

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

**Date: August 12, 2015**

**Time: 9:30 a.m.**

**FC# 8342, Body Camera and Video Management System**

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1. **Opening and Introduction**  
Mimie L. Woods, CPPB, Contract Administrator  
**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**  
Project Manager for FC-8342: Cerelyn Davis, Deputy Chief, Atlanta Police Department  
Erika Shields, Deputy Chief, Atlanta Police Department  
Lt. Neil Klotzer, Atlanta Police Department  
Darlene Jackson, Project Manager, Atlanta Police Department  
Diane Badger, Project Manager, Department of Information Technology  
Ben Graham, Director Infrastructure and PSJ Program Mgt., Department of Information Technology

**Floor open for any questions pertaining to the Scope of Services**

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If you have additional questions concerning this project, please direct your inquiries in writing to Mimie L. Woods, CPPB, Contracting Administrator, by e-mail [mwoods@atlantaga.gov](mailto:mwoods@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Thursday, August 13, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

**PROPOSALS DUE: Thursday, August 20, 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.