



OHIO DEPARTMENT OF TRANSPORTATION

Mike DeWine, Governor

OFFICE OF
INSPECTOR GENERAL

Jack Marchbanks, Ph.D., Director

2019 APR 16 AM 10:45

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April 11, 2019

Randall J. Meyer, Inspector General
Office of the Inspector General
30 East Broad Street, Suite 2940
Columbus, OH 43215-3414

RE: IG File No.: 2017-CA00006

Dear Inspector General Meyer:

Thank you for your investigation into the allegations of misuse or abuse of state property and the failure to comply with state or departmental rules, procedures or policies. As a result of your investigation, ODOT has evaluated your recommendations and offers the following response:

Recommendation(s):

1. The ODOT Resource Management staff will review and be re-trained on procurement policies and procedures using the following resources:
 - PM-01 Purchasing Procedures
 - PM-02 Emergency Purchasing Procedures
 - PM-01 & PM-02 Presentation
 - PM-01 & PM-02 Webinar Q&A's

The training will be completed by each member of the Resource Management staff by June 30, 2019. New staff within Resource Management will complete the above training or any updated policies and procedures within 1 month of employment with and/or transfer into, IT Resource Management.

2. Interim additional training

There is currently a process in place that notifies a new contractor via email the instructions, within 2 weeks of ODOT employment, to complete online State security training. Compliance is monitored quarterly and the ODOT CIO follows up with a directive to complete the course for those out-of-compliance.

ODOT IT will review this process for issues and correct, as necessary. Resource Management will follow-up with new contractors to ensure the email is received and timely compliance encouraged. Anticipated completion date 6/30/2019.

Review State and ODOT policies and procedures to determine which are appropriate for contractors, particularly as it relates to the use of state resources:

- a. 28-006(P): Security Education and Awareness (currently under review for approval); and
- b. 28-002(P): Information Technology Resource Policy.

Anticipated completion is 6/30/2019 by Resource Management, ODOT IT Management and Security Officer.

Resource Management will provide State and ODOT policies and procedures to contract employees on the first day of employment at ODOT. Contract employees shall sign a statement indicating they have read and understood the policies and procedures within one week of the start date. The contract employee sign-off document will be maintained in Resource Management pursuant to retention policies. Anticipated completion 5/31/19.

3. Review and train all ODOT management on DAS Directive HR-D-13. Review HR-D-13 with all Resource Management staff (responsible for IT staff augmentation). Anticipated completion is 5/30/19.

Train ODOT IT management and all Resource Management staff on providing and keeping (based on record retention policy) detailed justification of the need for a contractor (specialized skillset/level of competency, staffing needs that exceed the ODOT lockdown number) to maintain a stable technology/business environment and to meet approved project needs.
Action item: 4/30/2019 and ongoing

Thank you again for your review of this matter. Should you have any additional comments, please feel free to contact me.

Sincerely,



Jack Marchbanks
Director

ODAS Response



Mike DeWine, Governor
Jon Husted, Lt. Governor

Department of
Administrative Services

Matt Damschroder, Director

OFFICE OF
INSPECTOR GENERAL

2019 MAY 10 PM 2:37

May 10, 2019

Mr. Randall J. Meyer
Ohio Inspector General
Office of the Inspector General
James A. Rhodes State Office Tower
30 East Broad Street, Suite 2940
Columbus, OH 43215-3414

Dear Inspector General Meyer:

This letter is in response to the recommendations made by your office to the Ohio Department of Administrative Services (DAS) in File ID Number: 2017-CA00006, dated March 12, 2019. As always, DAS appreciates the thoughtful feedback and recommendations it has received from your office.

This report, which focused on activity at the Ohio Department of Transportation, did contain one recommendation for DAS, as follows:

Recommendation

Review and evaluate processes to ensure debarred companies and individuals are not used as subcontractors by any vendors of the state during their debarment period.

Response

DAS is revising the Standard Terms and Conditions used in its contracts to ensure debarred subcontractors are not used during their debarment period. DAS is also incorporating the search of named subcontractors into its debarment check business practice during the evaluation and award process as well as during the term of the contract if the contractor requests to use or change named subcontractors.

Ensuring a fair procurement process is a top priority, and we agree with your recommendation. We expect that the procedures that DAS has implemented will ensure that debarred companies and individuals are not used as subcontractors on state contracts during their period of debarment. Should you have any questions regarding our response, or need any additional information, please do not hesitate to contact me.

Respectfully,

Matthew M. Damschroder
Director