

**CITY OF ATLANTA
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-8900, Federal Lobbying Services** on behalf of the Office of the Mayor (“**OOM**”), will be accepted by the Department of Procurement (“**DOP**”), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Friday, October 28, 2016**. All proposals submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Names of proponents will be publicly read at 2:01 p.m. on the respective due date in Suite 1900, at the above address.

SCOPE OF WORK: The City’s DOP, on behalf of OOM, is soliciting proposals from qualified proponent(s) to lobby Federal Officials on behalf of the City. The selected firm will act as liaison on behalf of the City for representation in Washington D.C. The firm will advocate on the City’s behalf with Georgia Congressional Delegation, Congressional Leadership, various committees and administrative agencies.

A **Pre-Proposal Conference** will be held on **Tuesday, October 18, 2016, at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the OOM present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, the Ethics Office to address the Ethical Guideline for Contract, the Office of Risk Management to address any bonding/insurance requirements and Atlanta Workforce Development Agency to address employment requirements. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Friday, October 7, 2016** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

The City shall reserve the right to host optional Oral Interviews. Oral Interview dates have been reserved for November 7-8, 2016, at the City’s sole discretion, if needed. Please note, that oral answers to questions during any scheduled oral interviews are not authoritative.

This Proposal is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent’s possession and the version maintained by DOP, the version maintained by the DOP shall govern.

October 7, 2016

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Kyra Dixon, Contracting Officer, at kddixon@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

If you have any questions regarding this project, please contact Ms. Kyra Dixon, Contracting Officer, at (404) 865-8756, or by e-mail at kddixon@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list should be directed to the Plan Room at (404) 330-6204.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.

ALS/KD/lbc