



Joseph M. Centorino, Inspector General

TO: Honorable Mayor and Members of the City Commission
FROM: Joseph Centorino, Inspector General

DATE: August 21, 2024

PROJECT: Summary of Risk Assessment Activity and High-Risk Contracts
Summary Period: January 1, 2024, through July 31, 2024
OIG No.: 24-17

The Office of the Inspector General has a Contract Oversight function that may result in an audit, investigation or review of any procurement or resulting City contract. In connection with this oversight the OIG engages a certified Public Purchasing Officer (CPPO), Jill Klaskin Press, as a part-time Contract Oversight Specialist.

The Contract Oversight Specialist monitors the City's procurement process with the cooperation of the Procurement Department. The position provides general observation, oversight, and analysis of various aspects of the governmental contracting process, including bid process, evaluation, negotiations, and contract implementation. The primary objectives are to promote transparency and efficiency in the City's procurement process and to ensure that decisions are fair, objective, and without bias or prejudice toward any participant.

The OIG has developed a Risk Assessment Worksheet (RAW) tool to be initiated by a using department, whenever a solicitation is requested. This form is sent to the City's Procurement Department, and provides pertinent information related to nine risk factors about the nature and conditions of the project or program in question and the projected cost of the goods or services to be procured. For each contract with a dollar amount in excess of \$1,000,000 or that involves a project likely to be publicly debated or to result in publicity, the OIG calculates and applies assessment scores to rate the contract as having a high, medium or low risk level.

This Risk Assessment tool has assisted the OIG in determining where to focus its procurement and contract oversight.

When it is determined by the RAW that the solicitation indicates a "High Risk" score of 23 points or higher, the Contract Oversight Specialist notifies the Inspector General, the Procurement Director, Contracting Officer, and Supervisor of the findings. A high-risk score does not necessarily indicate that a solicitation will raise any issues but serves to indicate a solicitation that the OIG intends to follow. It also alerts the City Administration to high-risk contracts that may merit special managerial oversight.

After a contract has been identified as high risk, the City's Procurement Specialist retains the score sheet in the solicitation folder and notifies the OIG Contract Oversight Specialist of any addenda, meetings, protests, award, etc., regarding the solicitation. The OIG Contract Specialist may then follow the item through the procurement process by attending evaluation meetings and reviewing procurement documents. In the event of a bid protest or other complaint received by the OIG, the same scrutiny may be applied to medium or low risk procurements.

During the period of January 1, 2024, through July 31, 2024, the Procurement Department issued approximately 266 solicitations of which 26 were determined to have a value in excess of \$1,000,000. Of the 26 solicitations, 11 indicated a low-risk score, 3 indicated a medium risk score, and 12 indicated a high-risk score.

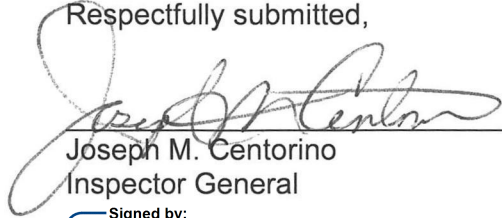
The solicitations identified as high-risk during the six-month period of the 2024 calendar year and their current status include the following:

- 1) (PW) 2024-044-ND -17th Street Right of Way
Status: In negotiation stage
- 2) (PW)2024-212-JP – 30" Subaqueous Water Main Replacement, under Collins Canal at 22nd & 23rd Street
Status: The project was initiated and then postponed in February due to funding. The project was initiated again in June and the draft is under review for release in collaboration with the Public Works Department
- 3) (PW) 2024-234-ND – Engineering Services for Seawalls and Living Shorelines
Status: Pending award.
- 4) (PW) 2024-238-LB – Sewer Pump Station 28 Rehabilitation
Status: Solicitation being drafted
- 5) (PD) 2024-274-KB - Speed Detection Systems for School Zones
Status: Evaluation Committee August 2, 2024
- 6) (CIP) 2024-381-ND – Flamingo Park Master Plan- Softball Field
Status: Solicitation being drafted
- 7) (CIP) 2024-435-ND – Miami New Drama Project.
Status: Solicitation being drafted.
- 8) (PW) 2024-458-ND – Citywide LED Lighting Upgrade Project
Status: Current bid opening date July 26, 2024.
- 9) (PW) 2024-481-JP – Sunset Island Main Water Main
Status: Solicitation draft is under review to be released pending additional information from the Public Works Department
- 10) (PW) 2024-511-JP – Water Main Replacement Project – Fire Flow Package 1
Status: Solicitation being drafted.

- 11) (PW) 2024-512-DF – Flamingo and City Center Main Fire Pkg. #2
Status: Solicitation is being drafted
- 12) (PW) 2024-524-DF – Engineering Design Services for Right of Way N. Beach Town Center
Status: Solicitation is being drafted

The worksheets for all risk assessments are public record and are available to anyone upon request.

Respectfully submitted,



Joseph M. Centorino
Inspector General

Signed by:



8/22/2024 | 8:35 AM EDT

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Jill Klaskin Press, CPPO
Contract Oversight Specialist

cc: Eric Carpenter, City Manager
David Martinez, Assistant City Manager
Kristy Bada, Interim Chief Procurement Officer

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