CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
LADAWN BLACKETT
INTERIM INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: October 15, 2025

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

Background

The Department of Human Resources requested a Sole Source Procurement for the project and scope shown below. Sole Source Procurements are approved by the Chief Procurement Officer after determining that there is only one source for the required item or service. This project was not previously cancelled.

Solicitation#	SSP/PS/DHR/2508-1260048
Project Name:	Telehealth Kiosks
Estimated Dollar Amount:	$2,520,000
Term:	Three years
Recommended Awardee:	OnMed
DOP Responsive Bidders:	OnMed
All Bidders:	OnMed

Observations and Responses

Solicitation

Observation 1: According to Code Sec. 2-1187.1 (a)(1)(2), before an offer for the physical performance of services in response to solicitation is considered, a potential offeror, through a signed, notarized contractor affidavit, must attest that they have registered with, is authorized to use, and uses the Federal Work Authorization Program (FWAP) and that offeror's user identification number issued by the FWAP and date of authorization to use the program are disclosed on the contractor affidavit.

The Chief Procurement Officer approved the solicitation on September 12, 2025, however, the contractor affidavit form from the proponent which was signed and notarized on September 29, 2025.

DOP Response: The referenced procurement was conducted as a *Sole Source Procurement* pursuant to the City of Atlanta Procurement and Real Estate Code Sec 2-1191, which authorizes alternative procurement procedures when only one source is practicable. As this was not a competitive solicitation, the timing requirements under Sec 2-1187.1(a)(1)(2)—which apply to offers "in response to a solicitation"—are not directly applicable in this instance. Nonetheless, the awarded supplier provided a properly signed and notarized Contractor Affidavit confirming registration and authorization under FWAP.

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.