



CITY OF ATLANTA

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Keisha Lance Bottoms
Mayor

DEPARTMENT OF PROCUREMENT

David L. Wilson II
Chief Procurement Officer

Dear Potential Offeror:

Thank you for your interest in doing business with the City of Atlanta ("City"). The Department of Procurement ("DOP") is requesting all potential offerors pay careful attention to the information provided below and take advantage of all offered training opportunities. **Our required procurement forms have been updated** and included in this solicitation. **It is imperative you complete the forms provided in this solicitation** and not submit previous, now outdated, forms from prior proposal/bid.

Potential offerors are strongly encouraged to thoroughly read this entire RFP/IFB document and follow the instructions and requirements laid out in the RFP/IFB. Ensure that all required submittal documents are fully and accurately completed and where applicable properly executed. Take advantage of and effectively utilize the question and response period. This is a competitive procurement. Potential offerors should ensure that their proposal/bid response to this RFP/IFB thoroughly lays out their firm's abilities and shows an exceptional approach and understanding of the requirements relative to the scoring criteria.

As the Department of Procurement continues to provide a high level of support to potential offerors, DOP will be conducting **supplier development training sessions the second and fourth Wednesday of each month**. These training sessions will cover how to register as a supplier in the City's ATL Cloud electronic portal as well how to submit a electronic proposal/bid. The training sessions will be held at City Hall.

You may register for the training sessions through the following link: <https://www.eventbrite.com/o/city-of-atlanta-department-of-procurement-25891628529>.

If you have questions regarding the training or need further assistance you will need to send an email to ProcurementOutReach@AtlantaGa.Gov.

Once again thank you for your interest in doing business with the City and we look forward to receipt of your proposal/ bid.

Sincerely,

David L. Wilson II
Chief Procurement Officer