

Competitive Procurement Internal Audit Action Plan – Q4 2018 Update

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Meeting Date: January 8, 2019

Audit Action Plan – Fourth Quarter 2018 Update

- 38 recommendations identified in Action Plan
- 28 recommendations implemented/completed
- 3 recommendations in progress
- 7 recommendations have portions completed with remaining in progress

Focus on Four Key Findings

- Standard Operating Procedures (SOP) and training
- Mandatory requirements and evaluation criteria
- Increased transparency with contractors
- Capital project management processes

Standard Operating Procedures (SOP) and Training

- Develop work plan and allocate resources to review and update Council Policy, Administrative Procedure and SOP
- Provide training to all employees involved in process with annual refresher training
- Establish process for compliance
- Provide formal training to Council on procurement related obligations under trade agreements

Proposed Target Date: Completion Q2 2018 – Q2 2019

Q4 2018 Update - SOP and Training

- SOPs and staff training completed
- Annual review with all internal stakeholders responsible for SOPs

Mandatory Requirements and Evaluation Criteria

- Checklist implementation to align with procedures
- Currently reviewing software packages for submissions and evaluation – supports centralized documentation and reporting
- Finalize Procurement Evaluation Handbook with training

Proposed Target Date: Completion Q4 2018 – Q1 2019

Q4 2018 Update - Mandatory requirements and evaluation criteria

- Checklist has been reviewed and is in use
- Procurement Evaluation Handbook finalized
- Training on SOPs commenced in October and completed in November

Increased Transparency with Contractors

- Enhance information and resources available to contractors regarding opportunities and process
 - In collaboration with Economic Development to offer training for contractors and updated information on website
- Continue to post bids and awards on Alberta Purchasing Connection in a timely manner
- Increased dialogue with FMCA, Chamber of Commerce, NAABA

Proposed Target Date: Completion Q2 2018 – Q1 2019

Q4 2018 Update - Increased Transparency with Contractors

- Bids and awards will continue to be posted on Alberta Purchasing Connection
- Continue to build rapport with construction association and other organizations
- Finalizing details for presentation to organizations

Capital Project Management Processes

- Update the Project Management Manual
- Improve documentation and record keeping
- Provide training

Proposed Target Date: Completion Q1 2019

Q4 2018 Update - Capital Project Management Processes

- Project Management Manual review and update in progress
- Documentation recommendations in place
- 5 one day training sessions completed:
 - Legal Overview
 - Program management software
 - Procurement Essentials
 - Procurement Standard Operating Procedures
 - Microsoft Project (Introductory and advanced)
 - Contract Management Seminar

Social Procurement Update

- Update Policies and Procedures to include social procurement, where applicable
- Benchmark with other municipalities
- Train staff on updated social procurement opportunities
- Incorporate social value opportunities in Request for Proposals and Request for Quotes, where applicable

Questions?