

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE

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*Serious drought!
Help save water!*

April 9, 2015

Ms. Elizabeth Sparkman
Senior Engineer
City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670

Dear Ms. Sparkman:

This letter notifies the city of Rancho Cordova (City) of the California Department of Transportation's (Caltrans), Division of Local Assistance (DLA), decision regarding resolution of the Proposition 1B State-Local Partnership Program Account funds on Finding 1 of the audit period August 1, 2010 through October 4, 2013.

The audit report found that for Finding 1, "Lack of Original Ranking Sheets," the City did not retain the original scoring sheets completed by each evaluator to rank the competing consultant's proposals. The original scoring sheets serve as the source documentation. It is recommended that the City amend its procurement policies and procedure manual to require original ranking sheets be maintained for all Request for Proposal (RFP) procurements.

The City acknowledged Finding 1 and has taken corrective action to require original ranking sheets be maintained for all RFP procurements for projects that contain State or federal funding. The City also attended the Procuring Architectural and Engineering Contracts training on February 19, 2015. The District 3 Local Assistance office has reviewed and verified the City's progress to resolve the Finding. It is our decision at this time that Finding 1 is resolved.

If you have any questions, please contact Lai Huynh in DLA, Office of Policy Development and Quality Assurance at (916) 653-3990.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Zhang".

RIHUI ZHANG
Chief, Division of Local Assistance

Ms. Sparkman

April 9, 2015

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- c: Stephen Maller, Deputy Director, California Transportation Commission
- Teresa Favila, Assistant Deputy Director, California Transportation Commission
- Bruce De Terra, Acting Chief, Division of Programming, Department of Transportation
- Mark Samuelson, Chief, Office of Policy Development and Quality Assurance, Division of Local Assistance, Department of Transportation
- MarSue Morrill, Chief, External Audits, Audits and Investigations, Department of Transportation
- Doris Alkebulan, Senior Transportation Engineer, Division of Programming, Department of Transportation
- Stella Liao, District Local Assistance Engineer, District 3, Caltrans
- Sharon Ropp, Proposition 1B Coordinator, Division of Local Assistance, Department of Transportation
- Luisa Ruvalcaba, Audit Manager, Audits and Investigations, Department of Transportation
- Sukhraj Kaur, Auditor, Audits and Investigations, Department of Transportation