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: November 25, 2025

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

Background

The Department of Atlanta Information Management 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.

Solicitation#	RFP/PS/DAIM/2412-1250095
Project Name:	Citywide Multifunction Devices (MFDs), Supplies, and Services
Estimated Dollar Amount:	$2,300,000
Term:	Three years with two one-year renewal options
Recommended Awardee:	Xerox Corporation
DOP Responsive Bidders:	ImageNet Consulting, LLC Konica Minolta Business Solutions Milner, Inc. Xerox Corporation
All Bidders:	Canon Solutions America, Inc ImageNet Consulting, LLC JTF Business Systems Konica Minolta Business Solutions Milner, Inc. Toshiba Business Solutions Xerox Corporation

Observations and Responses

Initiation

Observation 1: On December 13, 2024, the Department of Procurement (DOP) formally requested the cancellation of solicitation RFP/PS/DAIM/2408-1250032, Citywide Multifunction Devices (MFDs) Supplies and Services. According to documentation provided by DOP, the cancellation was initiated due to all three proposals received in response to the solicitation being evaluated as non-responsive.

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

Observation 2: The Evaluation and Ethics Commitment forms completed by all three evaluators do not include a designated field to reference the associated project name or number. The absence of this information may hinder the ability to link evaluators to a specific procurement, thereby limiting accountability for adherence to ethical standards. According to guidance from Atlanta's Department of Ethics, this omission may impair the ability to clearly associate evaluators and their commitments with the relevant solicitation.

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

Solicitation

Observation 3: DOP issued three addenda in connection with this solicitation. These addenda included revisions to the solicitation document, the draft agreement cover page, and the Chief Procurement Officer (CPO) letter. Additionally, the DOP distributed the pre-proposal conference presentation and attendee list, extended the proposal submission deadline, and provided responses to 75 vendor-submitted questions.

The issuance of multiple addenda may suggest that the original solicitation lacked clarity in its specifications or scope of work.

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

Responsive Review

Observation 4: The Financial Responsibility Review (Form 3) submitted for the proposed awardee was not signed by the designated project manager. This signature is required to confirm review and responsiveness, as outlined in the form's instructions.

> DOP Response: The Form 3 has been updated to indicate the designated tier of review, the submission of documents, and responsiveness. The revised form has been provided to IPro.

Observation 5: The Offeror Contact Directory (Form 4) stipulates that both a primary and a secondary point of contact must be identified. The submitted documentation shows that the proposed awardee listed only a primary contact and did not provide a secondary contact as required.

> DOP Response: Form 4 requests the offeror to include at least one (1) primary contact, and one (1) secondary contact, "where applicable". In this case, there is only one contact representing the organization. Therefore, only a primary contact was provided, which satisfies the requirement of the form.

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

IPro Review Timeline

Step	**Date**
UA request memo; PREP form	12/4/2024
IPRO requested	1/28/2025
IPRO assigned	1/28/2025
Advertisement	1/2/2025
Solicitation close (3 addenda)	2/20/2025
Responsive review	5/29/2025
Evaluation (OCC)	5/29/2025
UA Award Recommendation	6/6/2025
DOP Award Letter	6/26/2025
Award to IPRO	10/28/2025
Draft IPro	11/3/2025
DOP response	11/24/2025
Final IPro	11/25/2025
Legislation	10/29/2025
Legislation passed	TBD

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.