

David Oberender

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: MARVA LEWIS

Dept.'s Legislative Liaison: Daniel Brown

Contact Number: 404-546-7792

Originating Department: Department of City Planning

Committee(s) of Purview: Community Development/Human Services

Chief of Staff Deadline: 12/28/19

Anticipated Committee Meeting Date(s): 01/15/19

Anticipated Full Council Date: 01/22/19

Legislative Counsel's Signature: *[Signature]*

CLW

Commissioner's Signature: *[Signature]*

Chief Financial Officer: _____

Chief Information Officer Signature (for IT Procurements) *[Signature]*

CLW

Chief Procurement Officer Signature: *[Signature]*

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE ON BEHALF OF THE CITY OF ATLANTA TO ENTER INTO AGREEMENT FC-10281, QUEUE MANAGEMENT SYSTEM WITH DIVERSIFIED TECHNOLOGIES, LLC. FOR THE DEPARTMENT OF CITY PLANNING FOR AN AMOUNT NOT TO EXCEED THREE HUNDRED-TWELVE THOUSAND EIGHT HUNDRED TWENTY-NINE DOLLARS AND TWO CENTS \$312,829.02 FOR AN INITIAL TERM OF THREE (3) YEARS WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS; ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED BELOW; AND FOR OTHER PURPOSES.

CLW

FINANCIAL IMPACT - indicate dollar amount: \$312,829.02
(see Part 2-B-#6 when applicable)

Mayor's Staff Only

Received by CPO: _____
(date)

Received by LC from CPO: _____
(date)

Received by Mayor's Office: _____
(date)

Reviewed by: _____
(date)

Submitted to Council: _____ (date)

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption: A RESOLUTION BY COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE ON BEHALF OF THE CITY OF ATLANTA TO ENTER INTO AGREEMENT FC-10281, QUEUE MANAGEMENT SYSTEM WITH DIVERSIFIED TECHNOLOGIES, LLC. FOR THE DEPARTMENT OF CITY PLANNING FOR AN AMOUNT NOT TO EXCEED THREE HUNDRED-TWELVE THOUSAND EIGHT HUNDRED TWENTY-NINE DOLLARS AND TWO CENTS \$312,829.02 FOR AN INITIAL TERM OF THREE (3) YEARS WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS; ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED BELOW; AND FOR OTHER PURPOSES.

Council Meeting Date: 1/22/19

Legislation Title: FC-10281, QUEUE MANAGEMENT SYSTEM WITH DIVERSIFIED TECHNOLOGIES, LLC.

Requesting Dept.: Department of City Planning

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

This Resolution will provide the authorization to enter into FC-10281 with Diversified Technologies LLC. to provide the OOB with a Queue Management System and support services.

2. Please provide background information regarding this legislation.

The Department of City Planning is implementing the Queue Management System to assist with the permitting optimization project.

3. If Applicable/Known:

- (a) **Contract Type:** FC
- (b) **Source Selection:** Competitive Procurement
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A

(e) **Number of Bids/Proposals Received:** N/A

(f) **Bidders/Proponents:** N/A

(g) **Background:** N/A

(h) **Term of Contract:** N/A

4. Fund Account Center:

Year 1: 3503 (Capital Finance Fund) 250201 (PCD Director of Buildings) 5410001
(Consulting/Professional Services – Capital Projects) 7210000 (Protective Inspection
Administration) 112953 (OOB Technology Initiatives) 92449 (OOB Technology Initiatives)

Years 2-5: 1001 (General Fund) 250201 (PCD Director of Buildings) 5213001
(Consulting/Professional Services – Technical) 7210000 (Protective Inspection Administration)
000000 (Default) 00000 (Default)

5. Source of Funds: Capital Fund & General Fund

6. FISCAL IMPACT

Cost will be covered by the Department's current year budget

Budget neutral – no monetary impact

Cost not anticipated in the Department's current year budget – see account string in
legislation

Note

7. Method of Cost Recovery: N/A

8. Approvals:

DOF:

DOL:

This Legislative Request Form Was Prepared By: Daniel Brown
Contact Number: 404-546-7792

**A RESOLUTION
BY COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE ON BEHALF OF THE CITY OF ATLANTA TO ENTER INTO AGREEMENT FC-10281, QUEUE MANAGEMENT SYSTEM WITH DIVERSIFIED TECHNOLOGIES, LLC. FOR THE DEPARTMENT OF CITY PLANNING FOR AN AMOUNT NOT TO EXCEED THREE HUNDRED-TWELVE THOUSAND EIGHT HUNDRED TWENTY-NINE DOLLARS AND TWO CENTS \$312,829.02 FOR AN INITIAL TERM OF THREE (3) YEARS WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS; ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED BELOW; AND FOR OTHER PURPOSES.

WHEREAS, the Department of City Planning is responsible for reviewing all construction plans for the issuance of Building Permits; and

WHEREAS, the queue management system will be used to replace the paper-based sign-in process and to track the volume and the amount of time walk-in customers spend in the office applicants; and

WHEREAS, Ordinance 17-O-1637 identified Technology Upgrades within the Department of City Planning to improve efficiency and decrease the time to issue building permits in an amount of Five Million Dollars and Zero Cents (\$5,000,000.00); and

WHEREAS, the primary objectives of the implementation include improving technology, reliability, supportability, improving citizen services, government efficiency and excellence; and

WHEREAS, under FC-10281, the Department of Procurement solicited proposals for a queue management system through a prescribed evaluation process; The Department of City Planning has recommended that Diversified Technologies, LLC. be awarded the contract for the services in an amount not to exceed Three Hundred Twelve-Thousand Eight Hundred Twenty-Nine Dollars and Two Cents (\$312,829.02); and

WHEREAS, the Chief Procurement Officer certifies that any organizational and personal relationships disclosed by the successful offeror have been processed in accordance with Section 2-1214 of the Procurement Code and that award of the contract is appropriate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATLANTA, that the Mayor, on behalf of the City, is hereby authorized to enter into agreements pertaining to FC-10281, Queue Management System with Diversified Technologies, LLC. for an amount not to exceed Three Hundred Twelve-Thousand Eight Hundred Twenty-Nine Dollars and Two Cents (\$312,829.02) for an initial term of three (3) years with two (2) one (1) year renewal options at the sole discretion of the City.

BE IT FURTHER RESOLVED, that all contracted work for year one shall be charged to and paid from:

Year	Cost	Fund	Dept/Org	Account	F/A Code	Project	Fund Source	Task
1	\$202,448.14	3503	250201	5410001	7210000	112953	92449	105
		Capital Finance Fund	DCP Director of Buildings	Consulting/Professional Services – Capital Projects	Protective Inspection Administration	OOB Technology Initiatives	OOB Technology Initiatives	Queuing Mgmt

BE IT FURTHER RESOLVED, that all contracted work for years 2-5 and all renewals shall be charged to and paid from:

Years	Cost (Per Year)	Fund	Dept/Org	Account	F/A Code	Project	Fund Source
2-5	\$27,595.22	1001	250201	5213001	7210000	000000	00000
		General Fund	DCP Director of Buildings	Consulting/Professional Services - Technical	Protective Inspection Administration	Default	Default

BE IT FURTHER RESOLVED, that the Chief Procurement Officer, in consultation with the City Attorney, is directed to prepare an agreement for execution by the Mayor or her designee.

BE IT FINALLY RESOLVED, that the Agreement will not become binding on the City, and the City will incur no obligation or liability under it, until it has been approved as to form by the City Attorney or her designee, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Diversified Technologies, LLC.

**LEGISLATIVE SUMMARY
FC-10281, QUEUE MANAGEMENT SYSTEM**

TO: COMMUNITY DEVELOPEMENT/HUMAN SERVICES COMMITTEE

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR ON BEHALF OF THE CITY OF ATLANTA TO ENTER INTO AGREEMENT FC-10281, QUEUE MANAGEMENT SYSTEM WITH DEIVERSIFIED TECHNOLOGIES, LLC FOR THE DEPARTMENT OF CITY PLANNING FOR AN AMOUNT NOT TO EXCEED THREE HUNDRED TWELVE THOUSAND EIGHT HUNDRED TWENTY-NINE DOLLARS AND TWO CENTS (\$312,829.02) FOR AN INITIAL TERM OF THREE (3) YEARS WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS; ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM ACCOUNTS LISTED BELOW; AND FOR OTHER PURPOSES.

Committee Meeting Date: January 15, 2019

Council Meeting Date: January 22, 2019

Legislation Title: FC-10281, QUEUE MANAGEMENT SYSTEM

Requesting Dept.: Department of City Planning

Solicitation Type: RFP

Advertisement Date: February 27, 2018

Responses Due: March 29, 2018

Solicitations Mailed: 118

Responses Received: Four (4)

Offerors:

1. ACF Technologies (Deemed Non-Responsive)
2. LAV Industries (Deemed Non-Responsive)
3. Q Less (Deemed Non-Responsive)
4. Diversified Technologies, LLC

Proposed Awardee: Diversified Technologies, LLC

Proposed Contract Amount: \$312,829.02

Scope Summary: The purpose of this legislation is to request authorization to enter into an agreement under FC-10281, Queue

Management System. This contract provides a queue management system solution, which would include the solution's configuration, licensing, implementation, and on-going maintenance.

Background: TBD

Evaluation Team: DCP, Risk, and OCC

Term of Contract: Three (3) year initial term with two (2) one-year (1) renewal options.

Fund Account Centers:

Year	Cost	Fund	Dept/Org	Account	F/A Code	Project	Fund Source	Task
1	\$202,488.14	3503	250201	5410001	7210000	112953	92449	105
		Capital Finance Fund	DCP Director of Buildings	Consulting/Professional Services – Capital Projects	Protective Inspection Administration	OOB Technology Initiatives	OOB Technology Initiatives	Queuing Mgmt
Year	Cost (Per Year)	Fund	Dept/Org	Account	F/A Code	Project	Fund Source	
2-5	\$27,595.22	1001	250201	5213001	7210000	000000	00000	
		General Fund	DCP Director of Buildings	Consulting/Professional Services - Technical	Protective Inspection Administration	Default	Default	

Procurement Professional: Clinton L. Johnson

Contact Number: 404-330-6099

Project No.:FC-10281

Project Name: Queue Management System

The following information is provided by the Chief Procurement Officer pursuant to City of Atlanta Code Section 2-1142, periodic reporting to city council, as amended by Ordinance 18-O-1178, and is submitted with all proposed legislation for contracts solicited pursuant to Code Sections 2-1188, 2-1189, and 2-1193:

1. **Link to Solicitation and Addenda:** <https://procurement.atlantaga.gov/fc-10281-queue-management-system/>

2. Evaluation Information

If ITB, provide the information requested below.

Bidder	Bid Amount

If RFP, provide the information requested below.

Evaluation Factors	
<ul style="list-style-type: none">○ Key Personnel and Overall Project Experience○ Management Plan and Organizational Structure○ Software Design○ Configuration and Training Services○ Maintenance Plan○ Hardware Solution○ Cost Proposal○ Financial Capability○ OCC Programs	
Respondent	Final Score
Diversified Technologies, Inc.	725

3. Responsiveness checklist is attached to this Legislative Summary.

Yes

No

If No, provide explanation: [Click or tap here to enter text.](#)

PROPOSALS RECEIVED

Name of Contract Officer: Mr. Clinton L. Johnson

PROJECT TITLE: Queue Management System

FC-10281

DATE: Thursday, March 29, 2018

TOTAL NUMBER OF PROPOSALS: 4

COMPANY NAME	NUMBER OF SEALED PACKAGE RECEIVED
ACF Technologies <i>NON RESPONSIVE</i>	<i>(Form 4.1, 6ct 7)</i> 1 Box
LAV Industries <i>NON RESPONSIVE</i>	<i>(Form 1,3,4.1,6,7 and occ Regu.)</i> 1 Box
Q Less <i>NON RESPONSIVE</i>	<i>(Form 1,2,4.1, and occ Regu.)</i> 1 Box
Diversified Technologies, LLC <i>RESPONSIVE</i>	1 Box

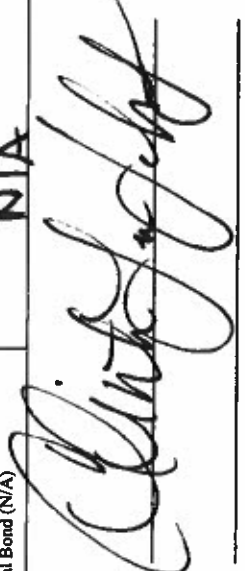
THE RESULTS RECEIVED IN RESPONSE TO THIS SOLICITATION DO NOT REFLECT AWARD OF THIS CONTRACT. RESPONSES WILL BE FURTHER EVALUATED BY THE CITY OF ATLANTA.

RESPONSIVENESS CHECKLIST FOR: FC-10281, Queue Management System (RFP)

4/25/18 Upgrades

Required Submittals and SAM Verification	Proponents (Submission of Required Submittals - Yes/No)		Proponent
	Proponent	Proponent	
	NO ACF Technologies, Inc.	NO LAV Industries, Inc.	YES Diversified Technologies, LLC
Part 1 (check if present)	✓	✓	✓
Cost Proposal (Exhibit A.1)	✓	✓	✓
OCC Forms (Appendix A; check if present)	no	yes, but incomplete	yes
Verify SAM Compliance			
Volume II: Required Submittals			
Form 1: IIREA Form	yes	yes but incomplete form	yes
Form 2: Contractor Disclosure Form	yes	did not complete Pg. 1 of 8 incomplete form yes but incomplete	yes
Form 3: Proponent Financial Disclosure	yes	no	yes
Form 4.1: Certification of Insurance Ability	yes but not original and no seal	no	yes
Form 4.2: Certification of Bonding Ability (N/A)	N/A	N/A	N/A
Form 5: Acknowledgment of Addendum (Total = 1)	yes	yes, but did not sign	yes
Form 6: Contact Directory	yes YES	did not complete DOP forms. Provided references in Volume I overall experience	yes
Form 7: Reference List (Min. 3)	yes YES	did not complete DOP forms. Provided references in Volume I overall experi.	yes but only provided one (1) reference in
Form 8: Proposal Bond (N/A)	N/A	N/A	N/A

DOP form
but provided others
in volume I
of overall experience
(pg. 2-7)

EVALUATOR:  DATE: 4/12/18

EVALUATOR: _____ DATE: _____

City of Atlanta
Enterprise Risk Management
Contract Evaluations

Analysis of the Financial Statements of the Proponents
From: Navarone Dozier
To: Clinton Johnson
Project: FC-10281 Queue Management System

Reviewed and Approved by: Navarone Dozier

Maximum Score 10

#	Company	Rating	Description
1	Diversified Technologies LLC	8.0	
2			
3			
4			
5			
6			

Note:

(1) The evaluations were based on the proponents' financial statements using various financial ratios.



CITY OF ATLANTA

SUITE 5100

68 MITCHELL STREET

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE

Larry Scott

Director

lscott@atlantaga.gov

Keisha Lance Bottoms
Mayor

MEMORANDUM

TO: Susan Garrett — Interim Chief Procurement Officer, City of Atlanta

FROM: Larry Scott — Director, Mayor's Office of Contract Compliance

DATE: May 4, 2018

RE: **Recommendation for FC-10281-Queue Management System**

The Mayor's Office of Contract Compliance has reviewed the proposal submitted by Diversified Technologies, LLC for Small Business Opportunity Sheltered Market (SBOSM) participation. Diversified Technologies, LLC has been deemed responsive by the Mayor's Office of Contract Compliance. For your information, they have committed to utilized SBEs as indicated below:

<u>Diversified Technologies, LLC</u>		(15 Pts.)
<u>Diversified Technologies, LLC</u>	SBE	51.50%
Participation Total		51.50%

If you have questions, please contact me at (404) 330-6010 or Bruce T. Bell at (404) 330-6009.

cc: File

Clinton L. Johnson, DOP

Angela Hunter, OCC

DEPARTMENT OF PROCUREMENT

FC-10281, QUEUE MANAGEMENT SYSTEM (RFP)

Proposals are evaluated based on the criteria set forth in the RFP by a team of evaluators selected from various divisions within the City's Department of Aviation and possibly other City Departments.

		Scaling Factor	Diversified Technologies, LLC		TOTAL POSSIBLE WEIGHTED SCORE
			Score	Totals	
A		SC	B	A x SC x B	
10	KEY PERSONNEL AND OVERALL PROJECT EXPERIENCE	1	5	50	100
10	MANAGEMENT PLAN AND ORGANIZATIONAL STRUCTURE	1	6	60	100
10	SOFTWARE DESIGN	1	7	70	100
15	CONFIGURATION AND TRAINING SERVICES	1	7	105	150
10	MAINTENANCE PLAN	1	5	50	100
10	HARDWARE SOLUTION	1	6	60	100
10	COST PROPOSAL	1	10	100	100
A			B	A x SC x B	
10	FINANCIAL CAPABILITY	1	8	80	100
A			B	A x SC x B	
15	OCC PROGRAMS	0.67	15	150	150
100	TOTALS			725	1000

(A) represents the weights of each category represented in the RFP documents.

(B) represents the scores from the evaluators.

(SC) represents the the scaling factor to evenly scale all scores to a 10 point scale.

(A x SC x B) represents the properly weighted and scaled score for each factor.

NOTE: This form allows you to have to six (6) criteria excluding Risk Management and OCC. If you need more, we need to modify the form.



KEISHA LANCE BOTTOMS
MAYOR

CITY OF ATLANTA

DEPARTMENT OF CITY PLANNING

35 Trinity Avenue, S.W., Suite 1450 - Atlanta, Georgia 30303

TEL: 404-330-6070 - FAX: 404-546-8654

<https://www.atlantaga.gov/government/departments/city-planning>

TIM KRANE
COMMISSIONER

MEMORANDUM

TO: David L. Wilson II, Chief Procurement Officer

FROM: ^{TK} Tim Keane, Commissioner, Department of City Planning

DATE: December 7, 2018

RE: Notice of Award for FC-10281 Queue Management System to Diversified Technologies LLC

CC: Gregory Pace, Interim Director, Department of City Planning
Keyetta Holmes, Interim Director, Department of City Planning
Kimberly Tallon, Business Manager, Department of City Planning

City of Atlanta Department of City Planning ("DCP") seeks to procure a queue management system for the Office of Zoning and Development ("OZD") and the Office of Buildings ("OOB"). The queue management system will be used to replace the paper-based sign-in process and to track the volume and the amount of time walk-in customers spend in the office. The primary objectives of the implementation include improving technology, reliability, and supportability, improving citizen services, and government efficiency and excellence.

After careful scoring and consideration by an evaluation committee, DCP would like to proceed to award Diversified Technologies the opportunity to implement their queue management system solution. Contract number FC-10281 shall have a term of three years with two, one-year renewal options from the contract execution date, and an amount not to exceed \$312,829.02, of which \$202,448.14 will be spent in year one, and \$27,595.22 will be spent in years two through five. The contract shall not start earlier than August 2019 or until after FC-10521 has completed its implementation.

All contracted work for year one shall be charged to and paid from Fund, Department Organization, and Account Number 3503 (Capital Finance Fund) 250201 (DCP Director of Buildings) 5410001 (Consulting and Professional Services - Capital Projects) 7210000 (Protective Inspection Administration) 112953 (OOB Technology Initiatives) 92449 (OOB Technology Initiatives).

All contracted work for years two through five shall be charged to and paid from Fund, Department Organization, and Account Number 1001 (General Fund) 250201 (DCP Director of Buildings) 5213001 (Consulting and Professional Services - Technical) 7210000 (Protective Inspection Administration).



GEORGIA
CORPORATIONS
DIVISION

GEORGIA SECRETARY OF STATE
**ROBYN A.
CRITTENDEN**

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

DIVERSIFIED
Business Name: **TECHNOLOGIES LLC
(ALABAMA)** Control Number: **0508246**

Business Type: **Foreign Limited
Liability Company** Business Status: **Active/Compliance**

Business Purpose: **NONE**

Principal Office Address: **100 Peachtree Street
NW, Suite 1910,
Atlanta, GA, 30303** Date of Formation /
Registration Date: **2/14/2005**

Jurisdiction: **Alabama** Last Annual
Registration Year: **2018**

Principal Record Address: **NONE**

REGISTERED AGENT INFORMATION

Registered Agent Name: **Terence Thomas**

Physical Address: **100 Peachtree Street NW, Suite 1910, Atlanta, GA, 30303, USA**

County: **Fulton**

[Back](#)

[Filing History](#)

[Name History](#)

[Return to Business Search](#)

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA
30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <http://www.sos.ga.gov/>

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Required Submittal (FORM 2)
Contractor Disclosure Affidavit (Page 8 of 8)

FOR INTERNAL USE ONLY

Project Name/Number: FC-10281 Queue Mat System
Proponent: Diversified Technology, Inc

This is to acknowledge that this Contractor Disclosure Affidavit has been reviewed and appropriate actions have been taken in accordance with City of Atlanta Procurement Code Section 2-1214 and Department of Procurement procedures.

Clinton L. Johnson
Print Name of Procurement Professional
Sr. Contracting Officer
Print Title of Procurement Professional

[Signature]
SIGNATURE

DAVID L. WILSON
Print Name of Chief Procurement Officer

[Signature]
Signature of Chief Procurement Officer

19 Dec 2018
Date

(Do Not Write Above This Line)

**A RESOLUTION BY
COMMUNITY DEVELOPMENT/HUMAN
SERVICES COMMITTEE**

**A RESOLUTION AUTHORIZING THE
MAYOR OR HER DESIGNEE ON BEHALF
OF THE CITY OF ATLANTA TO ENTER
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THE DEPARTMENT OF CITY PLANNING
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FOR OTHER PURPOSES.**

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
 Date _____
 Chair _____
 Referred To _____

Committee

Date _____

Chair _____

Action
Fav, Adv, Hold (See rev.side)
Other _____

Members _____

Refer To _____

Committee

Date _____

Chair _____

Action
Fav, Adv, Hold (See rev.side)
Other _____

Members _____

Refer To _____

Committee

Date _____

Chair _____

Action
Fav, Adv, Hold (See rev.side)
Other _____

Members _____

Refer To _____

Committee

Date _____

Chair _____

Action
Fav, Adv, Hold (See rev.side)
Other _____

Members _____

Refer To _____

FINAL COUNCIL ACTION

2ND 1ST & 2ND 3RD

Readings

Consent V Vote RC Vote

CERTIFIED

MAYOR'S ACTION