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 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 previously cancelled.

Solicitation#	RFP-REF-DOA-2311-1240134
Project Name:	Landside Electrical On-Call Services
Estimated Dollar Amount:	$910,000 per year/ $2,730,000 for three-year term
Term:	Three years with one two-year renewal option
Recommended Awardee:	Brooks Berry Haynie & Associates, Inc.
DOP Responsive Bidders:	Brooks Berry Haynie & Associates, Inc. Brown Electrical Services, LLC
All Bidders:	Brooks Berry Haynie & Associates, Inc. Brown Electrical Services, LLC Security Boost, LLC

Observations and Responses

Initiation

Observation 1: This project was previously cancelled in April 2023 as RFP-DOA-2211-1230144; the user agency cited a lack of participation as the reason in its cancellation memo. The cancelled solicitation in Oracle indicates there were no responses. The UA submitted a procurement request to DOP in July 2023 noting the initial solicitation had two non-responsive proponents.

DOP Response: Per Sec. 2-1194, An invitation for bids, a request for proposals or any other solicitation under this article may be canceled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interest of the city. The inconsistencies in the reason for cancellation had no material effect on the resolicit action.

Responsive Review

Observation 2: DOP provided "x"s instead of initials as required by the Financial Responsibility Review form to indicate submission of required documents.

DOP Response: The Financial Responsibility Review form shows the approval process and the notation of the required documents by Enterprise Risk Management, Procurement, and the Project Manager for advertisement. The required Tier 2 was marked with an "x" on the Financial Responsibility Review form instead of being initialed by the Category Specialist. The results of the proposals were favorable.

Observation 3: The Financial Responsibility Review Form asks for the three highest ranking officers of an entity to sign an attestation of the company's financial condition. The president of the proposed awardee provided one of the three signatures. No other officer signatures were submitted. DOP marked this document as responsive.

DOP Response: Although the Form 3 instructions state that the letter of financial responsibility should be signed by the top three executive of the bidding company, the Office of Enterprise Risk Management understands that may organizations do not have a structure that includes three managing executives, and the signature of at least one company executive with the knowledge to attest to the company's financial standing is enough to consider that company to be responsive to the requirement of the financial responsibility letter.

Observation 4: The Responsive Review Checklist lists the employee billing rates submission as present. A billing rate document is in the proposed awardee's file with no identifying information for the proponent or the project indicating it is for this procurement.

DOP Response: Upon IPro's findings, DOP verified that the supplier submitted the documents in question with their proposal under the specified Exhibit A.2 Employee Classification and Billing rates as directed in the solicitation instructions.

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.