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: October 15, 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 Bid for the project and scope shown below. Invitation for Bids are to be awarded to the lowest responsive or responsible bidder. This project was not previously cancelled.

Solicitation#	IFB/CS/DPR/2404-1240278
Project Name:	Afterschool Meal Services
Estimated Dollar Amount:	$650,000 annually
Term:	One year with four one-year renewal options.
Recommended Awardee:	Meals Pro, Inc. Social Express Catering & Meal Prep, LLC.
DOP Responsive Bidders:	Meals Pro, Inc. Social Express Catering & Meal Prep, LLC.
All Bidders:	Meals Pro, Inc Social Express Catering & Meal Prep, LLC

Observations and Responses

Initiation

Observation 1: This solicitation received two submittals for this solicitation, which could be an indication of limited competition.

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

Responsive Review

Observation 2: DOP noted "Yes" for the SAM.gov exclusion on the Responsive Review Checklist for both proposed awardees; the contract file did not include documentation of the search.

DOP Response: Upon IPRO's finding, the SAM.gov documentation was searched and there wasn't a filing for either proponent with a message of "No Records Found." This was shared with IPro and filed accordingly.

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.