

From: [Grey, Cheryl](#)
To: [Phillips, Jay](#); [Renenger, Randa](#)
Cc: [Holmlund, Meghan](#); [Spatzierath, Lauren](#); [Harris, Don](#); [Baker, Kyler](#)
Subject: OPI_Procurement_Compliance_Review_CAP Response.docx
Date: Tuesday, May 2, 2023 1:01:37 PM
Attachments: [OPI_Procurement_Compliance_Review_CAP Response.docx](#)

Jay and Randa – please see the attached response to your corrective action plan. We'll continue to be in touch.

Cheryl



CHERYL GREY, CPA | Administrator
State Financial Services Division
Department of Administration
DESK 406.444.7334
[website](#) | [map](#) | [email](#) | [Facebook](#)



**MONTANA
DEPARTMENT OF
ADMINISTRATION**

State Financial Services Division

Greg Gianforte, Governor
Misty Ann Giles, Director

MEMORANDUM

TO: Jay Phillips, Chief Financial Officer
Randa Renenger, Agency Procurement Officer
Office of Public Instruction

FROM: Cheryl Grey
State Financial Services Division Administrator
Department of Administration

DATE: May 2, 2023

SUBJECT: State Procurement Compliance Review Corrective Action Plan (CAP) Follow Up

Thank you for your corrective action plan received on Wednesday, April 26. We have accepted your plan and will work with you to complete the action items outlined.

Not only is it important that you attain compliance, but it is also essential that you demonstrate your ability to sustain it. Given the failure of your compliance review and the time it takes to complete the tasks outlined in the CAP, it is likely to take a few months to achieve and maintain compliance. We will conduct a follow-up review in July 2023 to determine if any delegation authority may be reinstated.

We have scheduled bi-weekly meetings with you to monitor the implementation of your corrective action plan and ongoing compliance. We will continue to provide oversight of all procurement activity >\$10,000 (excluding exempted items) by:

- Inserting DOA into the eMACS workflow approvals
- Requiring IFBs, RFPs, requisitions, sole source requests, exigencies, and limited solicitations be in eMACS

You may continue to procure items exempt from the State Procurement Act without involvement of DOA.

Helping you achieve compliance with the State Procurement Act, including adhering to policies and rules, remains one of our top priorities. We assume that we will likely have daily interactions with you in addition to the scheduled bi-weekly meetings.

We appreciate your engagement and responsiveness throughout this process.

**Statewide Accounting
Bureau**
Mitchell Bldg, Rm 255
P.O. Box 200102
Helena, MT 59620
406-444-3092

**Financial Services
Technology Bureau**
Mitchell Bldg, Rm 295
P.O. Box 200102
Helena, MT 59620
406-444-3092

**Local Government
Services**
Mitchell Bldg, Rm 255
P.O. Box 200547
Helena, MT 59620
406-444-9101

**State Procurement
Bureau**
Mitchell Bldg, Rm 165
P.O. Box 200135
Helena, MT 59620
406-444-2575