



*DeKalb County
Department of Purchasing and Contracting*

PRE-PROPOSAL CONFERENCE AGENDA

**Purchasing and Contracting
Maloo Administration Building
1300 Commerce Drive, 2nd Floor
Main Conference Room
Decatur, Georgia 30030**

2:00P.M. EST, NOVEMBER 3, 2016

**RFP No. 16-500420 Excise Tax And Business And Alcohol License Renewal Consulting
Services (Multi-Year Contract)**

1. Opening and Meeting Overview

Department of Purchasing and Contracting

- Michelle Butler, Procurement Agent Senior
Phone: (404) 687-3581 Email: mnbutler@dekalbcountyga.gov

Purpose, Procurement Process, Key points, Insurance, Forms, and etc.

2. Scope of Work and Project Overview

Planning and Sustainability

- David Adams, Chief Building Official
- Chris Hayward, Special Projects Manager

3. Local and Small Business Enterprise (LSBE) Program

Department of Purchasing and Contracting

4. First Source Program

WorkSource DeKalb

5. Introductions, Questions

Department of Purchasing and Contracting

6. Conclusion and Adjournment

Proposals are to be received at the following location no later than 3:00 P.M. EST, NOVEMBER 23, 2016, at the Department of Purchasing and Contracting, Maloo Administration Building, 1300 Commerce Drive, Second Floor, Decatur, Georgia 30030.

It is the responsibility of each Responder to ensure that his/her submission is received by 3:00 P.M. EST. Be aware that visitors to our offices will go through a security screening process upon entering the building. Responder should plan enough time to ensure that he will be able to deliver his submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Responders should plan their deliveries accordingly.

Questions must be submitted to Michelle Butler, Procurement Agent Senior via email to mnbutler@dekalbcountyga.gov no later than 5:00 PM EST on **NOVEMBER 11, 2016**. All replies will be made in writing via addendum, **oral answers are not authoritative**. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

DeKalb County
Purchasing and Contracting
ATTENDANCE SHEET

Pre-Bid Meeting
 Initial Meeting
 Scoring Meeting
 Interview Meeting
 Other: _____

PROJECT: RFP 16-500420 Excise Tax and Business and Alcohol License Renewal Consulting Services (Multiyear Contract)

Date: November 3, 2016 Time: 2:00PM Location: Purchasing and Contracting, Main Conference Room

No.	Name	Department or Company Name	Telephone No.	Email
1	Michelle Butler <i>MMB</i>	Purchasing and Contracting	404 687 3581	mbutler@dekalbcountyga.gov
2	David Adams <i>DA</i>	Planning and Sustainability	404 371 2130	dadams@dekalbcountyga.gov
3	Chris Hayward <i>CH</i>	Planning and Sustainability	404 687 3551	chayward@dekalbcountyga.gov
4	Felton Williams <i>FW</i>	Purchasing and Contracting	404 371 6312	fbwilliams@dekalbcountyga.gov
5		WorkSource DeKalb	404 687 3400	
6	Beth Horacok	Finance	404-687-3957	bhoracok@dekalbcountyga.gov
7	Bob Atkins	Finance	404-371-3223	ratkins@dekalbcountyga.gov
8	Kevin Green	KLS WorkForce Solutions	404-817-6682	kgreen@klsworkforcesolutions.com
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No.	Name	Department or Company Name	Telephone No.	Email
1	Tim SHIELDS	SourceHv	404.330.2062	Tim.Shields@SourceHv.com
2	Sonya Stovall	Micron Budget Bookkeeping	404.784.0763	Stovall124@gmail.com
3	Jennifer Winkler	RDS	504.237.3498	jennifer@peachyr.com
4	Stephan Morris	RDS	334-272-2247	smorris@evds.com
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