



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Fifth District

April 16, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

CONTRACTING PROCEDURES - CORRECTIVE ACTION PLAN FINAL REPORT

On December 9, 2009, this Office submitted a Contracting Procedures Corrective Action Plan (CAP) committing to provide all CEO budget analysts with additional training on contracting/purchasing policy and procedures. The CAP was initiated as a response to our report indicating that the Department of Community and Senior Services (CSS) did not fully adhere to the County's Protest Policy (Policy) and, in doing so, impacted the integrity of the appeal process. It was also evident that the internal review process by our Office and County Counsel did not correct this deviation from Policy. As such, our Office, CSS, and County Counsel developed plans to strengthen our staff's knowledge of contracting policies and procedures. Previous updates from CSS and County Counsel have been provided to your Board as well.

To implement the CEO plan, our Office, County Counsel, and the Internal Services Department conducted three training sessions for CEO budget analysts and allied staff. Two training sessions were held on December 9, 2009 and one session on March 25, 2010. Each session was four hours and covered contracting/purchasing policy, procedures, and best practices. The objective of these sessions was to ensure budget analysts are prepared to thoroughly review all Board letters for applicable policy compliance before they are submitted to your Board for consideration.

In addition to these training sessions, the CEO will provide new CEO analysts with contracting/purchasing policy training and provide refresher courses periodically which will include any updates to County contracting policies.

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
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If you have any questions or require additional information, please have your staff contact Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov or Martin Zimmerman at (213) 974-1326 or mzimmerman@ceo.lacounty.gov.

WTF:ES:MKZ
FC:JH:pg

c: Executive Office, Board of Supervisors
County Counsel
Department of Community and Senior Services
Internal Services Department