

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

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

**Completed By:** Aida Smith

**Dates Covered:** 4/15/2021 To 4/15/2021

**Activity Type:** Advisory Committee Meeting

**Activity #:** 21-AC-8

**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:** None

**Commendations Identified:** N/A

**Recommendations/Observations:** N/A

**Next Step/Milestone:** Attend the next CORC meeting scheduled for May 13, 2021.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

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

**Completed By:** Aida Smith

**Date Covered:** 4/30/2021 To 4/30/2021

**Activity Type:** Advisory Committee Meeting

**Activity #:** 21-AC-9

**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 sales surtax collected in Palm Beach County, as well as reviewing the projects on the Referendum Project List. The 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 August 27, 2021.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

**Project:** Attend Contract Selection Committee Meeting

**Completed By:** Robert Bliss

**Dates Covered:** 5/7/2021 To 5/7/2021

**Activity Type:** Procurement-RFP

**Activity #:** 21-SC-20

**Status:** Completed

**Department/Office:** Purchasing Department

**District Employee POC:** Genell McMann, General Manager of Purchasing

**Estimated Contract Value:** \$1,700,000

**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 for Professional Grant Consulting Services (RFP 21C-051Q).

**Goal of the Review/Monitoring:** Observe the 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:** The five proposals that received a score of 70 or more points by the Selection Committee will be recommended to the School Board for award.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

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

**Completed By:** Robert Bliss

**Dates Covered:** 5/13/2021 To 5/13/2021

**Activity Type:** Advisory Committee Meeting

**Activity #:** 21-AC-10

**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:** Compliance with the Overhead & Profit related terms of contracts.

**Commendations Identified:** N/A

**Recommendations/Observations:** N/A

**Next Step/Milestone:** Attend the next CORC meeting scheduled for June 17, 2021.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

**Project:** Attend Contract Selection Committee Meeting

**Completed By:** Robert Bliss

**Dates Covered:** 6/11/2021 To 6/11/2021

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

**Status:** Completed

**Department/Office:** Purchasing Department

**District Employee POC:** Genell McMann, General Manager of Purchasing

**Estimated Contract Value:** \$3,000,000

**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 for Travel Agency & Tour Operation Services (RFP 21C-052A).

**Goal of the Review/Monitoring:** Observe the 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:** The 15 proposals that received a score of 70 or more points by the Selection Committee will be recommended to the School Board for award.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

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

**Completed By:** Robert Bliss

**Dates Covered:** 6/17/2021 To 6/17/2021

**Activity Type:** Advisory Committee Meeting

**Activity #:** 21-AC-11

**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:** The CORC's ability to review/discuss items related to physical security systems due to their confidentiality.

**Commendations Identified:** N/A

**Recommendations/Observations:** N/A

**Next Step/Milestone:** Consider performing a review of capital expenditures related to physical security. Attend the next scheduled monthly CORC meeting.

**OIG Contract/Procurement Activities**  
**Quarterly Report for June 30, 2021**

**Project:** Contract Review: Verde Elementary School - Modernization

**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 in Boca Raton (Project No. 1661-7390; 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 to determine the extent of compliance with selected contract terms and conditions, including (1) whether payments were appropriate and properly approved, and (2) whether deliverables were received.

**Issues/Concerns Identified:** To be determined.

**Commendations Identified:** To be determined.

**Recommendations/Observations:** To be determined.

**Next Step/Milestone:** Complete fieldwork, document findings and recommendations, and prepare draft report.

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



## CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



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

Item #	Item/Issue	Presenter	Objective
<b>1.00</b>	<b>Call to Order/Attendance</b>	Porter	Call to Order/Attendance
	Attendance		<b>CORC members physically present to vote on allowing other CORC members to attend virtually</b>
	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 March
	Staff Updates		
<b>2.00</b>	<b>Public Comments</b>	Porter	
<b>3.00</b>	<b>Board Agenda Items</b>		
	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
<b>4.00</b>	<b>Discussion Items - Set</b>		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow Up from March
<b>5.00</b>	<b>Discussion Items – Updates/New</b>		
<b>5.01</b>	Review Policies 7.23 & 7.225	Kunard	Review of proposed changes to Policies 7.23 – Retainage withheld & 7.225 Contingency funds.
<b>6.01</b>	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
<b>7.00</b>	<b>Review and Set Agenda</b>	Porter	Review key decisions and commitments and set agenda for next meeting.
<b>8.00</b>	<b>Adjourn</b>	Porter	Close
<b>9.00</b>	<b>Meeting Documents/Policies</b>		Meeting Handouts – Items/Policies relevant to meeting agenda.
<b>10.00</b>	<b>Links</b>		See web agenda
<b>11.00</b>	<b>Audio</b>		Added after meeting



# Independent Sales Surtax Oversight Committee (ISSOC) Meeting

An Advisory Committee to the School Board of Palm Beach County

Friday, April 30, 2021

9:30 am – 11:00 am

Boardroom

## Meeting Agenda

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- I. Welcome and Introductions
- II. Public Comments (limited to 3 minutes)
- III. Items for Approval
  - a. Minutes from 2020-10-29 meeting
  - b. Sales Tax Summary as of 03/31/2021
    - i. Sales Tax Financial Report
    - ii. Project Budget Reports
    - iii. Proposed Plan Modification 89 - 100
- 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](https://www.palmbeachschools.org/school%20board/board%20advisory%20committees/ISSOC)

## **Proposed Future Meeting Dates for the ISSOC Committee**

*All meetings are scheduled to begin at 9:30 unless otherwise noted.*

- April 30, 2021
- August 27, 2021
- November 5, 2021
  
- March 4, 2022
- April 29, 2022
- August 26, 2022
- November 4, 2022



## CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



**AGENDA MAY 13, 2021**  
9:00am to 11:30AM

Item #	Item/Issue	Presenter	Objective
<b>1.00</b>	<b>Call to Order/Attendance</b>	Porter	Call to Order/Attendance
	Attendance		<b>CORC members physically present to vote on allowing other CORC members to attend virtually</b>
	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 April
	Staff Updates		
<b>2.00</b>	<b>Public Comments</b>	Porter	
<b>3.00</b>	<b>Board Agenda Items</b>		
	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
<b>4.00</b>	<b>Discussion Items - Set</b>		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow Up No Report this month.
<b>5.00</b>	<b>Discussion Items – Updates/New</b>		
<b>5.01</b>	Review Policies 7.23 & 7.225	Kunard	Second Review of proposed changes to Policies 7.23 – Retainage withheld & 7.225 Contingency funds.
<b>6.01</b>	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
<b>7.00</b>	<b>Review and Set Agenda</b>	Porter	Review key decisions and commitments and set agenda for next meeting.
<b>8.00</b>	<b>Adjourn</b>	Porter	Close
<b>9.00</b>	<b>Meeting Documents/Policies</b>		Meeting Handouts – Items/Policies relevant to meeting agenda.
<b>10.00</b>	<b>Links</b>		See web agenda
<b>11.00</b>	<b>Audio</b>		Added after meeting



## CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA JUNE 17, 2021  
9:00am to 11:30AM

Item #	Item/Issue	Presenter	Objective
<b>1.00</b>	<b>Call to Order/Attendance</b>	Porter	Call to Order/Attendance
	Attendance		<b>CORC members physically present to vote on allowing other CORC members to attend virtually</b>
	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		
<b>2.00</b>	<b>Public Comments</b>	Porter	
<b>3.00</b>	<b>Board Agenda Items</b>		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Building Code Service	Hogarth	Review item (s) pulled for discussion
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
<b>4.00</b>	<b>Discussion Items - Set</b>		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow Up No Report this month.
<b>5.00</b>	<b>Discussion Items – Updates/New</b>		
<b>5.01</b>	Review Policies 7.23 & 7.225 and 7.07	Kunard	Second Review of proposed changes to Policies 7.23 – Retainage withheld & 7.225 Contingency funds. And 7.07 HVAC Systems
<b>5.02</b>	OIG Audit Risk Assessment	Teresa Michael	OIG Internal Audit Risk Assessment-Advisory Committees
<b>6.01</b>	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
<b>7.00</b>	<b>Review and Set Agenda</b>	Porter	Review key decisions and commitments and set agenda for next meeting.
<b>8.00</b>	<b>Adjourn</b>	Porter	Close
<b>9.00</b>	<b>Meeting Documents/Policies</b>		Meeting Handouts – Items/Policies relevant to meeting agenda.
<b>10.00</b>	<b>Links</b>		See web agenda
<b>11.00</b>	<b>Audio</b>		Added after meeting