

CITY OF ATLANTA

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

ATTENTION INTERESTED PROPOSALS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a proposal for **FC-10071, Training Program with Tech Hire**. The City of Atlanta (the “City”) on behalf of the WorkSource Atlanta (“WSA”) seeks to secure Request for Proposals (“RFP”) from qualified proponent(s) to provide technological training for WIOA-eligible youth and young adults.

A **Pre-Proposal Conference** will be held on **Friday, October 13, 2017 at 10:00 a.m.**, at the DOP’s Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the WorkSource Atlanta, the Ethics Office, the Office of Contract Compliance, and Risk Management available at the conference to discuss this project and to answer any questions. A **Site Visit** is scheduled immediately following the Pre-Proposal Conference on **Friday, October 13, 2017**. The purpose of the Site Visit is to provide Proponents with an opportunity for an inspection of the **WSA Career Center**. Proponents are urged to attend the Pre-Proposal Conference.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on **Friday, October 13, 2017**, are **not** authoritative. **The last date to submit questions in writing is Monday, October 16, 2017 by noon.**

Your response to this Request for Proposals must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m., EDT, Friday, October 20, 2017**.

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

Proposals will be publicly opened and read at 2:01 p.m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Proponents may submit their Contractor Affidavit Forms for review via the City’s IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Proposals due date of October 20, 2017. The IIREA Preview Participation Form is set forth in Part 6, included in the Request for Proposal.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFP. In the event of a conflict between a version of the Proposal in the Proponent’s possession and the version submitted to the DOP, the version submitted to the DOP shall govern.

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. Stacy E. Hobson, Contracting Officer, at sehobson@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The Proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$100.00 per package, beginning on Monday, October 6, 2017. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.