

MANAGEMENT ACTION PLAN
Audit of Brock Elementary School - ESPLOST / Final Review (#17-04)
Management's Response and Action Plan

Comment or Condition Description	Recommendation	Responsible Area(s)	Action	Current Estimated Completion
Condition A.	Insurance Coverage for the Design Professional (DP) Current insurance certificates were not maintained on file and insurance coverage did not meet the minimum requirements of the contract.			
<i>To: Finance Division:</i>				
A.1	The Purchasing Department should ensure that minimum insurance requirements are met during the RFQ process. The Finance Division should review insurance requirements to determine if Umbrella Coverage should be considered in future contracts and if the remarks section of the certificate should be used as suggested by the GSBA when the policy does not meet the minimum requirements.	Purchasing Department	The Purchasing Department will continue to verify insurance as required during the RFQ process. Insurance information will be collected as solicitations are received. Information will be stored and routinely updated in the CDMS database. In the future, insurance requirements will be updated and captured in the new BSR platform. Reports will be generated on a monthly basis to capture and review all insurance certificates on current and active projects before they expire.	Ongoing
<i>To: Operations Division:</i>				
A.2	Maintain all required insurance certificates on file as required by the contract and review coverage to ensure minimum insurance requirements are met.	Program Management and Operations Division	Insurance certificates as required are being kept on file and contracts will not be approved for signature until all insurance requirements are met. In addition, a database will be developed by April 28, 2017 to ensure all insurance certificates on file are current.	April 2017
Other Matters.	Issues identified with the Assignment and Assumption of the Construction Contract from Elkins Constructors, Inc. to Elkins Construction, LLC.			
<i>To: Finance and Operations Division:</i>				
	Consider creating a communication plan to ensure proper steps are taken when a unique event occurs (such as the assignment of a contract from one company to another) that will impact multiple departments.	Finance and Operations Division	All contract modifications will have a sign-off form requiring signatures from finance and operations representatives.	Completed March 2017