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 28, 2024

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

Background

The Mayor's Executive Offices 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/EXE/2403-1240271
Project Name:	Mobile Community Referrals and Diversion
Estimated Dollar Amount:	To Be Determined (TBD)
Term:	Two years with two two-year renewal options.
Recommended Awardee:	Atlanta Fulton County Pre-Arrest Diversion Initiative
DOP Responsive Bidders:	Atlanta Fulton County Pre-Arrest Diversion Initiative
All Bidders:	Atlanta Fulton County Pre-Arrest Diversion Initiative

Observations and Responses

Solicitation

Observation 1: This solicitation received one submittal, which could indicate limited competition.

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

Observation 2: The procurement file did not include the project team meeting sign-in sheet to indicate this planning meeting occurred.

> DOP Response: Upon IPro's observation, the Category Lead has obtained the Project Team Meeting Attendee List and the report documentation has been provided to IPro.

Observation 3: The procurement file did not include the pre-proposal conference meeting sign-in sheet to indicate this planning meeting occurred.

> DOP Response: Upon IPros observation the Category Lead verified that the Pre-proposal Attendee List was attached to the 'Abstract Controls' section in 'Overview' during advertisement and has been provided to IPro.

Responsive Review

Observation 4: DOP provided "x"s instead of initials as required by the form 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.

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.