



Manchester-Shortsville Central School District

"Red Jacket Schools"

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Unit Name: Manchester-Shortsville Central School District

Audit Report Title: Procurement of Professional Services

Audit Report Number: 2016M-157

Audit Recommendation (1):

Revise the regulation to include specific dollar thresholds for when RFPs are required to obtain professional services and address procedures to be followed when professional service costs fall below this threshold, such as obtaining a specified number of written or verbal quotes, to provide guidance for how competition should be solicited for professional services.

Implementation Plan of Action

The Board of Education will approve a policy that includes specific dollar thresholds for when RFP's are required to obtain professional services and address procedures when professional services fall below this threshold, including a specified number of written or verbal quotes, to provide guidance for how competition should be solicited for professional services. The District's Board of Education approved purchasing policy will be used for guidance.

Implementation Date: February 1st, 2017

Person Responsible for Implementation: Business Manager

Audit Recommendation (2):

Award contracts consistent with its policy and document its decisions.

Implementation Plan of Action

The Board of Education will award contracts meeting the specified dollar RFP threshold. The approved Board of Education minutes will document the reason(s) why a contract was awarded to a vendor who was not the lowest bidder.

Implementation Date: February 1st, 2017

Person Responsible for Implementation: Business Manager, Board of Education

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.