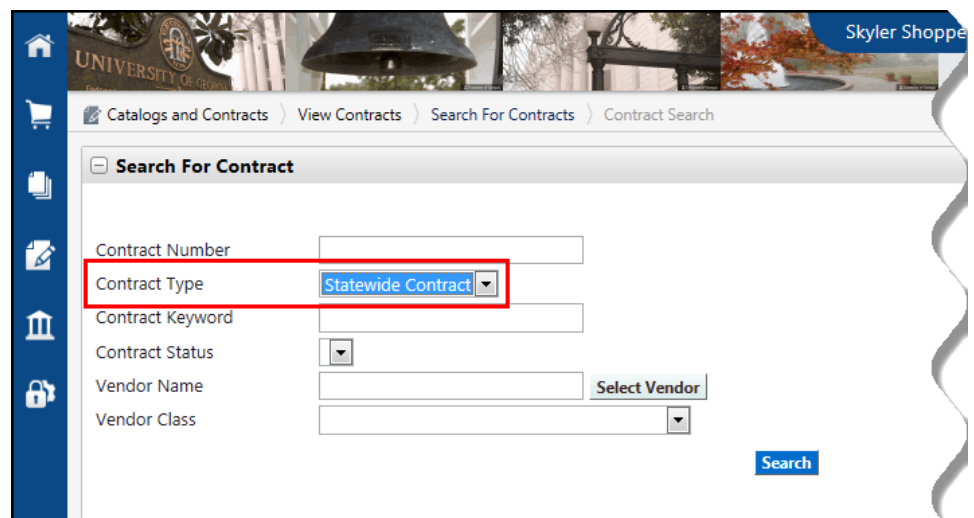


2. Select the “advanced search options” link.



3. Select “Statewide Contract” in the drop-down box for contract type:

**Helpful Hint:** You may also enter other search criteria, such as the vendor name, contract keyword, etc. if desired. Click search and the results will populate based on the search criteria entered.



4. Search results will sort based on the contract number. You may re-sort search results by contract name, vendor name, and multiple date options, if desired.

Show associated forms and non-catalog requests

Showing 1 - 20 of 337 results

Results per page 20

Sort by: Contract No. (dropdown menu with options: Best Match, Contract No., Contract Name, Vendor Name, Effective Date (Oldest First), Effective Date (Newest First), Expiration Date (Oldest First), Expiration Date (Newest First))

Contract Number	Contract Name	Quantity	Vendor Name	Effective Date	Expiration Date	Active
98000-GTA794-A	Wireless Communications Devices and Services (GTA)		MOBILITY	1/1/2014	6/30/2017	✓
98000-GTA794-S	Wireless Communications Devices and Services (GTA)		SOLUTIONS INC	1/1/2014	6/30/2017	✓
98000-GTA794-V	Wireless Communications Devices and Services (GTA)	0	VERIZON WIRELESS	1/1/2014	6/30/2017	✓
99999-001-SPD0000032-0001	Petroleum Product: Diesel and Gasoline	0	BOSWELL OIL COMPANY	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0002	Petroleum Product: Diesel and Gasoline	0	JAMES RIVER SOLUTIONS	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0003	Petroleum Product: Diesel and Gasoline	0	WILLIAMS-PITTS OIL COMPANY INC	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0004	Petroleum Product: Diesel and Gasoline	0	PERRY BROTHERS OIL COMPANY	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0005	Petroleum Product: Diesel and Gasoline	0	ACREE OIL COMPANY INC	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0006	Petroleum Product: Diesel and Gasoline	0	MANSFIELD OIL COMPANY	4/1/2010	3/31/2014	✓
99999-001-SPD0000032-0007	Petroleum Product: Diesel and Gasoline	0	A & W OIL & TIRE COMPANY INC	4/1/2010	3/31/2014	✓

5. Locate and select your desired contract by clicking on the contract number.

SWC90819-05	Multifunctional Devices Print/ Copy/ Scan/Fax (Segments 2-4)	0	XEROX CORPORATION	9/17/2009	6/30/2014	✓
99999-001-SPD0000042-0004	Multifunctional Devices Print/Copy/Scan/Fax (Segments 5+)	0	XEROX CORPORATION	6/3/2011	6/30/2014	✓
SWC90819-04	Multifunctional Devices Print/ Copy/ Scan/Fax (Segments 2-4)	0	RICOH AMERICAS CORPORATION	9/17/2009	6/30/2014	✓

The contract information will appear in a pop-up window.

**Contract Summary** ? X

**Contract:** 99999-001-SPD0000042-0004 (Multifunctional Devices Print/Copy/Scan/Fax (Segme...))

**Published By:** State of Georgia  
**Owned By:** State of Georgia  
**Supplier:** XEROX CORPORATION

**Contract Info** ?

**General**

**Contract Number** 99999-001-SPD0000042-0004  
**Contract Name** Multifunctional Devices Print/Copy/Scan/Fax (Segments 5+)  
Contract Type Statewide Contract  
Vendor Name **XEROX CORPORATION**  
Active   
Contract Status Non-Catalog Live in TGM  
Description CONTRACT PLACE HOLDER - SUPPORTING CONTRACT DETAILS TO FOLLOW...  
**Effective Date** 6/3/2011 12:00 AM EST  
**Expiration Date** 6/30/2014 11:59 PM EST

**Details**

Hard Copy Location  
Contract Soft Copy [1. SWC Information Sheet](#)  
[3. User Agency Lease Agreement](#)  
Supporting Documents [Xerox State of Georgia Website](#)  
Related Contract(s)  
DOAS-SPD Group Technology  
Category Name  
DOAS-SPD Catalog Type Non-Catalog

**Controls** ?

**Owners**

Elizabeth Eason Email [Elizabeth.eason@doas.ga.gov](mailto:Elizabeth.eason@doas.ga.gov)  
Phone +1 (404) 657-6877

[Close](#)

Basic information about the contract is viewable here, such as effective and expiration dates. Also available is the link to the SWC Information Sheet.

6. Select the SWC Information Sheet link. A pdf document will open in another tab or window of your browser. This sheet provides more information about the contract, including its designation as either a MANDATORY or a CONVENIENCE contract, as shown below.

<b>Statewide Information Sheet</b>			
<b>Name of Contract</b>	<b>High Capacity Multifunctional Devices (Segments 5+)</b>		
<b>Effective Date</b>	<b>June 3, 2011</b>		
<b>Contract Table of Contents</b>			
<b>Suppliers Awarded</b>	<b>5</b>	<b>Contract Information:</b>	<b>Mandatory Contract</b>
<b>Contract Information for Supplier</b>			<b>Page Number</b>
<a href="#"><u>Canon USA, Inc</u></a>			<b>2</b>
<a href="#"><u>Gordon Document Products, Inc.</u></a>			<b>3</b>
<a href="#"><u>Konica Minolta Business Solutions USA, Inc.</u></a>			<b>4</b>
<a href="#"><u>Kyocera Mita America, Inc</u></a>			<b>5</b>
<a href="#"><u>Xerox Corporation</u></a>			<b>6</b>

NOTE: Most statewide contracts have an SWC Information Sheet. However, if you cannot locate this sheet to determine whether the contract is mandatory or convenience, please call the Procurement office at 706-542-2361 and ask to be connected to the buyer assigned to the contract.