



HOW TO DO BUSINESS WITH THE CITY OF ATLANTA

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TOPICS OF DISCUSSION



- Getting Started
- The Procurement Process
- Required Submittal Forms
- Responsiveness & Responsibility
- Things To Consider Before Submitting

WHAT IS ATLCLOUD?

The City of Atlanta recently launched **ATLcloud**, a new version of Oracle. ATLcloud offers a user-friendly procure-to-pay experience for its supplier community. It impacts how suppliers:

- register with the City
- manage their online profiles
- monitor purchase orders, invoices and payments
- bid on solicitations

The image shows the ATLcloud logo in a large, bold, blue, italicized font. The logo is superimposed over a photograph of the Atlanta skyline, featuring several skyscrapers and a dense line of green trees in the foreground. The sky is blue with scattered white clouds. The overall scene is bright and clear.

ATLcloud

FORMAL PROCUREMENT METHODS



IFB

(Invitation for Bid)

RFI

(Request For
Information)

RFP

(Request For
Proposal)

RFQ

(Request For
Qualifications)

EA

(Emergency)

SP

(Special Procurement)

SS

(Sole Source)

CP

(Cooperative
Procurement)

SUPPLIER REGISTRATION

Prospective Supplier vs Spend Authorized Supplier

To participate in the bid process, you must be registered as a supplier with the City of Atlanta. If you have previously registered and were approved, please email SupplierRegistration@AtlantaGA.gov to request your account credentials or to determine if you will need to re-register. There are now two supplier types: **Prospective** and **Spend Authorized**.

SUPPLIER REGISTRATION

Prospective Supplier:

A supplier whose access to the ATLcloud Supplier portal is limited to submitting quotes, bids and/or proposals. A W-9 form is not required for this supplier type.

Advantages

Automatic approval upon registration, online self-service maintenance, minimal requirement of information at the time of registration.

Disadvantages

Inability to create/submit invoices online, receive purchase orders, receive payments, and cannot be awarded a contract (requires promotion to Spend Authorized)

At your request, your profile can be promoted to Spend Authorized.

SUPPLIER REGISTRATION

Spend Authorized Supplier:

A supplier who has complete access to the ATLcloud Supplier portal. In addition to submitting quotes, bids and proposals, they can receive purchase orders, contract awards and create/submit invoices for payment through the portal. A signed and dated W-9 is required for processing.

Advantages

Contract award capable, online invoice creation/submittal, online status check of purchase orders and payments through the portal, online self-service maintenance, and Supplier Dashboard.

Disadvantages

Registration processing time is 5-10 business days, and this supplier type requires a signed and dated W-9.

REQUIRED SUBMITTAL FORMS

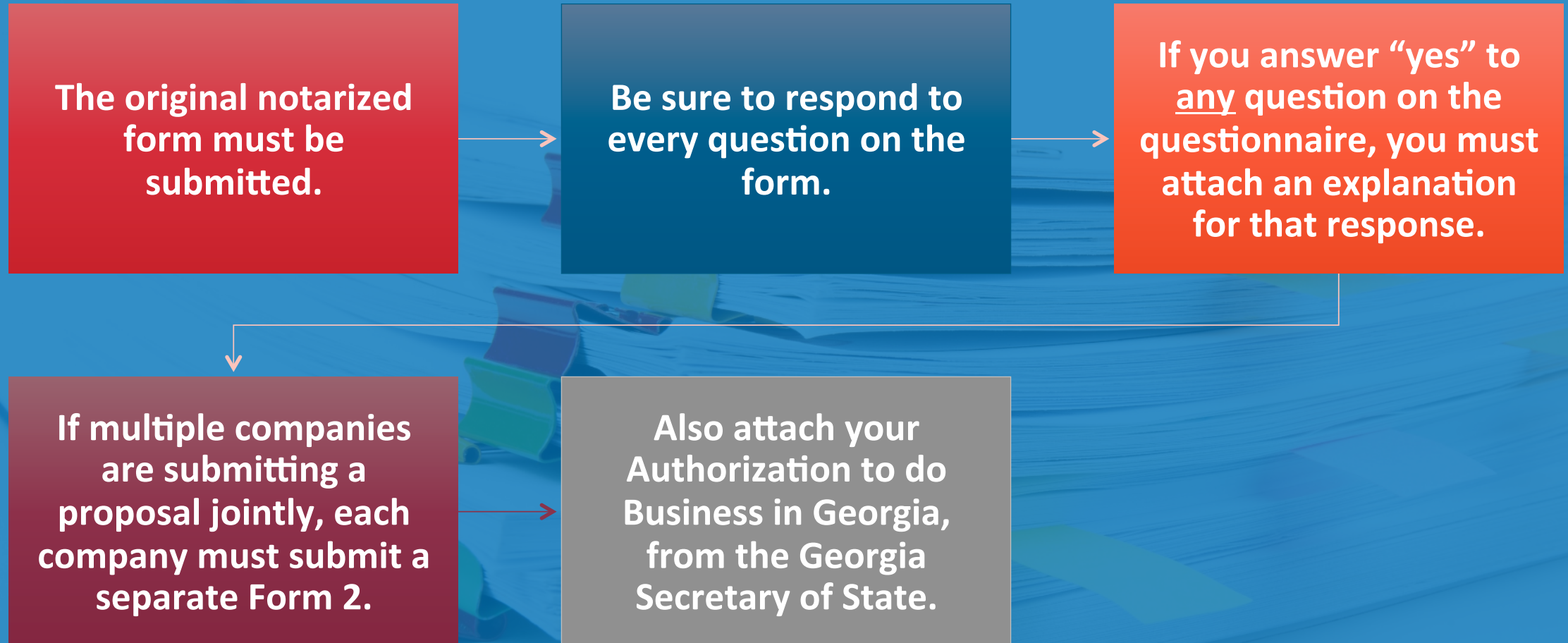
Attention to Details: The Little Things Count

- Form 1 - IIREA Form
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - **Proponent Financial Disclosure for RFPs**
- Form 3 - **Bid Bond for ITBs**
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Contact Directory
- Form 7 - Reference List
- Form 8 - **Proposal Bond for RFPs**
- Required Submittal Checklist (Optional)

FORM 1: ILLEGAL IMMIGRATION REFORM & ENFORCEMENT ACT FORM

- The original notarized form must be submitted.
- To check / secure your E-Verify number, go to **www.e-verify.gov**.
- Be sure to include your E-Verify number (5 to 8 digits).
- If multiple companies are submitting a proposal jointly, each company **MUST** submit a separate Contractor Affidavit.
- Utilize the optional IIREA Preview Program.
You may submit your Form 1 for review 10 days prior to the proposal deadline to **iireapreview@atlantaga.gov**.

FORM 2: CONTRACTOR DISCLOSURE AND DECLARATION FORM



FORM 3: PROPONENT FINANCIAL DISCLOSURE

- The original notarized form must be submitted.
- Be sure to complete the entire form.
- Attach your supporting financial statements, as described on Page 3 of the form.
- Do not leave any items on Page 4 blank.
- If multiple companies are submitting a proposal jointly, each company should submit a separate Form 3.

FORM 4.1: CERTIFICATION OF INSURANCE ABILITY

- This form is to be completed by your insurer.
- You are **NOT** required to obtain insurance coverage now, but the form advises the City that you will be able to obtain the insurance if awarded the contract.

FORM 4.2: CERTIFICATION OF BONDING ABILITY

- This form is to be completed by your surety.
- You are **NOT** required to obtain insurance coverage now, but the form advises the City that you will be able to obtain the insurance if awarded the contract.
- Be sure to also attach a copy of a duly executed Power-of-Attorney.

FORM 5: ACKNOWLEDGEMENT OF AMENDMENT

FORMERLY CALLED AN ADDENDA

- Provide the completed form, as well as the signed acknowledgment page from each addendum.
- Be sure to review each addendum carefully, as the Proposal requirements or forms may have been modified.

FORM 6: PROPONENT CONTACT DIRECTORY

- Provide contact information for at least two (2) individuals on the project team.

FORM 7: REFERENCE LIST

- Provide the requisite number of references specified in the Proposal document.
- You should provide at least three (3) references.

FORM 8: PROPOSAL BOND

- This form may be used to provide a Proposal Guarantee (if applicable).
- If Form 8 is used, be sure to also attach a Power-of-Attorney.
- The Proposal Guarantee may also be provided via certified check.

FORM 9: PROHIBITED SOURCES' ETHICS PLEDGE

(Contractors & Vendors)

- Provide the completed form, and signature



SUBMITTAL CHECKLIST

- The Checklist is not a required form, but is included for your convenience.
- 
- A faint, stylized illustration of a stack of papers with several sticky notes and a pen, set against a blue background.

RESPONSIVENESS & RESPONSIBILITY

Responsive Bidder/ Proponent:

A bidder or proponent who has submitted a bid or proposal that conforms to all ITB or RFP requirements

Responsible Bidder/ Proponent:

A bidder or proponent with the ability to comply with scope of services and minimum ITB or RFP requirements

WHAT HAPPENS AFTER YOU SUBMIT YOUR BID/PROPOSAL?

- DOP will review the required submittal forms for responsiveness.
- DOP will ONLY submit responsive and responsible submittals to internal City stakeholders (Risk/Finance, OCC, Law and the user agency) to review.



THINGS TO CONSIDER

Attention to Details: The Little Things Count

- Utilize the optional IIREA preview program. You can submit your IIREA form not less than ten (10) days prior to the submittal deadline. iireapreview@atlantaga.gov
- Continue to visit www.procurement.atlantaga.gov for new solicitations.
- Attend the pre-bid/pre-proposal conferences and ask questions.

BEFORE SUBMITTING

- Have a bid/proposal QA team of two (2) or more to review all documents.
- Review each form carefully and do not leave any question unanswered.
- Provide seals, signatures and dates where required.
- Do not assume anything. Even if you have done business with the City before, each solicitation is different and requirements vary.



**ALL CITY RESPONSES TO QUESTIONS PROVIDED TODAY
ARE NON-AUTHORITATIVE.**

For an authoritative response, please email your questions
to Darryl R. Matthews, Sr. at DRMatthews@atlantaga.gov.