

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

FC-7954, Inventory of Capital Assets



Presentation Made By: Krista A. Morrison, Esq., Contracting Officer

Tuesday, June 23, 2015

Location: DOP Conference Room, Suite 1900

Time: 11:00 am

FC-7954, Inventory of Capital Assets



- ▶ **Welcome and Introductions**
 - Krista A. Morrison, Esq., 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: Department of Finance**
 - Mr. John Gaffney, Deputy Chief Financial Officer
 - Mr. Eugene Kirschbaum, Director - Financial Reporting & Grants Accounting
 - Ms. Tiffany Jones, Fixed Assets Manager

- ▶ **Closing: Department of Procurement**
 - Krista A. Morrison, Esq., Contracting Officer



Be Mindful of...

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders *vs.* Attendees at Pre-Proposal Conference**
- **Last Date for Addendum Questions:**
 - **Friday, June 26, 2015, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Wednesday, July 15, 2015, 2:00 p.m. (eastern)**
- **Oral Interview Sessions (*at City's discretion*):**
 - **July 30-31, 2015**



Minimum Qualifications

- Each Proponent team member (Service Provider Key Personnel) shall have a minimum of seven (7) years' experience within the last ten (10) years in inventorying state and local government assets, and in appraising state and local government facilities.



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

Department of Finance



▶ Introduction of Department's Business Objectives

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

▶ 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, Krista A. Morrison, Esq., Contracting Officer. She will ensure that a subsequent addendum is issued to all Plan Holders of record.

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**
- **Management Plan**
- **Description of Hand-held Devices (Appendix E-1)**

- ▶ **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 in a separate sealed envelope.

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
 - Appendix A - Office of Contract Compliance Forms
 - Appendix E.1 - Description of Hand-held Devices

- ▶ **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
 - ✓ **Department of Finance** to Review for responsibility, and *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s)

Reminders

▶ **Addendum Deadline:**

○ **Friday, June 26, 2015, 1:00 p.m. (eastern)**

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

▶ **Proposal Due Date:**

○ **Wednesday, July 15, 2015, 2:00 p.m. (eastern)**

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



Primary Point of Contact: Krista A. Morrison, Esq., Contracting Officer

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