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December 19, 2019

Randall J. Meyer, Inspector General
Office of the Inspector General
30 East Broad Street, Suite 2940
Columbus, Ohio 43215-3414

Re: File Id Number 2018-CA00022

Inspector General Meyer:

Thank you for you and your staff's efforts in the above investigation. Please find below the plan by the Ohio Department of Transportation (ODOT) detailing implementation of the recommendations of the Inspector General.

1. Review the conduct of identified ODOT employees and determine whether administrative action is warranted.

Response: ODOT is currently reviewing employee conduct where the Inspector General found reasonable cause to believe an appearance of impropriety occurred and reasonable cause to believe wrongful acts or omissions occurred. ODOT will take administrative action as needed.

2. Develop policies and procedures to implement a process for how vendor complaints are handled to prevent any appearance of impropriety or special treatment.

Response: ODOT is in the process of amending ODOT Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy to include a process for vendor complaints.

3. Develop a policy regarding the confidentiality to be maintained and what activities may occur during the solicitation phase and dissemination of vendor business.

Response: ODOT is in the process of amending Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy to reflect communication related to vendors.

4. Perform periodic reviews of ODOT purchasing policies for compliance with State of Ohio Procurement Policies and applicable laws and regulations; disseminate revised policies to both employees and vendors involved; and conduct periodic training sessions for ODOT

employees and vendors on ODOT purchasing policies to ensure both employees and vendors are familiar with this policy.

Response: ODOT is currently reviewing Purchasing Policy No.: 18-007(P) and Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy. ODOT will develop a review schedule along with training process for ODOT employees and vendors.

5. Conduct a review of bid opening procedures, including vendor attendance, and determine whether the policy should be revised by supervising or confining the vendors upon their arrival until their departure.

Response: ODOT is currently reviewing Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy and will make needed changes based on this review.

6. Review and address instances of ambiguous or contradictory language in the information and directions within the State of Ohio, Department of Transportation Office of Contract Sales, Purchasing Services Invitation to Bid documents.

Response: ODOT is in the process of reviewing and amending the Terms and Conditions in Bid documents to remove any ambiguous and contradictory language.

7. Consider developing a policy requiring the buyers to use the check sheet or some other methodology to ensure accuracy and compliance with the bid packet instructions for each bid ODOT receives.

Response: ODOT is currently reviewing Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy for consideration of developing requirements related to buyers' completion of a check sheet of mandatory items

8. Consider developing a policy requiring districts to obtain written and management-approved justification documenting the reasons why a low bid vendor is not awarded the purchase on multiple award contracts.

Response: ODOT is in the process of amending Policy 15-009(P) Purchasing Ethics and Vendor Visit Policy to require that a low bid be utilized and a standard for review when the low bid is not advantageous to the State.

ODOT appreciates the opportunity to enact the actions detailed in this response. If you need additional information or have any questions, please do not hesitate to contact me.

Sincerely,



Jack Marchbanks
Director