



City of Atlanta

Quarterly Procurement Department Brief

Finance Executive Committee

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DAVID L. WILSON II, CHIEF PROCUREMENT OFFICER

April 29, 2020

# Discussion Topics

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- 1 Continuity of Operations
- 2 Pandemic Support Strategies
- 3 Performance Metrics
- 4 COVID-19





# Internal Operations

## Operational Enhancements

- ✓ Purchased laptops enabling city-wide telework, strengthening COA personnel safety
- ✓ Developed electronic means to continue procurement operations during national pandemic; bid opening, proposal evaluations, etc..
- ✓ Implemented New “Technicalities and Informalities in Bids or Proposals” policy allows for increased vendor responsiveness.
- ✓ Pre-Solicitation Notice “Synopsis” in use; increases small business procurement opportunities.
- ✓ Executing multiple award supply contract; bolstering city’s ability to procure and maintain sufficient PPE supplies during national pandemic.



### Corrections or Waiver of Technicalities and Informalities in Bids or Proposals Standard Operating Procedure

The Chief Procurement Officer shall have the authority to either correct or waive a deficiency resulting from a minor technicality or informality in a bid or proposal.

#### **I. Correction of Bids or Proposals.**

All decisions to permit the correction of bids must be supported by a written determination made by the Chief Procurement Officer and retained in the project file. The decision may be communicated in writing to the offeror.

Article X, Procurement and Real Estate Code - Section 2-1188(j).

# Pandemic Support Strategies



## Process

- Working directly with COA pandemic team to ensure PPE is CDC, OSHA compliant
- Executing multiple-award PPE supply contract to reduce requirement on Emergency contracts
- Reducing Procurement Submittal Forms in solicitations; increase supplier responsiveness



## Legislative Changes

- Local Bidder Preference Program (expanded to include RFPs – Jan 2020)
- Human Trafficking in Public Contracts (1<sup>st</sup> City municipality in S.E. USA - May 2020)



## Technology

- GovSpend (improved COA ability to find critical vendors during national pandemic)
- DocuSign (enabled city to coordinate legislation and contracts during national pandemic)



# Performance Metrics

## Procurement Management Review

- Number of “Procurement-ready” requests from user departments increased. Impact: A 58% decrease in rework of requirement/trigger packages, shortening the procurement timeline.
- Duration of the procurement process, solicitation/ advertisement to CPO signature, has decreased by 55%.
  - Service contracts: 389 day avg March 2019 to 214 day avg March of 2020
  - Supply contracts: 96 day avg March 2019 to 58 day avg March of 2020
- Duration of contract routing, CPO signature to City Clerk seal, has decreased by 45%.
  - Down from 31 day avg March 2019 to 14 day avg March 2020



# COVID-19 Purchases

- ✓ Acquired laptops, IT equipment and systems enabling city wide telework
- ✓ Purchased DocuSign enterprise license
  - Ensured continued citywide contract coordination & signature
  - Enabled electronic coordination of legislative documents across city
- ✓ Executed \$5.9M in contracts in fight against Coronavirus
  - \$3.9M in Supplies (Masks, Hand Sanitizer, Thermometers, etc.)
  - \$2M in Services (CDC compliant cleaning and food for children)
    - Executed contracts: housing homeless & feeding seniors programs not included in \$2M cost total
- ✓ Continuing to conduct market research & site visits with vendors to ensure city departments have critical supplies and services necessary to combat coronavirus and sustain city operations



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