The Department of Procurement (the "DOP") on behalf of the *Department of Public Works("DPW")*

RFP-S-1200275, Turnkey Auction Services

Presentation Made By:
Mr. Clinton L. Johnson, Contract Specialist

Friday, January 24, 2020
Location: 55 Trinity Avenue, S.W. City Hall South, Suite 1900
(DOP Bid Room)
Time: 1:00 p.m.

City of Atlanta Panel

- **Welcome and Introductions**
  - Mr. Clinton L. Johnson, Contract Specialist
- **Ethics Department**
- **Office of Enterprise Risk Management - (Appendix B)**
  - Mr. John Smith, Risk Management Analyst
- **Office of Contract Compliance- (Appendix A)**
  - Mr. Bruce Bell, Senior Contract Compliance Manager
- **User Department**
  - Department of Public Works ("**DPW**")
- **Closing: Department of Procurement**
  - Mr. Clinton L. Johnson, Senior Contracting Officer

Be Mindful of…

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders *vs.* Attendees at Pre-Conference**
- **DOP's IIREA Participation Program**
- **Last Day for Addendum Deadline:**
  - **Tuesday, January 28, 2020, 12:00 noon (EDT)**
- **Proposal Due Date:**
  - **Monday, February 10, 2020, 2:00 p.m. (EDT) via ATLCloud Portal**

City of Atlanta Ethics Office

Office of Enterprise Risk Management

Mr. John Smith
Risk Analyst
(Appendix B)

Office of Contract Compliance

Mr. Bruce Bell
Senior Contract Compliance Manager
(Appendix A)

Department of Public Works
(User Agency)

- **Introduction of Department's Business Objectives**
  - DPW Representative

- **Opening the Floor for Questions & Answers**
  - **(All Statements Made Today are Not Authoritative in this Forum!!!)**

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Mr. Clinton L. Johnson, Contracting Officer. A subsequent addendum will be issued to all Plan Holders of record.

Part 2 – Contents of Proposals

Required Submittals

- **Proposals should be inclusive of Two Parts:**

I. Informational Proposal:

A. <u>Volume I</u> – Information drafted by Proponent

Executive Summary;
Organizational Structure;
Resumes of Key Personnel;
Overall Experience, Qualifications and Performance on Previous Projects; and
Management Plan.

B. <u>Volume II</u> – Required Submittal Forms (Forms 1-9)
Appendix A-Office of Contract Compliance Forms

II. Cost Proposal: Exhibit A.1

Proponent must submit their response via ATL Cloud Portal

Next Anticipated Procurement Steps

After Proposal Due Date:

Monday, February 10, 2020 2:00 p.m. (eastern) via ATLCloud Portal

- **Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days):**
  - Form 1 - Illegal Immigration Reform and Enforcement Act Forms **(IIREA)**
  - Form 2 - Disclosure Form and Questionnaire
  - Form 3 - Proponent Financial Disclosure
  - Form 4 - Acknowledgement of Certification of Insurance Ability
  - Form 5 - Acknowledgement of Addenda
  - Form 6 - Proponent Contact Directory
  - Form 7 - Reference List
  - Form 8 - Proposal Bond (N/A)
  - Appendix A-Office of Contract Compliance Forms

- **Step 2: DOP Will Submit ONLY Responsive Proposals to Internal City Stakeholders to Review for Responsibility**

  - ✓ **Office of Contract Compliance to <u>Review Appendix A-Required Submittals</u>**
  - ✓ **Office of Enterprise Risk Management to <u>Review Form 3-Proponents Financial Disclosure Statements</u>**

Reminders

- **Addendum Deadline:**
  - **Tuesday, January 28, 2020, 12:00 noon. (EDT)**

  ****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

- **Proposal Due Date:**
  - **Monday, February 10, 2020, 2:00 p.m. (EDT)**

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

Primary Point of Contact: **Mr. Clinton L. Johnson, Contract Specialist**

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