Internal Controls: Procurement Example – What do we need to consider?

Pre-solicitation Planning

- Define the Need
  - Can it be obtained internally?
  - Reallocate Item
  - Develop Purchase Descriptions and Design Specifications
  - Evaluate Budget/Review Resources
  - Perform Market Research and Develop Statement of Work
  - Submit for Solicitation

Solicitation Process

- Solicitation Process
  - Submit for appropriate approval
  - Is requirement available on contract and meet minimum requirements?
  - Is purchase exempt from competitive bid process?
  - Is competition available?
  - Is purchase > $25k?
  - Is specification completely describe the requirement?
  - Expertise, negotiation, or other special factors for consideration?

Award Phase

- Receive and Compete Bids
  - Select Bid
  - Award and execute contract

Delivery and Evaluation

- Provider submits Invoice
  - Invoice is accurate
  - Provider reviews and revises
  - Invoice is completed supporting documentation
  - Approve payment
  - Complete contract close-out process
  - File documentation

Legend

- Start/End
- Process
- Sub-process
- Decision
- Document/Report