



Independent Procurement Review Report

Why We Did This Review

In accordance with Atlanta City Charter Chapter 6, Section 2.603, our office is authorized to 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.

Solicitation#	SS-S-1210105
Estimated Dollar Amount:	\$2,923,908
Type of Procurement:	Sole Source
Contract Description:	Airport Survey Solutions from Avius America, LLC
Requesting Department:	Department of Aviation
All Proponents:	Avius America, LLC
DOP Responsive Proponents:	N/A
Recommended Awardee:	Avius America LLC

TABLE OF FINDINGS

Review Area	Risk/Criteria	Results	DOP Response
Evaluation Team	DOP procedures require evaluators to possess the necessary and appropriate experience needed to evaluate the proposals or offerors submitted to the city.	N/A	No response needed
Solicitation	<ul style="list-style-type: none"> Bids shall only be evaluated on requirements and evaluation criteria outlined in the formal solicitation (DOP SOP 4.3.6.(E)(3)). Having selection criteria established in the solicitation can help prevent bid manipulation. Evaluation criteria that are too vague or subjective can allow for manipulation of the scores 	The user agency submitted a procurement request form and justification for a sole source procurement. However, DOP approved a request for a special procurement. After the IPRO team requested clarification for which solicitation type was intended, DOP created a new solicitation number used for sole source procurements and reissued their approval for the sole source procurement request.	No response needed
Advertisement/ Addenda	<ul style="list-style-type: none"> Changing the solicitation criteria to favor a particular proponent is a red flag of potential bid rigging (International Anti-Corruption Resource Center). Too many addenda could indicate unclear specifications or unclear scope of work, which could also favor a particular proponent. 	N/A	No response needed
Submittal	The city code provides that the city shall select no less than three submittals solicited from an RFP that it deems as the most responsible and responsive; provided, however, that if three or fewer offerors respond, the requirement shall not apply (City Code Sec. 2-1189).	N/A	No response needed

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Responsive Review	<ul style="list-style-type: none"> DOP procedures require findings to be recorded on a responsive checklist which identifies specific submittal requirements for the project and identifies a bidder's compliance with those required documents. Unclear or inconsistent responsiveness determinations could be a red flag of bid manipulation. 	N/A	No response needed
Conflict of Interest	The city's standards of conduct prohibit employees from having financial conflicts of interests. Contracts must be awarded and administered free from improper influence or the appearance of impropriety.	No findings identified	No response needed
Evaluation	<ul style="list-style-type: none"> DOP procedures require procurement staff to compile the evaluation scores, including those from risk management and contract compliance. Public procurement practice states that any arithmetical errors should be corrected, and scores should be recorded in grids/matrices (NIGP). According to the International Anti-Corruption Resource Center, bids that are too close together (less than 1%) or too far apart (more than 20%) could be indicators of collusive bidding. Not applicable for RFPs. 	N/A	No response needed
Cancellation	<ul style="list-style-type: none"> The Government Accountability Office states that the use of standard language such as "in the best interest of the city" without a specific justification for cancellation could be a fraud indicator. Transparency International states that effective record-keeping of decisions and reasons for cancellation promotes accountability and transparency. 	N/A	No response needed
Award	<ul style="list-style-type: none"> A contract file should include all project items, to confirm that each phase of the procurement was facilitated appropriately and audit-ready (DOP SOP Sec. 3.18) Sole Source Procurements require the following documentation (DOP SOP Sec 4.7): <ul style="list-style-type: none"> Procurement request form from user agency 	<ul style="list-style-type: none"> User agency did not provide a copy of the approved requisition as required by the procurement request form for sole source procurements. Vendor's conflict of interest form was not approved and signed by DOP. 	<p>DOP Response</p> <p>DOP provided a requisition for this solicitation and a signed and approved copy of the vendor's conflict of interest form. The requisition is in pending approval status.</p>

Review Area	Risk/Criteria	Results	DOP Response
	<ul style="list-style-type: none"> • Department memo to CPO detailing the efforts taken to determine sole provider • Memo on company letterhead from recommended consultant or contractor attesting to sole proprietorship when applicable • CPO's written determination/approval for sole source procurement • Original IIREA forms • Statement of work and corresponding quotes • Insurance (if applicable) • Approved requisition • Conflict of interest form (City code Sec. 2-1214) • SAM verification • Authority to Transact Business in Georgia (DOP SOP Sec. 4.7) 		