

Management and Accountability
Carol Cortes, Deputy Superintendent

**SUBJECT: INTERNAL AUDIT REPORT - REVIEW OF BID SPECIFICATIONS, SEPTEMBER 1999,
PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**

STRATEGIC PLANNING GOAL: VIII - PROFESSIONAL STAFF AND PRACTICES

In accordance with the Audit Plan for the 1999-2000 Fiscal Year, the Office of Management and Compliance Audits has performed a review of the district's procurement specification development function administered by the Division of Procurement Management of the Bureau of Procurement and Materials Management under Financial Affairs. We also reviewed the activities of the Department of Materials Testing and Evaluation under the Division of Safety, Energy, Communications, and Fiscal Management, that is responsible for determining product compliance with the specifications. The primary objectives of this review were to ascertain that the district's specifications are prepared, amended and adopted based on authorized needs; that competitive contracts are awarded in compliance with the applicable bid laws and rules, and to ascertain that an adequate control environment has been implemented.

Our report concludes that the control environment over the development of specifications needs to be strengthened significantly by centralizing the process more and redefining the role of individual departments in relation to this function. We also noted that bid awards are greatly influenced by several standard setting and evaluation committees that accept or reject competing products. The role of these committees also needs to be more clearly defined.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report - Review of Bid Specifications, September 1999, is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its October 19, 1999, meeting and will submit its recommendations to the School Board and the Superintendent of Schools by November 5, 1999.

Copies of this report will be distributed to Board Members, the Superintendent of Schools, and appropriate district staff and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and file the Internal Audit Report - Review of Bid Specifications, September 1999, presented by the Office of Management and Compliance Audits.

CC:GB:mej