



## 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-1230018
Estimated Dollar Amount:	\$1,306,165
Type of Procurement:	Special Procurement
Contract Description:	Timeclock Replacement and Licensing
Requesting Department:	Department of Atlanta Information Management
All Proponents:	TimeClock Plus, LLC Accu-Time Systems Inc. BizData Inc. EPAY Systems, A PrismHR Company
DOP Responsive Proponents:	TimeClock Plus, LLC Accu-Time Systems Inc. BizData Inc. EPAY Systems, A PrismHR Company
Recommended Awardee:	TimeClock Plus, LLC

### 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> <li>○ Insurance (if applicable)</li> <li>○ Approved requisition</li> <li>○ Conflict of interest form</li> </ul> </li> </ul>	Per the CPO’s written determination, DOP obtained responses from four named proponents. The contract file did not contain substantive responses from the four proponents.	No response required

Review Area	Risk/Criteria	Results	DOP Response
	<ul style="list-style-type: none"><li>○ SAM verification</li><li>○ Authority to Transact Business in Georgia (DOP SOP Sec. 4.8)</li></ul>		