HCC | HOUSTON COMMUNITY COLLEGE

Final Report: Procurement, Elections, Personnel/Employment, Facilities & Related Financial Matters

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PROCUREMENT, ELECTIONS, PERSONNEL/ EMPLOYMENT, FACILITIES AND RELATED FINANCIAL MATTERS: TEN-POINT PLAN

1. Send Preservation Notice.
2. Respond to TPIA requests.
3. Review the HCC 2016 Internal Audit Report.
4. Perform a forensic review.
5. Review procurement documents.
6. Review existing HCCS conflict-of-interest practices.
7. Respond to inquiries from regulatory authorities.
8. Recommendations for strengthening HCCS Ethics Policy.
9. Recommendations for strengthening HCCS Procurement Procedures and Guidelines.
10. **FINAL REPORT (June 14, 2018)**

Source: http:/www.hccs.edu/caeplan/ as posted on HCC site in August 2017

HCC Process Enhancements

Implemented Practices

- **Evaluators**
  - ✓ Report any contact by vendor, trustee or employee on behalf of vendor
  - ✓ Failure to report results in discipline, up to termination
- **Vendors**
  - ✓ Conflict of interest forms required annually (in addition to initially)
  - ✓ Unauthorized communication during solicitation renders ineligibility
- **Subcontractors**
  - ✓ Subject to same restrictions as prime vendors during solicitation
  - ✓ Subject to same reporting requirements as prime vendors

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Departmental Reporting**
  - Report summarizing input by department regarding standards, qualifications, criteria or procurement delivery method
- **Pool –Based Vendors**
  - Identify in writing standard and criteria for Vendor Selection
- **Procurement Planning**
  - Procurement Department shall publish procurement calendar at the beginning of the year for transparency
- **Human Resources Employee Evaluations**
  - Annual evaluation of employee procurement responsibilities
  - Report attempts to influence employment status decisions

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Additional Vendor Contract Affirmations**
  - Ongoing Vendor obligation during term of the contract to make 176 disclosures
  - Joint file for completed conflict disclosures comparing HCC local government officer and vendor filings
  - Vendor obligation to report Trustee contact from pre-bid meeting until after the award is made
  - Vendor obligation to disclose contributions and relationships between family members, consultants, and subcontractors to Trustees
- **Annual Administrative Review**
  - Executive Cabinet Oversight of Annual Review of Procurement, Facilities and Human Resources

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Procurement Training**
  - Procurement Training of all end users and board members
- **Construction Procurement**
  - Create a process for job order contracts
- **Cooperative Purchasing**
  - Adopt Procedures for selection of vendors through cooperative purchasing
  - Work assignments must be approved by a procurement officer

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Board and Employee Communications**
  - Communications between Board members and HCC employees must pass through board services
  - Prohibit contact between Board members and employees during the blackout period
  - Require employees to report contact with Trustees
- **Contribution Disclosure**
  - Require Board members to disclose all contributions received from parties associated with a vendor at the time of selection

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Evaluator Meeting and Training**
  - Establish a pre-RFP meeting between the buyer and evaluators to train evaluators on disclosure requirements and prohibited communications
- **Evaluator Openness and Disclosure**
  - Prohibit evaluators from discussing a procurement without all evaluators present
  - Require certification by each evaluator after the award that no unreported prohibited contact occurred

HCC Process Enhancements

Additional Recommendations from May 2018 Interim Report

- **Written Rationale for Selecting Non-Recommended Vendor**
  - Require Trustees to give written reasons for selecting vendors not recommended by procurement
- **Employee-wide Blackout**
  - Expand blackout prohibitions to include communications from vendors to all employees
- **Approval of Negotiated Contracts**
  - Require contract terms to be negotiated and executed by vendor before the Board awards the contract

HCC Process Enhancements

Final Recommendations from June 2018 Examination Report

- **Procurement Process**
  - Circulate procurement calendar to Board periodically to inform and obtain Board's input
  - Implement ethics training for vendors
  - Place reporting obligations on vendors and users for procurements
- **Election Contributions and Conflicts of Interest**
  - Notify vendor or Trustee of failure to file disclosure of interested party statement or questionnaire
  - Bar vendor subcontractor, other vendor contractors from employing relatives of Trustees and Employees

HCC Process Enhancements

Final Recommendations from June 2018 Examination Report

- **Human Resources**
  - Schedule procurement training regularly and on recurring basis with disciplinary consequences for failure to meet training requirements
  - Develop specialized procurement trainings for certain departments such as Facilities
  - Create policy or procedure informing employees and vendors that violations may result in contract termination and debarment

THANK YOU