

The Department of Procurement (the “DOP”)
on behalf of the
Office of Enterprise and Assets Management

FC-7777, Management and Operation of City Newsstands



Presentation Made By: James E. Crenshaw, Contracting Officer

Tuesday, June 30, 2015
Location: ATLStat Conference Room
Time: 11:00 am
Site Visits Immediately to Follow

FC-7777, Management and Operation City Newsstands



- ▶ **Welcome and Introductions**
 - James E. Crenshaw, 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: Office of Enterprise and Assets Management**
 - Curtis Bratton, Project Manager, Office of Enterprise and Assets Management

- ▶ **Closing: Department of Procurement**
 - James E. Crenshaw, Contracting Officer



Be Mindful of...

- **Prohibited Contacts (Blackout Period)**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Proposal Conference**
- **Site Tours**
 - **Tuesday, June 30, 2015, 1:00 p.m. to 3:45 p.m.**
- **Last Date for Addendum Questions:**
 - **Friday, July 3, 2015, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Wednesday, July 22, 2015, 2:00 p.m. (eastern)**
- **Oral Interview Sessions (*at City's discretion*):**
 - **August 4-6, 2015**

Minimum Qualifications

- ▶ The Proponent must possess five (5) years' experience within the last ten (10) years owning, managing and operating newsstand concessions that has generated a profitable revenue stream.
- ▶ At a minimum, the Proponent's portfolio must include experience: managing and operating a concession (inclusive of multiple service centers) for a single entity, municipality or company. (Point of Sale System Required).



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

Office of Enterprise and Assets Management



▶ Introduction of Department's Business Objectives

- Mr. Curtis Bratton, *Project Manager, OEAM*

▶ Opening the Floor for Questions & Answers

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

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

Newsstand Locations

Newsstand Locations	Address	Square Footage	Site Visit Date & Time
<p>City Hall *Approximately 900 employees at this location and open to the general public.</p>	<p>55 Trinity Avenue Atlanta, Georgia 30303</p>	<p>Approximately 611</p>	<p>Tuesday 6/30/15 1:00pm - 1:30pm</p>
<p>2 City Plaza *Approximately 300 employees at this location and open to the general public.</p>	<p>72 Marietta Street Atlanta, Georgia 30303</p>	<p>Approximately 1427</p>	<p>Tuesday 6/30/15 1:45pm - 2:15pm</p>
<p>Municipal Court of Atlanta *Approximately 300 employees at this location and open to the general public.</p>	<p>150 Garnett Street SW Atlanta, Georgia 30303</p>	<p>Approximately 1072</p>	<p>Tuesday 6/30/15 2:30pm - 3:00pm</p>
<p>Atlanta Public Safety HQ. (Fire & Police) *Approximately 305 employees at this location. This site is NOT open to the general public.</p>	<p>226 Peachtree St. SW Atlanta, Georgia 30303</p>	<p>Approximately 604</p>	<p>Tuesday 6/30/15 3:15pm – 3:45pm</p>

Contents of Proposals



- ▶ **Proposals should be inclusive of :**

I. Informational Proposal

- ▶ **Volume I - Information drafted by Proponent**

- Executive Summary
- Organizational Structure
- Resumes of Key Personnel
- Overall Experience, Qualification and Performance on Previous Projects
- Management Plan and Technical Approach

- ▶ **Volume II - Required Submittal Forms (Forms 1-9)**

Proponents must submit one (1) stamped “original” and ten (10) copies.

II. Cost Proposal - Exhibit A.1

Proponents must submit one (1) stamped “original” and ten (10) copies

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
 - Form 9 - Required Submittal Checklist
 - Volume III - Preliminary Technical Proposal and Financial Proposal

- ▶ **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility:**
 - ✓ **Office of Contract Compliance** to Review Appendix A Submittals
 - ✓ **Office of Enterprise Risk Management** to Review Proponents' Financial Disclosure Statements
 - ✓ **Office of Enterprise and Assets Management** to Review for responsibility, and *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s)

Reminders

▶ **Addendum Question Deadline:**

○ **Friday, July 3, 2015, 1:00 p.m. (eastern)**

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

▶ **Proposal Due Date:**

○ **Wednesday, July 22, 2015, 2:00 p.m. (eastern)**

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



Primary Point of Contact: James E. Crenshaw, Contracting Officer

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Direct Phone Number: 404-865-8816