



## Independent Procurement Review Report

### Why We Did This Review

In accordance with Atlanta City Charter Article 8, Section 8-107, 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.

Solicitation#	SP-S-1230190
Estimated Dollar Amount:	\$1,000,000, three-year term with two one-year renewal options
Type of Procurement:	Special Procurement
Contract Description:	Temporary Supplemental Labor
Requesting Department:	Department of Public Works
All Proponents:	Center for Employment Opportunities, Inc. E.D. Staffing LLC First Step Staffing, Inc. Georgia Works, Inc.
DOP Responsive Proponents:	Center for Employment Opportunities, Inc. E.D. Staffing LLC First Step Staffing, Inc. Georgia Works, Inc.
Recommended Awardee:	Center for Employment Opportunities, Inc. E.D. Staffing LLC First Step Staffing, Inc. Georgia Works, Inc.

### TABLE OF FINDINGS

Review Area	Risk/Criteria	Results	DOP Response
<b>Conflict of Interest</b>	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	N/A
<b>Award</b>	<ul style="list-style-type: none"> <li>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)</li> <li>Special Procurements require the following documentation, according to City Code Section 2-1214, DOP SOP Sec 4.8:               <ul style="list-style-type: none"> <li>Procurement request form from user agency</li> <li>Department memo to CPO detailing the unusual and/or unique situation</li> <li>CPO’s written determination/approval for special procurement</li> <li>Original IRREA form</li> <li>Statement of work and corresponding competitive quotes (at a minimum three (3) quotes shall be reflected or justification otherwise)</li> </ul> </li> </ul>	<p>(1) The federal government’s SAM verification indicates that a proponent selected for award has delinquent federal debt that is subject to offset.</p> <p>DOP requires immediate consultation with and a final determination by the Department of Law concerning whether the City will move forward with granting the award to the delinquent proponent. The contract file contained no documentation of consultation with or a determination by the Department of Law.</p>	<p>(1) Per the Department of Law the City can move forward with granting the award. There is no impact to the City, just some risk, and there is no further action needed. Law does ask that the City ensures the insurance provided is accurate, complete, and has COA as the additional insured and certificate holder.</p>

Review Area	Risk/Criteria	Results	DOP Response
	<ul style="list-style-type: none"> <li>○ Insurance (if applicable)</li> <li>○ Approved requisition</li> <li>○ Conflict of interest form</li> <li>○ SAM verification</li> <li>○ Authority to Transact Business in Georgia (DOP SOP Sec. 4.8)</li> </ul>	<p>(2) The user agency failed to provide the approved requisition that demonstrates authorization to distribute funding for these services.</p> <p>(3) One proponent did not submit a signed Conflict of Interest Disclosure Form as required by City Code.</p> <p>(4) Another proponent did not include its name on the Conflict of Interest Disclosure Form.</p>	<p>(2) The user agency stated the requisition needs to be divided amongst suppliers and be paid on a monthly basis after services are provided; its finance department will not sign off on a requisition until there is an executed contract.</p> <p>(3) After IPro identified this as a finding, DOP obtained and provided the signed form.</p> <p>(4) After IPro identified this as a finding, DOP obtained and provided the completed form.</p>