

Vendor Readiness



Lunch & Learn

Are you ready to do business with the City of
East Point?

Presented by the Contracts & Procurement
Department

November 16, 2022

11:30am – 1:00pm in the City Council Chambers



The Contracts & Procurement Team



Yolanda Broome
Director



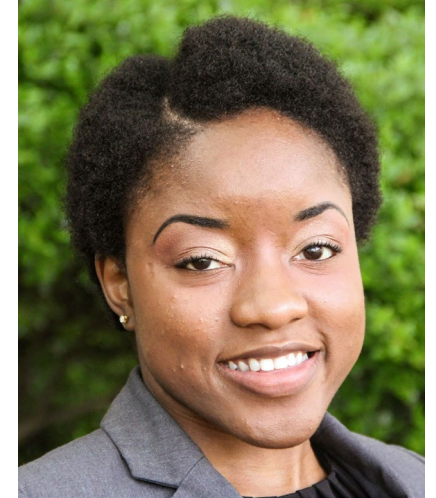
Tron Jones
Contract
Specialist



**Derman
Lawrence**
Contract Specialist



JeKiria Bigby
Procurement Assistant



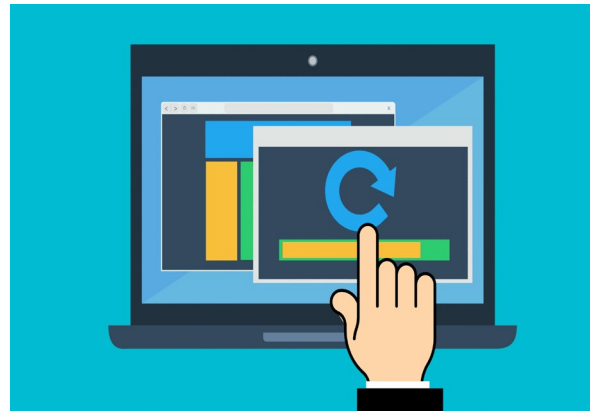
Kawanna Woods
Intern

Previous “Vendor Talks”



Small Business
Insurance

June
2022



How to Register
as a Vendor

July
2022



Proposal Writing
101

Aug
2022



Agenda

- + Business Readiness
- + Technology
- + Processes & Procedures
- + Compliance
- + Business Growth & Expansion

Business Readiness


1. Business Formation and Legitimization
2. What's in a name?
3. Licensure
4. Certification
5. Insurance
6. Surety Bonds
7. Website
8. Brick and Mortar vs. Home Based
9. Employees vs. Independent Contractors
10. Grand Opening





Technology

1. Website
2. Email
3. E-signature capability
4. Computer Software
5. Business vs. Personal (phones, emails, etc.)



The way to get
started is to quit
talking and
begin doing.

Walt Disney

Stay Ready (So You Don't Have To Get Ready)

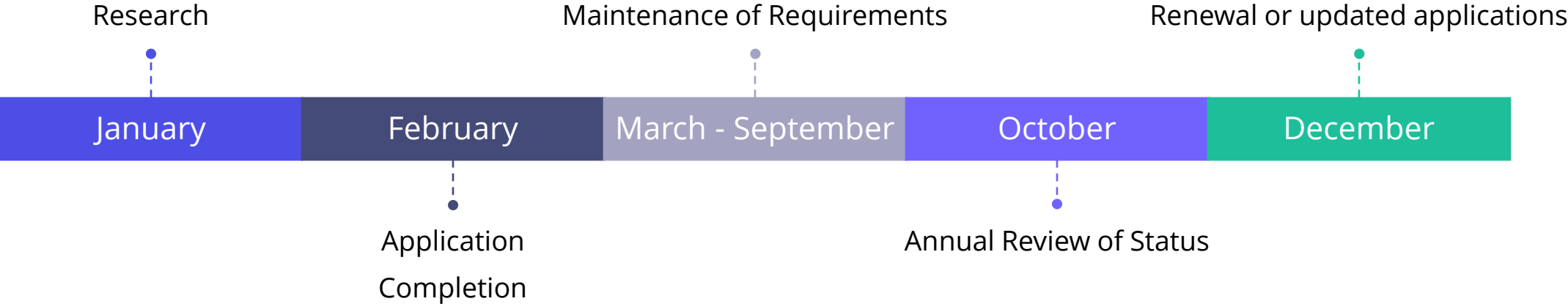
Processes

- + The movement of people, materials, or information through a system towards accomplishment of a goal
- + Mapping
- + Analyzing
- + Implementation
- + Measurement
- + Maintenance

Procedures

- + An established or official way of doing something
- + A series of actions conducted in a certain order or manner
- + Step by step instructions
- + In writing
- + Always evolving
- + Measure for efficiency

Compliance



Business Growth & Expansion

Capture Planning

- + Federal, State, and/or Local
- + Paid subscriptions
- + Registering for local access to solicitations
- + What's your strategy?
- + How much work can you handle?

Contract Mining

- + You were awarded a contract – now what?
- + New work vs. change orders

New Markets/Products

- + When to expand to a new market
- + Do your research
- + How to market a new product



Summary

1. Have a strategy.
2. Work relentlessly.
3. Stay tuned in.
4. Excel at the little things.
5. Perform flawlessly.



Thank You

- + The Contracts & Procurement Team
- + purchasing@eastpointcity.org
- + www.eastpointcity.org

