



CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
SHANNON K. MANIGAULT
INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: August 30, 2023

The purpose of this report is to communicate the results of the following solicitation.

Background

The Department of Aviation requested a Request for Proposals for the project and scope shown below. Requests for Proposals are typically evaluated based on a variety of evaluation factors including price, understanding of scope and objectives, and expertise. This project was not previously canceled.

Solicitation#	RFP-S-1230150
Project Name:	RFP-DOA-1230150 Concession Package 2H1 Concourses C, E & F Phase 2 Food & Beverage
Estimated Dollar Amount:	NA - revenue generating project of \$20.2 million annually
Term:	Ten years with one three-year renewal options
Recommended Awardee:	Areas Shellis ATL JV, LLC
DOP Responsive Bidders:	Areas USA Atlanta, LLC, Delaware North Companies Travel Hospitality Services, Inc.
All Bidders:	Areas USA Atlanta, LLC Delaware North Companies Travel Hospitality Services, Inc.

Observations and Responses

Initiation

Observation 1: Five addenda were issued for this solicitation to revise information and instructions, revise the premises description, revise the financial offer form, revise the lease agreement, extend the submission deadline, revise instructions, and replace OCC requirements.

Too many addenda could indicate unclear specifications or scope of work, which could favor a particular proponent.

DOP Response: The five addenda were issued to provide the supplier community with as much information as possible regarding this project to promote healthy and fair competition; and also, in order to give the proponents ample time to create the best proposal possible. The details of Addendum memos are listed as follows:

- a. To extend due date to 3/31/23 and edit cover page
- b. To edit zoom link for Conference
- c. To respond to 258 questions and to extend due to 4/17/23
- d. To update Lease agreement and edit descriptions and definitions
- e. To update OCC Appendix A section

Submittal

Observation 2: Fewer than three submittals were obtained for the solicitation, which could indicate limited competition.

DOP Response: No response required

Responsive Review

Observation 3: The Financial Responsibility Review form for the proposed awardee was not signed or initialed by the Contract Specialist to indicate verification of the proponent's submittals as required

DOP Response: The form was signed by the Contract Specialist and other User agency representatives to identify the project tier selected which is to inform the proponents of the tier requirements. The evaluation of Form 3 is conducted by DOP on the responsive checklist initially and Enterprise Risk Management provides a separate evaluation document.

The review yielded no additional findings.

Methodology

The Independent Procurement Division reviews the following stages of the procurement process:

- Initiation
- Solicitation
- Responsive Review
- Evaluation
- Award

In accordance with Atlanta City Charter Article 8, Section 8-107, and Section 2-1604 of the Atlanta Code of Ordinances, the Independent Procurement Review Division of the Office of the Inspector General must review all solicitations with an aggregate value of \$1,000,000 or greater seeking approval by the Atlanta City Council, for file completeness, conflicts of interest, and other areas of perceived deficiency; must review all cooperative purchase agreements and piggyback contracts with an aggregate value greater than \$1,000,000; and may conduct discretionary reviews of any value.