

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: October 13, 2015

Time: 9:30 a.m.

FC# 8508, Management and Operation of City of Atlanta Newsstands

FC# 8509, 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. Boyd Leake, Zero Waste Manager, Mayor's Office of Sustainability

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. All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, October 16, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Friday, November 6, 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.