

Office of Inspector General
Contract Oversight Unit
Contract/Procurement Activities
Quarterly Report for December 31, 2020

Office of Inspector General
Contract/Procurement Activities
Quarterly Report for December 31, 2020

Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Dates Covered: 10/13/2020 **To** 10/13/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-8

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Barbara Myers, Construction Purchasing Agent

Estimated Contract Value: \$2,690,000

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 Del Prado Elementary School (RFP 21C-021E).

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: One potential issue noted was that the phone attendance taken may not have been complete (All phone numbers on the call may not have been apparent to the meeting host.)

Commendations Identified: Meeting appeared to be well conducted by Construction Purchasing staff.

Recommendations/Observations: We subsequently contacted the Construction Purchasing Department to inform them of the potential issue with the official attendance record.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Dates Covered: 10/14/2020 To 10/14/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-9

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Barbara Myers, Construction Purchasing Agent

Estimated Contract Value: \$4,357,160

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 Morikami Elementary School (RFP 21C-011E).

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: One potential issue noted was that the phone attendance taken may not have been complete (All phone numbers on the call may not have apparent to the meeting host.)

Commendations Identified: Meeting appeared to be well conducted by Purchasing staff.

Recommendations/Observations: We contacted the Construction Purchasing Department to inform them of the potential issue with the official attendance record.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

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

Completed By: Robert Bliss

Dates Covered: 10/15/2020 To 10/15/2020

Activity Type: Advisory Committee Meeting

Activity #: 21-AC-5

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 audits/reviews.

Potential Issues/Concerns Identified: Construction Managers subcontractor bid evaluation/selection processes.

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Consider reviewing construction manager subcontractor bid evaluation/selection process during a future OIG review.

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

Completed By: Aida Smith

Dates Covered: 10/20/2020 To 10/20/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-10

Status: Completed

Department/Office: Construction Purchasing

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

Estimated Contract Value: \$5,783,781

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 Eagles Landing Middle School (RFP 21C-015S).

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 and requirements outlined in the RFP. No Recommendations.

Next Step/Milestone: Contract to be presented 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: 10/21/2020 To 10/21/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-11

Status: Completed

Department/Office: Construction Purchasing

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

Estimated Contract Value: \$4,402,706

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 Orchard View Elementary School (RFP 21C-013R).

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 and requirements outlined in the RFP. No Recommendations.

Next Step/Milestone: Contract to be presented 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: 10/28/2020 To 10/28/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-12

Status: Completed

Department/Office: Construction Purchasing

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

Estimated Contract Value: \$2,000,000

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 Consultant/Architectural Services on Continuing Contract (RFP 21C-017E).

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 and requirements outlined in the RFP. No Recommendations.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Dates Covered: 10/29/2020 To 10/29/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-13

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Helen Stokes, Construction Purchasing Agent

Estimated Contract Value: \$890,000

Meeting Attended: In-Person Virtual Telephonic Recording

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 to provide design services for W.T. Dwyer High School – Renovations/ Repairs (RFP 21C-020R).

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: Meeting appeared to be well conducted by Purchasing staff.

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process and requirements outlined in the RFP. No Recommendations.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

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

Completed By: Aida Smith

Dates Covered: 10/29/2020 To 10/29/2020

Activity Type: Advisory Committee Meeting **Activity #:** 21-AC-6

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 cent 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: Next meeting scheduled for March 5, 2021.

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Dates Covered: 11/10/2020 To 11/10/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-14

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Ian Superville, Construction Purchasing Agent

Estimated Contract Value: \$755,000

Meeting Attended: In-Person Virtual Telephonic Recording

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 to provide design services for Santaluces High School (RFP 21C-018S).

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 conducted in a manner consistent with the Evaluation Process and requirements outlined in the RFP. No Recommendations.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Dates Covered: 11/11/2020 To 11/11/2020

Activity Type: Procurement-RFP **Activity #:** 21-SC-15

Status: Completed

Department/Office: Construction Purchasing

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

Estimated Contract Value: \$575,000

Meeting Attended: In-Person Virtual Telephonic Recording

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 to provide design services for Glades Central High School (RFP 21C-024S).

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 and requirements outlined in the RFP. No Recommendations.

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

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2020

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

Completed By: Robert Bliss

Dates Covered: 11/24/2019 **To:** 4/29/2020

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

Status: Management Response

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 (RFP20C-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. Process used to procure design services for Sunset Palms Middle School was consistent with the Evaluation Process outlined in RFP No. 20C-009R.
2. Although not required, we recommend enhancements to existing Evaluation Committee policies and procedures be considered to require voting members be District (or government) employees, with limited and defined exceptions if there is a documented justified need.

Next Step/Milestone: Finalize draft report and present to Audit Committee.

Attachments to Quarterly Report for December 31, 2020
(Agendas of Meetings Attended)



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



**AGENDA OCTOBER 15, 2020
VIRTUAL MEETING
9:00am to 11:30AM**

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		
	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	Feedback on last month's report. Select member to present at the upcoming Board meeting.
	Staff Updates		
2.00	Public Comments	Porter	Due to the Virtual Meeting format & Board procedures, Public Comments sent by email before or after the meeting will be entered into the meeting Record
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 from September –No Follow up this month
5.00	Discussion Items – Updates/New		
5.01	Committee Chairman Waiver Consideration	Kunard	Discussion on Draft Committee Chairman Waiver Consideration
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. This section will include Comment from the Public
10.00	Links		See web agenda
11.00	Audio		Added after meeting



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 21C-015S - PROJECT NO.: 2461-7100

**CONSTRUCTION MANAGEMENT (CM) AT RISK
SERVICES**

FACILITIES RENOVATION AND REPAIR

EAGLES LANDING MIDDLE SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

OCTOBER 20, 2020
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. 21C-013R

**CM @ RISK SERVICES
FOR**

**FACILITIES RENOVATIONS & REPAIR –
ORCHARD VIEW ELEMENTARY SCHOOL**

EVALUATION COMMITTEE MEETING

AGENDA

OCTOBER 21, 2020

9:00 A.M.

GOOGLE MEET

Virtual Committee Meeting

- 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-017E

CONSULTANT SERVICES ON CONTINUING

CONTRACT FOR

ARCHITECTURAL SERVICES

EVALUATION COMMITTEE MEETING

AGENDA

OCTOBER 28, 2020

9:00 A.M.

GOOGLE MEET

Virtual Committee Meeting

- 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. 21C-020R

**DESIGN SERVICES
FOR**

**FACILITIES RENOVATIONS & REPAIR –
WILLIAM T. DWYER HIGH SCHOOL**

EVALUATION COMMITTEE MEETING

AGENDA

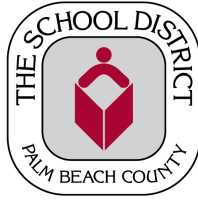
OCTOBER 29, 2020

9:00 A.M.

GOOGLE MEET

Virtual Committee Meeting

- 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



Thursday, October 29, 2020
Independent Referendum Oversight Committee (IROC) - VIRTUAL MEETING

Virtual
9:00am - 9:30am

1. Welcome & Introductions

2. Public Comment

A. Notice of Virtual Meeting

3. Approval of Minutes

A. August 28, 2020 Minutes

4. New Business

A. Revenue Received and Expenditures Incurred through September 30, 2020

B. IROC Report to the Board

5. Action Items

A. Chair selection

B. Vice Chair selection

6. Next Meeting

A. March 5, 2021 at 9:00am (Friday)

B. April 30, 2021 at 9:00 am (Friday)

C. August 27, 2021 at 9:00am (Friday)

7. Adjournment



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 21C-018S - PROJECT NO.: 1611-7100

DESIGN SERVICES

FACILITIES RENOVATIONS AND REPAIR

SANTALUCES COMMUNITY HIGH SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

- **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**

NOVEMBER 10, 2020

9:00 A.M.



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 21C-024S - PROJECT NO.: 2301-7100

DESIGN SERVICES

FACILITIES RENOVATIONS AND REPAIR

GLADES CENTRAL COMMUNITY HIGH SCHOOL

EVALUATION COMMITTEE MEETING

AGENDA

- **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**

NOVEMBER 11, 2020

9:00 A.M.