

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: November 10, 2015

Time: 11:00 a.m.

FC# 8547, Lieutenants and Captains Testing on Behalf of AFRD

1. **Opening and Introduction**
Mr. Arthur Smalls, 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. Matthew Hunn, Work Experience Contractor
First Source Employee Program

6. **User Department**
Michael Simmons, Assistant Chief, AFRD
Ms. Rhotonda Horton, Procurement Specialist
Byron Kennedy, Chief, AFRD

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. Arthur Smalls, Jr., Contracting Officer, by e-mail asmalls@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, November 13, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Friday, November 25, 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.