



**Audit of Contracting
Management Response and Action Plan
October 3, 2008**

Recommendation	Action Plan	Responsibility	Expected Completion Date
1. Standard guidelines and forms should be established and consistently applied across regions. Updated departmental policies, procedures, and forms should be communicated to staff.	Corporate Administration is currently updating and developing a departmental procurement policy and standardized procurement procedures and forms. The policies and procedures will be submitted for approval by Executive Committee. Training, as required, will be developed and delivered following Executive Committee approval. Changes are communicated on an ongoing basis.	Corporate Administration	December 2009
2. Corporate Administration should enhance its current training to include additional information on Advance Contract Award Notices, Professional Services Online and MERX to regional staff involved in procurement and contracting.	Future departmental functional specialist procurement training will include training on procurement tools, including Professional Services Online and MERX as well as the Advance Contract Award procurement strategy.	Corporate Administration	December 2009



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<p>3. WD should take the necessary measures to ensure full compliance to Contracting Policy Notice (CPN) 2007-04- Non-Competitive Contracting and that documentation is placed on file to support the justification for non-competitive contracting.</p>	<p>CPN 2007-04 requirements are standard practice when contract requests invoking Government Contracting Regulations (GCR) exemption 6(d) are made for contracts over \$25,000.</p> <p>For sole source requests less than \$25,000 GCR exemption 6(b)) the 7 questions from CPN 2007-04 are shared as a guideline to develop a sole source justification.</p> <p>All sole source requests greater than \$10,000 are reviewed by the Procurement Services Specialist prior to the Contract Review Committee reviewing and approving the contract request.</p>	<p>Corporate Administration</p>	<p>Completed</p>
<p>4. WD should take the necessary measures to ensure full compliance to procurement and contracting policies and procedures. Specifically, all acquisitions of goods and services must be pre-authorized, mandatory national standing offer lists must be used, contracts must be signed before contract commencement, and contract amendments must be signed before the end date of the original contract.</p>	<p>Corporate Administration is currently updating and developing a departmental procurement policy and standardized procurement procedures and forms. Training, as required, will be developed and delivered. Changes are communicated on an ongoing basis.</p>	<p>Corporate Administration</p>	<p>December 2009</p>



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5. WD should ensure proper and complete documentation in contract files and should establish one departmental standard to be used by all regions for contract file maintenance.	Corporate Administration is currently updating and developing a departmental contract administration/management procedure. Training, as required, will be developed and delivered. Changes are communicated on an ongoing basis.	Corporate Administration	December 2009
6. WD should complete post-contract evaluations in accordance with policy and in a timely manner.	Research will be conducted on the Vendor Performance Policy to incorporate best practices into a WD procedure.	Corporate Administration	December 2009