



**Independent Procurement Review Report**

**Why We Did This Review**

In accordance with Atlanta City Charter Chapter 6, Section 2.603, our office is authorized to 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.

Solicitation#	SP-S-1220018
Estimated Dollar Amount:	\$1,055,700
Type of Procurement:	Special Procurement
Contract Description:	ATL Fire Training Center Operations and Maintenance
Requesting Department:	Department of Aviation
All Proponents:	Kirila Fire Training Facilities, Inc.
DOP Responsive Proponents:	N/A
Recommended Awardee:	Kirila Fire Training Facilities, Inc.

**TABLE OF FINDINGS**

Review Area	Risk/Criteria	Results	DOP Response
<b>Evaluation Team</b>	DOP procedures require evaluators to possess the necessary and appropriate experience needed to evaluate the proposals or offerors submitted to the city.	N/A	N/A
<b>Solicitation</b>	<ul style="list-style-type: none"> <li>Bids shall only be evaluated on requirements and evaluation criteria outlined in the formal solicitation (DOP SOP 4.3.6.(E)(3)). Having selection criteria established in the solicitation can help prevent bid manipulation.</li> <li>Evaluation criteria that are too vague or subjective can allow for manipulation of the scores</li> </ul>	N/A	N/A
<b>Advertisement/ Addenda</b>	<ul style="list-style-type: none"> <li>Changing the solicitation criteria to favor a particular proponent is a red flag of potential bid rigging (International Anti-Corruption Resource Center).</li> <li>Too many addenda could indicate unclear specifications or unclear scope of work, which could also favor a particular proponent.</li> </ul>	N/A	N/A
<b>Submittal</b>	The city code provides that the city shall select no less than three submittals solicited from an RFP that it deems as the most responsible and responsive; provided, however, that if three or fewer offerors respond, the requirement shall not apply (City Code Sec. 2-1189).	N/A	N/A

Review Area	Risk/Criteria	Results	DOP Response
<b>Responsive Review</b>	<ul style="list-style-type: none"> <li>DOP procedures require findings to be recorded on a responsive checklist which identifies specific submittal requirements for the project and identifies a bidder's compliance with those required documents.</li> <li>Unclear or inconsistent responsiveness determinations could be a red flag of bid manipulation.</li> </ul>	N/A	N/A
<b>Conflict of Interest</b>	The city's standards of conduct prohibit employees from having financial conflicts of interests. Contracts must be awarded and administered free from improper influence or the appearance of impropriety.	No findings identified	N/A
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>DOP procedures require procurement staff to compile the evaluation scores, including those from risk management and contract compliance.</li> <li>Public procurement practice states that any arithmetical errors should be corrected, and scores should be recorded in grids/matrices (NIGP).</li> <li>According to the International Anti-Corruption Resource Center, bids that are too close together (less than 1%) or too far apart (more than 20%) could be indicators of collusive bidding. Not applicable for RFPs.</li> </ul>	N/A	N/A
<b>Cancellation</b>	<ul style="list-style-type: none"> <li>The Government Accountability Office states that the use of standard language such as "in the best interest of the city" without a specific justification for cancellation could be a fraud indicator.</li> <li>Transparency International states that effective record-keeping of decisions and reasons for cancellation promotes accountability and transparency.</li> </ul>	N/A	N/A

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<p><b>Award</b></p>	<p>A contract file should include all project procurement was facilitated appropriately and audit-ready (DOP SOP Sec. 3.18)</p> <ul style="list-style-type: none"> <li>• Special Procurements require the following documentation, according to City Code Section 2-1214, DOP SOP Sec 4.8:</li> <li>• Procurement request form from user agency</li> <li>• Department memo to CPO detailing the unusual and/or unique situation</li> <li>• CPO’s written determination/approval for special procurement.</li> <li>• Original IRREA form</li> <li>• Statement of work and corresponding competitive quotes (at a minimum three (3) quotes shall be reflected or justification otherwise)</li> <li>• Insurance (if applicable)</li> <li>• Approved requisition</li> <li>• Conflict of interest form</li> <li>• SAM verification</li> <li>• Authority to Transact Business in Georgia (DOP SOP Sec. 4.8)</li> </ul>	<p>The Department of Procurement did not provide the following required documents:</p> <ul style="list-style-type: none"> <li>• Proof of insurance was not provided.</li> <li>• Two of the user agency’s request for quote were initiated four months before the procurement request was made.</li> </ul>	<p><b>DOP Response</b></p> <p>DOP made the determination to waive the requirement for a certificate of insurance as a minor irregularity in order to proceed with processing, with the assurance that a verified certificate of insurance would be received prior to receiving any training services.</p> <p>User Agency initiated the purchase request with the Commodities Team; however, upon DOP’s determination that designation as a service would be more appropriate, the User Agency was required to collect the additional documentation necessary for justification of the special procurement. This change in designation resulted in the gap between the date of the quote and initiation of procurement services.</p>