

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

**Date: Tuesday, August 16, 2016**

**Time: 11:00 a.m.**

**FC# 9013, Cost Allocation Services**

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1. **Opening and Introduction**  
Ms. Kyra Dixon, Contracting Officer  
**Proposal Process – Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.**
  
2. **Ethics Department**  
**Ethical Guidelines**
  
3. **Enterprise Risk Management (Appendix B)**  
Mr. Navarone Dozier, 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
  
6. **User Department**  
Mr. Dane Alexander, Director of Accounting

**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 Ms. Kyra Dixon, Contracting Officer, by e-mail [kddixon@atlantaga.gov](mailto:kddixon@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Thursday, August 19, 2016. All replies will be made in writing. **Oral responses are not authoritative.**

**PROPOSALS DUE: Wednesday, August 31, 2016, 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.