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: October 25, 2023

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

Background

The Department of Enterprise and Asset Management requested a Request for Proposals for the project and scope shown below. Requests for Proposals are typically evaluated based on a variety of evaluation factors including price, understanding of scope and objectives, and expertise.

Solicitation#	RFP-S/DEAM/202207-1230021
Project Name:	Citywide Plumbing Repair and Maintenance Services
Estimated Dollar Amount:	$400,000
Term:	Three years with two one-year renewal options
Recommended Awardee:	Talon Property Services, LLC.
DOP Responsive Bidders:	Talon Property Services, LLC.
All Bidders:	Talon Property Services, LLC.

Observations and Responses

Initiation

Observation 1: The solicitation was previously cancelled under solicitation number RFP-S-1210035. The cancellation memo indicates the solicitation was cancelled in the best interest of the city with no additional explanation. The cancellation of a solicitation without a specific justification could be an indication of fraud.

IPro does not require a response from DOP for this observation.

Observation 2: The Evaluator Commitment and Ethics forms for all evaluation team members had project references and dates that appear to be pasted atop information that had originally been written on the forms.

To the extent information was inserted that was not included on the original forms, this could inhibit the ability to hold individuals accountable to expectations for a specific project.

> DOP Response: The evaluators revised the forms used previously for RFP-S-1210335 Citywide Plumbing Repair and Maintenance Services (which was cancelled). This did not inhibit accountability for the project. To prevent reuse of these forms, DOP has created fillable Evaluator forms (Evaluation Committee Member Commitment Form and General Confidentiality Form) for use.

Solicitation

Observation 3: This solicitation received one submittal, which could be an indication of limited competition.

IPro does not require a response from DOP for this observation.

Responsive Review

Observation 4: The proposed awardee indicated on its Contractor Disclosure form the number of the contract it has held with the City of Atlanta in the past three years but not the name, as required by the form.

> DOP Response: The supplier included FC-7079 on page 5 of the Contractor Disclosure form. DOP vetted this information and validated FC-7079 as Citywide Plumbing Services (Talon Property Services, LLC).

Observation 5: The Financial Responsibility Review form for the proposed awardee was not signed or initialed by the Contract Specialist to indicate verification of the proponent's submittals or responsiveness as detailed on the form's instructions.

> DOP Response: Not including initials/signature of the Category Specialist was an oversight. DOP provided a revised Form 3 to IPro after this observation. DOP will ensure proper QA/QC procedures to eliminate omissions of this nature for future solicitations.

Evaluation

Observation 6: The evaluation scoring document lists an entity other than the sole proponent that responded to this solicitation.

> DOP Response: The Category Specialist used a scoring template for another solicitation and did not update the supplier name (form originally signed 8/4/23). DOP provided a revised Scoring Document, dated 10/19/23, correcting the name to Talon Plumbing to IPro after this observation. Please as well as a W-9 form updating the supplier name to Liquid Services & Logistics, LLC dba Talon Plumbing (company name included in legislative package).

Observation 7: The Department of Procurement did not provide the Collaborative Scoring Sign-In sheet documenting whether the meeting was limited to approved evaluators or when the meeting occurred.

> DOP Response: The collaborative scoring session was held on March 22, 2023, and properly documented. One attendee was in attendance as an observer but did not have a vote or contribute to the scoring discussion. DOP provided an MS Teams attendance report to IPro after this observation.

Award

Observation 8: The Department of Procurement did not provide a Recommendation Memo from the user agency indicating its review and approval of the proposed awardee.

> DOP Response: The department recommendation of award memo was inadvertently omitted being sent to IPRO. DOP provided the department recommendation of award memo to IPro after this observation.

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.