

AGENDA
PRE-PROPOSAL CONFERENCE

Date: January 11, 2016

Time: 11:00 a.m.

FC-8645, Fleet Parts Management

1. **Opening and Introduction**
Krista A. Morrison, Esq., Contracting Officer, Senior

2. **Ethics Department**
Ms. Nina Hickson, Ethics Officer
Ethical Guidelines

3. **Office of Enterprise Risk Management (Appendix B)**
Mr. Jimmy Porter, Risk Management Analyst
Insurance and Financial Requirements

4. **Office of Contract Compliance (Appendix A)**
Mr. Bruce Bell, Senior Contract Compliance Manager
EBO Requirements

5. **Atlanta Workforce Development Agency (Appendix A)**
Mr. Matthew Hunn
First Source Requirement

6. **User Department – Department of Public Works’ Office of Fleet Services**
Ms. Tracey Woods, Director-Operations
Mr. Dale Fambrough, Program Management Officer
Scope of Services

7. **Department of Procurement**
Krista A. Morrison, Esq., Contracting Officer, Senior
Proposal Process --Proposal Format, Proposal Deadline, Etc.

8. **Closing**
Krista A. Morrison, Esq., Contracting Officer, Senior

If you have additional questions concerning this project, please direct your inquiries in writing to Krista A. Morrison, Esq., Contracting Officer, Senior by e-mail at kamorrison@atlantaga.gov. Questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, January 11, 2016. All responses will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, February 3, 2016, no later than 2:00 P.M. EST.

PROPOSALS ARE TO BE RECEIVED AT THE:

Department of Procurement
55 Trinity Avenue
Suite 1900
Atlanta, Georgia 30335