

SUMMARY EXPLANATION AND BACKGROUND:

We reviewed the Installation and Replacement of Video Surveillance Systems including an examination of the contract documents, which consisted of Bid No. 28-134T, Piggyback Agreement No. 55-045C, Palm Beach County Contract No. 11C-36S, vendor installation proposals, service work orders, invoices, price lists and other documentation.

It is the opinion of the Office of the Chief Auditor that management needs to improve efficiency and strengthen internal controls over the installation and replacement of video surveillance systems throughout the District, as well as adhering to contract terms by strengthening internal controls over surveillance equipment purchases and ensuring Compliance with SBBC Business Practice Bulletin O-100 – Procedure for Property and Inventory Control; strengthening procedures over the repair/replacement of surveillance equipment; improving efficiency by eliminating the process of installing and removing “loaner” surveillance equipment and maintaining an inventory system of all surveillance equipment removed from District sites by the vendor; obtaining competitive solicitations when making purchases in excess of \$50,000, as required by School Board Policy 3320 - Purchasing Policies; and ensuring that the terms and Special Conditions in Contract No. 55-045C are met prior to approval of invoices for payment. A follow up response to management’s response was provided by our office for Finding #1.