

**AGENDA**  
**PRE-BID CONFERENCE (DOP/GENERAL FUND)**

**Date: April 28, 2015**

**Time: 11:00 a.m.**

**FC#8101, Sergeants and Lt. Promotional Testing**

\*\*\*\*\*

**1. Opening and Introduction**

Mr. Arthur Smalls, Jr., Contracting Officer

**Bid Process -- Information & Instructions to Bidders, Bid Format, Bid Deadline, Etc.**

**2. Enterprise Risk Management (Appendix B)**

Mr. Jimmy Porter, Risk Management Analyst

**Insurance Requirements**

**3. Office of Contract Compliance (Appendix A)**

Mr. Bruce Bell, Senior Contract Compliance Manager

**EBO/EEO Requirements, Eligible Bidder, etc.,**

**4. User Department**

Major Elder Dancy, APD Corporate Services Section Commander

Ms. Tracy Woodard, APD Fiscal Unit

**Floor open for any questions pertaining to the Scope of Services**

\*\*\*\*\*

If you have additional questions concerning this project, please direct your inquiries in writing to Mr. Arthur Smalls, Jr., Contracting Officer, by e-mail [asmalls@atlantaga.gov](mailto:asmalls@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, May 1, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

**BIDS DUE: Wednesday, May 13, 2015, no later than 2:00 P.M.**

**BIDS ARE TO BE RECEIVED AT THE:**

Department of Procurement

55 Trinity Avenue

Suite 1900

Atlanta, Georgia 30335

Questions concerning the EBO/EEO requirements should be directed to the **Office of Contract Compliance**, (404) 330-6010.

Questions concerning the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.