

Office of Inspector General
Contract Oversight Unit
Contract/Procurement Activities
Quarterly Report for March 31, 2021

Office of Inspector General
Contract/Procurement Activities
Quarterly Report for March 31, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Dates Covered: 2/11/2021 To 2/11/2021

Activity Type: Procurement-RFP

Activity #: 21-SC-16

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Barbara Myers, Construction Purchasing Agent

Estimated Contract Value: \$3,948,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal to obtain Construction Management at Risk Services for Facility Renovations & Repairs at Limestone Creek Elementary School (RFP 21C-039S).

Goal of the Review/Monitoring: Observe contract selection committee meeting process 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. No Recommendations.

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

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Dates Covered: 2/23/2021 To 2/23/2021

Activity Type: Procurement-RFP **Activity #:** 21-SC-17

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Helen Stokes, Construction Purchasing Agent

Estimated Contract Value: \$4,648,039

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal to obtain Construction Management at Risk Services for Facility Renovations & Repair at Banyan Creek ES (RFP 21C-029R).

Goal of the Review/Monitoring: Observe contract selection committee meeting process 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. No Recommendations.

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

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Dates Covered: 2/25/2021 To 2/25/2021

Activity Type: Procurement-RFP **Activity #:** 21-SC-18

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Helen Stokes, Construction Purchasing Agent

Estimated Contract Value: \$14,070,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal to obtain Construction Management at Risk Services for Facilities Renovation & Repair at Lake Worth Community High School (RFP 21C-043R).

Goal of the Review/Monitoring: Observe contract selection committee meeting process 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 March 31, 2021

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

Completed By: Robert Bliss

Dates Covered: 3/22/2021 To 3/22/2021

Activity Type: Advisory Committee Meeting

Activity #: 21-AC-7

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: The CORC is advisory 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: 1) Pursuing liquidated damages. 2) Large contracts entered into under a "continuing contract".

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next CORC meeting scheduled for April 15, 2021.

**OIG Contract/Procurement Activities
Quarterly Report for March 31, 2021**

Project: Procurement Review- Design Services for Sunset Palms Middle School

Completed By: Robert Bliss

Scope of Review: 11/24/2019 **To:** 4/29/2020

Activity Type: Procurement-RFP **Activity #:** 21-R-1

Status: Committee

Department/Office: Purchasing Department

District Employee POC: Darci Garbacz, Director of Purchasing

Estimated Contract Value: \$2,205,498

Meetings Attended: In-Person Virtual Telephonic Recordings

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: Evaluation and selection of proposals submitted in response to an advertised Request for Proposal for Design Services for Sunset Palms Middle School (RFP 20C-009R).

Goal of the Review/Monitoring: As part of the OIG's contract oversight responsibilities, we reviewed the selection and award process used by the Purchasing Department to procure design services for Sunset Palms Middle School. The objective of our review was to assess the adequacy of the process.

Issues/Concerns Identified: The Purchasing Department's Purchasing Manual provides limited guidance on Evaluation Committee composition. Although not required or mandated by law/rule/policy, certain enhancements to the Manual may be beneficial to the District.

Commendations Identified: N/A

Recommendations/Observations:

1. Contract award process was adequate.
2. Although not required, we recommend Evaluation Committee policies and procedures be enhanced to require voting members to be District (or government) employees, with limited and defined exceptions if there is a documented justified need.

Next Step/Milestone: Present draft report to Audit Committee.

OIG Contract/Procurement Activities
Quarterly Report for March 31, 2021

Project: Contract Review- Program Management Support Services

Completed By: Aida Smith

Scope of Review: 1/1/2017 **To:** 1/31/2020

Activity Type: Contract **Activity #:** 21-R-2

Status: Committee

Department/Office: Facilities Management Department

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

Estimated Contract Value: Up to \$26,400,000 over 10 years

Synopsis of the Contract/Procurement: AECOM Technical Services, Inc. serves as the Program Manager for the delivery of the District's Capital Improvement Program.

Goal of the Review/Monitoring: As part of the OIG's contract oversight responsibilities, we reviewed the District's contract with AECOM Technical Services, Inc. to determine if the services provided by the vendor were consistent with the contract terms.

Issues/Concerns Identified:

1. Invoices/Payments not always in equal monthly installments as required.
2. Inconsistent invoice number structure being used.
3. Staff occasionally made minor adjustments to vendor invoice amounts without documenting the reasons for the adjustments.

Commendations Identified: Program Manager satisfactorily administered the contracted program management services.

Recommendations/Observations:

1. Staff should ensure the Program Manager complies with the terms of the contract that require invoices be submitted in equal monthly installments based on project duration.
2. Staff should ensure the new invoice numbering system is documented in written procedures, and that the procedures are followed.
3. The Facilities Management department should ensure the new procedures that limit staff's authority to adjust vendor invoices are formally documented in writing, and communicated to staff.

Next Step/Milestone: Present draft report to Audit Committee.

Attachments to Quarterly Report for March 31, 2021
(Agendas of Meetings Attended)



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO.: 21C-039S - PROJECT NO.: 2031-7100

**CMAR SERVICES FOR
FACILITIES RENOVATIONS AND REPAIR**

LIMESTONE CREEK ELEMENTARY SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

**FEBRUARY 11, 2020
1:00 P.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. 21C-029R

CM @ RISK SERVICES FOR FACILITIES RENOVATIONS & REPAIR – BANYAN CREEK ELEMENTARY SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

FEBRUARY 23, 2021

1:00 P.M.

PEW Center

Presentation 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 PURCHASING DEPARTMENT

RFP NO. 21C-043R

CM @ RISK SERVICES FOR FACILITIES RENOVATIONS & REPAIR – LAKE WORTH COMMUNITY HIGH SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

FEBRUARY 25, 2021

9:00 A.M.

PEW Center

Presentation 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 MARCH 22, 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 | | No Report Last Month |
| | 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 Follow up this month. |
| 5.00 | Discussion Items – Updates/New | | |
| 5.01 | PPE Scoring | Kunard | Discussion on time limit for PPE score report for selection process. Deferred until April |
| 5.02 | Review Policies 7.23 & 7.225 | Kunard | Review of proposed changes to Policies 7.23 – Retainage withheld & 7.225 Contingency funds. Deferred until April |
| 6.01 | Approval of Minutes | Porter | Approve minutes of previous meeting(s). |
| 6.02 | Elections | | Elections of Chair and Vice-Chair |
| 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. 21C-027E

CM @ RISK SERVICES FOR

MODERNIZATION AT

MELALEUCA ELEMENTARY SCHOOL

**PHASE II
EVALUATION COMMITTEE MEETING**

PRESENTATIONS

AGENDA

MARCH 23, 2021

9:00 A.M.

**The Mary & Robert PEW
Leadership Development
Center**

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Presentations
 - **JAMES B. PIRTLE CONSTRUCTION COMPANY, INC.**
9:05 AM – 9:40 AM
 - **MOSS & ASSOCIATES, LLC** – 9:50 AM – 10:25 AM
 - **WHARTON-SMITH, INC.** – 10:35 AM – 11:10 AM
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment