



Procurement Processes Follow-up Review

Business Services, Purchasing Division



OBJECTIVES

The objective of this follow-up review was to determine whether the Purchasing division within Business Services effectively implemented the action plans based on the recommendations from the November 2021 Procurement Processes audit report.

BACKGROUND

On November 3, 2021, we issued a report on our audit of the Purchasing division's procurement processes. The objective of the audit was to determine whether there were effective controls in place over procurement processes to prevent or detect fraud, waste, or abuse, and ensure compliance with applicable requirements. The audit report included three recommendations, which were to further improve controls over its conflict-of-interest documentation and the use of cooperative contracts. The department agreed with the recommendations and developed action plans to implement the recommended changes.

CONCLUSION

All recommendations have been implemented and are summarized in the following table:

Recommendations	Status
1-1: Update existing procurement forms and/or create a method to include Conflict of Interest documentation for employees participating in large procurements. Additionally, retain the form/document with other procurement related files.	✓
2-1: Develop a process that ensures a written agreement is in place between the City Manager and the cooperative contract agency prior to using cooperative contracts.	✓
2-2: Confirm the cooperative agencies use methods in alignment with City competitive selection requirements at initial use and then every five years after that to ensure the agencies' practices are continued. The confirmation should be documented.	✓



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