

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: June 23, 2015

Time: 11:00 a.m.

FC# 7954, Inventory of Capital Assets

1. **Opening and Introduction**
Krista A. Morrison, Esq., Contracting Officer
Proposal Process -- Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.

2. **Ethics Department**
Ms. Nina Hickson, Ethics Officer
Ethical Guidelines

3. **Enterprise Risk Management (Appendix B)**
Mr. Jimmy Porter, Risk Management Analyst
Insurance Requirements

4. **Office of Contract Compliance (Appendix A)**
Mr. Bruce Bell, Senior Contract Compliance Manager
EBO/EEO Requirements, Eligible Proponent, etc.,

5. **User Department**
Mr. John Gaffney, Deputy Chief Financial Officer
Mr. Eugene Kirschbaum, Director-Financial Reporting & Grants Accounting
Ms. Tiffany Jones, Fixed Assets Manager

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 Krista A. Morrison, Esq., Contracting Officer, by e-mail kamorrison@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, June 26, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, July 15, 2015, no later than 2:00 P.M.

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