

COLUMBIA COUNTY PUBLIC WORKS

County Road • Solid Waste • Fleet Management

September 12, 2018

Megan Rexin, Auditor in Charge
Washington State Auditor's Office
1815 Portland Avenue, Suite 5
Walla Walla, WA 99362

Dear Ms. Rexin:

In response to our recent Columbia County Public Works Audit we offer the following information addressing the inadequate internal controls in place to ensure compliance with federal procurement and suspension and debarment requirements of the Highway Planning and Construction grant.

Correction action by Public Works will be as follows:

- Public Works staff are now aware of the federal requirements for all consulting work to be published and identify all evaluation factors used in the award of contract. We will create a written method for conducting technical evaluation of the proposals received.
- Public Works staff are now aware of the WADOT Lag manual debarment procedure requirement. Our department will only use the forms provided in the LAG manual as Certification regarding debarment, suspension and other responsibility matter – primary covered transactions, currently form number "Exhibit G-2." Consultant agreements will have WADOT local programs concurrence.
- Public Works staff will retain suspension and debarment information with each project.

If you have any questions regarding this response please feel free to contact me at lisa_ronnberg@co.columbia.wa.us at your convenience.

Best regards



Lisa Ronnberg
Business Manager
Interim Public Works Director

cc: Columbia County Commissioners

415 N Guernsey Avenue • PO Box 5 • Dayton WA 99328 • Telephone (509)382-2534 • Fax (509)382-4724

www.columbiaco.com/publicworks

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CORRECTIVE ACTION PLAN FOR FINDINGS REPORTED UNDER UNIFORM GUIDANCE

Columbia County
January 1, 2017 through December 31, 2017

This schedule presents the corrective action planned by the County for findings reported in this report in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Finding ref number: 2017-01	Finding caption: The County did not have adequate internal controls in place to ensure compliance with federal procurement and suspension and debarment requirements of the Highway Planning and Construction grant.
Name, address, and telephone of County contact person: Lisa Ronnberg PO Box 5 Dayton WA 99328 509-382-3972	
Corrective action the auditee plans to take in response to the finding: (If the auditee does not concur with the finding, the auditee must list the reasons for non-concurrence). <ul style="list-style-type: none">• Public Works staff are now aware of the federal requirements for all consulting work to be published and identify all evaluation factors used in the award of contract. We will create a written method for conducting technical evaluation of the proposals received.• Public Works staff are now aware of the WADOT Lag manual debarment procedure requirement. Our department will only use the forms provided in the LAG manual as Certification regarding debarment, suspension and other responsibility matter – primary covered transactions, currently form number “Exhibit G-2.” Consultant agreements will have WADOT local programs concurrence.• Public Works staff will retain suspension and debarment information with each project.	
Anticipated date to complete the corrective action: 12/31/18	