

AGENDA

PRE-PROPOSAL CONFERENCE

Date: Tuesday, June 7, 2016-1:00 p.m.

FC# 8924 Workers' Compensation Third Party Administration

1. **Opening and Introduction**
Ms. Kyra D. Dixon, Contracting Officer

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

3. **Risk Management (Appendix B)**
Mr. Navarone Dozier, Risk Management Analyst
Insurance and Financial Requirements

4. **Office of Contract Compliance (Appendix A)**
Mr. Bruce Bell Senior Contract Compliance Officer
EBO/EEO Requirements, Eligible Bidder, etc.

5. **User Department**
Project Manager: Ms. Tamika Puckett,
Finance Risk Manager (Project Manager)

Scope of Services

Floor open for any questions pertaining to the Scope of Services

6. **Closing: Department of Procurement**
Ms. Kyra D. Dixon, Contracting Officer
Process, Format, Submittal Deadline, etc.

If you have additional questions concerning this project, please direct your inquiries in writing to Ms. Kyra D. Dixon, Contracting Officer, by e-mail kddixon@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 1:00 P.M., June 10, 2016. All replies will be made in writing. **Oral responses are not authoritative.**

**PROPOSALS DUE:
WEDNESDAY, June 29, 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