



# City of East Point's Virtual Vendor Fair

March 23, 2022  
10:30am – 12:00noon



## Contracts & Procurement

CELEBRATING  
PROCUREMENT  
MONTH 2022

## AGENDA



Welcome – Yolanda Broome, Director

W-9's & E-verify Affidavits – Diandra Taylor, Buyer

Insurance – Yolanda Broome

Ionwave – Tron Jones, Contract Specialist

Market Surveys – Derman Lawrence, Contract Specialist

Suggestions – Diandra Taylor

Closing



### **Our Goal**

*Ensure that the residents of the City of East Point receive the best value for our expenditures, while developing best practices, promoting cost savings, and improving operational efficiency.*

### **Our Vision**

*To achieve the highest standard of public procurement by promoting full, transparent, open competition and highly ethical standards within the procurement process.*

CELEBRATING  
PROCUREMENT  
MONTH 2022

**T**OGETHER  
**E**VERYONE  
**A**CHIEVES  
**M**ORE

A wooden desk with a black chair in front of it. On the desk, there is an open book, a black cup, a pen, and a donut with white icing and chocolate drizzle. A small black horse figurine is on the left side of the desk.

## What Is TIN Matching?

- TIN Matching is a process of **verifying a business, non-profits, individuals or other entities**. TIN Match process uses a TIN Matching program to confirm the name and taxpayer identification number for 1099 vendors and other business use cases.

## How match TIN's at the City of East Point

- A current W9 must be submitted
- The TIN # is submitted in the IRS portal
- When TIN # is matched it is processed in East Point's internal system as a new vendor
- A vendor number is assigned



**T**RUST  
PARTN**E**RSHIP  
SH**A**RE  
HAR**M**ONIZE  
NET**W**ORK  
COLLAB**O**RATE  
SUPPO**R**T  
WOR**K**

## E-Verify

E-Verify is a United States Department of Homeland Security website that allows businesses to determine the eligibility of their employees, both U.S. and foreign citizens, to work in the United States. Note that no federal law mandates use of E-Verify.

The City of East Point E-Verifies to ensure that we are in compliance with Federal rules and regulations.



# Insurance Requirements:

---

Commercial General Liability

Automobile Liability

Workers Compensation

Umbrella Liability

Professional Liability/Errors and Omissions

Cyber Liability

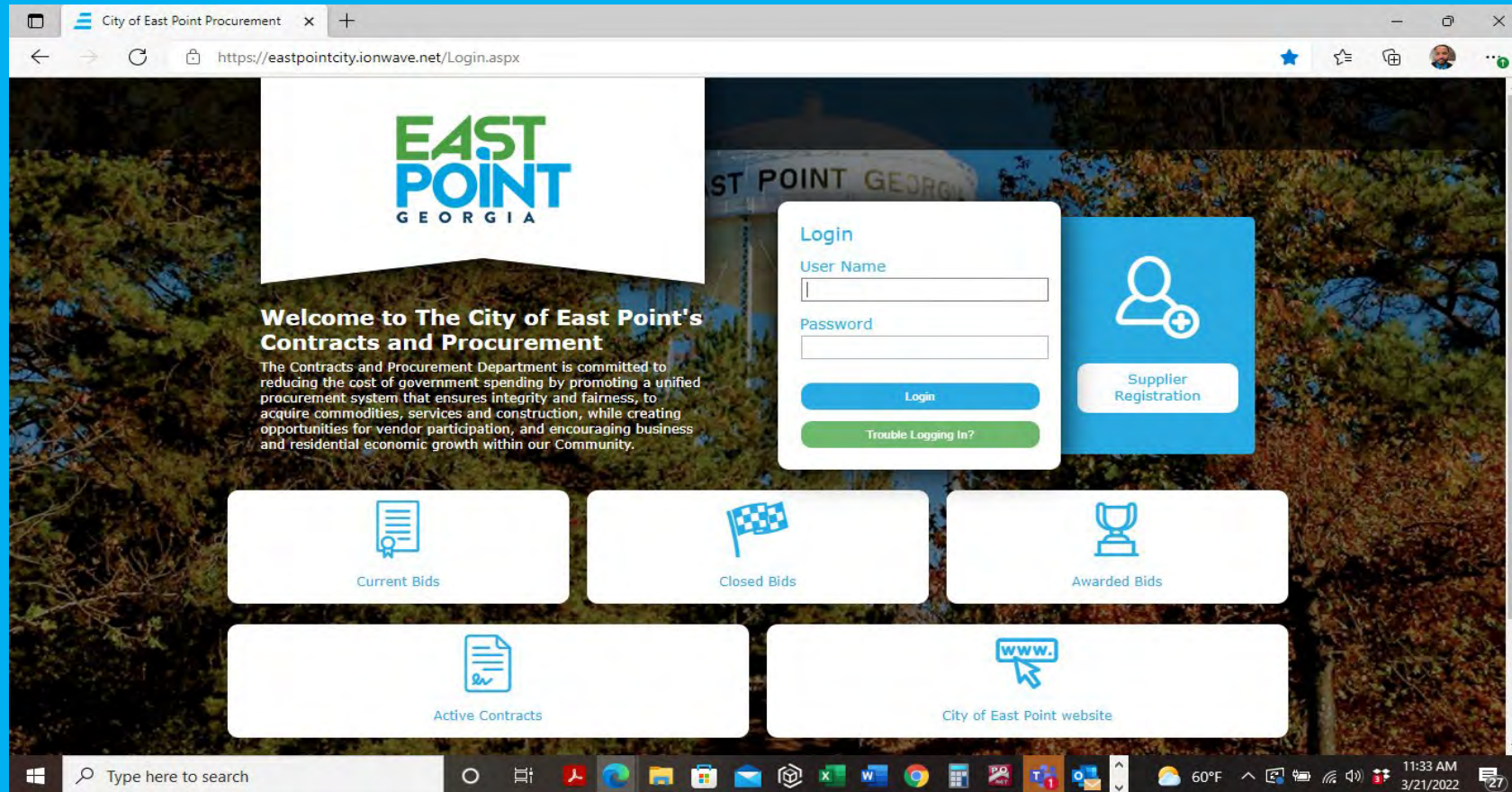
# Insurance Requirements

Note: City of East Point must be named as an Additional Insured under the Commercial General, Business Automobile, and Umbrella Liability policies. Other requirements include:

- a. Insurers approved to do business in the State of Georgia
- b. Have a minimum rating with A.M. Best of not less than “A” (Excellent) with a Financial Size Category of at least VII
- c. Insurer’s name and NAIC number
- d. Policy number
- e. Policy limit
- f. Policy expiration date
- g. Description of Operations including solicitation number and project description
- h. Certificate Holder: **The City of East Point, Georgia**  
**2757 East Point Street**  
**East Point, Georgia 30344**
- j. Authorized signature



# Ionwave



# Ionwave

---

1. Click on Supplier Registration.
2. Add all pertinent information. TIN#, Company Information, Email Address etc.
3. You will receive a confirmation email. Click on the link provided.
4. Check the Commodity Codes you are interested in receiving notifications regarding Current/Open Solicitations.
5. Review the information. If everything is correct, please click on “Register Now”.
6. You will receive an email confirmation alerting you that you are now an “Active Vendor” with the City of East Point Procurement. Not to be confused with our Financial System, BS&A.

**Welcome to the City of East Point’s Procurement Ionwave System!!!**





# Market Surveys

*Market Surveys* are used for the process of gathering, analyzing, and interpreting information about a Vendor's product(s) or services. It also can assist in defining requirements, and choosing procurement methods.

*Expected results are:*

- Interest and availability of Vendors
- Vendor's technical and financial capacity
- Price Trends



## Suggestions – Diandra Taylor



### **Our Goal**

*Ensure that the residents of the City of East Point receive the best value for our expenditures, while developing best practices, promoting cost savings, and improving operational efficiency.*

### **Our Vision**

*To achieve the highest standard of public procurement by promoting full, transparent, open competition and highly ethical standards within the procurement process.*

CELEBRATING  
PROCUREMENT  
MONTH 2022

# C&P Team

Yolanda Broome, J.D.,CPP, Director

Diandra Taylor, GCPA, Buyer

Tron Jones, GCPA, GCPM, Contract Specialist

Derman Lawrence, Contract Specialist

Carl Hall, Inventory Control Specialist

Derrick Corbin, Warehouse Clerk

Kendrick Jenkins, Warehouse Clerk

Contact us at  
[purchasing@eastpointcity.org](mailto:purchasing@eastpointcity.org)

Thank you for attending!

