

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Rick Scott**  
Governor

**John H. Armstrong, MD, FACS**  
State Surgeon General & Secretary

**Vision:** To be the **Healthiest State** in the Nation

March 26, 2015


Christina B. Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services  
200 East Gaines Street  
Tallahassee, FL 32399-0353

Dear Ms. Smith:

We are pleased to respond to the findings of the Department of Financial Services' audit of *Selected Department of Health Grants and Contracts*. Our corrective action plans that address how identified deficiencies will be corrected for future contracts are enclosed.

We appreciate the effort of you and your staff in assisting to improve our contract management process. Please contact our Director of Auditing, Michael J. Bennett, CIA, by calling 850-245-4444, extension 2150, should you have any questions.

Sincerely,

  
John H. Armstrong, MD, FACS  
Surgeon General & Secretary

JHA/mhb  
Enclosure

cc: James D. Boyd, CPA, MBA, Inspector General  
Michael J. Bennett, CIA, Director of Auditing  
Daniel Hernandez, Interim General Counsel

## Response to Report



Report Title: *Audit of Selected Department of Health Grants and Contracts*  
Report Date: February 24, 2015

No.	Finding	Management Response	Corrective Action Plan
1	Scope of Work and Deliverables	We concur.	<p><b>In Progress.</b> Projected completion date of April 30, 2015</p> <p>The Office of Contracts will issue a memorandum to the county health departments (CHDs), Children Medical Services (CMS) area offices, and divisions highlighting the requirements of a contract as relates to having a clear scope of work with quantifiable, measurable, and verifiable deliverables.</p>
2	Financial Consequences	We concur.	<p><b>In Progress.</b> Projected Completion Date of April 30, 2015</p> <p>The Office of Contracts will issue a memorandum to the CHDs, CMS area offices, and divisions highlighting the requirements of a contract as it relates to having provisions for financial consequences.</p>
3	Contract/Grant Management	We concur.	<p><b>In Progress.</b> Projected completion date of February 29, 2016</p> <p>The Office of Contracts will develop and implement a series of contract management trainings which contract managers will be able to access as tools to assist them in the day-to-day management of a contract. In addition, the Office of Contracts will conduct quarterly contract file reviews of an appropriate selection size to verify proper management by contract managers and provide feedback to staff.</p>

<b>No.</b>	<b>Finding</b>	<b>Management Response</b>
4	Contract Management - Other	We concur.

**Corrective Action Plan**

**In progress.**

Projected completion date of February 29, 2016

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