

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
 The Office of Management/Facility Audits  
**Follow-up Report on the report entitled "Review of Education Technology Services' (ETS) Technology Upgrade Process (Plan 4) dated June 1999"**

OBSERVATION	RECOMMENDATION	MANAGEMENT RESPONSE	CURRENT STATUS AS OF FEBRUARY 2002 <i>(continued)</i>
<p><i>(continued)</i></p> <p><b>10. EXPEDITE REMOVAL OF OBSOLETE COMPUTERS AND OTHER PERIPHERALS WHICH DO NOT CURRENTLY MEET DISTRICT TECHNOLOGY STANDARDS AND HAVE BEEN DECLARED SURPLUS.</b></p>			<p>The problems noted with the outside vendor also need to be addressed by the Director of the Purchasing Department as guidelines are created to being the pick-up of salvage/obsolete inventory.</p> <p align="center"><b><u>FOLLOW-UP RECOMMENDATION</u></b></p> <p>The Office of Management/Facility Audits oversees the actual inventory of property at all the District locations, so we have become very aware of this issue, whereas at the time that the original report was issued, we were not involved with this process. In reviewing current District procedures we are recommending that:</p> <ol style="list-style-type: none"> <li>1. The Associate Superintendent for Student Support, meet with the Director of the Purchasing Department and the Supervisor of the Central Warehouse and Stockroom to determine the feasibility of increasing truck driving positions so that these drivers can begin routine pickups for surplus and/or obsolete equipment from all locations in the District.</li> </ol> <p align="right"><i>(continued)</i></p>

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OBSERVATION (continued)	RECOMMENDATION	MANAGEMENT RESPONSE	CURRENT STATUS AS OF FEBRUARY 2002 (continued)
<p>10. EXPEDITE REMOVAL OF OBSOLETE COMPUTERS AND OTHER PERIPHERALS WHICH DO NOT CURRENTLY MEET DISTRICT TECHNOLOGY STANDARDS AND HAVE BEEN DECLARED SURPLUS.</p>			<p><b><u>FOLLOW-UP RECOMMENDATION</u></b> (cont.)</p> <p>1. Since 1997 the inventory of the Central Warehouse has decreased by 63%. In addition, as the District's Purchasing Department looks into alternative methods of Purchasing, including the P-Card, Just - In-Time delivery methods the function and operations of the Central Warehouse need to be re-examined, and include the pick-up and storage of these items in the Central Warehouse and have auctions more frequently.</p> <p>2. Environmental concerns exist for the disposal of old computers. At the completion of auctions there are many computes and peripherals that remain. There are many worthwhile organizations both locally and nationally that would be happy to accept many of these working computers.</p>

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<p>10. EXPEDITE REMOVAL OF OBSOLETE COMPUTERS AND OTHER PERIPHERALS WHICH DO NOT CURRENTLY MEET DISTRICT TECHNOLOGY STANDARDS AND HAVE BEEN DECLARED SURPLUS.</p> <p>(continued)</p>			<p><u>FOLLOW-UP RECOMMENDATION</u> (cont.)</p> <p>2. Recently an article in Parade pointed out that by the end of the year 2001, 55.4 million computers will become obsolete in the United States. There is an association called Computers for Schools, which is an association of 34 independent organizations (<a href="http://www.pcsforschools.org">www.pcsforschools.org</a>) which assist in matching donors with donees. This would place the School Board of Broward County at the forefront of donating our computers to other School Districts who may not be at the same place as we are, technologically speaking.</p> <p>3. The Office of Management/Facility Audits will request a legal opinion from the School Board Attorney regarding Florida Statute 274.06, specifically whether this Statute would allow the District to "donate" some of these surplus computers to children and their parents.</p> <p>(continued)</p>

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<p>10. EXPEDITE REMOVAL OF OBSOLETE COMPUTERS AND OTHER PERIPHERALS WHICH DO NOT CURRENTLY MEET DISTRICT TECHNOLOGY STANDARDS AND HAVE BEEN DECLARED SURPLUS.</p>			<p><b><u>FOLLOW-UP RECOMMENDATION</u></b> (cont.)</p> <p>3. We feel if we were to somehow tier these donated computers to families on the free and reduced lunch program that this would offer the District a fair method of allocation.</p>

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<p><b>11. PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</b></p>	<p>We recommend that ETS contact Safety to begin reviewing schools that have begun or completed the Plan 4 upgrade process to ensure that:</p> <ul style="list-style-type: none"> <li>Any and all in-house renovations completed by school personnel have been completed in accordance with required building codes. Any violations noted should be cleared immediately.</li> <li>School personnel discontinue their in-house renovation efforts and turn over any existing projects or needs to District Maintenance or the Facilities and Construction Management Division for immediate attention.</li> <li>Facility Managers assigned to schools begin to take a more active role in the overall operation of the school/center to ensure that possible code violations are avoided before any construction is conducted by school personnel. A more active role should be taken which includes quarterly reports for each school assigned to the Facilities Manager. These reports should reflect detailed site visits to the school, and report any work which was completed by school staff.</li> </ul>	<p><b>ADMINISTRATIVE RESPONSE FROM ETS:</b>  Audits observed in-house building modifications performed at schools. Often these modifications have not been inspected. Since ETS routinely visits schools when implementing Plan 4 improvements, ETS has the opportunity to observe some of these modifications. In the future, when code and safety concerns are noted, ETS will contact the Safety Department.</p> <p><b>ADMINISTRATIVE RESPONSE FROM DEPUTY SUPERINTENDENT, SCHOOL OPERATIONS:</b>  Full Text of Administrative Response(s) are located in Section IV pages 54, 56 - 57, 59.</p> <p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b>  ETS routinely visits schools, and upon observing in-house renovation projects where code and safety concerns are noted, ETS has and will continue to contact the Safety Department.</p>	<p><i>Improved.</i></p> <p>During our site visits we went back to certain schools based upon some in-house construction projects which were completed at the time the original report was completed. We found:</p> <ul style="list-style-type: none"> <li>Exhibit 10 of the original report showed a wall that was constructed at Dillard High School. The response that was received for this observation indicated that the Areas would ensure that this type of construction would not take place, and that all such construction would be brought up to code. <b>EXHIBIT XVI</b> of this follow-up report shows that this same wall is still standing at Dillard High School, and that nothing has been done to take down the wall, or bring the wall up to code.</li> </ul> <p>Other site visits showed very little of this type of construction, but we still found numerous instances in which construction or modification of rooms had not been properly inspected by UBCI inspectors.</p> <p align="right"><i>(continued)</i></p>

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<p>11. <b>PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</b></p> <p align="right"><i>(continued)</i></p>			<ul style="list-style-type: none"> <li>• EXHIBIT XVII shows a neon sign as you walk into Piper High Schools media center. This sign was never inspected. At the request of our Department, UBCI went out to inspect the installation, and it failed.</li> <li>• EXHIBIT XVIII shows a partition that was installed in a new Modular Building System (MBS) at Piper High School. This partition cost us \$3,500 and was completed by Quality Communications Inc, an electrical contractor. This partition was never inspected by UBCI.</li> <li>• EXHIBIT XIX shows a door at Margate Middle School, where the network racks are operating. Due to poor ventilation noted and the heat being generated by the racks, Margate Middle School requested a work order to assist in alleviating these concerns. The Maintenance Department claimed it was a Facilities problem, and it went back and forth.</li> </ul> <p align="right"><i>(continued)</i></p>

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<p>11. <b>PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</b></p> <p align="right"><i>(continued)</i></p>			<p><i>(continued)</i></p> <p>Finally, Facilities decided all the was needed was a second hole cut into the door. This did not accomplish anything except, to allow more dust to enter into this room.</p> <p>Our site visits disclosed many instances of safety issues for students and staff.</p> <ul style="list-style-type: none"> <li>• We found numerous instances of wires being run on floors and walls. (SEE EXHIBIT XX)</li> <li>• We found electrical cords run in walkways. (SEE EXHIBIT XXI)</li> <li>• We found open quad outlets. Although the amperage is very low in these, they should not remain open. (SEE EXHIBIT XXII)</li> </ul> <p>As we stated in the original report, <b>THIS IS NOT AN ETS ISSUE.</b> The District employs various Project Managers and Site Managers. Maintenance and Facilities personnel walk in and out of these schools, yet, not one of them questions these items. Florida Statutes require an annual safety inspection.</p> <p align="right"><i>(continued)</i></p>

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<p>11. <b>PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</b></p> <p align="right"><i>(continued)</i></p>			<p>We realize schools ambitions sometimes get ahead of safety and practicality. But there has to be a communication device that allows these ideas to be presented, and then a qualified staff member explains what has to be done to make these ambitions a reality. The schools and ETS become frustrated by the distinction of what is Maintenance versus what is Safety versus what is Facilities. In fact, when ETS questioned Facilities regarding the need for the partition found at Piper High School, Facilities finally stated that they did not have the time to deal with the issue, and that ETS needed to have Quality Communication complete the wall. This is not acceptable. ETS personnel, although quite experienced at many issues, should not be expected to make judgements regarding Facilities, Maintenance or Safety issues. We have a staff to make these decisions. Further many administrators have voiced, on many occasions, that they can not always wait until these departments decide to cooperate, when they need answers today that will affect their students and staff members.</p> <p align="right"><i>(continued)</i></p>



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<p>11. PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</p> <p align="right">(continued)</p>			<p><u>FOLLOW-UP RECOMMENDATION</u></p> <p>The District does not employ sufficient personnel to oversee all the schools, all the safety issues that arise daily, so therefore this message must be communicated and the hazards of potential projects corrected prior to the project being completed and putting students and staff members in harms way. We are recommending that the Deputy Superintendent for Facilities and Construction Management, the Associate Superintendent, Support Services and the Director, Safety meet and produce a matrix of "construction" like projects and where questions for these projects should be addressed. We are again recommending that Facility Managers assigned to schools take a more active role in the overall operation of the schools to ensure code violations are avoided before any construction project is conducted.</p> <p align="right">(continued)</p>

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<p>11. PROHIBIT SCHOOL STAFF FROM PERFORMING IN-HOUSE RENOVATION PROJECTS.</p> <p>(continued)</p>			<p><b><u>FOLLOW-UP RECOMMENDATION</u></b> (cont.)</p> <p>While we believe many of the custodial staff are more than capable of doing many of the projects that we saw while visiting the schools, the completion of the project does not mean that all applicable building codes have been met. In fact, even the hiring of outside contractors does not alleviate the need for an inspection by School Board inspectors. We recommend that all administrators and custodial staff be educated as to what "construction" like projects the District create some type of monitoring program to ensure that outside contractors who are hired and paid by the schools, are instructed that their work is subject to UBCI inspections.</p>

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<p><b>12. STRENGTHEN MONITORING PROCEDURES RELATED TO M/WBE PARTICIPATION IN INFRASTRUCTURE INSTALLATION PROJECTS.</b></p>	<p>We recommend that ETS meet with the Director of Purchasing and the Director of EEO to create procedures which will notify EEO of the date and the vendor selected for the wiring of a school. In this manner, EEO can effectively monitor the vendors for meeting their M/WBE goals. In addition, we would recommend that the next RFP issued include language so that not only are the utilization reports forwarded to EEO, but that these reports be included as necessary documentation along with invoices, prior to approving vendor payments.</p>	<p><b>ADMINISTRATIVE RESPONSE FROM ETS:</b>            Management Audits suggests that ETS meet with the Director of Purchasing and the Director of EEO to create monitoring procedures to notify EEO of dates and vendors selected for the wiring of a school. Also, Management Audits recommends modification of future RFP language to require the forwarding of documentation along with EEO notification. ETS believes that these are reasonable suggestions, and ETS will comply.</p> <p><b>JOINT ADMINISTRATIVE RESPONSE FROM ASSOCIATE SUPERINTENDENT, FINANCIAL MANAGEMENT &amp; SUPPORT SERVICES AND THE DIRECTOR, EQUAL EDUCATIONAL OPPORTUNITIES:</b>            RFP 98-388 N: Communications Wiring, was a multiple award to three proposers. The Director, Equal Educational Opportunities (EEO), informs that no M/WBE Utilization Reports have been received as required by this RFP.</p>	<p><i>Unresolved.</i></p> <p>Our review of the actions taken as a result of the recommendations that were made in the original report again disclose the lack of follow-up that takes place by departments that are audited. We found:</p> <ul style="list-style-type: none"> <li>M/WBE did create a letter and they did send this letter out to vendors who were awarded the last RFP issued for wiring, 22-139N and 22-018N, respectively. But no utilization reports were sent in by the vendors awarded under 98-388N after being notified in November 1999. Yet, the vendor who was awarded the bids for 22-139N and 22-018N, respectively, was one of the vendors that did not respond to the November 1999 letter. This vendor received a score of 7 out of 10 for M/WBE participation in the evaluation for RFP 22-139N. We subsequently found that this vendor did submit the M/WBE utilization reports to ETS, but the M/WBE department was unaware of these reports until we forwarded a copy of these reports to them.</li> </ul>

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OBSERVATION <i>(continued)</i>	RECOMMENDATION	MANAGEMENT RESPONSE <i>(continued)</i>	CURRENT STATUS AS OF FEBRUARY 2002
<p>12. <b>STRENGTHEN MONITORING PROCEDURES RELATED TO M/WBE PARTICIPATION IN INFRASTRUCTURE INSTALLATION PROJECTS.</b></p>		<p>The Purchasing Department has notified the proposer who has been assigned the work as a result of this award, stating that an M/WBE Utilization Report is due by November 15, 1999, in accordance with the requirements of this RFP.</p> <p>Since invoices are neither received nor approved by EEO, it would not be reasonable to commingle the monthly filing of the M/WBE Utilization Report with the submittal of invoices. For example, on this award, over 200 Purchase Order lines have been released in eight months which will result in at least the same number of invoices being submitted.</p> <p>In addition, the Purchasing Department will create a letter of notification which will be sent upon award of every RFP having M/WBE participation stating that M/WBE Utilization Report must be submitted monthly in accordance with the requirements of the particular RFP. A copy of this letter will be sent to the Director, EEO, so that EEO can effectively monitor the proposer's compliance with this requirement of the RFP.</p> <p align="right"><i>(continued)</i></p>	<ul style="list-style-type: none"> <li>Although the Joint response received argues that due to the number of purchase order lines and invoices involved it would be unreasonable to have the vendor include a copy of the utilization report with the invoices that are sent to ETS for payment, we disagree. We feel that the inclusion of the monthly utilization report with the invoices will assist ETS and EEO in ensuring that the vendor is in compliance with the terms of the RFP, and allow ETS to notify EEO of any problems that it may be finding with the utilization reports.</li> <li>The creation of a letter was a good intention by the Purchasing Department, but was unnecessary. The RFP already requires this utilization report, and in fact in RFP 22-139N is included as Attachment C.</li> </ul> <p>As we pointed out in our Review of the Purchasing Department, in October 2000, the use of "piggyback" bids greatly impacts various District policies, M/WBE is one of these.</p> <p align="right"><i>(continued)</i></p>

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<p>12. <b>STRENGTHEN MONITORING PROCEDURES RELATED TO M/WBE PARTICIPATION IN INFRASTRUCTURE INSTALLATION PROJECTS.</b></p>		<p>EEO can subsequently inform the Purchasing Department if any awardee is not providing this Report as required.</p> <p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>ETS complies with all District procedures for Requests for Proposals (RFPs) and bids as they relate to EEO. All RFPs and bids are coordinated through the Purchasing Department.</p>	<p>The "piggyback" means that the District can only enforce the awarding entities guidelines for M/WBE, if any. The District has "piggybacked" on Broward County's bid for computers and technology. Over the last three years we have:</p> <ul style="list-style-type: none"> <li>• Purchased in excess of \$56.8 million for Apple Computers.</li> <li>• Purchased in excess of \$21.4 million for Dell Computers.</li> </ul> <p>In reviewing the guidelines set forth in Broward County's bid they have requested a 10% participation for SDBE (Small Disadvantage Business Enterprise-these companies may not be certified M/WBE companies by the School District). This goal is based upon certain companies performing the installation of the computers. Dell Computers is the only company that has submitted M/WBE utilization reports to the School District's M/WBE office. Our review of the reports presented to the M/WBE office shows that:</p>

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<p>12. <b>STRENGTHEN MONITORING PROCEDURES RELATED TO M/WBE PARTICIPATION IN INFRASTRUCTURE INSTALLATION PROJECTS.</b></p>			<ul style="list-style-type: none"> <li>• Dell has sent in utilization reports for July 2001 through December 2001. A total of \$314,894 is documented.</li> <li>• Dell claims to have made additional payments of \$234,711 prior to the filing of the reports with our M/WBE office.</li> <li>• We were unable to reconcile the amounts reported as paid with the documentation presented. The difference equals \$1,572.34 more reported as being paid than is documented.</li> <li>• Without knowledge as to how Dell representatives are preparing this report, the amount of payments, through December 2001, represents approximately 3% of the total amounts paid to Dell over the three (3) year period. (\$548,000 divided by \$21 million)</li> </ul>
<p align="center"><b><u>FOLLOW-UP RECOMMENDATION</u></b></p> <p><i>Every operational report that the Office of Management/Facility Audits produces has had comments regarding the District's monitoring of M/WBE compliance.</i></p> <p align="right"><i>(continued)</i></p>			

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<p>12. <b>STRENGTHEN MONITORING PROCEDURES RELATED TO M/WBE PARTICIPATION IN INFRASTRUCTURE INSTALLATION PROJECTS.</b></p> <p>(continued)</p>			<p>In most instances, because of staffing levels, M/WBE has concentrated on construction type contracts, or contracts with "larger" awards, as they felt it was important that these vendors comply. As we pointed out in our review of the Purchasing Department, dated October 2000, the failure to adequately monitor awards that were less than \$2.5 million dollars, may have cost M/WBE vendors from \$14 to \$57 million, depending on the level of participation.</p>
			<p>As was pointed out in our original report, without a "triggering" mechanism there are no procedures which will notify EEO of the date and the vendor selected for the wiring of a school, and therefore no effective monitoring can be accomplished. We again, recommend that the Director, Purchasing Department meet with Director, EEO and M/WBE to ensure that all contracts regardless of the dollar value of award, have mechanisms in place which will allow the District to monitor the vendors and the compliance with goals established.</p>

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<p><b>13. AMEND SCHOOL BOARD POLICY 3320 TO ENHANCE PROCUREMENT PRACTICES FOR TECHNOLOGICAL RESOURCES.</b></p>	<p>We commend both ETS and the Purchasing Department as they have sought out new avenues for the purchasing of technological resources including the current joint venture with Broward County Purchasing Department.</p> <p>Furthermore, we recommend that ETS bring forth a proposal to the School Board of Broward County, Florida to amend School Board Policy 3320. This proposal would seek to incorporate an industry rating system as part of the requirements for vendors providing technology resources to enhance procurement of high quality products and services.</p>	<p><b>ADMINISTRATIVE RESPONSE FROM ETS:</b></p> <p>Audits proposes amending Policy 3320 to require adherence in procurements to an industry rating system. This has already been implemented as part of the joint procurement process utilized since July by both the School Board of Broward County and Broward County Government. In addition, ETS will include this provision in its recommendations when School Board Policy 3320 is next revised.</p> <p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>The district is still utilizing the Broward County Government bid as a joint procurement and has not yet update Policy 3320 to incorporate the use of a tiered rating system as part of the requirements for technology procurement. However, the district chooses top tier products as recommended by the Gartner Groups rating system which is Leaders in the Gartner Group's MQ (Magic Quadrant).</p>	<p><i>Unresolved.</i></p> <p>Previous administration for ETS stated that they "would include the need for tiering of vendors in its recommendations when School Board Policy 3320 is next revisited." This policy was last amended on December 12, 2000, and no changes were made regarding tiering of technology vendors. Both the current and previous administrations have stated that by utilizing the joint procurement process with Broward County, the School Board is enjoying the benefits of a tiered rating system for purchases without expending "staff" time in creation, distribution, evaluation and award of our own RFP. In our Review of the Purchasing Department, dated October 2000, we recommended that reliance of these "piggyback" type bids be curtailed. Several weaknesses noted in the use of "piggybacks", include:</p> <ul style="list-style-type: none"> <li>• The inclusion of M/WBE goals and the level that the Board wants vs. the issuing governmental agency.</li> <li>• The ability to deal with local vendors vs. the vendors awarded the bids.</li> </ul> <p style="text-align: right;"><i>(continued)</i></p>



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<p>13. AMEND SCHOOL BOARD POLICY 3320 TO ENHANCE PROCUREMENT PRACTICES FOR TECHNOLOGICAL RESOURCES.</p>			<ul style="list-style-type: none"> <li>The lapsing of bids, when the issuing governmental agency fails to secure an extended agreement or decides it does not want to continue with the current bid.</li> </ul> <p>Recently, Several Board Members have questioned the use of "piggyback" bids as they relate to several purchasing contracts, including technology purchases.</p>
			<p align="center"><b><u>FOLLOW-UP RECOMMENDATION</u></b></p> <p><i>We are again recommending that School Board Policy 3320 be amended as it relates to technological purchases. This amended policy would seek to incorporate an industry rating system as part of the requirements for vendors providing technology resources to the District to enhance procurement of high quality products and services.</i></p>

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<p><b>14. ADDRESS SCHOOL'S CONCERNS REGARDING CURRENT VENDOR SUPPORT</b></p>	<p>We recommend that ETS and Purchasing:</p> <ul style="list-style-type: none"> <li>Meet with appropriate school officials and address the problems that exist with this merger. It is imperative that equipment that has been lost or misplaced be located and immediately returned.</li> <li>Promote the use of the Help Desk within the District, to enhance the quality of service by effectively tracking and resolving requests for technical assistance. Ensure that all schools are properly reporting problems, so that these problems can be tracked. This will aid Purchasing in finding vendors who may not be following terms of their agreements.</li> <li>Ensure that vendors are made aware that they are not to be contacted by schools for problems, and that the vendors should refer these callers to ETS help desk for servicing.</li> </ul>	<p><b>ADMINISTRATIVE RESPONSE FROM ETS:</b></p> <p>The audit recommends that ETS address school concerns over support from Computer City/Comp USA. ETS has been working with Purchasing to provide the necessary documentation for the Purchasing Department to demand corrective action from this former supplier. It should be noted that this supplier is no longer doing business with the School Board, at least in part because of the quality of post-sale service. The audit also recommends that ETS and Purchasing promote use of the help desk and request vendors refer calls from schools to the help desk. This is now being done, and, in fact, all current suppliers of equipment now have a full-time employee stationed permanently at the help desk to assist in answering inquiries.</p>	<p><i>Improved.</i></p> <p>Our questionnaire revealed that 61% of the schools were satisfied with the vendor support that they have received regarding Plan 4 purchases. In speaking with ETS, we found that the VANTIVE program, which is the program used for tracking help desk inquiries, would not state whether the problem is related to Plan 4 purchases or not, as this was not a question that was asked. Therefore, we could not produce any valuable information regarding purchases made under Plan 4.</p> <p align="center"><b><u>FOLLOW-UP RECOMMENDATION</u></b></p> <p><i>We recommend that the ETS Help Desk try to develop questions that would enable them to establish whether the questions being directed to them are the result of Plan 4 purchases, or others. By identifying these purchases, in VANTIVE, the District may be able to extract information from VANTIVE that would prove helpful when determining vendor cooperation in support for future awards.</i></p>

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<p>14. ADDRESS SCHOOL'S CONCERNS REGARDING CURRENT VENDOR SUPPORT</p> <p><i>(continued)</i></p>		<p><i>(continued)</i></p> <p><b>ADMINISTRATIVE RESPONSE FROM ASSOCIATE SUPERINTENDENT, FINANCIAL MANAGEMENT &amp; SUPPORT SERVICES:</b>                      ETS has informed the Purchasing Department that it has been in contact with a Vice President at CompUSA in order to resolve problems resulting from the merger of Computer City and CompUSA.</p> <p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>ETS continues to promote the use of the help desk and requests that vendors refer calls from schools to the help desk. All current suppliers of end user devices now have a full-time employee stationed at the ETS Help Desk for the duration of the vendor's contract to assist in answering inquiries.</p>	

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<p><b>15. CONSIDER IMPLEMENTATION OF A PROJECT MANAGEMENT MODEL FOR THE REMAINDER OF PLAN 4 PROJECTS</b></p>	<p>We recommend that ETS meet with the necessary personnel in the District to look into the various project management models and the benefits that can be derived. Although, some of the models presented for project management pose potential staffing problems, the benefits derived by the District are substantial, and include the following:</p> <ul style="list-style-type: none"> <li>• More lines of communications between ETS and the schools will be open as there is a "team" to communicate with and not one individual.</li> <li>• Functional areas are assigned to persons with the expertise to make valid decisions regarding their areas.</li> <li>• Work load is spread among several team members instead of one individual.</li> <li>• Immediate feedback will be available regarding the status of any project under that teams purview.</li> </ul>	<p><b>ADMINISTRATIVE RESPONSE</b>  <u>FROM ETS:</u>                  Management Audits suggests ETS study project management models including one that allows ETS to "borrow" on a full time basis employees from other departments for the duration of the project. ETS will consider the suggestion, and also consider hiring temporary specialists from the existing Contract Staffing RFP on an as-needed basis.</p> <p><b>AUGUST 31, 2001, RESPONSE</b>  <u>FROM EXECUTIVE DIRECTOR ETS:</u>                  ETS was not able to borrow fulltime employees from other departments for the duration of the project. However, vacant positions were filled allowing us to use in-house staff and complete Plan 4 ahead of the original schedule.</p>	<p><i>Resolved.</i></p> <p>This observation is resolved based on the Plan 4 project nearing completion. This does not indicate that the concept or that the District has reached consensus on implementation strategies. The District must decide on implementation strategies for major system projects so that future projects, such as:</p> <ul style="list-style-type: none"> <li>• Computer Aided Facility Management (CAFM)</li> <li>• EDULOG</li> <li>• ERP (Enterprise Resource Program)</li> </ul> <p>will have a clear plan as to the creation, development and implementation strategy to be used by District personnel. The District has used several different strategies for Plan 4 and for HRMS. Each of these strategies has met with successes and problems. We still believe that the recommendation to have a project team implement these major initiatives seems to be the most prudent decision, and offers the greatest ability to track the project from beginning to conclusion.</p>

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<p>15. <b>CONSIDER IMPLEMENTATION OF A PROJECT MANAGEMENT MODEL FOR THE REMAINDER OF PLAN 4 PROJECTS</b></p> <p><i>(continued)</i></p>	<p><i>(continued)</i></p> <ul style="list-style-type: none"> <li>Constant review of project goals and objectives during the life cycle of the upgrade process to ensure that these goals and objectives are being met. If it is found that these goals and objectives are not being met, immediate action can be taken by the team in order to facilitate change in the project to ensure meeting the goals and objectives by project end.</li> </ul> <p>In addition, we would recommend that ETS look into some of the software available for project management. Our initial review of some of the packages commercially available shows that these packages may offer substantial benefits to team members, including:</p> <ul style="list-style-type: none"> <li>organizational and individual schedules</li> <li>online documentation</li> <li>process control</li> <li>current status reports</li> <li>integrated online discussion area</li> <li>viewing of projects and tasks according to completion date and project status</li> <li>project budgets which will compare project budgets with actual costs.</li> </ul>		

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<p><b>16. EXPEDITE THE FILLING OF VACANT POSITIONS AND DEVOTE A FULL TIME ADMINISTRATOR IN ORDER TO MEET THE GOALS AND OBJECTIVES SET FOR PLAN 4</b></p>	<p>We recommend that ETS immediately bring job descriptions forward to the School Board so that these positions can be advertised and filled. In addition, we would recommend that the Customer Systems Integration Services Unit look into devoting a full time administrator to Plan 4. This administrator will then be able to handle the day to day operations so that the Director can conduct analyses as necessary for the long range goals of the unit.</p>	<p><b>ADMINISTRATIVE RESPONSE FROM ETS:</b>                      The audit recommends full staffing of the Systems Integration Unit including getting School Board approval of the Systems Integration job descriptions. Lack of sufficient qualified staff does indeed pose a risk to the success of the Plan 4 initiative, and ETS has tried every available means to fully staff the Systems Integration Unit. In the current competitive environment, however, qualified technology staff has been difficult to find and retain. The positions have all been advertised, and positions have been and are being filled. However, the Systems Integration Unit has simultaneously lost several existing employees who have accepted promotional opportunities elsewhere.</p>	<p>Positions questioned during the original audit have been filled.</p>
		<p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b>                       ETS did expedite filing vacant positions as per the recommendation, and a full-time administrator was devoted to the Plan 4 project.</p>	

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<p>17. <b>EVALUATE THE POSSIBILITY OF ACCELERATING THE PLAN 4 IMPLEMENTATION SCHEDULE FOR SCHOOLS THAT HAVE BEGUN THE "RETROFITTING" PROCESS USING STATE GRANT MONIES</b></p>	<p>We recommend that ETS evaluate the work that has been completed and the monies which will be needed to bring these schools up to District Standards. Once this evaluation is completed, we recommend that ETS inform the School Board of these findings and allow the School Board to prioritize these schools for the upcoming implementation schedule as they see fit.</p>	<p><b>FROM ETS:</b>                      Management Audits recommends possibly accelerating in the Plan 4 Schedule those schools that formerly had received state retrofit grant monies. ETS will evaluate the work that has been completed and the monies needed to bring those schools up to District Standards. Since it is too late to change 1999-2000 installation schedules or apply for additional e-rate discounts for 1999-2000, the evaluation will be made as to the possibility of accelerating any schools not already scheduled for upgrade in 2000-2001 into that year. Once this evaluation is completed, ETS will, as part of the Capital Budget development cycle for 2000-2001, inform the School Board of the findings and present the need for additional funds, if any, as an option.</p>	<p><i>Resolved.</i>                      All the schools pointed out in the original review have been retrofitted.</p>

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<p><i>(continued)</i></p> <p><b>17. EVALUATE THE POSSIBILITY OF ACCELERATING THE PLAN 4 IMPLEMENTATION SCHEDULE FOR SCHOOLS THAT HAVE BEGUN THE "RETROFITTING" PROCESS USING STATE GRANT MONIES</b></p>		<p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>After the initial audit, many schools were moved ahead of schedule in the plan, and all schools scheduled to completed in the 2000-01 school year were completed. The final three schools are schedule for completion in the 2001-02 school year. Since these three schools have construction projects scheduled, the upgrades will be aligned with the completion of the construction.</p>	



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<p><b>18. STRENGTHEN REVIEW PROCESS FOR APPROVAL OF WIRING AND ELECTRICAL INVOICES FOR PAYMENT</b></p>	<p>We recommend that the Safety Department be included in the sign-off procedures for the design of the installation specifications in order to ensure that the installation of the quad jacks etc., do not create a safety hazard to staff or students.</p> <p>In addition, we recommend that ETS strengthen the review process for the approval of wiring and electrical invoices for payment to include:</p> <ul style="list-style-type: none"> <li>• Signature of ETS representative</li> <li>• Signature of school personnel</li> <li>• All UBCI Inspector reports, including any punch list type items that needed to be cleared.</li> </ul> <p>All of these items are needed and must be attached to the invoice, prior to payment being processed.</p>	<p><b>ADMINISTRATIVE RESPONSE</b></p> <p><b>FROM ETS:</b></p> <p>Management Audits recommends that wiring and electrical invoices be approved for payment by the Safety Department, UBCI inspectors and the school in addition to ETS. ETS would like to comply with an improved sign off procedure. To avoid potential late payments, ETS management feels that an additional sign off of the invoices by Capital Planning, now supervising the UBCI Inspectors, would be sufficient.</p> <p>As part of this recommendation, the audit report also included some photos (Exhibits 11-13) showing poor workmanship as part of unauthorized wiring and electrical work performed by schools. When ETS inspects schools to prepare for the work to be done by its Plan 4 contractors, ETS will not any pre-existing unauthorized work and request that the school contact UBCI inspectors to determine if the unauthorized work was done in accordance with applicable building codes.</p>	<p><i>Partially Resolved.</i></p> <p>The current policy for approving vendor invoices for payment is that the invoice is approved after the initial inspection by UBCI (Uniform Business Code Inspectors) is signed off/passed. UBCI is contacted by the vendor, when the job is ready for the initial inspection, there are three inspections:</p> <ol style="list-style-type: none"> <li>(1) Energize,</li> <li>(2) Above Ceiling, and</li> <li>(3) Final.</li> </ol> <p>UBCI performs their inspection to the National Electric Code standards, utilizing the blueprints for the specific work order, they do not verify the material, supplies, etc. that is listed on the job invoice being inspected.</p> <p>Yet, our review of the surveys show that only 67% of the administrators stated they were involved in the final approval of the wiring invoices for Plan 4.</p>

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<p><i>(continued)</i></p> <p>18. <b>STRENGTHEN REVIEW PROCESS FOR APPROVAL OF WIRING AND ELECTRICAL INVOICES FOR PAYMENT</b></p> <p><i>(continued)</i></p>		<p><i>(continued)</i></p> <p>The only photos in the report workmanship performed by the Plan 4 contractors are the photos of jacks in the Science labs in Exhibit 14, and they were placed at the direction of and in cooperation with the Science Curriculum Supervisor. ETS has never received a complaint regarding placement of quad jacks and receptacles by its installing contractors, and all have been inspected by UBCI inspectors and signed-off by schools personnel as having been placed appropriately.</p> <p><b>FOLLOW UP RESPONSE BY THE OFFICE OF MANAGEMENT/FACILITY AUDIT:</b></p> <p>The Office of Management/Facility Audits believes a payment meeting could be scheduled with all the necessary parties, and all signatures received at this time, and then process the invoice for payment. This approach is similar to the process currently being used successfully by the Facilities Management &amp; Construction Division.</p> <p><i>(continued)</i></p>	

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<p>18. <b>STRENGTHEN REVIEW PROCESS FOR APPROVAL OF WIRING AND ELECTRICAL INVOICES FOR PAYMENT</b></p> <p><i>(continued)</i></p>		<p><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>ETS coordinated all inspections with the UBCI inspectors in order to ensure proper building codes and standards were followed before completion of all projects. In addition, ETS staff completes a thorough inspection before any project is considered complete.</p>	

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<p><b>19. REASSIGN PHASE 8 FROM THE TECHNOLOGY UPGRADE PROJECT LIFE CYCLE GUIDE TO THE MANAGEMENT AND QUALITY ASSURANCE UNIT WITHIN ETS</b></p>	<p>We recommend that the Technology Project Life Cycle Guide be revised and that Phase 8 removes the words "Auditing by the Auditing Department" from the tasks to be completed in this Phase. If ETS would like auditing to take place, this role needs to be turned over to the Management &amp; Quality Assurances Unit already on staff at ETS. Evaluation of the project costs should be monitored during the life of the project and not at close-out of the project. It would be a violation of the <u>Standards for the Professional Practice of Internal Auditing</u>, for the Office of Management/Facility Audits to assume operating responsibilities for Plan 4, and may jeopardize the credibility of both departments with outside observers.</p>	<p><b>ADMINISTRATIVE RESPONSE</b>  <b>FROM ETS:</b>  Management Audits suggests that the Management and Quality Assurance Unit of ETS take responsibility for the Phase 8 review in the eight phase project implementation cycle. ETS will implement this recommendation.</p> <p><b>FOLLOW UP RESPONSE BY THE OFFICE OF MANAGEMENT/FACILITY AUDIT:</b>  The Office of Management/Facility Audits is not seeking relief of any responsibilities. As we have stated the <u>Standards for Professional Practice of Internal Auditing</u> requires that our office not be involved in day-to-day operations.</p> <p>In order to maintain independence, we plan to provide a follow-up audit of Plan 4 as stated in the Board approved Audit Plan for 1999-00, submitted by our office.</p>	<p><i>Resolved.</i>  ETS now performs this function.</p>

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<p>19. REASSIGN PHASE 8 FROM THE TECHNOLOGY UPGRADE PROJECT LIFE CYCLE GUIDE TO THE MANAGEMENT AND QUALITY ASSURANCE UNIT WITHIN ETS</p> <p><i>(continued)</i></p>		<p>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</p> <p>ETS no longer contacts the Audit Department for Phase 8, but completes the quality assurance within the ETS department, as recommended. A sign off with the Principal at each school, to ensure that all wiring and electrical is installed, end user equipment received, and all devices properly working on the network to the current district standard, is also rendered.</p>	

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<b>OBSERVATION BOOK-KEEPING PRACTICES AND PROCEDURES</b>	<b>RECOMMENDATION</b>	<b>MANAGEMENT RESPONSE ADMINISTRATIVE RESPONSE FROM ETS:</b>	<b>CURRENT STATUS AS OF FEBRUARY 2002</b>
<p>20. We recommend that ETS review and strengthen bookkeeping practices and procedures so that:</p> <ul style="list-style-type: none"> <li>Files which are being maintained, are documented as required in Standard Practice Bulletin A-460.</li> <li>All school files should be reviewed periodically to ensure the dates are being entered onto the Plan 4 Technology Project Life Cycle Guide correctly.</li> <li>Although current Standard Practice Bulletins allow for items to be received on the FAST system by off sites, we believe ETS needs to establish certain restrictions on the receiving of these items, including:</li> </ul>	<p>Management Audits recommends strengthening bookkeeping practices and procedures, and ETS will assign staff to assist in maintaining organized and complete records. Management Audit also in this item recommended allowing schools to have more flexibility in scheduling the receiving of equipment. ETS agrees, and this flexibility is now included in the most recent bids that have been awarded by the School Board.</p> <p align="center"><b>AUGUST 31, 2001, RESPONSE FROM EXECUTIVE DIRECTOR ETS:</b></p> <p>ETS followed the recommendations of Management Audits by strengthening bookkeeping practices and procedures by implementing a more flexible installation schedule between schools and vendors.</p>	<p>Our review of the files maintained at ETS revealed that the bookkeeping aspect of Plan 4 remains incomplete:</p> <ul style="list-style-type: none"> <li>We found that Purchase Orders and Invoices were not always filed in a timely manner. When we arrived, there were several P.O.'s and Invoices that needed to be matched and filed.</li> <li>We found numerous instances in which prices being charged on the invoices were not accurate when compared to the bids. -See Supplemental Observations on pages 82-87.</li> </ul>	<p><i>Partially Resolved.</i></p> <p align="center"><b><u>FOLLOW-UP RECOMMENDATION</u></b></p> <p><i>For the most part, the Bookkeepers are to be commended for the amount of paperwork that was required to keep up with this massive undertaking. Adequate internal controls are needed to ensure that invoices are properly matched to bids and that paperwork is properly filed so that the chance for duplicate payments is diminished.</i></p>

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<p><i>(continued)</i></p> <p><b>20. STRENGTHEN BOOK-KEEPING PRACTICES AND PROCEDURES</b></p>	<p><i>(continued)</i></p> <p>1. All items which are being received on-line by off sites should not be received on-line until ETS has received a copy of the invoice(s) from the school, and notifies the school to begin receiving these items on-line. In this manner, ETS is fully aware of what was received by the site, and can compare the purchase order with the actual receipt to ensure proper payment and delivery has occurred.</p> <p>2. ETS should not override a school based decision as to when the items delivered will be received. We would advise that any further problems of this nature be addressed by ETS and the affected Principal.</p>		

**SECTION III**

**Supplemental Observation**



1. IMPROVE CONTRACT ADMINISTRATION OF EXISTING CONTRACTS WITH TELE-COMMUNICATION VENDORS. (CABLE & NETWORK WIRING SERVICES).

OBSERVATION

As part of our follow-up review of Plan 4, we reviewed the District's contracts relating to infrastructure services. Specifically, expenditures related to cable and networking wires that were installed in schools, centers and administrative locations. The cable and networking wires are used in connecting to the Local Area Network (LAN) and the Wide Area Network (WAN). We noted the following:

- Our review of three (3) invoices from Quality Communications of Florida, Inc., which totaled \$233,453 were paid for work that was completed at three schools. We found approximately 65 lines on the three (3) invoices in which the prices paid were different than the prices quoted on the bid. These differences resulted in an overpayment to Quality Communications of Florida, Inc., of \$6,250.17, or approximately 3% of the total value of the paid invoices.
- Our review of invoices revealed many instances in which the charges that appear on the invoices were made under the "Other Goods and Services" section of the bid. These charges included undocumented labor costs, undocumented overtime costs of approximately \$350 per hour at the Sailboat Bend Complex, and the building of partitions for schools. Some of the services performed under Other Goods and Services do not appear to have been properly inspected. (SEE EXHIBIT XVIII)
- RFP 98-388N had sought a 20% M/WBE goal. As a result of our original report, Purchasing, ETS and M/WBE notified all vendors, in November 1999, of the need to complete monthly M/WBE utilization reports. As we began our follow-up review we checked with the M/WBE Department and found that they had not received any utilization reports from the any of the vendors. *Subsequently, we found that Quality Communications of Florida, Inc., did complete the M/WBE Utilization Reports and was sending them to ETS, but no one in the M/WBE Department was aware of this.* Our review of the reports that were submitted revealed:
  1. The company reportedly used seven (7) M/WBE firms. Four (4) of these firms were certified M/WBE by the District. Three (3) firms were not certified, but were reported as M/WBE firms.
  2. Quality Communications of Florida, Inc., paid the four (4) certified M/WBE firms approximately \$9.6 million, or 21% of the value of the firms payments.
  3. Four (4) of the company's principals, as identified using State records, had not been fingerprinted and/or cleared by the District for working on school campuses. (As verified through School District's Security personnel) This is required under Section 24.32 under Terms and Conditions of the contract.
  4. We found differences with the total amount of payments reported by Quality Communications of Florida Inc. The reports show a net difference of \$701,584 in reported payments to their subcontractors vs. the actual amounts listed as paid by Quality Communications.

**OBSERVATION (cont.)**

- RFP's 22-018N and 22-189N were awarded to one vendor: Quality Communications of Florida Inc. When we questioned the Purchasing Department and ETS regarding this award, we were told that this vendor offered the best pricing. In looking over the evaluation, we found that only four (4) companies had placed bids, and one of those companies was disqualified.
- We reviewed State records on January 11, 2002, and found that the State of Florida had not received the company's annual reports (Now called the Uniform Business Report) for 2000, 2001 or 2002. This is in violation of Florida Statute 607.1622. When the Office of Management/Facility Audits inquired with staff we found that they were unaware of this situation. In checking State records again on February 21, 2002, we found that Quality Communications of Florida, Inc., had filed all delinquent annual reports on January 23, 2002. During the time when the company had not properly filed annual reports with the State, the School Board had paid Quality Communications of Florida Inc.:

1999-2000	\$19,769,218
2000-2001	\$16,509,548

**BACKGROUND**

In 1997, the District placed an RFP on the streets for the wiring of schools and locations. RFP 98-388N was awarded to three vendors: Bell South, Quality Communications of Florida Inc., and Telecom Engineering. This RFP was for a three (3) year period, from February 1999 to February 2002. In reviewing this RFP we found that in excess of \$40 million was expended over the life of the contract and ALL the purchase orders that were issued and paid were to Quality Communications of Florida, Inc. Currently, RFP's 22-018N and 22-189N have replaced RFP 98-388N which expired in February 2002.

Florida Statute 607.1622 states that, "Each domestic corporation and each foreign corporation authorized to transact business in this state shall deliver to the Department of State for filing a sworn annual report on such forms as the Department of State requires. These reports are to be delivered to the Department of State between January 1 and May 1 of the year following the calendar year in which a domestic corporation was incorporated."

Section 9.6 of the General Conditions of RFP 22-139N states that, "Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the goods or services contained herein apply. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility."

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**BACKGROUND** (cont.)

Section 24.32 of the General Conditions of RFP 98-388N states that, "A successful bidder/proposer shall be required to have all its employees, subcontractors or agents who will be entering onto School Board property as a result of this award wear, while on School Board property, a photo identification badge issued by SBBC...A background check will then be conducted on each badge applicant. A Major System Priority of the School Board is to ensure Student/Employee Safety and Security. Therefore, SBBC reserves the right to require additional information from any applicant and to deny a badge to any applicant. Any applicant denied a badge is prohibited from entering onto School Board property as an employee, subcontractor or agent of the successful bidder/proposer.

**RECOMMENDATION**

Overall, the District's schools and locations were satisfied with the services provided by the vendor. However, there are some internal control weaknesses over the contract administration procedures. We recommend that the Associate Superintendent, Support Services meet with the Director of the Purchasing Department to ensure:

1. All companies doing business with the School Board of Broward County, Florida have all proper licenses as required by Federal, State and local laws. In addition, we recommend that a search of State records be conducted to ensure that the company is in good standing with the State, as of the date of award.
2. Revisions are made to the RFP, so that the needs for security are properly adhered to, in that, the awarded vendor(s) will have to not only submit the application for fingerprints for their employees, but also for all potential subcontractors that the bidder/proposer may utilize.
3. Periodically, the purchasing agent/buyer will review payments made from respective bids to ensure that payments are being made only to vendors, subcontractors or agents who have successfully submitted and been awarded security clearance. Policies should be created if it is found that payments are being made to companies or individuals who have not been previously cleared.

All the documentation for the above recommendations is to be maintained in the Bid File.

We recommend that Associate Superintendent, Superintendent Support meet with the Executive Director of ETS to ensure:

1. Staff review all invoices submitted by Quality Communications of Florida, Inc., to determine the amount of overbillings that have been received since the award of the latest contracts. Once this review is completed, we recommend that a letter be issued to the vendor to formally request reimbursement for any overpayments found.
2. Bookkeepers, staff and Directors not only ensure that the items invoiced were actually received and installed, but that the prices that we are paying are the prices that were bid by the vendor.

**RECOMMENDATION (cont.)**

3. All invoices for labor and/or time are properly documented with the number of hours, the number of staff and the amount to be paid per hour. This documentation must be attached to the invoice when it is submitted for payment. We further recommend that in the future any RFP issued that with an hourly charge, require that this hourly rate be stated.

We recommend that the Director, Diversity & Equal Educational Opportunities (currently Vacant), meet with the M/WBE section to ensure that:

1. Any awards being made which contain an M/WBE component be reviewed to determine if the company has previously done business with the School District, and if the company properly submitted utilization reports as required by the previous award. Scoring of the current RFP should take this failure into consideration.
2. That the utilization reports filed, not only be reviewed for goals, but to ensure that the totals reported are accurate when compared to expenditures made through the District's financial system.
3. That monthly, the M/WBE section meet with the Director of the Purchasing Department to review purchasing records to ensure that bids/contracts that have been identified as having an M/WBE goal, have been properly identified and that the vendors receiving payment under these bids have been submitting utilization reports as required.

**ADMINISTRATION RESPONSE FROM THE DIRECTOR OF THE PURCHASING DEPARTMENT**

1. Prior to recommending an award, the Purchasing Department currently verifies compliance with all licensing requirements as stated in a given bid or RFP. There is no requirement to verify such licensing after the contract is in effect. However, if there is a recommendation to renew the existing contract, the licensing is ~~again~~ verified prior to the renewal recommendation. If the licensing is not current, the recommendation to renew is not made. In order to verify that the number of awardees and corresponding licenses, to ascertain the practicality of doing semiannual follow-ups. Staff will advise Management/ Facility Audits by the end of May 2002 of its recommendation.
2. All bids and RFP's currently include language requiring awardees' employees, sub-contractors, or agents to wear SBBC issued photo identification when entering SBBC property. Additionally, after award, awardees are once again notified that the requirements to have an SBBC Identification Badge is applicable to both primary vendors and their sub-contractors. However, in order to ensure that all vendors and sub-contractors visiting SBBC locations have appropriate badges, it is recommended that a memo be released notifying all SBBC employees that vendors without appropriate badges should not be allowed onto SBBC sites. The Purchasing Department will meet with the Executive Director, Professional Standards and Special Investigative Unit, to determine appropriate memo authorship.

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**ADMINISTRATION RESPONSE FROM THE DIRECTOR OF THE  
PURCHASING DEPARTMENT (cont.)**

3. Payments made pursuant to bid or RFP awards are made only to the awardees. There is no authorization to make payments to sub-contractors in relation to an award made to a prime contractor/vendor. There is a process currently in place to assure that payments comply with contract pricing. After award, the Purchasing Department releases, for each bid or RFP awarded a Contract Award Memo to all district users. In addition to other specific information, the Contract Award Memo includes information on applicable bid or RFP pricing. For line-item Purchase Orders, Accounts Payable does not pay any invoice over the Purchase Order Line amount. If an invoice is received for an amount greater than the Purchase Order line, Accounts Payable forward that invoice discrepancy to the appropriate Buyer/Purchasing Agent for reconciliation. For blanket Purchase Orders, Accounts Payable forwards a copy of all invoices to the end-user for verification of invoice pricing against the Contract Award Memo. In order to assure that this process is being followed, the Director of Purchasing will release a memo, annually, advising all district users of the process.

In order to comply with SBBC badge requirements, staff recommends that all departments be notified of the requirement for all vendors and sub-contractors to have SBBC badges. See response to Recommendation #2. In the event that a vendor or sub-contractor (or employee of either) is on any SBBC site without a badge, that information should be made available to the appropriate department. This information can be used by the Purchasing Department in evaluating vendor performance or may be used to cease all payments until the situation is rectified. Staff will work with the Department of Professional Standards and Special Investigative Unit to determine the appropriate procedure for accomplishing this task.

Additionally, during contract renewal process, vendors will be re-advised of security badge requirements.

**ADMINISTRATION RESPONSE FROM THE EXECUTIVE DIRECTOR  
EDUCATION TECHNOLOGY SERVICES**

Education Technology Services (ETS) has reviewed the Plan 4 Audit Report that has been prepared by the Management/Facility Audit Department, and revisited Plan 4 accounting documentation for a variety of schools and situations that were highlighted in the report.

The main issue requiring an ETS response is the recurring pattern of discrepancies between the pricing used on Quality Communications Proposals for wiring projects, the SBBC Bids under which that work was to be completed, the SBBC Purchase Orders authorizing the work to be completed, and the pricing on the invoices prepared by Quality Communications for work completed.

Typically, work that had been proposed in one year was not scheduled and completed until approximately 18 months had elapsed. In the intervening period the scope of the project was often modified. Also, the District had multiple E-Rate bids that were simultaneously valid in certain time spans over the past several years causing confusion for both ETS and Quality Communications accounting departments.

**ADMINISTRATION RESPONSE FROM THE EXECUTIVE DIRECTOR  
EDUCATION TECHNOLOGY SERVICES (cont.)**

Auditing discrepancies consequently resulted, in the most part, not from incorrect applications of project pricing, but rather from the inclusion of erroneous or combined bid-based pricing notations on a single Purchase Orders and Invoices.

ETS staff has instituted a number of measures to ensure that the preparation of Purchase Orders is done in a manner that appropriately aligns work proposed by Quality Communications to purchase orders and invoices associated with projects. When work that is part of a project requires the application of multiple bid-based pricing matrices, separate Purchase Orders will now be prepared. Additionally, the bid that is currently in place for network wiring with Quality Communication provides stipulations which ensure that invoices provide greater detail – as requested in the Audit Report – for labor costs associated “Other Goods and Services”.

In those instances where inaccurate line-item pricing was found, ETS is working with Quality Communications administration and accounting staff to rectify any errors, and make appropriate account adjustments. In the sampling of 55 record-sets for schools that underwent technology retrofits as part of Plan 4 bid pricing, discrepancies were discovered that indicate:

- Inaccurate or combined citation of Bid numbers and pricing on single P.O.’s (vast majority of occurrences)
- Line item overcharges for work completed by Quality Communications (select invoices)
- Line item undercharges for work completed by Quality Communications (select invoices)

ETS will be working with the vendor to make all appropriate account adjustments, and is prepared to offer the findings that result from this endeavor to District staff within 30 days.

**ADMINISTRATION RESPONSE FROM THE TASK ASSIGNED EXECUTIVE  
DIRECTOR DIVERSITY & EQUAL EDUCATIONAL OPPORTUNITIES**

I have reviewed the draft report with staff and we concur, without exception, with recommendations #1 and #3, pertaining to strengthening the monitoring procedures for the participation of M/WBE contract awards.

**SECTION IV**  
**Survey and Results**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Technology Questionnaire-Students**

**GENERAL INFORMATION**

1. Name of School \_\_\_\_\_
2. Name (optional) \_\_\_\_\_
3. What grade are you in? \_\_\_\_\_

**COMPUTER ACCESS**

4. How many computers do you have in your classroom?  
 1-2 36%       3-4 24%       4 or more 35%       None 5%
5. Do you have a personal computer at home?     Yes 90%       No 10%

**LEVEL OF USE**

6. Which of the following statements, in general, best describes your use of technology at your school?  
 I use the computers in my classroom on a daily basis for school assignments. 33%  
 I use the computers in my classroom once or twice weekly to complete school assignments. 22%  
 I use the computers in my classroom once or twice monthly to complete school assignments. 16%  
 I have never used the computers in my classrooms to complete assignments. 29%

**COMPUTER TOOLS/APPLICATIONS**

7. Please use the table below to indicate the different types of computer tools or software applications that you have used at school, during the past year, and the frequency of use.

Computer Tool/Application	Frequency			
	Rarely (once or twice during the year)	Frequently (Several times a month)	Regularly (Weekly use)	Never Used
Word Processing	10%	21%	39%	30%
Worked on/created spreadsheets	17%	11%	14%	58%
Worked on/created database	10%	12%	9%	69%
Desktop publishing	13%	9%	7%	71%
Multimedia presentation	13%	18%	10%	59%
Computer program	9%	11%	18%	62%
Simulations	10%	8%	9%	73%
Digital Camera/Scanner	7%	14%	13%	66%
Content specific software/CD Roms	10%	15%	24%	51%
On-line exchanges (penpal etc.)	6%	7%	21%	66%
Webpage development	11%	8%	8%	73%
Video Conferencing	11%	3%	6%	80%



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Technology Questionnaire-Teachers**

**GENERAL INFORMATION**

1. Name of the School \_\_\_\_\_
  
2. What grade levels do you teach? (Please check all that apply)  
 K 2%     1<sup>st</sup> 2%     2<sup>nd</sup> 2%     3<sup>rd</sup> 3%     4<sup>th</sup> 3%     5<sup>th</sup> 2%     6<sup>th</sup> 5%  
 7<sup>th</sup> 5%     8<sup>th</sup> 6%     9<sup>th</sup> 16%     10<sup>th</sup> 18%     11<sup>th</sup> 17%     12<sup>th</sup> 16%     Oth. 3%
  
3. How do you classify your primary assignment at the school?  
 Regular Full-time teacher 91%     Regular Part-time teacher 1%     Pool Substitute 0%     Other (Please Specify) 8%
  
4. What subject areas are you currently teaching?  
 Elem. Ed. 16%     P.E./Heal. 3%     Science 10%     Computers 4%     For. Lang. 4%  
 Mathemat. 9%     Special Ed. 6%     English 11%     Media Sp. 3%     Other (Specify) 18%  
 Soc. Stud. 10%     Voc. Ed. 6%
  
5. How many years have you taught? *Average was 15.6 years.*
  
6. How many years have you taught at this school? *Average was 7.8 years.*

**COMPUTER ACCESS**

7. How many computers do you have in your classroom? (Not including teacher's computer)  
 1-2 33%     3-4 30%     4 or more 23%     None 14%
  
8. Has a laptop been assigned to you?     Yes 70%     No 30%
  
9. Do you have a personal computer at home?     Yes 87%     No 13%

**SUPPORT**

10. Please put a check next to those who have provided you with support in integrating technology into your work.  
 Teachers in my school. 27%     School Media Specialist 16%     Depart. Head 9%  
 Teachers at other schools. 8%     TLC/Tech. Specialist 24%     Students 10%  
 Other (Specify) 6%

**LEVEL OF USE**

11. Which of the following statements best describes your use of technology in your instructional program?  
 Technology is fully integrated into my instructional program. (75% - 100%) 19%  
 I have integrated technology into specific instructional units/programs. (51%-74%) 40%  
 I use technology infrequently with students. (26% - 50%) 24%  
 I have not used technology at all in my instructional units/programs. 6%  
 I only use technology as it relates to my administrative tasks. (Attendance, Grade Book etc.) 11%

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Technology Questionnaire-Teachers**

**TRAINING**

12. Use the table below to indicate the type of training, the number of hours expended by you, and how satisfied you were with this training.

Training Provider	Number of Hours (AVERAGE)	Level of Satisfaction		
		Very Satisfied	Satisfied	Not Satisfied
School Based Training provided by School Based personnel	12.54	○ 47%	○ 41%	○ 12%
Countywide Workshops provided during the year	10	○ 33%	○ 46%	○ 21%
Summer Training provided by the School/District	17	○ 44%	○ 36%	○ 20%
A Distance Learning Course	7.4	○ 29%	○ 40%	○ 31%
Technology Related Conference	8	○ 43%	○ 37%	○ 20%
College or University technology related course	10	○ 44%	○ 42%	○ 14%

**COMPUTER TOOLS/APPLICATIONS**

13. Use the table below to indicate the different types of computer tools or applications that you and/or your students used during year, the frequency of use and who utilized the tools or applications.

Computer Tool/Application	Frequency			User		
	Rarely (once or twice during year)	Frequently (Several times a month)	Regularly (Weekly use)	Teacher Use	Student Use	Both
Word Processing	3%	10%	32%	25%	7%	23%
Worked on/created spreadsheets	21%	15%	17%	36%	3%	8%
Worked on/created database	21%	13%	19%	36%	3%	8%
Desktop publishing	23%	17%	13%	25%	6%	16%
Multimedia presentation	30%	15%	8%	22%	9%	16%
Computer program	16%	12%	24%	13%	12%	23%
Simulations	45%	11%	6%	19%	8%	11%
Digital Camera/Scanner	34%	15%	8%	25%	4%	14%
Content specific software/CD Roms	16%	13%	22%	15%	11%	23%
On-line exchanges (penpal etc.)	20%	10%	24%	26%	5%	15%
Webpage development	42%	8%	10%	25%	4%	11%
Video Conferencing	51%	5%	6%	23%	3%	12%

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Technology Questionnaire-Teachers**

**BARRIERS**

14. Indicate whether any of the following are barriers to integrating technology into your instructional program.

<b>Barrier</b>	<b>Not a Barrier</b>	<b>Minor Barrier</b>	<b>Major Barrier</b>
Not enough or limited access to computer hardware	33%	28%	39%
Not enough computer software	36%	36%	28%
Purchased software/hardware has not been installed	59%	25%	16%
Lack of time in school to schedule use of technology	31%	34%	35%
Use of technology is not integrated into curriculum documents	53%	33%	14%
Lack of technical support for technology projects	47%	30%	23%
Lack of knowledge about ways to integrate technology to enhance curriculum	49%	36%	15%
Students do not always have access to the necessary technology at home to complete assignments	21%	37%	42%

15. We are very interested in your comments regarding your experiences with technology at your school. Please write your comments in the space below or feel free to add sheets as necessary.

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**THANK YOU FOR YOUR COOPERATION IN COMPLETING THIS REPORT. THE RESULTS OF THE SURVEY WILL BE AVAILABLE ON THE OFFICE OF MANAGEMENT/FACILITY AUDITS WEBSITE ([www.broward.k12.fl.us/auditdep/](http://www.broward.k12.fl.us/auditdep/)) AT THE CONCLUSION OF THE REPORT. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT KEN SHAW AT 765-6421.**



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Technology Questionnaire Schools**

**COMPUTER ACCESS**

*To answer the following questions, please use the following information:*

The Technology Upgrade Guide defines fully equipped under Plan -4 guidelines, as having *each of the following items in place and functional*. Please indicate in the table below which items you have at your school.

Description	Yes	No	Approximate %- (AVERAGE)	Comments
4 Micro computers in <i>EACH CLASSROOM</i>	<input type="radio"/> 48%	<input type="radio"/> 52%	69%	
1 Laptop <i>PER FULL-TIME Classroom based Teacher</i>	<input type="radio"/> 55%	<input type="radio"/> 45%	77%	
1 Printer <i>PER CLASSROOM</i>	<input type="radio"/> 52%	<input type="radio"/> 48%	76%	
1 Telephone <i>PER CLASSROOM</i>	<input type="radio"/> 92%	<input type="radio"/> 8%	93%	
2 Quad Communications Outlets <i>PER CLASSROOM</i>	<input type="radio"/> 92%	<input type="radio"/> 8%	95%	
2 Quad receptacles per quad communications outlet <i>PER CLASSROOM</i>	<input type="radio"/> 90%	<input type="radio"/> 10%	95%	
1 Micro Computer for <i>EVERY Qualified Administrator</i>	<input type="radio"/> 98%	<input type="radio"/> 2%	98%	
1 Printer for Administrative Use	<input type="radio"/> 99%	<input type="radio"/> 1%	100%	
1 Server per Campus	<input type="radio"/> 100%	<input type="radio"/> 0%	100%	
1 Scanner per Campus	<input type="radio"/> 99%	<input type="radio"/> 1%	100%	
1 Energy Management and Security System	<input type="radio"/> 97%	<input type="radio"/> 3%	99%	
1 Quad receptacle per quad communications outlet <i>PER ADMINISTRATION</i>	<input type="radio"/> 100%	<input type="radio"/> 0%	100%	

13. Have all items shown above been purchased and installed ?  Yes 91%  No 9%

14. What percentage of classrooms are fully equipped and operational?  
 0-25% 14%  26-50% 10%  51-75% 21%  76-100% 55%

15. If the answer to question number 14 is less than 100%, what would you state is the reason that the classrooms are not fully equipped and operational:  
 ETS has not completed its purchases 61%  The school has not completed its purchases 5%  Both [A] and [B] 34%  Other - please explain below

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**The Office of Management/Facility Audits**

**Technology Questionnaire-Schools**

16. If the answer to question number 14 is less than 100%, when does the school expect to have 100% of the classrooms fully equipped and operational?

- Less than 1 year 1%       1-2 years 23%       2-3 years 27%       3-4 years 26%       more than 4 years 23%

**COMPUTER INTEGRITY**

17. Has the equipment installed under Plan-4 been properly secured? (ie. Lock Desks for the computers etc.)

- Yes 24%       No 76%

18. Is the school using virus protection software on all applicable equipment (Laptops, Workstations, Servers etc.)?

- Yes 68%       No 32%

19. Is this virus protection updated periodically?

- Yes 55%       No 45%

20. Have any of the school's portables been retro-fitted? If Yes, approximately how many?

- Yes 43% 268 TOTAL       No 57%

**SCHOOL PERSONNEL**

21. Does your school presently have: (Mark all that apply)

- A Micro-Technical Specialist (MM-85) 38%       A Computer Liaison 32%       Other (Please indicate the position) 30%

22. How much time does the person noted in question number 21 spend on the technological needs of your school?

- Less than 5 hours per week. 4%       Between 6-15 hours per week. 13%       Between 16-30 hours per week. 18%       This is the staff members full-time job. 65%

**CUSTOMER SATISFACTION**

23. Overall, have you been satisfied with the vendor support (ie. repair, service call, replacement) on the equipment that has been installed under Plan-4?

- Yes 61%       No 39%

24. Overall, what is your opinion of the Education Technology Services (ETS) as it relates to the Technology Upgrade Process (Plan -4).

- Exceeds Expectations 15%       Meets Expectations 53%       Does not meet expectations. 32%

25. We are very interested in your comments as they relate to the Plan -4 process. Please write your comments in the space below or feel free to add sheets as necessary.

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**THANK YOU FOR YOUR COOPERATION IN COMPLETING THIS REPORT. THE RESULTS OF THE SURVEY WILL BE AVAILABLE ON THE OFFICE OF MANAGEMENT/FACILITY AUDITS WEBSITE ([www.broward.k12.fl.us/auditdept/](http://www.broward.k12.fl.us/auditdept/)) AT THE CONCLUSION OF THE REPORT. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT KEN SHAW AT 765-6421.**

**SECTION V**

**Exhibits**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status-Plan 4**  
**2002**

**EXHIBIT I**

**PLAN 4 BUDGET**

YEAR	USER COSTS	INFRA-STRUCTURE COSTS	UNIVERSAL SERVICE DISCOUNTS	PORTABLES	OTHER	TOTAL
1996-1997					\$ 2,583,651	\$ 2,583,651
1997-1998					\$ 13,768,407	\$ 13,768,407
1998-1999	\$ 12,845,600	\$ 24,261,258	\$ (5,560,858)			\$ 31,546,000
1999-2000	\$ 7,224,705	\$ 38,018,095	\$ (4,760,800)			\$ 40,482,000
2000-2001	\$ 19,027,710	\$ 51,750,790	\$ (14,486,500)			\$ 56,292,000
2001-2002	\$ 5,270,556	\$ 41,708,444	\$ (4,364,000)			\$ 42,615,000
2002-2003		\$ 27,615,000				\$ 27,615,000
<b>Totals</b>	\$ 44,368,571	\$ 183,353,587	\$ (29,172,158)		\$ 16,352,058	\$ 214,902,058

*As Audited June 1999*      \$ 62,578,513      \$ 183,353,587      \$ (16,358,608)      \$ 24,019,360      \$ 253,592,852

*As Audited January 2002*      \$ -      \$ 189,599,756      \$ (14,240,226)      \$ 16,546,715      \$ 16,352,058      \$ 208,258,304

*Actual Budget for Plan 4 excluding the needed funding for wiring of Portables*      [A]      [B]      [C]      [D]      [E]      \$ 191,711,589

**Under-Budget**      \$ 23,190,469      (a-b)

**NOTES:**  
 [A] In reviewing the figures presented to the Office of Management/Facility Audits, the user costs were included in the Actual Expenses that were reported by ETS.  
 [B] These actual costs are separated into school level costs and other costs associated with Plan 4, and can be seen in EXHIBIT II. The User costs referred to by A are included in this figure.  
 [C] This is the Office of Management/Facility Audits' calculation of E-rate receipts, based upon receipts shown on the E-rate website. SEE EXHIBIT III  
 [D] ETS has wired some portables associated with Annex sites. Ultimately to come into compliance with School Board Policy 5306, the District will need to either wire the existing "permanent" portables, or revise School Board Policy 5306. OMFA calculated that currently there are 1,345 portables in the District which will need to be wired. This is the figure, after Modular Building Systems are installed in the District. (SEE EXHIBIT IV) ETS has estimated the cost of "hardwiring" portables to be \$12,302 each.  
 [E] These were costs associated with Plan 4, prior to the "official" adoption of Plan 4 in the 1998-99 school year.



The Office of Management/Facility Audits

Current Status - Plan 4

2002

PLAN 4 BUDGET

School Level Expenditures

ACTIVITY NUMBER	ACTUAL EXPENDITURES	PER ORIGINAL BUDGET[A]	VARIANCE	% Over/(Under) Budget
79820	\$ 5,705,886.31			
79720	\$ 19,102,693.78			
79822	\$ 25,600,289.20			
79920	\$ 24,004,165.50			
89155	\$ 42,257,506.25			
89955	\$ 24,656,939.70			
82255	\$ 402,382.77			
<b>TOTALS</b>	<b>\$ 141,729,863.51</b>	<b>\$ 122,751,483.29</b>	<b>\$ (18,978,380.22)</b>	<b>-15%</b>

BECON  
 Capitalized Costs  
 CDIM[1]  
 Computer Based Training  
 Computer Equipment-New Staff  
 Customer Service Management System (Vantive)  
 Data Warehouse  
 Department Upgrades  
 Departmental Technology  
 Distance Learning Program  
 District Wide Infrastructure Improvement  
 District Wide WAN  
 End/User/Refresh  
 End/User/Refresh  
 High School Network Equipment Upgrade  
 Infrastructure Equipment/Refresh/Upgrade  
 Learning Resources  
 Purchasing Warehouse Management System  
 Radio System Upgrade  
 Site Level Servers  
 Telecommunication -800 HZT Radio  
 Upgrade Area Offices  
 Upgrade Portable Sites  
 WAN/ICI District Allocation  
 Wingate Oaks Center  
 HRMS  
 Hortt  
 KCW/Sailboat Bend/Comptroller Office/TSSC  
 Rapid Application Development System  
 Student Record System

79953	\$ 712,491.52	\$ 797,000.00	\$ 84,508.48	11%
79911	\$ 836,956.15	\$ 1,935,742.00	\$ 1,098,785.85	57%
79954	\$ 1,116,138.00	\$ 2,000,000.00	\$ 883,862.00	44%
79823	\$ 341,342.36	\$ 3,250,188.00	\$ 2,908,845.64	89%
79835	\$ 496,857.76		\$ (496,857.76)	A
79824	\$ -	\$ 490,000.00	\$ 490,000.00	B
79825	\$ 208,756.00	\$ 1,400,001.00	\$ 1,191,245.00	85%
79913	\$ 1,660,898.84		\$ (1,660,898.84)	A
79830	\$ 808,059.85		\$ (808,059.85)	A
79173	\$ 145,620.86		\$ (145,620.86)	A
79906	\$ 7,462,945.84	\$ 6,160,000.00	\$ (1,302,945.84)	-21%
79725	\$ 5,434,141.82		\$ (5,434,141.82)	A
79254	\$ 1,325,963.62		\$ (1,325,963.62)	A
79256	\$ 1,070,558.00	\$ 35,680,669.00	\$ 34,610,111.00	97%
79193	\$ 269,612.82		\$ (269,612.82)	A
79257	\$ 1,994,407.64	\$ 23,161,802.00	\$ 21,167,394.36	91%
79832	\$ 1,167,706.21	\$ 1,000,000.00	\$ (167,706.21)	-17%
79915	\$ 813,491.51	\$ 1,000,000.00	\$ 186,508.49	19%
79917	\$ 234,304.68	\$ 265,000.00	\$ 30,695.32	12%
79827	\$ 5,041,116.44	\$ 8,000,000.00	\$ 2,958,883.56	37%
78962	\$ 853,973.44		\$ (853,973.44)	A
79197	\$ 165,192.02		\$ (165,192.02)	A
79178	\$ 1,870,896.91		\$ (1,870,896.91)	A
79921	\$ 6,632,309.55	\$ 17,034,727.00	\$ 10,402,417.45	61%
79923	\$ 2,160.00		\$ (2,160.00)	A
	\$ 2,984,216.00	\$ 9,565,000.00		D
	\$ 83,000.00	\$ 83,000.00	\$ -	C
	\$ 875,000.00	\$ 875,000.00	\$ -	C
		\$ 525,000.00		D
	\$ 3,261,775.00	\$ 3,261,775.00	\$ -	C

Total District Wide \$ 47,869,892.84 \$ 116,484,904.00 \$ 61,509,227.16

Grand Totals \$ 189,599,756.35 \$ 239,236,387.29

\$2,984,216 expended by ETS, remainder was transferred to Capital \$ (6,580,784.00) D

Nothing expended by ETS, transferred to Capital \$ (525,000.00) D

Adjusted Grand Totals as of 2/21/02 \$ 189,599,756.35 \$ 232,130,603.29

NOTES:

A-Did not find this "name" under the original Budget presented in the Adopted District Facilities Work Plan dated June 8, 1998  
 B-ETS did not disclose any "expenditures" for this item, even though this item is currently in operation at ETS' help desk  
 C-Per ETS these amounts, although originally appropriated under the names shown, were reassigned to Plan 4 and expended in other categories.  
 D-Per ETS these amounts were either expended as shown, and/or then transferred to Capital, where the remaining expenses would be shown.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status-Plan 4**

**EXHIBIT III**

2002

YEAR	ORIGINAL PROJECTIONS[1]	FUNDING COMMITMENTS		% by Year of Original Proj.	ACTUAL RECEIPTS		% by Year of Original Proj.
		Internal Connection	Telcomm Service		Internal Connection	District Utility Budget	
1998-1999	\$ 5,560,858.00	\$ 1,282,455.24	\$ 1,853,824.46	56%	\$ 826,928.82	\$ 2,268,220.14	56%
1999-2000	\$ 4,760,800.00	\$ 2,403,167.05	\$ 3,796,859.53	130%	\$ 2,317,614.34	\$ 3,020,097.04	112% [2]
2000-2001	\$ 14,486,500.00	\$ 2,919,679.68	\$ 6,749,541.27	67%	\$ 1,058,469.45	\$ 4,748,896.00	40%
2001-2002	\$ 4,364,000.00	\$ 89,983.51		2%			0%
<b>Sub-totals</b>		\$ 6,695,285.48	\$ 12,400,225.26		\$ 4,203,012.61	\$ 10,037,213.18	
<b>Totals</b>	\$ 29,172,158.00		\$ 19,095,510.74			\$ 14,240,225.79	
<b>% of Original Projections by ETS</b>			65%			49%	

**NOTE: Funding commitments will not normally be the amount received by the District, as Actual Receipts are based upon the amounts actually expended on the projects.**

[1] Original Projections taken from original budget presented by ETS, and reported in the original audit report. Figures were not broken down between internal connections and other.

[2] At this point the SBBC approved the expediting of wiring schools, and this would explain why actual receipts exceeded projections.

The Office of Management/Facility Audits

Current Status-Plan 4

2002

Modular Appropriations	Cost per Square Foot[1]	No. of Square Feet for Appropriation
\$ 20,000,000	\$ 96	208,333.3

Number of Portables	Avg. Square Feet[2]	Total No. of Square Feet for Portables
1,621	750	1,215,750 [a]
1,695	750	1,271,250 [b]

**% of Square Feet of Portables to be replaced by Modulars**

Per Facilities Management, Planning and Site Acquisition Dept. [a] 17%

Per ADFWP dated August 14, 2001 [b] 16%

No. of Portables Needing Retro-fitting[3]	Cost of Retro-fitting [4]	Total Cost to the District
1,345	\$ 12,302	\$ 16,546,715 [a]
1,423	\$ 12,302	\$ 17,506,301 [b]

**NOTES:**

[a] This is the number of portables being used as classrooms as taken from the August 21, 2001 printout from the Facilities Management, Planning and Site Acquisition Department.

[b] This is the number of portables being used as classrooms as reported in the Adopted District Facilities Work Plan (ADFWP) dated August 14, 2001, page Appendix B page 11.

[1] This figure was derived from staff of the Facilities and Construction Management Division, who stated that currently it costs approximately \$115,000 per student station for modular construction. Current classroom space with restrooms is 1,200 square feet.

[2] In reviewing the report generated by Facilities Management, Planning and Site Acquisition Department it was found that most of the portables used for classrooms were either 22 x 36 (792 square feet) or 22 x 32 (704 square feet), so we used the average of 750 square feet for calculation purposes.

[3] The total portables used as classrooms was multiplied by the % of square feet to not be replaced by modulars.

[4] This figure was derived from the Technology Update from ETS dated August 21, 2001.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
 The Office of Management/Facility Audits  
 Plan 4

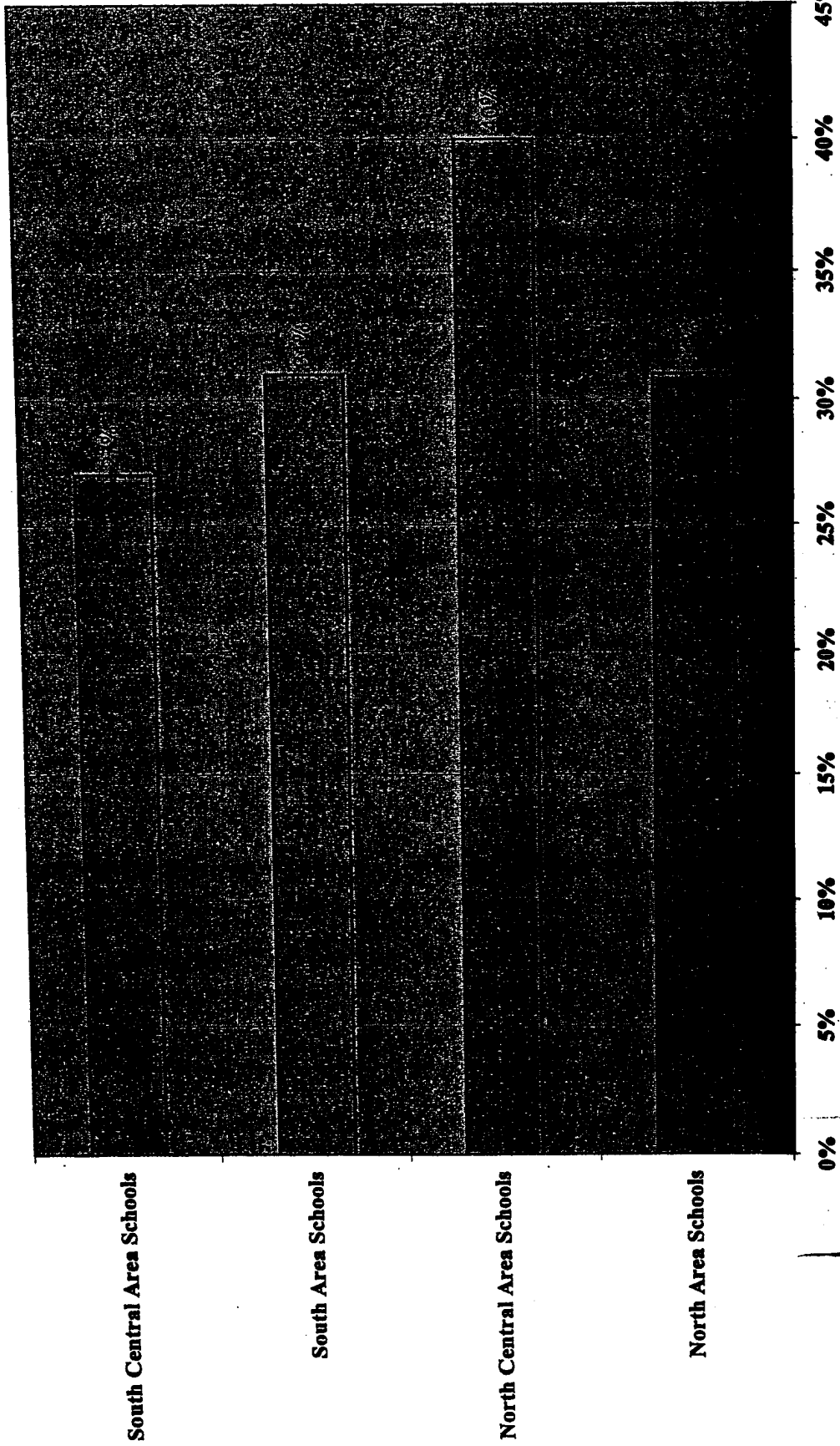
Sites for Students surveyed.			Sites for Surveys of teachers.		
SCHOOL	AREA	# OF STUDENTS TO SELECT	SCHOOL	AREA	
Bair Middle School	NC	10	Banyan Elementary School	NC	
Castle Hill Elementary School	NC	5	Boyd Anderson High School	NC	
Lauderdale Lakes Middle School	NC	10	Northeast High School	NC	
McFatter Technical Center -High School	NC	20	Nova Blanche Forman Elementar	NC	
Oakland Park Elementary School	NC	5	Rickards Middle School	NC	
Challenger Elementary School	N	5	Atlantic West Elementary School	N	
Cresthaven Elementary School	N	5	Blanche Ely High School	N	
Crystal Lake Community Middle School	N	10	Bright Horizons	N	
Deerfield Beach High School	N	20	Deerfield Park Elementary School	N	
J.P. Taravella High School	N	20	Pompano Beach Middle School	N	
North Lauderdale Elementary School	N	5	Quiet Creek Middle School	N	
Ramblewood Middle School	N	10	Stoneman Douglas High School	N	
Hawkes Bluff Elementary School	SC	5	Central Park Elementary School	SC	
Indian Ridge Middle School	SC	10	Croissant Park Elementary School	SC	
Pine Ridge Alternative Center	SC	10	Dillard High School	SC	
South Plantation High School	SC	20	Ft. Lauderdale High School	SC	
Stranahan High School	SC	20	New River Middle School	SC	
Thurgood Marshall Elementary School	SC	5	Plantation Middle School	SC	
Flanagan High School	S	20	Atucks Middle School	S	
Olsen Middle School	S	10	Hallandale High School	S	
Pasadena Lakes Elementary School	S	5	Miramar Elementary School	S	
Sea Castle Elementary School	S	5	Miramar High School	S	
South Broward High School	S	20	Panther Run Elementary School	S	
Walter C. Young Middle School	S	10	Pioneer Middle School	S	

Projected Number of Children Surveyed 265  
 Actual Number of Children Surveyed 270  
 Number of Surveys distributed 2,131

The slight difference resulted from several auditors selecting additional students at the school to survey.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
The Office of Management/Facility Audits  
Follow-up Plan 4

% of Schools, BY AREA, that the respondents stated that they have never utilized computers to complete assignments



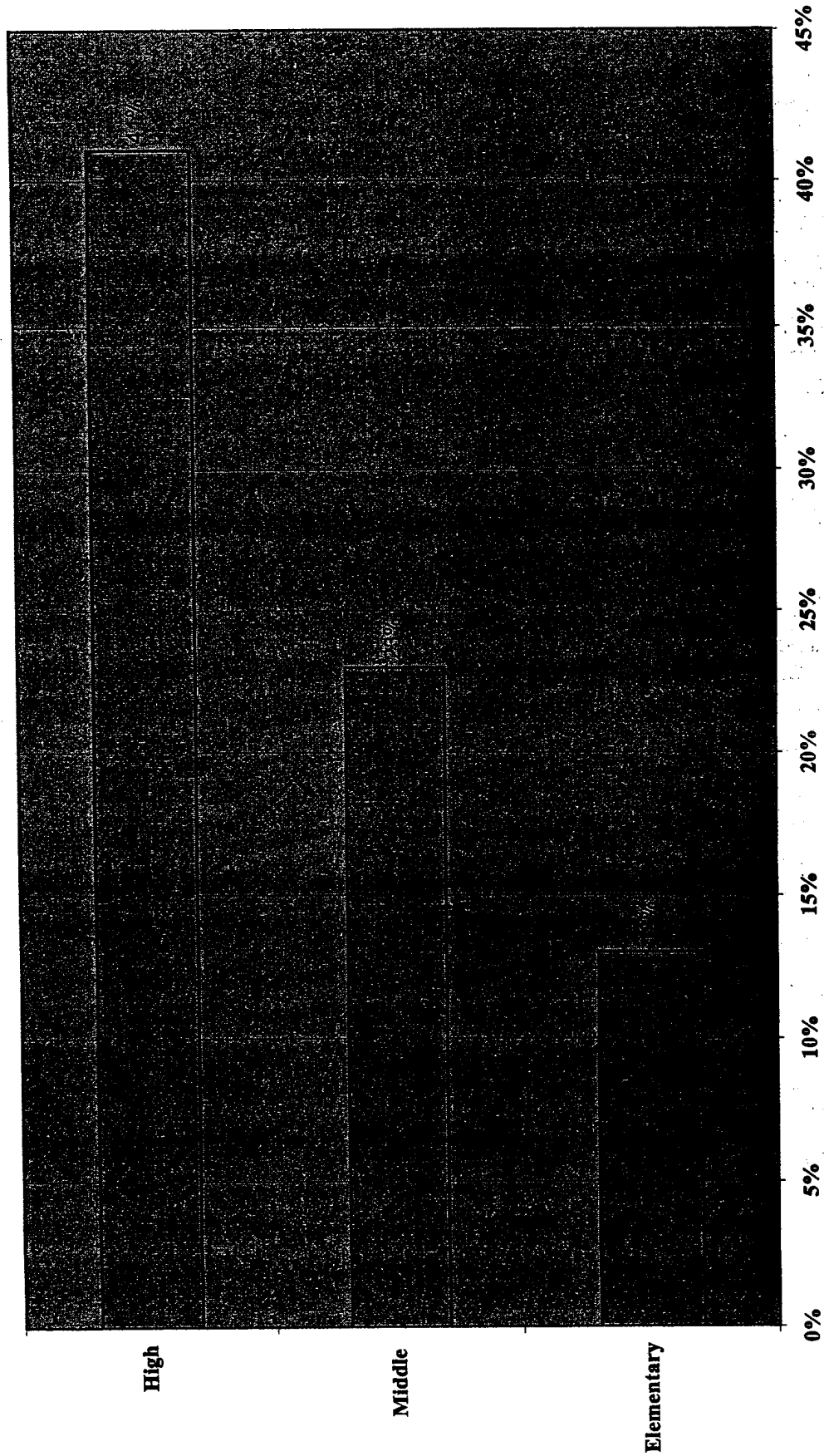
% of Schools, BY AREA, that the respondents stated that they have never utilized computers to complete assignments

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The Office of Management/Facility Audits

Follow-up Plan 4

% of Schools, BY TYPE, that the respondents stated that they have never utilized computers to complete assignments



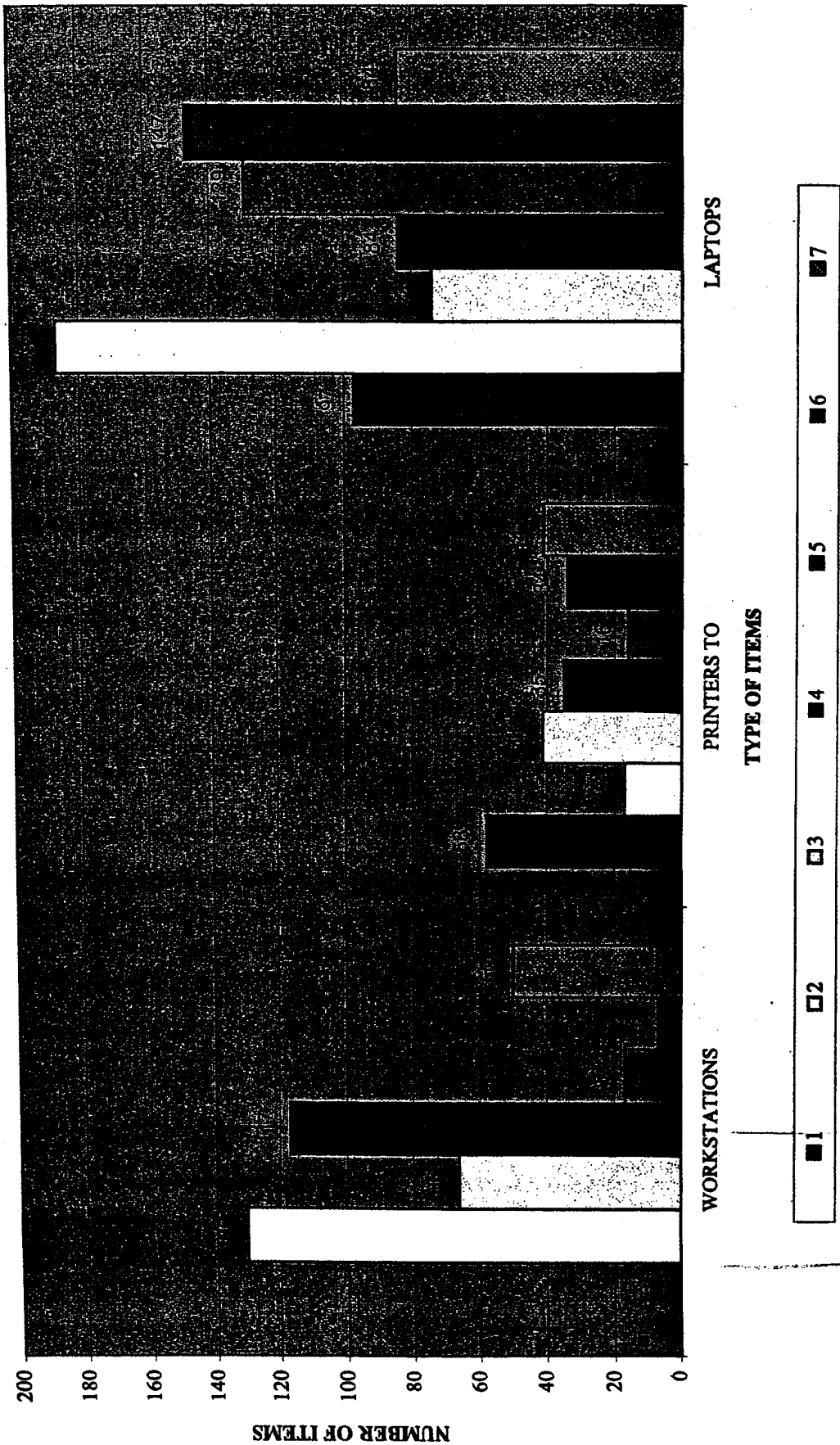
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The Office of Management/Facility Audits

Current Status Plan 4

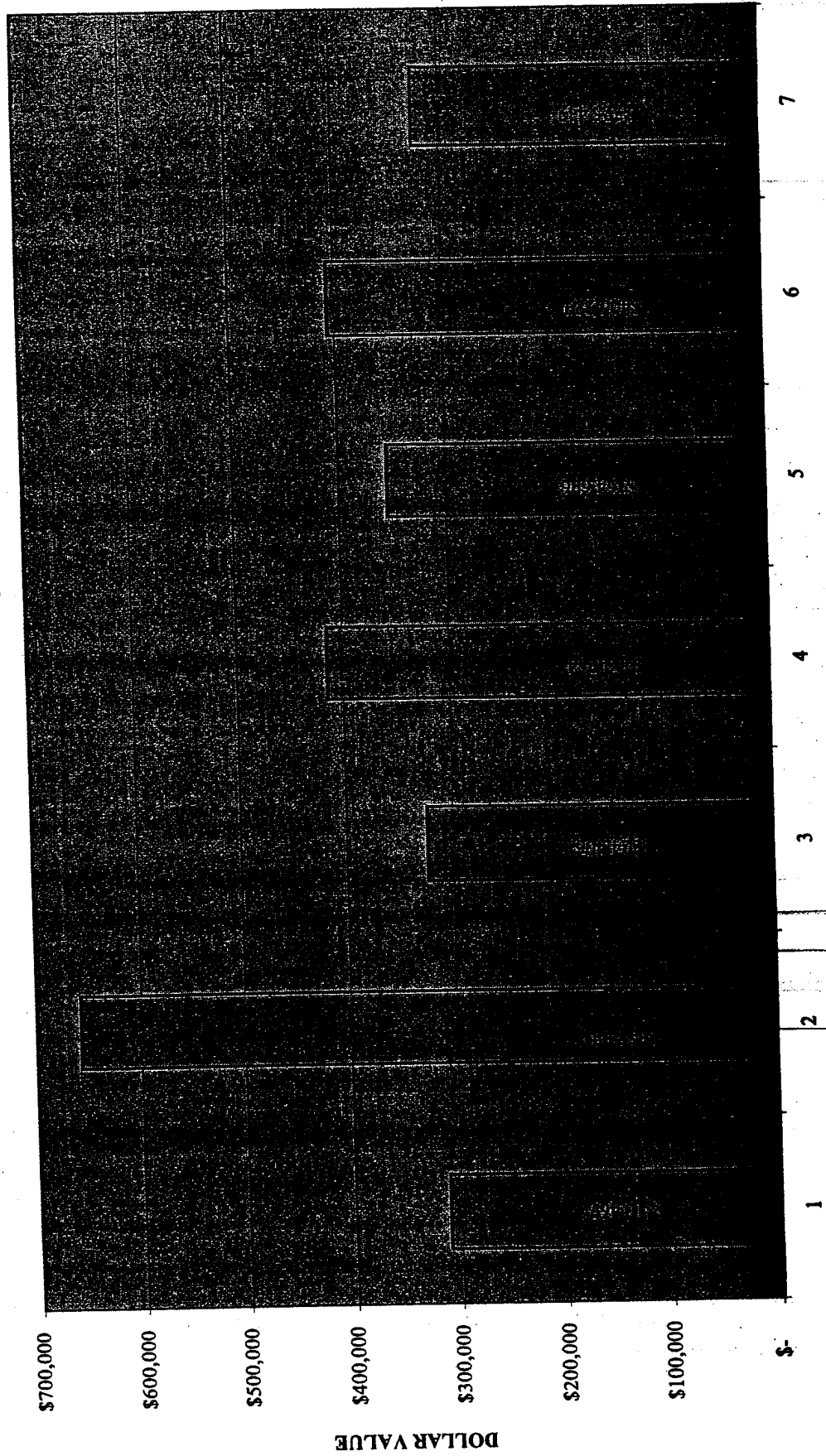
2002

EQUIPMENT BY BOARD MEMBER DISTRICT REMAINING TO BE PURCHASED TO MEET STANDARD



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
The Office of Management/Facility Audits  
Current Status Report - Plan 4  
2002

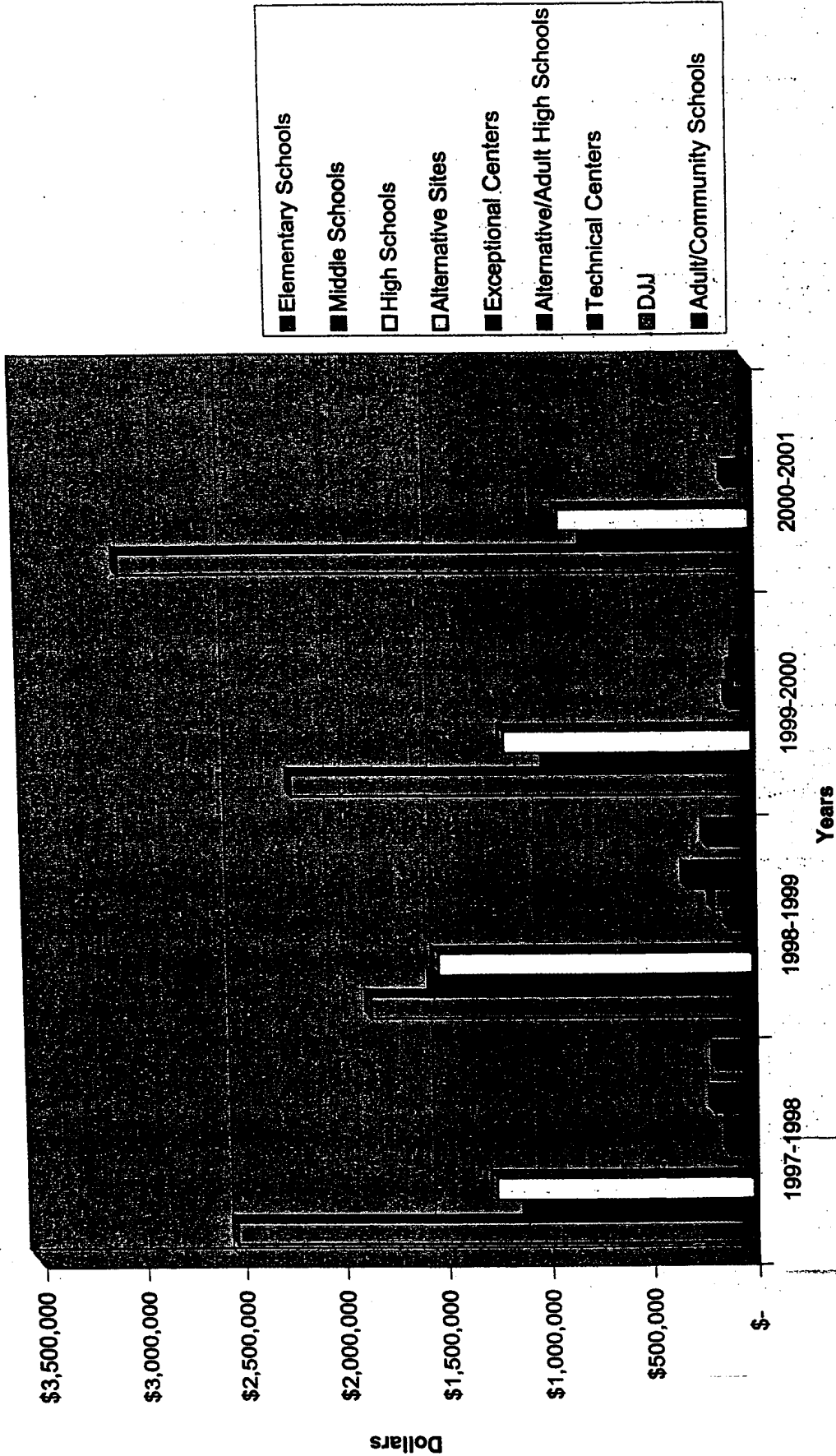
COST OF ALL ITEMS NEEDED TO MEET STANDARD-BY DISTRICT





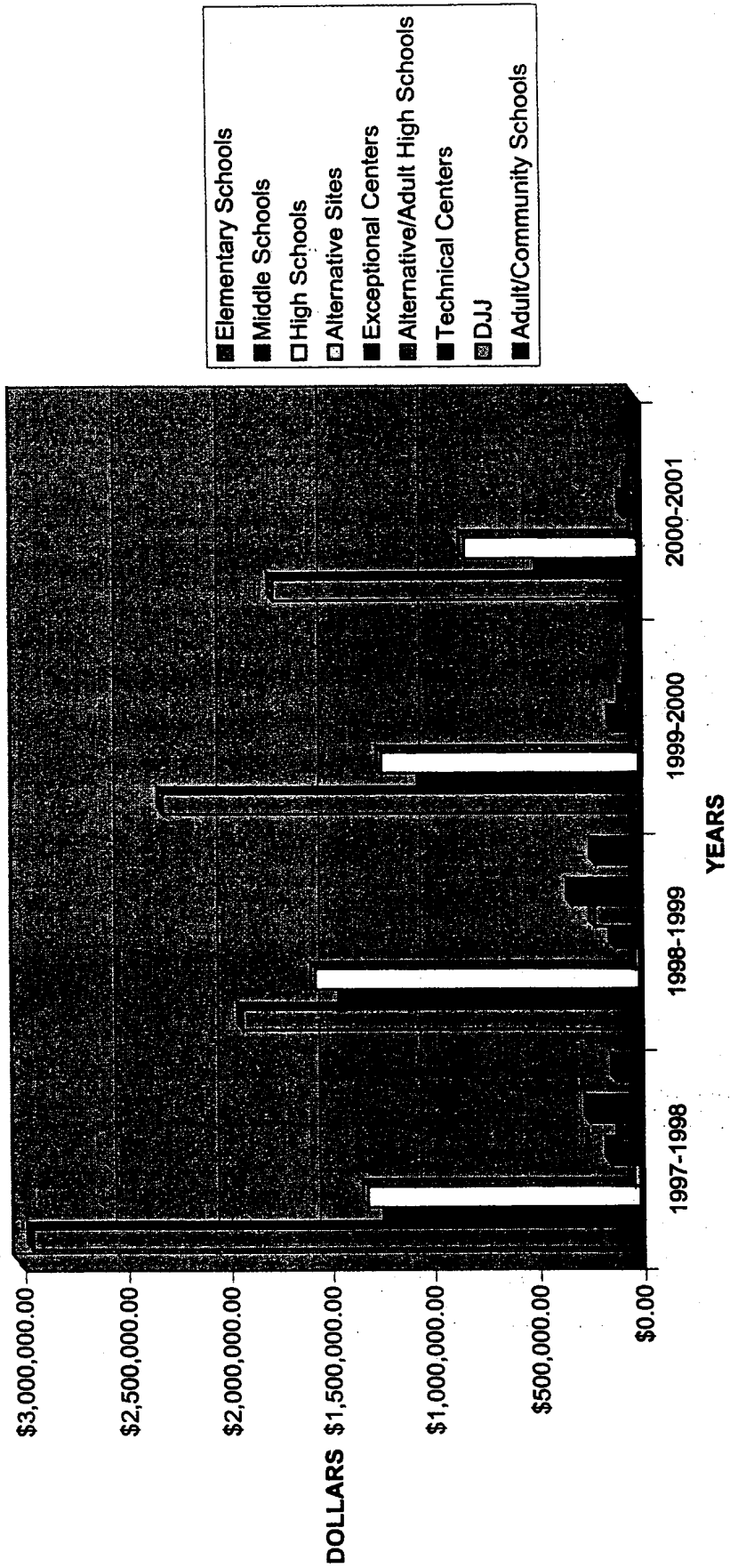
THE SCHOOL BOARD OF BROWARD COUNTY FLORIDA  
 The Office of Management/Facility Audit  
 Current Status - Plan 4

PUBLIC TECHNOLOGY FUNDS ALLOCATIONS



Based upon information received from the Budget Department

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**PUBLIC TECHNOLOGY FUNDS EXPENDITURES - 1997-2001**



Based on Information Supplied by the Budget Dept.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**The Office of Management/Facility Audits**

**Current Status – Plan 4**

**2002**

In summarizing our survey results, we found the following:

141 schools responded, 87 elementary schools, 23 middle schools, 19 high schools, 9 centers and 3 technical centers. In reviewing their responses for questions 21 and 22 of the school survey, we noted that 6 schools did not respond to question 21 and 5 schools did not respond to question 22.

The results broken down by type of school for question 21:

Does your school presently have: (Mark all that apply)

<i>Type of School</i>	<i>A Micro-Technical Specialist</i>	<i>A Computer Liaison</i>	<i>Other</i>
Elementary	16%	39%	45%
Middle	39%	45%	16%
High	31%	36%	33%
Center	12%	44%	44%
Technical	0%	33%	67%

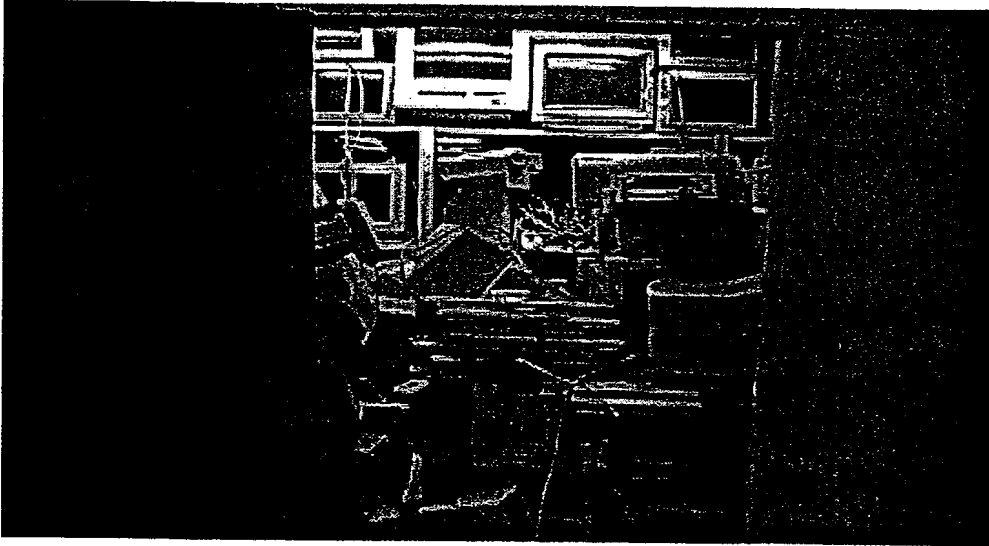
The results broken down by type of school for question 22:

<i>Type of School</i>	<i>Less than 5 Hours per week</i>	<i>6-15 hours per week</i>	<i>16-30 hours per week</i>	<i>Full-time Job</i>
Elementary	17%	15%	22%	46%
Middle	15%	10%	5%	70%
High	18%	0%	6%	76%
Center	50%			50%
Technical	100%			

Although, we will not attempt to interpret the responses, we believe that some of the respondents were not really sure of the answers. As can be seen, the Technical locations' indicated that they employ computer liaisons or others, and 100% of the responses show that these individuals spend less than 5 hours per week. We believe that persons at the Technical locations would spend much more than 5 hours per week in maintaining the technology at these locations.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status – Plan 4**  
**2002**

At Apollo Middle School we found this closet of obsolete inventory by the Cafeteria. Although it is not taking up classroom space, they have been waiting for awhile for these items to be picked up.



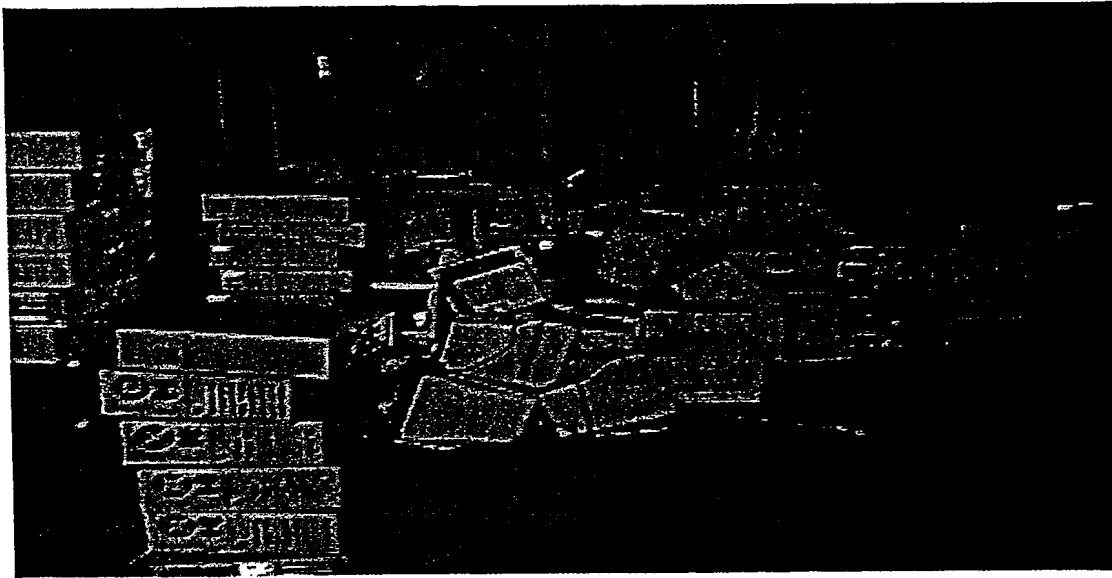
At Piper High School they have so many obsolete/salvaged computers that they were forced to lease a storage shed. This storage shed houses these obsolete computers so that that they will not take up any school space.



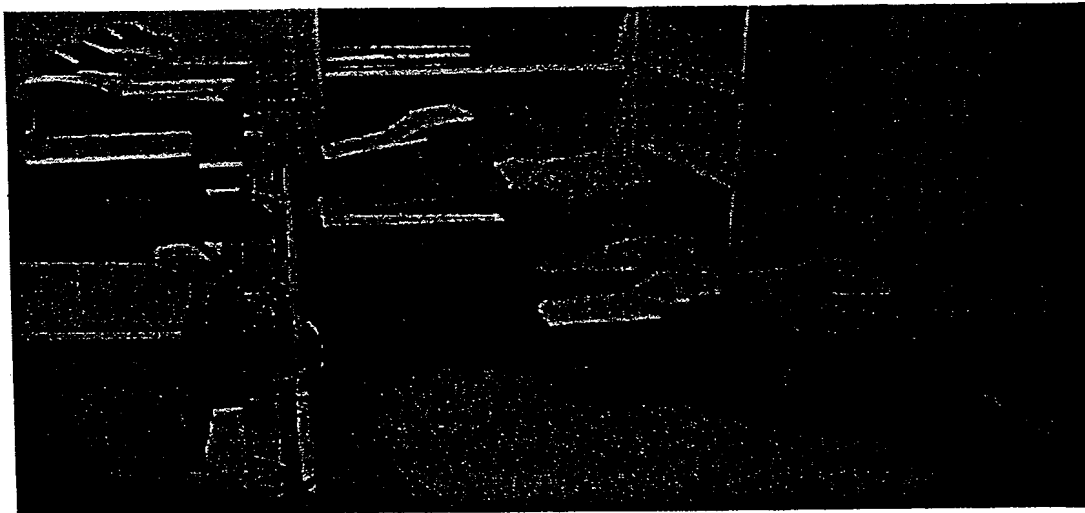
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status – Plan 4**  
**2002**

**EXHIBIT XIV**

Again, a picture of the obsolete/salvage computers at Piper High School.



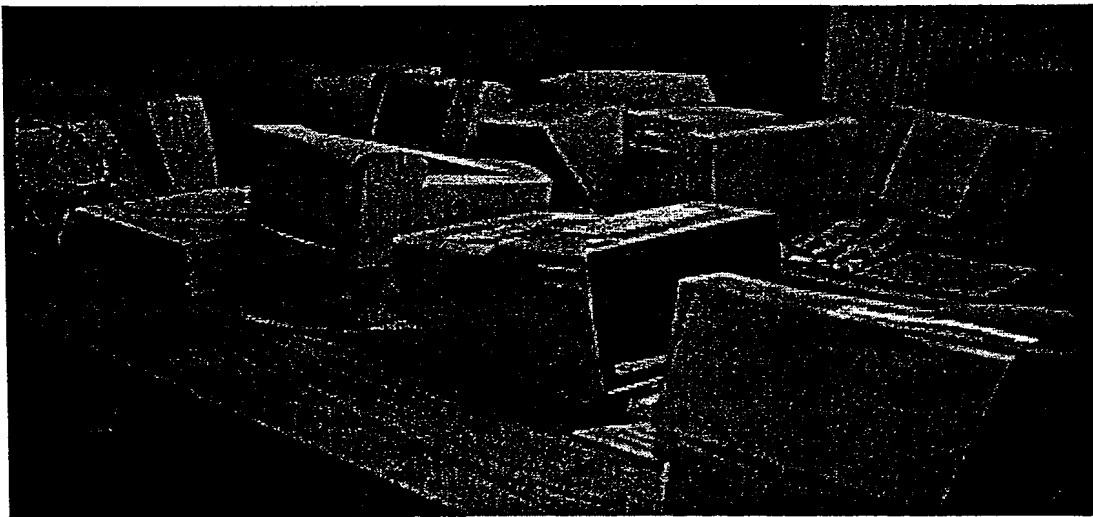
At Margate Middle School, their storage facility became so crowded they were forced to begin stacking obsolete/salvaged computers in their business computer lab.



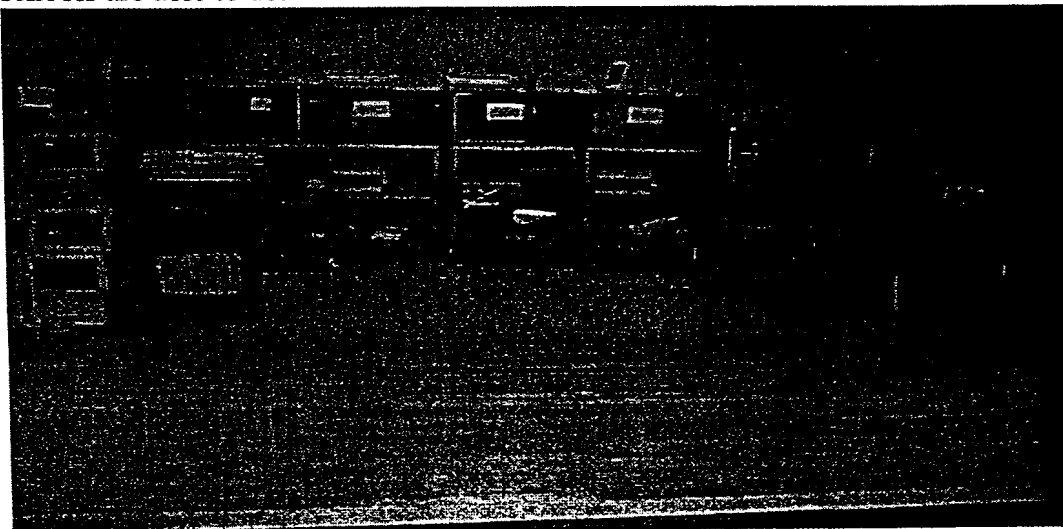
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status – Plan 4**  
**2002**

**EXHIBIT XV**

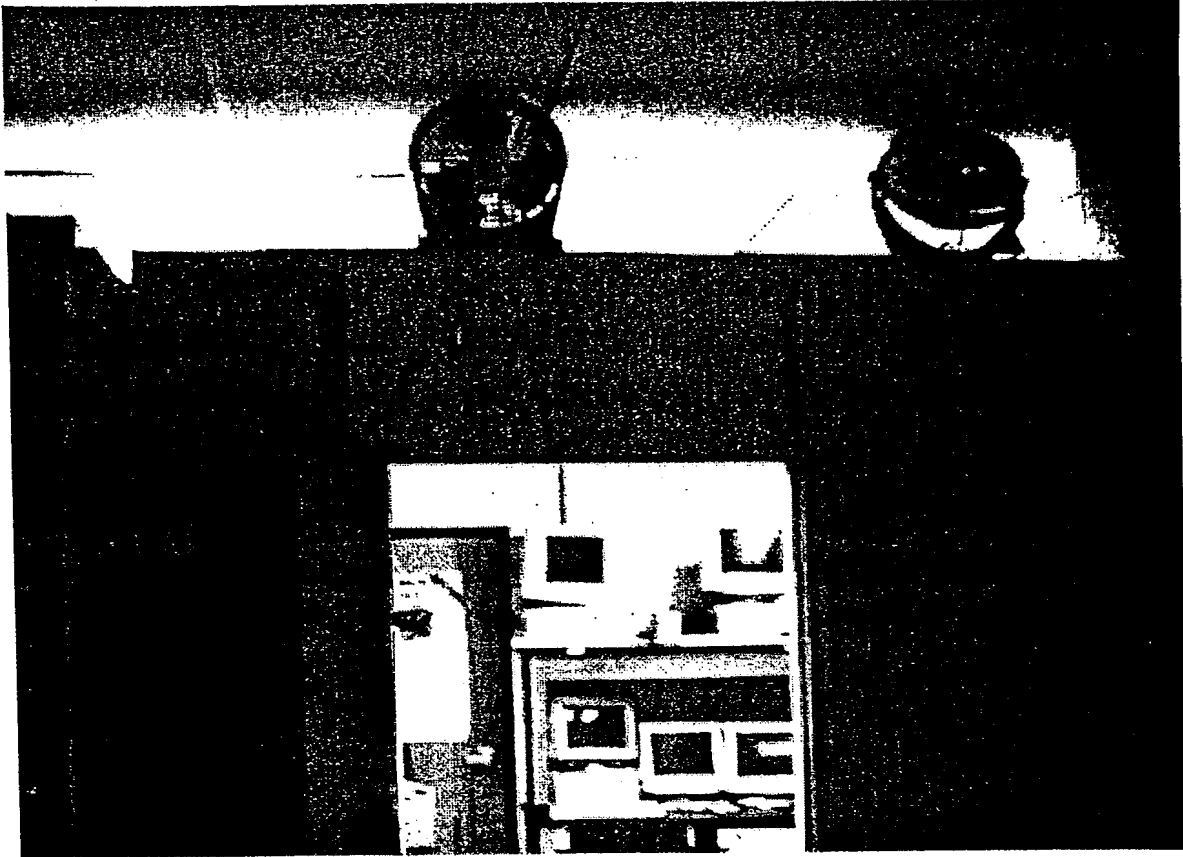
At Stoneman Douglas High School, the obsolete/salvage computers have been placed in the last remaining conference room in the library. Meetings have been scheduled elsewhere and presentations have not been made, due to the loss of this room.



Cresthaven Elementary School has lost the complete use of their stage due to the storage of obsolete/salvaged computers awaiting pick-up. We found that many of the elementary schools have utilized the stages as a storage area, but the use of this area impacts what the schools are able to do.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
The Office of Management/Facility Audits  
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The picture of this wall at Dillard High School appeared in our original report as EXHIBIT 10. This wall was constructed by previous personnel at the school and current administration wasn't even aware that this wall existed. Although this "room" is not being utilized, we feel that this wall did not and currently does not meet any building code and could possibly pose a safety risk for staff and students. The former South Central Area Superintendent responded by stating that "All South Central Area principals will be discouraged from taking on non-district supported projects." We believed that this response would not only have discouraged any new projects, but would have sought to rectify concerns that were raised. In this case that did not occur.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

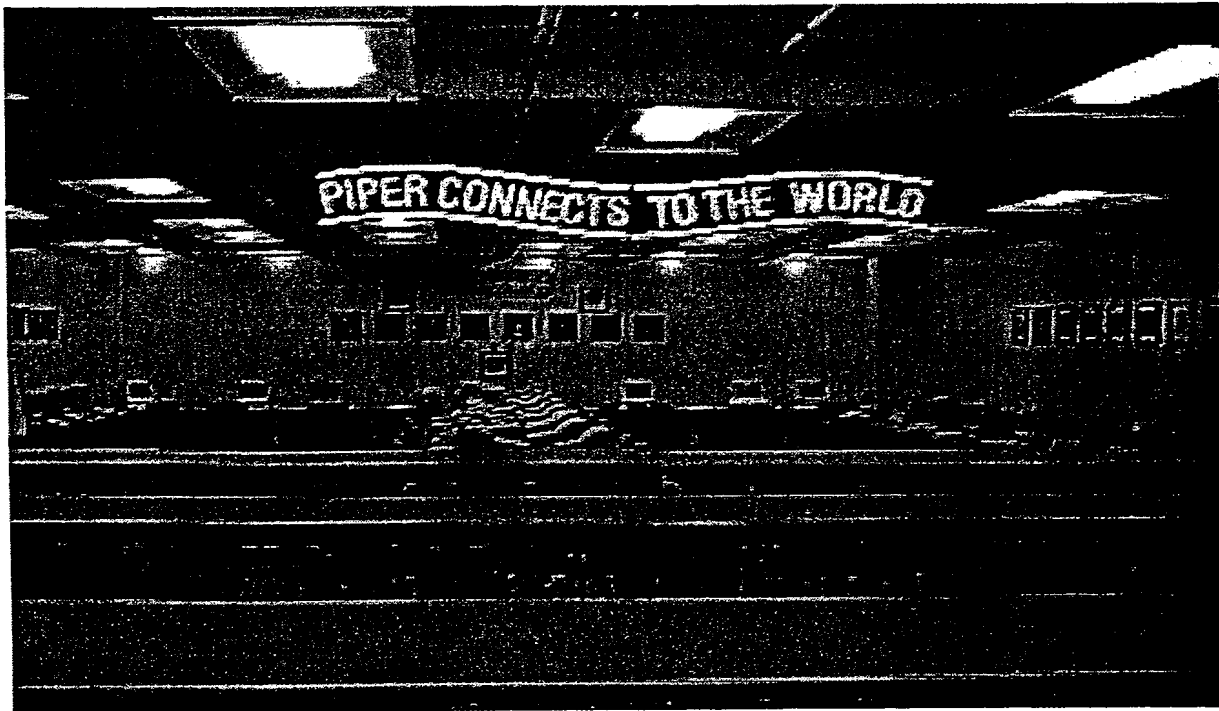
The Office of Management/Facility Audits

Current Status – Plan 4

2002

EXHIBIT XVII

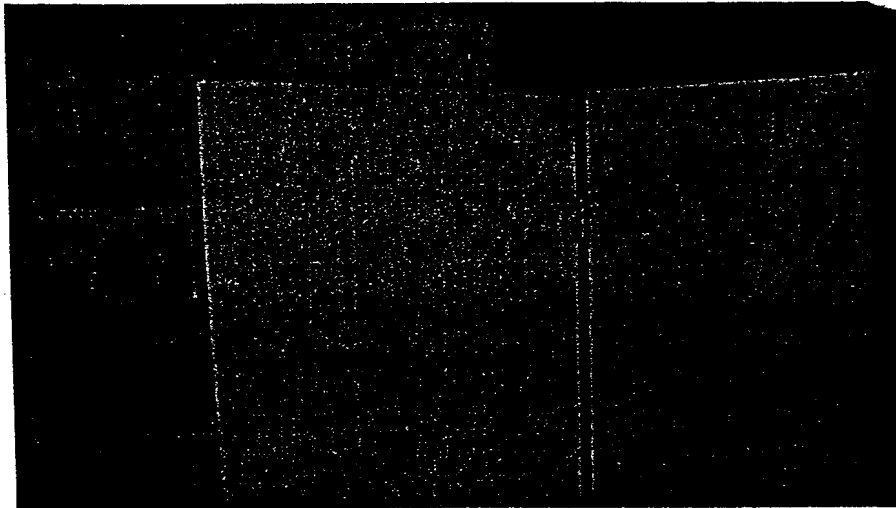
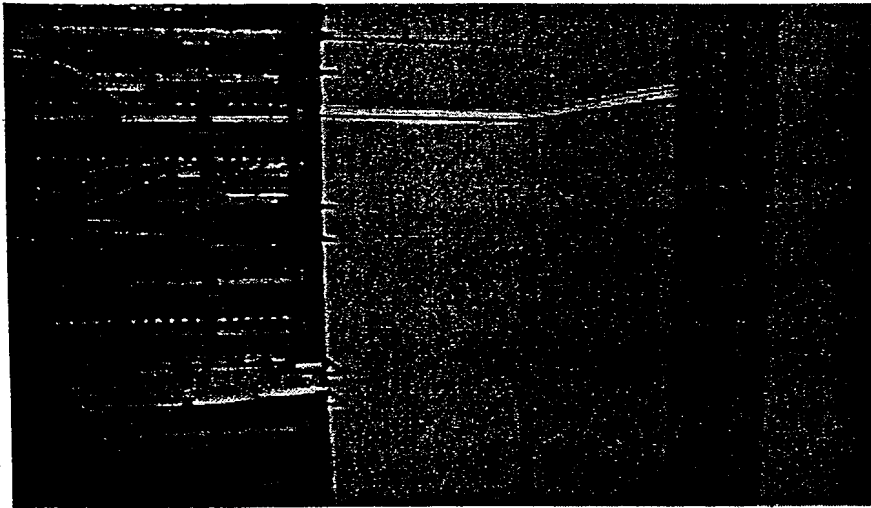
Piper High School is an exemplary model of what schools can do, when given adequate funding and freedom to chose what is best at their location. Unfortunately, in so doing, some potential hazardous situations arise. The picture below welcomes students to a media center that is rich in technology, but we found that the signage had not been properly inspected. The Office of Management/Facility Audits' requested that the District's UBCI Inspector's go out to Piper High School to assure that all items were done according to code. Unfortunately, the signage was not originally inspected and failed the inspection.





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
The Office of Management/Facility Audits  
Current Status – Plan 4  
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EXHIBIT XVIII



This is a “swing out door” that was installed at Piper High School in Modular 5. This was constructed by Quality Communications. This partition surrounds the Rack that handles the modular’s wiring. In addition, this construction is in the ESE room. This wall was not inspected by the District’s UBCI Inspectors. Again, the Office of Management/Facility Audits’ requested that the inspectors go out to Piper to inspect this “door.”

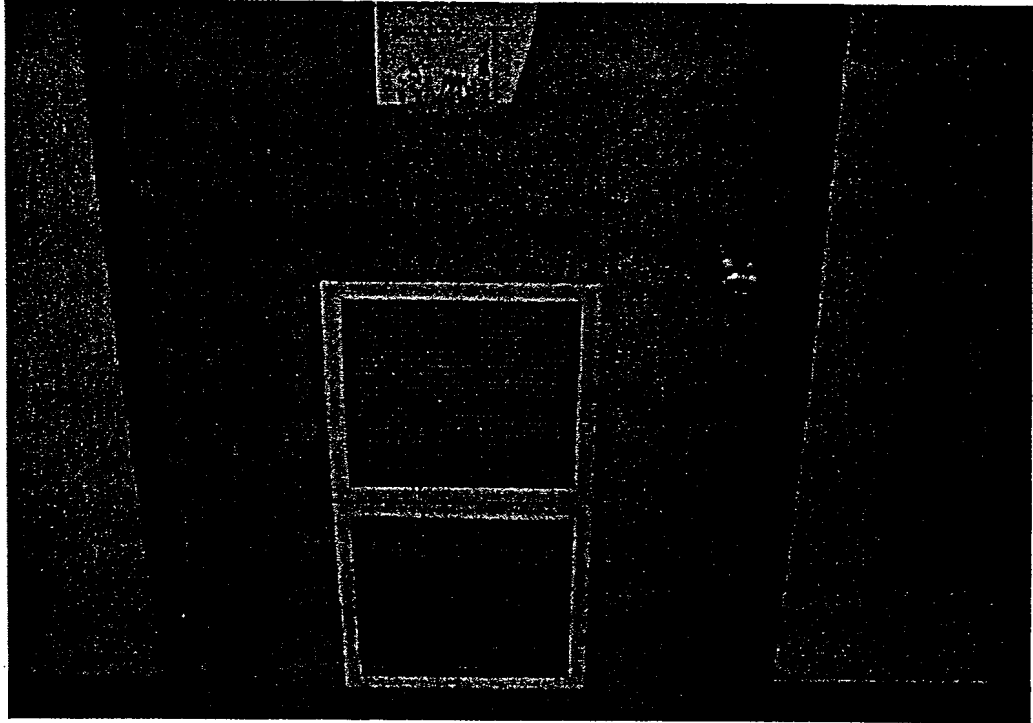
While reviewing invoices, we also found that this “swing-out door” was also installed in at least five (5) other schools.

The cost for these “swing-out doors” is \$3,500 each, to construct, and is considered to be part of the Other Goods and Services section of the RFP/Bid.

Quality Communications is a licensed electrical contractor. We question their ability to correctly install and build this type of item.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status – Plan 4**  
**2002**

**EXHIBIT XIX**

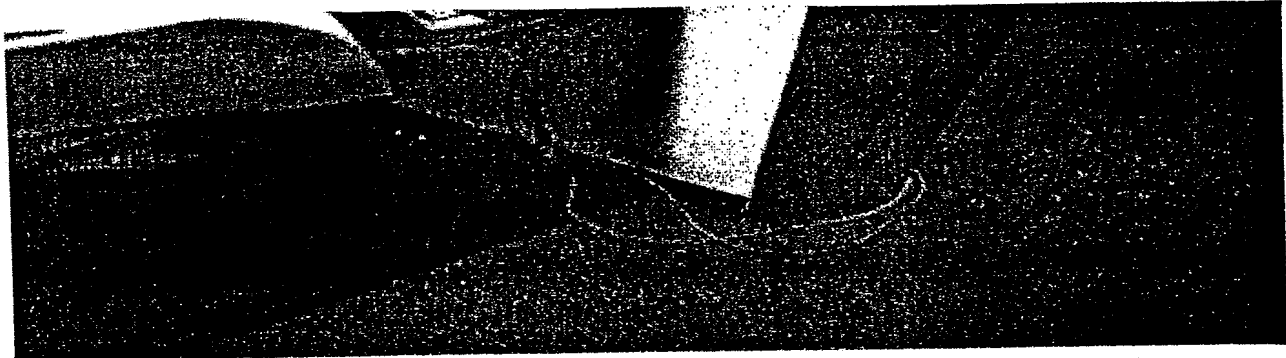


Margate Middle School's main racks (network wiring components) are housed in a small enclosed room which lacked the proper ventilation for the equipment. After the racks were installed Maintenance was called, and the school informed them how hot it was getting in the room. Maintenance referred the problem to Facilities. Personnel at Facilities acknowledged that there was an air conditioning problem and referred it back to Maintenance. Maintenance, once again, referred it back to Facilities, who finally cut another hole into the door. All this did was allow more dust from the main hall to get into the "closet" and did little to provide any cooler air. When we visited Margate Middle School, this room was noticeably warmer than the main hall. This is not an ETS problem, and cutting another hole into the door is not the proper solution.

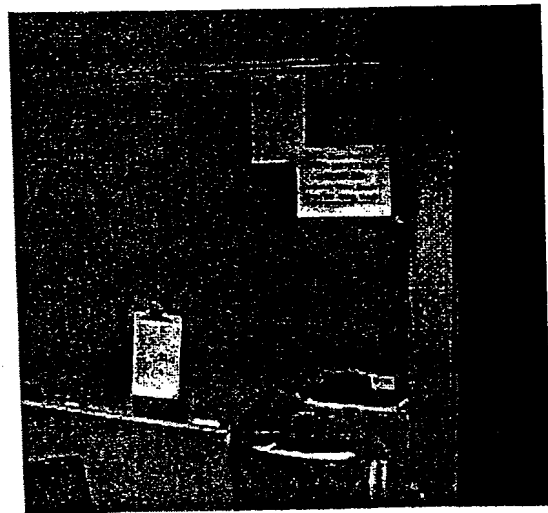
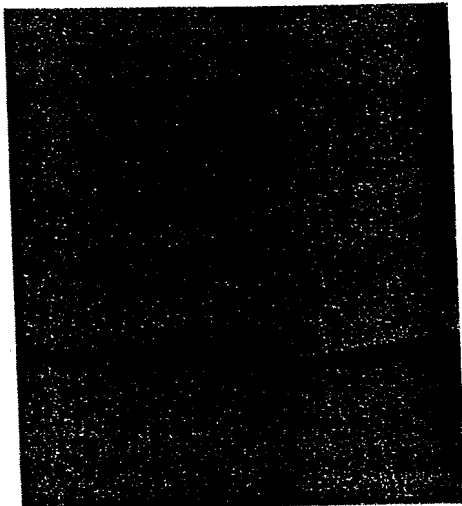
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**The Office of Management/Facility Audits**  
**Current Status – Plan 4**  
**2002**

**EXHIBIT XX**

As space at all schools becomes scarce, offices are created out of free space. At Cresthaven, they have created this office for the technology specialist, and in order to enable the individual to utilize the technology, they have to run the cord from a quad located in another room. Again, the potential for someone to trip on these cords is there, and should be addressed by the Project Managers at the school.



At Stoneman Douglas High School, the Technology Specialists has had to run cords over and down the walls in order to make use of every quad and every piece of equipment. This does not violate any Electrical codes, but is unsightly, and could prove to be a hazard to staff and students. The cords should actually be place in a conduit and run along the ceiling line and perpendicular down the wall.



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

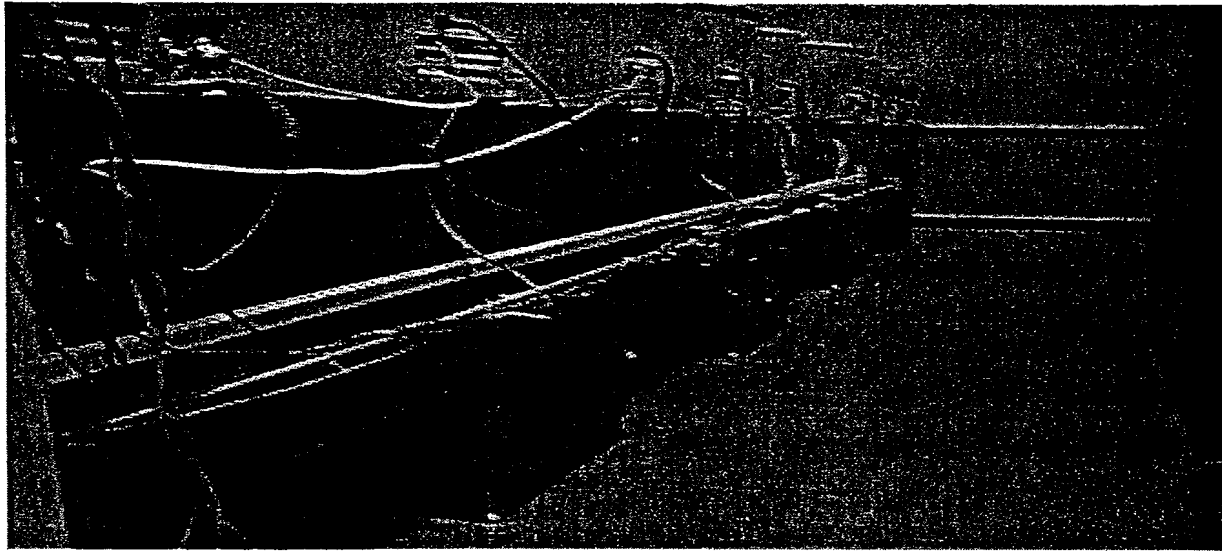
**The Office of Management/Facility Audits**

**Current Status – Plan 4**

**2002**

**EXHIBIT XXI**

As we talked about Mr. Ted Beverley's class at Piper High School in the Site Visitation section, we are still completely awed by what has occurred in this room, but there are some safety concerns with the wiring that opens to student pathways. Again, inspection by and consideration of the Project Manager for this school should ensure that these cables and walkways are hazard free.



At the Business Class at Apollo Middle School, many of the connections for the lab go in and thru walkspace and under the tables that the computers are sitting on. This does not represent any code violations, but the potential hazard to staff and students is apparent.



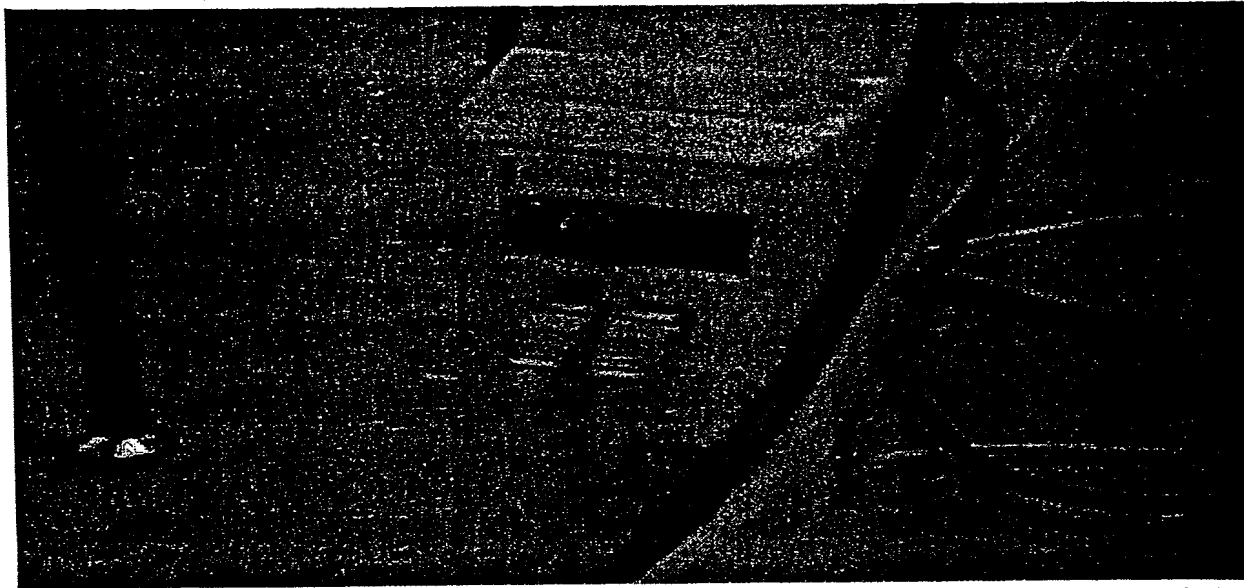
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**The Office of Management/Facility Audits**

**Current Status – Plan 4**

**2002**

**EXHIBIT XXII**



An open quad jack was observed at Apollo Middle School. Although the amperage for this item is minor, it needs to be fixed. The Technology Specialist at this site stated that was due to improper methods of removing network connections during the cleaning of the rooms. This Technology Specialist stated that they had to offer an inservice to custodial staff on how to pull out the connections to ensure that this problem would not continue.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

EXHIBIT XXIII

The Office of Management/Facility Audits

Plan 4 Review

M/WBE

PERIOD	Quality Communications	Rainbow Distributors	Barrett Electric	DEC Electric	Francis Electric	IG Electric	Pioneer Electric [1]	TC Communications
2/1/99-2/28/99				\$ 802,130.00	\$ 195,000.00			
3/1/99-3/31/99				\$ 85,400.00	\$ 447,780.00			
4/1/99-4/30/99	\$ 695,377.91			\$ 104,050.00	\$ 125,000.00			
5/1/99-5/31/99	\$ 303,936.55				\$ 267,885.00			
6/1/99-6/30/99	\$ 397,864.95				\$ 239,388.00			
7/1/99-7/31/99	\$ 1,202,201.58		\$ 114,215.00	\$ 149,277.00	\$ 300,000.00		\$ 90,905.62	
8/1/99-8/31/99	\$ 1,598,817.57			\$ 169,200.50	\$ 301,900.00			
9/1/99-9/30/99	\$ 1,004,493.90		\$ 76,376.00		\$ 397,022.36			
10/1/99-10/31/99	\$ 988,427.25		\$ 150,003.00	\$ 88,728.00	\$ 285,491.00			
11/1/99-11/30/99	\$ 1,633,393.20	\$ 17,068.15	\$ 105,397.00	\$ 31,614.00	\$ 241,088.00			
12/1/99-12/31/99	\$ 1,105,762.45	\$ 23,683.38	\$ 51,523.00	\$ 158,718.00	\$ 241,088.00			
1/1/00-1/31/00	\$ 539,815.80	\$ 921.85	\$ 227,071.00	\$ 15,894.60				
2/1/00-2/28/00	\$ 3,295,387.96	\$ 14,028.00	\$ 94,677.00	\$ 112,325.10	\$ 254,925.00			
3/1/00-3/31/00	\$ 1,455,651.34	\$ 462.00	\$ 130,666.00	\$ 61,816.25	\$ 211,020.00		\$ 66,851.15	
4/1/00-4/30/00	\$ 1,476,126.80	\$ 16,496.00	\$ 126,360.00	\$ 33,900.75	\$ 206,400.00		\$ 98,817.21	
5/1/00-5/31/00	\$ 2,162,858.20	\$ 14,933.12		\$ 47,763.00	\$ 143,210.00		\$ 44,060.89	\$ 35,000.00
6/1/00-6/30/00	\$ 954,207.90							
7/1/00-7/31/00	\$ 151,920.85	\$ 6,218.26	\$ 20,718.00				\$ 17,585.12	
8/1/00-8/31/00	\$ 1,551,549.15	\$ 1,878.00	\$ 106,082.00	\$ 42,925.00	\$ 197,733.00		\$ 149,123.59	
9/1/00-9/30/00	\$ 2,762,443.40	\$ 807.00	\$ 74,832.00	\$ 74,567.50	\$ 378,063.20	\$ 22,000.00	\$ 348,950.85	
10/1/00-10/31/00	\$ 631,630.15	\$ 27,336.00	\$ 61,800.00	\$ 109,157.50	\$ 237,500.00	\$ 21,000.00		
11/1/00-11/30/00	\$ 3,080,876.65	\$ 16,648.00		\$ 1,685.00	\$ 172,675.00		\$ 218,398.12	
12/1/00-12/31/00	\$ 1,706,749.65	\$ 34,821.48	\$ 62,000.00	\$ 22,660.75	\$ 56,230.00	\$ 47,000.00	\$ 92,585.65	
1/1/01-1/31/01	\$ 2,616,006.65	\$ 31,296.50	\$ 48,500.00	\$ 54,297.25		\$ 22,500.00	\$ 20,800.00	
2/1/01-2/28/01	\$ 2,064,851.35	\$ 29,680.00	\$ 182,800.00	\$ 31,570.80	\$ 475,514.00		\$ 177,574.25	
3/1/01-3/31/01	\$ 2,954,752.82	\$ 28,878.50	\$ 85,286.00	\$ 48,128.40	\$ 356,370.00	\$ 54,550.00	\$ 393,563.85	
4/1/01-4/30/01	\$ 1,476,133.30		\$ 55,000.00	\$ 55,785.80		\$ 14,306.30	\$ 4,500.00	
5/1/01-5/31/01	\$ 1,903,946.85	\$ 19,568.00	\$ 73,176.00	\$ 32,357.00	\$ 323,300.00	\$ 50,600.00	\$ 147,595.15	
6/1/01-6/30/01	\$ 2,495,279.25				\$ 97,725.00	\$ 3,000.00	\$ 99,541.00	
7/1/01-7/31/01	\$ 225,141.90				\$ 146,862.00		\$ 179,300.91	
8/1/01-8/31/01	\$ 1,312,949.00	\$ 1,112.00			\$ 89,225.00		\$ 92,567.87	
9/1/01-9/30/01	\$ 266,105.05							
10/1/01-10/31/01	\$ 563,686.78	\$ 1,308.00						
11/1/01-11/30/01	\$ 187,473.08			\$ 2,200.00				
12/1/01-12/31/01	\$ 443,222.44	\$ 1,308.00						
1/1/02-1/31/02	\$ 266,565.05							
<b>Totals</b>	<b>\$45,475,606.73</b>	<b>\$ 288,452.24</b>	<b>\$ 1,846,482.00</b>	<b>\$ 1,534,022.20</b>	<b>\$ 5,952,306.56</b>	<b>\$ 234,956.30</b>	<b>\$ 2,242,721.23</b>	<b>\$ 35,000.00</b>
<b>Totals Per Quality Reports</b>		<b>\$ 288,512.24</b>	<b>\$ 1,846,482.00</b>	<b>\$ 2,455,556.20</b>	<b>\$ 5,732,306.56</b>	<b>\$ 234,946.30</b>	<b>\$ 2,242,721.23</b>	<b>\$ 35,000.00</b>
		<b>\$ (60.00)</b>	<b>\$ -</b>	<b>\$ (921,534.00)</b>	<b>\$ 220,000.00</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>

Audited M/WBE Totals  
% of Participation

\$12,133,940.53  
27%

Quality Communications M/WBE Totals  
% of Participation

\$12,835,524.53  
28%

NOTES:

Bold companies are those companies certified by the District's M/WBE Department as M/WBE vendors.

Italic companies are those companies which are reported as non-certified M/WBE companies by the contractor.

[1] M/WBE office stated that this company has since grown to a size where it can no longer be considered as an M/WBE company.

**SECTION VI**


**Administrative Responses**


**Purchasing Department**

Technology & Support Services Center - Suite 323

March 20, 2002

TO: Patrick Reilly, Executive Director  
Office of Management/Facility Audits

FROM: Donnie Carter, Director   
Purchasing Department

VIA: John M. Quercia, Associate Superintendent   
Support Services

SUBJECT: Response to Follow-Up of "Review of Education Technology Services  
(ETS) Technology Upgrade Process (Plan 4)" dated June 1999

**RECOMMENDATION:**

We recommend that the Associate Superintendent, Support Services meet with the Director of the Purchasing Department to ensure:

1. All companies doing business with the School Board of Broward County, Florida have all proper licenses as required by Federal, State and local laws. In addition, we recommend that a search of State records be conducted to ensure that the company is in good standing with the State, as of the date of award.

**Staff Response:** Prior to recommending an award, the Purchasing Department currently verifies compliance with all licensing requirements as stated in a given bid or RFP. There is no requirement to verify such licensing after the contract is in effect. However, if there is a recommendation to renew the existing contract, the licensing is again verified prior to the renewal recommendation. If the licensing is not current, the recommendation to renew is not made. In order to verify that licensing remains current throughout the term of the contract, staff will determine the number of awardees and corresponding licenses, to ascertain the practicality of doing semiannual follow-ups. Staff will advise Management/Facility Audits by the end of May 2002 of its recommendation.

Page 1 of 3 Pages



**RECOMMENDATION:**

2. Revisions are made to the RFP, so that the needs for security are properly adhered to, in that, the awarded vendor(s) will have to not only submit the application for fingerprints for their employees, but also for all potential subcontractors that the bidder/proposer may utilize.

**Staff Response:** All bids and RFPs currently include language requiring awardees' employees, sub-contractors, or agents to wear SBBC issued photo identification when entering SBBC property. A copy of the language is attached. Additionally, after award, awardees are once again notified that the requirement to have an SBBC Identification Badge is applicable to both primary vendors and their sub-contractors. However, in order to ensure that all vendors and sub-contractors visiting SBBC locations have appropriate badges, it is recommended that a memo be released notifying all SBBC employees that vendors without appropriate badges should not be allowed onto SBBC sites. The Purchasing Department will meet with the Executive Director, Professional Standards and Special Investigative Unit, to determine appropriate memo authorship.

**RECOMMENDATION:**

3. Periodically, the purchasing agent/buyer will review payments made from respective bids to ensure that payments are being made only to vendors, subcontractors or agents who have successfully submitted and been awarded security clearance. Policies should be created if it is found that payments are being made to companies or individuals who have not been previously cleared.

**Staff Response:** Payments made pursuant to bid or RFP awards are made only to the awardees. There is no authorization to make payments to sub-contractors in relation to an award made to a prime contractor/vendor. Sub-contractor payments are the sole responsibility of the awarded contractor/vendor. There is a process currently in place to assure that payments comply with contract pricing. After award, the Purchasing Department releases, for each bid or RFP awarded, a Contract Award Memo to all district users. In addition to other specific information, the Contract Award Memo includes information on applicable bid or RFP pricing. For line-item Purchase Orders, Accounts Payable does not pay any invoice over the Purchase Order Line amount. If an invoice is received for an amount greater than the Purchase Order line, Accounts Payable forwards that invoice discrepancy to the appropriate Buyer/Purchasing Agent for reconciliation. For blanket Purchase Orders, Accounts Payable forwards a copy of all invoices to the end-user for verification of invoice pricing against the Contract Award Memo. In order to assure that this process is being followed,

Response to Follow-Up of "Review of Education Technology Services (ETS) Technology Upgrade Process (Plan 4)" dated June 1999

March 20, 2002

Page 3

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the Director of Purchasing will release a memo, annually, advising all district users of process.

In order to comply with SBBC badge requirements, staff recommends that all departments be notified of the requirement for all vendors and sub-contractors to have SBBC badges. See response to Recommendation #2. In the event that a vendor or sub-contractor (or employee of either) is on any SBBC site without a badge, that information should be made available to the appropriate department. This information can be used by the Purchasing Department in evaluating vendor performance or may be used to cease all payments until the situation is rectified. Staff will work with the Department of Professional Standards and Special Investigative Unit to determine the appropriate procedure for accomplishing this task.

Additionally, during contract renewal process, vendors will be re-advised of security badge requirements.

JQ/DC:sm  
Attachment

PR-ETS-1.DOC

44. **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO (currently \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.
45. **SBBC PHOTO IDENTIFICATION BADGE:** SBBC photo identification badge will apply to all vendors other than those making deliveries. An awardee shall be required to have all its employees, sub-contractors or agents who will be entering onto School Board property as a result of this award wear, while on SBBC property, a photo identification badge issued by SBBC. An awardee shall obtain from SBBC Purchasing Department a Photo Identification Badge request form. An individual form shall be completed for each employee, sub-contractor or agent who will be entering onto School Board property as a result of this award. Each completed form shall be submitted to the Purchasing Department Vendor Information Desk for authorization. The authorized form shall then be delivered by the awardee to the Personnel Office, Kathleen C. Wright Administration Center, 600 S.E. Third Avenue, Fort Lauderdale, Florida. At this location, each individual for whom a SBBC photo identification badge is requested will be asked to fill out forms, show his/her driver's license and social security card, and be fingerprinted. A background check will then be conducted on each badge applicant. SBBC reserves the right to require additional information from any applicant and to deny a badge to any applicant. Any applicant denied a badge is prohibited from entering onto School Board property as an employee, sub-contractor or agent of an awardee. The current total fee for a SBBC security background check is \$55.00. \$50 must be in the form of a money order made payable to The School Board of Broward County for the fingerprinting, and \$5 must be in cash for the photo identification badge. These fees are not refundable.
46. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a governmentwide system for nonprocurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and §85.215, Exception provision, debarment or suspension of a participant in a program by one agency shall have governmentwide effect. A lower tier covered transaction is, in part, any transaction between a participant (SBBC) and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any proposal submitted in connection with such lower tier covered transactions.
- CERTIFICATION**
- a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
47. **REASONABLE ACCOMMODATION:** In accordance with Title II of the Americans with Disabilities Act, any person requiring an accommodation at the bid opening because of a disability must contact the Equal Educational Opportunities Department at (954) 765-6187 or TDD (954) 765-6188.
48. **BIDDER'S MAILING ADDRESS:** It is the responsibility of every bidder to register and maintain their current mailing address with the Vendor Information Desk in the Purchasing Department. The address on file with the Vendor Information Desk is used when mailing bid forms and other information to bidders. To check your current mailing address and to change/update/revise your mailing address, contact the Vendor Information Desk at (954) 765-6139. A profile of the bidder's current registration information on file will be sent upon request.
49. **TERMINATION/CANCELLATION:** Section 237.161, Florida Statutes, prohibits SBBC from creating obligations on anticipation of budgeted revenues for a period in excess of one year. As such, SBBC may, during the contract period, terminate or discontinue the items covered in this bid. This written notice will release SBBC of all obligations, subsequent to the termination date, in any way related to the items covered in this bid upon 30 days prior written notice to the awardee. These provisions must be included as part of any lease agreement between the parties. No lease will be considered that does not include these provisions.
50. **LOBBYIST ACTIVITIES:** Persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- For purposes of School Board Policy 1100B, as currently enacted or as amended from time to time, a lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board members on matters within their official jurisdiction.
  - For purposes of this Policy, a lobbyist is not considered to be a person representing school allied groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
  - Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from official School Board Records, School Board Member's Offices or the Superintendent's Office.
  - The lobbyist must disclose any direct business association with any current elected or appointed official or employee or any immediate family member of the School Board.
  - Senior-level employees (Pay Grade 30 and above) and School Board members are prohibited from lobbying activities for one year after resignation or retirement or expiration of the term of office.
  - The Deputy to the Superintendent and Board Liaison shall keep a current list of persons who have submitted the lobbyist statement form.
51. **TIE BID PROCEDURES:** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to vendors in the following sequence:
- > A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.067, Florida Statutes, as currently enacted or as amended from time to time;
  - > The Broward County Certified Minority/Women Business Enterprise vendor;
  - > The Palm Beach or Miami-Dade County Certified Minority/Women Business Enterprise vendor;
  - > The Florida Certified Minority/Women Business Enterprise vendor;
  - > The Broward County vendor, other than a Minority/Women Business Enterprise vendor;
  - > The Palm Beach or Miami-Dade County vendor, other than a Minority/Women Business Enterprise vendor;
  - > The Florida vendor, other than a Minority/Women Business Enterprise vendor.
  - > If application of the above criteria does not indicate a priority for award, the award will be decided by a coin toss. The coin toss shall be held publicly in the Purchasing Department; the tie low bid vendors invited to be present as witnesses.
- Included as a part of these bid documents is a Form entitled **SWORN STATEMENT PURSUANT TO SECTION 287.067, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS**. This form will be used by the bidder to certify that it has implemented a drug-free workplace program. In order for bid to be considered, the Invitation to Bid form (Page 1 of this bid) must be properly signed in order for the bid to be considered. A bidder can not sign this form in lieu of properly signing the Invitation to Bid form.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
EDUCATION TECHNOLOGY SERVICES**


**Mr. Isidore Mason  
Executive Director**

Telephone: 765-6378

Fax: 765-6207

March 19, 2002

TO: Patrick Reilly, Executive Director  
Office of Management/Facility Audits

FROM: Isidore Mason, Executive Director   
Education Technology Services

SUBJECT: **AUDIT RESPONSE OF PLAN 4**

Education Technology Services (ETS) has reviewed the Plan 4 Audit Report that has been prepared by the Management/ Facility Audits Department, and revisited the Plan 4 accounting documentation for a variety of schools and situations that were highlighted in the report. The main issue requiring an ETS response is the recurring pattern of discrepancies between the pricing used on Quality Communications Proposals for wiring projects, the SBBC Bids under which that work was to be completed, the SBBC Purchase Orders authorizing the work to be completed, and the pricing on the invoices prepared by Quality Communications for work completed.

Typically, work that had been proposed in one year was not scheduled and completed until approximately 18 months had elapsed. In the intervening period the scope of the project was often modified. Also, the District had multiple E-Rate bids that were simultaneously valid in certain time spans over the past several years causing confusion for both ETS and Quality Communications accounting departments. Auditing discrepancies consequently resulted, in the most part, not from incorrect applications of project pricing, but rather from the inclusion of erroneous or combined bid-based pricing notations on single Purchase Orders and Invoices.

ETS staff has instituted a number of measures to ensure that the preparation of Purchase Orders is done in a manner that appropriately aligns work proposed by Quality Communications to the purchase orders and invoices associated with the projects. When work that is part of a project requires the application of multiple bid-based pricing matrices, separate Purchase Orders will now be prepared. Additionally, the bid that is currently in place for network wiring with Quality Communications provides stipulations which ensure that invoices provide greater detail – as requested in the Audit Report – for labor costs and associated “Other Goods and Services”.

02 MAR 20 10 54 AM

COMMUNICATIONS SERVICES

In those instances where inaccurate line-item pricing was found, ETS is working with Quality Communications administrative and accounting staff to rectify any errors, and make appropriate account adjustments. In the sampling of 55 record-sets for schools that underwent technology retrofits as a part of Plan 4 bid pricing, discrepancies were discovered that indicate:

- Inaccurate or combined citation of Bid numbers and pricing on single P.O.'s (vast majority of occurrences)
- Line item overcharges for work completed by Quality Communications (select invoices)
- Line item undercharges for work completed by Quality Communications (select invoices)

ETS will be working with the vendor to make all appropriate account adjustments, and is prepared to offer the findings that result from this endeavor to District staff within 30 days.

Should you have any further questions, please do not hesitate to call my office at 765-6378.

IM/AC:sk

Cc; Everett E. Abney, Sr., Associate Superintendent, Superintendent Support


**SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
DIVERSITY & EQUAL EDUCATIONAL OPPORTUNITIES**

Telephone: (954) 768-8124

Facsimile: (954) 712-1559

March 22, 2002

**TO:** Patrick Reilly, Executive Director  
Office of Management/Facility Audits

**FROM:** Bobby J. Popler,  Task Assigned Executive Director  
Diversity & Equal Educational Opportunities

**SUBJECT:** **DRAFT REPORT ON MANAGEMENT/FACILITY AUDITS'  
FOLLOW-UP OF "REVIEW OF EDUCATION TECHNOLOGY  
SERVICES (ETS) TECHNOLOGY UPGRADE PROCESS (PLAN  
4)" DATED JUNE 1999**

I have reviewed the draft report with staff and we concur, without exception, with recommendations #1 and #3, pertaining to strengthening the monitoring procedures for the participation of M/WBEs on contract awards.

Recommendation #2 states: "That the utilization reports filed, not only be reviewed for goals, but to ensure that the totals reported are accurate when compared to expenditures made through the District's financial system." Currently there are no means to verify indirect payments made to M/WBEs' via the District's financial system. M/WBE staff will, therefore, initiate procedures whereby the M/WBEs listed on the utilization reports will be requested to verify the payment information.

If you have any questions regarding this request, please contact Shirley Roberson, Director, Equal Educational Opportunities, at 765-6187.

BJP/SR:dsc

c: Dr. Everett E. Abney, Sr., Associate Superintendent, Superintendent Support  
Ms. Shirley Roberson, Director, Equal Educational Opportunities  
Ms. Michelle Bryant Wilcox, M/WBE Contract Compliance Administrator