

## **AmeriCorps Provided Additional Training Regarding Acquisition Policy After an Employee Improperly Provided an Independent Government Cost Estimate to Contractors**

Closed 09/29/23

The AmeriCorps Office of Inspector General (AmeriCorps OIG) investigated allegations that an employee inappropriately provided an Independent Government Cost Estimate (IGCE) to contractors without prior approval from the Contracting Officer (CO). The investigation found the employee disclosed the IGCE before the award of the contract in violation of AmeriCorps Acquisition Policy. The investigation also found the Office of Procurement Services (OPS) did not have an official appointment memorandum identifying the Contracting Officer's Representative (COR) for AmeriCorps' Applications Technical Support contract, a contract for IT services, as required by AmeriCorps Acquisition Policy. AmeriCorps OIG referred the facts of the case to the U.S. Attorney's Office for the District of Columbia, which did not object to presenting a Kalkines warning to the employee to further the investigation, which would preclude criminal prosecution on the underlying facts.

Based on the investigative findings, AmeriCorps OIG recommended AmeriCorps (1) take any administrative action deemed appropriate for the employee's violation of AmeriCorps' Acquisition Policy; (2) provide relevant and adequate training to CORs, COs, other personnel involved in the acquisition process, and managers; and (3) inform all AmeriCorps employees that they may be held personally liable for unauthorized acts regarding procurement.

### **Agency/Administrative Actions**

AmeriCorps' response stated that it provided verbal counseling to the employee who had improperly disclosed the IGCE. AmeriCorps also provided relevant training to CORs and other personnel involved in the acquisition process following the issuance of AmeriCorps OIG's Report of Investigation. Additionally, AmeriCorps noted that training for COs is provided at the beginning of each fiscal year and monthly reminders addressing COR responsibilities and project management are provided to managers and department heads.

Case ID 2021-025