



March 3, 2020

RSM US LLP

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Pursuant to your request, and our Construction, Operational & IT Auditing Services Agreement dated September 4, 2019, RSM is pleased to present the results of our review of the District's 2020 Continuing Services Minor Project (CSMP) bidding and contracting package.

In 2013, RSM provided the District with recommendations to strengthen its CSMP contracting package, which were incorporated, and have been in place for the last six years. The CSMP bidding and contracting package provided to us on February 6, 2020 uses the 2013 documents as a baseline, with various improvements and revisions. Our review of these documents yielded the following improvement opportunities for management's consideration:

Document 0200, Article 12, Section 12.01 B

- This section states that "Prior to providing a proposal, awarded bidder may visit the site, become familiar with all local site conditions." Later sections (12.01 D.1) indicate that site visits are a requirement. Consider modifying this sentence to clarify that site visits are required prior to submitting an estimate.

Document 0435 Schedule of Values

- The tracked changes version of the document indicates that the Schedule of Values (SOV) template has been replaced; however we did not see the updated version of the SOV within the documents provided. Consider providing updated version, as several contract provisions reference the SOV format.

Document 0700, Article 33 and Contract Modification Procedures

- Document 0700, Article 33 describes the maximum markup percentages allowed for change orders; however, markup restrictions are omitted from the Contract Modification Procedures document, sections 1.5 – 1.10

Please note that the professionals at RSM who supported the District with this review are not attorneys, and the District should consult with legal counsel prior to modifying any contract documents. We are happy to discuss our comments, and believe the updates to the CSMP represent a continued commitment by the District to strengthen its control environment.

Respectfully Submitted,

RSM US LLP

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CAPITAL PROGRAMS RESPONSE

**The School Board Of Broward County, Florida
Office of Facilities & Construction**

**Frank Girardi, Executive Director
Capital Programs**

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March 5, 2020

TO: Joris Jabouin, Chief Auditor

FROM: Frank Girardi, Executive Director, Capital Programs
Office of Facilities & Construction



SUBJECT: **RSM Letter Dated March 3, 2020
Review of Continuing Services Minor Projects (CSMP)
Bidding and Contracting Package**

Joris,

I am in receipt of the RSM letter dated March 3, 2020, with regards to their review of the Continuing Services Minor Projects (CSMP) bidding and contracting package. A majority of the comments were addressed in the document that was approved by the board on March 3, 2020. Those not incorporated will go out to the bidders as an addendum to be approved by the School Board at the time of award. All responses will be issued to RSM for their final review and approval.

Please let me know if you have any additional questions.

c: Mary Coker, Director, Procurement & Warehousing Services
Danielle Mamede, Assistant Director, Procurement & Warehousing Services
Shari Francis, Manager, Construction Sourcing, Procurement & Warehousing Services
Shelley Meloni, Director, Pre-Construction, Office of Facilities & Construction
File - Office of Facilities & Construction