



Vendor Workshops 2014



The Department of Procurement Administration will hold free Bid and Proposal Preparation Workshops for vendors on the below stated dates and times: All Workshops will be held in:

**AUGUSTA PROCUREMENT DEPARTMENT
TRAINING ROOM
530 GREENE STREET, ROOM 604
AUGUSTA, GA 30901**

Call Sheila Paulk at (706) 821-2422 to register and or for additional information

2014 Free Vendor Workshops

**How to Registered for Local Vendor Preference (Local & Small)
Held on the 2nd Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 9, 2014	Conf. RM 604	*July 10, 2014 CANCELED	Conf. RM 604
February 13, 2014	Conf. RM 604	August 14, 2014	Conf. RM 604
*March 13, 2014 CANCELED	Conf. RM 604	September 11, 2014	Conf. RM 604
*April 10, 2014 CANCELED	Conf. RM 604	October 9, 2014	Conf. RM 604
May 8, 2014	Conf. RM 604	November 2014 - <i>No Class</i>	Conf. RM 604
June 12, 2014	Conf. RM 604	December 2014 - <i>No Class</i>	Conf. RM 604

**How to Prepare an Invitation To Bid
Held on the 3rd Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 16, 2014	Conf. RM 604	*July 17, 2014 CANCELED	Conf. RM 604
February 20, 2014	Conf. RM 604	August 21, 2014	Conf. RM 604
*March 20, 2014 CANCELED	Conf. RM 604	September 18, 2014	Conf. RM 604
*April 17, 2014 CANCELED	Conf. RM 604	October 16, 2014	Conf. RM 604
May 15, 2014	Conf. RM 604	November 2014 - <i>No Class</i>	Conf. RM 604
June 19, 2014	Conf. RM 604	December 2014 - <i>No Class</i>	Conf. RM 604

**How to Prepare a Request for Proposal (RFP) / Request for Qualifications (RFQ)
Held on the 4th Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 23, 2014	Conf. RM 604	*July 24, 2014 CANCELED	Conf. RM 604
February 27, 2014	Conf. RM 604	August 28, 2014	Conf. RM 604
*March 27, 2014 CANCELED	Conf. RM 604	September 25, 2014	Conf. RM 604
*April 24, 2014 CANCELED	Conf. RM 604	October 23, 2014	Conf. RM 604
May 22, 2014	Conf. RM 604	November 2014 - <i>No Class</i>	Conf. RM 604
June 26, 2014	Conf. RM 604	December 2014 - <i>No Class</i>	Conf. RM 604

**How to Prepare an Architectural & Engineering (A&E) Proposal
Held on the 4th Thursday of each month 3:00 p.m. until 4:00 p.m.**

Date	Location	Date	Location
January 23, 2014	Conf. RM 604	*July 24, 2014 CANCELED	Conf. RM 604
February 27, 2014	Conf. RM 604	August 28, 2014	Conf. RM 604
*March 27, 2014 CANCELED	Conf. RM 604	September 25, 2014	Conf. RM 604
*April 24, 2014 CANCELED	Conf. RM 604	October 23, 2014	Conf. RM 604
May 22, 2014	Conf. RM 604	November 2014 - <i>No Class</i>	Conf. RM 604
June 26, 2014	Conf. RM 604	December 2014 - <i>No Class</i>	Conf. RM 604

Walk-ins are Welcome: Please arrive 15 minutes prior to the scheduled meeting

***** **CANCELED** - WORKSHOPS ARE CANCELED DUE TO DEPARTMENT RENOVATIONS*****



Community Outreach 2014



SAVE THE DATES

<p>The Augusta, Georgia Procurement Department will conduct 3 Vendor Workshops this year.</p> <p>To learn "How to Do Business With Augusta" Register and come to one of our workshops</p> <p>For more information visit our website at www.augustaga.gov</p> <p>Or Contact Sheila Paulk at (706) 821-2422</p>	<p>April 21st CANCELED</p>	<p>Henry H. Brigham Community Center 2463 Golden Camp Road Augusta, Georgia 30906</p>	<p>CANCELED</p>
	<p>July 16th CANCELED</p>	<p>Procurement Department 530 Greene Street Training Room 604 Augusta, Georgia 30901</p>	<p>CANCELED</p>
	<p>October 20st</p>	<p>Julian Smith Casino 2200 Broad Street Augusta, Georgia 30901</p>	<p>9:30 am – 3:00 pm</p>
<p>Walk-ins are Welcome: Please arrive 15 minutes prior to the scheduled meeting</p>			

Doing Business with Augusta, Georgia requires vendors to have an **E-Verify** Number

Georgia Immigration Requirements for Counties

Since 2007, Georgia has mandated that counties comply with several state and federal immigration laws. These requirements have been significantly expanded over the years, most recently with the passage of HB 87 during the 2011 legislative session which added new reporting and penalty provisions.

Counties are required to register for and use the federal verification programs E-Verify and SAVE, utilize and retain the required affidavits, submit annual reports and accept only secure and verifiable documents for purposes of proving identification. Failure to comply with these requirements may result in penalties including loss of qualified government status, monetary fines, removal from office and even jail time.

Reporting Requirements

Counties are required to submit three separate immigration reports annually. The E-Verify Compliance Report must be submitted to the Department of Audits each year by December 31st beginning in 2011. This report will include the public employer's federal work authorization program verification user number and date of authorization and the legal name, address, and federal work authorization program user number of the contractor and the date of the contract between the contractor and public employer.

- [E-Verify Compliance Reporting for the Department of Audits](#)
- [Occupation Tax Certificate \(Business License\) Reporting for the Department of Audits](#)
- [Public Benefits Reporting for the Department of Community Affairs](#)

Georgia counties are required to verify the status of anyone who applies for a public benefit through the county. The benefit may be paid through federal, state or local funds or be administered through a federal, state or local program. Benefits are defined by state statute, O.C.G.A. § 50-36-1, by federal statute, 8 U.S.C. 1611 and 8 U.S.C. 1621, and by the Office of the Attorney General.

Important Websites

- [Department of Audits Immigration Information – http://www.audits.ga.gov](http://www.audits.ga.gov)
- [Department of Law \(AG's Office\) Immigration Information – http://www.law.ga.gov](http://www.law.ga.gov)
- [Department of Community Affairs Public Benefits Reporting Website – http://www.dca.ga.gov](http://www.dca.ga.gov)
- [E-Verify Website – http://www.uscis.gov](http://www.uscis.gov)
- [SAVE Website – http://www.uscis.gov](http://www.uscis.gov)