



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: January 31, 2024

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

Background

The Mayor’s Office of Television and Technology 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 has not been previously cancelled.

Solicitation#	SP/PS/EXE/2311-1240155
Project Name:	Design and Installation of Broadcast and Audio-Visual Systems for ATL26
Estimated Dollar Amount:	\$2,500,000.00
Term:	3 Years with three 1-year renewal options
Recommended Awardee:	Clark Productions, Inc.
DOP Responsive Bidders:	Clark Productions, Inc. Conference Technologies, Inc. (CTI)
All Bidders:	Clark Productions, Inc. Conference Technologies, Inc. (CTI) One Diversified, LLC

Observations and Responses

Observation 1: The procurement file is missing an approved requisition, which would identify how the project is to be funded.

DOP Response: During the sourcing process the Executive Offices submitted a request for Requisition to the Department of Enterprise Asset Management (“DEAM”). As funds had to be appropriated for this purchase via a budget amendment, DEAM was unable to submit a Requisition until now, given the approval from the Department of Finance (“DOF”) and the Department of Procurement (“DOP”). Requisition Number 22417814 has since been provided to DOP and, in turn, submitted to IPro.

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.