

**CITY OF ATLANTA
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-9334, Business License and Cashier Management System** 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, November 18, 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 Department of Procurement (“DOP”), is soliciting proposals from qualified proponent(s) to replace the current Business License Information System (BLIS) for the Department of Finance (“DOF”) Office of Revenue (“OOR”). The selected vendor will be required to install, test, and configure the software as well as provide on-going technical and customer support and training. The City of Atlanta is seeking to identify and implement best practices and tools to guide, design, test, train, deploy, and stabilize a more efficient constituent friendly process, according to the requirements and functionality described below.

A **Pre-Proposal Conference** will be held on **Thursday, November 3, 2016 at 3:00 p.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 Thursday, **October 27, 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.

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 27, 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 Mr. Clinton L. Johnson, Contracting Officer, at cljohnson@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 Mr. Clinton L. Johnson, Contracting Officer, at (404) 330-6099, or by e-mail at cljohnson@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/CLJ/lbc