

MINISTRY OF FINANCE AND THE ECONOMY

INVESTMENTS DIVISION

Central Audit Committee



FINAL REPORT OF THE CENTRAL AUDIT COMMITTEE ON THE COMPREHENSIVE AUDIT OF THE PAYMENT SYSTEM OF THE LIFESPORT PROGRAMME

July 25, 2014

Contents

1.0	OVERVIEW OF CONCLUSIONS	4
2.0	ENTITY	5
3.0	MANDATE	5
4.0	AUTHORITY	5
5.0	ASSIGNMENT	5
6.0	SCOPE	5
7.0	METHODOLOGY	6
8.0	OBJECTIVES	6
9.0	EXECUTIVE SUMMARY	7
9.1	<i>Payment Process</i>	7
9.2	<i>Centres</i>	7
9.3	<i>Coordinators</i>	8
9.4	<i>Coaches</i>	9
9.6	<i>Participants</i>	9
9.7	<i>Catering Services</i>	10
9.8	<i>Janitorial Services</i>	10
9.9	<i>Maintenance of Recreation Grounds</i>	12
9.10	<i>Refurbishment of Community Centres</i>	13
9.11	<i>Rental / Purchases</i>	14
9.12	<i>Vocational Training (Trade Component)</i>	17
9.13	<i>EBeam Interact Limited</i>	17
10.0	<i>Other Matters</i>	18
11.0	<i>Conclusion</i>	18
	REPORT	19
12.0	PAYMENT PROCESS	19
12.2	<i>Payment by Cheque</i>	19
12.3	<i>Automated Clearing House (ACH) Payment System</i>	20
12.4	<i>Cash Payment</i>	20
13.0	CENTRES	21
14.0	COORDINATORS	23

15.0	COACHES	25
16.0	PARTICIPANTS	25
16.14	<i>Recommendations</i>	29
17.0	CATERING SERVICES	30
17.9	<i>Recommendations</i>	31
18.0	JANITORIAL SERVICES	32
18.11	<i>Recommendations</i>	34
19.0	MAINTENANCE OF RECREATION GROUNDS	35
19.18	<i>Recommendations</i>	38
20.0	REFURBISHMENT OF CENTRES	39
20.7	<i>Recommendations</i>	40
21.0	RENTALS/PURCHASES	40
21.28	<i>Recommendations</i>	45
22.0	VOCATIONAL TRAINING (TRADE COMPONENT)	46
22.10	<i>Recommendation</i>	48
23.0	E-BEAM INTERACT LIMITED	48
23.1	<i>The Agreement</i>	48
23.2	<i>EBeam’s Position</i>	49
23.3	<i>Justification for Second Payment</i>	50
23.4	<i>Auditor’s Comments</i>	51
23.5	<i>Recommendation</i>	52
24.0	LIST OF APPENDICES	54

APPENDIX 1	<i>Life-Sport Centres and Addresses</i>
APPENDIX 2	<i>Ministry of Sport Life-Sport programme: Employee Information Log 2013 - Cordinators</i>
APPENDIX 3	<i>Ministry of Sport Life-Sport programme: Employee Information Log 2013 - Coaches</i>
APPENDIX 4	<i>Participants submission for payment - June 2014</i>
APPENDIX 5	<i>Ministry of Sport Life-Sport programme: Employee Information Log 2013 - Caterers</i>
APPENDIX 6	<i>Invoice for meals provided to the Barataria Life Sport Centre for June 2013</i>
APPENDIX 7	<i>Caterers submission for payments - June 2014</i>
APPENDIX 8	<i>Letter from Alicia Mohammed dated July 31 2013</i>

- APPENDIX 9** *Kardian Construction & Property Management invoice dated May 31, 2013*
- APPENDIX 10** *Payments made to Reno Energy Company Ltd dated March 13, 2013*
- APPENDIX 11** *Ministry of Sport Tender Evaluation Note for an award of contract to Reno Energy Company Ltd.*
- APPENDIX 12** *Invoices from Reno Energy Company Ltd and Jolene Legere*
- APPENDIX 13** *Hartstone Construction Limited Invoice # 102 dated February 26, 2013*
- APPENDIX 14** *Invoice # 2038 from Bowen's Lowprice Hardware*
- APPENDIX 15** *Invoice # R1001 from D.C. Tent Rentals*
- APPENDIX 16** *Invoice # 0641 from D.C. Tent Rentals*
- APPENDIX 17** *Invoices from Vocational Training companies- re: Trade Component*
- APPENDIX 18** *Justification for the Sole Select Literacy, Numeracy & Technology Component*
- APPENDIX 19** *Concerns highlighted by Corporate Secretary re: Ebeam contract*
- APPENDIX 20** *Response to Corporate Secretary re: Ebeam contract*
- APPENDIX 21** *Report submitted by Ebeam re: unreadiness of Life Sport centres*
- APPENDIX 22** *Opinion from the Head of Legal of SporTT re: second payment to Ebeam Interact Limited*
- APPENDIX 23** *Advice on payment of fees to Ebeam Interact Limited from J.D. Sellier + Co*

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**FINAL REPORT OF THE CENTRAL AUDIT COMMITTEE ON
THE COMPREHENSIVE AUDIT OF THE PAYMENT SYSTEM OF THE
LIFESPORT PROGRAMME**

1.0 OVERVIEW OF CONCLUSIONS

1.1 The review indicates that:

- (i) There were widespread breaches of proper procurement practices;
- (ii) The approval given by Cabinet was not strictly adhered to;
- (iii) Persons at the coordinating level may have been involved in criminal activity;
- (iv) There were several instances of fraudulent activity by suppliers to the Programme;
- (v) There may have been widespread theft of equipment from the Programme;
- (vi) There may have been breaches of the Proceeds of Crime Act;
- (vii) Exorbitant and questionable payments were made in several instances; and
- (viii) There was poor control and monitoring of the Programme by the Ministry of Sport.

1.2 Given the widespread nature of the breaches, it is difficult to understand how they went unnoticed by the Ministry of Sport. Consideration has to be given to whether there was complicity by officers of the Ministry. For example, the entire payment of \$34 m to EBeam Interact Limited was made notwithstanding that external attorneys advised that there may have been grounds to contest and resist the final payment.

1.3 It is recommended that the entire matter be turned over to the Director of Public Prosecution and the Commissioner of Police to prosecute the several breaches identified.

2.0 ENTITY

2.1 The Ministry of Sport designed the LIFE-Sport (LS) Programme to induce unemployed young men to get involved in sport, in order to redirect their lives into productive activities and positive engagements. Cabinet by Minute No. 2312 of August 30, 2011 agreed to the implementation of the LS Programme by the Ministry of Sport (MOS) through the Sport Company of Trinidad and Tobago (hereinafter referred to as 'SporTT' or 'the Sport Company'). This Programme which was launched on June 18, 2012, commenced August 6, 2012. It is currently being conducted in forty three (43) centres throughout Trinidad for young men between the ages 16-25.

2.2 The objective of this Programme is to reduce crime in Trinidad. The intention is to bring about social transformation in the lives of young men joining the Programme by strengthening their cognitive, personal and interpersonal abilities. It is expected that these young men will then be able to make informed decisions, manage their finances, communicate effectively and build healthy relationships.

3.0 MANDATE

3.1 Based on recent negative media reports about the LS Programme, the Central Audit Committee was mandated by the Permanent Secretary of the Ministry of Finance and the Economy on directive from the Minister of Finance and the Economy to conduct an operations audit of the LS Programme with emphasis on the payment system.

4.0 AUTHORITY

4.1 The Central Audit Committee, which was established by Cabinet Minute 1266 dated September 2001 and is also empowered by same as well as by Section 4(2) of the Exchequer and Audit Act.

5.0 ASSIGNMENT

5.1 To conduct an audit of the operations of the LS Programme with emphasis on the payment system from its inception to the present.

6.0 SCOPE

6.1 The audit included but was not limited to the examination of all relevant books and records of the LS Programme from its inception to the present time.

7.0 METHODOLOGY

7.1 Central Audit reviewed all available documents and records with respect to payments made from the inception of the programme. **Most of the documents from February 2014 to present have not been yet seen even though numerous requests have been made.** Further, to substantiate and reconcile the level of activities to the payments made, the following Centres were selected for review during the period June 11, 2014 to June 13, 2014:-

- (i) June 11, 2014 – Marabella, Pleasantville (previously Embacadere), La Romain, Penal, Siparia, Santa Flora, Point Fortin and La Brea Centres;
- (ii) June 12, 2014 – John John, St Paul Street, Beetham Gardens, Barataria, Malabar Train Line 1 and Malabar Train Line 2 Centres, Carapo and Valencia; and
- (iii) June 13, 2014 – Carenage, Cocorite, Four Roads, Bagatelle, Covigne Road, River Estate, Enterprise and Tabaquite Centres.

7.2 Additionally, the Barataria, Maloney, Malabar, Pinto Road and La Horquetta Centres which were also visited prior to June 2014, were revisited on Wednesday June 18, 2014.

7.3 The following persons were interviewed:

- (i) Mr Theodore Charles, Assistant Programme Director (Administration); also in attendance were Mr. Ronnell Barclay, Project Manager, Mr. Cyril Berkley and Junior Barrack from the Programme's Placement Unit;
- (ii) Mr. Cornelius Price, Programme Director;
- (iii) The Board of Directors of SporTT;
- (iv) Mr. John Mollenthiel, Ex-CEO SporTT;
- (v) Mr. Anil Roberts, Honourable Minister of Sport;
- (vi) Mr. Ashwin Creed, Permanent Secretary, MOS;
- (vii) Mr. Adolphus Daniell, President / CEO of EBeam Interact Limited;
- (viii) Several unsuccessful attempts were made to interview Ms Ruth Marchan the Deputy Programme Director; and
- (ix) In addition several relevant documents were presented to the Auditors by the Honourable Minister of National Security.

8.0 OBJECTIVES

8.1 To ensure adequate controls, accountability and transparency exist in the LS programme and to ascertain whether expenses incurred were accurate and in accordance with the approved payment system.

9.0 EXECUTIVE SUMMARY

9.1 *Payment Process*

Initial payments were paid in cash to participants. This meant that there could be little verification or control over the payments.

9.1.1 When the LS Programme officially started in August 2012 it was initially overseen by SporTT. This changed with effect from January 1, 2013 when full control of the programme was transferred to the MOS. SporTT however was retained to facilitate payment or as a 'payment provider'.

9.1.2 Payments were made either by cheques or via the Automated Clearing House (ACH) System. Central Audit was informed that during a short period in 2012 cash payments were made to participants.

9.1.3 The decision to pay in cash was taken after it was discovered that numerous participants had no bank accounts and/or any form of identification to cash cheques. It was possible that major discrepancies could have occurred between those who should have been paid and those who were actually paid. The problem was subsequently resolved and Central Audit verified that participants have been receiving payments since October 2012 either via the ACH system or by separate cheques. However, Central Audit was not able to verify if the list of participants to be paid was consistent with the list of participants actually paid through the ACH system.

9.2 *Centres*

The Ministry of Sport increased the number of LS Centres without Cabinet's approval. Several of these Centres could not be located.

9.2.1 Cabinet by Minute No. 2312 of August 30, 2011 agreed to the implementation of the LS Programme in thirty-three (33) centres throughout Trinidad by the Ministry of Sport (MOS) through the Sport Company of Trinidad and Tobago (SporTT). Subsequently, ten (10) centres were added to the programme. Central audit was informed that of the ten (10) centres added, three (3) existing centres were downsized to thirty (30) participants each to accommodate three (3) additional centres, also with thirty (30) participants each. Of the other seven (7) centres, two (2) were introduced with sixty (60) participants each, and five (5), with thirty (30) participants each.

9.2.2 Central Audit was informed that the decision to start a LS Centre in a community was based on the recommendation of residents within the communities via their respective parliamentary representatives. However, no correspondence to this effect was seen.

9.2.3 It was discovered that some of the recently introduced centres do not have a fixed or proper place to operate. For example, Central Audit discovered that the Four Roads and Cocorite Community Centres, out of which the Four Roads and Cocorite LS Centres were supposed to be operating, have never been used.

9.2.4 Similarly, Central Audit was unable to locate Malabar Train Line 1 and 2, Beetham Gardens and Covigne Road LS centres when a visit was made to the listed addresses. It was also discovered that some of the older centres are still operating out of churches, pan-yards and savannahs.

9.3 *Coordinators*

The Coordinators seem to have criminal records which made them unsuitable as role models for the participants.

9.3.1 One (1) coordinator was contracted for each of the forty three (43) LS Centres with specific responsibilities for the operations of the LS Programme. Central Audit was informed that individuals in the communities who would have significant influence over the target group of young men were recommended by their respective communities. These individuals were subsequently contracted as coordinators. However from the list at Appendix 2 the contracts were given to contracting firms which was not as envisaged when the programme was first conceptualised and approved by Cabinet.

9.3.2 During the field visits, personnel from the police service who provided protective escort to officers of the Central Audit Committee expressed concern about certain individuals who were contracted as coordinators for specific centres. **These officers have alleged that a few such individuals in the East/West corridor are currently under police surveillance for illegal activities in their relevant areas.**

9.3.3 The police officers were also very apprehensive whether such individuals can reform the participants under their watch when they themselves may still be involved in criminal behaviour. One of the officers strongly believed that the Cocorite, Four Roads and Covigne Road centres may have some sort of allegiance with the Carapo centre. Central Audit could not verify whether any such allegiance exists.

9.4 *Coaches*

The number of coaches being paid is greater than the actual number of coaches who are actually working on the programme which suggest a real possibility of fraud.

9.4.1 From the inception of the Programme, it was agreed that four (4) coaches would be hired for each of the centres that has an approved enrolment of sixty (60) participants. A minimum of one (1) coach was to be contracted for each of the three (3) sporting disciplines of football, cricket and basketball with an additional coach in each centre to assist in the sporting discipline that holds the interest of the largest number of participants. Centres with an enrolment of thirty (30) participants on the other hand should have two (2) coaches (one (1) each for football and basketball) with the exception of River Estate Centre which has three (3) coaches.

9.5 Discrepancies were discovered with respect to the number of coaches performing the duties and the number of coaches actually being paid. According to the accounting records the full complement of coaches has consistently been paid but what was discovered during the site visits was that several coaches were not actually performing the duties for which they were hired.

9.6 *Participants*

The review of attendance reveals several irregularities. There is a high possibility that the total number of participants being paid was significantly higher than the number of participants who actually attended the programme.

9.6.1 The LS Programme which was launched on June 18, 2012 and commenced August 6, 2012 started in thirty-three (33) centres throughout Trinidad for young men between the ages 16-25. At that time, all the centres were approved to have an intake of not more than sixty, giving a maximum total enrolment of 1,980 participants.

9.6.2 Subsequently the total enrolment increased to 2,250 participants without Cabinet's approval.

9.6.3 Examination of the payment documents for June revealed several instances where stipends were made to participants without proper approvals and supporting documentation.

9.6.4 Additionally, during the visit to centres, it was noted that the number of participants present was less than the number of participants who signed the daily attendance register and even less than the number of participants submitted for the

monthly stipend. In many instances participants were signing on behalf of other participants.

9.7 *Catering Services*

A number of irregularities were observed involving catering services.

9.7.1 As at June 2014, forty-three (43) caterers were contracted to provide meals to participants at a cost of twenty-five dollars (\$25.00) per breakfast and forty-five dollars (\$45.00) per lunch.

9.7.2 During the visits to various LS centres it was discovered that in most cases the amount of meals catered far exceeded the amount of the average daily attendance of participants. In one instance Central Audit actually observed the delivery of the lunches. The caterer delivered the lunches without beverages in small lunch boxes, which normally retail for less than thirty dollars (\$30.00) each in most fast food shops. Checks however revealed that the caterer claimed and was paid for the full sixty-five breakfasts and sixty-five lunches for nineteen days in the month of June 2014. What was more instructive was that the invoices submitted by the majority of the caterers were almost always equal to the full participants' enrolment, notwithstanding the level of absenteeism observed in the programme.

9.7.3 It was discovered that this was encouraged by both the past and current Directors of the LS Programme, Mr Henry Charles and Mr Cornelius Price respectively. They both insisted that the caterers must be paid for the number of meals as per the contracts.

9.8 *Janitorial Services*

Payment of the janitorial services appeared exorbitant, questionable and fraudulent in many cases.

9.8.1 Mr. Theodore Charles, the current LS Assistant Programme Director (Administration), informed that contracts were awarded for janitorial services from a pre-qualified list of contractors provided by the MOS. This resulted in a finite number of contractors being used throughout the Programme, with contractors being awarded contracts for more than one centre. It should be noted that contractors were hired to conduct janitorial services for almost all the centres. Commencing January 2014 contractors were awarded Janitorial Service Contracts for nine (9) months at \$45,000.00 per month VAT exclusive.

9.8.2 Invoices showed the purchase of large quantities of janitorial supplies for the Programme. Discussions with Mr. Ronnell Barclay, LS Project Manager revealed

that janitorial supplies were purchased and distributed to the various LS Centres prior to the engagement of janitorial contractors.

9.8.3 Examination of invoices revealed that the scope of works submitted by these contractors were the same regardless of the dissimilarity of the individual state of affairs of the Centres. **Examination of the items claimed for works performed appeared to be inflated and duplicated.** For example, an invoice from Kardian Construction and Property Management was paid \$113,330.00 by cheque #2892. An extract, which suggest that the invoices from Kardian may be padded, is shown as follows:

Particulars	Carapo	Pinto	La Horquetta
Empty all trash containers, <u>replace all garbage bags</u> , remove from centre	2,700.00	2,750.00	2,700.00
<u>Replace all garbage bags</u> in all bins also wash sanitize and clean all bins as required	3,000.00	2,850.00	2,850.00

9.8.4 The description suggests duplication in the service with two separate prices invoiced.

9.8.5 In addition, examination of the above revealed an invoice related to cleaning services at Carapo Community Centre in the amount of \$37,900.00. It should be noted that these participants are housed under tents, and as such, the provision of cleaning services needs further investigation as these cost may be exorbitant and questionable.

9.8.6 A site visit on June 11, 2014 to Point Fortin revealed that the programme has been operating from the Fanny Village Pavilion since August 2013 (9 months) which is located next to the community centre.

9.8.7 Despite this, substantial payments were made to Richie's General Contractors Limited for janitorial services in the amount of \$51,750.00 on two occasions. Taking into account the location (a pavilion) it is questionable as to the relevance of the janitorial payments.

9.8.8 Renaissance Developers Limited (RDL) submitted two (2) invoices dated August 2013 for janitorial services at the Maloney Centre. Both invoices had the same invoice number (#0103) and were for works provided during the same period that is

August 2013. However, the amounts billed were different and were subsequently paid by cheques #3170 and #3322 dated September 2 and 12, 2013 respectively.

9.8.9 It was observed during visits to various centres that basic janitorial services were required with usually one (1) classroom, the washroom area and in some instances an office area to be cleaned. Further, in some centres, it was observed that there was very little if any need for janitorial services which cost the Programme over one (1) million dollars per month. At one centre, Central Audit was informed by a cleaner that she was hired by an official from the LS Programme and gets paid monthly in cash from said official.

9.9 *Maintenance of Recreation Grounds*

Similar to janitorial services, several instances of exorbitant, questionable, and possible fraudulent payments were observed.

9.9.1 Mr. Theodore Charles, the current LS Assistant Programme Director (Administration), informed that contracts were awarded for maintenance works from a pre-qualified list of contractors provided by the MOS. This resulted in a finite number of contractors being used throughout the Programme, with contractors being awarded contracts for more than one centre. Central Audit noted several instances where companies contracted to provide maintenance works did not submit tax invoices. Commencing January 2014 contractors were awarded nine (9) month contracts for Field Maintenance Works at a cost of \$68,000.00 per month VAT exclusive.

9.9.2 The scope of works and costs relating to the maintenance of recreation grounds appears to be excessive and may have been overstated. These concerns were confirmed when the various centres were visited; major discrepancies were observed with respect to invoices submitted by these contractors.

9.9.3 For instance, refurbishment, upkeep and maintenance contracts were awarded to Reno Energy Company Ltd (Reno). It was observed payments were made to Reno for \$199,582.50 on three occasions; however no invoices were provided to support these payments.

9.9.4 The review of payments for maintenance works revealed that even though the award of contracts was based on the lowest price submitted several contractors won awards even though their bids were not the lowest.

9.9.5 Several invoices from Reno were signed by Jolene Legere and affixed with the Company's stamp. Central Audit noted that Jolene Legere was also a contracted caterer attached to the Enterprise LS Centre. The signature on the Reno invoice and the signature from a catering invoice submitted by Jolene Legere appeared identical. This

defeated the stated purpose of encouraging many small entrepreneurs to be involved in the Programme.

9.9.6 Central Audit also noted numerous invoices submitted by Reno and SOS (West Indies) Ltd. (SOS) dated February 28, 2013 and March 31, 2013 which shared similar invoice numbers even though the periods being invoiced, the grounds being maintained and amounts charged were all different. Further, both companies shared a common director, Mr James Dedier, the same fax number and had a similar pattern of invoice numbering.

9.9.7 Nasser Khan Construction and Engineering Ltd (NKC) was paid for maintenance works conducted during July 2013 at the La Brea Recreation Ground. However, Mr. Ronnell Barclay, LS's Project Manager stated the company had no contract for conducting said works. Apparently NKC was maintaining a ground at the wrong location.

9.9.8 Both Lenco Construction Ltd and SOS (West Indies) Limited were paid for painting/maintaining all lines to the Sobo Village Basketball Court for July 2013.

9.9.9 Discussions with LS Programme Coordinators/Supervisors during the various site visits revealed that recreations grounds used by the centres are maintained by the respective Borough/Regional Corporation. However, invoices/payments were seen from contractors for maintenance works at the said grounds.

9.10 *Refurbishment of Community Centres*

A number of irregular payments were observed for the refurbishment of community centres.

9.10.1 HartStone Construction Company Ltd and Agro Aggressive Business Organisation and Maintenance Services Limited submitted invoices for the refurbishment of two (2) Centres. VAT registration numbers were not seen on both invoices although VAT was computed on the invoiced amounts.

9.10.2 Mr. Kieron Edwards was reimbursed \$10,493.00 for building materials purchased for the refurbishment of the Pinto Road Centre. However, the invoice submitted in support of the reimbursement appeared questionable as it was not dated and stamped as being "PAID".

9.10.3 The Point Fortin LS Programme operates out of the Fanny Village Community Centre. The Centre was refurbished during August/September 2013. However, even though the refurbishment works was completed over nine (9) months

ago the Programme continues to operate out of the Fanny Village Recreation Ground Pavilion as the Community Centre does not have electricity.

9.11 *Rental / Purchases*

There is evidence of theft and fraud in a number of instances where the rental and purchase of items were concerned.

9.11.1 A documented cost benefit analysis was prepared regarding buying or rental of chairs and tables. The purchasing option was the more economical option and in some instances the relevant purchases made. However, it is believed some centres were not in receipt of the total number of pieces of furniture allocated to them and they continued to rent from other sources.

9.11.2 The providers of tables, chairs, tents and portables were D.C. Tent Rentals (Davoughn Cummings) and Densil Collins Auto Repairs and Rental (Densil Collins) who had no formal contracts.

9.11.3 Value for money was not being achieved as exorbitant amounts are being paid monthly for the rental of these items when it was abundantly clear that purchasing the items was the more economical option. In addition, transparency was lacking as it was difficult to verify the services for which payments were being made. Weaknesses in the approval and payment processes were also evident.

9.11.4 On April 30, 2014 Davoughn Cummings was reimbursed \$98,000.00 for items which he claimed were destroyed during a Police raid in February 2013.

9.11.5 It should be noted that cheque #9919 for \$98,000.00 was originally prepared on April 24, 2013 and was cancelled and re-issued on April 30, 2014. However, the invoice was dated and certified on April 30, 2014. This shows a weakness in the internal controls as a cheque was prepared prior to the invoice date.

9.11.6 It should also be noted that the reimbursement was not formally authorised. Mr. Price was advised by the Minister's Advisor to approve the payment. He also indicated that there was a police report. However, no report was presented to Central Audit.

9.11.7 On November 11, 2013 Mr Cummings was paid \$50,000.00 for the supply of eight (8) twenty-five (25) seater maxi-taxis and two hundred (200) meals (breakfasts, lunch and drinks) for a trip from Malabar to Guayaguayare. The cost of a meal supplied

by Mr Cummings was \$40.00 higher than what was being paid to caterers of the LS Programme.

9.11.8 It is noteworthy that the review of the General Ledger revealed that for the periods 2012 to 2013 and 2013 to 2014, payments of \$3,416,900 and \$2,173,325 respectfully were paid to Davoughn Cummings of D.C Tent Rentals. For both periods the payment totalled \$5,590,225.00. Given that these payments are for the rental of tents, chairs and portable toilets, they appear to be very excessive.

9.11.9 The second supplier for rental of table and chairs was Densil Collins. For the period August 2012 to October 2013, sixty (60) chairs and twenty-five (25) tables were rented to Angostura Centre. Substantial amounts were being paid for rental however a field visit to this centre revealed that the number of chairs and tables located at the centre were significantly less than what was invoiced and paid for. In addition, Densil Collins submitted invoices related to Barataria, Morvant and Mt. Dor centres.

9.11.10 Cheque #2444 valued \$232,760.00 was received, as part payment, by Tropical Tent Rentals Ltd for the supply of tables and chairs (purchased) for the LS Programme. The invoice submitted totalled \$465,520.00. The allocation of these items could not be ascertained as a result of incomplete and/or lacking records.

9.11.11 Cheque #5156 valued \$2,379,605.00 was received by Going All Out Event Planners as payments for rental of high tech surveillance equipment for the period May 2013 – Sept 2013. Over the period August 2013 – October 2013 this same company rented billboards, PA systems, and conducted mini community competitions. In addition a number of invoices were also submitted for consultancy and video production totalling \$376,300.00. The practical value of these expenses could be not be ascertained.

9.11.12 The invoices neither detailed which centres the service pertained too nor displayed any VAT registration number. Given the value of these contracts the companies exceeded the legal VAT threshold. Additionally, no documentation relating to the tender and award of the contracts stated above was seen.

9.11.13 Interior Concepts Limited was paid \$820,900.00 to supply heavy duty multi-function photocopiers and ninety-seven (97) desktop computers for the LS Programme, 2013. However, it was discovered on the site visits that the centres had no such computer equipment. Discussions held with Mr Theodore Charles to ascertain the existence of these desks tops computers, revealed that only three could be accounted for.

9.11.14 21st Century Computers Inc Limited was paid \$998,500.00 for the supply of two hundred (200) laptop computers for the LS Programme 2013. No computers

and/or equipment were physically located at the centres visited. Enquiries with Mr Theodore Charles revealed that seventy (70) laptops were accounted for.

9.11.15 Lewide Company was paid \$986,866.55 for the supply of Computer Repair Kits for thirty-nine (39) LS Centres. However, the site visits conducted revealed that no such equipment existed at any of the centres visited.

9.11.16 Cheque #9918 valued \$48,500.00 was paid to Rishazz Marketing related to the provision of communication and marketing services for the month ending April 2014. An invoice for the month ending June 2014 was also submitted valued \$48,500.00.

9.11.17 The details of the invoice relate to the following:

- Collection of Data & Achievement of LS Programme;
- Local Community Advertising;
- Published Positive Achievements of Participants; and
- Site Visit to Various Centres.

9.11.18 Examination of summary reports submitted on a monthly basis brought to the forefront the question of whether value for money was being achieved as no substantial work was evident. The reports were also lacking in detail and contained photographs which were photocopied and repeated as images from different centres.

9.11.19 It appeared that proper tendering and procurement procedures were not followed in the selection of Epic Sports Plus (ESP), Kadeem & Associates, Hercules Enterprise Caribbean Ltd. and All U Need Ltd., for the provision of goods and supplies. Also, from the invoices submitted it appeared that the aforementioned companies were not VAT registered, although the value of the contracts exceeded the legal VAT threshold.

9.12 *Vocational Training (Trade Component)*

Payments were made for services not received and these may constitute a breach of the Proceeds of Crime Act.

9.12.1 An amount totalling \$5,619,250.00 was paid to Allsnorth General Contractors, Re Construction and Repairs Limited, Scobex Tech Limited, Kadeem & Associates Ltd. and McKain Enterprises Ltd for the provision of vocational training. Mr. Theodore Charles, Mr. Ronnell Barclay and Mr. Cyril Berkeley could not provide any details on the tender and award processes. Centres visited revealed that the Vocational Training Component was never implemented.

9.12.2 All the companies listed above submitted invoices which did not have VAT registration numbers displayed. Based on the value of the said invoices, they all exceeded the legal VAT threshold and it is mandatory that they are registered with the Board of Inland Revenue. This constitutes a violation of the Proceeds of Crime Act.

9.12.3 Both Mr. Theodore Charles and Mr. Cyril Berkeley stated vocational training was implemented at the Larry Gomes Stadium.

9.12.4 It was stated by Mr Theodore Charles that currently fibre optics, security camera installation and electrical installation classes were being conducted at the Larry Gomes Stadium. These classes were allegedly attended by participants of the Malabar, Samaroo Village, Valencia, Carapo and Pinto LS Centres.

9.13 *EBeam Interact Limited*

A payment of Thirty Four Million Dollars (\$34,000,000.00) was made to EBeam Interact Limited although no services were rendered and the external attorneys suggested that the matter should be contested.

9.13.1 On December 6, 2012, by signed agreement, the Sports Company of Trinidad and Tobago Limited (SporTT) retained the services of EBeam Interact Limited (EBeam) to provide, by way of integrated interactive technology, the numeracy and literacy component to the participants of the LS Programme. The contract amount was agreed at TT \$34,000,000.00 with a planned commencement date of December 6, 2012 and a projected completion date of September 30, 2014. To date that component of the programme has not started. However, the payment of \$34,000,000.00 was made to EBeam.

9.13.2 Central Audit was informed that E-Beam was sole selected mainly because of the company's President/CEO, Mr Adolphus Daniell's track record as an educator with respect to individuals who have struggled academically.

9.13.3 According to the contract, it was agreed that SporTT shall pay to EBeam the sum of seventeen million dollars (TT \$17,000,000.00) which represented fifty per cent (50%) of the fee, contemporaneously with the signing of the agreement and the remaining fifty per cent (50%) on September 2, 2013. Central Audit confirmed however that the first payment was made by cheque number 2185 dated June 14, 2013 and the second payment by cheque number 7997 dated February 11, 2014.

9.13.4 Ms Dawn Mohan, current Corporate Secretary of SporTT, however stated that since the Numeracy and Literacy Component had not started by EBeam, for which it was contracted, legal advice on whether to pay EBeam the second payment as per the terms of the contract was sought. Two pieces of legal advice were received, one from Ms Lisa Solomon, the then Head of Legal of SporTT and the other from J.D. Sellier & Company. The opinion from J. D Sellier suggested that measures, including arbitration be explored to avoid having to make the payments (appendix 23-1)

10.0 Other Matters

10.1 A number of other matters have been reported in the media but, given limited resources and time constraints, these were not all investigated. However, the investigation provides enough information to allow definitive conclusions on a number of irregularities.

11.0 Conclusion

11.1 From the review it is clear that the LS Programme has a number of irregularities judging from the widespread absenteeism, absence of proper procurement practices, overpayment for goods and services and possible criminal activities ranging from fraud (where money has been invoiced and paid but goods and services not supplied) to theft and possible breaches of the Proceeds of Crime Act. In addition, statements from members of the Police Service with whom the auditors interacted during the audit of the programme suggest that there may be criminal elements in positions of supervision and coordination within the Programme.

11.2 Given the substantial breaches identified, it is recommended that this matter be referred to the Director of Public Prosecutions and the relevant law enforcement agencies.

REPORT

12.0 PAYMENT PROCESS

12.1.1 When the LS Programme officially started in August 2012 it was initially overseen by the SporTT. This changed with effect from January 2, 2013 when full control of the Programme was transferred to the MOS. SporTT however was retained to facilitate payments or as described by some as a ‘payment provider’.

12.1.2 Payments are made either by cheques or via the Automated Clearing House (ACH) System. Central Audit was informed that during a short period in 2012 payments were made to participants in cash.

12.1.3 A number of weaknesses were observed in the payment process most of which were observed in the initial stages of the Programme; over time some have been rectified. It was observed, for example, that invoices mainly from coordinators and caterers did not appear genuine. Mr Corneluis Price, LS Programme Director stated that this was observed and in an attempt to avoid such inconsistencies, invoices were standardized; one (1) was designed for use by the coordinators and another for the caterers. What was significant to note however was that based on the accounting records examined no evidence was discovered to suggest that payments made to coordinators and caterers were duplicated.

12.1.4 It was also observed that most claims submitted were authorised for payment by the Programme Director and /or the Assistant Programme Director. Authorisation by the Regional Managers, and the coordinators where applicable, were almost non-existent. These were the individuals who were charged with the responsibility for directly supervising the actual operations of the centres to which they were assigned. It would appear therefore that the Programme Director and/or the Assistant Programme Director were authorising documents for payment without full knowledge of what checks and balance, if any, were conducted

12.2 *Payment by Cheque*

12.2.1 Payments by cheque are made mainly to goods and service providers on submission of invoices. Separate cheques may also be made to coordinators, caterers, coaches and participants who for one reason or another may not have bank accounts. With respect to payments by cheques, documents submitted for payment were certified for payment by the Chairman or Vice Chairman of the Implementation Committee from inception to December 15, 2012 and from January 2, 2013 up to the current time by the LS Programme Director. The Chief Executive Officer, SporTT would then approve the documents for payment after the authorised signatures and authority levels were verified.

12.2.2 A cheque payment voucher, which may include more than one invoice from the same payee, was prepared for each cheque. The cheque together with the payment voucher and supporting documents were then forwarded to the relevant authorised personnel for signature and subsequently for distribution. Initially cheques with respect to the LS Programme were distributed from SporTT head office but from late 2012 and up to the present time distribution took place from the Ato Boldon Stadium, Couva.

12.3 *Automated Clearing House (ACH) Payment System*

12.3.1 Similar approvals and authorisations, as per the cheque payment system, were required for payments under the ACH system. However under this system no cheque payment vouchers or cheques were required. Instead payments were processed directly from the LS Programme's bank account into the payees' bank accounts.

12.3.2 The process required the accounting staff of the Programme to check all relevant documents submitted and to send an email to the CEO and the Financial Accountant of SporTT confirming that the information uploaded was accurate. The CEO and the Financial Accountant then approved and released the online transactions.

12.4 *Cash Payment*

12.4.1 Central Audit was informed that in the initial stage of the programme, for not more than three (3) months, a number of participants were paid in cash. The decision to pay in cash was taken after it was discovered that numerous participants had no bank account and/or form of identification to cash cheques.

12.4.2 In the circumstance, cash was withdrawn, counted in stacks of \$1,500.00, the amount of participants' monthly stipend, and placed in envelopes. Lists with the relevant participants' names by centre and region were prepared. The cash together with the related lists were then handed over to members of the Implementation Committee with armed security for distribution. They together with the respective coordinators distributed the cash to the participants of the different centres. Each participant was required to sign the list, mentioned above, as evidence of receipt of his stipend.

12.4.3 Central Audit was told that this was a very unusual situation and a solution had to be found immediately hence the decision to pay the participants in cash. Special arrangements were subsequently made with the First Citizens Bank to have the requirement of two (2) forms of identification waived which allowed participants with only one form of identification to open bank accounts. The problem was resolved and Central Audit verified that participants have since been receiving payments either via the ACH system or by separate cheque. However, Central Audit was not able to verify if the list of participants to be paid was consistent with the list of participants actually paid through the ACH system.

12.5 ***Recommendation***

12.5.1 It is recommended that no payment be made on duplicate documents or any document that does not appear genuine.

12.5.2 All changes to documents must be initialled by all relevant persons authorising the change. A replacement document, on the other hand, must go through the same stringent verifications and authorisations as the initial document.

12.5.3 It is also recommended that all claims originating from the centres, after verifying the authenticity, must be signed by the coordinators.

12.5.4 After further verification all claims must also be authorised by the respective Regional Managers. Based on what appears to be inflated claims, especially from centres in the East/West Corridor, the use of this control mechanism must be emphasised. Due to the history of some of the coordinators, the Regional Managers become the first and most important control. It is therefore imperative that they start performing the duties for which they are paid or be replaced.

13.0 **CENTRES**

13.1 A review of payment documents revealed that ten (10) LS Centres were added to the Programme making it forty-three LS Centres in total. A list of all the forty-three centres is included as ***Appendix I***. Central Audit was informed that three (3) of the existing centres were downsized, Fyzabad, Mayaro and La Horquetta, to thirty (30) participants each to accommodate the three (3) new centres, Beetham, Malabar Trainline 1 and Malabar Trainline 2, also with thirty (30) participants each. Of the other seven (7) centres, two (2), Cocorite and John John were introduced with sixty (60) participants each, and the last five (5), Basilon Street, Covigne Road, Four Roads, River Estate and YTC, each with thirty (30) participants.

13.2 Central Audit was informed that the decision to start a LS Centre in a community was based on recommendations from the residents within the community via the respective parliamentary representatives. Arising out of the field visits conducted by Central Audit to selected LS Centres it appeared that due diligence exercises were not conducted on the implementation of the new centres and to a lesser extent some of the older centres.

13.3 It was discovered, for example, that the Community Centre from which the Barataria LS Centre was supposed to have functioned has been under construction for quite a number of years and is still incomplete. Residents in close proximity to the building indicated that no work has been conducted for a number of years and hence continues to be unutilized. Mr Theodore Charles when contacted said that the Ministry of Community Development would have given the assurance that all community centres, which were requested for use by the LS Programme, including the Barataria Community Centre, would have been ready within a 'short period of time'. He however claimed that he was unable to find the relevant documentary evidence to substantiate this statement.

13.4 In addition, Central Audit discovered that the Four Roads and Cocorite Community Centres, out of which the Four Roads and Cocorite LS Centres were supposed to be operating, have never been used for the LS Programme. Furthermore, the coordinator for the Four Roads Centre stated that the centre has been operating from his home while some older centres are still operating out of churches, pan-yards and savannahs.

13.5 Central Audit was also unable to locate Malabar Train Line 1 and 2, Beetham Gardens and Covigne Road LS Centres during the visits made to the listed addresses. Residents in Beetham Gardens who were contacted claimed they were unaware of the existence of such a centre.

13.6 Notwithstanding what Mr Theodore Charles stated, it is quite apparent that proper planning was not conducted in the introduction of certain centres, especially some of the new centres. It was discovered that from the start some centres did not have a fixed or proper place from which to operate.

13.7 ***Recommendation***

13.7.1 It is therefore recommended that all the relevant stakeholders meet to find short term solutions or alternatively temporarily close the centres that do not have fixed places from which to operate.

13.7.2 It is also recommended that an urgent meeting be arranged with the Ministry of Community Development to arrive at a permanent solution to the readiness of the community centres for which the LS Programme have been granted permission to use but for some reason are still not in a condition for occupation.

13.7.3 To avoid a repeat of this, it is recommended that before setting up any new centre that due diligence checks be conducted on the location / centre to be used. If the main objective is to be achieved, that is the reformation of participants; a safe and secure environment conducive to learning must be created. The situation that is unfolding in certain centres cannot be allowed to continue if the programme is to achieve its objective.

14.0 COORDINATORS

14.1 There was one (1) Community Coordinator, hereinafter referred to as Coordinators, for each of the forty three (43) LS Centres (*Appendix 2 refers*) with specific responsibilities (referred to as “Services” in Appendix A to their agreements) for the operations of the LIFE-sport Programme. Central Audit was informed that the coordinators are individuals in the communities who have significant influence over the target group. All agreements were on short term basis, not exceeding four (4) months at a time, with the option for extensions subject to compliance with established responsibilities.

14.2 It was agreed that a total monthly sum of \$30,000.00 be paid to each coordinator assigned to centres with an approved enrolment of sixty (60) participants. Of this sum it is expected that \$2,000.00 be used on a monthly basis to cover the cost of incidentals. It was also agreed that each coordinator shall hire two supervisors and one secretary to assist in the performance of their duties. The two supervisors were to receive \$5,000.00 per month each and the secretary \$3,000.00 per month out of the \$30,000.00 paid to these coordinators.

14.3 It was also agreed that a total monthly sum of \$15,000.00 be paid to each coordinator assigned to centres with an approved enrolment of thirty (30) participants. Of this sum it is expected that \$3,500.00 be paid to one (1) assistant on a monthly basis.

14.4 Central Audit was unable to verify whether the coordinators were in fact hiring the relevant staff as per the agreement. There also was no evidence that the Sport Company or the Ministry of Sport verified that the required staff were engaged before making the full payment.

14.5 During the field visits, personnel from the police service who provided protective escort to officers from the Central Audit Committee were concerned that certain individuals were contracted as coordinators for certain centres. They alleged that a few individuals in the East/West corridor were currently under police surveillance for illegal activities in their relevant areas. The officers were very apprehensive as to whether such individuals can reform the participants under their watch if they themselves are still involved in criminal behaviour.

14.6 One of the officers claimed that Cocorite, Four Roads and Covigne Road Centres may have allegiances with the Carapo Centre. Central Audit could not verify whether any such allegiance exists. It appears therefore that no character background checks were conducted on some of the coordinators.

14.7 ***Auditor's Comment***

14.8 Based on the history of some coordinators, the decision to give such persons the power to manage, control and authorise payments without proper supervision was ill-conceived.

14.9 Based on circumstantial evidence it appears that some coordinators are in collusion with certain providers of goods and services, some participants and maybe even officers from the LS Programme.

14.10 According to the police officers there is a real concern that some questionable individuals are entrusted with the reformation of the participants.

14.11 ***Recommendations***

14.11.1 It is therefore recommended that, with the assistance of the relevant unit of the Ministry of National Security, detailed investigations be conducted on all coordinators of the LS Programme. It is expected, based on the nature of the programme, that a number of the coordinators may have criminal records. However, the objective of the exercise is to rid the Programme of the coordinators who may still be involved in unlawful activities.

14.11.2 It is also recommended that all coordinators, who are found to have joined the Programme mainly for financial gains, should be replaced.

14.11.3 All coordinators must submit status reports to their respective Regional Managers on a monthly basis on all aspects of the LS Centres to which they are

contracted. It is also essential for the Regional Managers to start performing the duties for which they are paid.

15.0 COACHES

15.1 From the inception of the Programme it was agreed that four (4) coaches would be hired for each of the centres that has an approved enrolment of sixty (60) participants. A minimum of one (1) coach was to be contracted for each of the three (3) sporting disciplines of football, cricket and basketball with an additional coach in each centre to assist in the sporting discipline that holds the interest of the largest number of participants. Centres with an enrolment of thirty (30) participants on the other hand should have two (2) coaches (one (1) each for football and basketball) with the exception of River Estate Centre which has three (3) coaches. *See Appendix 3* for a list (reformatted for presentation) of the coaches as provided by the LS Human Resource Manager.

15.2 During the site visits discrepancies were discovered with respect to the number of coaches performing the duties and the number of coaches actually getting paid. For example it was found that even though basketball coaches are assigned to the La Brea and Point Fortin Centres they have never reported for duty. However, according to the accounting records payments have already been made to Mr Sam Monbodh and Mr Gerald Garcia, the basketball coaches for La Brea and Point Fortin respectively, for the month of June 2014.

15.3 Currently it is the responsibility of the coordinators to recommend the coaches for payment; however Central Audit found that proper monitoring by other officials from the LS Programme was almost non-existent.

15.4 Recommendations

15.4.1 It is recommended that a complete verification exercise be conducted on all LS Centres to determine the current need for coaches by the type of sport.

15.4.2 The problem again seems to be a lack of supervision. It is therefore necessary that the persons who are hired to supervise start supervising or be replaced.

16.0 PARTICIPANTS

16.1 The LS Programme which was launched on June 18, 2012 and commenced August 6, 2012 started in thirty-three (33) centres throughout Trinidad for young men between the ages 16-25. At that time, all the centres were approved to have an intake of not more than sixty participants, giving a maximum total enrolment of 1,980.

16.2 Subsequently, due to requests from other communities, ten (10) more centres were added to the programme. Of the ten (10) centres added, three (3) existing centres were downsized to thirty (30) participants each to accommodate to the Programme three (3) additional centres, also with maximum intake of thirty (30) participants each. Of the other seven (7) centres, two (2) were introduced with sixty (60) participants each, and the last five (5), were approved for thirty (30) participants each. This would have resulted in eleven (11) centres with an approved total enrolment of thirty (30) and thirty-two (32) with an agreed maximum intake of sixty (60), which would have increased the total enrolment to 2,250 participants.

16.3 On examination of the summary of payment document submitted it was revealed that for the month of June 2014, 2,059 participants were submitted for payment. (*Appendix 4 refers*). The following is a breakdown of the number of participants submitted by region and community:

REGION					
EAST		NORTH WEST		NORTH CENTRAL	
COMMUNITY	ROLL	COMMUNITY	ROLL	COMMUNITY	ROLL
Carapo	60	Bagatelle	58	Angostura	60
Malabar	56	Belmont	60	Barataria	58
Malabar TL 1	30	Basilon Street	60	Beetham Gardens	30
Malabar TL 2	28	Carenage	60	John John	60
Pinto	59	Cocorite	60	La Horquetta	59
Samaroo Village	56	Covigne Road	30	Maloney	60
Sangre Grande	59	Four Roads	30	Mt Dor	60
Valencia	59	Maraval	58	St Joseph	60
		Morvant	58	YTC	38
		River Estate	30		
		St Paul Street	60		
Sub-total	407	Sub-total	564	Sub-total	485
REGION					
SOUTH EAST		SOUTH WEST		CENTRAL SOUTH	
COMMUNITY	ROLL	COMMUNITY	ROLL	COMMUNITY	ROLL
Mayaro	30	Fullerton	22	Embacadere	11
Morne Diablo	55	Fyzabad	24	Enterprise	59
Moruga	60	La Brea	58	La Romain	57
Penal	57	Point Fortin	30	Marabella	16
Siparia	46	Santa Flora	54	Tabaquite	24

Sub-total	248	Sub-total	188	Sub-total	167
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(**ROLL** = *Nu(*Number of Participants Enrolled and Submitted for Payment*)*)

16.4 A comparison of the payments made as per the above table and what was noted during the visit to the centres revealed that the average number of participants observed on the daily attendance registers differed from the number of participants actually paid for the majority of centres.

16.5 Unsubstantiated claims by some coordinators were that this was as a result at a meeting held at the Ato Boldon Stadium last year where they were informed to only submit a list of names of the participants to be paid the stipend. Proper time sheets and/or attendance registers were not required to be submitted with the lists for payment. As a result payments were made without the relevant approvals and supporting documentation. This decision would have created serious weaknesses in internal control with respect to accurate payment of stipend to participants. This needs to be rectified with some urgency if the programme is to continue.

16.6 Proper registration and accurate attendance of participants remain a key area of concern. Another area of concern is the lack of proper monitoring by the Regional Managers. This is evident by the lack of proper records of participants in some centres such as fully completed registration forms, photographs, copies of birth certificates and identification cards.

16.7 It was noted that in some centres the attendance registers were completed by “ticking” a timesheet rather than the participants signing a register. Due to the fact that anyone can insert a “tick” there is the risk that participants can be put as present even though they were absent. It was noted in the attendance register at the Barataria Centre that a few persons were signing the names of other participants on the register. So that even signing the register was not without risk.

16.8 It was noted that in most of the centres visited, on the days of the visits the number of participants present differed from the number of participants that signed the daily attendance register. Subsequent checks revealed that these also differed from the number of participants submitted for the monthly stipend. For example, at Point Fortin, La Brea, La Horquetta, Angostura, Maloney, Pinto Road and a few other centres the daily attendance averaged between twelve (12) and thirty (30) participants but in almost all instances payments were made to the number of participants enrolled and not according to attendance. Other centres, for example at Covigne Road, Cocorite, Beetham Garden, Train Line 1 and 2 no activities were observed and again in almost all instances payments

were made to the approved number of participants enrolled. At Beetham Garden, Train Line 1 and 2 residents of the respective areas were unaware of the existence of these centres.

16.9 Mr Cornelius Price, at a recent meeting at the MOS with Central Audit Committee insisted that there is no 75 or 80 per cent minimum attendance requirement of participants for payment. This was at variance to what was mentioned in a previous audit, by Mr Henry Charles, Ms Ruth Marchan and others.

16.10 For the months of January 2014 to May 2014, it was observed that two (2) centres, Basilon Street and Carapo, submitted names for stipends that were more than the maximum number approved for the centres and these were paid. Basilon Street was approved for thirty (30) participants but more than 30 names were submitted for each of the five months. Carapo on the other hand was approved for sixty (60) participants and also submitted more than 60 names for each of the five months. For the months of April and May more than 80 names were submitted and for January and March the amount of names submitted exceeded 90.

16.11 Central Audit noted at the Santa Flora Centre that even though all participants were being paid a stipend there were twenty-four (24) incomplete participant registration forms. In addition, Shaquille Coutain a participant at the Malabar LS Centre received two (2) stipend payments of \$1,500.00 for the month of October 2013. A check of the month of November 2013 bank statements revealed that both cheques were cashed on November 12, 2013.

16.12 The following are the major risks the programme faces with respect to the participants:

- That some participants are not interested but register just to collect the monthly stipend and the daily meals.
- That some participants may not be the full beneficiary of the stipends, especially in areas where gang violence is rampant.
- That some participants are forced to join the programme.
- That some participants returned to a life of crime at the end of the programme if they are not successful in obtaining sustainable employment.

16.13 *Auditor's Comments*

16.13.1 In most instances, enrolment was close to the total approved number of participants. It was noted that although attendance averaged around fifty per cent (50%) all participants were paid with the full blessing of the coordinators and the Director of LS.

16.13.2 A number of arguments were put forward by officials of the LS Programme for this payment strategy, especially in the 'hot spots'. Most officials said that these youths, according to the local saying, 'must eat and if they have nothing to eat someone will feel it.'

16.13.3 The reasons put forward for the low attendance was that some of the participants have casual jobs and/or have court appearances and will join and attend part time because they need the food and money. Others may have returned to prison while some in the 'hot spots' may want to attend but due to gang and border-wars were afraid.

16.13.4 These concerns may be real, but even if all these arguments were accepted it indicates that someone was failing in his/her duty. If the objective of the Programme was the reformation of individuals and the individuals were absent, how can they be reformed?

16.13.5 In addition, why would the coordinators enrol participants who resided out of the area if they know in advance, from the address given, that attendance will be difficult if not impossible due to the border-wars?

16.14 ***Recommendations***

16.14.1 It is imperative that better controls with respect to the registration of participants be implemented. For example, it should be compulsory for participants to submit their birth paper, one (1) form of identification and/or a recent passport photograph before they are registered.

16.14.2 A signed registration form must be completed for all registered participants and a personal file created and maintained for each participant by the relevant persons at the centres.

16.14.3 An attendance register be created and maintained for the participants to sign on a daily basis to record their attendance. It is recommended that a single sheet with the participants' name pre-printed be used so that they can sign next to their names and if necessary, this can then be compared to the signature on the registration form for accuracy.

16.14.4 Using the attendance register, prepare a time sheet, which must be authorised by the coordinator and the regional manager and together with copies of the

signed attendance register, submit to the relevant person for final authorisation and payment..

16.14.5 Require all participants to open bank accounts. This together with the proper maintenance and monitoring of attendance will effectively eliminate the possibility of ghost participants.

16.14.6 The formulation and strict implementation of standardised rules and regulations to promote discipline in the lives of the participants.

17.0 CATERING SERVICES

17.1 As at June 2014, forty-three (43) caterers were contracted to provide meals to participants at a cost of twenty-five dollars (\$25.00) per breakfast and forty-five dollars (\$45.00) per lunch. A list (reformatted for presentation) is included as *Appendix 5*.

17.2 After visits to various LS Centres it was discovered that in most cases the amount of meals catered far exceeded the amount of the average daily attendance of participants. As a matter of fact, Central Audit observed in the Barataria Centre, the delivery of only eighteen (18) lunches without a beverage. The lunches were in small lunch boxes, which normally retail for less than thirty (\$30.00) in most fast food shops. Checks however revealed that the caterer claimed and was paid for the full sixty-five breakfast and sixty-five lunches for nineteen days in the month of June 2014 (*Appendix 6 refers*). At the time of the visit at the Barataria Centre only about eight (8) participants were present and they shared the extra lunches among themselves. The participants and the supervisors complained about the quality and quantity of the food from the current caterer. They stated that the previous caterer was much better.

17.3 On a site visit to Point Fortin and La Brea, the actual number of participants present was twelve (12) and twenty six (26) respectively, however payments for June 2014 revealed that 65 lunches were catered and paid for both centres.

17.4 On a site visit to Beetham Community Centre, there was neither a physical location nor any life sport activity located at the address provided for Beetham Community Centre. Residents of the area were unaware of the existence of any such centre. However, payments for June 2014 revealed that 30 lunches were catered and paid. *Appendix 7 which refers to paragraphs 17.3 to 17.4.*

17.5 Mr Henry Charles stated that caterers were encouraged as entrepreneurs and therefore saw this as a business opportunity. At a recent meeting at the Ato Boldon Stadium, Mr Price echoed similar sentiments and further insinuated that caterers must be

paid for the maximum number of meals contracted regardless of the amount of participants present.

17.6 Furthermore, during the visits to the centres, it was discovered that the number of meals supplied in most instance were equivalent to or slightly greater than the average daily attendance. However, what was most instructive was that the invoices submitted were almost always equal to the full participant's enrolment.

17.7 On July 31, 2013 Ms. Alicia Mohammed wrote to the Director of the LS Programme regarding an outstanding payment of \$20,300.00 for meals (breakfast and lunch) provided to the Fyzabad Centre during October 2012 Ms. Mohammed claimed that on October 8, 2012 she entered into a verbal agreement with Mr. Forbes Persaud to supply approximately forty-five (45) meals to the Fyzabad Centre. Further, that she liaised with the Centre's Coordinator regarding the amount of meals needed. On October 9, 2012 she stated that the Coordinator requested that fifty (50) meals be provided. She acceded to the request in good faith (*Appendix 8 refers*).

17.8 Invoice #AM-0003 for \$92,750.00 was submitted for payment on October 31, 2012. However, said invoice showed that during the month in question, Ms. Mohammed supplied sixty-five (65) meals for six (6) days and fifty-five (55) meals for seventeen (17) days. This differs from the fifty (50) meals she claimed she was requested to supply. On November 16, 2012 \$72,450.00 (representing forty-five (45) meals) was paid via cheque #475. The outstanding balance of \$20,300.00 was eventually paid by cheque #4223 on October 16, 2013. No explanations and/or documents were seen regarding the increase in the number of meals supplied. Further, all efforts to contact Mr. Forbes Persaud to verify Ms. Mohammed's claims were futile.

17.9 ***Recommendations***

17.9.1 It is recommended that all catering contracts be renegotiated such that the number of meals to be supplied is based on the average daily attendance and not according to total enrolment.

17.9.2 It is also recommended that more stringent measures, with respect to monitoring and properly recording the number of meals supplied daily.

17.9.3 Measures be put in place to ensure that all meals provided meet the stated standards of quality, quantity and variation.

17.9.4 Additionally, it is recommended that an alternative option for catering purposes be pursued.

18.0 JANITORIAL SERVICES

18.1 It was observed that a few companies and / or individuals operating under trading names have been awarded contracts to render janitorial services to a number of the LS Centres. Mr Theodore Charles, the current LS Assistant Programme Director (Administration), informed that contracts were awarded for janitorial services from a pre-qualified list of contractors provided by the MOS. This resulted in a finite number of contractors being used throughout the Programme, with contractors being awarded contracts for more than one centre. It should be noted that contractors were hired to conduct janitorial services for almost all the centres. Commencing January 2014 contractors were awarded Janitorial Service Contracts for nine (9) months at \$45,000.00 per month VAT exclusive.

18.2 Central Audit noted several instances where companies contracted to provide janitorial services did not submit tax invoices. It appears that these companies may not be VAT registered even though, based on the value of this contract alone, the threshold for VAT registration by these companies would have been exceeded.

18.3 Invoices also showed the purchase of large quantities of janitorial supplies (toiletries, brooms, mops etc.) for the Programme. Mr Theodore Charles stated that janitorial contractors were engaged to provide both labour and supplies and therefore he could not explain why said purchases occurred. Subsequent discussions with Mr Ronnell Barclay, LS Project Manager revealed that janitorial supplies were purchased and distributed to the various LS Centres prior to the engagement of janitorial contractors.

18.4 Examination of invoices revealed that the scope of works submitted by these contractors were the same regardless of the dissimilarity of the condition of the centres. Examination of the items claimed for works performed appeared to be inflated and duplicated. For example an invoice from Kardian Construction and Property Management paid by cheque #2892 (*Appendix 9 refers*). An extract from Kardian Construction and Property Management indicated the following:

Particulars	Carapo	Pinto	La Horquetta
Empty all trash containers, replace all garbage bags, remove from centre	\$2,700.00	\$2,750.00	\$2,700.00

Replace all garbage bags in all bins also wash sanitize and clean all bins as required	\$3,000.00	\$2,850.00	\$2,850.00
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18.5 The description suggested duplication in the service with two separate prices invoiced.

18.6 In addition, examination of the said invoice listed cleaning services at Carapo Community Centre in the amount of \$37,900.00. It should be noted that these participants are housed under tents; as such, the provision of cleaning services cost needs further investigation as they may be exorbitant and/or even questionable.

18.7 A site visit to Point Fortin revealed that the programme has been operating from the Fanny Village Pavilion since August 2013 (9 months) which is located next to the community centre.

18.8 Despite this, substantial payments were made to Richie's General Contractors Limited for janitorial services in the amount of \$51,750.00 on two occasions. Taking into account the location (a pavilion) it was questionable as to what the janitorial payments were made for.

18.8.1 Renaissance Developers Limited (RDL) submitted invoices for janitorial services at various LS Centres for July and August 2013:-

Invoice Date	Invoice Number	Details	Amount (\$)
31.07.2013	0085	Cleaning Services for Marac Community Centre for July 2013	37,190.00
31.07.2013	0086	Cleaning Services for Samaroo Village Community Centre for July 2013	39,030.00
30.08.2013	0103	<i>Cleaning Services for Maloney Village Community Centre for August 2013</i>	35,600.00
Paid on September 9, 2013 by cheque #3170			111,820.00

Invoice Date	Invoice Number	Details	Amount (\$)
30.08.2013	0101	Cleaning Services for Marac Community Centre for August 2013	37,190.00
30.08.2013	0102	Cleaning Services for Samaroo Village Community Centre for August 2013	39,030.00
30.08.2013	0103	<i>Cleaning Services for Maloney Village Community Centre for August 2013</i>	35,550.00
Paid on September 12, 2013 by cheque #3322			111,770.00

18.9 Invoice #0103 dated August 30, 2013 regarding janitorial services at the Maloney Community Centre was submitted twice. Further, both invoices had different totals, suggesting that either an error was made by the contractor or said contractor deliberately attempted (and succeeded) in defrauding the LS Programme. After perusing documents regarding these transactions, it appears that no queries were made regarding these irregularities as both invoices were subsequently paid. Central Audit noted that the invoices submitted listed Mr Joseph Pitt and Mr Christopher Mars as directors of RDL.

18.10 It was observed during visits to various centres that basic janitorial services were required with usually one (1) classroom, the washroom area and in some instances an office area to be cleaned. Further, in some centres there was very little if any need for janitorial services which was costing the Programme more than one (1) million dollar per month. At one centre, Central Audit was informed by a cleaner that she was hired by an official from the LS Programme and got paid monthly in cash from the said official.

18.11 ***Recommendations***

18.11.1 An approved qualification list is needed. A qualification exercise should be conducted to ascertain the technical capacity of contractors to provide services. It should be ascertained whether sufficient tools, equipment, personnel, VAT compliance, etc. are available to contractors. In addition due to previous years' experience with the contractors, it is more likely for LS to determine the quality of services and the level of past performance of contractors.

19.0 MAINTENANCE OF RECREATION GROUNDS

19.1 Similar to the janitorial services, it was observed that a few companies and/or individuals operating under trading names have been awarded contracts to maintain recreation grounds used by a number of the LS Centres. Mr. Theodore Charles informed that contracts were awarded for maintenance of recreation grounds from a pre-qualified list of contractors provided by the MOS. This resulted in a finite number of contractors being used throughout the Programme, with contractors being awarded contracts for more than one centre. It should be noted that contractors were hired to conduct maintenance works for almost all the recreation grounds. Commencing January 2014 contractors were awarded nine (9) month contracts for Field Maintenance Works at a cost of \$68,000.00 per month VAT exclusive.

19.2 The scope of works and costs relating to the maintenance of recreation grounds appeared to be excessive and may have been overstated. In addition, the issue also existed of whether the contracted services were in fact performed, especially in the dry season when even less maintenance was required. These concerns were confirmed when the various centres were visited; major discrepancies were revealed with respect to invoices submitted by these contractors.

19.3 For instance, refurbishment, upkeep and maintenance contracts were awarded to Reno Energy Company Ltd (Reno). It was observed payments were made to Reno for \$199,582.50 on three occasions; however no invoices were seen. (*Appendix 10 refers*).

19.4 Reno also submitted two (2) invoices dated July 31, 2013 for maintenance work carried out during July 2013:-

- Invoice #1013-13 re: Maloney Recreation Ground for \$137,988.50; and
- Invoice #1014-13 re: Samaroo Village Recreation Ground for \$137,988.50.

19.5 Both invoices which totalled \$275,977.00 were paid on September 2, 2013 by cheque #3172. The payments were supported by a “Tender Evaluation Note” to the Permanent Secretary of the Ministry of Sports (*Appendix 11 refers*). For both recreation grounds in question it was recommended that the lowest tender be accepted. From the table below it can be seen that Reno did not submit the lowest tender.

Company	Maloney (\$)	Samaroo Village (\$)
Reno Energy Co. Ltd.	137,988.50	137,988.50
A Reliable Team of Professionals	119,460.00	N/A
Kensyl Properties Ltd.	119,640.00	N/A
Roamfort Enterprises Co. Ltd	N/A	120,300.00
B and R Distributors Ltd	N/A	142,036.50

19.6 Mr. Theodore Charles stated that due to the finite number of contractors used in the programme one contractor would be engaged to maintain approximately three (3) or four (4) recreation grounds. It is therefore apparent that the contractor's bid price was not the only factor used in the award of contracts.

19.7 Further, in accounting for the payment the Accounts Department at SporTT debited the Community Clean & Janitorial Account (General Ledger #8265) instead of the Maintenance & Upgrade Projects Account (General Ledger #8260).

19.8 Several invoices from Reno were signed by Jolene Legere and affixed with the Company's stamp. Central Audit noted that Jolene Legere is a contracted caterer attached to the Enterprise LS Centre. The signature on the Reno invoice and the signature from a catering invoice submitted by Jolene Legere appeared identical (*Appendix 12 refers*).

19.9 Central Audit also noted numerous invoices submitted by Reno and SOS (West Indies) Ltd. (SOS) dated February 28, 2013 and March 31, 2013 which shared similar invoice numbers even though the periods being invoiced, the grounds being maintained and amounts charged were all different. Further, both companies shared a common director Mr. James Dedier, the same fax number and had a similar pattern of invoice numbering.

19.10 Nasser Khan Construction and Engineering Ltd (NKC) submitted invoice #0026 dated July 31, 2013 for maintenance works conducted during July 2013 at the La Brea Recreation Ground (LBRG). The invoice which totalled \$133,170.00 (VAT Inclusive) was paid on September 2, 2013 by cheque #3173. The transaction raised concern as there was only one (1) LS Centre in La Brea which operated out of the Sobo Village Community Centre and utilised the Sobo Recreation Ground (SRG); said ground was maintained in July 2013 by SOS (West Indies) Ltd.

19.11 At a meeting on July 3, 2014 Mr. Ronnell Barclay, LS's Project Manager indicated that the LBRG and the SRG are two different grounds. Further, that the LBRG was maintained in July 2013 by NKC due to an address error. Subsequent discussions revealed that for July 2013 NKC was supposed to maintain the Cedros Recreation Ground. When asked whether the La Brea LS Centre ever made use of the LBRG Mr. Barclay answered yes; during the period mid-July 2013 to mid-September 2013 while the Sobo Village Community Centre was being refurbished. Mr. Barclay was also asked if NKC had a contract to maintain the LBRG to which he responded in the negative.

19.12 Mr. Len Smith, Managing Director of Lenco Construction Ltd (Lenco), submitted invoice #SOB-1 dated July 12, 2013 in the amount of \$115,517.50 for "*Paving Sobo Village Basketball Court*". Documents revealed that said works were completed in July 2013. Further, that the scope of works also required Lenco to "*paint all lines on basketball court.....*" This invoice was paid in full by cheque #3182 dated September 2, 2013. However, SOS in their July 2013 invoice for maintenance of Sobo Recreation Ground, included a charge of \$2,800.00 for maintaining all lines on the Sobo Village Basketball Court.

19.13 Central Audit questioned the \$2,800.00 charge for maintaining basketball lines as the said ground was just paved and painted. Mr. Ronnell Barclay, Project Manager, LS stated that the nature of the maintenance contracts was that the scope of works was "as needed" and that a contractor did not actually have to perform a specific task to be paid for that task.

19.14 Discussions with LS Programme Coordinators/Supervisors during the various site visits revealed that recreations grounds used by the centres were maintained by the respective Borough/Regional Corporation. Central Audit noted the following:

- Point Fortin Centre – Fanny Village Recreation Ground is maintained by the Point Fortin Borough Corporation. Invoices for maintenance works at said ground were seen from SOS (\$406,134.00) and Reno (\$234,600.00).
- Santa Flora Centre – Only a basketball court was seen. The supervisor stated that the centre used the Petrotrin Santa Flora Recreation Ground for inter-centre activities. Further, that no maintenance work was ever carried out on the basketball court. However, Mr. Ronnell Barclay stated the centre does not use the Petrotrin Santa Flora Ground but the Subnight Recreation Ground.

- Siparia Centre – The coordinator indicated that the said centre did not use the ground since January/February 2014. This was due to the construction of a new ground where the old one was located. Notwithstanding, Mr. Barclay refuted this by saying the centre had use of a ground located a short distance away. However, he could not provide the name of the ground in question.

19.15 When asked to explain why LS was maintaining grounds that appear to be already maintained, Mr. Theodore Charles and Mr. Ronnell Barclay stated that LS had an arrangement with the relevant Borough/Regional Corporations to maintain grounds used by LS. Further, that generally LS contractors would maintain a ground only on the request of a centre and usually prior to a sporting activity.

19.16 Letters from the Sangre Grande Regional Corporation (SGRC) and the Mayaro-Rio Claro Regional Corporation (MRCRC) were presented to support the claims of Mr. Charles and Mr. Barclay. The letters which were dated November 2012 and addressed to Ms. Ruth Marchan never mentioned the LS Programme. In fact, both letters referenced the “Taking Sport to the Rural Areas” initiative. The letter from the SGRC gave the Ministry of Sport permission to maintain the Lawrence Woods, Matura, Cumana, Matelot and Grande Rivere Recreation Grounds. The letter from the MRCRC only granted permission to use the Biche, Rio Claro, Mayaro, Newlands and Cushe Recreation Grounds. Further, permission was conditional pending the submission of a schedule.

19.17 There were forty-three (43) LS centres which cover the fourteen (14) Borough/Regional Corporations. Only three (3) LS Centres namely Sangre Grande, Valencia and Mayaro fell within the purview of the SGRC and the MRCRC. Correspondence from the remaining twelve (12) Borough/Regional Corporations regarding the maintenance of grounds used by the other forty (40) LS centres was not seen.

19.18 ***Recommendations***

19.18.1 The scope of works and cost allocation needs to be reassessed.

19.18.2 The maintenance services being contracted have to be monitored to ensure that the services being paid for are received.

19.18.3 Ensure strict adherence to the approval and payment process which includes the submission of proper documentation.

19.18.4 Determine the maintenance arrangement with the Borough Corporation to avoid wastage of funds paid to contractors, who would be duplicating the service.

19.18.5 If the contactor with the lowest bid was not selected due to the number of contracts already awarded, then the second lowest bidder should be selected. The rationale for not selecting the lowest bidder must be clearly stated so as to avoid ambiguity in the tender process.

19.18.6 The accounting department should have a proper chart of accounts. In addition, journal entries should be sufficiently reviewed by the Accountant prior to posting to the general ledger. This would allow for consistent classification of accounts and allow for meaningful monthly comparisons.

20.0 REFURBISHMENT OF CENTRES

20.1 Invoice #102 dated February 26, 2013 from HartStone Construction Company Ltd (HSC) (Director, Mr. Sean Hart) for the refurbishment of the Mt Dor Community Centre displayed no VAT registration number although VAT was computed on the invoiced amount (*Appendix 13 refers*). Further, the tender amount of \$783,929.28 submitted by HSC was interestingly identical to the in-house estimate of the Project Management Unit.

20.2 Contractor Walter Alibey of Agro Aggressive Business Organisation and Maintenance Services Limited (Agro) was awarded the contract to carry out refurbishment and maintenance work on the Valencia Community Centre. The cost of the contract was \$832,703.50 (VAT inclusive). Agro submitted two invoices numbered MCL 0006 for payment. The first invoice for \$132,356.00 (VAT inclusive) was paid on July 5, 2013 by cheque #2453. The second invoice for \$253,000.00 (VAT inclusive) was paid on September 6, 2013 by cheque #3259.

20.3 It was observed that an invoice date was absent from both invoices. Also, even though VAT was being charged the invoices did not contain a VAT registration number that is these were not tax invoices. A recent visit to this centre revealed that the centre was still incomplete. It is not certain what refurbishment work was actually conducted since the centre was closed on the date of the visit. Central Audit was subsequently informed that both the power and water was disconnected from the centre just the day before for outstanding bills.

20.4 Mr. Kieron Edwards was reimbursed \$10,493.00 (cheque #1233) on February 8, 2013. The payment related to the purchase of building materials used in the refurbishment of the Pinto Road Centre, located at the Simple Sounds Pan Tent #42 Pinto Road Arima. An invoice (#2038) from Bowen's Lowprice Hardware (BLH), which requested LS to "*make cheque payable to Kieron Edwards*", was seen in support of the aforementioned payment (*Appendix 14 refers*). However, the invoice did not have a date; was not a tax invoice (which is highly irregular within the hardware industry); did

not bear a resemblance to normal cash/charge invoices seen/received from local hardware stores; and was not stamped “PAID”.

20.5 Central Audit tried to ascertain whether or not Kieron Edwards is the owner of BLH. An internet search revealed that one Nigel Bowen is the Managing Director of BLH. Further, on BLH’s Facebook page the word “*Lowprice*” as seen on the invoice is actually “*Low Price*”. Documents perused showed that Kieron Edwards is a member of the LS Implementation Committee. Mr Ronnell Barclay confirmed that the refurbishment works (casting the floor at the Simple Sounds Pan Tent) conducted at the Pinto Rd. LS Centre was completed.

20.6 The Point Fortin LS Programme operates out of the Fanny Village Community Centre. The Centre was refurbished by Esperanza Construction Co. Ltd. during August/September 2013 at a cost of \$485,900.30 (VAT inclusive). During the refurbishment exercise the programme operated out of the Fanny Village Recreation Ground Pavilion. However, even though the refurbishment works was completed over nine (9) months ago the Programme continues to operate out of the Fanny Village Recreation Ground Pavilion as the Community Centre does not have electricity.

20.7 ***Recommendations***

20.7.1 Companies bidding for contracts should be VAT registered, as the value of all the refurbishment works surpassed the VAT threshold of \$360,000.00.

20.7.2 Companies charging VAT and not remitting it to the Board of Inland Revenue should be reported to the relevant authority.

20.7.3 Persons approving payments based on invoices submitted must ensure that all invoices contain basic information i.e. a date, an invoice number, a VAT registration number and company stamp (where applicable). Also, invoices submitted for a claim of reimbursement must be stamped “PAID” by the supplier.

21.0 **RENTALS/PURCHASES**

21.1 A cost benefit analysis was carried out to determine whether it was more economical to purchase or rent tables and chairs for use in the LS Programme. The analysis concluded that purchasing rather than renting was more cost effective. According to the then CEO of SporTT relevant purchases were subsequently made. Further, that some centres were not in receipt of the total number of pieces of furniture allocated and as a result furniture was rented to meet the shortfall.

21.2 A review of rental payments for tables, chairs, tents, portables etc. revealed that these items were being rented from D.C. Tent Rentals (Davoughn Cummings) and Densil Collins. According to Mr. Cornelius Price and Mr. Theodore Charles there were no formal contracts regarding the engagement of these two suppliers.

21.3 Value for money was not achieved as exorbitant amounts were being paid monthly for the rental of these items when it was abundantly clear buying was the more economical option. In addition, transparency seemed to be lacking, as verification of the services being paid for was difficult. Weaknesses in the approval and payment processes were also evident.

21.4 Cheque #10272 in the amount of \$203,000.00 was paid to Davoughn Cummings on April 30, 2014. The sum of \$98,000.00 related to invoice #RI001 dated April 30, 2014 (*Appendix 15 refers*). It related to the reimbursement of the listed items in the table below. Mr. Cummings claimed that these items were destroyed in February 2013 during a police raid.

Quantity	Items	Amount (\$)
2	Portable toilets	15,000.00
2	20X20 Tents	30,000.00
6	20Ft Sidewalls	11,000.00
2	Port a Cool Unit	36,000.00
1	Port a Hand Sink	6,000.00
TOTAL		98,000.00

21.5 The transparency of the entire reimbursement transaction was questionable. It should be noted that the items purchased by DC Rentals from the funds reimbursed were subsequently rented back from them as noted in invoices dated June 30, 2014 for Evergreen Carapo and Valencia in the sums of \$39,000 and \$12,000 respectively.

21.6 It should be noted that cheque #9919 for \$98,000.00 was originally prepared on April 24, 2013 which was cancelled and re-issued on April 30, 2014 when the invoice was dated. Mr Price certified it on 30th April 2014. The question arose as to how a cheque could be prepared for payment prior to the invoice being prepared and submitted. Further inquiry revealed that the assistant accountant Ms Beckles stated the cheque was printed on April 24, 2014 in error; when she observed the invoice was dated on April 30, 2014 the cheque was voided and reissued with the correct date. How the accountant knew the cheque had to be issued prior to receiving the invoice remained unanswered.

21.7 It should be noted that the reimbursement was not authorized formally. Mr. Price was advised by the Minister's Advisor, Mr. Keryl Keller to approve the

payment. He also indicated that that there was a police report however no report was presented to Central Audit.

21.8 On November 11, 2013 Mr. Cummings was paid \$50,000.00 (cheque #4092) regarding invoice #0641 dated September 5, 2013 (*Appendix 16 refers*). The payment relates to the provision of eight (8) twenty-five (25) seater maxi-taxis and two hundred (200) meals (breakfast, lunch and beverages) for a trip from Malabar to Guayaguayare. It would appear from the number of maxi-taxis and meals provided that several centres were enlisted to make the trip. However, the invoice submitted did not contain any information regarding the centre/s involved nor on what day the trip occurred.

21.9 The invoice showed that Mr. Cummings charged \$110.00 per meal. This differs significantly from the amount currently being paid (\$70.00) by LS for a meal (breakfast and lunch). LS personnel indicated that field trips would normally take place between Monday and Friday. If this trip took place on a week day then participants would have already been provided a meal from the authorised caterer/s for the centre/s involved. Therefore, there would be no need for Mr. Cummings to supply any meals. Further, if the trip occurred on a weekend then a contracted caterer/s should have been used to supply the meals. This could have resulted in a savings of \$8,000.00 (\$40.00 x 200 meals).

21.10 It is noteworthy that the review of the General Ledger revealed that for the periods 2012 to 2013 and 2013 to 2014, payments of \$3,416,900 and \$2,173,325 respectfully were paid to Davoughn Cummings of D.C Tent Rentals. For both periods the payments totalled \$5,590,225.00.

21.11 The second supplier for rental of table and chairs was Densil Collins. The following payments were made to him:

- Cheque #6984 in the amount of \$132,520 related to the rental of 25 tables and 60 chairs for the period 01/06/2013 – 30/06/2013 to Angostura Centre.
- Cheque #830 in the amount of \$23,140.00 related to the rental of 25 tables and 60 chairs for the period 06/08/2012 – 31/08/2012 (26) to Angostura Centre.
- Cheque #831 in the amount of \$26,700.00 related to the rental of 25 tables and 65 chairs for the period 01/09/2012 – 30/09/2012 (30) to Angostura Centre.
- Cheque #832 in the amount of \$27,590.00 related to the rental of 25 tables and 65 chairs for the period 01/10/2012 – 31/10/2012 (31) to Angostura Centre.

21.12 A field visit to this centre revealed, the chairs and tables located there were less than what were invoiced and paid for. In addition, Densil Collins submitted invoices related to Barataria, Morvant and Mt Dor.

21.13 Cheque #2444 valued \$232,760.00 was received, as part payment, by Tropical Tent Rentals Ltd for the supply (purchase) of tables and chairs for the LS Programme. The invoice submitted totalled \$465,520.00. The allocation of these items could not be ascertained as a result of incomplete and/or lacking records.

21.14 Cheque #5156 valued \$2,379,605.00 was received by Going All Out Event Planners as payments for:

- Rental of high tech surveillance equipment for the period May 2013 – September 2013
- Rental of Billboards, mini community competition, rental of PA system, for the period August 2013 – October 2013.

21.15 A number of invoices were submitted by Goin All Out Event Planners as listed below:

Date	Particular	Cost
31.05.2014	Professional Consultancy services at 10 centres for May 12th – 23 rd , 2014	90,000.00
30.06.2014	Professional Consultancy services at 10 centres for May12th – 23 rd , 2014	90,000.00
30.06.2014	Video production fees	28,700.00
30.06.2014	Video production fees	81,500.00
31.05.2014	Video production fees	28,700.00
30.04.2014	Video production fees	28,700.00
31.03.2014	Video production fees	28,700.00
TOTAL		376,300.00

21.16 The invoices neither detailed which centres the services pertained to nor displayed any VAT registration number. Additionally, no documentation relating to the tender and award of the above was seen.

21.17 It should be noted that no documentation relating to the tender and award of the above was seen. Also the invoices displayed no VAT registration number.

21.18 Cheque #5161 valued \$820,900.00 was paid to Interior Concepts Limited for the supply of computers and photocopiers. Perusal of the invoice submitted showed that ninety-seven (97) desk tops computers in the amount of \$658,630.00 were procured. However, during the site visits no computers were seen at the various centres.

Discussions held with Mr Theodore Charles to ascertain the existence of the desks tops computers, revealed that only three (3) could be accounted for.

21.19 21st Century Computers Inc Limited was paid \$998,500.00 via cheque #5159 for the supply of 200 laptop computers which was invoiced to the Director, LS Programme at Ato Boldon Stadium. No computers and/or equipment were physically located at the centres visited.

21.20 Enquires with Mr Theodore Charles revealed that seventy (70) laptops were accounted for. The risk of theft and misappropriation of funds in the absence of proper internal controls was again highlighted.

21.21 Lewide Co was paid \$986,866.55 via Cheque #5157 for the supply of Computer Repair Kits for 39 Life Sport Centres. However, the site visit conducted revealed that no such equipment existed at any of the centres visited.

21.22 Cheque #9918 valued \$48,500.00 paid to Rishazz Marketing related to the provision of communication and marketing services for the month ending April 2014. An invoice for the month ending June 2014 was also submitted valued \$48,500.00.

21.23 The details of the invoices relates to the following:

Particulars	Cost (\$)
Collection of Data & Achievements of Life Sport Programme;	10,650.00
Local Community Advertising;	13,200.00
Published Positive Achievements of Participants; and	14,450.00
Site Visit to Various Centres	10,200.00
TOTAL	48,500.00

21.24 Examination of summary reports submitted on a monthly basis brought to the forefront the question of whether value of money was being achieved as no substantial work was verified. The report was also lacking in detail; it contained photographs which were repeated as representing different centres. However, the photographs were clearly copied and created a false representation.

21.25 Epic Sports Plus (ESP) (a little known company) was engaged to supply Football, Basketball and Cricket Kits and Equipment for the LS Programme without going through a tendering process. In August 2013 the following four (4) invoices totalling \$2,553,210.00 were seen:-

Invoice No.	Invoice Date	Details	Amt. (\$)
02082013-A	02.08.2013	Football jerseys, shorts and balls.	664,950.00
28082013-A	28.08.2013	Football boots, socks, shin guards, goal posts and goal post nets.	880,110.00
28082013-B	28.08.2013	Basketball tops, shorts, nets and balls.	513,150.00
28082013-C	28.08.2013	Cricket shirts, pants, wickets, bats and balls.	495,000.00

Central Audit could not verify that these items were delivered and properly distributed

21.26 The invoices seen were not tax invoices that is they did not contain a VAT registration number even though the above sale (singular and in total) was above the VAT threshold of \$360,000.00. Similar invoices were seen from Kadem & Associates, Hercules Enterprise Caribbean Ltd. and All U Need Ltd. Central Audit also noted that the cost of items purchased appeared to be exorbitant.

21.27 Mr. Cornelius Price and Mr. Theodore Charles were asked about the criteria used in selecting the aforementioned companies and the exorbitant prices being paid. However, both individuals were unable to provide adequate answers to the issues raised.

21.28 ***Recommendations***

21.28.1 All companies exceeding the VAT threshold (\$360,000.00) have to be registered with the Board of Inland Revenue as law and the number has to be displayed on all invoices submitted for payment.

21.28.2 Invoices submitted should detail the centres, participants names, service provided, and any other support.

21.28.3 All personnel, involved in the requisition to payment stages, who authorized the purchase of these equipment, who signed off as the service being provided satisfactorily, who certified as correct and the receipt and use of the goods and services procured ought to be held answerable, accountable and responsible as they were duty-bound to do such.

22.0 VOCATIONAL TRAINING (TRADE COMPONENT)

22.1 The *Vocational Training* aspect of the LS Programme was awarded to several companies in 2013 as follows:

- **Allsnorth General Contractor:** Air conditioning, Refrigeration & Electrical Installation.
- **Re Construction and Repairs Limited:** Building Construction and Welding.
- **Scobex Tech Limited:** Aquaculture, Basic gym equipment maintenance, Physical Education, Fundamentals of Catering/Food Preparation, Physiotherapy & Fundamentals of Fabric design.
- **Kadeem & Associates Ltd:** Computer Repairs, Introduction to Photography & Videography, Radio & Television/Disc Jockey presentation & Print Media Layout & Script Writing.
- **McKain Enterprises Ltd:** Basic Bartending, Automobile detailing, Auto mechanics, Landscaping & Barbering.

22.1.1 Cheque stubs, payment vouchers, invoices and letters from the Ministry of Sport related to the *Vocational Training* were seen (*Appendix 17 refers*). Details of the cheques are listed below.

Chq. No.	Company	Invoice Date	Cost (\$)	Centres	Contact Hours
5194	Allsnorth General Contractor	27.09.2013	928,000.00	16	60
5193	Re Construction and Repairs Limited	27.09.2013	981,250.00	25	75
5192	Scobex Tech Limited	26.09.2013	935,000.00	20	60
6983	Scobex Tech Limited	26.09.2013	935,000.00	20	60
5191	Kadeem & Associates Ltd	25.09.2013	935,000.00	20	60
6982	Mc Kain Enterprises Ltd	24.09.2013	905,000.00	15	75
	TOTAL		5,619,250.00		

NB: Mc Kain Enterprises submitted an invoice dated June 25 2014 in the amount of \$70,000.00 for the provision of videotaping services. This related to 10 LS Centres during the period May 12th -23rd. This invoice was separate to the vocational training invoice.

22.2 Mr Theodore Charles, Mr Ronnell Barclay and Mr Cyril Berkeley could not clarify to Central Audit anything regarding the award and tender process. It is apparent that transparency and accountability is lacking as \$5,619,250.00 was paid to these companies and no answers could have been furnished.

22.3 Centres visited revealed that the vocational training component was never implemented. It is therefore questionable as to how invoices could have been signed off as “service provided satisfactorily” and “certified correct” and subsequently paid for.

22.4 The LS Programme has two sessions each day. The class session commences at 9am and ends 12 noon. The sporting session commences at 3pm. It should be noted that invoices for the vocational training covers contact hours for tuition for 60 and 75 contact hours per centre.

22.5 No company submitting invoices had VAT registration numbers displayed. Based on the value of the said invoices, they have all exceeded the VAT threshold and it is mandatory that they are registered with the Board of Inland Revenue.

22.6 Mr Theodore Charles stated training was implemented at the Larry Gomes Stadium as follows:

Vocational Training	Centres
Fibre Optics	Malabar
Camera Installation	Samaroo Village
Electrical Installation	Valencia
	Carapo
	Pinto

22.7 Mr Cyril Berkeley commenced as Assistant Programme Director, Operations in March 2014. He also could not provide any information regarding the selection and works conducted for the above listed companies.

22.8 He indicated, in April 2014 vocational training was implemented at Larry Gomes Stadium, however, he was not involved in the selection of service providers but only in the implementation. The three areas selected are listed below:

- Cable and security camera installation was currently being conducted at Larry Gomes Stadium with thirty (30) participants in attendance.
- Air condition and refrigeration was currently being conducted at Barataria with twenty five (25) participants in attendance.

- The welding aspect was awaiting commencement at the Neal and Massy Industrial Centre.

22.9 Mr Berkeley was requested to provide details of service providers, names of the participants, course outline with attendance register and any relevant reports related to the training at Larry Gomes Stadium. However, to date no documentation has been received.

22.10 ***Recommendation***

22.10.1 The award and tender process used to select the companies should be re-examined. This needs to be adhered to by all persons involved in the process to ensure accountability and transparency is observed.

22.10.2 The companies should be VAT registered.

22.10.3 Listing of centres to show which centres the trade components relates to and the participants in attendance to be accompanied with invoices submitted.

22.10.4 Course outlines with monthly reports to be submitted.

23.0 E-BEAM INTERACT LIMITED

23.1 ***The Agreement***

23.1.1 On December 6, 2012, by signed agreement, the Sports Company of Trinidad and Tobago Limited (SporTT) retained the services of E-Beam Interact Limited (EBeam) to provide, by way of integrated interactive technology, the Numeracy and Literacy Component (N&LC) to the participants of the LS Programme. The contract amount was agreed at TT \$34,000,000.00 with a planned commencement date of December 6, 2012 and a projected completion date of September 30, 2014. To date however that component of the programme has not started

23.1.2 Central Audit was informed that E-Beam was sole selected mainly because of the company's President/CEO, Mr Adolphus Daniell's track record as an educator with respect to individuals who have struggled academically.

23.1.3 The justification, dated November 23, 2012, (***Appendix 18 refers***) stated that the sole selection method was used due to the sensitive nature of the LS Programme. An overview of the crime situation in Trinidad and Tobago, the objective of the LS Programme, the criteria for the selection of prospective participants and a brief description of the Programme's main components were also included as support for the justification for sole selection. As a result of the above together with the fact that the

recommendation came from the Permanent Secretary, MOS to the CEO SporTT, the Board of SporTT at a meeting held on March 8, 2013 ratified the decision made on December 6, 2012 to award the contract for the N&LC of the LS Programme to EBeam Interact Limited. (*Appendix 18A refers*).

23.1.4 Ms Dawn Mohan Corporate Secretary SporTT claimed that following the decision to award the contract she reviewed the draft, which was prepared by MOS Legal Unit, and pointed out to MOS numerous shortcomings, (*Appendix 19 refers*). However, Central Audit saw the faxed response dated *January 21, 2013*, some six (6) weeks after the date of the contract, (*Appendix 20 refers*) sent by a Ms Judith Joseph from MOS to Ms Mohan. She further claimed that against advice from his Legal Unit and with no change to the MOS draft, the CEO SporTT signed the agreement. It appeared from the faxed response the advice came after the contract was signed.

23.1.5 Mr John Mollenthiel, ex CEO SporTT at a meeting on July 9, 2014, informed Central Audit that he signed the contract mainly to avoid any undue delays in the implementation of the N&LC of the Programme. He said he did not consider the suggested changes to the shortcomings of the contract identified by SporTT Legal since he was told that the contract should be ‘loose’, a word he coined as he could not recall the actual word used. He denied that prior knowledge of Mr Daniell’s track record as an educator influenced his decision to sign a ‘loose’ contract. He said another reason for signing was that he always believed Mr Daniell would deliver since he felt that he had an international image to maintain. In hindsight however he believes that he may have been set up and regretted signing the contract. He said he is also astonished at Mr Daniell’s current ‘nit-picking’ behaviour.

23.2 *EBeam’s Position*

23.2.1 Central Audit was informed that Mr Adolphus Daniell, President/CEO of EBeam Interact Limited has always maintained that he would start the N&LC of the programme only when all the centres are ready according to the conditions stated in the contract. Inspections of eighteen (18) centres with EBeam officials and LS representatives were conducted between March 26 and 27 and April 9 and 10, 2014 to assess the readiness to conduct the N&LC. Arising out of the inspection Mr Daniell submitted a report which summarises the outstanding issues highlighted by EBeam officials as to the un-readiness of the centres. (*Appendix 21 refers*). The appendix also lists other issues, which according to Mr Daniell continue to frustrate the start of the N&LC of the programme.

23.3 *Justification for Second Payment*

23.3.1 According to the contract, it was agreed that SporTT shall pay to EBeam the sum of seventeen million dollars (TT \$17,000,000.00) which represents fifty per cent (50%) of the fee, contemporaneously with the signing of the agreement and the remaining fifty per cent (50%) on September 2, 2013. Central Audit confirmed however that the first payment was made by cheque number 2185 dated June 14, 2013. EBeam subsequently submitted an invoice for the payment of the remaining seventeen million dollars as per the contract.

23.3.2 Ms Dawn Mohan, Corporate Secretary of SporTT, stated that since the N&LC, for which EBeam was contracted never got started, legal advice on whether to pay EBeam the second payment as per the terms of the contract was sought. Ms Lisa Solomon, the then Head of Legal of SporTT after examining the contract, by letter dated November 11, 2013 advised that the second payment be made to EBeam. (*Appendix 22 refers*). She also advised that a robust reporting mechanism be introduced in order to properly monitor and evaluate EBeam's performance.

23.3.3 J.D. Sellier & Company from whom a second legal opinion was sought also advised that based on the contract according to Clause 8 of the contract SporTT was obligated to make all payments to EBeam within the specifications and terms of payment under the agreement. However, there appeared to be sufficient grounds to challenge this payment. This course of action carried inherent risks which could have left SporTT exposed if the matter went to court. Legal Counsel advised that some degree of arbitration could be entered into to resolve the situation. SporTT ignored the latter portion of the advice and proceeded to make the payment. The main reason given was that payment of the remaining fifty per cent (50%) was linked to the date September 2, 2013 and not upon certain services being completed within a certain timeframe. (*Appendix 23 refers*).

23.3.4 Based on the two legal opinions SporTT made the second payment by cheque number 7997 dated February 11, 2014. Central Audit was informed that SporTT is currently awaiting legal advice from Senior State Counsel, Mr Russel Martineau, on a way forward or what actions, if any, can be taken against EBeam.

23.4 *Auditor's Comments*

23.4.1 It is obvious that SporTT was a party to this contract mainly because the contract was above the authorised limit of the Permanent Secretary, MOS. It is evident that the 'mind and management' of this contract has always been and continues to be the MOS. The contract was drafted by MOS Legal, and all the conditions necessary to satisfy the readiness of the centres for the start of the N&LC were always the responsibility of the MOS.

23.4.2 Central Audit noted that most of the centres visited were not in a state of readiness to accommodate the N&LC. To name a few, Covigne Road, Four Roads, Cocorite, Bagatelle, River Estate, St Paul Street, Morvant, Barataria, Carapo, Pinto Road, Malabar Train Line 1 and 2, etc.. Furthermore, a number of participants have indicated their interest in pursuing vocational training instead of learning Mathematics and English. These factors together with the significant reduction in attendance, may have further reduced the number participants interested in the N&LC of the programme.

23.5 ***Recommendation***

23.5.1 The current position of this contract requires expert legal advice which Central Audit cannot provide. It is therefore recommended that SporTT await the advice of the Senior Counsel, which it has sought, and which hopefully would assist in determining a way forward.

23.5.2 In the meantime it is recommended that MOS move with haste to have the centres ready or alternatively in the short term explore the option of setting up a few centralised centres that already have the necessary facilities and security and have the interested participants attend the centre closest to them.

23.5.3 Central Audit also recommends that a formal request be sent to the Inland Revenue Division (IRD) to examine whether or not E-Beam Interact Limited filed a Corporation Tax Return for the year 2013. The objective is for IRD to verify that the company declared the seventeen million dollars (TT \$17,000,000.00) it received in 2013 as well as to keep in mind the 2014 Corporation Tax Return due in 2015 for the declaration of the other seventeen million dollars received in 2014.

Lester Herbert
Director, Central Audit Committee

Inshan Mohammed
Senior Audit Analyst

Varuna Ramdial

Khemkaran Kissun

Senior Audit Analyst

Senior Audit Analyst

24.0 LIST OF APPENDICES

APPENDICES

LIFE-SPORT CENTRES - ADDRESSES

No	Area	Community Centers	Address	
1	Angostura	True Holiness Experience Worship Centre	Paris Bolvd, & Morvant Old Road, Success Village, Laventille	60
2	Bagatelle	Bagatelle Centre	Bagatelle Road, Diego Martin	60
3	Barataria	Butcher's Skating Rink	Corner 84-86 Eight Street & Sixth Avenue, Barataria	60
4	Basilon Street	Basilon Street Community Centre,	Basilon St, Port of Spain	30
5	Beetham	Beetham Gardens	Phase 5, Beetham Gardens, Beetham	30
6	Belmont	Belmont Community Centre	#47 Jerningham Ave, Belmont	60
7	Carapo	Carapo	Evergreen, Carapo	60
8	Carenage	Carenage <i>Com. Centre</i>	Haig Street, Carenage <i>* Crown</i>	60
9	Cocorite	Cocorite Community Centre	Lady Hochoy Circular, Waterhole, Cocorite	60
10	Covigne Road	Covigne Road Basket Ball Court	LP # 66 Covigne Road, Diego Martin	30
11	Enterprise	Enterprise Centre	Chrissie Terrace Lendore Village Enterprise	60
12	Four Roads	Four Roads Community Centre	Simeon Drive, Four Roads, Diego Martin	30
13	Fullerton	Fullerton Community	Bonasse Village, Cedros	60
14	Fyzabad	Fyzabad	Unity Court, Lum Tack Hill, Fyzabad	30
15	John John	John John	Carib Tokyo Panyard, John John	60
16	La Brea	Sobo Village Community Centre	Sobo Road, Sobo Village, La Brea	60
17	La Horquetta	La Horquetta Regional Complex	Majorie Padmore Street, La Hoquetta	30
18	La Romain	La Romain	Lucky Street, La Romain	60
19	M t Dor	Mt. Dor Community Centre	Mt. Dor Road, Champ Fleur	60
20	Malabar	Malabar Community Centre	Holly Betaudier Street, Phase 4 Malabar, Arima.	60
21	Malabar Trainline	Negotiations underway with a church.	<i>Currently in the Savannah</i>	30
22	Malabar Trainline	Negotiations underway with a church.	<i>Currently in the Savannah</i>	30
23	Maloney	Maloney Indoor Sporting Complex	Maloney & Flamingo Boulevards, Maloney Gardens	60
24	Marabella	Marabella Crisis Centre	Union Road, Marabella	60
25	Maraval	Maraval Community Centre	Morne Coco Road, Maraval	60
26	Mayaro	Mayaro Sports & Youth Facility	Pierreville, Mayaro	30
27	Morne Daiblo	Morne Diablo	Scotts Road, Morne Diablo	60
28	Moruga	Mourga	Marac Village, Mourga	60
29	Morvant	Morvant Methodist Church	Corner Semp Street & Morvant Avenue, Morvant	60
30	Penal	Penal	Community Centre Street, Penal	60
31	Pinto	Simple Song Pan Yard	#42 Pinto Road, Arima	60
32	Pleasantville	Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	60
33	Point Fortin	Fanny Village Pavillion	School Street, Fanny Village	60
34	River Estate	River Estate Basketball Court	Cicada Extension, River Estate, Diego Martin	30
35	Samaroo Village	Samaroo Village Pentecostal Church	Corner Church & Edma Streets, Samaroo Village, Arima	60
36	Sangre Grande	Sangre Grande	Durante Gardens, Sangre Grande	60
37	Santa Flora	Santa Flora Community Centre	Beeswax, Los Bajos, Santa Flora	60
38	Siparia	Siparia Community Centre	Park & Grell Street, Siparia	60
39	St Joseph	St. Joseph Community Centre	Market Street, St. Joseph	60
40	St Paul Street	St Paul Street	St Paul Street Sporting Complex	60
41	Tabaquite	Tabaquite Community Centre	Main Road, Tabaquite	60
42	Valencia	Valencia Community Centre	Quarry Road, Valencia	60
43	YTC	Youth Training Centre	Golden Grove Road, Arouca	30

* Represents the approved number of participants.

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COORDINATORS**

APPENDIX 2

NAME	COMPANY NAME	ADDRESS	CONTACT NO	VENUE	REMARKS
Aaron John	Giroc Construction and Maintenance Co. Limited	# 8 Clever Heights, Arima	298-1890	Samaroo Village Community Centre	
Ancil Elcock	Ancil Elcock Limited	# 17 Woodford Street, Curepe	748-6468	Mt. D'Or Community Centre	
Anderson Ricardo Clement	Mantis Services Limited	65 Banyan Boulevard, Malabar, Arima	778-5820	Malabar Train Line Centre	w.e.f. 01.10.2013
Angus Eve	Bariev Enterprise Limited	#197 St. Nicholas Street, Carenage	785-4140	Carenage Community Centre	
Anthon Boney	Unlimited Development Company Limited	LP #6A Plaisance Road, John John Laventille	376-5586/ 466-2786	Carib Tokyo Pan Yard /John John (60)	w.e.f. 01.10.2013 / Prior Dale Mitchell (399-8918)
Anthony Rougier	LEO ATAMA Services and Management Limited	Ingles Street, Vance River Village, La Brea	735-1797	Sobo Community Centre	
Baldath Bodoe	A&V Sports Limited	#66 Hillview Gardens, St. John Trace, Avocat, Fyzabad	752-2911	Fyzabad Community Centre	
Christopher Charles	Maloney Gardens Life Enhancement Limited	Building 5, Apt. 2-1 North, Maloney Gardens, D'abadie	324-7572	Maloney Community Complex	
Danlandi Balewa	Ladi's Construction & Janatorial Company			Covigne Road Life-Sport Centre	
Danvers Ottley	D.P Outsourcing Limited (PCM Engineering Services Limited)	#6 Road Reserve Ext, Isles Street, Enterprise	739-8853	Chrissie Terrace Sports Grounds Facility	
Deonarine Sookraj	Deonarine Sookraj and Associates	Sallyann Drive Camden, Couva	370-4847	Los Bajos Community Centre	w.e.f. 01.07.2013 / Prior Anil Lakhan
Derek King	DSM General Limited	# 262 King Bird Crescent, Phase 3 Malabar, Arima	744-5181	St Joseph Community Centre	
Frank Edwards	Edwards Enterprises	Laventille Ext. Road, Morvant	389-2421	The Cottage, Morvant Export Centre	
Gavell George	GAVGEO Construction and Maintenance Contractors Limited	Subero Street, Malabar, Arima	392-8047	Barataria Community Centre	
Gerrad Perriera	Gerard Perreira General Contractors Limited	#152 Ridewood Gardens, Golconda, San Fernando	380-0913	Fanny Village Community Centre	
Isam Alimayu	Tahana Sports Enterprise Limited	#3 Pomerack Drive, Santa Rosa, Arima	795-4036	St. Paul Street Community Centre	
Jamal Joseph	R and P Transport and Maintenance	1922 ART DECO ST., PHASE II LA HORQUETTA, ARIMA	309-0871/ 376-3423	La Horquetta Regional Complex	Oomata Lezama w.e.f. April 01, 2013. Jamal w.e.f 14.04.2014
Joel Miller	Piyo Construction and Maintenance Contractors Limited	LP #2 Subero Street, Malabar, Arima	390-5368	Valencia Community Centre	

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COORDINATORS**

NAME	COMPANY NAME	ADDRESS	CONTACT NO	VENUE	REMARKS
John Joseph	Up North Limited	#28 Cocorico Crescent, Phase 3, Malabar, Arima	484-4619	Laventille Community Complex	
Julius Edwards	Edwards Limited	#68 Malabar Extension Road, Arima		Phase 4 Community Centre	
Kerrance Burton	Burton's Development Company Limited	23 3rd Street, Beetham Gardens, Beetham	353-5937	Beetham Life Centre (30)	w.e.f. 01.10.2013
Kerry Baptiste	KJBAPTISTE Enterprises Limited	Peasree Housing Development, Eldorado	472-9792	Maraval Community Centre	
Kerwyn Karatale	Karatale's General Contractors Limited	Building 6, Apt. 4-2 Cocorite	493-5127	Cocorite Life-sport Centre (60)	w.e.f. 01.10.2013
Kevin Brown	K. Brown and Sons General Construction and Services Company Limited	#3 James Lane, Malabar Road, Arima	748-6976	Malabar Train Line Centre	w.e.f. 01.11.2013
Kevon Alexander	Deep Level Company Limited	Evelyn Avenue, Cocorite Road, Arima	332-7110	Bagtelle Merrytones Pan Complex	
Kim Quashie	Future Leaders Limited	LP# 53-1 Mahabir Street, Knox Lane, Siparia	755-5239	Siparia Community Centre	
Kwesi James	Kalonfi's General Contracting and Maintenance Services	#101 Plumrose Avenue, Santa Rosa Heights, Arima	364-1576	Pinto Road Community Centre	
Louis Bobcombe	Combe Sales and Services	#284 Indian Walk, Moruga Road	683-9493	Marac Community Centre	323-6715
Mark Miller	M.K.M Motors limited	Lot 400, Simon Ferreira, Arima	395-6444	La Romain Community Centre	
Maurice Auguste	DS Construction Limited	#91 Benjamin Street, Diego Martin	678-4663	Belmont Community Centre	
Mickelle Felix	Quincy and Brothers Construction and Landscaping Company Limited	52 North-West Drive Patna, Diego Martin	298-8678	Riverestate Life-sport Centre	w.e.f. 01.03.2014
Nigel Cleghorn	Debros Marketing and Services Company Limited	20 Zinnia Drive, Pleasantville	338-1182	Penal Community Centre	
Nigel Pompey	Nigel and Lincoln Co. Limited			Four Roads Life-Sport Centre	
Patrice De Vignes				YTC	
Rajae Ali	Varied Project Co-Operation Limited	#328 Melodians Crescent, Malabar, Arima	387-7700	Evergreen Carapo	
Rajendra Ramnarine	RAJRAM Enterprises Limited	#4 Satnarine Trace, Clarke Road, Penal	499-9593	Morne Diablo Community Centre	

MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COORDINATORS

NAME	COMPANY NAME	ADDRESS	CONTACT NO	VENUE	REMARKS
Reynold Carrington	LKR Carri Company Limited	#108 b, Ridgewood Gardens, Golconda, San Fernando	732-3254	Marabella Crisis Centre	
Reynold Rosal	East Dry River Development Company Limited	#23 Lubin Lane, Basilon Street, POS	378-3729	Basilon Street Youth Facility/ EDR (30)	w.e.f. 01.10.2013
Rodney Ramlal	Yendor Events & Wedding Planning	16 Sampson Street, Waterloo, Carapichaima	706-4583	Pleasantville Community Centre	Peter Houlder
Shamilla Samaroo	SHDCA General Sports Promotion Limited	#27 Guaracara Tabaquite Road, Tabaquite	372-2714	Tabaquite Community Centre	
Stephen Johnetty	Johnetty's Plantain King Limited	LP #81 COROMANDE VILLAGE, CEDROS	328-6763	Cedros Community Centre	
Terrence Quashie	QCAUE Enterprises Incorporated Limited	#127 Azalea Circular, Duranta Gardens, Sangre Grande	351-8347	Durante Gardens Centre	
Veronica Bejai	ORAYAM General Contracting Services Limited	Eccles Road East, Grand Lagoon, Mayaro	313-0070	Mayaro Indoor Sports Facility	

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES**

APPENDIX 3

NO	AREA	COACHES	SPORT	ADDRESS
1	Angostura	JEFFERSON ASHFORD	FOOTBALL	67 Despers Crescent Malaba Arima
2		GARFIELD HODGE	CRICKET	#5 Hillside Terrace la Seiva
3		AKIL PATTERSON	BASKETBALL	60 Upper Santa Cruz, Cantaro
4		SHELDON ABRAHAM	FOOTBALL	31 Leotaud St, Success Drive, Laventille
5	Bagatelle	ROSS RUSSELL	FOOTBALL	Quarry St, Diego Martin
6		RYAN CAESAR	BASKETBALL	Odonaeu Street Off Covigne Road Diego Martin
7		BASIL SMITH	FOOTBALL	42 Sparrow Avenue Barataria
8		JOEL BAKER	FOOTBALL	
9	Barataria	RAJENDRA RAMADHIN	CRICKET	#8 Kuthia Road Malick Barataria
10		SEAN NUNEZ	FOOTBALL	195 North Stars Ave, Malabar, Arima
11		NIGEL HITLAL	FOOTBALL	
12		AARON EDWARDS	FOOTBALL	#68 Malabar Ext. Malabar
13	Basilon Street	MARVIN NOEL	CRICKET	4 Martineau Lane, Basilon Street, East-Dry-River, Port-of-Spain
14		JAKAYA GEORGE	BASKETBALL	10 Ovid Alley, Basilon Street, Port-of-Spain
15		BRENT ABRAHAM	FOOTBALL	1B Calvary Hill, East-Dry-River, Port-of-Spain.
16		KERWYN JEMMOTT	FOOTBALL	59-61 Nelson Street, Port-of-Spain
17	Beetham	KENDELL VELOX	FOOTBALL	New Lane El Socorro
18		JASON SANDY	CRICKET	43 Comprehensive Road, Malick Road, 7th Ave Barataria
19		TIMOTHY GABRIEL	BASKETBALL	
20		KEEDEL MONTROSE	FOOTBALL	
21	Belmont	BEVON JULIEN	CRICKET	17 Almond Drive, Morvant
22		VELMA HAZELWOOD	BASKETBALL	#1A Serranue Road, Belmont
23		KATHY MARCELLE	FOOTBALL	#5A Gatacre Street Woodbrook
24		ALLISTER RAMDOO	FOOTBALL	#9 Plover Street Morvant
25	Carapo	VICTORIA GOPEE	CRICKET	385 Giuseppi's Place, Phase 4-2 Malabar, Arima. Replaced Hayden De Verteuil
26		STEPHAN CUMMINGS	FOOTBALL	
27		FINBAR MOLLINEAU	FOOTBALL	10A Ilamando Rd Malabar
28		RICARDO CORNWALL	BASKETBALL	11 Sandalwood Crescent, Malabar, Arima
29	Carenage	NIGEL NEIL HENRY	FOOTBALL	302 Mt. Pleasant Road, Carenage
30		LENNOX RYAN	CRICKET	Mt Pleasant Carenage

MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES

NO	AREA	COACHES	SPORT	ADDRESS
31		DEAN PACHECO	FOOTBALL	
32		DENNISON CHARLES	BASKETBALL	Pelican Ext. Morvant
33	Cocorite	HAYDEN TINTO	FOOTBALL	Piarco Oropune Gardens, Building 8, Unit L
34		CYRANO GLEN	FOOTBALL	#28 Waterhole Road, Cocorite
35		KERWIN JOSEPH	CRICKET	23 Water Hole Cocorite (Replaced Kevon Carter)
36		ZANE COKER	BASKETBALL	#13 Foncette Road, Cascade
37	Covigne Road	NKOSI BRYAN	BASKETBALL	
38		KEVIN PARKINSON	FOOTBALL	
39	Enterprise	BERNARD MC CALL	FOOTBALL	Lp #64 Chrissie terr Ex Lendore Villagel Chag
40		GAIRY JOHN	FOOTBALL	LP # 50 Jerningham Junction Rd, Cunupia
41		ROY SAROOP	CRICKET	Peservance Road Carapichaima
42		CLINTON MOTTLEY	BASKETBALL	#181 Croton Drive, Svannah Heights, Charlie ville
43	Four Roads	CHARLES PHILLIP	FOOTBALL	
44		DAMANI RICHARDS	BASKETBALL	
45	Fullerton	CLINTON JAGGERNATH	FOOTBALL	Bonasse Drive, Cedros
46		ANNETTE CRAIG	CRICKET	Building 241, Unit L, Oropune, Piarco
47		ALEXIS MARCUS AMBROSE	BASKETBALL	19 Sam Boucaud Road, Upper Santa Cruz
48		MUHAMMED ISA	FOOTBALL	#Lyle Street, Point Fortin
49	Fyzabad	FARZAN ALI	CRICKET	#233 Cunjal Road, Barrackpore
50		KERVYN CALLISTE	FOOTBALL	Benn Street South Oropuche
51		KERON HOLDER	FOOTBALL	7 Mulchan Trace, Siparia
52		ABDALLAH PHILLIPS	BASKETBALL	Angelina Terrace, Never Dirty, Morvant
53	John John	DEON CLARKE	FOOTBALL	LP 3 Marcano Quarry, Pleasant Terrace, P.O.S
54		KENNY SEEPAL	FOOTBALL	4 B Pleasant Road, John John, P.O.S
55		MARLON THOMAS	CRICKET	LP 15 Picton Road, Laventille
56		MARLON MC FARLANE	BASKETBALL	LP 8 Picton Road, Laventille
57	La Brea	SEPTIMUS TOUSSAINT	FOOTBALL	Parrylands Village, Guapo
58		EDDISON SMART	FOOTBALL	#9 Fortune Street Egypt Village Poin Fortin
59		DINELL KEITH-LOPEZ	BASKETBALL	13 Lionel Hoyte Phase 4-2, Malabar, Arima
60		SAM MONBODH	CRICKET	

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES**

NO	AREA	COACHES	SPORT	ADDRESS
61	La Horequetta	JUDE JOHN	BASKETBALL	1902 CLR James Crescent, La Horquetta
62		ERROL JOINT	FOOTBALL	22-25 Jit Samaroo Lane, Phase 2 La Horquetta, Arima
63		KWAME WILTSHIRE	FOOTBALL	46 Eastern Main Road, Tacarigua
64		PERRY KNIGHT	CRICKET	
65	La Romain	OSEI MC KNIGHT	FOOTBALL	Freedom St Enterprise Village Chaguanas
66		EARL SKEETE	BASKETBALL	#464 Southern Main Road, La Romain
67		WAYNE CAESAR	FOOTBALL	12Rraju blvd bay view La Romain
68		KRISHAN RAMPAT	CRICKET	19 Midway Park A Chase Village
69	Malabar	ARVIND KUMAR	CRICKET	51 Brathwaite St, El Dorado
70		KENDELL ROACH	FOOTBALL	Church Street, Red Hill D'Abadie
71		DINELVI TINTO	FOOTBALL	#132 Jupiter Crescent Galaxy Gardens, Boys Lane, D'Abadie
72		LESTER GONZALES	BASKETBALL	18 Poui Lane, Malabar, Arima
73	Malabar Train Line	KEVIN GREEN	BASKETBALL	#80 Sandalwood Crescent, Malabar, Arima
74		GORJAN HIGHLEY	FOOTBALL	Cocorite Road, Henri Street, Arima
75		NICHOLAS ARMSTRONG	FOOTBALL	#2 Tumpuna Villas, Malabar Road, Arima
76		LEEANNA SEBRO	CRICKET	#7124 Yoland Pompey Avenue, Phase 7 La Horquetta, Arima
77	Maloney	LYNDON ANDREW	FOOTBALL	#55church Street Red hill D'Abadie
78		SHURLAND DAVID	FOOTBALL	3511 Willet Avenue Maloney Gardens
79		TREVOR BURNETT	CRICKET	18 Degannes St Arima
80		DILLON HOWELL	BASKETBALL	
81	Marabella	STEPHAN CAMPBELL	FOOTBALL	#85 Lumsden St, Barron Ave, Gasparillo
82		KESTER CORNWALL	FOOTBALL	#1 Welcome Hill, Gonzales Village, Guapo.
83		KENNETH DUNCAN	CRICKET	
84		SANDRA POMPEY	BASKETBALL	#13 Maharaj Trace, Bedeau Street, Gasparillo
85	Maraval	JEVON HURDLE	CRICKET	Lp 5 Hamil Lane Pionner Dr Petit Valley
86		SEAN MORRISON	FOOTBALL	7 Barry Ave, Hillsborough, Maraval
87		NIGEL PIERRE	FOOTBALL	Jeffers Lane St James
88		RICARDO PATY	BASKETBALL	67 Carnelian Gardens, Diamond Vale Diego Martin
89	Mayaro	CIO MORRIS	FOOTBALL	

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES**

NO	AREA	COACHES	SPORT	ADDRESS
90		KORDELL SAMUEL	CRICKET	Upper 29 Balthazar st. Tunapuna
91		ANDY CAMPBELL	FOOTBALL	10-12 Edwards Trace, Peter Hill, Mayaro
92		BARRY GABRIEL	BASKETBALL	
93	Morne Diablo	JEREMY THOMAS	BASKETBALL	#36 Latchoos Road, Penal
94		NOOR MOHAMMED	CRICKET	19 Wright Trace, Cumuto Road, BARRACKPORE
95		COREY BROWN	FOOTBALL	4A Quarry Road, Morne Diablo
96		MARCELLE PHILIP	FOOTBALL	
97	Moruga	JOSEPH GEORGE	FOOTBALL	#32 Herrera Trace, Penal Rock Road, Moruga
98		MICHAEL BRERETON	FOOTBALL	# 9 Shorty St Bois Jean Jean Moruga
99		FRANKLYN HARRIOT	CRICKET	#30 Tableland Road Tableland
100		NIGEL COOPER	BASKETBALL	Marac Village, Moruga
101	Morvant	RONALD PRIMUS	FOOTBALL	L.P. 195Laventille Ext Road Never Dirty, Morvant
102		TASHA ST. LOUIS	FOOTBALL	Alex Trace, Bagatelle Road, Diego Martin (Replaced Jamal Shabaaz)
103		NEVICK DENOON	CRICKET	#121 A Petunia Avenue, Morvant
104		MORGAN SHADE	BASKETBALL	#2nd Street George Lane, Gonzales
105	Mt. D'or	RICHARD MARTIN JEREMIAH	BASKETBALL	Upper Mt Door Road, Champ Fleurs
106		SAMUEL MC. DONALD	CRICKET	#36 La Baja Road, St. Joseph
107		AKO JAMES	FOOTBALL	Mendez Drive, Champs Fleurs
108		ADRIAN ROMAIN	FOOTBALL	replaced Jemel Patron
109	Penal	AZARD ALI	CRICKET	#235 Cunjal Road, Barracpore
110		ADRIAN JOSEPH	BASKETBALL	#9 Murli Street, La Romain
111		RICHARD SUTHERLAND	FOOTBALL	#40 Smart Street Latchoos Road Penal
112		KEVAUGHN CONNELL	FOOTBALL	18th Smart Street, St. Augustine
113	Pinto	KEVON CORNWALL	FOOTBALL	Pole #41 Calvary Hill Arima
114		DORIAN DANIEL	FOOTBALL	#11 Crescent Dr, Arima
115		ARNOLD RUIZ	CRICKET	21 Hall St Sherwood Pk arima
116		JASON CRICK	BASKETBALL	#343 Flamboyant Crescent, Velencia Gardens, Velencia
117	Pleasantville	KHARIOOL ALI	CRICKET	90 Sahadatha Road, Princes Town
118		IAN DEMMING	BASKETBALL	#14 Ridge Wood Gardens, Golconda

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES**

NO	AREA	COACHES	SPORT	ADDRESS
119		ANTHONY BARRINGTON	FOOTBALL	#21 Apparicio Circular, Bourg Mulartesse, Lower Santa Cruz
120		BRIAN JAMES	FOOTBALL	#4 Harris Street, Petit Boug, San Juan
121	Point Fortin	JESUS CORNWALL	FOOTBALL	Welcome Hill Gonzales Village Guapo
122		SEAN DE SOUZA	FOOTBALL	New Village Point Fortin
123		GERALD GARCIA	BASKETBALL	13 Ruby Drive, Diamond Vale, Diego Martin
124		CLAUDIUS RICHARDS	CRICKET	Chinket St Capde Ville Point Fortin
125	River Estate	WAYNE CALVIN LEGERTON	BASKETBALL	Lp 15a Waterhole, Cocorite
126		MIGUEL PATY	FOOTBALL	67 Carnelian Gardens, Diamond Vale Diego Martin
127		ROBERT CYRIL	CRICKET	
128	Samaroo village	CASEY LATAPY	FOOTBALL	lp 5 Latchan Trace Arima
129		NYKOSI JAMES	CRICKET	60 Rainbow Drive, O'mera Courts, Arima
130		KEMRON PURCELL	FOOTBALL	#32 Edma, Samaroo Village, Arima
131		ROGER MELONEY	BASKETBALL	Richard Trace, Arima
132	Sangre Grande	VICTOR SOLOMON	FOOTBALL	Wallenvale Road; Guaico S/Gde
133		KESTON PIERRE	FOOTBALL	Quash Trace, Foster Road, Sangre Grande
134		RICHARD MUNGO	BASKETBALL	Lot #68 Picton Road Extension, Sangre Grande
135		MICHAEL GIBBS	CRICKET	Lp #2 second St, Peytonville Rd. Omeara South; Arima
136	Santa Flora	NAZIR ALI	CRICKET	231 Cunjal Road Barrackpore
137		DEVON CLEMENT	FOOTBALL	
138		LAMEESHA BEST	BASKETBALL	59 Woodstar Avenue, Phase 2, Bon Air Gardens
139		RAJESH LATCHOO	FOOTBALL	221 Cedar Hill, Princes Town
140	Siparia	MARLENE PIERRE-LEWIS	BASKETBALL	#2 Street Mary's Village South Oropouche
141		MARLON LEWIS	FOOTBALL	Cocoa Alley, Siparia
142		LEONARD VARGAS	CRICKET	12A Quinam Road, Siparia
143		GLEN PATRICK	BASKETBALL	Lilly Trace, Siparia
144	St. Paul Street	MARLON YEARWOOD	FOOTBALL	Lot 4 Mendez Tr Mootoo Lands Arima
145		CEDRIC HAZELWOOD	FOOTBALL	Lp 119 Upper Laventille Road Laventille
146		STEPHEN LEONCE	BASKETBALL	#3 Apt 1-3 Foster Street, Port of Spain

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - COACHES**

NO	AREA	COACHES	SPORT	ADDRESS
147		ISHWAR MARAJ	CRICKET	# 20 Trent Drive Orchard Gardens Chaguanas
148	St. Joseph	KEVIN APPLEWHITE	FOOTBALL	48B Royal Road Maracas St Joseph
149		ROBERT DENNIS	FOOTBALL	El Chorro Road, Maracas, St. Joseph
150		DALE SONDEERS	BASKETBALL	School Street, Maracas, St. Joseph
151		ANEAL RAJAH	CRICKET	12 Freeman Road, St. Augustine (Replaced Trevor McLeod)
152	Tabaquite	KESTON ALLARD	FOOTBALL	
153		JARED DE GANNES	CRICKET	#29 Sandstone Trace Poonah Road Williamsville
154		HUGH COLTHRUST	BASKETBALL	#375 Angisa Street, Couva
155		KHALIL MUSTAPHA	FOOTBALL	LP 24 La Canoa Road, Santa Cruz
156	Valencia	DAVID POWER	FOOTBALL	Bellamy St Cocorite Road Arima
157		MARLON GUERRA	FOOTBALL	#54 Cocorite Road, Arima
158		SYDNEY BAPTISTE	CRICKET	LP 51 McNeil Street, Cocorite Road, Arima
159		FABRICE FISHER	BASKETBALL	#62 Back Street, Cane Farm, Arouca

LS PARTICIPANTS
JUNE,2014

APPENDIX 4

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT
CENTRAL SOUTH	MARABELLA	14	21,000	2	3,000	16	24,000
	TABAQUITE	9	13,500	15	22,500	24	36,000
	ENTERPRISE	45	67,500	14	21,000	59	88,500
	PLESANTVILLE	2	3,000	9	13,500	11	16,500
	LA ROMAIN	35	52,500	22	33,000	57	85,500
TOTAL CENTRAL SOUTH		105	157,500	62	93,000	167	250,500

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT
SOUTH WEST	FULLIETON	17	25,500	5	7,500	22	33,000
	LA BREA	53	79,500	5	7,500	58	87,000
	SANTA FLORA	32	48,000	22	33,000	54	81,000
	FYZABAD	23	34,500	1	1,500	24	36,000
	POINT FORTIN	28	42,000	2	3,000	30	45,000
TOAL SOUTH WEST		153	229,500	35	52,500	188	282,000

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT
SOUTH EAST	MAYARO	17	25,500	13	19,500	30	45,000
	MORUGA	30	45,000	30	45,000	60	90,000
	PENAL	42	63,000	15	22,500	57	85,500
	SIPARIA	40	60,000	6	9,000	46	69,000
	MORNE DIABLO	43	64,500	12	18,000	55	82,500
TOTAL SOUTH EAST		172	258,000	76	114,000	248	372,000

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT	
NORTH WEST	BELMONT	58	87,000	2	3,000	60	90,000	
	MORVANT	48	72,000	10	15,000	58	87,000	
	ST. PAUL ST.	51	76,500	9	13,500	60	90,000	
	COCORITE	-	-	60	90,000	60	90,000	
	CARENARGE	36	54,000	24	36,000	60	90,000	
	BAGATELLE	22	33,000	36	54,000	58	87,000	
	BASILON STREET	19	28,500	41	61,500	60	90,000	
	RIVER ESTATE	-	-	30	45,000	30	45,000	
	COVIGNE	-	-	30	45,000	30	45,000	
	FOUR ROADS	-	-	30	45,000	30	45,000	
	MARAVAL	41	61,500	17	25,500	58	87,000	
	TOTAL NORTH WEST		275	412,500	289	433,500	564	846,000

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT
EAST	SANGRE GRANDE	59	88,500	-	-	59	88,500
	VALENCIA	59	88,500	-	-	59	88,500
	PINTO	44	66,000	15	22,500	59	88,500
	MALABAR	14	21,000	42	63,000	56	84,000
	MALABAR TRAIN LINE 1	-	-	30	45,000	30	45,000
	MALABAR TRAIN LINE 2	18	27,000	10	15,000	28	42,000
	SAMAROO VILLAGE	24	36,000	32	48,000	56	84,000
	CARAPO	1	1,500	59	88,500	60	90,000
TOTAL EAST		219	328,500	188	282,000	407	610,500

DISTRICT	CENTRE	ACH	\$TOTAL ACH	CHQ	\$TOTAL CHQ	TOTAL PARTICP	TOTAL PAYMENT
NORTH CENTRAL	MALONEY	46	69,000	14	21,000	60	90,000
	LA HORQUETTA	59	88,500	-	-	59	88,500
	ST. JOSEPH	60	90,000	-	-	60	90,000
	MT. D'OR	18	27,000	42	63,000	60	90,000
	BARATARIA	31	46,500	27	40,500	58	87,000
	JOHN JOHN	-	-	60	90,000	60	90,000
	BEETHAM GARDENS	-	-	30	45,000	30	45,000
	YTC	-	-	38	57,000	38	57,000
	ANGOSTURA	52	78,000	8	12,000	60	90,000
	TOTAL NORTH CENTRAL		266	399,000	219	328,500	485

ACH	TOTAL ACH	CHQ	TOTAL CHQ	GRAND TOTAL	TOTAL
1,190	1,785,000	869	1,303,500	2,059	3,088,500

Verified LIFE-sport
CERTIFIED CORRECT
20.6.2014
LIFE SPORT

1303,500

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME**

APPENDIX 5

EMPLOYEE INFORMATION LOG 2013 - CATERERS

NAME	ADDRESS	CONTACT NOS	VENUE	REMARKS
Alicia Mohammed	#124 San Francique Road, Penal via La Romain	620-5131/ 392-5580	Fyzabad Community Centre	
Alana Villafana	Phase V Beetham Gardens, Beetham		Beetham	
Anne Grant	3rd Avenue, Barataria		Barataria Community Centre	
Brenda Teague	#3 Bain Street, Point Cumana, Carenage	714-4929	Maraval Community Centre	
Brenda Teague	(Sharing centers)	298-8678	Riverestate Life-sport Centre	
Cindy Garcia	#25 Mount Pleasant Road, Arima	678-8990	Bagatelle Merrytones Pan Complex	
Crystal Francis	#8 Cedar Avenue, Valencia	374-6089	Valencia Community Centre	
Donniel Hassan Maraj	Mt D'Or Road, Cham Fleurs	307-8162	Mt. D'Or Community Centre	
Dwan Ramsaran	172A Maranca Drive, Roystonia Housing Development, Roystonia Couva, Phase 6A, House #26	777-0667	Tabaquite Community Centre	
Esther Daniel Jagai	Pine Avenue, Orangefield Settlement, Carapichaima		Pleasantville Community Centre	
Farlon Thomas	#33 Sawmill Avenue, Petit Bourg, San Juan	355-2809	La Horquetta Regional Complex	
George Edwards	Laventille Extension Road, Morvant	310-7685	Marabella Crisis Centre	
Glen Amedee	49 4th Street ext. 6 Ave Malick, Barataria	397-7259	Laventille Community Complex	
Hamid Ali	320 Melodians Cresant, Malabar, Arima	336-3749	Malabar Train Line Centre	
Ingrid Reefer	#3 Supersaud Avenue, St. Margarets, Claxton Bay	775-8870	Morne Diablo Community Centre	
Joann Williams	Lp#15 Toco Main Road, Sangre Grande	376-7348	Durante Gardens Centre	
Jolene Legere	Bagna Trace, Chase Village, Carapichaima	482-7250	Chrissie Terrace Sports Grounds Facility	
Jo-Marie Bagot	New Phase 4, Malabar, Arima	495-3081	La Romain Community Centre	
Judy Kirton	10 Mucarapo Rd. St. James	345-5111	Belmont Community Centre	Replaccd Mr Hollis Arthur
Kevin Thomas	#16 Mootoo Lands, Arima	360-2961	Samaroo Village Community Centre	
Kevon Guy	#98 Malabar Extension Road, Malabar, Arima	361-3004	Penal Central Community Centre	
Kizzyann Edwards	Building 13 Apt. 3, Bellbird Avenue, Phase 3, Malabar, Arima	371-4411	Phase 4 Community Centre	
Kurt Rajkumar	#22 King Street, Princess Town	339-2797	Carenage Community Centre	
Makana Kresha Asson	Knox Lane, Siparia	217-4952	Siparia Community Centre	Replaced Ms D.K. Soverall
Mervyn Hercules	#16 Colorado Cresant, Edinburgh 500, Chaguanas	769-2886	St. Joseph Community Centre	

**MINISTRY OF SPORT
LIFE-SPORT PROGRAMME
EMPLOYEE INFORMATION LOG 2013 - CATERERS**

NAME	ADDRESS	CONTACT NOS	VENUE	REMARKS
Michelle Jack	Building B Apt.4-2, Paradise Heights, Morvant	682-1968	St. Paul Street Community Centre	
Mustapha Abdul Hamid	Building #6 Apt. 4-4 North, Maloney Gardens, Arouca	357-5665	Maloney Community Complex	
Nazilla James	Ferrier Circular Road, Guayaguayare	325-6799	Mayaro Indoor Sports Facility	
Nekeisha Wallace	#7 Pitchery Lane, Duke Street, POS	318-1579	EDR	
Patrice Clarke	#13 Chaconia Avenue, Coconut Drive, Morvant	322-4128	The Cottage, Morvant Export Centre	
Roger Brown	Los Bajos, Santa Flora		Los Bajos Community Centre	
Roger Springer	Gaston Street, Lange Park, Chaguanas	620-1320	Cedros Community Centre	
Sharmaine James	#421 Diamond Drive, Chaguanas	756-1381	Fanny Village Community Centre	
Shelly-Ann George	2A Plaisance Road, E.D.R., POS	339-4521	John John	
Sheran White	#3 Christian Drive, Plaisance Park, Point-a Pierre	771-0523	Marac Community Centre	
Shevon Walters	#50 Pinto Road, Arima	382-8090	Pinto Road Community Centre	
Shurlana Borneo	#28 Bye Pass Road, Arima	329-8890	Malabar Train Line Centre	
Stacey Joachim	169 Buen Intento, Princess Town	341-8966	Sobo Community Centre	
Stacy Griffith	#8 Rose Drive Extension, Carapo	322-5130	Evergreen, Carapo	
Tracy Williams	180 Western Main Road, Cocorite	701-9748	Cocorite Life-sport Centre	
PAST CATERERS:				
Crystal Mahabir	#32 Solomon Street, Wyaby Road, Carapichaima	323-6386	Embacadere Community Centre	replaced w.e.f 03.06.2013
Esther Pilgrim	#7 Seventeen D Street, Beetham Gardens	761-0314	Marac Community Centre	
Hollis Arther	#19 De Freitas Street, St. James	787-9338	Belmont Community Centre	replaced w.e.f. 03.02.2014
Kirn Isaac	#11 Soconusco Road, Santa Cruz	771-4338	Barataria Community Centre	Maja La Kai
Maurine Soverall	Siparia Community Centre	309-2229	Siparia Community Centre	replaced w.e.f 03.02.2014

The caterer for the following centres were not included above:

- 1 Covigne Road
- 2 Four Roads
- 3 YTC

Tantie anne's  **kitchen**
 Catering Services
 3rd Avenue Barataria

Telephone: 322-8861/322-88225

INVOICE #009

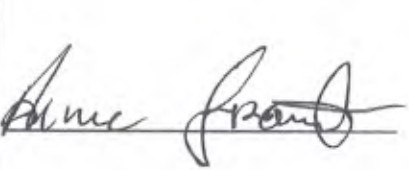

BILL TO: Director
Life Sport Programme
Ato Boldon Stadium

DATE: June 30th, 2014

Service provided to the **Barataria Life Sport Centre**, for the period of **June 2014**.

MENU

QUANTITY	ITEMS	TOTAL
65 Only	To cost of providing Life-Sport Participants Breakfast for of 19 days @ \$25.00 per participant during the period 02 nd – 30 th June, 2014 at the Barataria Life Sport Centre.	\$30,875.00
65 Only	To cost of providing Life-Sport Participants Breakfast for of 19 days @ \$45.00 per participant during the period 02 nd – 30 th June, 2014 at the Barataria Life Sport Centre.	\$55,575.00
	TOTAL	\$86,450.00

 ANNE GRANT Tantie Anne's Kitchen 30/06/2014 Date	 CERTIFIED CORRECT 30.6.2014 AUTHORIZED SIGNATURE LIFE SPORT _____ Date
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LIFE-SPORT
CATERERS JUNE, 2014

APPENDIX 7

	AREA	CENTRE	NAME	BREAKFAST	LUNCH	TOTAL
1	Angostura	Laventille Community Complex	Glen Amedee	30,875	55,575	86,450
2	Bagatelle	Merryton Pan Complex	Cindy Garcia	30,875	55,575	86,450
3	Barataria	Barataria Community Centre	Tantie Anne's Kitchen	30,875	55,575	86,450
4	Bassilon Street	Bassilon Street Centre	Nekeisha Wallace C	30,875	55,575	86,450
5	Beetham	Beetham Centre	Alana Villafana	14,250	25,650	39,900
6	Belmont	Belmont Community Centre	Chez Elles Catering C	30,875	55,575	86,450
7	Carapo	Evergreen Carapo	Stacy Griffith	30,875	55,575	86,450
8	Carenage	Carenage Community Centre	Kurt Rajkumar	30,875	55,575	86,450
9	Cocorite	Cocorite Centre	Tracy Williams	30,875	55,575	86,450
10	Enterprise	Chrissie Terrace Sports Grounds	Jolene Legere	30,875	55,575	86,450
11	Fullerton	Cedros Community Centre	Roger Springer	30,875	55,575	86,450
12	Fyzabad	Fyzabad Community Centre	Alica Mohammed	14,250	25,650	39,900
13	John John	John John	Shelly-Ann George	30,875	55,575	86,450
14	La Brea	Sobo Community Centre	Stacy Joachim	30,875	55,575	86,450
15	La Horquetta	La Horquetta Regional Complex	Farlon Thomas	23,750	42,750	66,500
16	La Romain	La Romain Community Centre	Jo-Marie Bagot C	30,875	55,575	86,450
17	Malabar	Phase 4 Community Centre	Kizzy-Ann Edwards	30,875	55,575	86,450
18	Malabar 1	Malabar train line	Shurlana Borneo	14,250	25,650	39,900
19	Malabar 2	Malabar train line	Hamid Ali C	28,500	51,300	79,800
20	Maloney	Maloney Community Complex	Mustapha Abdul Hamid	30,875	55,575	86,450
21	Marabella	Marabella Crisis Centre	George Edwards	30,875	55,575	86,450
22	Maraval	Maraval Community Centre	* Brenda Teaque	30,875	55,575	86,450
23	Mayaro	Mayaro Indoor Sports Facility	Nazilla James	14,250	25,650	39,900
24	Morne Diablo	Morne Diablo Community Centre	Ingrid Reefer	30,875	55,575	86,450
25	Moruga	Marac Community Centre	Sheran White	30,875	55,575	86,450
26	Morvant	The Cottage, Morvant Export Centre	Patrice Clarke	30,875	55,575	86,450
27	Mt D'or	Mt. D'Or Community Centre	Donniel Hassan Maraj	30,875	55,575	86,450
28	Penal	Penal Central Community Centre	Kevon Guy	30,875	55,575	86,450
29	Pinto	Pinto Road Community Centre	Shevon Walter	28,500	51,300	79,800
30	Pleasantville	Pleasantville Community Centre	Esther Daniel Jagai	30,875	55,575	86,450
31	Point Fortin	Fanny Village Community Centre	Sharmaine James	30,875	55,575	86,450
32	Samaroo Village	Samaroo Village Community Centre	Kevin Thomas	30,875	55,575	86,450
33	Sangre Grande	Sangre Grande Settlement,	Joann Williams	30,875	55,575	86,450
34	Santa Flora	Los Bajos, Community Centre	Roger Brown	30,875	55,575	86,450
35	Siparia	Siparia Community Centre	Makana Kresha Asson	30,875	55,575	86,450
36	St Joseph	St Joseph Community Centre	Mervyn Hercules	30,875	55,575	86,450
37	St Paul Street	St Paul Street Community Centre	Michelle Jack	30,875	55,575	86,450
38	Tabaquite	Tabaquite Community Centre	Dwan Ramsaran	30,875	55,575	86,450
39	Valencia	Valencia Community Centre	Crystal Francis	30,875	55,575	86,450
				1,125,750	2,026,350	3,152,100

Verified LIFE-sport

CERTIFIED CORRECT
LIFE SPORT 3rd G. V. 100

ALICIA MOHAMMED

124 San Francique Road, Timital Junction, Penal, via La Romain P.O.
Telephone: 1-868-620-5131 / 1-868-392-5580

July 31, 2013

The Director,
Life Sport Programme
Ato Boldon Stadium
COUVA.

Dear Sir,

RE: OUTSTANDING PAYMENT ON INVOICE NO. AM-003

I write to enquire about payment of amounts owed to me on the captioned invoice.

You would agree that this matter is taking way too long to be resolved. As, I indicated to your Mr. Charles, I have been conversing since last year with your accounts department, and even, Mr. Forbes Persaud who made the decision to pay 45 meals per day. I was informed since last year December, 2012 that the Board had agreed to pay the outstanding amount and I even spoke to Ms. Austin, who informed me that she got the approval, but was waiting on funds to accommodate this payment.

In the first place, Mr. Forbes had a meeting with me on 8th October, 2012 and he advised that I should supply approximately (45) Breakfasts and (45) Lunches respectively but liase with the Coordinator. On the morning of October 9th 2012, the Coordinator called and asked me to send (50) meals. In good faith, I supplied the meals and billed for it at the end of the month. I was paid for (45) meals on this invoice and now to this date after numerous phone calls to Ms. Austin and even now with the new people in place, I still have not heard anything about payment of the balance.

I am now attaching an Invoice for the balance outstanding and look forward for payment of same.

Should you require any further information, please do not hesitate to contact the undersigned.

Yours respectfully,



ALICIA MOHAMMED
Caterer – Fyzabad



ACCOUNTS DEPARTMENT

**Payment Voucher
LIFE-SPORT**

Name : KARDIAN CONSTRUCTION AND PROPERTY MANAGEMENT

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
19/8/2013	8260	MAINT. -CARAPO / PINTO / LA HORQUETTA	113,330.00	
		COMM CENTRE - MAY 2013		
	3000	Accounts Payable		113,330.00
		Total	113,330.00	113,330.00

Prepared by:

Date 19 AUG 2013

Payment Request

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
	3000	Accounts Payable	113,330.00	
	2000	FCB Life Sport A/c		113,330.00
		Total	113,330.00	113,330.00

Cheque # 28012

Bank Account 2030081

Prepared by:

Date 19 AUG 2013



KARDIAN CONSTRUCTION AND PROPERTY MANAGEMENT

Telephone: 485-4065



INVOICE

The Project Manager
Mr. Ronnell Barclay
Cleaning Services at Carapo Community Centre
Work Period: May 1st-May 31st, 2013

Invoice No. 14
Date: May 31st, 2013

Items	Descriptions	Unit	Qty	Rate	Cost
1	Sweep and Mop all floor areas	SUM			\$ 2,800.00
2	Empty all trash containers, replace all garbage bags, and remove all trash from the centre	SUM			\$ 2,700.00
3	Clean and sanitize all bathrooms including toilets, urinals, sinks, doors and partitions	SUM			\$ 6,800.00
4	Disinfect all bathroom floors and drains, sinks, bathroom counter tops, and bathroom fixtures	SUM			\$ 6,400.00
5	Replace all toilet paper, paper towels and soap	SUM			\$ 2,400.00
6	Spot clean all doors, light switches and walls	SUM			\$ 2,200.00
7	Replace all garbage bags in all bins, also wash, sanitize and clean bins as required	SUM			\$ 3,000.00
8	Spot clean all windows and other glass panes	SUM			\$ 4,000.00
9	Wipe, dust and clean all tables, chairs and any other accessories	SUM			\$ 3,900.00
10	Clean and polish all stainless appliances such as refrigerators etc.	SUM			\$ 3,700.00
TOTAL					\$ 37,900.00

KARDIAN CONSTRUCTION
Tel: 336-2962

[Signature]
KARDIAN CONSTRUCTION

NO JOB TOO SMALL

[Signature]





KARDIAN CONSTRUCTION AND PROPERTY MANAGEMENT

Telephone: 485-4065

INVOICE

The Project Manager
Mr. Ronnell Barclay
Cleaning Services at Pinto Road, Community Centre
Work Period: May 1st-May 31st, 2013

Invoice No. 15 *on file*
Date: May 31st, 2013

Items	Descriptions	Unit	Qty	Rate	Cost
1	Sweep and Mop all floor areas	SUM			\$ 2,880.00
2	Empty all trash containers, replace all garbage bags, and remove all trash from the centre	SUM			\$ 2,750.00
3	Clean and sanitize all bathrooms including toilets, urinals, sinks, doors and partitions	SUM			\$ 6,800.00
4	Disinfect all bathroom floors and drains, sinks, bathroom counter tops, and bathroom fixtures	SUM			\$ 6,350.00
5	Replace all toilet paper, paper towels and soap	SUM			\$ 2,300.00
6	Spot clean all doors, light switches and walls	SUM			\$ 2,100.00
7	Replace all garbage bags in all bins, also wash, sanitize and clean bins as required	SUM			\$ 2,850.00
8	Spot clean all windows and other glass panes	SUM			\$ 3,900.00
9	Wipe, dust and clean all tables, chairs and any other accessories	SUM			\$ 3,850.00
10	Clean and polish all stainless appliances such as refrigerators etc.	SUM			\$ 3,800.00
TOTAL					\$ 37,580.00

KARDIAN CONSTRUCTION
Tel: 485-2962

NO JOB TOO SMALL





KARDIAN CONSTRUCTION AND PROPERTY MANAGEMENT

Telephone: 485-4065



INVOICE

The Project Manager
Mr. Ronnell Barclay
Cleaning Services at La Horquetta Regional Complex
Work Period: May 1st-May 31st, 2013

Invoice No. 16 ON FILE
Date: May 31st, 2013

Items	Descriptions	Unit	Qty	Rate	Cost
1	Sweep and Mop all floor areas	SUM			\$ 2,900.00
2	Empty all trash containers, replace all garbage bags, and remove all trash from the centre	SUM			\$ 2,700.00
3	Clean and sanitize all bathrooms including toilets, urinals, sinks, doors and partitions	SUM			\$ 6,800.00
4	Disinfect all bathroom floors and drains, sinks, bathroom counter tops, and bathroom fixtures	SUM			\$ 6,400.00
5	Replace all toilet paper, paper towels and soap	SUM			\$ 2,300.00
6	Spot clean all doors, light switches and walls	SUM			\$ 2,200.00
7	Replace all garbage bags in all bins, also wash, sanitize and clean bins as required	SUM			\$ 2,850.00
8	Spot clean all windows and other glass panes	SUM			\$ 3,900.00
9	Wipe, dust and clean all tables, chairs and any other accessories	SUM			\$ 3,900.00
10	Clean and polish all stainless appliances such as refrigerators etc.	SUM			\$ 3,900.00
TOTAL					\$ 37,850.00

~~KARDIAN CONSTRUCTION~~
Tel: 366 2962



~~CERTAIN NO JOB TOO SMALL~~



LIFE SPORT
Aged Payables
As of Aug 19, 2013

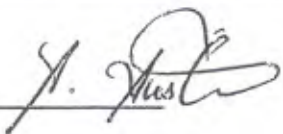
Filter Criteria includes: 1) IDs: KARDIAN; 2) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
KARDIAN	14		37,900.00			37,900.00
Kardian Construction	15		37,580.00			37,580.00
	16		37,850.00			37,850.00
KARDIAN			113,330.00			113,330.00
Kardian Construction						
Report Total			113,330.00			113,330.00

ACCOUNTS DEPARTMENT
Payment Voucher
LIFE-SPORT

Name : Reno Energy Company Ltd

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		
		The Fyzabad Recreational Grounds		
		Jan-13		
				199,582.50
		Total	199,582.50	199,582.50

Prepared by: 

Date _____

Payment Request

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		199,582.50
		Total	199,582.50	199,582.50

Cheque # 1518

Bank Account 2030081

Prepared by: _____

Date _____

File No. 60/2/12 sub 2

Sheet No. 4

MINUTE SHEET

- ① Tender Document re Proposed Refurbishment Upkeep + M'tnce works on Recreation Field + Courts at the Fyzabad Ground — 01/12
- ② Scope of Works — 01/12
- ③ Invitation to Tender — Kensyl Properties Ltd. — 14/10/12
- ④ Invitation to Tender — AL Properties Ltd. — 14/10/12
- ⑤ Invitation to Tender — Reno Energy Co. Ltd. — 14/10/12
- ⑥ Submission of Bid — Kensyl Properties Ltd. — 24/10/12
- ⑦ Submission of Bid — AL Properties Ltd. — 24/10/12
- ⑧ Submission of Bid — Reno Energy Co. Ltd. — 24/10/12
- ⑨ Memo to Dir. of Sport of Tender Evaluation Recommendation re — 24/10/12
- ⑩ Note to PS — 25/10/12
- ⑪ — 26/10/12

(1)

PS, *[Signature]*

Re folios ① to ⑩. The maintenance & Upgrade documents submitted for the Lifesport Program have all been (reprocess) to suit the Ministry's Tendering process & procedures. Submitted for your approval is proposed refurbishment, upkeep & Maintenance at Fyzabad Rec. Grounds in the sum of (\$199,582.00). *[Signature]*
 28/10/12



Government of the Republic of Trinidad & Tobago

MINISTRY OF SPORT

MOS: 60/2/2 Sub2 Vol. 1

NOTE TO THE PERMANENT SECRETARY

The matter for consideration of the Permanent Secretary is the approval of the award of contract to Reno Energy Company Ltd. for the Proposed Refurbishment, Upkeep and Maintenance of Football Field, Cricket Pitch and Basketball Court at the Fyzabad Recreation Ground in the sum of One Hundred and Ninety Nine Thousand Eight Hundred and Fifty Two Dollars and Fifty Cents (\$199,582.50) V.A.T. Inclusive.

The works involve:

1. Irrigate plow and roll cricket pitch
2. Planting and maintaining savannah grass
3. Water, fertilize and aerify entire field
4. Mow entire field to maintain 40mm (1 ½ ") grass height
5. Supply and paint all line markings for cricket pitch
6. Maintain clean and level playing surface
7. Maintain all lines on basketball court
8. Supply, replace and maintain all backboards, rings and nets

Three (3) contractors were invited to a site meeting on Monday 16th October, 2012 to tender for the Proposed Refurbishment, Upkeep and Maintenance of Football Field, Cricket Pitch and Basketball Court at the Fyzabad Recreation Ground . All Three (3) Contractors attended and all Three (3) Submitted bids as follows:

NO	CONTRACTORS/ADDRESS	TENDER	VAT	TOTAL
1	AL Properties Limited 23 Victoria Square, Port of Spain	\$206,200.00	\$30,930.00	\$237,130.00
2	Kensyl Properties Limited 34 Jade Gardens, Diamond Vale, Port of Spain	\$200,212.50	\$30,031.88	\$230,244.38
3	Reno Energy Company ltd 27 DeVerteuil Street, Chaguanas	\$173,550.00	\$26,032.50	\$199,582.50

All mathematical checks were carried out. Tenders were evaluated at the V.A.T Exclusive price in accordance with the Central Tenders Board's guidelines. The recommendation is based upon the following criteria: tender responsiveness and pricing levels.

- 1 The pre-tender in-house estimate as prepared by the Project Manager is one hundred and sixty four thousand five hundred and thirty dollars and twenty five cent (\$164,530.25), plus twenty nine thousand thirty four dollars and seventy five cent (\$29,034.75) V.A.T totaling, one hundred and ninety three thousand five hundred and sixty five dollars (\$193,565.00)V.A.T inclusive.
- 2 The two highest tenderers submitted the documents requested. The lowest tenderer submitted some of the documents.
- 3 The pricing levels of all three tenders are above the Ministry's pre-tender estimate. The lowest tender is 3%, above the pre-tender estimate but within the minus ten per cent plus fifteen per cent (-10% + 15%) acceptable range.

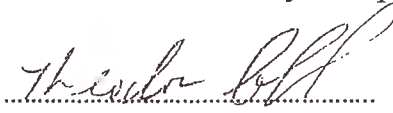
The two other tenders are higher than the ministry's in house by 18.9% and 22.5% respectively.

- 6 The completion time as indicated in the tender document is thirty (30) days.
- 7 Base on the foregoing, the lowest tender is the most competitive of those tendered and meet all requirements of the tender document. The contractor can complete the works with respect to cost and time satisfactorily.

Funds to meet the above-mention expenditure will be made available under:

HEAD	68 – Ministry of sport
Sub Head	04- Current Transfers and Subsidies
Item	009-Other Transfers
Sub Item	10- Life Sport
Project No.	1

Recommended for your approval


.....
Engineering Assistant III

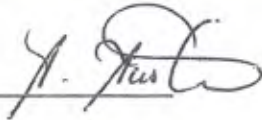
Approved by:


.....
Permanent Secretary
Ministry of Sport

ACCOUNTS DEPARTMENT
Payment Voucher
LIFE-SPORT

Name : Reno Energy Company Ltd

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		
		The Tabaquite Recreational Grounds		
		Jan-13		
				199,582.50
		Total	199,582.50	199,582.50

Prepared by: 

Date _____

Payment Request

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		199,582.50
		Total	199,582.50	199,582.50

Cheque # 1519

Bank Account **2030081**

Prepared by: _____

Date _____

File No. 6012/2 sub 3Sheet No. 1

MINUTE SHEET

- ① Tender Document for Proposed Refurbishment upkeep + M'tnce Works on Recreation field + Courts at Tabaguite Recreation Ground — 10/1
- ② Invitation to Tender — Reno Energy Co. Ltd. — 14/10/12
- ③ Invitation to Tender — Kensyl Properties Ltd. — 14/10/12
- ④ Invitation to Tender — AL Properties Ltd. — 14/10/12
- ⑤ Submission of Bid — AL Properties Ltd. — 24/10/12
- ⑥ Submission of Bid — Reno Energy Co. Ltd. — 24/10/12
- ⑦ Submission of Bid — Kensyl Properties Ltd. — 24/10/12
- ⑧ Memo to DPES re Tender Evaluation — 25/10/12
- ⑨ Note to PS — 26/10/12

PS, *[Signature]* 26/10/12
 (1)
 Re folios ① to ⑩. The maintenance & upgrade documents submitted for the Lifesport Program have all been (reprocess) to suit the Ministry's Tendering Process & procedures. Submitted for your approval is the proposed refurbishment, upkeep & maintenance work at the Tabaguite Rec. Gds. in the sum of (\$199,582.00)

[Signature]
 EA 26/10/12



(9)

Government of the Republic of Trinidad & Tobago
MINISTRY OF SPORT

MOS: 60/2/2 Sub3 Vol. 1

NOTE TO THE PERMANENT SECRETARY

The matter for consideration of the Permanent Secretary is the approval of the award of contract to Reno Energy Company Ltd. for the Proposed Refurbishment, Upkeep and Maintenance of Football Field, Cricket Pitch and Basketball Court at the Tabaquite Recreation Ground in the sum of One Hundred and Ninety Nine Thousand Eight Hundred and Fifty Two Dollars and Fifty Cents (\$199,582.50) V.A.T. Inclusive.

The works involve:

1. Irrigate plow and roll cricket pitch
2. Planting and maintaining savannah grass
3. Water, fertilize and aerify entire field
4. Mow entire field to maintain 40mm (1 ½ ") grass height
5. Supply and paint all line markings for cricket pitch
6. Maintain clean and level playing surface
7. Maintain all lines on basketball court
8. Supply, replace and maintain all backboards, rings and nets

Three (3) contractors were invited to a site meeting on Monday 16th October, 2012 to tender for Proposed Refurbishment, Upkeep and Maintenance of Football Field, Cricket Pitch and Basketball Court at the Tabaquite Recreation Ground. All Three (3) Contractors attended and all Three (3) Submitted bids as follows:

NO	CONTRACTORS/ADDRESS	TENDER	VAT	TOTAL
1	AL Properties Limited 23 Victoria Square, Port of Spain	\$206,200.00	\$30,930.00	\$237,130.00
2	Kensyl Properties Limited 34 Jade Gardens, Diamond Vale, Port of Spain	\$200,212.50	\$30,031.88	\$230,244.38
3	Reno Energy Company ltd 27 DeVerteuil Street, Chaguanas	\$173,550.00	\$26,032.50	\$199,582.50

All mathematical checks were carried out. Tenders were evaluated at the V.A.T Exclusive price in accordance with the Central Tenders Board's guidelines. The recommendation is based upon the following criteria: tender responsiveness and pricing levels.

- 1 The pre-tender in-house estimate as prepared by the Project Manager is one hundred and sixty four thousand five hundred and thirty dollars and twenty five cent (\$164,530.25), plus twenty nine thousand thirty four dollars and seventy five cent (\$29,034.75) V.A.T totaling, one hundred and ninety three thousand five hundred and sixty five dollars (\$193,565.00)V.A.T inclusive.
- 2 The two highest tenderers submitted the documents requested. The lowest tenderer submitted some of the documents.
- 3 The pricing levels of all three tenders are above the Ministry's pre-tender estimate. The lowest tender is 3%, above the pre-tender estimate but within the minus ten per cent plus fifteen per cent (-10% + 15%) acceptable range.

The two other tenders are higher than the ministry's in house by 18.9% and 22.5% respectively.

6 The completion time as indicated in the tender document is thirty (30) days.

7 Base on the foregoing, the lowest tender is the most competitive of those tendered and meet all requirements of the tender document. The contractor can complete the works with respect to cost and time satisfactorily.

Funds to meet the above-mention expenditure will be made available under:

HEAD	68 – Ministry of sport
Sub Head	04- Current Transfers and Subsidies
Item	009-Other Transfers
Sub Item	10- Life Sport
Project No.	1

Recommended for your approval


.....
Engineering Assistant III


Approved by:


.....
Permanent Secretary
Ministry of Sport

ACCOUNTS DEPARTMENT
Payment Voucher
LIFE-SPORT

Name : Reno Energy Company Ltd

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		
		Chrissie Trace Recreational Facilities		
		Jan-13		
				199,582.50
		Total	199,582.50	199,582.50

Prepared by: 

Date _____

Payment Request

Date	Account Number	Detailed Description of Goods and Services	Amount \$	
			Debit	Credit
13/3/2013	8075	Maintenance	199,582.50	
	2000	FCB Operational A/c		199,582.50
		Total	199,582.50	199,582.50

Cheque # 1520

Bank Account **2030081**

Prepared by: _____

Date _____



Government of the Republic of Trinidad & Tobago

MINISTRY OF SPORT

MOS: 60/2/2 Sub Vol. 1

NOTE TO THE PERMANENT SECRETARY

The matter for consideration of the Permanent Secretary is the approval of the award of contract to Reno Energy Company Ltd. for the proposed upgrade and maintenance of the playing field and basketball court at the Enterprise Recreation ground, located at the Chrissie Trace Recreational Facilities, Chrissie Trace, Lendor Village, Enterprise in the sum of One Hundred and Ninety Nine Thousand Eight Hundred and Fifty Two Dollars and Fifty Cents (\$199,852.50) V.A.T. Inclusive.

The works involve:

1. Irrigate plow and roll cricket pitch
2. Planting and maintaining savannah grass
3. Water, fertilize and aerify entire field
4. Mow entire field to maintain 40mm (1 ½ ") grass height
5. Supply and paint all line markings for cricket pitch
6. Maintain clean and level playing surface
7. Maintain all lines on basketball court
8. Supply, replace and maintain all backboards, rings and nets

Three (3) contractors were invited to a site meeting on Monday 16th October, 2012 to tender for the proposed upgrade and maintenance of the playing field at the

Enterprise Recreation Ground at Chrissie Trace Lendor Village, Enterprise. All Three (3) Contractors attended and all Three (3) Submitted bids as follows:

NO	CONTRACTORS/ADDRESS	TENDER	VAT	TOTAL
1	Reno Energy Company ltd 27 DeVerteuil Street, Chaguanas	\$173,550.00	\$26,032.50	\$199,582.50
2	AL Properties Limited 23 Victoria Square, Port of Spain	\$206,200.00	\$30,930.00	\$237,130.00
3	Kensyl Properties Limited 34 Jade Gardens, Diamond Vale, Port of Spain	\$200,212.50	\$30,031.88	\$230,244.38

All mathematical checks were carried out. Tenders were evaluated at the V.A.T Exclusive price in accordance with the Central Tenders Board's guidelines. The recommendation is based upon the following criteria: tender responsiveness and pricing levels.

- 1 The pre-tender in-house estimate as prepared by the Project Manager is one hundred and sixty four thousand five hundred and thirty dollars and twenty five cent (\$164,530.25), plus twenty nine thousand thirty four dollars and seventy five cent (\$29,034.75) V.A.T totaling, one hundred and ninety three thousand five hundred and sixty five dollars (\$193,565.00)V.A.T inclusive.
- 2 The two highest tenderers submitted the documents requested. The lowest tenderer submitted some of the documents.
- 3 The pricing levels of all three tenders are above the Ministry's pre-tender estimate. The lowest tender is 3%, above the pre-tender estimate but within

the minus ten per cent plus fifteen per cent (-10% + 15%) acceptable range. The two other tenders are higher than the ministry's in house by 18.9% and 22.5% respectively.

- 4 The completion time as indicated in the tender document is thirty (30) days.

- 5 Base on the foregoing, the lowest tender is the most competitive of those tendered and meet all requirements of the tender document. The contractor can complete the works with respect to cost and time satisfactorily.

Funds to meet the above-mention expenditure will be made available under:

HEAD	68 – Ministry of sport
Sub Head	04- Current Transfers and Subsidies
Item	009-Other Transfers
Sub Item	10- Life Sport
Project No.	1

Recommended for your approval


.....
Engineering Assistant III

Approved by:


.....
Permanent Secretary
Ministry of Sport



Government of the Republic of Trinidad & Tobago

MINISTRY OF SPORT

MS: 60/2/2 Sub 4 Vol. 11

NOTE TO THE PERMANANT SECRETARY

The matter for consideration of the Permanent Secretary is the approval of the award of contract to Reno Energy Company Ltd. For the proposed upgrade and maintenance of the playing field and basketball court at the Maloney Recreation Ground, located at the Maloney Boulevard, Maloney Gardens in the sum of One Hundred and Thirty-Seven Thousand Nine Hundred and Eighty-Eight Dollars and Fifty Cent (\$137,988.50) Vat Inclusive.

The works involve:

1. Irrigate plow and roll cricket pitch
2. Planting and maintaining savannah grass
3. Water, fertilize and aerify entire field
4. Mow entire field to maintain 40mm (1 ½ ") grass height
5. Supply and paint all line markings for cricket pitch
6. Maintain clean and level playing surface
7. Maintain all lines on basketball court
8. Supply, replace and maintain all backboards, rings and nets

Three (3) contractors were invited to a site meeting on Tuesday 29th January, 2013 to tender for the proposed upgrade and maintenance of the playing field at the Maloney Recreation Ground at Maloney Boulevard, Maloney Gardens. All Three (3) Contractors attended and all Three (3) Submitted bids as follows:

NO	CONTRACTORS/ADDRESS	TENDER	VAT	TOTAL
1	Reno Energy Company Ltd #27 De Vertuile Street Chaguanas	\$119,990.00	\$17,998.50	\$137,988.50
2	A Reliable Team of Professionals #20 Moonstone Crescent Edinburgh 500, Chaguanas	\$119,460.00	-	\$119,460.00
3	Kensyl Properties Ltd 34 Jade Gardens, Diamond Vale, Port of Spain	\$119,640.00	-	\$119,640.00

All mathematical checks were carried out. Tenders were evaluated at the V.A.T exclusive price in accordance with the Central Tenders Board's guidelines. The recommendation is based upon the following criteria: tender responsiveness and pricing levels.

- 1 The pre-tender in-house estimate as prepared by the project manager is One Hundred and Fifteen Thousand Five Hundred and Ninety-Seven Dollars and Thirty Cent (\$115,597.30), plus Seventeen Thousand Three Hundred and Thirty-Nine Dollars and Fifty-Nine Cent (\$17,339.59) V.A.T totaling, One Hundred and Thirty-Two Thousand Nine Hundred and Thirty-Six Dollars and Eighty-Nine Cents (\$132,936.89) V.A.T Inclusive.
- 2 The three highest tenderers submitted the documents requested.
- 3 Estimate. The lowest tender is 3.3%, above the pre-tender estimate but within the minus ten per cent plus fifteen per cent (-10% + 15%) acceptable range. The two other tenders are higher than the ministry's in house by 3.5% and 4.0% respectively.
- 4 The completion time as indicated in the tender document is thirty (30) days.

4 The completion time as indicated in the tender document is thirty (30) days.

5 Base on the foregoing, the lowest tender is the most competitive of those tendered and meet all requirements of the tender document. The contractor can complete the works with respect to cost and time satisfactorily.

Funds to meet the above-mention expenditure will be made available under:

HEAD	68 - Ministry of sport
Sub Head	04- Current Transfers and Subsidies
Item	009 Other Transfers
Sub item	10- Life Span
Project No	3

Recommended for your approval

.....
Engineering Assistant III

Approved by:


.....
Permanent Secretary
Ministry of Sport

JOLENE LEGERE

**Bagna Trace
Chase Village
Carapichaima
MOBILE:- 868-482-7250**

Invoice # JL-0012

**Bill to: Director,
Life-sport Programme
AtoBoldon Stadium
Couva**

Date:- February 28th 2014.

Service provided to the Enterprise Life-sport Center – February 2014

Qty	Description	Cost
65 Only	To cost of providing Life-sport Participants Breakfast for 20 Days @ \$25.00 per participant during the period 1 st – 28 th February 2014 at the Enterprise Life-sport Center.	\$32,500.00
65 Only	To cost of providing Life-sport Participants Lunch for 20 Days @ \$45.00 per participant during the period 1 st – 28 th February 2014 at the Enterprise Life-sport Center.	\$58,500.00
TOTAL		\$91,000.00 —

Jolene Legere
Jolene Legere Authorized Signature
28 2 2014
 Date

CERTIFIED CORRECT
Charles
DIRECTOR LIFE SPORT
28 02 14
 Date



**RENO ENERGY
COMPANY LTD.**

27 DeVerteuil Street, Chaguanas,
Trinidad, West Indies.
Tel: 868-671-7463
Fax: 868-665-8517

INVOICE

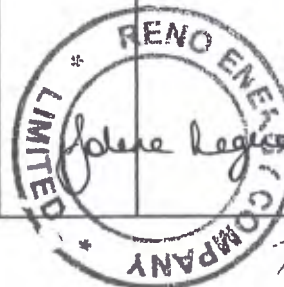
VAT Registration No. 137050

To: The Project Manager
Project: Maloney Recreation Ground

Attention: Mr.Ronnell Barclay

Invoice No. I013-13
Date: July 31st, 2013

Items	Descriptions	Unit	Qty	Rate	Amount
1	Remove from field all weeds and knott grass.	m2	700	\$ 29.00	\$ 20,300.00
2	Supply and place but not limited to weed killers and fertilizers	m2	800	\$ 38.00	\$ 30,400.00
3	Supply and place but not limited to grass seedlings and grass plants	m2	800	\$ 38.00	\$ 30,400.00
4	Aerate, plow, roll and compact pitch	m2	80	\$ 238.00	\$ 19,040.00
5	Supply and apply lime to all infected areas of the field as required	m	80	\$ 30.00	\$ 2,400.00
6	Clean and maintain surface free from all unwanted dirt, silt, oil, grass and grease	m2	500	\$ 28.50	\$ 14,250.00
7	Maintain all lines to basketball court	m	400	\$ 8.00	\$ 3,200.00
Sub Total					\$ 119,990.00
Vat @ 15%					\$ 17,998.50
Total					\$ 137,988.50



CERTIFIED CORRECT

Handwritten signature

HARTSTONE CONSTRUCTION LIMITED

#193 NORTH STARS AVENUE

MALABAR

PHONE # 733-8346/299-9730

Invoice#102

2013-02-26

The Director,
The Ministry of Sport,
#12 Abercromby Street,
Port of Spain.

Dear Sir/Madam,

We are pleased to submit to you the following Invoice:

Details	Amt \$
<i>Refurbishment of Mt. Dor Community Centre located</i>	125,520.00
<u>VAT</u>	18,828.00
<u>TOTAL</u>	144,348.00

Details of Payments are as follows:

- Request for the 1st Payment of the above amount to be granted in order to commence project.
- All cheques be made payable to "HARTSTONE CONSTRUCTION LTD"

Yours Respectfully



Mr. Sean Hart

Director

HARTSTONE CONSTRUCTION LTD

HARTSTONE
CONSTRUCTION Co. Ltd.

BOWEN'S LOWPRICE HARDWARE

APPENDIX 14

Corner Peter Ave., Pinto Rd, Arima
Tel : 486-4620/687-5080

INVOICE NO. 2038

- Cash
- Charge

date ??

Customer : Ministry of Sport/ Life Sport Programme
Address : 12 Abercromby Street ,Port of Spain

Qty	Description	Cost
4	Roles of BRC	\$1900.00
4	Loads of Gravel	\$5000.00
70	Bags Cement <i>63</i>	\$3500.00
4	Boxes of 2 ½ Concrete nail	\$68.00
	100 LB Line	\$25.00
		\$10493.00

[Signature]
.....

Received by

[Signature]
.....

Checked by

Make cheque payable to Kieron Edwards.

Pan Tent Pinto

[Signature]
15 Champion

[Signature]
8/2/18

D.C. TENT RENTALS

#8 POWI LANE MALABAR ARIMA

SUPPLIERS OF: TENTS, TABLES, CHAIRS PORTABLE TOILETS

INVOICE

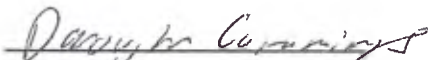
DATE: 30th April 2014.

CUSTOMER NAME: LIFE-sport Committee


ADRESS: Carapo

QUANTI TY	ITEMS	COST PER DAY	AMOUNT
2	Portable toilets		\$15,000.00
2	20 x 20 Tents		\$30,000.00
6	20Ft Sidewalls @ \$2.50 Per Foot		\$11,000.00
2	Port a Cool Unit		\$36,000.00
1	Port a Hand Sink		\$6,000.00
	Reimbursement for the above items destroyed in the month of February 2013 during a Police Raid.		
		TOTAL	\$98,000.00

Please make cheques payable to Davoughn Cummings.


Authorized by

Contact No: (868) 760-2079 Cell.


Customer Signature
CERTIFIED CORRECT
30.4.2014
No: RI001
LIFE SPORT

D.C. TENT RENTALS

#2 DOULANE MALABAR ARIMA

SUPPLIERS OF: TENTS, TABLES, CHAIRS PORTABLE TOILETS

INVOICE

DATE: 5th September, 2013.

CUSTOMER NAME: LIFE-sport Committee

ADRESS: Malabar to Guyaguyare

QUANTITY	ITEMS	COST PER DAY	AMOUNT
8	25 Seater Maxi Taxi	\$3500.00	\$28,000.00
200	Catering Breakfast, Lunch and Drinks	\$110.00	\$22,000.00
		TOTAL	\$50,000.00

Please make cheques payable to Davoughn Cummings.

Davoughn Cummings
Authorized by

CERTIFIED CORRECT

Charles

Customer Signature

ASSIST DIRECTOR

LIFE SPORT

20.09.13

ALLSNORTH GENERAL CONTRACTOR

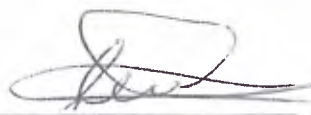
#276 Allstars Crescent
 Malabar
 ARIMA

INVOICE AGC/031-2013

Director Lifesport
 Ato Boldon Stadium
 COUVA

September 27, 2013

Item	Qty	Description	Unit Cost	Total Cost
1		To cost of providing the undermentioned modules for the LIFEsport Programme – July – September 2013 at sixteen (16) Lifesport Centers:- Tutition		
	960	<ul style="list-style-type: none"> Basic Course in Air Condition and Refrigeration @ sixty (60) Contact hours per Centre. 	\$300.00	\$288,000.00
	960	<ul style="list-style-type: none"> Basic Course Electrical Installation (House Wiring) @ sixty (60) Contact hours per Centre 	\$300.00	\$288,000.00
2	16	Equipment and Material as per RFP	\$15,000.00	\$240,000.00
3	16	Consumables	\$7,000.00	\$112,000.00
			TOTAL	\$928,000.00



Manager
 Allsnorth General Contractor

SERVICE PROVIDED SATISFACTORILY
 LIFE SPORT

Charles
 CERTIFIED CORRECT
 Director
 LIFE SPORT
 30. 09. 13

RE-CONSTRUCTION AND REPAIRS LIMITED

17 Munroe Road
CUNUPIA

INVOICE 2100

27. September 2013

Item	Qty	Description	Cost	Total Cost
1	25 Centers	Basic Introductory Courses in the following Discipline at the Lifesport Centre:- 1. Building Construction (Basic) to include Carpentry, Masonry, Plumbing and Steel Fabrication – Building Cladding (Metal & Glass) 2. Welding (Basic) to include Safety in Welding, ARC, MIG and Acetylene Welding. 3. Tuition for 75 Contact Hours per Centre	\$26,250.00	\$656,250.00
		Cost of Tools and Equipment		\$175,000.00
	25	Consumables	\$5,000.00	\$125,000.00
		Contingencies		\$ 25,000.00
			TOTAL	\$981,250.00



Manager
Re-Construction & Repairs Ltd

A
SERVICE PROVIDED SATISFACTORILY
LIFE SPORT

Shankar
CERTIFIED CORRECT
DIRECTOR
LIFE SPORT
30.09.13

INVOICE # 279

SCOBEX TEK LIMITED

#68 MALABAR ROAD
MALABAR
ARIMA

SEPTEMBER 26, 2013

TO: DIRECTOR, LIFSPORT
MINISTRY OF SPORT
ATO BOLDON STADIUM
COUVA

DESCRIPTION	QTY	COST	EXT. COST
COST OF PROVIDING THE FOLLOWING BASIC FUNDAMENTAL COURSES FOR THE LIFSPORT:-			
<ul style="list-style-type: none"> • AQUACULTURE/GROW BOX/RABBITRY • BASIC COURSE PHYSICAL EDUCATION • BASIC FUNDAMENTALS OF GYM EQUIPMENT MAINTENANCE AND UPKEEP • BASIS FUNDAMENTALS OF SMALL CATERING/FOOD PREPARATION. • BASIS FUNDAMENTALS OF PHYSIOTHERAPY • BASIC FUNDAMENTALS OF FABRIC DESIGN/AIRBRUSH PAINTING/TIE DYE AND BATIK • @ 60 CONTACT HOURS PER CENTRE PER COURSE. 	20 CENTERS	\$30,000.00	\$600,000.00
COST OF TOOLS AND EQUIPMENTS			\$230,000.00
CONTINGENCIES			\$ 35,000.00
CONSUMABLES			\$ 70,000.00
		TOTAL	\$935,000.00



 DIRECTOR
 SCOBEX TEK LTD

Charles
 CERTIFIED CORRECT
 DIRECTOR LIFE SPORT
 20. 09. 13

INVOICE # 279

SCOBEX TECH LIMITED

#68 MALABAR ROAD
MALABAR
ARIMA

SEPTEMBER 26, 2013

TO: DIRECTOR, LIFESPOT
MINISTRY OF SPORT
ATO BOLDON STADIUM
COUVA

DESCRIPTION	QTY	COST	EXT. COST
COST OF PROVIDING THE FOLLOWING BASIC FUNDAMENTAL COURSES FOR THE LIFESPOT:- <ul style="list-style-type: none"> • AQUACULTURE/GROW BOX/RAEBITRY • BASIC COURSE PHYSICAL EDUCATION • BASIC FUNDAMENTALS OF GYM EQUIPMENT MAINTENANCE AND UPKEEP • BASIS FUNDAMENTALS OF SMALL CATERING/FOOD PREPARATION. • BASIS FUNDAMENTALS OF PHYSIOTHERAPY • BASIC FUNDAMENTALS OF FABRIC DESIGN/AIRERUSII PAINTING/HE DYE AND BATIK • @ 60 CONTACT HOURS PER CENTRE PER COURSE. 	20		
	CENTERS	\$30,000.00	\$600,000.00
COST OF TOOLS AND EQUIPMENTS			\$230,000.00
CONTINGENCIES			\$ 35,000.00
CONSUMABLES			\$ 70,000.00
		TOTAL	\$935,000.00



DIRECTOR
SCOBEX TECH LTD

Charles
CERTIFIED CORRECT
Director
LIFE SPOT
30.09.13



Kadeem & Associates Ltd.

25 ALEXANDRITE STREET, SON AIR WEST, AROUCA, TRINIDAD AND TOBAGO, W. I.

Cell: (868) 763-9444 Email: kadeemassociates@hotmail.com

INVOICE # KAL-2115

TO: Life-sport Programme
Ato Boldon Stadium
COUVA

September 25, 2013

THE SUPPLY AND DELIVERY OF FIVE (5) BASIC COURSES TO LIFESPORT

Item	Quantity	Description	Unit Cost	Total Cost
1	20 Centers	Services provided to the Lifesport Centers as detailed:- 1. Introductory Course in Computer Repairs & Services. 2. Introductory Course in Photography and Videography. 3. Introductory Course in Radio and Television Presentation, Disc Jockey, Radio and Television Voice Advertisements. 4. Introductory Course in Print Media Copy and Layout & Script Writing. Tuition = 60 Contact hours per Centre	\$32,000.00	\$640,000.00
		Requisite Tools, Materials and Supplies		\$160,000.00
		Consumables		\$140,000.00
		Contingencies		\$ 30,000.00
		TOTAL		\$970,000.00

RECEIVED SATISFACTORILY
LIFE SPORT

Please make cheque payable to Kadeem & Associates Ltd.

Rex
Operation Manager
Kadeem & Associates Limited

Charles
CERTIFIED CORRECT
DIRECTOR
LIFE SPORT
30-09-13

MCKAIN ENTERPRISE LTD

#24 KING ORANGE DRIVE
 SANTA ROSA HEIGHT
 ARIMA

TO: LIFESPORT
 ATO BOLDON STADIUM
 COUVA

SEPTEMBER 24, 2013

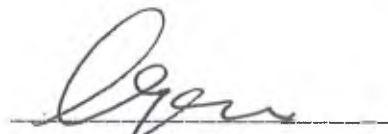
ATTENTION: DIRECTOR

INVOICE # 771

"SERVICE BEFORE SELF"

QTY	DESCRIPTION	UNIT COST	EXT. COST
15 CENTERS	SPECIALTY SERVICES FOR THE LIFESPORT PROGRAMME - BASIC COURSE IN THE FIELDS OF BARTENDING, AUTOMOBILE DETAILING, AUTO MECHANICS, LANDSCAPING AND BARBERING @ 75 CONTACT HOURS PER CENTRE -TUITION ONLY	\$40,000.00	\$600,000.00
	TOOLS AND MATERIALS		\$200,000.00
	ON-SITE VISITS AND CONTINGENCIES		\$30,000.00
	CONSUMABLES		\$75,000.00
		TOTAL	\$905,000.00

THANKS FOR GIVING US THE OPPORTUNITY TO BE OF SERVICE TO YOUR ORGANIZATION.



DIRECTOR
 MCKAIN ENTERPRISE LTD

Charles
 CERTIFIED CORRECT
 DIRECTOR LIFE SPORT
 30.09.13

LIFE-*sport*
PROGRAMME

**Literacy, Numeracy &
Technology
Component**

FYs 2013 & 2014

**Justification for
Sole Select**

Date: 23 November 2012

LIFE-*sport* PROGRAMME

Literacy, Numeracy & Technology Components FYs 2013 & 2014 Justification for Sole Select

A. INTRODUCTION

The matter for consideration of the Board of the Sports Company of Trinidad and Tobago Limited is the engagement of a Sole Select consultant to conduct the Literacy, Numeracy and Technology Component of the LIFE-*sport* Programme.

The Board is asked to note that in recent years, Trinidad and Tobago has experienced relatively high levels of criminal activity. Statistics show that a significant number of these perpetrators are young males under the age of 25 years. Research has revealed that the profiles of these offenders are from poorer communities; have little education and, most of all, lack employable skills. Hence, many of these seek alternative economic opportunities by engaging in illegal activities which tend to have violent repercussions to human life.

The Life-*sport* Programme was introduced by the Ministry of Sport to get unemployed young men involved in a sporting activity in order to redirect their lives into productive activities through positive engagements. The initial programme concept identified support elements such as occupational skills training, social life skills and social networking as a means of rounding out the profile of L-S programme participants. With the establishment of the LIFE-*sport* Board/ Implementation Team whose mandate was to guide the operations of the programme, significant adjustments were made to the programme's concept with the overall purpose of plugging those gaps traditionally overlooked in the curricula of social programmes.

The Ministry of Sport identified 33 communities in need of intervention as it seeks to encourage 60 'at-risk' youths *per community*, to transform their lives by participating in the LIFE-*sport* Programme.

The LIFE-*sport* Programme is designed to affect the lives of 'at-risk' young males in the following ways:

- 1) To reduce their amount of idle, unproductive and unsupervised time
- 2) To introduce discipline, order and structure

- 3) To help them become responsible and law-abiding members of society
- 4) To open avenues for educational and technical advancement, and gainful employment
- 5) To harness and strengthen their marketable skills

Prospective participants should meet the following conditions:

- 1) Be unemployed
- 2) Be Young males 16-25 years
- 3) Be willing to participate in a sport (cricket/basketball/football)
- 4) Be willing to take instructions from programme officials
- 5) Be a team player

The Programme has 3 main components:

- 1) LIFE-Skills
- 2) Educational
- 3) Sporting

Items 1 and 2 are mainly classroom based while item 3 is conducted mainly outdoor, with complementary classroom-type sessions as required. The overall complexity and critical nature of the LIFE-*Sport* Programme commands the most efficient execution in its operation. Consequently, the need to infuse technology as a key enabler is deemed imperative.

B. PURPOSE

The purpose of this Proposal is to justify the use of a sole select approach to implementing the Educational component of the LIFE-*sport* programme for the two-year period commencing July 2012.

The following conditions have been met by the Supplier:

- 1) Supplier has operated effective educational training programmes for at least 3 years
- 2) Supplier has demonstrated the capability for prompt implementation of the L-S programme
- 3) Supplier has provided evidence that relevant training agencies such as area schools (through the MOE), law enforcement, Probation department and other relevant agencies will participate or are willing to participate with the L-S programme. Participation includes but is not limited to:
 - a. Willingness to refer designated target client population
 - b. Willingness to provide data on participant client population

The following conditions will define the engagement:

- 4) Operation of effective educational training programmes for at least 3 years
- 5) Demonstrable capability for prompt implementation of the L-S programme
- 6) Use of technology solutions that have the ability to stimulate interest and to capture and hold the attention of the participant population who may not have been in formal classroom sessions for some time
- 7) Provision of evidence that relevant training agencies such as area schools (through the MOE), law enforcement, Probation department and other relevant agencies will participate or are willing to participate with the L-S programme. Participation includes but is not limited to:
 - a. Willingness to refer designated target client population
 - b. Willingness to provide data on participant client population

The Proposal

The Technical proposal includes, *inter alia*:

- 1) A brief description of the Firm including copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company firm, or partnership
- 2) Details of general and specific experience and past performance of the firm on projects of similar nature including any currently being undertaken. References should be identified for the project(s) cited
- 3) Services to be provided by sub-consultants should be identified and detailed information should be supplied on the firm(s) and its personnel
- 4) The composition of the Team and personnel which the supplier proposes for administration and execution of the contract
- 5) Curriculum Vitae of the individual members of the team or personnel assigned to the work. The CV should be comprehensive and signed and dated by the person named. Programme clinicians should be suitably qualified
- 6) A description of the supplier's approach to the administration and execution of the services
- 7) A Work Plan for the execution of the services. This includes:
 - a) Brief description of the services
 - b) Estimates of the total time effort that could be provided by the supplier

- c) The supplier will be required to submit and maintain a Milestone Plan showing a schedule of all deliverables for the programme period
- 8) Comments of the supplier on data, services and facilities to be provided by the Employer
- 9) A valid Value Added Tax Clearance Certificate and Income Tax Certificate issued by the Board of Inland Revenue and dated not more than 12 months prior to submission of Proposal

The Financial Proposal has been appraised and evaluated, and includes a comprehensive Financial Proposal which constitutes part of the Contract.

C. Overall Programme Objectives

Programme Objectives are:

- 1) To provide an alternative opportunity for young males to involved in positive development through sport
- 2) To train young L-S participants for two years in a specific sporting discipline
- 3) To foster the development of 10-20% of participants as emerging athletes to become outstanding sport performers
- 4) To ready a cadre of 80-90% of young males, through social skills and psychological training, for entry to certified industry-specific and other forms of apprenticeship training.
- 5) To develop a cadre of young males to become certified coaches in the disciplines of Football/Futsal, Cricket/Windball Cricket and Basketball
- 6) To bring about social transformation of participants through sport by fostering and developing attributes of self-image, self-confidence and self-concept
- 7) To ready 80% of programme participants to acquire or possess at least an adequate minimum level of competence in Mathematics and English Language

D. Programme Strategies

The Ministry of Sport has conducted a comprehensive needs assessment to determine the most critical programme needs. Projects focusing on one or more priority target areas and providing one or more priority services is considered more deserving of funding.

FY 2013 Priority Target Groups:

- 1) Pre-delinquent 'At-risk' young males
- 2) Juvenile delinquents
- 3) Gang members

FY 2014 Priority Service areas:

- 1) Family counseling
- 2) Anti-truancy skill development programmes
- 3) Substance-abuse Counseling
- 4) Psychological Counseling

F. Technology Requirements

The choice and mix of technologies should be geared to satisfy the following requirements:

- 1) At the level of users who are mainly facilitators, teachers and coaches, any applied technology should be easy to use after very little training
- 2) At the level of the participants, the presence of technology should increase their rate of progress and keep them
- 3) At the level of administration and management, the technology should facilitate the recording, organization and retrieval of information in varied formats
- 4) The applied technology should have interactive and real-time capability, carry little or no support and be easily portable

G. Management

The applied technology has been designed to reduce management's dependence on staff and to provide management with on-time, accurate data. It should allow for access to required data in real time, day or night.

I. Products and Services

A programme for the integration of interactive technology products and services into the LIFE-Sport Programme should be:

- 1) easy to adopt as an everyday tool by teachers without imposing any additional burden on them
- 2) smooth, seamless and non-disruptive in everyday classroom teaching
- 3) inclusive of training workshops for primary and secondary school teachers, principals, curriculum officers
- 4) described in a management framework for everyday use in primary and secondary schools
- 5) inclusive of professional workshops for primary and secondary teachers in groups no larger than 25

J. Time and Attendance System

A technology-based concept for introduction of a Time and Attendance System for LIFE-Sport participants should be proposed.

[For good reasons, various segments of the sporting activities will need to be captured. Accordingly, each centre should be provided with one high definition, digital camcorder and appropriate accessories.]

It should be noted that the budget for Literacy and Numeracy is exclusively to meet the cost of Teachers, quality assurance and the Monitoring component. There is no direct cost to eBeam Interact Limited for supplying these service elements. In addition, the programme cost has been budgeted for Technology equipment and installation. Given the sensitive nature of this programme, the Ministry of Sport supports this implementation approach of utilising the services of a sole select supplier.

In light of the above, the CEO SporTT recommends and the Board of Management, Sports Company of Trinidad and Tobago Limited, is asked to:

a) Agree to:

- i) utilise the services of **eBeam Interact Limited**, of Hayes Street, St Clair, POS, as the Sole Select (preferred supplier) to provide service solutions to the Ministry of Sport for the LIFE-sport educational and technological modules as a support tool to the educational components of the Programme.

b) Note:

- i) inclusion of the Technology component of the LIFE-sport Programme as outlined in the Programme Proposal attached as **Appendix I**

ii) the Educational component (Numeracy and Literacy) of the LIFE-*sport* Programme as detailed in the Programme Proposal attached as **Appendix II**

c) and to also note that:

- i) Based on the requirements established for this educational programme module of LIFE-*sport*, eBeam Interact Limited has demonstrable experience in providing Mathematics and English language courses to participants who are considered ill-prepared for attaining academic success (CXC/CAPE passes) in standard classroom settings utilising standard methodological approaches. The model employed by ebeam has yielded at least an 80% success rate after 2-3 years by previously ill-prepared students in these core subject areas.
- ii) Utilising a structured, well controlled format of delivery that is uniform across all centres, the eBeam approach to curriculum implementation allows for an effective quality control system as well as a valid comparison of teaching success throughout the programme delivery process. Some elements of this approach include scalability, consistent curriculum design, mandatory home assignments and a varied curriculum for remedial groups based on individual student needs
- iii) Quality is assured through externally set and marked bi-monthly examinations which will be administered at all centres simultaneously.



The Sports Company of Trinidad and Tobago Ltd.

EXTRACT FROM THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED WHICH WAS HELD ON FRIDAY 8th MARCH 2013 IN THE GISELLE SALANDY ROOM, THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED (SPORTT) 111- 117 HENRY STREET, PORT OF SPAIN AT 12:00 P.M.

14.0 CONTRACT FOR THE NUMERACY AND LITERACY COMPONENTS OF THE LIFE-sport PROGRAMME TO eBEAM INTERACT LIMITED

14.1 After discussions:

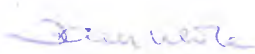
Decision:

The Board ratified the decision made on 6th December 2012 to award the contract for the Numeracy and Literacy components of the LIFE-sport programme to eBeam Interact Limited in the sum of TT\$34M based on the fact, among other things, that the recommendation was made by the Permanent Secretary in the Ministry of Sport to the CEO of SPORTT. Board approval will be required for any additional payment in excess of TT\$34M to eBeam Interact Limited for the Numeracy and Literacy components of the LIFE-sport programme.

.....

I, Dawn Mohan, Corporate Secretary (Interim), certify that the foregoing is a true and correct extract from the Confirmed Minutes of the meeting of the Board of Directors of The Sports Company of Trinidad and Tobago Limited which was held on Friday the 8th day of March, 2013 and which were confirmed on Wednesday the 3rd day of April, 2013.

Dated the 8th day of July, 2014


 Dawn Mohan
 Corporate Secretary (Interim)
 The Sports Company of Trinidad and Tobago Limited
 111-117 Henry Street
 Port of Spain

CHECKLIST – Ebeam Interact Limited

QUALIFICATIONS

- Will the provider of the services be required to have any particular qualification(s)?
- Will the provider be required to provide warranties as to the qualifications that it holds or when using staff to provide the services that the staff will hold and continue to hold relevant professional qualifications etc?

LEGAL STATUS

- Full legal name of provider of the services – proof (certificate of incorporation, copy of photo ID)
- Legal status of provider of services – (company, individual, partnership) – documentary proof please
- Is there a parent company to the provider of these services?
- Are there any subsidiaries of this company that will also be involved in providing the service?

APPOINTMENT

- Will the agreement state that the provider will be appointed to provide services?
- Will the agreement state clearly what services are to be provided? If so may I have a list of those services? Thus far I can list:
 - ✓ 1. Administration of broad base elementary assessment examination to determine the present level of each participant
 - ✓ 2. Assigning each participant to either a Remedial Group or a Structured Group.
 - ✓ 3. Providing a minimum of one teacher/instructor at each centre for each of the 2 groups (Remedial and Structured)
 - ✓ 4. For the first 3 months the contact hours will be 45 minutes per day, 5 days a week. Thereafter the timetable should/would be adjusted to facilitate more weekly contact hours if necessary.
 - ✓ 5. Instructing participants of the LIFEsport programme at 33 locations (with a maximum of 60 participants at each location) for a period of 2 years in:
 - a. The fundamentals of mathematics
 - b. The fundamentals of English Language
 to provide an **adequate minimum level** (how do we measure this “adequate minimum level”? what is this minimum level? SEA? CAPE? A-Level? Some other method of describing the minimum level?) of competence in both Mathematics and English Language.
 - ✓ 6. Structured Groups will follow an identical curriculum which would unfold weekly using pre-planned topics and common externally (what external body?) set, mandatory home assignments which may be supplemented by teachers as the teachers deem necessary.
 - ✓ 7. Remedial Groups will follow a varied curriculum that would be based on individual needs but it is expected aht a formal curriculum structure should evolve after approximately the first 6 months.
 - ✓ 8. To administer an externally (what is this external body? Is it internationally recognized?) set and externally (what is this external body? Is it internationally recognized?) marked bi-monthly examination at all Centres (will provision be made for orally administered examinations as well as written? Or written only?)

To we want to expand/modify this list?

PERFORMANCE LEVELS

What is the performance level expected from the service provider? Will it perform the services:

1. So that it will devote such time, attention and effort to the performance of the services as may be necessary for completing them?
2. With reasonable care and skill?
3. Using reasonable endeavours?
4. Or some other standards e.g.
 - a. With care, skill and diligence
 - b. In accordance with generally accepted industry standards, practices and principles applicable to the service provider
 - c. In compliance with the applicable policies of the client
 - d. To attain basic SEA or CAPE or some other standard?

PROVISION OF THE SERVICE

- Who is to provide the service? Only the named provider? Are specific individuals to be named?
- Should a specified level of competency of the staff of the providers of the service be required for the work to be carried out? Or for different aspects of the work to be carried out?
- If named person or persons of the right level of competency become unavailable:
 - a. Is the contract cancelled
 - b. Can the provider nominate another person

UNAVAILABILITY OF SERVICE PROVIDER

If the service provider becomes unavailable:

- Will the agreement be terminated
- Can the service provider provide an alternative
- Are any deadlines extended until the service provider is again available
- Will the parties need to negotiate a solution

SERVICES TO BE PROVIDED

Are the services:

- To be provided as set out in a specification? (e.g. as listed in the APPOINTMENT section above? Or wider?)
- To be subject to a specification which is to be agreed after the agreement is signed
- Not to be specifically defined at the start (e.g. will be invoiced on a time taken basis)

MANAGEMENT OF THE CONTRACT

- Are there to be named persons to represent each party during the existence of the contract?
- Are there to be regular meetings between these persons?

REPORTING AND HANDLING OF DOCUMENTATION

Will regular reports be required?

If yes, should these be provided:

- as and when required,
- when the client reasonably asks for them or
- at set times – e.g. on completion or within a set period of particular events occurring?

Where reports are required, should the content be specified or detailed in the agreement?

Would the results of the examinations and the reports to each center after the bi-monthly examinations be the property of the client? Or the service provider? Do we want it? Or do we

want some specific certification at the end of the 2 year period or at each stage that the participants pass during the 2 year period?

RECORD KEEPING

- Is the service provider required to keep records? Attendance? Examination results? Reports to centres after the bi-monthly examinations?
- If records are required to be kept, do they need to be kept in a particular format? Be supplied at particular times during the contract?

LENGTH OF APPOINTMENT

Will the provider of the services start work:

- From the date the agreement is signed?
- Prior to the date the agreement is signed
- After the date the agreement is signed
- In stages or according to a schedule set out in the agreement?

Is the agreement to continue until the specified services or the services contemplated by the parties are complete

WHAT IS THE CLIENT TO PROVIDE

- Does the client need to provide access to its facilities (premises, equipment, staff?) **Appendix 1 – pages 6-10 refer to a contract with an entity different from SPORTT (it appears to be the Ministry of Education perhaps) but perhaps I can get the version that will apply to us (e.g. as listed in the first box on page 9 of Appendix 1).**
- Does the requirement for access need to be at reasonable times, during normal or specified work hours or as and when required by the service provider?
- Does the requirement for access need to be a requirement to provide access to particular resources, personnel, facilities?
- Is access to client's resources to be with or without charge to the service provider?
- Will access to such resources be subject to the service provider complying with health and safety and other policies of the client?

SUBCONTRACTORS

- Is the service provider permitted to use sub-contractors – without restriction or on prior written approval of the client?
- Can the client specify which subcontractors the service provider can use?

LOCATION

- Are the services to be provided to be carried out at the 33 specified locations? Or at locations specified from time to time by the client?

PAYMENT

- Confirm that the services to be provided are for a fixed fee
- Does the client need to provide a payment (such as a deposit) on signature of the agreement?
- Will payments be made:
 - At regular intervals
 - When particular stages or a set amount of work has been completed

- On acceptance by the client
- Do the payments include VAT charges

PROPERTY

- Does any property purchased by the service provider for the performance of the services, after the contract belong to the client? Or will it be the property of the service provider (e.g. the eBeam clickers etc if any)?
- Will the service provider supply all material for the LIFE-sport participants (books, paper, pens, computers etc?)
- Which party is to provide the high definition digital camcorder and appropriate accessories?

INTELLECTUAL PROPERTY

Will the intellectual property generated in the course of performing the services be owned by the client or the service provider? Or do we want to remain silent on this issue?

CONFIDENTIALITY

- Will the service provider keep the client's (and participants') information confidential?
- Not use the client's or participants' information for its own internal purposes?
- Use the client's information only for the purposes of supplying the services?
- Not disclose the client's information to any third parties?
- All persons from the service provider who perform any part of the services or who we can reasonably assume will become aware of the client's and participants' information will be required to enter into a confidentiality agreement, breach of which the service provider will have to compensate the client

FIREARMS, DRUGS ETC.

- None of the personnel from the service provider is to have on their person or in their vehicle on the compound on which the services will be provided any firearm, ammunition, illegal drugs, alcohol or cigarettes.

DOCUMENTS REQUIRED FROM SERVICE PROVIDER AND ALL FORESEEABLE SUB CONTRACTORS

- Certificate of Incorporation
- Last annual return
- Articles of Association
- By-Laws
- Notice of Directors/Change of Directors
- Photo identification and CV of all directors, educators
- Proof that relevant training agencies will participate or are willing to participate with the LIFEsport program
- Milestone plan
- Valid VAT Clearance Certificate & Income Tax certificate issued by the BIR and dated not more than 12 months prior to submission.

CHECKLIST – Ebeam Interact Limited

Original text Answer or Clarification Not relevant or Inapplicable

QUALIFICATIONS

- Will the provider of the services be required to have any particular qualification(s)?
- Will the provider be required to provide warranties as to the qualifications that it holds or when using staff to provide the services that the staff will hold and continue to hold relevant professional qualifications etc?

LEGAL STATUS

- Full legal name of provider of the services – proof (certificate of incorporation, copy of photo ID)
- Legal status of provider of services – (company, individual, partnership) – documentary proof please
- Is there a parent company to the provider of these services?
- Are there any subsidiaries of this company that will also be involved in providing the service?

APPOINTMENT

BE GUIDED BY THE PROPOSAL THAT WAS ACCEPTED. EXPRESS IN GENERAL TERMS BECAUSE STRINGENT TIME STIPULATION IS NOT ADVISED DUE TO THE NATURE OF THE ASSIGNMENT AND THE FACT THAT A LOT OF THE ACTUAL REQUIREMENTS WOULD UNFOLD DURING DELIVERY

- Will the agreement state that the provider will be appointed to provide services? YES
- Will the agreement state clearly (No, generally) what services are to be provided? If so may I have a list of those services? (Be guided by the Proposal) Thus far I can list:
 1. Administration of broad base elementary assessment examination to determine the present level of each participant
 2. Assigning each participant to either a Remedial Group or a Structured Group.
 3. Providing a minimum of one teacher/instructor at each centre for each of the 2 groups (Remedial and Structured)
 4. For the first 3 months the contact hours will be 45 minutes per day, 5 days a week. Thereafter the timetable should/would be adjusted to facilitate more weekly contact hours if necessary.
 5. Instructing participants of the LIFE sport programme at 33 locations (with a maximum of 60 participants at each location) for a period of 2 years in:
 - a. The fundamentals of mathematics
 - b. The fundamentals of English Languageto provide an adequate minimum level of proficiency in both Mathematics and English Language
 6. Structured groups will follow an identical curriculum which would unfold weekly using pre-planned topics and content externally set, mandatory, home assignments which may be supplemented by teachers as the teachers deem necessary
 7. Remedial Groups will follow a varied curriculum that would be based on individual needs but it is expected aht a formal curriculum structure should evolve after approximately the first 6 months.

8. To administer an externally [redacted] set
 and externally [redacted] marked bi-
 monthly examination at all Centres [redacted]
 To we want to expand/modify this list?

PERFORMANCE LEVELS: Unnecessary because the above should have spelt out the contractual requirements

- What is the performance level expected from the service provider? Will it perform the services:
1. So that it will devote such time, attention and effort to the performance of the services as may be necessary for completing them?
 2. With reasonable care and skill?
 3. Using reasonable endeavours?
 4. Or some other standard, e.g.
 - a. With care, skill and diligence
 - b. In accordance with generally accepted industry standards, practices and principles applicable to the service provider
 - c. In compliance with the applicable policies of the client
 - d. To attain basic SEA or CAPE or some other standard?

PROVISION OF THE SERVICE

- **Who is to provide the service? Only the named provider?** Are specific individuals to be named?
- Should a specified level of competency of the staff of the providers of the service be required for the work to be carried out? Or for different aspects of the work to be carried out?
- If named person or persons of the right level of competency become unavailable:
 - a. Is the contract cancelled
 - b. Can the provider nominate another person

UNAVAILABILITY OF SERVICE PROVIDER (As with most contracts, there should be standard clauses that treat with delinquency, variations and termination)

- If the service provider becomes unavailable:
- Will the agreement be terminated
 - Can the service provider provide an alternative
 - Are any deadlines extended until the service provider is again available
 - Will the parties need to negotiate a solution

SERVICES TO BE PROVIDED

Are the services:

- **To be provided as set out in a specification?** (e.g. as listed in the APPOINTMENT section above? Or wider?)
- To be subject to a specification which is to be agreed after the agreement is signed
- Not to be specifically defined at the start (e.g. will be invoiced on a time taken basis)

MANAGEMENT OF THE CONTRACT

- **Are there to be named persons to represent each party during the existence of the contract?**
- Are there to be regular meetings between these persons?

REPORTING AND HANDLING OF DOCUMENTATION

Will regular reports be required? Monthly due on or before the 15th of each following month

If yes, should these be provided:

- as and when required
- when the client reasonably asks for them or
- at set times – e.g. on completion or within a set period of particular events occurring?

Where reports are required, should the content be specified or detailed in the agreement? No, at the discretion of the provider. However, the client should reserve the right to request additional details or a specific format if it is deemed necessary.

Would the results of the examinations and the reports to each center after the bi-monthly examinations be the property of the client? Or the service provider? Do we want it? Or do we want some specific certification at the end of the 2 year period or at each stage that the participants pass during the 2 year period? However, the intellectual property resides with the provider

RECORD KEEPING:

- Is the service provider required to keep records? Attendance? Examination results? Reports to centres after the bi-monthly examinations? Absolutely!
- If records are required to be kept, do they need to be kept in a particular format? Be supplied at particular times during the contract?

LENGTH OF APPOINTMENT

When will the provider of the services start work:

- From the date the agreement is signed?
- Prior to the date the agreement is signed
- After the date the agreement is signed
- In stages or according to a schedule set out in the agreement?

Is the agreement to continue until the specified services or the services contemplated by the parties are complete (The contract is for a fixed period of two (2) years in the first instant; the provision for any extension should be set out in a variation clause.)

WHAT IS THE CLIENT TO PROVIDE

- Does the client need to provide access to its facilities (premises, equipment, staff)? No
- Does the requirement for access need to be at reasonable times, during normal or specified work hours or as and when required by the service provider?
- Does the requirement for access need to be a requirement to provide access to particular resources, personnel, facilities?
- Is access to client's resources to be with or without charge to the service provider?
- Will access to such resources be subject to the service provider complying with health and safety and other policies of the client?

SUBCONTRACTORS

- Is the service provider permitted to use sub-contractors – without restriction or on prior written approval of the client?

- Can the client specify which subcontractors the service provider can use? **No**

LOCATION

- Are the services to be provided to be carried out at the 33 specified locations? Or at locations specified from time to time by the client? **(38 named locations, subject to variation clause)**

PAYMENT

- Confirm that the services to be provided are for a fixed fee **Yes**
- Does the client need to provide a payment (such as a deposit) on signature of the agreement? **No**
- Will payments be made: **(To be discussed and agreed between client and provider)**
 - At regular intervals
 - When particular stages or a set amount of work has been completed
 - On acceptance by the client
- Do the payments include VAT charges **No**

PROPERTY

- Does any property purchased by the service provider for the performance of the services, after the contract belong to the client? Or will it be the property of the service provider (e.g. the eBeam clickers etc if any)? **(All equipment supplied by the provider will remain the property of the client except the personal equipment used by the provider's staff in the execution of their duties.)**
- Will the service provider supply all material for the LIFE-sport participants (books, paper, pens, computers etc)? **No**
- Which party is to provide the high definition digital camcorder and appropriate accessories? **The provider**

INTELLECTUAL PROPERTY

Will the intellectual property generated in the course of performing the services be owned by the client or **the service provider**? Or do we want to remain silent on this issue? **No**

CONFIDENTIALITY

- Will the service provider keep the client's (and participants') information confidential?
- Not use the client's or participants' information for its own internal purposes?
- Use the client's information only for the purposes of supplying the services?
- Not disclose the client's information to any third parties?
- All persons from the service provider who perform any part of the services or who we can reasonably assume will become aware of the client's and participants' information will be required to enter into a confidentiality agreement, breach of which the service provider will have to compensate the client

FIREARMS, DRUGS ETC.

- None of the personnel from the service provider is to have on their person or in their vehicle on the compound on which the services will be provided any **illegal** firearm and **illegal** ammunition, illegal drugs, alcohol or cigarettes.

DOCUMENTS REQUIRED FROM SERVICE PROVIDER AND ALL FORESEEABLE SUB CONTRACTORS

- Certificate of Incorporation
- Last annual return
- Articles of Association
- By-Laws
- Notice of Directors/Change of Directors
- Photo identification and CV of all directors, educators
- Proof that relevant training agencies will participate or are willing to participate with the ULEsport program
- Milestone plan
- Valid VAT Clearance Certificate & Income Tax certificate issued by the BIR and dated not more than 12 months prior to submission

Post-it® Fax Note	7671	Date	21/1/13	# of pages	▶ 6
To	Dawn Mohan	From	Judith Joseph		
Co./Dept.	Sports Co.		Min. 9 Sport		
Phone #	623-1954	Phone #	625-5602	ext	4401
Fax #	624-7184	Fax #	627-6875		

eBeam Interact Limited

8 Hayes Street, St. Clair, Port of Spain, Trinidad and Tobago, West Indies
Ph: (868) 628-0006 www.ebeaminteract.com Email: sales@ebeaminteract.com

COPY

The Chief Executive Officer
The Sports Company of Trinidad & Tobago Ltd.
111-117 Henry Street
Port of Spain

April 16 2014

Dear Mr Mollenthel

With reference to your letter dated March 14th 2014, we both are well aware that the statements contained in your third paragraph are mainly false and conveniently misleading. Before receiving your letter, I valued you as a strong and upright person who would be guided steadfastly by integrity, principle and the absolute truth. Apparently, my long-held perception of you was flawed. Nevertheless, previously, I had thought it prudent not to reply to you formally because of what the indisputable facts would reveal. However, in light of your email of April 11th 2014 to me, you have now left me with no other choice but to set the record straight.

Please allow me to carefully outline the facts as follows:

- A. The presentation was NOT arranged to accommodate me but to accommodate the Board of SPORTT – a fact which you cannot truthfully dispute. Below please find relevant text messages between us which complemented the several telephone calls which I made to you in an attempt to pin down a date and time for a presentation, convenient to your Board.

.....

RELATED TEXT MESSAGES:

21/02/2014, 7:49 pm, YOU: Hi Adolphus, based on feedback it is proposed that the presentation take place early in March.

21/02/2014, 7:50 pm, ME: Ok, thanks.

(Not having heard anything further from you in early March 2014, I proceeded to pursue the matter.)

06/03/2014, 11:21 am, **ME**: *My team and I will be available on Tuesday 11th March pm for a presentation to the Board, again! Please let them know that it would be our 3rd attempt, the Board requested a rescheduling on each of the previous occasions.*

06/03/2014, 12:32 pm, **YOU**: *We have board meeting on Wednesday so it's proposed that ebeam does the presentation between noon and 1 pm on Wednesday.*

07/03/2014, 6:05 pm, **YOU**: *Any feedback on the Wednesday suggestion?*

10/03/2014, 7:32 am, **ME**: *With much difficulty and inconvenience, I have managed to make it possible for us to be available on Wednesday morning, after presenting to the PS and his team tomorrow. Please set a precise starting time between noon and 1 pm. The presentation would be 1 hour long.*

10/03/2014, 8:50 am, **YOU**: *Great. The presentation may need to be shortened in order to allow discussions/questions. This is based on feedback from the board.*

10/03/2014, 8:57 am, **ME**: *Please let the Board know that the actual presentation is 1 hour, not less! Any shorter presentation would compromise its purpose and usefulness.*

10/03/2014, 8:58 am, **ME**: *Please let the Board know that the actual presentation is 1 hour, NOT LESS! Any shorter presentation would compromise its purpose and usefulness.*

10/03/2014, 9:01 am, **YOU**: *OK. I will pass on the message.*

10/03/2014, 9:09 am, **ME**: *Please confirm the commencement between noon and 1 pm. I am actually booked to travel to London that same evening, out of Tobago.*

10/03/2014, 9:12 am, **YOU**: *Noon to 1 pm on Wednesday is confirmed.*

10/03/2014, 9:13 am, **ME**: *Okay thanks.*

10/03/2014, 9:16 am, **YOU**: *See you then, I will make arrangements for parking for you.*

10/03/2014, 9:17 am, **ME**: *Thanks again.*

-
- B. It is indeed ironical that you should have stated, " While we appreciate that your travel itinerary did not permit you to attend the presentation, we wish to record our disappointment that after the entire Board made arrangements to be available for the scheduled presentation:

- 1) You sent notifications a few hours before the scheduled presentation of your unavailability;
- 2) You instructed your representative team at approximately 12:05p.m. to leave our premises abruptly; and
- 3) You failed to make the presentation to our Board of Directors.”

Let’s examine the various facets of your statement above which, in addition to other negatives, have implied that I was professionally negligent – an implication to which I object most vehemently:

- a) You were aware of my insistence that the presentation commence on time, for reasons which you knew long before.
- b) You were the one who set the precise starting time as noon. eBeam complied and the eBeam team was there at approximately 11:00 a.m. in preparation for your scheduled noon start.
- c) I was online at 11:45 am to join the presentation remotely.
- d) At noon, I requested the eBeam team to begin the presentation and was told that it could not because a properly representative quorum of the Board was not present.
- e) No official word was passed to the eBeam team or me that the starting time had changed.
- f) It was your responsibility or your Board’s to respect eBeam’s time and willing presence by properly requesting a change in the agreed starting time, and not to adopt the posture of you-would-just-have-to-sit-and-wait-until-we-are-ready-for-you-to-begin-the-presentation. Such disregard will always be unacceptable and alien to professional conduct.
- g) In addition to the above, the eBeam team had another fixed appointment which was to follow the scheduled presentation; I myself had known time-constraints on that Wednesday as I expressed to you during a prior telephone conversation the day before and which I followed up with the text correspondence below. Consequently, with the prevailing air of uncertainty surrounding the starting time and no official word from you or your Board, I had no choice but to advise the eBeam team to leave.
- h) After detaching the connected pieces of equipment and packing them away, the eBeam team vacated the room at 12:25 p.m.

.....
TEXT MESSAGES RELATED TO MY PHYSICAL ABSENCE FROM THE SCHEDULED PRESENTATION

12/03/2014, 7:56 am, ME: *Came in yesterday and presented at the Ministry of Sport. My Caribbean Airlines flights were absolutely chaotic with very long days on both legs. I cannot chance that today*

because of my London flight. Therefore, I will not be there today. However, my team will be on time to present.

12/03/2014, 9:25 am, YOU: *That is most unfortunate. I will extend the necessary apologies to the board.*

12/03/2014, 9:39 am, ME: *The guys who will present are competent. Don't get nervous my friend.*

.....

C. The presentation in question was to be delivered by eBeam, the contracted partner, and not Adolphus Daniell particularly. The management of eBeam reserves the right to determine who presents on its behalf at any time. eBeam was present and on time for the presentation; without prior notice, you and your Board were not.

With regard to your proposed amendment to the existing contract between eBeam and Sportt, eBeam, consistent with its legal rights, shall not entertain any aspect of your proposal.

With reference to progress made since the date of payment of the second tranche of fees under the Contract, eBeam wishes to report the following:

1. eBeam has had a number of meetings with the management of the LifeSport Programme in an attempt to follow the progress made with respect to the readiness of the LifeSport centres in time for an April 28th 2014 start of active teaching. Please note that the timely readiness of the appropriate centres is a necessary prerequisite and a contractual obligation of SPORTT. However, for over a year, the management of the LifeSport Programme has remained incapable of satisfying this basic requirement.

eBeam officials accompanied Lifesport representatives on inspections of the proposed facilities for the conduct of the Literacy and Numeracy Programme. The outstanding issues are summarised as follows:

Serial	LifeSport Representative Present	Date of Visit	LifeSport Centre Visited	Outstanding Issues
1	Mr. Theodore Charles	26 March 2014	Belmont	Publish Evacuation Plan
				Repair electrical outlets
				Install water tanks
				Install Fire Safety Equipment

Serial	LifeSport Representative Present	Date of Visit	LifeSport Centre Visited	Outstanding Issues
				Install cooling fans
2	Mr. Theodore Charles	26 March 2014	Carenage	Install whiteboard Service Fire Safety Equipment
3	Mr. Theodore Charles	26 March 2014	Mt D'or	Stabilise Electrical Power Fluctuations Install whiteboard Install Fire Safety Equipment Publish Evacuation Plan
4	Mr. Theodore Charles	26 March 2014	Laventille (Angostura)	Install whiteboard Install Fire Safety Equipment Publish Evacuation Plan
5	Mr. Berkeley	26 March 2014	Tabaquite	Install Electrical outlets Install whiteboard Furnish with tables and chairs Provide Internet Access Install Fire Safety Equipment Publish Evacuation Plan Only one washroom
6	Mr. Berkeley	26 March 2014	Pleasantville	Furnish with tables and chairs Install Fire Safety

Serial	LifeSport Representative Present	Date of Visit	LifeSport Centre Visited	Outstanding Issues
				Equipment
				Publish Evacuation Plan
7	Mr. Berkeley	26 March 2014	Mayaro	Provide Internet Access
				Publish Evacuation Plan
8	Mr. Berkeley	27 March 2014	Malabar	Install Fire Safety Equipment
				Provide Internet Access
9	Mr. Berkeley	27 March 2014	La Brea	Provide Internet Access
				Install Fire Safety Equipment
				Publish Evacuation Plan
10	Mr. Berkeley	27 March 2014	Fanny Village (Point Fortin)	Facility is empty and under renovation
				Install whiteboard
				Furnish with tables and chairs
				Provide Internet Access
				Install Fire Safety Equipment
				Publish Evacuation Plan
				Install WASA connection
				Provide Electrical connection to the building
11	Mr. Berkeley	27 March 2014	Siparia	Provide date for the reconnection of electricity supply
				Install

Serial	LifeSport Representative Present	Date of Visit	LifeSport Centre Visited	Outstanding Issues
				whiteboard
				Furnish with tables and chairs
				Provide Internet Access
				Install Fire Safety Equipment
				Publish Evacuation Plan
12	Mr. Berkeley	27 March 2014	Santa Flora	Repair Leaking Roof
				Install whiteboard
				Furnish with tables and chairs
				Provide Internet Access
				Install Fire Safety Equipment
				Publish Evacuation Plan
				Re-establish the connection to WASA mains
				Reconnect electricity supply
13	Mr. Ron Barclay	9 Apr 2014	Maraval	Stabilise Electrical Power Fluctuations
				Install whiteboard
				Furnish with tables and chairs
				Install Fire Safety Equipment
				Publish Evacuation Plan
				Provide Internet Access

Serial	LifeSport Representative Present	Date of Visit	LifeSport Centre Visited	Outstanding Issues
14	Mr. Ron Barclay	9 Apr 2014	Carapo	Still under construction
15	Mr. Ron Barclay	9 Apr 2014	Maloney	Install Whiteboard
				Install Fire Safety Equipment
				Provide Internet facilities
				Furnish with Tables, chairs or Desks
16	Mr. Ron Barclay	9 Apr 2014	Valencia	Provide Internet Access
				Furnish with Chairs, Tables or Desks
				Install Whiteboard
				Install Fire Safety Equipment
17	Mr. Ron Barclay	10 Apr 2014	Fyzabad	Install Whiteboard
				Install Fire Safety Equipment
				Publish Evacuation Plan
				Very low ceiling
				Provide independent Internet Access
18	Mr. Ron Barclay	10 Apr 2014	Marac	Install Fire Safety Equipment
				Publish Evacuation Plan
				Install Whiteboard
				Provide Internet Access

2. On or about February 17th 2014, eBeam informed the Ministry of Sport that it had fixed April 28th 2014 as the effective start-date of actual classroom teaching. At that time, eBeam stressed the urgent need to have access to an operational centre immediately; to be provided with a complete list of the relevant participants in each of the various LifeSport centres; and to have the centres in a state of readiness without further delay.

The management of the LifeSport Programme had promised to have an operational centre available by March 3rd 2014 and the complete list of relevant participants within one week, none of which materialised.

3. Since then, eBeam has been trying unsuccessfully to have the management of the LifeSport Programme arrange an agreed facility for pre- and on-going training, and for facilitating the coordination of several supporting activities including housing the location and management of the IT hub.
4. Up to Tuesday 1st April 2014, the management of the LifeSport Programme could not decide on the specific locations where the Literacy & Numeracy Programme was to be conducted or who would comprise the list of the participants to be enrolled.
5. After the very late receipt of the partial enrolment data on Wednesday 2nd April 2014, eBeam advised that the essential baseline of the relevant participants must take place no later than Wednesday 9th April 2014. This deadline was necessary in order to grade all the scripts, create compatible teaching groups or arrange for individual tuition, to select and train appropriate staff, to revisit prepared lesson-plans, and print adequate amounts of teaching material.

It was agreed to conduct the Mathematics Assessment on Tuesday 8th April 2014 and the English Language the following day.

6. By Friday 4th April 2014, eBeam still hadn't received the requested breakdown of the number of candidates per centre for the printer to be able to package the questions booklets. Nevertheless, eBeam proceeded to print and had delivered to the Ministry of Sport on the morning of Monday 7th April 2014, new baseline assessment booklets (2000) in Mathematics and English Language for administering to the participants.

Attached please find my letter to the Permanent Secretary, Mr Ashwin Creed, which outlines eBeam's frustration in this area.

7. eBeam has pursued the checking of the equipment which it supplied to SPORTT from as early as December 2012. To date, this activity is incomplete because the management of the LifeSport Programme seems unable to get elementary things right. Attached please find eBeam's Roger Kirton's letter to Mr Theodore Charles, Assistant Director of the LifeSport Programme.

In the absence of firm deadlines for the absolute prerequisites and the absence of an up-to-date assessment of the relevant participants, planned objectives and milestones for the next quarter are premature.

Respectfully yours



Adolphus Daniell
President/CEO

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Personal Email: dan1d1man@hotmail.com

Worldwide Offices:
Caribbean, USA, UK, Africa

*The Sports Company of
Trinidad and Tobago Limited*

MEMORANDUM

Date: 11 November, 2013
To: Chief Executive Officer
From: Head Legal
Re: **Opinion on the options available to the Sports Company of Trinidad and Tobago Limited with regard to the payment of invoice presented by eBeam Interact Limited for the provision of numeracy, literacy and interactive technology components of the Life Sport Programme – second payment**

I have been asked to provide a brief opinion the options available to the Sports Company of Trinidad and Tobago Limited (SPORTT) with regard to the payment of an invoice presented by eBeam Interact Limited (eBeam) for the provision of numeracy, literacy and interactive technology components of the Life Sport Programme.

Set out below are the salient facts of this matter and a presentation of the courses of action which may be available to SPORTT at this time.

BACKGROUND:

By contract dated 6th of December 2012 (the Contract) SPORTT engaged eBeam to provide numeracy, literacy and interactive technology components of the Life Sport Programme of the Ministry of Sport.

eBeam agreed to provide these services in accordance with its proposal which was appended to and forms part of the Contract.

The Contract at clause 4 stipulates that for the performance of the agreed services the sum of TT\$17M representing 50% of eBeam's fees be paid by SPORTT to eBeam upon the execution of the contract. I am instructed that the initial payment of TT\$17M was paid contemporaneously with the signing of the agreement.

The Contract further provides at clause 4 that a second payment of TT\$17M representing the balance of the fees due be paid by SPORTT on or before September 2nd, 2013. I am instructed

It is important to note that the total Fee for services of TT\$34M is the full contractual price for the services provided by eBeam. Therefore, the value of the contract by any court, arbiter or mediator in the event that damages are to be assessed will be for that sum.

On the basis of the Contract and the facts as presented, SPORTT is contractually obligated to pay to eBeam the second installment of the contractual Fee as per clause 4 of the Contract.

This requirement to pay can only be displaced if eBeam has acted in breach of its obligations under the Contract.

The report presented by eBeam includes an update on the provision of the literacy and numeracy components of the programme as well as the technology component. There is no evidence, documentary or otherwise which has been presented by the Ministry who is the end user, or by any other party which would indicate that eBeam is not fulfilling its contractual mandate.

Additionally, it would appear that monthly updates or progress reports have not been presented to SPORTT by eBeam and in the absence of same, a legitimate determination on whether eBeam has met its deliverables cannot be made at this time.

In the circumstances, the presumption that eBeam has fulfilled its contractual obligations cannot be displaced. Consequently, there is no evidence of a breach of contract by eBeam. As a result, the contract sum remains legally due and owing.

Should SPORTT no longer wish to continue its contractual relationship with eBeam, there is an option of termination which can be examined.

Clause 13 of the Contract provides that termination can be effected as follows:

"13.1 If eBeam becomes unavailable either party may terminate this Agreement by giving thirty (30) days written notice to the other Party and SPORTT shall be entitled to terminate this Agreement and the services then performed by eBeam shall be calculated on a pro-rated basis so that SPORTT will pay to eBeam such portion of the fee which is due and payable or eBeam will refund SPORTT such portion of the fee thus far received by eBeam as appropriate;

2. that in order to properly monitor and evaluate eBeam's performance of its obligations, a robust reporting mechanism be introduced to ensure a more efficient administration of the Contract.



Lisa Solomon
Head Legal



J.D. Sellier + Co.

Attorneys-at-Law • Notaries Public • Intellectual Property Agents

In the Caribbean

Your Ref:
Our Ref: ARD

Writer's extension: 1128

January 17, 2014

Ms. Lisa Solomon
Head Legal
SPORTT
111-117 Henry Street
Port-of-Spain,
Trinidad W.I.

Dear Madame,

Re: Advice on the payment of fees to eBeam Interact Limited

Reference is made to the above subject matter and your e-mails dated the 17th December, 2013 and 15th January, 2014 requesting advice on the Agreement made between The Sports Company of Trinidad and Tobago Limited (hereinafter referred to as "SPORTT") and eBeam Interact Limited (hereinafter referred to as "eBeam") dated 6th December, 2012 regarding the following issues: (1) whether SPORTT is legally obligated under said Agreement to make payment to e-Beam, (2) what legal options are available to SPORTT in respect of the said demand for payment and (3) whether there is a legal exit strategy from the Contract for SPORTT? If yes, what are the risks associated with same and what would SPORTT need to do to minimize those risks?

Under e-mail dated the 17th December, 2013 we received the following documents to consider:

- Agreement dated 6th December, 2012 between eBeam and SPORTT with Appendix A and B;
- Background document with attachments:
 - Invoice dated 30th August, 2013 from eBeam to SPORTT.
 - Document/ report (not signed) dated the 16th September, 2013 from eBeam to SPORTT;
 - Letter dated 31st October, 2013 from Ministry of Sport to SPORTT;
 - Letter dated 18th November, 2013 from eBeam to SPORTT;
 - Letter dated the 20th November, 2013 from SPORTT to eBeam; and
 - Letter dated the 21st November, 2013 from eBeam to SPORTT;

Partners:
William D. Clarke, M.A. (Caribb)
Ulrien A. de Gooze, (Notary)
Derrick M. A. Gurney (Notary) MCI Arb, S.C.
Marcelle A. Fodder, LL.B., MBA
Paul R. Vain, LL.B.
Debra D'ade, B.A., LL.B.
Ariane Ramoth, LL.B.
Steven M. Paul, LL.B.
Dorcas-Marie Johnson, LL.B.

Senior Partner:
Kenneth R. Vain, B.A., (Lord)

Associates:
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Ashvin Bahary, LL.B.
Andri Rudder, LL.B.
Irene Paynter, LL.B.
Daniela Tshelaligh, LL.B.
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Kimberleigh Peterson, LL.B. (Hons)
Nickardo Lawson, B.Sc., LL.B. (Hons)

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Aubrey E. Garcia, LL.B., B.Sc. (Math), M.A. (Econ)
MBA (Fin.)
Robert A. Cedeno, M.Sc. (Eng.), J.D.
Barrie R. N. Atza LL.B. (Hons), CQ, Cert. FA

Whether SPORTT is legally obligated under said Agreement to make payment to e-Beam.

SPORTT and eBeam entered into a contract for services on the 6th December, 2012 (hereinafter referred to as "the Contract") whereby, eBeam was to provide services for the numeracy and literacy aspect of the LIFE-Sport Programme through integrated interactive technology for the consideration of TT\$34,000,000 to be paid by SPORTT. This payment was to be made in two equal installments of TT\$17,000,000.00, with the first installment being paid contemporaneously with the signing of the Contract and the second on or before the 2nd September, 2013. The time stated in the Contract for the second payment has long past, with no payment having been made. SPORTT is seeking advice as to whether it is obliged to pay same.

By the said report dated the 16th September, 2013 eBeam highlighted the difficulties they were facing whilst carrying out their contractual obligations. The main difficulty being inadequate centers provided "total absence of the basic amenities such as water, electricity and toilet facilities at some of the venues... little or no tables and desks, few chairs, poor lighting and lack of fans." As a result of these inadequacies eBeam has stated that the installation of the technology has been delayed along with valuable teaching time being lost. Consequently, a new commencement time frame for active teaching has been pushed to the first week in February 2014.

We have been informed by you that SPORTT is not responsible for the Centers in question but this responsibility lies with the Ministry of Sports (hereinafter the "MOS"). By letter dated the 31st October, 2013 from the MOS, the MOS indicated that works required to be undertaken by them were already completed and additional demands were outside of their obligations. We have received no further documentation/reports on the works carried out by MOS and/or the condition of the said centers either prior and/or subsequent to eBeam commencing its work.

Upon perusal of the Contract it is noted *inter alia* that **Clause 8** sets forth SPORTT's obligations which states that "During the performance of the Services SPORTT will: make available to eBeam such facilities as eBeam reasonably requires." **Clause 7** adds that "e-Beam shall provide the Services in such places, locations and at such times as set out in the Specifications or as agreed by the Parties from time to time." Also **Clause 2.3** states that "SPORTT shall specify the time(s) and place(s) for the performance of the Services." **Clause 12.4.2** further adds that "SPORTT equally represents and undertakes...that it will do all things that are requisite and necessary in order to facilitate the performance by eBeam of its duties and obligations hereunder."

According to the above clauses, it is in the writer's opinion that SPORTT entered into the Contract as a separate legal entity and being the named party under the Contract is legally obligated under the said Contract to provide eBeam with the place(s)/locations and facilities as is required and necessary for eBeam to carry out the Services. Given the nature of eBeam's contracted services, i.e. the installation of interactive technology within the assigned centers and training teachers to use the equipment at the centers, it is in the writer's opinion that the performance of eBeam's service is reliant on SPORTT's performance to provide places/facilities to accommodate the installation and commissioning of these services. Failure on SPORTT's part to provide facilities required by eBeam puts SPORTT in breach of its contractual obligations.

It is not clear who owns or has control over the centers and if there was a contract between a third party and SPORTT and/or MOS to ensure the building(s) and facilities were up to a certain standard in preparation for eBeam to carry out its Scope of Services under the Contract. This failure is an issue that needs to be addressed between the MOS and/or SPORTT and the third party. However, as it stands SPORTT is legally obligated under the Contract to have provided the facilities for eBeam as set out in the Contract.

With regards to payment, according to *Clause 8* of the Contract SPORTT is obligated to make all payments to eBeam within the Specifications and terms of payment under the Agreement. As mentioned above the payment of the remaining 50% of the contracted price (the remaining Fee of \$17M) is linked to a date i.e. 2nd September, 2013 and not upon certain services being completed within a timeframe. The only information we have of the services thus far carried out by eBeam is that listed under its said letter dated the 16th September, 2013. We have been informed that SPORTT has not carried out investigations of the services done to date therefore we have no further instruction on whether the information provided under eBeam's letter is correct. In light of this, it would seem that SPORTT is legally obligated under the Contract to make payment.

It is however relevant to note that the Contract does not make time for payment of the Fee by SPORTT to eBeam to be of the essence of the Contract. In these circumstances if SPORTT can demonstrate that eBeam was responsible for delay in commencement and/or performance of the Services then SPORTT would be excused from not having paid the balance of the Fee until eBeam has discharged its obligations under the Contract.

What legal options are available to SPORTT in respect of the said demand for payment?

SPORTT has not conducted any inspections of the centers or works done thus far by eBeam. Further both parties have not met in person to discuss said issues. In light of the above, and pending issue of payment, it is in the undersigned's opinion that SPORTT should exercise its rights under *Clause 6* which entitles SPORTT to inspect all the systems and facilities for the purpose of ascertaining and investigating whether eBeam is providing the Services. SPORTT should further request from eBeam sight of records of eBeam's activities in connection with the provision of the Services (*Clause 9.1*). After an inspection is carried out and records provided to SPORTT, an evaluation of eBeam's performance of the Services should be carried out (*Clause 15*) to determine whether, based on the conclusion of the evaluation report, the second payment should be issued to eBeam. Please note that written notice should be given to eBeam within a reasonable time regarding SPORTT's inspection of works done and the records. (*See Clause 6 Auditing and Clause 16.10 Notices.*)

It is advised that SPORTT write to eBeam requesting a meeting to discuss the issuance of the second payment. As eBeam has indicated verbally its unwillingness to meet in person until the second payment has been made. We advise said that the proposed letter should indicate to eBeam that SPORTT has the funds to enable it to effect payment however certain concerns and issues need to be discussed to determine a way forward. A new timetable of works still to be done by eBeam should be requested, discussed and approved at the meeting SPORTT should also set forth either in the letter and at the meeting that it will be conducting an inspection and evaluation of the works carried out by eBeam. Furthermore, it is advised that an amendment to the Contract be agreed after the above is carried out to take into account new agreements made. In accordance with *Clause 3* of the Contract, in the event that

J.D. Sellier + Co.
 Page 4
 January 17, 2014
 SPORTT

there is to be a variation in the Scope of Services, details of the agreed variation should be documented, dated and signed by the parties.

Before all this is carried out it is advised that SPORTT carry out its own investigations of the centers and determine whether the current problems faced by eBeam i.e. lack of chairs, tables, water, electricity, toilets etc is still ongoing and try to rectify, as failure to address this issue will inhibit any discussions and completion of the project.

Whether there is a legal exit strategy from the Contract for SPORTT? If yes, what are the risks associated with same and what would SPORTT need to do to minimize those risks?

Whether SPORTT can terminate the contract depends on SPORTT conducting an investigation into (1) the allegations of the inadequacies of the centers and (2) eBeam's work to date. As previously mentioned SPORTT should conduct an investigation into the allegations made by eBeam regarding the inadequacies of the centers, as SPORTT is legally obligated under the Contract to provide facilities/places that is required and necessary for eBeam to carry out its Services. The investigation should determine whether the facilities were of a reasonably expected standard given the nature of the services to be carried out. If the investigations determine that the centers were lacking certain facilities, the question of whether eBeam would still be able to carry about its Services would need to be determined. On the other hand if the centers are deemed to be adequate SPORTT should investigate eBeam's work to date to determine whether there has been a gross failure to meet any dates specified as being of the essence or material breach on the part of eBeam. SPORTT would be well advised to obtain an independent professional assessment carried out on its behalf. In said situations under *Clauses 5 and 13.2.1* SPORTT is entitled to give eBeam thirty (30) days written notice of the breach and allow a stipulated amount of time for eBeam to remedy said breach. Failure to remedy will entitled SPORTT to terminate the Contract. Services performed by eBeam shall be calculated on a pro-rated basis. "*SPORTT will pay to eBeam such portions of the fee which is due and payable or eBeam will refund SPORTT such portion of the fee this far received by eBeam as appropriate.*" (Clause 5)

Risks associated with the above approach and ways these risks can be minimized?

The risks associated with the above approach are:

- SPORTT being held in breach of their obligations under the Contract;
- The risk of the matter going to litigation (cost and time constraints) and details of the project becoming public;
- Being held liable to pay the balance of the Fee (\$17M) and/or damages for breach of contract, interest and cost.
- After termination the burden to find a new service provider which will result in a delay in the completion of the project and further cost for SPORTT.

However, SPORTT can try to minimize these risks by offering to meet with eBeam with the agenda of identifying the issues of concern to both parties. We advise that parties should seek the agreed assistance of a Mediator to hopefully agree a way forward. Such an agreement and any offers made should be confirmed in writing. Though the Mediator would not have powers to make a legally binding order against the parties, if the matter eventually ends in litigation under the Civil Proceeding Rules a Judge for the purposes of awarding costs can take into account the conduct of the parties which includes

J.D. Sellier + Co.
Page 5
January 17, 2014
SPORTT

“whether either or both parties refuse unreasonably to try an alternative dispute resolution procedure.”

We trust that the advice given in this correspondence will be of some assistance to you. Please feel free to contact us if you should require any additional information or clarification on the matters discussed herein.

Yours faithfully,
J. D. Sellier + Co.

A handwritten signature in black ink, appearing to read 'Anja R. Dass', with a long horizontal flourish extending to the right.

Anja R. Dass