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: March 12, 2024

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

Background

The Department of Parks and Recreation requested an Invitation for Bids for the project and scope shown below. Invitations for Bids are to be awarded to the lowest responsive or responsible bidder. This project was not previously cancelled.

Solicitation#	IFB/DPR/2303-1230287
Project Name:	Centers of Hope Afterschool Programming
Estimated Dollar Amount:	$900,000 per year
Term:	Two (2) years w/option to renew for two (2) additional one (1) year terms
Recommended Awardees:	1st Evolution Arts, LLC., 3D Girls, Inc., Abacus Mind Math Tudors, Inc., Blueprint Camp, LLC., C.E. Mitchell Tutoring Services, LLC., Don't Snooze Academy, LLC., The Generation Infocus Foundation, Johnson Unlimited Management and Production, Second Nature for Children, Inc., STEM Education Experience, Inc., Thriving Scholars Afterschool Academy, The Village Tutorial and Enrichment Program, Vision Tutorial Educational Foundation, Young Engineers of Atlanta
DOP Responsive Bidders:	1st Evolution Arts, LLC., 3D Girls, Inc., Abacus Mind Math Tudors, Inc., Atlanta Tennis Group, LLC., Atlanta Youth Rugby, Inc., Blueprint Camp, LLC.,

	C.E. Mitchell Tutoring Services, LLC., Candinews Camps, LLC., Career Development Academy, LLC., The Cole Academy of Personal Growth., Don't Snooze Academy, LLC., The Generation Infocus Foundation, Johnson Unlimited Management and Production, The Listening Tree, LLC., Second Nature for Children, Inc., STEM Education Experience, Inc., Thriving Scholars Afterschool Academy, The Village Tutorial and Enrichment Program, Vision Tutorial Educational Foundation, Young Engineers of Atlanta
All Bidders:	1st Evolution Arts, LLC., 3D Girls, Inc., Abacus Mind Math Tudors, Inc., Atlanta Tennis Group, LLC., Atlanta Youth Rugby, Inc., Blueprint Camp, LLC., C.E. Mitchell Tutoring Services, LLC., Candinews Camps, LLC., Career Development Academy, LLC., The Cole Academy of Personal Growth., Don't Snooze Academy, LLC., The Generation Infocus Foundation, Johnson Unlimited Management and Production, The Listening Tree, LLC. Second Nature for Children, Inc., STEM Education Experience, Inc., Thriving Scholars Afterschool Academy, The Village Tutorial and Enrichment Program, Vision Tutorial Educational Foundation, Young Engineers of Atlanta

Observations and Responses

Solicitation

Observation 1: The pre-bid attendance forms did not reference a solicitation name or number, which could inhibit the ability to assess whether the pre-bid conference was held for this project.

> DOP Response: The attendee list was automatically generated by the bid conference platform Microsoft Teams. The Attendee List has since been updated with the Project Number and uploaded to ATLSuppliers.com.

Responsive Review

Observation 2: The Offeror Contact Directory requires primary and secondary contacts. Four of the fourteen proposed awardees deemed responsive by DOP listed only one of the two required contacts.

> DOP Response: Upon review of the IPro observation, a Notice of Technical Waiver identifying omission of one (1) of two (2) required contacts in the Offeror. The Contact Directory Form has been submitted to the Chief Procurement Officer and filed with each vendors' response accordingly.

Observation 3: A proposed awardee provided two references, rather than three as required by this solicitation.

> DOP Response: Upon review of the IPro observation, a Notice of Technical Waiver identifying the omission of one (1) of three (3) references has been submitted to the Chief Procurement Officer and filed with the vendor's response accordingly.

Observation 4: Two proposed awardees failed to provide a Certificate of Authority to Transact Business in Georgia.

One of the two provided a Business Formation Receipt from July 29, 2023, instead. The solicitation closed August 1, 2023.

> DOP Response: Upon review of the IPro observation, a Notice of Technical Waiver has been submitted to the Chief Procurement Officer and filed with the vendor's response accordingly. Additionally, DOP has verified the Business Licenses issued by the Corporation's Division with the Georgia Secretary of State. It has been submitted as an attachment herein and filed accordingly within the vendor's response.

Observation 5: A proposed awardee failed to provide the Federal Work Authorization User ID number on the IIREA forms (Form 1).

> DOP Response: Upon review of the IPro observation, the proposed awardee is not required to have a Federal Work Authorization User ID number/Contractor Affidavit, because the employer does not have any employees. Pursuant to O.C.G.A. 13-10-91(b)(5), "In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card." A Notice of Technical Waiver has been submitted to the Chief Procurement Officer and filed with the vendor's response accordingly.

Observation 6: A proposed awardee failed to submit a cost proposal. The Bid Tabulation sheet from DOP lists a cost of $11,250 for one program for this entity.

> DOP Response: Upon review of the IPRO observation, DOP provided a copy of the cost proposal.

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.