

Competitive Procurement Internal Audit Action Plan – Q1 2019 Update

Presenters: Cindy Chiasson, Senior Manager – Procurement
Matthew Hough, Director – Engineering
Elsie Hutton, Director – Corporate and Community Services

Meeting Date: April 23, 2019



Audit Action Plan – First Quarter 2019 Update

- 38 recommendations identified in Action Plan
- 33 recommendations implemented/completed
- 1 recommendation in progress
- 4 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

Q1 2019 Update - SOP and Training

- Procurement Policy – FIN-100 – approved by Council in February
- Public Sector Procurement Program (PSPP 301) staff training
- Refresher training scheduled for Council – May 2019

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

Q1 2019 Update - Mandatory requirements and evaluation criteria

- First phase E-Procurement software implementation underway
- Communications strategy development underway

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

Q1 2019 Update - Increased Transparency with Contractors

- Presentations made to FMCA and NAABA in January
- Public sector and social procurement training planned for contractors - May

Capital Project Management Processes

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

Proposed Target Date: Completion Q1 2019

Q1 2019 Update - Capital Project Management Processes

- Project Management Manual updated
- Record keeping improving with guidance of Records Management group
- Training provided and ongoing

Social Procurement Update

- Procurement Policy FIN-100 approved
- Ongoing review of best practices
- Host information sessions on social procurement – May 2019
- Train staff on updated social procurement opportunities
- Incorporate social value opportunities in Request for Proposals and Request for Quotes, where applicable

Next Steps

- Continuous improvement – better position now
- Refreshed approach to engaging with vendor community
- Formation of Contract Compliance Committee
- Refresher training on processes and procedures
- Reinforced approach to contract management
 - Focus on terms and conditions
 - Review of claims
 - Dedicated legal resources
- Recommend no further updates due to significant progress to date

Questions?