



# ATLNEXT

INDUSTRY DAY

## 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, blue, italicized font. The logo is superimposed on a background of a city skyline, likely Atlanta, with several tall buildings and a large green park area in the foreground. The sky is blue with white clouds. The logo is the central focus of the right side of the slide.

*ATLcloud*

# FORMAL PROCUREMENT METHODS



**ITB**

(Invitation  
To Bid)

**RFI**

(Request For  
Information)

**RFP**

(Request For  
Proposal)

**RFQ**

(Request For  
Qualifications)

# 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](mailto: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

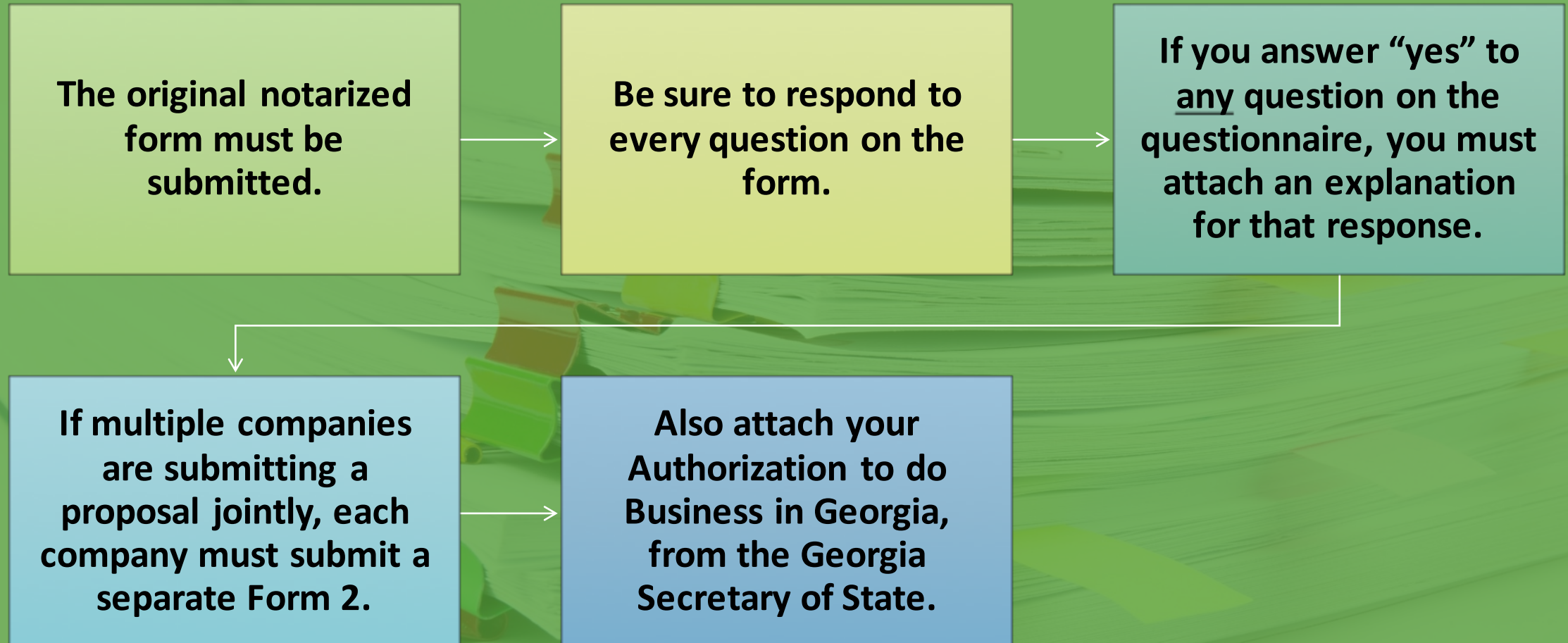
- Form 1 - IIREA Form
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - **Proponent Financial Disclosure for RFPs**
- Form 3 - **Bid Bond for ITBs**
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Contact 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](http://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](mailto: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.

# 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](mailto:iireapreview@atlantaga.gov)
- Continue to visit [www.procurement.atlantaga.gov](http://www.procurement.atlantaga.gov) for new solicitations.
- Attend the pre-bid/pre-proposal conferences and ask questions.

The background image shows a blurred document with a table titled "SUMMARY BY CATEGORY". The table has columns for "Category", "Budget", and "Actual". The categories listed are Auto, Food, Home, and Medical. The budget and actual values are in dollars.

Category	Budget	Actual
Auto	200,00 \$	90,00 \$
Food	350,00 \$	32,00 \$
Home	300,00 \$	205,75 \$
Medical		

# 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](mailto:DRMatthews@atlantaga.gov).