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**MAY 11, 2018**

**TO: BOARD OF DIRECTORS**

**THROUGH: PHILLIP A. WASHINGTON** *PAW*  
**CHIEF EXECUTIVE OFFICER**

**FROM: DIANA ESTRADA** *DE*  
**CHIEF AUDITOR**

**SUBJECT: STATUS OF AUDIT RECOMMENDATIONS AS OF  
MARCH 31, 2018**

### ISSUE

At the March 2005 Executive Management and Audit Committee meeting, the committee requested that the status of all open audit recommendations be reported to them. The report includes audits performed by Management Audit, Office of the Inspector General and audits performed by outside auditors.

### DISCUSSION

In this report Management Audit fulfills the request to report the corrective actions for all open audit recommendations related to findings for Metro Operations, Planning and Development, Communications, Information Technology, Finance and Budget, Program Management, Vendor/Contract Management, Labor/Employee Relations, Congestion Reduction, Systems, Safety and Law Enforcement, and other funded agencies.

During the third quarter of FY18, 12 recommendations were added and 14 recommendations from previous audits were closed. At the end of the quarter, there were 28 outstanding audit recommendations. Details of all open recommendations as of March 31, 2018 are included in Attachment A.

In addition to the above MAS and external audit recommendations, we closed two recommendations made by the Office of the Inspector General (OIG). At the end of the quarter, there were 44<sup>1</sup> outstanding OIG audit recommendations. Details of OIG open recommendations as of March 31, 2018 are included in Attachment B.

We are actively working with staff to close each recommendation as quickly as possible. Any findings that have not been corrected 90 days after the due date are reported as late.

<sup>1</sup> This total does not include recommendations included in the Audit of Westside Purple Line Extension Section 2-Modification No. 52, Review of Metro Safety Culture and Rail Operational Safety, and Review of Metro Rail Services Disruptions, as the management response and/or estimated completion dates are still pending. However, Operations has hired consultants to assist in addressing the most critical elements of the Review of Metro Safety Culture and Rail Operational Safety.

**Table 1**  
**Summary of MAS and External Audit Recommendations**  
**as of March 31, 2018**

Executive Area	Closed	Open Recommendations			
		Late	Extended	Not Yet Due/Under Review	Total Open
Information Technology	1		1		1
Metro Operations	7		8		8
Planning and Development	2		2		2
Communications	2		5		5
Human Capital & Development	2			12	12
<b>Totals</b>	<b>14</b>	<b>0</b>	<b>16</b>	<b>12</b>	<b>28</b>

**Table 2**  
**Summary of OIG Audit Recommendations**  
**as of March 31, 2018**

Executive Area	Closed	Open Recommendations			
		Late	Extended	Not Yet Due/Under Review	Total Open
Planning and Development				2	2
Finance and Budget				1	1
Vendor/Contract Management				3	3
Program Management				38	38
Systems, Security & Law Enforcement	2				
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>44<sup>1</sup></b>

**NEXT STEPS**

Management Audit Services will provide the next quarterly status report for the period ending June 30, 2018.

**ATTACHMENT(S)**

- A. MAS Open Audit Recommendations Report
- B. OIG Open Audit Recommendations Report

1. This total does not include recommendations included in the Audit of Westside Purple Line Extension Section 2-Modification No. 52, Review of Metro Safety Culture and Rail Operational Safety, and Review of Metro Rail Services Disruptions, as the management response and/or estimated completion dates are still pending. However, Operations has hired consultants to assist in addressing the most critical elements of the Review of Metro Safety Culture and Rail Operational Safety.

All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
1	11-OPS-006	10/25/2013	MAS	HASTUS	Operations	11	We recommend the Chief Operations Officer: Consider multi-division operator run cutting to optimize workforce distribution amongst divisions. Update: Operations will be using the CrewOpt module for the June 2018 shakeup.	Ineffective use of CrewOpt optimization module in creating crew schedules: Scheduling will require Giro to perform additional training on new rules for multi-division operator run cutting in Hastus.	6/30/2016	6/30/2018
2	11-OPS-006	10/25/2013	MAS	HASTUS	Operations	12	We recommend the Chief Operations Officer: Adopt integrated scheduling to improve the efficiency of run cuts. Update: Operations will be using the CrewOpt module for the June 2018 shakeup.	Ineffective use of CrewOpt optimization module in creating crew schedules: Scheduling will adopt integrated scheduling to improve run cut efficiency.	6/30/2016	6/30/2018
3	16-COM-P01	8/31/2016	MAS	Special Fares Programs	Communications	20	We recommend the Communications Department to report the program performance periodically to the appropriate level of management to support decision making. Update: MOU is being reviewed by internal stakeholders for suggestions.	Lack of program ownership and oversight for Juror TAP (J-TAP) Program. Metro Commute Services (MCS) agrees. MCS will work directly with TAP Operations to implement cross-functional responsibilities between the two departments. An updated MOU may be necessary and if so, once will be written or the current one will be updated by March 31, 2017.	3/31/2017	7/31/2018
4	16-COM-P01	8/31/2016	MAS	Special Fares Programs	Communications	21	We recommend the Communications Department to renew the agreement with the Court to confirm mutual agreement. Update: MOU is being reviewed by internal stakeholders for suggestions.	Lack of program ownership and oversight for Juror TAP (J-TAP) Program. Metro Commute Services (MCS) agrees. MCS will work directly with TAP Operations to implement cross-functional responsibilities between the two departments. An updated MOU may be necessary and if so, once will be written or the current one will be updated by March 31, 2017.	3/31/2017	7/31/2018
5	16-COM-P01	8/31/2016	MAS	Special Fares Programs	Communications	22	We recommend the Communications Department to revisit the program purpose and guidelines/requirements to assess the current J-TAP Program performance. Update: MOU is being reviewed by internal stakeholders for suggestions.	Lack of program ownership and oversight for Juror TAP (J-TAP) Program. Metro Commute Services (MCS) agrees. MCS will work directly with TAP Operations to implement cross-functional responsibilities between the two departments. An updated MOU may be necessary and if so, once will be written or the current one will be updated by March 31, 2017.	3/31/2017	7/31/2018
6	16-COM-P01	8/31/2016	MAS	Special Fares Programs	Communications	23	We recommend the Communications Department obtain a written agreement with DCFS to confirm the mutual agreement and to retain the legal rights to enforce DCFS to meet the Program guidelines and requirements. Update: MOU is being reviewed by internal stakeholders for suggestions.	Lack of written agreement for Youth on the Move Program (YOTM for foster youth). Metro Commute Services (MCS) agrees. Although there are Board documentations and writings that assist in governing the YOTM program, the implementation of an MOU will be explored and constructed. MCS periodically produces an active card list and forwards it to the DCFS YOTM program manager for review. We will work with the manager at Department of Children and Family Services (DCFS) to determine a preset calendar schedule. All findings will be shared with the appropriate level of management by March 31, 2017.	3/31/2017	7/31/2018

All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
7	16-COM-P01	8/31/2016	MAS	Special Fares Programs	Communications	25	We recommend the Communications Department to assess the program performance periodically, and report to the appropriate level of management. Update: MOU is being reviewed by Internal stakeholders for suggestions.	Lack of written agreement for Youth on the Move Program (YOTM for foster youth). Metro Commute Services (MCS) agrees. Although there are Board documentations and writings that assist in governing the YOTM program, the implementation of an MOU will be explored and constructed. MCS periodically produces an active card list and forwards it to the DCFS YOTM program manager for review. We will work with the manager at Department of Children and Family Services (DCFS) to determine a preset calendar schedule. All findings will be shared with the appropriate level of management by March 31, 2017.	3/31/2017	7/31/2018
8	14-EDD-P01	8/31/2016	MAS	Real Estate Property	Planning & Development	11	We recommend that Real Estate Management complete the required inspections and document inspection records on file. Update: Real Estate has provided Master schedule to perform required inspection. Management Audit is reviewing supporting documents for some of the inspections completed.	Under performance of required inspections. Real Estate Management concurs. A change to the policies and procedures for placing records into ECMS by the Property Management Unit has been implemented on May 19, 2016. In addition, Staff will conduct annual inspections of MTA-owned buildings that are leased to others (as required by existing policy) and record those inspections in ECMS by June 30, 2017. Ground leases will be inspected when the subject lease is being reviewed for FMV rental adjustments (every three to five years as required by existing policy).	6/30/2017	6/30/2018
9	14-EDD-P01	8/31/2016	MAS	Real Estate Property	Planning & Development	12	We recommend that Real Estate complete the write off process for delinquent accounts that are deemed uncollectable in accordance with the policy established for writing off uncollectable amounts. Update: Management Audit is currently reviewing supporting documentation provided by Real Estate Management to verify that appropriate corrective action was taken.	Revenue collection process can be improved. Real Estate Management agrees and had already started implementing the corrective actions. Real Estate staff has completed the write-off of all accounts that have been deemed to be uncollectable on March 4, 2016. County Counsel has hired outside counsel to assist in resolving issues with Time Warner Telecom and Level 3. Staff will work with County Counsel to address these accounts. Staff will develop policies and procedures for collecting and writing off past due accounts including consultation with County Counsel as required. This will be completed by June 30, 2017. Staff will establish a process for investigating customer's payment that has no invoice reference so proper application of payment received can be made or invoice can be prepared and incorporate into the new Asset Management System.	6/30/2017	6/30/2018

All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
10	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	1	We recommend the Chief Operations Officer require Track management to develop an inventory of linear assets and their components that can be the basis of a PMP to accurately forecast maintenance requirements and component replacements. Update: Currently, a software system called OpTram is in the initial stages of being developed that will have an inventory of linear assets, including Wayside track assets. This will be a short term solution for the inventory of assets as the long term plan is to replace the M3 system which should include a requirement for linear assets inventory.	Track Preventative Maintenance Plan is not Proactively Aimed towards Sustainment of the Track Structure. Management agrees with the recommendations and Operations will develop an inventory of linear assets and their components by June 30, 2017. This will be dependent on available resources to purchase or develop an M3 module to ensure that a robust inventory of track assets and their components are used as the basis of a PMP for forecast maintenance requirements and component replacements.	6/30/2017	6/30/2018
11	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	6	We recommend that while the long-term recommendation is being evaluated, that the Chief Operations Officer require Track management to revise inspection forms/reports to include: applicable checklists with inspection criteria for the different types of inspections; condition description, and ranking description of conditions with estimated completion for corrective actions. Update: The M3 mobile app for the Daily Inspection form is now being tested by Track Inspectors. Verification of the inspections criteria for the different types of inspection is expected to be completed by June 30, 2018.	Track Inspection Data not used for Analysis and Evaluation of Track Structure Condition. Management agrees with the recommendations and Operations will revise inspection forms/reports to include: applicable checklists with inspection criteria for the different types of inspections; condition description, and ranking description of conditions with estimated completion for corrective actions by June 30, 2017.	6/30/2017	6/30/2018
12	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	8	We recommend that while the long-term recommendation is being evaluated, that the Chief Operations Officer require Track management to log all conditions that impact the track structure in the inspection reports, including water damage in the tunnels. Update: The M3 mobile app for Daily Inspection form is now being tested by Track Inspectors. The determination of whether all conditions that impact the track structure are being documented, will be completed by June 30, 2018.	Track Inspection Data not used for Analysis and Evaluation of Track Structure Condition. Management agrees with the recommendations and Operations will log all conditions that impact the track structure in the inspection reports, including flooding in the tunnels. Coordinate with other units, including Facilities Maintenance, to implement corrective actions for all key inspection conditions impacting the track structure by June 30, 2017.	06/30/2017	6/30/2018
13	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	10	We recommend that while the long-term recommendation is being evaluated, that the Chief Operations Officer require Track management to work with other business units who are responsible to implement any corrective actions that may impact track maintenance and/or track condition. Update: The Director of Wayside Systems informed us that Track Inspectors are communicating with Wayside Systems Facility Maintenance for any corrective actions outside of track maintenance responsibility. Additionally, a vendor was hired to perform repairs and maintenance on Metro concrete guide ways, bridges and subway tunnels.	Track Inspection Data not used for Analysis and Evaluation of Track Structure Condition. Management agrees with the recommendations and Operations will record all obvious deviations and communicate them to the appropriate units to maintain safe track conditions by June 30, 2017. Further, Operations agrees that track maintenance is a team effort and should be planned in accordance with the frequency of other inspections that occur in the tunnel.	6/30/2017	6/30/2018
14	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	12	We recommend that the Chief Operations Officer, require Track management to provide training for track management, supervisors and/or leads that create work orders in the M3 system. Update: The M3 mobile app for Daily Inspection form is now being tested by Track Inspectors.	Track Work Order Process is Incomplete. Management agrees with the recommendations and Operations will provide training on M3 work orders by June 30, 2017.	6/30/2017	6/30/2018

All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
15	16-OPS-P01	11/18/2016	MAS	Wayside Systems - Track Maintenance	Operations	13	We recommend that the Chief Operations Officer, require Track management to log all open maintenance conditions in M3, as they are identified, to produce meaningful reports. Update: The M3 mobile app for Daily Inspection form is now being tested by Track Inspectors.	Track Work Order Process is Incomplete. Management agrees with the recommendations and Operations will log all open maintenance conditions in M3 as they are identified to produce meaningful reports by June 30, 2017.	6/30/2017	6/30/2018
16	16-ITS-P02	6/30/2017	MAS	Performance Audit of IT Asset Management	Information Technology Services	2	We recommend that the ITS Department Management complete the update of the Standards Compliance and Asset Management (IT 7) Policy to clarify the roles and responsibilities of the ITS department and other cost centers in tracking and managing IT assets. The policy should include the types of IT assets that need to be maintained in IT asset inventory records. The policy revision should also include the extent of the periodic physical inventory/reconciliation based on the risk associated with the type of IT assets and the amount of investment on various types of IT assets.	IT Asset List is Inaccurate and status of the asset is not updated. Management agrees with this recommendation. ITS will draft updated language for IT-7 and circulate among the departments most likely to be impacted by these changes to solicit their feedback. A final draft will be submitted for official policy review.	10/31/2017	6/30/2018
17	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1a	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: appropriate prioritization methodology to prioritize travel requests.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	
18	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1b	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: Target turnaround time for booking completely filled Travel Authorization Forms received.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	
19	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1c	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: requirement to obtain justification which is approved by the department management for late requests (submitted less than 30 days of travel date).	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	
20	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1d	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: requirement when to return incomplete travel request forms to the requestors to complete.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	
21	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1e	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: requirement to document traveler's management approval and travel change cost records for cost increases in excess of the 20% threshold, resulting from changes made after the initial booking.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	

All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
22	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	1f	We recommend the General Services Management to develop a written policy and/or procedure manual for the Travel Program Administrator which addresses the following but not limited to: guideline of acceptable nature and established threshold for allowable cost differences when accommodating traveler preferences or requests. Specify the required traveler's management approval if any, and whose responsibility it will be to pay the cost difference in excess of the allowable threshold.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will develop a procedure manual by June 30, 2018.	6/30/2018	
23	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	3	We recommend the General Services Management to continue to collaborate with the ITS Department to implement a Travel Information Management System to automate the travel coordination, booking, supporting documentation retention, and expense reimbursement processes.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs. General Services will continue working with ITS to implement an electronic Travel Authorization and Reimbursement System, no later than December 31, 2018.	12/31/2018	
24	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	4	We recommend the General Services Management to consider providing various cost center management with a periodic summary report of all travel transactions to assist in identifying travel trends, cost saving opportunities and extent of policy exceptions.	Lack of Written Policy and Procedures for the Travel Program Administrator. Management concurs and will implement the summary reports by April 2018 to report the calendar quarter of 2018 (January-March) to cost center management.	4/30/2018	
25	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	5	We recommend the General Services Management to update the current Travel and Business Expense Policy (FIN 14) to require travelers to submit the Travel Authorization Form at least 30 days prior to the travel date. Require justification and management approval for travel request submitted less than the 30 days requirement.	Travel and Business Expense Policy Needs to be Strengthened. Management concurs and will work with Workforce Services to update FIN 14 policy by June 30, 2018. General Services will develop new Key Performance Indicators to measure Travel Authorization and Travel and Business Expense submission and processing transactions for reporting in April 2018, concurrent with the periodic summary report of all travel transactions.	6/30/2018	
26	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	6	We recommend the General Services Management to extend no show penalty provision to flights and other travel reservations to enforce the travelers to inform the Travel Office of the cancelled travel. Clarify traveler's responsibility if any, to pay for the cost of the missed flights.	Travel and Business Expense Policy Needs to be Strengthened. Management concurs. General Services will address recommendation by modifying FIN 14 policy to extend the no-show policy to airfare consistent with its current application to hotel no-shows.	6/30/2018	
27	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	8	We recommend the General Services Management to create a traveler's checklist of all required information, documentation, and approvals that should be included to the Travel Authorization Form in order to book travel. Require traveler to sign the checklist to certify completeness of documentation/information prior to submission to the Travel administrator. Consider returning incomplete Travel Authorizations to the travel requestor.	Travel and Business Expense Policy Needs to be Strengthened. Management agreed. General Services will work with the Accounting Department to include the traveler's checklist to certify completeness of documentation/information prior to submittal to travel office by June 30, 2018. When implemented, the new Travel Information Management System will incorporate this requirement.	6/30/2018	



All MAS Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
28	18-CEO-P01	1/26/2018	MAS	Consulting Engagement for the Travel Booking Process	Human Capital & Development	9	We recommend the General Services Management to consider evaluating staffing resource adequacy as a result of the Travel Program Administrator's increased responsibilities related to the monthly credit card reconciliations.	Travel and Business Expense Policy Needs to be Strengthened. Management concurs. General Services Management will implement recommendations 1-8 as shown above, and review the procedures and data after a year to determine if additional staffing is required. We note that in CY2017, the Travel Program Administrator processed 1,038 Travel Authorization, a 10.3% increase over 2016, and a 14% increase over the average of the period reviewed.	6/30/2019	

All OIG Open Audit Recommendations as of March 31, 2018

No.	Report Number	Report Date	Audit Entity	Title	Exec Area	Rec No	Recommendation	Finding/Corrective Action	Original Completion Date	Extended Completion Date
1	16-AUD-01	2/29/2016	OIG	Capital Project Management Best Practices Study	Program Management	38 Total	The 109 recommendations included in this report address findings in low bid contracting, project delivery method selection process and criteria, contract administration, obtaining necessary approvals from cities to avoid delays, etc. Update: As of March 31, 2018, 71 of 109 recommendations have been completed.			
2	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Planning & Development	1a	We recommend that the Chief Planning Officer follow through with plans to contact the Procurement Department regarding procuring subscription services currently provided by Digital Map Products.	Management agrees with the recommendation. The Digital Map Products subscription expired in September 2017. It has not yet been renewed. If it is renewed, the appropriate employees will work with Vendor/Contract Management to follow proper procurement procedures.		
3	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Planning & Development	1b	We recommend that the Chief Planning Officer counsel the Real Estate staff not to use multiple methods of payment for a single expense.	Management agreed with the recommendation. The DEO, Real Estate Asset Management and the Director of Real Property Management and Development met with the applicable employees on August 11, 2017 to review the procurement protocol and discussed the need for Real Estate employees to follow Metro's policies regarding paying for expenses.		
4	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Vendor and Contract Management	2a	We recommend the Chief, Vendor/Contract Management Officer should follow through on plans to provide refresher training to Contract Administrators for not extending purchase orders beyond one year (unless there is a multi-year option).	Management agreed with the recommendation. As a best practice, review requests to extend purchase orders beyond the initial term to determine if the request complies with the current Acquisition Procedures. The refresher training covering the above will be done by Executive Officer of Administrative Services at the Vendor Contract Management Q1 All Hands meeting.		
5	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Vendor and Contract Management	2b	We recommend the Chief, Vendor/Contract Management Officer should follow through on plans to provide refresher training to Contract Administrators for considering multi-year contracts as an option for recurring services.	Management agreed with the recommendation. When appropriate, issue Indefinite Delivery Vehicles with options to address multi-year needs. If a request is received by VCM for access to or for the use of technology whether by software or website, consult with ITS prior to taking any action for approval. The refresher training covering the above will be done by Executive Officer of Administrative Services at the Vendor Contract Management Q1 All Hands meeting.		
6	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Vendor and Contract Management	2c	We recommend the Chief, Vendor/Contract Management Officer should follow through on plans to provide refresher training to Contract Administrators for ensuring procurement files contain required documents and are sent to the Procurement File Room for storage when the procurements are completed.	Management agreed with the recommendation. Ensure procurement files contain required documents and are sent to the Procurement File Room for storage when the procurements are completed. The refresher training covering the above will be done by Executive Officer of Administrative Services at the Vendor Contract Management Q1 All Hands meeting.		
7	18-AUD-02	2/28/2018	OIG	Audit of Procurement of Subscription Services	Finance & Budget	3	We recommend the Executive Officer, Finance/Controller should follow through on plans to update the check request policy to require that computer-related subscriptions over \$3,000 should go through the Procurement process or a justification memo meeting policy requirements must be provided.	Management agreed with the recommendation. The Senior Director of Accounting will ensure that the check request policy is updated to require that computer-related subscriptions over the \$3,000 limit should go through the procurement process or that a justification memo meeting the policy requirements is provided by January 31, 2018. The policy will also be updated to specifically address computer related subscriptions as different and distinct from subscriptions to magazines and newspapers.		

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