

The Department of Procurement (the “DOP”)  
on behalf of the  
*Atlanta Fire and Rescue Department*

FC-7994, Lieutenants and Captains Promotional Testing  
on Behalf of AFRD



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

Tuesday, May 26, 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. Art Smalls, Jr., Contracting Officer
  
- ▶ **Ethics Department**
  - Ms. Nina Hickson, Ethics Officer
  
- ▶ **Enterprise Risk Management**
  - Mr. Jimmy Porter, Risk Management Analyst
  
- ▶ **Office of Contract Compliance**
  - Mr. Bruce Bell, Senior Contract Compliance Manager
  
- ▶ **User Department**
  - Michael Simmons, AFRD Assistant Chief
  - Ms. Rhotonda Horton, Procurement Specialist
  
- ▶ **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 29, 2015, 12:00 p.m. (eastern)**
- **Proposal Due Date:**
  - **Wednesday, June 17, 2015, 2:00 p.m. (eastern)**

# Minimum Qualifications



## ✓ (Years Experience)

**Each Proponent (Service Provider Key Personnel) shall have a minimum of three (3) years experience operating under the same name and providing public safety promotional testing.**



# City of Atlanta Ethics Office

**Ms. Nina Hickson**  
Ethics Officer



# Office of Enterprise Risk Management

**Mr. Jimmy Porter**  
Risk Management Analyst



# Office of Contract Compliance

**Mr. Bruce Bell**  
Senior Contract Compliance Manager

# Atlanta Fire and Rescue Department



## ▶ Introduction of Departments Business Objectives

- **Project Manager:** Michael Simmons, Assistant Chief, AFRD

## ▶ 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 Proposal

## *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 Proposal 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 - Proposal 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 Proposals to Internal City Stakeholders to Review for Responsibility:**

- ✓ **Office of Contract Compliance to Review Appendix A-Required Submittals**
- ✓ **Atlanta Fire and Rescue Department to Review for *responsibility***

# Reminders

▶ **Addendum Deadline:**

- **Friday, May 29, 2015, 12:00 p.m. (eastern)**

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

▶ **Proposal Due Date:**

- **Wednesday, June 17, 2015, 2:00 p.m. (eastern)**

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



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

**Email: [asmalls@atlantaga.gov](mailto:asmalls@atlantaga.gov)**

**Direct Phone Number: 404-865-8521**