

**AGENDA**  
**PRE-BID CONFERENCE**

**Date: October 4, 2016**

**Time: 11:00 A.M.**

**FC-9224, IT Service Management Project**

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1. **Opening and Introduction**  
Mr. Clinton L. Johnson, Contracting Officer
  
2. **Ethics Department**  
Ms. Nina Hickson, Ethics Officer  
**Ethics Guidelines**
  
2. **Risk Management (Appendix B)**  
Mr. Navarone Dozier, Risk Management Analyst  
**Insurance Requirements**
  
3. **User Department**  
Mr. Lateef Ashekun, Director-AIM  
**Scope of Services**
  
4. **Department of Procurement**  
Mr. Clinton L. Johnson, Contracting Officer  
**Bid Process -- Information & Instructions to Bidders, Bid Format, Bid Deadline, Etc.**
  
5. **Closing**  
Mr. Clinton L. Johnson, Contracting Officer

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If you have additional questions concerning this project, please direct your inquiries in writing to **Mr. Clinton L. Johnson, Contracting Officer**, by e-mail [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 10:00 A.M., Friday, October 7, 2016. All replies will be made in writing. **Oral responses are not authoritative.**

**BIDS DUE: Wednesday, October 19, 2016, no later than 2:00 P.M. EST.**

**BIDS ARE TO BE RECEIVED AT THE:**

Department of Procurement  
55 Trinity Avenue  
Suite 1900  
Atlanta, Georgia 30303

Questions concerning the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 330-6438.