



## Office of General Services

**ANDREW M. CUOMO**  
Governor

**ROANN M. DESTITO**  
Commissioner

October 12, 2017

Honorable Thomas P. DiNapoli  
Comptroller  
Office of the State Comptroller  
110 State Street  
Albany, NY 12236

Dear Comptroller DiNapoli:

In accordance with Section 170 of the Executive Law, the Office of General Services (OGS) is providing the attached Corrective Action Plan related to Audit Report 2017-S-18: Food Metrics Implementation. We again appreciate your time and efforts in conducting this audit and are confident that we have addressed the recommendations in order to advance efficiencies and cost savings statewide.

If you have additional questions or comments, please contact Theresa Bonneau at [Theresa.Bonneau@ogs.ny.gov](mailto:Theresa.Bonneau@ogs.ny.gov) or (518) 402-5846.

Sincerely,

A handwritten signature in blue ink that reads "RoAnn M. Destito".

RoAnn M. Destito

Attachment

cc: Hon. Andrew M. Cuomo  
Hon. Carl Heastie  
Hon. Brian Kolb  
Hon. Helene Weinstein  
Hon. Robert Mujica  
Hon. Robert Barbato  
Hon. Crystal Peoples-Stokes  
Hon. Ellen Jaffee  
Hon. Joseph Morelle  
Hon. John J. Flanagan  
Hon. Andrea Stewart-Cousins  
Hon. Jeffrey D. Klein  
Hon. Catharine Young  
Hon. Andrew Lanza



**Corrective Action Plan for Audit 2017-S-18  
Food Metrics Implementation**

**Recommendation #1:**

Develop and provide training to agencies and vendors on reporting and purchasing of New York State foods.

Plan of Action – Already Implemented.

- The Office of General Services (OGS) has provided over two dozen outreach initiatives that have included speaking to authorized users on centralized contracts and the availability of NYS foods on those contracts.
- OGS worked with vendors to implement changes to the templates used for submitting price guides and sales reports to specify NYS products. The centralized food contracts did not originally require the identification of NYS products.
- OGS provides on-going assistance by phone or email to authorized users in identification of NYS products and requests to add NYS products to the centralized contracts.
- OGS conducted a BuyNY class at the 2015 Purchasing Forum. OGS and the Department of Agriculture and Markets will present a comprehensive training session at the 2018 NYGovBuy.
- In addition, OGS has and will continue to assist State agency buyers with their local food purchases and will direct them to our published Guidelines and reporting template.

**Recommendation #2:**

Develop and implement adequate controls to detect and correct anomalies and inaccuracies in the data used to create the Food Metrics Annual Report.

Plan of Action – Continuously Implemented.

- OGS is implementing OSC's recommendation. Over the past 18 months, the food team has worked extensively with OGS Internal Audit to develop an automated tool to analyze the data reported by contractors and detect anomalies.
- Significant time was spent working with the contractors and revising the reporting templates to include labeling of NYS food information, consistency of formatting, accuracy, and completeness of templates. This activity continues to evolve as necessary.
- OGS remains dedicated to reviewing all reports for completeness and accuracy of pricing and rectifying any issues identified.