COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

April 29, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: J. Tyler McCauley
Auditor-Controller

Subject: **PEDESTRIAN ROUTE MAPPING PROGRAM FOR TRAFFIC AND PEDESTRIAN SAFETY FOLLOW-UP REVIEW**

At the request of the Audit Committee, we conducted a follow-up review on the Department of Public Works (DPW or Department) proposal evaluation process used for the Pedestrian Route Mapping Program for Traffic and Pedestrian Safety (Pedestrian) contract. The purpose of our review was to determine the status of the Department's efforts to improve the Pedestrian proposal evaluation process and implement the recommendations contained in our March 2002 report.

Background

On March 5, 2002, we issued a report on the proposal evaluation process used by DPW for the Pedestrian contract. The report noted a number of areas where the Department could have conducted the evaluation process in a more objective, accurate, and documented manner. Because of the significance of the problems noted, we recommended that the proposals be re-evaluated with a new evaluation committee using the evaluation process described in the RFP. In addition, our report contained seven additional recommendations designed to help the Department improve its proposal evaluation process for future solicitations.

Result of Review

Based on the results of our initial review, the Department re-evaluated the written proposals using a new evaluation team composed of two DPW staff and one individual from the Los Angeles County Office of Education. The members of the new evaluation team did not participate in the initial evaluation process.

The evaluation team selected the best-qualified contractor following the evaluation processes described in the solicitation document. The Department is currently negotiating with the selected contractor on the appropriate fees, compensation structure, deliverables, etc.

The Department recognizes a need for improvement and indicated its commitment to correct the problem areas noted in our March 2002 report. Their response, including planned corrective actions, is attached.

If you have any questions, please contact me or your staff may contact DeWitt Roberts at (213) 974-0301.

JTM:DR:DC

c: David E. Janssen, Chief Administrative Officer
Violet Varona-Lukens, Executive Officer
Department of Public Works
James A Noyes, Director
James T. Sparks, Assistant Deputy Director
Ray Low, Internal Audit
Public Information Office
Audit Committee

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

JAMES A. NOYES, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 25, 2002

IN REPLY PLEASE REFER TO FILE: FI-2

TO: J. Tyler McCauley
Auditor-Controller

FROM: James A. Noyes
Director of Public Works

PEDESTRIAN ROUTE MAPPING REVIEW RESPONSE

We have reviewed your report on our Request for Proposal (RFP) for the Pedestrian Route Mapping Program and agree with your recommendations. Also, we have assembled a new evaluation committee to reevaluate the proposals submitted for this RFP using the recommended changes to our evaluation process. The following is a detailed response to each recommendation.

1. **Expand the RFP to disclose the complete evaluation process, including the number of stages involved and their relative importance in the selection of a winning proposal, the evaluation criteria including each criterion's weight of importance and the minimum score necessary for proposals to pass each stage.**

   Response: Agree. Our RFPs will include the relative weights of all criteria to be used in the selection process. Additionally, the RFP will inform prospective proposers that optional oral interviews may be conducted at our discretion and include the proposed weight and scoring of the oral interviews.

2. **Expand the RFP to require proposers to provide enough documentation (e.g., certification, licenses, etc.) to ensure qualified staff are assigned to the project.**

   Response: Agree. We will incorporate these requirements into the RFPs and also ensure all evaluation committees verify proposer compliance with the requirement.

3. **Provide a more structured appeals process and disclose it in the RFP.**

   Response: Agree. Procedures for any appeals will be included in future RFPs. Proposers will be provided an opportunity to appeal our selection prior to our recommendation to the Board to award a contract.

4. **Ensure the evaluation committee follows the evaluation process identified in the RFP.**

   Response: Agree. Evaluation committee members will be instructed to evaluate proposals only using the process and criteria established in the RFP.

5. **Ensure evaluation committee members attempt to resolve any significant differences between their scoring and explain any unresolved difference.**

   Response: Agree. Future evaluation committee members will be instructed to discuss differences in scoring. Also, the evaluation committees will be instructed to provide written explanation to large variations in committee member's scoring if differences are not resolved.

6. **Maintain a listing that matches the completed evaluation instruments to the evaluators.**

   Response: Agree. We have developed this listing for the reevaluation. We will also require future evaluation committee members to maintain this data.

7. **The Department disclose the scoring methodology in the RFP.**

   Response: Agree. The scoring methodology will be clearly delineated in all RFPs.

Lastly, from my understanding of the County's documented contracting procedure, it appears to me that some of the above recommendations are included in various departmental manuals. It is my recommendation that the County-wide Contracting and Purchasing Task Force chaired by the Internal Services Department ensure that all of the above recommendations are documented procedures in all County contracting manuals.

If you have any questions, please contact me or your staff may contact Raymond Low at (626) 458-6950.

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