From:	Ruud, Andy (SAO)
To:	Steve Austin
Cc:	Brillantes, Heide (SAO); Michelle Courtney; Darren White
Subject:	RE: AFG Review Questions
Date:	Thursday, March 3, 2022 2:45:00 PM
Attachments:	image001.png NPP.gov LOC-Intergovernmental-Agreement.pdf image002.png

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Hi Steve,
Attached is the unsigned template for the Intergovernmental Cooperative Purchasing Agreement with NPPGov which we were provided in our audit earlier. Could we obtain the signed copy of the interlocal agreement between the City of Clarkston and NPPgov? In previous communications, we established that the City did sign an interlocal agreement with NPPgov but not the lead public agency, Public Procurement Authority of Oregon.
Please let me know if you have any questions.
Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov

From: Steve Austin <saustin@clarkston-wa.com>
Sent: Friday, February 18, 2022 2:42 PM
To: Michelle Courtney <mcourtney@clarkston-wa.com>; Darren White <firechief@clarkston-wa.com>; Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Cc: Brillantes, Heide (SAO) <brillantesh@sao.wa.gov>
Subject: RE: AFG Review Questions

External Email

Andy –
In addition to Michelle's response, I will add my responses:
For 1a-c: The Fire Department did not communicate with FEMA outside of the reference that Michelle mentioned on the review of the grant by FEMA. It is my understanding that some of the delays were COVID related, and we were not invoiced until ALL items and/or training had been provided and received by the City.
For Item 2a: I believe that we have reached out to NPP and/or the Oregon purchasing group, and I will try to have that forwarded to you.
For Item 2b: I cannot find any record of an interlocal with the Oregon entity.
For Item 3: Neither the current Fire Chief or Admin Assistant were employed by the City at the time the procurements were authorized. I had discussions with the both previous fire Chiefs (Steve Cooper and Ryan Baskett) as well as the previous Administrative Assistant Jessica Broemmeling confirming that the vendors were not suspended, disbarred, or otherwise restricted from participating in our purchases or receiving grant funding as payment.
I will be out of the office all of next week (2/21-2/25). Chief White and Michelle will be happy to assist with any further requests.

Thanks
Steve

From: Michelle Courtney <mcourtney@clarkston-wa.com>
Sent: Friday, February 18, 2022 11:55 AM
To: Steve Austin <saustin@clarkston-wa.com>; Darren White <firechief@clarkston-wa.com>; Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Subject: Re: AFG Review Questions

Hi Andy,
Regarding questions:
1.a & b. Grant #EMW-2019-FG-01017 was received 11/6/20 we had to wait to do the training with DAY wireless until COVID rules allowed for more that X# of people in a room. The required City match for this grant was $8,095.24, which is over the amount of both invoices in 1.a & b question. The check to DAY wireless was issued in first batch of payables in December a few days past the 30 day mark. Also note that this grant was audited by FEMA already and was found no issues or corrective actions on 1/29/2021.
1.c. Grant #EMW-2020-FG-00798. Part of this Sales Order was received & paid within the 30 days, due to manufacturing of PPE items during COVID the other items in the order (the PPE facepiece) were delayed.
Thank you,

Michelle Courtney

Administrative Assistant

Clarkston Fire Department

820 5th Street

Clarkston, WA 99403

509-758-8681

From: Steve Austin <saustin@clarkston-wa.com>
Sent: Wednesday, February 16, 2022 4:00 PM
To: Darren White <firechief@clarkston-wa.com>; Michelle Courtney <mcourtney@clarkston-wa.com>
Subject: FW: AFG Review Questions

From: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Sent: Wednesday, February 16, 2022 3:42 PM
To: Steve Austin <saustin@clarkston-wa.com>
Cc: Brillantes, Heide (SAO) <
Subject: AFG Review Questions

Hi Steve,
My supervisor recently finished reviewing my work on the Assistance to Firefighters Grant and we have a few follow-up questions to complete our documentation:

1. **Cash Management:** In our previous meetings, we discussed how the following vendors delayed sending invoices to the City until more than 30 days after the purchased goods were received by the Fire Department and FEMA funding was remitted to the City:

    a. Day Wireless Systems for #INV656322 in the amount of $1,628.41.

    b. LN Curtis & Sons for #INV454103 in the amount of $1,280.06.

    c. LN Curtis & Sons for #INV453712 in the amount of $2,308.99

    Consequently, the City held on to federal funds remitted by FEMA for longer than 30 days. <u>Did the City communicate or attempt to communicate with FEMA that these vendors did not send invoices timely for purchased goods and that the City therefore had to delay disbursement? If so, could we please obtain any documentation (e.g. email correspondence) available to support this communication?</u>

2. **Procurement:** The City used Assistance to Firefighter Grant awards EMW-2018-FO-01923 and EMW-2020-FG-00798 to purchase SCBA equipment from LN Curtis & Sons. For these purchases, the City piggybacked off a purchasing cooperative agreement with the Public Procurement Authority (PPA) of Oregon. The City used the procurement service NPPgov to obtain this purchasing cooperative agreement. We have the following questions about this purchasing cooperative:

    a. During our review of this grant, the Fire Chief and his Administrative Assistant provided some bidding documentation obtained from NPPgov and the Public Procurement Authority of Oregon. However, per our review, we noted that the bidding documentation did not show all proposals submitted during the bidding solicitation nor did it show a comparison of all proposals obtained. The only proposal included in the documentation was that of LN Curtis & Sons. Therefore, we could not verify that the lowest and most qualified proposal was chosen. <u>Could you please reach out to NPPgov and/or the Public Procurement Authority of Oregon and request any additional documentation that would show a summary of all proposals submitted to the Public Procurement Authority during the solicitation process?</u>

    b. For the SCBA purchase with LN Curtis & Sons, the City signed an interlocal agreement with NPPgov. However, as noted above, the Public Procurement Authority of Oregon, (not NPPgov) was the Lead Public Agency that performed all the bidding procedures. In previous conversations with yourself and the Fire Chief, we determined that the City entered into an interlocal agreement with NPPgov and not the Public Procurement Authority of Oregon. <u>Could you please confirm that the City did not enter into an interlocal agreement with the Public Procurement Authority of Oregon?</u>

3. **Suspension & Debarment:** In our previous email correspondence, you stated the following regarding Suspension and Debarment requirements:

    "On the suspension and debarment – I know that this was checked. I confirmed with the Fire Department before vendor checks were processed that the vendors were

eligible for payment because of the federal funding. (i.e. not suspended or debarred) I was given confirmation verbally that they had been checked for suspension and debarment and were eligible. I understand this is not documented, but the statement that the City did not verify is incorrect."

Could you please state who provided you this verbal confirmation and how that individual confirmed that the vendors were not suspended or debarred? Additionally, could you please clarify whether this confirmation was made for all vendors with purchases in excess of $25,000 (i.e. Motorola Solutions and LN Curtis & Sons)? In prior conversations, the current Fire Chief, Darren White, and his Administrative Assistant, mentioned that they were unaware of this requirement and did not perform suspension and debarment checks. We would like to clarify this with you so that our documentation is accurate and complete.

Please let me know if you would like to discuss any of these questions with Heide and myself. We would be happy to schedule a time to discuss these items.

If there are no updates or the requested documentation cannot be obtained, please let me know and we will move forward with our conclusions using the information we have already obtained. If possible, please provide answers to these questions by Tuesday, February 22. We are hoping to move forward and close out this audit to meet our upcoming March 17 deadline for submitting our final audit report to the Federal Clearinghouse.

We appreciate your time and effort taken to answer these questions.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov