SUPERVISOR
Paul A. Miscione

DEPUTY SUPERVISOR
Anthony J. Trevisani

TOWN ATTORNEY
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TOWN of NEW HARTFORD

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COUNCILMEN
James J. Messa, 1st Ward
Philip S. Cittadino, 2nd Ward
David M. Reynolds, 3rd Ward
Richard B. Woodland, 4th Ward

June 8, 2018

Office of the New York State Comptroller
Division of Local Government and School Accountability

RE: Town of New Hartford
Report of Examination- Procurement
Audit Report #2017M-149

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

Audit Recommendation:

- Consider the aggregate amount projected to be expended for the same or similar type of work when determining if competitive bidding is required and follow the Town's procurement policy for future storm water remediation projects.

Implementation Plan of Action(s):

- As of January 1, 2018 the Town of New Hartford is under a new administration. The new Town Supervisor plans to review all internal policies including procurement and ensure that all Town officials, board members and staff adhere to the prescribed policies.
- A newly revised Procurement Policy has been instituted by the Town Supervisor and approved by the Board. The revised policy addresses aggregate amounts projected to be expended for the same or similar type of work and determining if competitive bidding is required.
- A new electronic Procurement Policy system is being developed on the Town's new website, which will handle all bidding and RFP's under $20,000.

Implementation Date:

- March 2018 to Present

Person Responsible for Implementation:

- Town Supervisor Paul Miscione

Signed: _____ Date: 6/6/18
Town Supervisor

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Audit Recommendation:

- Seek competition when acquiring professional services.

Implementation Plan of Action(s):

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- A newly revised Procurement Policy has been instituted by the Town Supervisor and approved by the Board. The revised policy addresses the need to use an RFP process when obtaining professional services required by the Town.
- A new electronic Procurement Policy system is being developed on the Town's new website, which will handle all bidding and RFP's under $20,000.

Implementation Date:

- March 2018 to Present

Person Responsible for Implementation:

- Town Supervisor, Paul Miscione

Signed: _____ Date: 6/6/18
Town Supervisor

Audit Recommendation:

- Document emergency and sole source purchases as required by procurement policy.

Implementation Plan of Action(s):

- As of January 1, 2018 the Town of New Hartford is under a new administration. The new Town Supervisor plans to review all internal policies including procurement and ensure that all Town officials, board members and staff adhere to the prescribed policies.
- A newly revised Procurement Policy has been instituted by the Town Supervisor and approved by the Board. The revised policy addresses the need to properly document emergency and sole source purchases.

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Implementation Date:

- March 2018 to Present

Person Responsible for Implementation:

- Town Supervisor, Paul Miscione

Signed: _____ Date: 6/6/18
Town Supervisor

Audit Recommendation:

- Ensure that vendor invoices contain the appropriate level of detail so the Town can determine whether it is being billed at the agreed-upon rate and hours.
- Ensure that employees involved in the procurement process comply with the Town's purchasing policy and prepare PO's in advance of any purchase or service. Limit the use of confirming PO's to emergency situations.

Implementation Plan of Action(s):

- As of January 1, 2018 the Town of New Hartford is under a new administration. The new Town Supervisor plans to review all internal policies including procurement and ensure that all Town officials, board members and staff adhere to the prescribed policies.
- A newly revised Procurement Policy has been instituted by the Town Supervisor and approved by the Board. The revised policy addresses the review of vendor invoices for completeness and accuracy. It also emphasizes employee compliance with the policy and limiting the use of confirming PO's.

Implementation Date:

- March 2018 to Present

Person Responsible for Implementation:

- Town Supervisor, Paul Miscione

Signed: _____ Date: 6/6/18
Town Supervisor