



CITY OF ATLANTA

DEPARTMENT OF PROCUREMENT
SUITE 1900

55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 546-1000

Andre Dickens
Mayor

Jaideep Majumdar
Chief Procurement Officer

Excellence in VALUE CREATION through Partnership, Collaboration, and Innovation

Dear Potential Supplier:

Thank you for your interest in doing business with the City of Atlanta (“City”). The Department of Procurement (“DOP”) is requesting that all potential suppliers pay careful attention to the information provided within the solicitation instructions, procurement forms, and to required submissions requested with the proposal submission. **It is imperative that the forms provided in this solicitation are completed properly.** Ensure that all required submittal documents are fully and accurately completed and where applicable properly executed.

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 first and third 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 an Electronic Proposal/Bid”. The training sessions will be held virtually.

Please register for the training sessions through the following link: [Supplier Central](#)

Additional training resources for Suppliers are available through this link: [Training Resources](#)

DOP encourages potential suppliers take advantage of all available training opportunities and ask questions during the questions and response period, when clarification is needed. Be reminded that this is a competitive procurement. Potential offerors should ensure that their proposal/bid response to this RFP/IFB thoroughly expresses their firm’s abilities and shows an exceptional approach and understanding of the requirements relative to the scoring criteria.

If you have questions regarding the training or need further technical assistance with the system, please send an email to SupplierRegistration@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,

DocuSigned by:

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Jaideep Majumdar
Chief Procurement Officer