

BCIT Response

**Case #21-0031-I**

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**CITY OF BALTIMORE**

**BRANDON M. SCOTT, MAYOR**



**BALTIMORE CITY OFFICE OF  
INFORMATION & TECHNOLOGY**

**Todd Carter, CIO & CDO**  
401 E. Fayette Street, 3<sup>rd</sup> Floor  
Baltimore, Maryland 21202

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November 16, 2021

Isabel Mercedes Cummings  
Office of the Inspector General  
City Hall, Room 635  
100 North Holliday Street  
Baltimore, MD 21202

**RE: BCIT Response to OIG Case #21-0031-I**

Dear Ms. Cumming,

Thank you for you and your team's work in identifying the issues outlined in your report of investigation. As determined by the report, there has been no fraud, waste or abuse. BCIT acknowledges the need to strengthen agency controls regarding contract management. In order to do so, BCIT hired the agency's first full-time Contracts Manager and is currently hiring a second position to help provide adequate staffing and oversight of that function.

Our goal, prior to your report being produced, is to clean-up and strengthen BCIT's procurement and payable processes that have been ignored for quite some time. To that end, we are in the process of developing standard operating procedures regarding contract management. And, as a process control to ensure we follow City procurement standards, we convene a weekly advisory meeting with the Bureau of Procurement, the Minority & Women's Business Opportunity Office and the Law Department to consult on the pending contracting needs and to seek their guidance on the appropriate path forward.

If any further information is needed, please do not hesitate to contact me or my Chief of Staff. Thank you for your continued partnership with the Baltimore City Office of Information & Technology.

Sincerely,

*Todd A. Carter*

Todd Carter  
Chief Information Officer

cc: Daniel Ramos, Deputy CAO