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**From:** Hanley, Kerri-Ann M (SAO) [kerri-ann.m.hanley@state.ma.us]  
**Sent:** 5/18/2018 2:16:36 PM  
**To:** Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]  
**Subject:** Audit Doc Request

Hello,

I'd like to request the following documents for the contracts listed below:

- The most recent signed copy of the contract, unless the contract was renewed twice during our audit period
- All documentation that supports the original procurement process which may include, depending on the contract,
  - o Copy of advertisement for bids and the advertisements length of time
  - o Description of bid
  - o Bids received
  - o Solicitation of quotes
  - o Approval/ selection mechanism
  - o Decision with appropriate review
  - o First Invoice and last invoice if appropriate (JAN 1. 2018)
  - o Changes or notices of contract breach & remedial documentation
- Where procurement wasn't necessary (ICE contracts). Please, provide any meeting minutes that support the approval of such contract.

The following contracts were selected for our audit sample:

1. 2016-900 Renewal of CPS medical 4th yr out 7 options
2. 2016-910 Parents Helping parents Support Grps
3. 2017-1001 RFR--Custom/Modified Meal Transport Truck
4. 2017-1016 RAPP/Southcoast Hospitals Grp
5. 2016-909 Purchase of 2014 Ford Fusion & Fiesta ( First Ford)
6. Secures phone Contract –
7. ICE MOA 278G\*\* (Requesting at least 5 monthly invoices, including first and last)
8. ICE Contract for Federal Housing \*\*\* (Requesting 5 monthly invoices, including first and last)

Thank you,

**KERRI-ANN M. HANLEY**

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