OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY

CONTRACT OVERSIGHT OBSERVATION
2011-O-0002

Sheryl G. Steckler
Inspector General

"Enhancing Public Trust in Public Government"

Date: July 6, 2011

To: Jon Van Arnam, Assistant County Administrator

From: Sheryl G. Steckler, Inspector General

Re: Financially Assisted Agencies (FAA) – Request for Proposals – FY 2012

Office of Inspector General's (OIG) Contract Oversight staff attended the FAA review panel meetings during the weeks of May 16th, 23rd, and 30th, 2011, and observed the following:

RFP review panel members awarded additional points to proposals that targeted underserved populations(s), underserved area(s) and performance history. Although these three evaluation criteria were listed in the "Additional Scoring Components" section of the RFP, "Underserved Population(s) Served" and "Underserved Area(s) Served" were not defined and "Performance History" criterion was vague.

A number of panel members exhibited a lack of understanding of the FAA proposal review process, which appeared to be due to inadequate training and/or preparation. Also, based on panel member questions and staff input when prompted, it was apparent that panel members did not have access to monitoring reports on proposers' program(s) outcomes and effectiveness prior to the review panel meeting.

A response to this Contract Oversight Observation is not required; however, we request that you review this matter. We will continue to observe the FAA contract development and performance process and provide feedback, where appropriate. If you have any questions or comments, please contact Alan Russell, Director of Contract Oversight, at 233-2350.