

Office of Inspector General
Contract Oversight Unit
Contract/Procurement Activities
Quarterly Report for September 30, 2021

Office of Inspector General
Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Dates Covered: 7/14/2021 To 7/14/2021

Activity Type: Advisory Committee Meeting

Activity #: 22-AC-1

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: CORC is an advisory committee to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next CORC meeting scheduled for August 11, 2021.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date Covered: 8/3/2021 To 8/3/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-1

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$4,556,912

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Design Services for Facilities Renovations & Repair – H.L. Johnson Elementary School (RFP NO. 22C-008S).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Dates Covered: 8/11/2021 To 8/11/2021

Activity Type: Advisory Committee Meeting

Activity #: 22-AC-2

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: CORC is an advisory committee to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified: Managing change order costs.

Commendations Identified: N/A

Recommendations/Observations: Subcontractor work related to large change orders may not have been competitively bid by the construction manager.

Next Step/Milestone: Consider reviewing change orders and/or solicitation of subcontractor bids by construction managers. Attend the next CORC meeting scheduled for September 11, 2021.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Negotiation Meeting

Completed By: Robert Bliss

Dates Covered: 8/19/2021 To 8/19/2021

Activity Type: Procurement-ITN

Activity #: 22-SC-2

Status: Completed

Department/Office: Purchasing Department

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Value: \$40,000,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: District staff and representatives met to negotiate a contract with the highest ranked proposer that responded to ITN 21C-002V - Medical and Pharmacy Claims Administration.

Goal of the Review/Monitoring: Observe the contract negotiations in an effort to promote honesty, integrity, and transparency during the District's contracting process.

Issues/Concerns Identified: None

Commendations Identified: Staff appeared to obtain the best value for the School District.

Recommendations/Observations: Meeting appeared to be conducted in a manner that was conducive for obtaining the best value for the School District.

Next Step/Milestone: Further negotiations are scheduled to resume on September 2nd.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Independent Sales Surtax Oversight Committee Meeting (ISSOC)

Completed By: Robert Bliss

Date Covered: 9/3/2021 To 9/3/2021

Activity Type: Advisory Committee Meeting

Activity #: 21-AC-3

Status: Completed

Department/Office: Treasury Department

District Employee POC: Leanne Evans, Treasurer

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: The Independent Sales Surtax Oversight Committee (ISSOC) is an advisory committee to the School Board that assists the Board through independent oversight of the use of the District's portion of the one percent (1%) sales surtax collected in Palm Beach County, as well as reviewing the projects on the Referendum Project List. ISSOC provides oversight of the District's usage and expenditures of the proceeds of the sales surtax to verify consistency with the projects and purposes.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend quarterly ISSOC meetings to observe discussions regarding projects/contracts, and to identify risk areas for potential future OIG audits/reviews.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next ISSOC meeting scheduled for November 5, 2021.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date Covered: 9/8/2021 To 9/8/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-3

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$4,595,077

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Construction Management at Risk Services for Facilities Renovations & Repair - Golden Grove Elementary School (RFP NO. 22C-011R).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Dates Covered: 9/15/2021 To 9/15/2021

Activity Type: Advisory Committee Meeting

Activity #: 21-AC-4

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: CORC is an advisory committee to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next scheduled monthly CORC meeting.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date Covered: 9/15/2021 To 9/15/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-4

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$11,351,658

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal (RFP No. 22C-015E) for Construction Management at Risk Services for Facilities Renovations & Repair – Omni Middle School and Whispering Pines Elementary School.

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Negotiation Meeting

Completed By: Robert Bliss

Date Covered: 9/17/2021 To 9/17/2021

Activity Type: Procurement – ITN

Activity #: 22-SC-5

Status: Completed

Department/Office: Purchasing Department

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Value: \$8,850,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: District staff and representatives met to negotiate a contract with the highest ranked proposer that responded to an Invitation to Negotiate (ITN 22C-005V) for Life, Accidental Death & Dismemberment & Voluntary Life Insurance, and Voluntary Short and Long Term Disability Insurance.

Goal of the Review/Monitoring: Observe the contract negotiations in an effort to promote honesty, integrity, and transparency during the District’s contracting process.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner that was conducive for obtaining the best value for the School District.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date Covered: 9/22/2021 To 9/22/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-6

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$8,555,398

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal (RFP # 22C-017S) for Construction Management at Risk Services for Facilities Renovations and Repair for Sandpiper Shores Elementary School & Waters Edge Elementary School.

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: One Selection Committee Member made comments not directly related to the Evaluation Categories or Scoring Criteria outlined in the RFP.

Commendations Identified: N/A

Recommendations/Observations: Regarding specific comments made by a Selection Committee member, we discussed the potential issue with Construction Purchasing staff, and notified the Selection Committee member's supervisor for appropriate action. Otherwise, the meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date Covered: 9/23/2021 To 9/23/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-7

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$926,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal (RFP # 22C-025E) for Design Services Pine Grove Elementary School.

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Contract to be recommended to the School Board for approval.

OIG Contract/Procurement Activities
Quarterly Report for September 30, 2021

Project: Contract Review: Construction Management Services to Modernize Verde Elementary

Completed By: Aida Smith

Scope of Review: 6/20/2018 **To:** 6/30/2021

Activity Type: Contract

Activity #: 21-R-3

Status: In Progress

Department/Office: Facilities Management Department

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Estimated Contract Value: \$36,000,000

Synopsis of the Contract/Procurement: On June 20, 2018, the School District contracted with Moss and Associates, LLC. to construct a 140,000 gross square foot, 1,500 student station, and K-8 school to replace the existing facility (Verde Elementary) in Boca Raton (RFP 18C-009R).

Goal of the Review/Monitoring: As part of the OIG's contract oversight responsibilities, we are reviewing the District's contract with Moss and Associates (Construction Manager) to determine the extent of compliance with selected contract terms, including whether payments were appropriate and properly approved, and whether deliverables were received.

Issues/Concerns Identified:

1. Competitive bidding requirements may not have been met for constructing the off-site Holding School.
2. Construction Manager apparently overbilled the District approximately \$73,000 for Subcontractor Default Insurance.
3. Some subcontractor payment applications were not signed and/or notarized as required.
4. The Construction Manager did not provide Contractor Furnished Property Logs as required.

Commendations Identified: To be determined.

Recommendations/Observations: To be determined.

Next Step/Milestone: Document findings/recommendations, and prepare the draft report.

Attachments to Quarterly Report for September 30, 2021
(Agendas of Meetings Attended)



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA JULY 14 2021
9:00am to 11:30AM

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		CORC members physically present to vote on allowing other CORC members to attend virtually
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board for May
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow Up No Report this month.
5.00	Discussion Items – Updates/New		
5.01	Policy Reviews	Kunard	1.09 Advisory Committees to the Board Third Review of proposed changes to Policy 7.225 Contingency funds. Moved to August Board
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO.: 22C-008S

**DESIGN SERVICES FOR
FACILITIES RENOVATION AND REPAIR**

H.L. JOHNSON ELEMENTARY SCHOOL

PROJECT NO.: 1761-7100

AGENDA

**AUGUST 3, 2021
9:00 A.M.**

- **Call to Order**
- **Record Public Attendance**
- **Confirm Presence of Quorum - Committee Members**
- **Instructions to Committee**
- **Discussion of Proposals**
- **Public Comments**
- **Tabulation of Scoring from Committee Members**
- **Announce Selected Firms**
- **Adjournment**



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA AUGUST 11, 2021
9:00am to 11:30AM

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		CORC members physically present to vote on allowing other CORC members to attend virtually
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board for May
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow up No Report this month.
5.00	Discussion Items – Updates/New		
5.01	Policy Reviews	Kunard	Final Review of proposed changes to Policy 7.225 Contingency funds.
5.02	Capital Plan	Evans	Review of Capital Plan
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting



Independent Sales Surtax Oversight Committee (ISSOC) Meeting

An Advisory Committee to the School Board of Palm Beach County

Friday, August 27, 2021

9:30 am – 11:00 am

Boardroom

Meeting Agenda

- I. Welcome and Introductions
- II. Public Comments (limited to 3 minutes)
- III. Items for Approval
 - a. Minutes from 2021-04-30 meeting
 - b. Sales Tax Summary as of 06/30/2021
 - i. Sales Tax Financial Report
 - ii. Project Budget Reports
 - iii. Proposed Plan Modifications
 - c. Overview of FY 2022-31 Capital Plan
 - d. Election of Chair and Vice Chair
- IV. Adjourn

Please note that two or more School Board members may be in attendance at this meeting.

Comment cards will be available at the meeting. Anyone interested in offering public comments on any item on the agenda should fill out a comment card and hand it to the secretary.

Conflict of interest forms may be printed from the Committee website or requested from the secretary.

Board Docs: <https://go.boarddocs.com/fl/palmbeach/advisory/Board.nsf/Public>

ISSOC Committee Website:

https://www.palmbeachschools.org/school_board/board_advisory_committees/ISSOC



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-011R

CM @ RISK SERVICES FOR FACILITIES RENOVATIONS & REPAIR – GOLDEN GROVE ELEMENTARY SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

September 8, 2021

9:00 A.M.

NCSC

1ST Floor Conference Room

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Discussion of Proposals
- Public Comments
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA SEPTEMBER 15, 2021
9:00am to 11:30AM

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		CORC members physically present to vote on allowing other CORC members to attend virtually
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board for May
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow up No Report this month.
5.00	Discussion Items – Updates/New		
5.01	Policy Reviews	Kunard	Final Review of proposed changes to Policy 7.225 Contingency funds.
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-015E

**CM @ RISK SERVICES FOR
FACILITIES RENOVATION AND REPAIR AT
OMNI MIDDLE SCHOOL &
WHISPERING PINES ELEMENTARY
SCHOOL**

EVALUATION COMMITTEE MEETING

AGENDA

SEPTEMBER 15, 2021

1:00 P.M.

NCSC

**1st Floor Conference
Room**

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Discussion of Proposals
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO.: 22C-017S

CMAR SERVICES FOR FACILITIES RENOVATIONS AND REPAIR

**SANDPIPER SHORES ELEMENTARY SCHOOL
PROJECT NO.: 1961-7100**

**WATERS EDGE ELEMENTARY SCHOOL
PROJECT NO.: 0031-7100**

EVALUATION COMMITTEE MEETING

AGENDA

**SEPTEMBER 22, 2021
9:00 A.M.**

- **Call to Order**
- **Record Public Attendance**
- **Confirm Presence of Quorum - Committee Members**
- **Instructions to Committee**
- **Discussion of Proposals**
- **Public Comments**
- **Tabulation of Scoring from Committee Members**
- **Announce Selected Firms**
- **Adjournment**



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-025E

DESIGN SERVICES FOR

MODERNIZATION AT

PINE GROVE ELEMENTARY SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

SEPTEMBER 23, 2021

9:00 A.M.

NCSC

**1st Floor Conference
Room**

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Discussion of Proposals
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment