



DECEMBER 23, 2015

ATTENTION INTERESTED PROPOSERS:

The Department of Purchasing along with the Housing & Human Services Department will host a **RFP** technical assistance **Workshop** for vendors who are specifically looking to respond to the **Community Services Program** solicitation. Time will be allotted for questions and answers. There is no cost for training.

The purpose of the workshop is to:

- Give vendors an overview of the RFP preparation and evaluation processes
- Assist vendors in understanding the requirements of the (CSP)solicitation
- Give vendors a synopsis of the documents required to submit a responsive proposal

Attendees will receive answers to the following questions:

- Understanding the Guidelines in the documents
- What documents should be in the response to the CSP RFP and how should they be submitted?
- How to outline the documents in the submittal(s)
- How will your proposal be evaluated and scored?

Please register online by clicking on of the following Community Service Program dates or at <https://booknow.appointment-plus.com/1cs19850/>, then click "Select Event" to select event location. There is a two person attendee maximum per agency due to limited space.

Workshops will be held at:

Thursday, January 7, 2016, 10:00a.m-11:00a.m.

North Fulton Service Center: 7741 Roswell Road, Room 232, Sandy Springs, GA 30350

Thursday, January 7, 2016, 2:00p.m.-3:00p.m.

Fulton County Juvenile Justice Center: 395 Pryor Street, SW, Rooms 1132-1133, Atlanta, GA 30312

Note: Glass items, sharp items, weapons, cameras, and camera phones are not permitted in the Fulton County Juvenile Justice Center

Friday, January 8, 2016, 10:00 a.m.-11:00a.m.

South Fulton Service Center: 5600 Stonewall Tell Rd., Auditorium-Room 215, College Park, GA 30349

Note: Specific questions or suggestions regarding the 2016 Community Services Program (CSP) RFP or other open RFPs will not be discussed at the Request for Proposal workshops. Questions pertaining to the CSP RFP must be submitted in writing to the Department of Purchasing contact person, **Mark.Hawks@Fultoncountyga.gov** or fax # **404-335-5040**. Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

Thank you for your interest in doing business with Fulton County.

Sincerely,

Mark Hawks

Assistant Purchasing Agent