



February 2, 2022

SUSTAINABILITY AND SUPPORT SERVICES VENDOR MANAGEMENT REVIEW



Project #20-SSSVM-01

A Report to:

Commissioners:

Chair, Keith Bell
Vice Chair, Howard A. Denis
Fausto R. Bayonet
T. Eloise Foster
Chris Lawson

General Manager/CEO:

Carla A. Reid

Corporate Secretary:

Julianne M. MontesDeOca, Esq.



**Washington Suburban
Sanitary Commission**

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Interoffice Memorandum

OG - 20201014-020971

TO: AL ROSHDIEH, DIRECTOR
GENERAL SERVICES DEPARTMENT

THRU: MAXENE M. BARDWELL, ACTING INSPECTOR GENERAL ^{DS} MB
OFFICE OF THE INSPECTOR GENERAL

FROM: JAMES A. WALL, JR., SUPERVISORY AUDITOR ^{DS} JW
JANICE HICKS, SUPERVISORY AUDITOR ^{DS} JH
OFFICE OF THE INSPECTOR GENERAL

DATE: FEBRUARY 2, 2022

**SUBJECT: OFFICE OF THE INSPECTOR GENERAL REVIEW REPORT
SUSTAINABILITY AND SUPPORT SERVICES VENDOR
MANAGEMENT REVIEW**

Background

In accordance with the Washington Suburban Sanitary Commission's (WSSC) Office of the Inspector General's (OIG) Fiscal Year (FY) 2020 Risk-Based Work Plan, and the authority granted to it pursuant to Public Utilities Article (PUA), § 17-605 (a)(6) of the Annotated Code of Maryland, the OIG conducted a review¹ of the Real Estate Section (the "Section") of the Sustainability and Support Services Division (the "Division") in WSSC's General Services Department. The OIG conducted the review in accordance with Generally Accepted Government Auditing Standards (GAGAS), except for the peer review requirement.

The Section manages real estate development, space planning, and workplace planning for all WSSC departments and offices. The Section's responsibilities are primarily governed by Title 13, Chapter 13.80, Procedure for Disposition of Scrap Metal and Surplus Goods (Surplus Goods procedure), of the WSSC's Code of Regulations (Code), and Title 5, Chapter 5.200, Capital Moving Assets (Capital Assets Policy), in the WSSC Manual of Standard Procedures (SP).

¹ See U.S. Government Accountability Office (GAO), "Government Auditing Standards 2018," page 12 (stating that the purpose of a performance audit is to provide information to improve public accountability and facilitate decision-making).

AL ROSHDIEH, DIRECTOR
GENERAL SERVICES DEPARTMENT
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Objective

The review's objective was to provide management with an independent assessment of whether systems and controls are operating effectively and efficiently related to vendor contract management only within the Section of the General Services' Division.

Scope

The OIG examined the Section's vendor contract management processes, service evaluation procedures, and its utilization of resources for effectiveness and efficiency for the fiscal year ending, June 30, 2020.

Conclusion

Overall, the Section has complied with WSSC's standards, policies and procedures, applicable laws, and best practices. The OIG did not identify any significant or material deficiencies in the internal controls. The OIG acknowledges the Section's satisfactory compliance with the review's objectives. The OIG has determined; however, that the overall operational efficiency, effectiveness, and transparency of the Section could be enhanced by implementing improvements in certain areas. Less significant internal control deficiencies (low rated issues) associated with this engagement have been communicated to appropriate WSSC management in a separate OIG Memorandum.

cc: General Manager/CEO, (C. Reid)
DGM - Administration, (J. Beach)
Chief Strategy and Innovation Officer, (T. Allen)
Division Manager, General Services, (F. Lees)
Real Estate Development Administrator, (C. Benjamin)