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: June 12, 2024

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

Background

The Department of Information Management 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-DWM-2401-1240225
Project Name:	Cityworks Maintenance, Support, and Related Services
Estimated Dollar Amount:	$1,018,625
Term:	Three years with one, one-year renewal option
Recommended Awardee:	Azteca Systems, LLC, a Trimble Company
DOP Responsive Bidders:	Azteca Systems, LLC, a Trimble Company
All Bidders:	Azteca Systems, LLC, a Trimble Company

Observations and Responses

Award

Observation 1: The user agency (UA) advised, "the first year of the procurement process was performed via SHI International Corporation...via a commodity contract," and PO#52400527 paid $205,625 for these services. The remaining four-year period will be performed under a Technology Service Agreement with the current recommended awardee Azteca Systems, LLC, a Trimble Company.

> DOP Response: The Department of Watershed Management submitted a request for Cityworks Maintenance, Support and Related Services with an initial memo dated 2/20/24 referencing the purchase of licenses for $205,625.00 alongside maintenance, support and related services. Upon DOP review, the Category Specialist obtained a memo to the CPO dated

2/22/24 for maintenance, support and related services without the previous commodity purchase and is attached herein reflecting the total request of $1,018,625.00 for a term of three (3) years with one (1) additional one (1) year renewal option.

Observation 2: The recommended awardee has one tax lien within the last five years.

DOP Response: DOP did not find evidence that the Supplier is listed with a state tax lien Within the last five years. Upon advising the User Agency of IPro's findings, the UA has maintained their recommendation to move forward with the agreement.

Observation 3: The procurement file is missing an approved requisition. The requisition provided within the contract file is pending approval.

DOP Response: Upon submission of the procurement request, the Department of Watershed Management submitted approved Requisition #22416379 dated 1/10/24 in the amount of $1,018,625.00. Upon receipt of this observation, DOP provided the approved requisition to IPro.

Observation 4: The recommended awardee did not provide the solicitation name and number on the signature page of the Conflict of Interest form.

DOP Response: At the time of sourcing, a project number had not been assigned. Upon IPro's findings, DOP has provided an updated Conflict of Interest to Law to incorporate into the Agreement accordingly.

Observation 5: The user agency designation memo cites Azteca Systems, LLC, a Trimble Company as the sole source provider. However, the Department of Procurement's designation memo authorizes the sole source procurement to engage Cityworks, LLC, a Trimble Company as the sole source provider.

DOP Response: Upon next steps in the procurement process, the DOP Category Specialist noticed the error and began updating documents for the procurement request on 4/2/24. The Sole Source Designation Memo has since been updated with supplier Azteca Systems, LLC a Trimble Company and has been provided 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.