

**AGENDA**  
**PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)**

Date: August 11, 2015

Time: 11:00 a.m.

**FC# 8354, Management and Operation of City of Atlanta Cafeterias**

\*\*\*\*\*

**1. Opening and Introduction**

Mr. James E. Crenshaw, 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. Atlanta Workforce Development Agency**

Mr. Amit Khanduri, Business Relations Manager

**First Source Employee Program**

**6. User Department**

Mr. Curtis Bratton, Project Manager, Office of Enterprise and Assets Management

Mr. Jalal Slade, Senior Policy Advisor on Real Estate, Office of Mayor Kasim Reed

**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 Mr. James E. Crenshaw, Contracting Officer, by e-mail [jecrenshaw@atlantaga.gov](mailto:jecrenshaw@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, August 14, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

**PROPOSALS DUE: Wednesday, September 9, 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 the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.