

MANAGEMENT ACTION PLAN
Audit of Rice Creek School - ESPLOST / Final Review (#16-10)
Management's Response and Action Plan

Comment or Condition Description	Recommendation	Responsible Area(s)	Action	Current Estimated Completion
Condition A.	Labor rates listed on the Staffing Plan, Wage and Salary Schedule were listed as an average hourly rate and could not be compared to labor rates listed on invoices submitted with Applications for Payment.			
<i>To: Operations Division:</i>				
A.1	Request for Parsons to review the Exhibit K - CMR Staffing Plan, Wage and Salary Schedules to ensure actual labor rates are documented. Parsons should verify that the labor rate paid for each employee agrees to the salary schedule. An approved salary schedule should also be included with each Application for Payment when submitted to Accounts Payable.	Operations Division and Parsons Program Director	Parsons has a verification checklist that is filled out and attached to each CMR payment when submitted to Accounts Payable. This checklist will be updated to show Exhibit K was verified and this wage and salary schedule will be attached to each CMR pay request and submitted to Accounts Payable along with the pay application.	October 2016
Condition B.	Payment Verification forms received from Minority and Women Owned Business Enterprises (MWBE's) did not agree to the amount reported by the CMR.			
<i>To: Operations Division:</i>				
B.1	Ensure that Parsons adequately reviews and verifies the Payment Verification forms when they are returned by the subcontractor or sub of subcontractor and documents any discrepancies found.	Operations Division and Parsons Program Director	Parsons will perform ongoing reviews of forms.	Ongoing
B.2	Request for Parsons to update the Payment Verification forms to include an "as of date" next to the amount that has been paid. The current form is only dated when signed by the subcontractor or sub of subcontractor.	Operations Division and Parsons Program Director	Correction to form has been made by Parsons.	Completed September 2016
Condition C.	Some subcontractor payments were not made within seven days as required by the contract.			
<i>To: Operations Division:</i>				
C.1	Ask Parsons to re-emphasize to CMR's that payments should be made within seven days of receipt of payment by the District as this is a requirement of the contract.	Operations Division and Parsons Program Director	Parsons will re-emphasize to CMR's at Owner-Architect-Contractor (OAC) meetings	September 2016