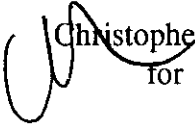




Memorandum

19 West Flagler Street ♦ Suite 220 ♦ Miami, Florida 33130
Phone: (305) 375-1946 ♦ Fax: (305) 579-2656
visit our website at www.miamidadeig.org

To: Alberto Carvalho, Superintendent
Miami-Dade County Public Schools (MDCPS)

From:  Christopher Mazzella, Inspector General
for Miami-Dade County Public Schools

Date: October 1, 2008.

Subject: Receipt of Status Report on IG08-16SB *Overpayment to Professional Engineering and Inspection Company, Inc. (PEICO)*

The Office of the Inspector General (OIG) is in receipt of your memorandum dated September 23, 2008 (attached) providing a status report of action taken on the OIG's recommendations in the above-captioned investigation.

We have reviewed the memorandum and noted the actions taken. The OIG considers the matter Resolved – Closed and requires no further action, except that we would appreciate being provided with a copy of the referenced audit once completed. We appreciate your timely submittal of the status report and we look forward to providing MDCPS with additional findings and recommendations aimed at preventing inappropriate payments and recouping monies

Attachment

cc: Mr. Augustin J. Barrera, Chair
and Members, School Board of Miami-Dade County

MEMORANDUM

September 23, 2008

TO: Christopher R. Mazzella, Inspector General
for Miami-Dade County Public Schools

FROM: Alberto M. Carvalho, Superintendent of Schools

AMC

**SUBJECT: OIG FINAL REPORT RE: MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONTRACT OVERPAYMENT TO PROFESSIONAL ENGINEERING &
INSPECTION COMPANY, INC. (PEICO), REF. IG08-16SB**

This is an update of the implementation status of the two OIG recommendations given in the report dated July 24, 2008, titled Miami-Dade County Public Schools Contract Overpayment to Professional Engineering & Inspection Company, Inc. (PEICO).

Recommendation 1:

I have requested an audit of the billing and payment practices under the Geotechnical, Construction Materials Testing and Environmental Assessment Services Contract (Attachment A).

Recommendation 2:

The following measures have been taken by the Office of School Facilities to prevent overpayment of vendors in the future:

- All Miami-Dade County Public Schools' staff administering services provided by these vendors have been informed by memorandum from the Chief Facilities Officer of the contractual incremental rates related to site acreage for Phase I Environmental Assessments and the requirement to properly describe the acreage and corresponding fee on the initial work order request form (Attachment B).
- An email to the Contract Management office, which issues the official work order to the vendors, directs staff to replicate the detailed project description from the work order request form to ensure clear communication for invoice and payment purposes (Attachment C).
- An email was sent to all consulting firms under the Geotechnical, Construction Materials Testing & Environmental Assessment Services Contract directing them to provide attached copies of their work order with all future invoices (Attachment D).
- Supervising administrators have been instructed in staff meetings and by memorandum (Attachment B) to diligently review all work orders and invoices to ensure that they are correctly executed and in conformance with the contract.

Should you have any additional questions, please contact Mr. Jaime G. Torrens, Chief Facilities Officer, Office of School Facilities, at 305-995-1401.

AMC/JGT:bmj
M039 (R193)

Attachments

cc: Mr. Jaime G. Torrens
Mr. Victor Alonso
Ms. Shari Lee
Mr. Allen Vann
Mr. Steven Black

ATTACHMENT A

MEMORANDUM

September 23, 2008

TO: Mr. Allen M. Vann, Chief Auditor
Office of Management and Compliance Audits

FROM: Alberto M. Carvalho, Superintendent of Schools *AMC*

SUBJECT: **OIG FINAL REPORT RE: MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONTRACT OVERPAYMENT TO PROFESSIONAL ENGINEERING &
INSPECTION COMPANY, INC., (PEICO), REF. IG08-16SB**

In accordance with the recommendation in the above subject report, I am requesting an audit of the billing and payment practices under the Geotechnical, Construction Materials Testing and Environmental Assessment Services Contract, as soon as possible.

If you have any questions, please feel free to call Mr. Jaime G. Torrens, Chief Facilities Officer, Office of School Facilities, at 305-995-1401.

AMC/JGT:sma
M046

cc: Mr. Jaime G. Torrens

ATTACHMENT B

MEMORANDUM

JGT/2008-09/#067
September 19, 2008
305-995-1401

TO: Staff of the Office of School Facilities – Construction
Staff of Facilities Operations - Maintenance

FROM: 
Jaime G. Torrens, Chief Facilities Officer
Office of School Facilities

**SUBJECT: WORK ORDERS AND INVOICES FOR GEOTECHNICAL,
CONSTRUCTION MATERIALS TESTING AND ENVIRONMENTAL
ASSESSMENT SERVICES**

The contracts for Geotechnical, Construction Materials Testing and Environmental Assessment Services, include Fee Schedules listing numerous services at incremental rates dependent on site acreage. One specific example of this is the Phase I Environmental Assessment fee of \$2,800, adjusted to \$3,200 for sites greater than 25 acres. Personnel initiating a Capital Improvement Work Order Request (FM-5590), for testing and site assessment services must specifically include the site acreage and the corresponding fee in the appropriate boxes on the form.

Supervising administrators shall diligently review all work orders and invoices during the administration of the contracts to ensure that work orders are correctly executed and that invoices are in conformance with the contract. Please verify that all work descriptions for services are clearly and accurately communicated.

JGT/VA:sma

ATTACHMENT C

Arias, Sylvia M.

From: Arias, Sylvia M. on behalf of Torrens, Jaime G.
Sent: Tuesday, September 23, 2008 9:29 AM
To: Alvarez, Julio
Cc: Betancourt, Nicolas A.; Alonso, Victor; Evans, Angela S.; Lee, Shari A.
Subject: Work Orders New Procedures

Importance: High

This message is being sent on behalf of the Chief Facilities Officer:

Effective immediately, please ensure that, in all instances, the "detailed Project Description" from the Capital Improvement Work Order Request Form 5590 is replicated in its entirety on the face of the Work Order which is subsequently sent to the vendor.

Thank you for ensuring compliance with this requirement which is designed to assist the vendor and the payment reviewer with billing and invoice approval activities.

ATTACHMENT D

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2008 5:13 PM
To: 'youadm@nodarse.com'
Cc: Torrens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Ms. Leila Nodarse
SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services
INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

*Nazira Abdo-Desoeter, RA, Administrative Director
Department of A/E Selection, Negotiations & Design Management
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132*

Phone: (305) 995-2409
Fax: (305) 995-2050

COPY:

Log File: 6868nad-OEM

9/23/2008

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2008 5:13 PM
To: 'pedro.guimaraes@us.bureauveritas.com'
Cc: Torrens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Mr. Pedro Guimaraes

SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services

INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

*Nazira Abdo-Decoster, RA, Administrative Director
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Miami, Florida 33132*

Phone: (305) 995-2409

Fax: (305) 995-2050

COPY:

Log File: 6868nad-OEM

9/23/2008

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2008 5:13 PM
To: 'rickw@nef.cc'
Cc: Torrens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Mr. Richard Wohlfarth

SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services

INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

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1450 NE 2nd Avenue, Room 305
Miami, Florida 33132*

Phone: (305) 995-2409
Fax: (305) 995-2050

COPY:

Log File: 6868nad-OEM

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2008 5:12 PM
To: 'john.pulsifer@psiusa.com'
Cc: Torrens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Mr. John Pulsifer

SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services

INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

*Nazira Abdo-Decoster, RA, Administrative Director
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Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132*

Phone: (305) 995-2409

Fax: (305) 995-2050

COPY:

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9/23/2008

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2008 5:12 PM
To: 'tgipe@eeandg.com'
Cc: Tomens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Mr. Timothy R. Gipe

SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services

INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

*Nazira Abdo-Decester, RA, Administrative Director
Department of A/E Selection, Negotiations & Design Management
Miami-Dade County Public Schools
1450 NE 2nd Avenue, Room 305
Miami, Florida 33132*

*Phone: (305) 995-2409
Fax: (305) 995-2050*

COPY:

Log File: 6868nad-OEM

Alonso, Victor

From: Abdo, Nazira
Sent: Wednesday, September 17, 2006 5:11 PM
To: 'raminichiello@mactec.com'
Cc: Torrens, Jaime G.; Betancourt, Nicolas A.; Alonso, Victor; Lee, Shari A.; Menendez, Caridad O.; Tobin, Nancy E.
Subject: GEOTECHNICAL, CONSTRUCTION MATERIALS TESTING & ENVIRONMENTAL ASSESSMENT SERVICES - INVOICE PROCEDURES
Importance: High

IMPORTANT NOTICE

TO: Mr. Richard A. Minichiello

SUBJECT: Geotechnical, Construction Materials Testing & Environmental Assessment Services
INVOICE PROCEDURES

Effective immediately, all invoices shall include (in addition to required backup) a copy of the related work order with all attachments in order to be reviewed and approved for payment.

*Nazira Abdo-Desoester, RA, Administrative Director
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1450 NE 2nd Avenue, Room 305
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*Phone: (305) 995-2409
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