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: August 14, 2024

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

Background

The Department of Aviation 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. This project was not previously cancelled.

Solicitation#	RFP/PS/DOA/2305-1230364
Project Name:	On-Call Concessions Marketing
Estimated Dollar Amount:	$1,000,000
Term:	Three years with two one-year renewal options
Recommended Awardee:	Airport Marketing Group, LLC.
DOP Responsive Bidders:	Airport Marketing Group, LLC. BSRM Hierarchy Jones Worly Design, Inc.
All Bidders:	3815 Media, Inc. Airport Marketing Group, LLC. BSRM Hierarchy Jones Worly Design, Inc.

Observations and Responses

Responsive Review

Observation 1: The minority partner of the proposed awardee did not include a notary stamp on the Contractor Disclosure Form (Form 2).

> DOP Response: The omission of the notary stamp was considered a minor oversight as all other documentation was submitted properly. DOP will continue to relay the importance of completing all forms during pre-conference meetings with suppliers.

Observation 2: The Contract Specialist provided "X"s instead of initials to indicate submission of required documents. The Contract Specialist provided no signature to indicate responsiveness on the Financial Responsibility Review form for the proposed awardee as required by the form.

> DOP Response: Upon review of the IPro observation, the signed Financial Responsibility Review Form has been updated by the DOP staff member to indicate responsiveness and has been submitted to IPro.

Observation 3: DOP listed the proposed awardee as responsive for SAM.gov exclusion, but the contract file included no documentation of the SAM.gov exclusion search.

> DOP Response: Upon IPro's findings, the assigned DOP staff member researched the SAM.gov site for information regarding the proposed awardee. No information was found, and the results have been shared with 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.