

Special Audit Management Recommendations & MSD Status on Improvements

October 2018

State Auditor Management Recommendations	MSD Status on making management improvements	Additional Detail/Comment – see attached Administrative Rules where noted below
MR-001: MSA Competitive Award Process	Complete - This recommendation has been addressed.	In 2015, following an internal audit, City Manager Harry Black instituted a new City-wide procurement process (AR #62). Employees have been trained on AR #23 “Policy Guidelines and minimum requirements for Professional and Nonstandard Services,” AR #68 Conflicts of Interest and Contracting Ethics, and AR #62 “City Manager Review & Approval Of Bids, RFP/RFQs, & Contracts.” Future training on Contract Development and Oversight and Invoice Review will be developed and a requirement for those employees responsible for contracts.
MR-002: Record Retention	Review of Records Retention Policies & Procedures will be conducted.	MSD maintains a Schedule of Records Retention & Disposition to manage public records. In the management recommendations, it was suggested that some documents with regard to committee selection were not able to be provided. While some of the documents may have been outside of the retention window, MSD will review and update its records retention schedule to ensure accuracy and efficiency.
MR-003: MSAs Awarded Without an RFQ	Complete - This recommendation has been addressed.	See Response to MR-001
MR-004: Multipliers for Staff Supplementation Contracts	Complete - This recommendation has been addressed.	See Response to MR-001
MR-005: Task Orders	Complete - This recommendation has been addressed.	See Response to MR-001

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MR-006: Performance Evaluations	Review of Contract Performance Evaluations Policies & Procedures will be conducted.	MSD Administration will implement any necessary improvements.
MR-007: Use of Consultants	Complete - This recommendation has been addressed.	Supplemental staff contracts have been significant reduced with nearly 60% reduction by June 2016 and additional reductions have reduced such contracts further as Phase 1 is wrapped up.
MR-008: Consultant Working in Outside Department	Complete - This recommendation has been addressed.	This activity has been stopped.
MR-009: Services Performed Prior to Execution of TO's	Complete - This recommendation has been addressed and will training of staff will be reinforced.	MSD will ensure employees are well trained on the City and MSD procurement policies and procedures.
MR-010: Invoice Approvals	Review of internal processing policies and procedures will be conducted; training will be conducted routinely to ensure adequacy of review.	Ongoing training on Contract Development and Oversight and Invoice Review will be developed and a requirement for those employees responsible for contracts.
MR-011: Conflict of Interest	Complete - This recommendation has been addressed.	See Response to MR-001
MR-012: Records Retention	Complete - This recommendation has been addressed.	See Response to MR-001
MR-013: Use of Sub-consultants	Complete - This recommendation has been addressed.	See Response to MR-001

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MR-014: Compensation Related to Professional Agreements	Complete - This recommendation has been addressed.	See Response to MR-001
MR-015: Memorandum of Understanding (MOU)	Complete - This recommendation has been addressed.	MOU will be established if deemed necessary by City Law Dept.
MR-016: Hamilton County Oversight and Program Monitoring Expenses	Review of internal processing policies and procedures will be conducted.	This management recommendation coincides with MR-011 and has been specifically addressed in the Findings for Recovery. Future training on Invoice Review will be required by employees responsible for contracts.
MR-017: Travel	Review of policies and procedures will be conducted.	MSD follows City travel policy, Administrative Regulation No. 13 titled "Travel Policies outside of Cincinnati on City Business", and has also instituted a complementary travel review process for internal use. MSD developed guidelines to complement the City of Cincinnati policies and procedures on travel and in no way, supersede the City's requirements.