

Q&A

Vendor Affidavits & Contract Questions

Q: If it is someone that you frequently use, do you need this affidavit every time they do a job for you?

A: Yes. You must obtain an affidavit each time you contract with the vendor.

Q: Should we request affidavits from organizations that provide us benefits (insurance, retirement, etc.)?

A: Generally no. These types of vendors do **not** require affidavits.

Q: Do we need an affidavit from the auditor or city attorney?

A: Yes. Both auditor and city attorney firms must provide an affidavit.

Q: What is “physical performance of services”?

A: It includes *any* type of service provided (professional, maintenance, IT, etc.). The code section provides the official definition, and GMA’s page includes resources.

Q: For pest control installation at multiple city properties — is each property a separate contract?

A: Pest control is considered a service. (No explicit answer on per-location billing, but implied it is tied to the overall contract.)

Q: If we have a year-long contract with a City Engineer, do we need an affidavit for *every* project/expenditure over \$2,500?

A: No. Only when entering the year-long contract.

Q: If I have no new businesses issued licenses, do I answer NO on that question?

A: Yes.

Q: Are software subscriptions considered goods or services?

A: Usually goods. Customer support included with the software does **not** require reporting as a service unless you added a maintenance program.

Email Account/Login Questions

Q: How can I delete an old account after our email domain changed?

A: You can remove the old email from your account.

Q: Does someone from law enforcement need a separate login?

A: Yes. If your city/county has law enforcement, someone in law enforcement must answer Section 6.

Q: If we have no jail, do we still need to report?

A: Just answer the question and certify you do not have a jail.
If you have a police department, law enforcement is still expected to complete their section.

Q: Do city and police department both complete the report separately?

A:

- Cities/counties submit a single report
 - Sheriff's Offices have separate reporting
 - Police departments are part of the city/county report
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Q: Does the date go from 12-1-2024 to 11-30-2025?

A: Yes — that is the reporting period.

Construction Vendor Question

Q: If a vendor was registered in a previous reporting period and is still working, do I register again?

A: No. If the contract remains active, do **not** re-register.

County Manager Question

Q: Does this apply to County Managers hired under contract?

A: No — if they are an employee, they do not apply.

Audit Firm Cost Question

Q: If an audit firm costs over \$2,499.99, do they need to be listed?

A: Yes, because the CPA firm is considered a service provider.

Law Enforcement Login for DOAA

Q: Do we need a login to report for law enforcement?

A: Yes — sheriff's offices must create their own login; police departments report under the city/county.

Q: Please give a very detailed explanation of "physical performance" of services with several examples.

A:

The definition is included in the Code section and we have some resources on our page to better describe the term "Physical Performance of Services." But per the AG, it would include any type of service that is provided. That could be professional services, maintenance, IT services, etc.

Links Shared

GMA Immigration Publication

<https://www.gacities.com/resources/gma-publications/immigration-mandates-on-municipalities>

DOAA Immigration Resources

<https://www.audits2.ga.gov/resources/other/immigration/>