CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
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INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: June 12, 2024

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

Background

The Department of Aviation requested a Sole Source Procurement for the project and scope shown below. Sole Source Procurements are approved by the Chief Procurement Officer after determining that there is only one source for the required item or service. This project was not previously cancelled.

Solicitation#	SSP/PS/DOA/2402-1240244
Project Name:	Fingerprint Services and Criminal Background Processing
Estimated Dollar Amount:	$3,214,000
Term:	Three years with one two-year renewal option
Recommended Awardee:	Transportation Security Clearinghouse (TSC)
DOP Responsive Bidders:	Transportation Security Clearinghouse (TSC)
All Bidders:	Transportation Security Clearinghouse (TSC)

Observations and Responses

Solicitation

Observation 1: The Procurement Request Engagement Package form states that the contract term is for three years with one three-year renewal option. The Request for Sole Source Procurement and Designation Memorandum list the contract term for three years with one two-year renewal options. The Service Agreement cites both an initial three-year term with one two-year renewal as well as an initial term of 24 months with automatic 12-month renewals unless other determination by the parties.

> DOP Response: Upon receipt of the Procurement Request Engagement Package (PREP), the Category Specialist verified that the terms provided in the Sole Source Procurement Memo to the Chief Procurement Officer (CPO) would remain at three (3) years with one (1) two (2) year renewal option. The City of Atlanta's Technology Services Agreement

reflects the terms of the Designation Memo signed by the CPO and will not utilize the terms of the Service Agreement provided by the Vendor.

Award

Observation 2: The file DOP submitted for review is missing an approved requisition, which would identify how the project is to be funded.

DOP Response: At the time of receipt of the procurement request, the User Agency did not have an approved Requisition. However, DOP has since confirmed that Requisition 22430293 is routing for approval with the funding stream identified as Aviation Funds (5501).

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.