

**MANAGEMENT ACTION PLAN**  
**Audit of the Coastal Middle School Gymnasium Addition - ESPLOST / Final Review (#17-06)**  
**Management's Response and Action Plan**

Comment or Condition Description	Recommendation	Responsible Area(s)	Action	Current Estimated Completion
<b>Condition A.</b>	<b>Reports that list contracts awarded for the Coastal Middle School Gymnasium Addition did not accurately reflect the local and non-local status of three businesses.</b>			
<i>To: Operations Division:</i>				
A.1.	Reports submitted by the GC should be verified by Parsons to ensure they are accurate prior to dissemination. The businesses that were reported incorrectly should be updated as needed on any active projects.	Parsons Program Management	All corrections to the report have been made as required. The following action steps will be completed for General Contractors: 1. Parsons will check addresses of all companies on GC reports to verify they are properly reported as local or non-local. 2. The GC shall be required to provide written documentation on all vendors identifying their business location (city and county) prior to contract award.	Completed and Ongoing
<b>Other Matters. Contractor Performance Evaluations are not being fully utilized during construction projects.</b>				
<i>To: Operations Division:</i>				
1.	Revise the Contractor/Vendor Performance Evaluation & Rating Handbook to include updated procedures.	Operations Division and Purchasing Department	The existing Contractor/Vendor Performance Evaluation & Rating Handbook will be reviewed and updated to ensure compliance with current policies and regulations. In addition, we will recommend incorporating the handbook into our solicitation and contract documents.	October 2017
2.	Create a plan to disseminate the revised handbook to all employees who are required to complete Contractor Performance Evaluations.	Operations Division	All employees with responsibilities related to contract management will receive training on the vendor performance evaluation process. In addition, the document will be posted on the district's internal website for immediate access.	October 2017
<i>To: Finance Division:</i>				
1.	The Purchasing Department should use Contractor Performance Evaluations to verify past performance as part of the internal reference check during the RFP/RFQ process for future projects. The completed evaluation forms can be found on ACORN under the following: Resources>Workflows>Contractor Performance Evaluation and Rating.	Purchasing Department	The Purchasing Department will meet with Facilities Management to update the handbook to incorporate changes to the solicitation documents. The Contractor Performance Evaluation Forms will be used to verify past performance during internal and external reference checks for future projects.	October 2017