

The Department of Procurement (the “DOP”)
on behalf of the
Atlanta Police Department

FC-8101, Sergeants and Lieutenants Promotional
Testing on Behalf of APD



Primary Point of Contact: Mr. Arthur Smalls, Jr., Contracting Officer

Tuesday, April 28, 2015

Location: 55 Trinity Avenue, S.W. City Hall South, Suite 1900 (DOP Bid Room)

Time: 11:00 am

City of Atlanta Panel



- ▶ **Welcome and Introductions**
 - Mr. Arthur Smalls, Jr., Contracting Officer

- ▶ **Enterprise Risk Management**
 - Mr. Jimmy Porter, Risk Management Analyst

- ▶ **Office of Contract Compliance**
 - Mr. Bruce Bell, Senior Contract Compliance Manager

- ▶ **User Department**
 - Major Elder Dancy, APD Corporate Services Section Commander
 - Ms. Tracy Woodard, APD Fiscal Unit

- ▶ **Closing: Department of Procurement**
 - Mr. Art Smalls, Jr. Contracting Officer

Be Mindful of.....



- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Conference**
- **Addendum Deadline:**
 - **Friday, May 1, 2015, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Wednesday, May 13, 2014, 2:00 p.m. (eastern)**

Minimum Qualifications



✓ (Years Experience)

Each Proponent (Service Provider Key Personnel) shall have a minimum of five (5) years experience operating under the same name and providing wrecker and towing service.



Office of Enterprise Risk Management

Mr. Jimmy Porter
Risk Management Analyst



Office of Contract Compliance

Mr. Bruce Bell
Senior Contract Compliance Manager

Atlanta Police Department



▶ Introduction of Departments Business Objectives

- **Project Manager:** Major Elder Dancy, APD Corporate Services Section Commander

▶ Opening the Floor for Questions & Answers

- **(All Statements Made Today are Not Authoritative in this Forum)**

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Art Smalls, Contracting Officer. She will ensure that a subsequent addendum is issued to all Plan Holders of record.

Part 2 – Contents of Bids

Required Submittals



▶ **Bids should be inclusive of Two Parts:**

I. Informational Bids:

- A. **Volume I – Information drafted by Proponent**
Executive Summary;
Organizational Structure;
Resumes of Key Personnel;
Overall Experience;
Management Plan; and
Exhibit G; Additional Required Submittals (Minimum Requirements).
- B. **Volume II – Required Submittal Forms (Forms 1-9)**

II. Cost Proposal: Exhibit A.1 (Proponent must submit (1) stamped “original” and nine (9) copies in a separate envelope.

Note for Submission of Responsive Bid Packages: (1) Proposal Package Should be Marked “Original” and nine (9) additional Copies of the Original Proposal package must be submitted.

Next Anticipated Procurement Steps

After Bid Due Date

- ▶ **Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days)**
 - Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
 - Form 2 - Disclosure Form and Questionnaire
 - Form 3 - Proponent Financial Disclosure
 - Form 4.1 - Certification of Insurance Ability
 - Form 4.2 - Certification of Bonding Ability
 - Form 5 - Acknowledgement of Addenda
 - Form 6 - Proponent Contact Directory
 - Form 7 - Reference List
 - Form 8 - Bid Bond (not applicable)
 - Form 9 - Required Submittal Checklist
 - **Exhibit G (Additional Required Submittals)**
 - **Appendix A-Office of Contract Compliance Forms**

- ▶ **Step 2: DOP Will Submit ONLY Responsive Bids to Internal City Stakeholders to Review for Responsibility:**
 - ✓ **Office of Contract Compliance** to Review Appendix A-Required Submittals

 - ✓ **Atlanta Police Department** to Review for *responsibility*



Reminders

▶ **Addendum Deadline:**

- **Friday, May 1, 2015, 1:00 p.m. (eastern)**

****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

▶ **Bid Due Date:**

- **Wednesday, May 13, 2015, 2:00 p.m. (eastern)**

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 2:00 P.M.****



Primary Point of Contact: Mr. Arthur Smalls, Jr., Contracting Officer

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