

OFFICE OF
INSPECTOR GENERAL
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To: Randall J. Meyer
Ohio Inspector General
30 East Broad Street, Suite 2940
Columbus, Ohio 43215-3514

From: Ryan Gies, Director 

Subject: Report of Investigation 2016-CA00034, Action Plan

Date: June 25, 2019

Dear Inspector General Meyer:

Thank you for you and your staff's efforts in the above investigation. The Ohio Department of Youth Services (DYS) takes these concerns seriously and we have taken steps to prevent a reoccurrence. These are detailed below in response to each of the seven recommendations in the report.

1. Implement policies and procedures to ensure compliance with the various purchasing and capital project rules and regulations as issued by the Ohio Department of Administrative Services (DAS) and the Ohio Facilities Construction Committee (OFCC); and those contained in the Ohio Revised and Administrative Codes.
 - DYS is reviewing and updating policies and procedures to ensure DAS and OFCC compliance (Revised Code and Administrative Code), along with the recently updated PM-01 (Purchasing Procedures), PM-02 (Emergency Purchasing Procedures), and 2019 OFCC Construction Manual.
 - Refresher training will take place by August 2019 with appropriate staff on PM-01 and PM-02.
2. Develop and implement a process to identify, evaluate, and approve requested capital projects at each ODYS facility to ensure all aspects of the project have been reviewed by the appropriate departments and that required internal departmental approvals are obtained prior to the selection of a vendor to provide professional design services or identified construction, maintenance or repair services.
 - DYS implemented a capital project submittal/approval process in May 2017 which includes review by a Governance Board consisting of the agency Director, Assistant Director, Chief Financial Officer, Procurement Administrative Officer and Construction Administrator for all projects larger than \$50,000. Submittals are presented by the respective Deputy Director

and/or Bureau Chief requesting funding or change of project scope. The Construction Administrator also updates the Governance Board on project status. The Procurement Administrator verifies compliance with DAS and OFCC rules.

3. Develop and implement a process to monitor estimated project costs to ensure the appropriate approvals from the Ohio Facilities Construction Commission are obtained.
 - DYS implemented a capital project submittal/approval process which includes review by a governance board consisting of the agency Director, Assistant Director, Chief Financial Officer, Procurement Administrative Officer and Construction Administrator. Submittals are presented by the respective Deputy Director and/or Bureau Chief requesting funding or change of project scope.
 - DYS will develop and implement a process that adheres to the 2019 OFCC Construction Manual guidelines.
4. Develop and implement a process to obtain statement of qualifications from professional design firms in accordance with rules adopted under Ohio Revised Code 153.71, specifically Ohio Administrative Code 153:1, for use when contracting directly with a professional design firm.
 - DYS has utilized OFCC to obtain professional design qualifications from architects throughout the past two years.
5. Consider the benefits of cross-training personnel on the construction process used by ODYS to bid, award, and manage contracts to avoid delays in meeting timelines or processing payments.
 - DYS's construction team regularly participates in OFCC offered trainings and attends quarterly and annual OFCC meetings to improve knowledge of construction procedures.
 - DYS procurement and construction partner with OFCC fiscal to provide DAS Fiscal Academy Capital Project training annually.
6. Develop and implement a formalized process in conjunction with the Ohio Facilities Construction Commission documenting the steps to be completed in order to engage the professional design services from firms shown on the OFCC Architect and Landscape Consultant List.
 - DYS adheres to OFCC's formal process to engage professional design services. All contract numbers are assigned by OFCC.

7. Work with either the Ohio Auditor of State or the Ohio Department of Administrative Services to obtain the supporting documentation from the state term schedule contract vendors documenting actual hours worked, the hourly pay rates approved as part of the state term schedule contract for each position invoiced and the actual material costs as required to be made available by the April 1, 2015, amendment. Upon receipt of this information, calculations should be completed to determine whether the vendor billed ODYS for more hours actually spent or materials actually used on the project.
 - DYS will review and audit supporting documentation as recommended. If appropriate, DYS will seek reimbursement.