



Vendor Workshops 2020



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
535 TELFAIR STREET, ROOM 605
AUGUSTA, GA 30901**

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

2020 Free Vendor Workshops

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

Date	Location	Date	Location
January 9, 2020	Conf. RM 605	July 9, 2020	Conf. RM 605
February 13, 2020	Conf. RM 605	August 13, 2020	Conf. RM 605
March 12, 2020	Conf. RM 605	September 10, 2020	Conf. RM 605
April 9, 2020	Conf. RM 605	October 15, 2020	Conf. RM 605
May 14, 2020	Conf. RM 605	November 2020 – <i>No Class</i>	Conf. RM 605
June 11, 2020	Conf. RM 605	December 2020– <i>No Class</i>	Conf. RM 605

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

Date	Location	Date	Location
January 16, 2020	Conf. RM 605	July 16, 2020	Conf. RM 605
February 20, 2020	Conf. RM 605	August 20, 2020	Conf. RM 605
March 19, 2020	Conf. RM 605	September 17, 2020	Conf. RM 605
April 16, 2020	Conf. RM 605	October 22, 2020	Conf. RM 605
May 21, 2020	Conf. RM 605	November 2020 – <i>No Class</i>	Conf. RM 605
June 18, 2020	Conf. RM 605	December 2020– <i>No Class</i>	Conf. RM 605

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

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

Date	Location	Date	Location
January 23, 2020	Conf. RM 605	July 23, 2020	Conf. RM 605
February 27, 2020	Conf. RM 605	August 27, 2020	Conf. RM 605
March 26, 2020	Conf. RM 605	September 24, 2020	Conf. RM 605
April 23, 2020	Conf. RM 605	October 29, 2020	Conf. RM 605
May 28, 2020	Conf. RM 605	November 2020 – <i>No Class</i>	Conf. RM 605
June 25, 2020	Conf. RM 605	December 2020 – <i>No Class</i>	Conf. RM 605

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