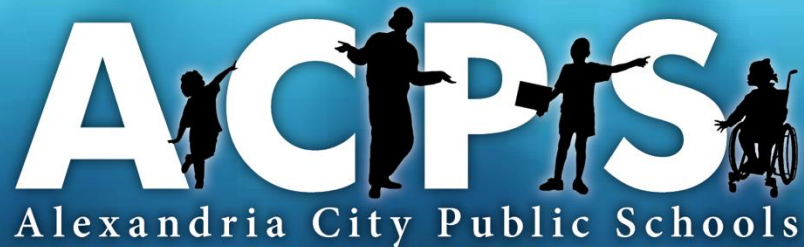


Performance Audit Staff Update

Procurement Process

School Board Meeting

April 12, 2018

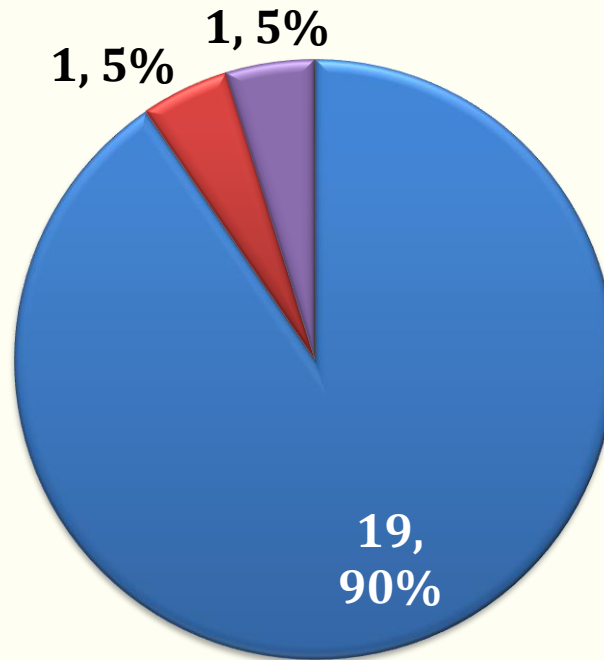


Every Student Succeeds

Essential Questions

- What were the recommendations of the Gibson audit of procurement processes?
- How did ACPS management respond initially to those recommendations?
- What work has been completed to implement the recommendations subsequent to the audit?

Recommendation Implementation



Key	Status	Number of Recommendations	Percentage of Recommendations
	Recommendation Fully Implemented on Schedule	19	90.5%
	Implementation Not on Schedule	1	4.8%
	Management Disagreed with Recommendation	1	4.8%
	Total	21	100.0%

Recommendations and Status

#	Recommendation	Gibson Priority	Target Completion	Status
1	Supplement existing performance measures.	High	December 2017	Completed On Time
2	Conduct a spend analysis on a quarterly basis.	Medium	December 2017	Completed On Time
3	Update Procurement Department job descriptions to accurately reflect the roles and responsibilities of the positions.	Low	December 2017	Completed On Time
4	Utilize a documentation management system to store procurement and contract files electronically.	High	December 2017	Completed On Time: Better Solution Implemented
5	Maximize the use of Division resources to electronically receive vendor responses to competitive solicitations.	High	December 2017	Completed On Time: Better Solution Implemented
6	Improve the proposal evaluation process.	Medium	Management disagreed with recommendation	N/A. Management disagreed with recommendation.
7	Retain actual advertisements of solicitations.	Low	Implemented before audit was finalized	Completed On Time
8	Retain documentation in procurement files of the date and time vendor responses are received by the Division.	Medium	Implemented before audit was finalized	Completed On Time
9	Digitize the ITB/RFP checklists and enforce their use.	Medium	Implemented before audit was finalized	Completed On Time
10	Conduct customer surveys upon completion of each competitive solicitation.	Medium	Implemented before audit was finalized	Completed On Time

Recommendations and Status

#	Recommendation	Gibson Priority	Target Completion	Status
11	Document the evaluations of ITBs	High	Implemented before audit was finalized	Completed On Time
12	Increase use of state online system for obtaining quotes.	High	September 2017	Completed On Time: Better Solution Implemented
13	Enhance procedures for vendor creation and maintenance in the MUNIS system.	Medium	December 2017	Completed On Time
14	Implement the use of MUNIS automatic email functionality to send POs to vendors.	Medium	December 2017	Completed On Time
15	Perform analysis to better understand the root cause of improperly issued purchase orders and implement control procedures to eliminate them.	Medium	December 2017	Completed On Time
16	Implement control procedures to better monitor the use of blanket purchase orders.	Medium	March 2018	Completed On Time
17	Ensure that procurement file documentation validates policy compliance.	High	December 2017	Completed On Time
18	Increase controls over the maintenance of MUNIS user access levels.	Medium	September 2017	Completed On Time
19	Implement departmental review procedures for the modification of MUNIS system workflow.	Low	September 2017	Process Improvement Put in Place but Process Not Fully Documented by Target Date
20	Utilize electronic forms to increase efficiency and enhance approval and record keeping processes.	High	December 2017	Completed On Time
21	Secure procurement files to ensure confidentiality and reduce the possibility of lost records.	High	Implemented before audit was finalized	Completed On Time

Recommendation #3

Update Job Descriptions

Recommendation

- Update all job descriptions in the Procurement Office.

Management Response

Target Completion: December 2017

- Management agreed with the recommendation.

Implementation

Status: Completed on Time

- The Procurement Department has updated all job descriptions including:
 - Buyer
 - Senior Buyer
 - Contract Specialist
 - Procurement Manager

COMPLETED

Recommendation #19

Modification of MUNIS System Workflow

Recommendation

- Implement departmental review procedures for the modification of MUNIS system workflow.

Management Response

Target Completion: September 2017

- Management agreed with the recommendation.

Implementation

Status: To Be Completed May 2018 (Behind Schedule)

- Financial Systems responsibility (not Procurement Office)
- New process has been implemented.
- Forms are in place and are used.
- Documentation of the process will be completed in May 2018 (behind schedule).

IN PROGRESS

Recommendation #20

Electronic Forms Utilization

Recommendation

- Utilize electronic forms to increase efficiency and enhance approval and record keeping processes.

Management Response

Target Completion: December 2017

- Management agreed with the recommendation.

Implementation

Status: Completed on Time

- Staff has started to use electronic forms in various key areas.

COMPLETED

Upcoming Performance Audit Updates

Date	Performance Audit Covered in Update
April 12, 2018	Procurement Process – 2nd Quarterly Update
May 24, 2018	Payroll Process – 2 nd Quarterly Update
June 7, 2018	Facilities Process – 2 nd Quarterly Update
<i>Note: Staff will continue to update the School Board quarterly on each audit until all recommendations have been implemented.</i>	

Questions/Comments

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