



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Paterson
Governor

March 23, 2011

Frank Patone, CPA
Audit Director
Office of the State Comptroller
Division of State Government Accountability
123 William Street – 21st Floor
New York, NY 10038

Re: Office of the State Comptroller's Final Audit
Report (2009-S-101) regarding Contracts for
Personal and Miscellaneous Services

Dear Mr. Patone:

As required by Section 170 of the Executive Law, this is the New York State Office of Temporary and Disability Assistance's (OTDA) response to the above-mentioned final report. This response will also be sent under separate cover to the Governor, the State Comptroller, and the leaders of the Legislature and fiscal committees as required.

The following is our response regarding the implementation status of the individual recommendations offered in the report.

Recommendation 1:

Executive management should communicate to appropriate staff the requirement to support Service Contracts with written justifications of the need for the service, the appropriate level of service, and the need to contract out.

Response - Recommendation 1:

OTDA has communicated, and will continue to communicate to appropriate staff the need to adequately justify the need to contract out for services. OTDA has complied with the requirements of each of the Division of Budget (DOB) bulletins cited in the report to the satisfaction of DOB and will continue to properly justify the need for all service contracts.

As part of its ongoing efforts in this area, OTDA continues to assess and enhance its rigorous pre-clearance and post-award contract justification processes. As an example, OTDA recently revised an internal pre-clearance and post-award form to require a more robust justification of need.

Recommendation 2:

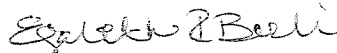
Instruct managers to periodically reassess all Service Contracts to identify opportunities to suspend, eliminate, reduce or bring them in-house, and to document their determinations.

Response - Recommendation 2:

As expressed in our earlier response, OTDA periodically reassesses contracts for potential savings and is continually seeking ways to improve efficiencies in its contracts. As part of these efforts, and consistent with the recent revision to the internal pre-clearance and post-award form referenced above, OTDA will more fully document its determinations with respect to its reassessment of Service Contracts.

We trust these comments are responsive to the issues raised.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elizabeth R. Berlin".

Elizabeth R. Berlin
Executive Deputy Commissioner