



SENECA FALLS CENTRAL SCHOOL DISTRICT

District Offices

P.O. Box 268, 98 Clinton Street
Seneca Falls, New York 13148-1497

Jeremy Clingerman
Superintendent of Schools
(315) 568-5818
(315) 712-0535 FAX

James Bruni
Administrator of Business &
Operations
(315) 568-5874

Unit Name: Seneca Falls Central School District
Audit Report Title: Procurement
Audit Report Number: 2021M-201

The Seneca Falls Central School District is in receipt of the Procurement Report of Examination 2021M-201 for the period of July 1, 2019 through October 25, 2021. We appreciate the collaborative efforts of the field examiners while completing the audit. The professionalism of the field examiner and flexibility allowed was most helpful throughout the process, especially during the current COVID-19 pandemic.

Each recommendation included in the audit report is listed below and is followed by our proposed or implemented corrective action(s).

Comptroller Recommendation #1: Ensure that officials and staff competitively procure goods and services in accordance with the district's purchasing policies, regulations and procedures, and retain documentation of compliance.

District Response: The District (Business Office) will continue to follow procurement procedures for professional services and goods & services. The purchasing policy, along with the purchasing manual, will be shared with all employees involved in the district's purchasing process. Additionally, the Administrator of Business and Operations is charged with ensuring purchases are made in compliance with the policy and procedures.

Implementation Period: June 30, 2022

Comptroller Recommendation #2: Revise the purchasing policies and regulations to specify the process for evaluating, scoring and approving RFPs and documentation required to be maintained for the procurement of professional services.

District Response:

The district has been following an RFP process for the past four years. The District Audit Committee reviews the RFP list annually. The business office follows the process defined and required by board policy when procuring professional services. The District Audit Committee will modify the current purchasing and professional services manual to include the process for evaluating, scoring and approving RFPs; and for documenting services purchased through this process.

Implementation period: By September 30, 2022

Comptroller Recommendation #3: Enter into adequate written agreements with professional service providers.

District Response: This will align closely with the district response to Recommendation #2: The District will continue its RFP process for professional services and will enter into written agreements.

Implementation period: By September 30, 2022

Comptroller Recommendation #4: Review State and other government contracts and price lists to ensure that purchases are made according to the contracts and that all items purchased are included in the contract and retain the contracts and documentation.

District Response: The District will include in the process of making purchases from state contract bid awards the practice of reviewing the price list to ensure purchases are made according to awarded contracts. Creating and maintaining documentation of this activity will also be part of the purchasing practice. In the instance a cooperative purchasing agency is used, the district will verify and document the price given meets the 3rd party award.

The district will continue to maintain documentation for best value, sole source and single source providers and attach all documentation to the purchase order for auditing and future reference purposes.

Implementation Period: Immediate

Comptroller Recommendation #5: Obtain, document and retain verbal and written quotes as required by the district's procurement policy.

District Response: The District (Business Office) will obtain and document quotes as required by policy. This documentation shall be attached to the purchase order for auditing and future reference purposes. The district has also developed a form to properly document verbal quote information.

Implementation period: Already completed on October 25, 2021.


Comptroller Recommendation #6: Ensure invoices are itemized and payments are made in accordance with agreements.

District Response: The District (Business Office) will ensure that invoices from professional service agreements match the agreed upon cost for services. The Business Office will attach professional service agreements to invoice payments to ensure payments are made in accordance with contracts.

Implementation Period: Immediate

We appreciate the time, professionalism, and expertise extended by the Office of the State Comptroller.

Signed:


Jeremy Clinger
Seneca Falls CSD
Superintendent of Schools


James Bruni
Seneca Falls CSD
Administrator of Business and Operations