



**CITY OF ATLANTA**  
**OFFICE OF THE INSPECTOR GENERAL**  
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INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

## **Independent Procurement Review Report**

TO: Atlanta City Council

DATE: September 27, 2023

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

### **Background**

The Department of City Planning and Department of Watershed Management requested a Special Procurement for the project and scope shown below. Special Procurements occur when unique situations exist that make traditional procurement methods contrary to the public interest. This project was not previously cancelled.

Solicitation#	SS-PS-DCP-2305-1230351
Project Name:	Interactive Voice Response System and Managed Services
Estimated Dollar Amount:	\$1,027,962.00
Term:	Three years with 2 one-year renewal options
Recommended Awardee:	Selectron Technologies, Inc.
DOP Responsive Bidders:	Selectron Technologies, Inc.
All Bidders:	Selectron Technologies, Inc.

### **Observations and Responses**

#### *Award*

Observation 1: DOP did not provide approved requisitions for the Department of Watershed and Department of City Planning.

DOP Response: The initial procurement request was received from the Department of City Planning (DCP) on May 12, 2023. On June 26, 2023, DOP received an email from DCP stating, they had to recall the solicitation because they mistakenly excluded the scope for the Department of Watershed Management (DWM), and they would resend the information with the appropriate changes so the agreement can be updated with Insurance requirements. Due to DOP's truncated sourcing process, DCP and DWM had not obtained an official quote to create a requisition for earmarking the funds. In response to this finding, the requisitions were requested by DOP and have been forwarded to IPro

The funding is currently earmarked for year 1 from the FY23 budget. The remaining 2 years of the base term will be contingent upon the adoption and approval of the coming years' budgets.

Observation 2: DOP did not provide the CPO's written determination approving the sole source procurement.

DOP Response: The Designation Memo was signed by the Chief Procurement Officer and forwarded to DCP on August 22, 2023. In response to this finding, the Designation Memo has been forwarded to IPro.

The review yielded no additional findings.

### **Methodology**

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

- Initiation (*procurement request, evaluation team, previous cancellation*)
- Solicitation (*solicitation, advertisement, addenda*)
- Responsive Review (*responsive review*)
- Evaluation (*evaluation*)
- Award (*current cancellation, award, due diligence*)

*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.*