

Memorandum

*Serious drought.
Help save water!*

To: ANGELA SHELL, Chief
Division of Procurement and Contracts

Date: April 29, 2016

File: P3000-0426


From: WILLIAM E. LEWIS
Assistant Director
Audits and Investigations

Subject: **FINAL AUDIT REPORT OF THE CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT DELEGATION AUDIT**

Attached is Audits and Investigations' (A&I's) final audit report of the California Department of General Services Contract Delegation Audit. Your response has been included as part of our final report. This report is intended for your information and department management.

Please provide our office with status reports on the implementation of your audit finding dispositions 60-, 180-, and 360-day subsequent to the report date. If all findings have not been corrected within 360 days, please continue to provide status reports every 180 days until the audit findings are fully resolved. As a matter of public record, this report and the status reports will be posted on A&I's website.

We thank you and your staff for their assistance provided during this audit. If you have any questions or need additional information, please contact Zilan Chen, Chief, Internal Audits, at (916) 323-7877, or me at (916) 323-7122.

Attachment

ANGELA SHELL

April 29, 2016

Page 2 of 2

- c: Dennis Miras, Supervisor, Office of Audit Services, Department of General Services
- Malcolm Dougherty, Director
- Kome Ajise, Chief Deputy Director
- Cristiana Rojas, Deputy Director, Administration
- Clark Paulsen, Chief, Division of Accounting
- Janice Salais, Acting Assistant Director, Office of Business and Economic Opportunity
- Zilan Chen, Chief, Internal Audits, Audits and Investigations
- Tracy Franco, Assistant Division Chief, Policy, Protest and Communications, Division of Procurement and Contracts
- Lisa Kwong, Chief, Office of Commodity and Contract Payable, Division of Accounting
- Louise Lozoya, Assistant Division Chief, IT Goods and Services, Division of Procurement and Contracts
- Lindy Wilson, Assistant Division Chief, Non-IT Contracts, Division of Procurement and Contracts
- Douglas Gibson, Audit Manager, Audits and Investigations
- Sabrina McGlothin, Policy Branch Chief, Policy, Protest and Communications, Division of Procurement and Contracts
- Nicole Felcher, Audit Coordinator, Office of Receivables, Systems, and Administration, Division of Accounting

**The California Department of General
Services Contract Delegation Audit**

P3000-0426

April 2016

Prepared By:

Audits and Investigations

California Department of Transportation

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SUMMARY, OBJECTIVES, SCOPE, METHODOLOGY, BACKGROUND, AND CONCLUSION

SUMMARY

Audits and Investigations (A&I) completed an audit of the California Department of Transportation's (Caltrans) contract delegation as required by the California Department of General Services' (DGS) Exemption Letter 12.0, dated June 18, 2012. The purpose of the audit was to determine whether procedures for processing, executing, and managing contracts are adequate and in compliance with DGS requirements and state laws and regulations.

Our audit disclosed that Caltrans has policies and procedures to process, execute, and manage contracts; however, we identified the following findings:

- Split Purchases of Small Dollar Value Contracts
- Deficiencies in Contract Management
- CAL-Card Control Weaknesses
- Inaccurate Data Reporting in Contract Administration Tracking System

OBJECTIVES, SCOPE, AND METHODOLOGY

We conducted the audit in accordance with the International Standards for the Professional Practice of Internal Auditing.

The objectives of the audit were:

- To determine whether Caltrans' contracting program complies with the legal requirements for exemption especially as to oversight of the universe of contracts awarded subject to exemption.
- To determine and document (or update) the systems of internal controls over the contracting process.
- To determine whether Caltrans' contracting system can reasonably be relied upon to provide adequate internal controls and produce contracts according to laws, state policies, and the best interest of the state.
- To determine the effectiveness of the internal controls through evaluation of a sample of contracts awarded since the last audit.

The scope of this audit was from October 1, 2013, to June 30, 2015. The audit universe comprised 4,024 contracts as listed on the Division of Procurement and Contracts' (DPAC) executed contract master list. To achieve the audit objectives, we selected samples from DPAC's executed contract master list for each of the ten test categories per DGS' audit guide. We gathered information and documents needed from DPAC, the Division of Accounting (DofA), and district staff. The audit

included general compliance and substantive tests of contracts awarded based on DGS' audit guide. We completed field work on February 5, 2016. Changes after this date were not considered, and accordingly, our conclusion does not pertain to changes arising after February 5, 2016.

BACKGROUND

All state contracts are required to be approved by DGS with certain exceptions. According to Government Code section 14616, the director of DGS may exempt any transaction from this legally-required approval. DGS' Office of Legal Services is responsible for recommending that the DGS director grants or denies such exemptions after reviewing the request to ensure that the requirements are met.

On February 2, 1992, DGS granted Caltrans an exemption by delegating authority to approve service contracts under \$50,000. Effective July 1, 2013, the exemption level was set at \$150,000. Under its Exemption Letter 12.0, dated June 18, 2012, DGS required two audits for the period of July 1, 2012, to June 30, 2016, to be conducted in accordance with the DGS' Office of Audit Services audit guide. On June 30, 2014, Caltrans issued the first audit report, P4000-0390, under this exemption letter. This is the second audit conducted, and its report will be submitted to DGS' Office of Audit Services by April 30, 2016.

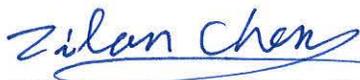
CONCLUSION

Our audit disclosed that Caltrans has policies and procedures to process, execute, and manage contracts; however, we identified the following findings:

- Split Purchases of Small Dollar Value Contracts
- Deficiencies in Contract Management
- CAL-Card Control Weaknesses
- Inaccurate Data Reporting in Contract Administration Tracking System

VIEWS OF RESPONSIBLE OFFICIALS

We requested and received a response to our findings from the Acting Chief, Division of Procurement and Contracts, who concurred with the findings. Please see the attachment for the response.


for **WILLIAM E. LEWIS, CPA**
Assistant Director
Audits and Investigations

April 14, 2016

FINDINGS AND RECOMMENDATIONS

FINDING 1 – Split Purchases of Small Dollar Value Contracts

Our testing of small dollar value contracts identified that, out of ninety-three contracts tested, eight could possibly be split services. Split service contracts are contracts that are prepared by the same unit, for the same service, using the same contractor, which exceed \$4,999.99 over a 12-month period. In some instances, these are contracts submitted on the same date.

Public Contract Code section 10329 states, “No person shall willfully split a single transaction into a series of transactions for the purpose of evading the bidding requirements of this article.”

State Contracting Manual section 5.03 states, “Services may not be split to avoid the need to advertise or obtain competitive bids. In particular, a series of related services that would normally be combined and bid as one job cannot be split into separate tasks, steps, phases, locations, or delivery times.”

Division of Procurement and Contracts (DPAC) staff explained that these contracts were approved because the services were provided at different locations or involved different scopes of work; however, this is contrary to State Contracting Manual section 5.03 that precludes locations or separating tasks so that the scope of work is different.

Split purchases circumvent procurement regulations, and increase the risk of misuse and misapplication.

RECOMMENDATION

We recommend that DPAC implements appropriate oversight and monitors to prevent the splitting of small dollar value service contracts.

DIVISION OF PROCUREMENT AND CONTRACTS RESPONSE

The Division of Procurement and Contracts concurs with the finding and recommendation. Please see the attachment for details of the response and action plan.

FINDING 2 – Deficiencies in Contract Management

DPAC establishes policies and procedures with respect to contract management, and provides guidance in the form of handbooks, manuals, instructions, and training to enable contract managers to fulfill their responsibilities. Contract managers are responsible for ensuring their contracts are managed properly according to laws, regulations, and contract provisions. This audit included testing of contract management activities, and our audit identified the following deficiencies:

Invoices not Adequately Detailed

Five out of twenty selected delegated contracts tested had insufficient details on the vendor invoices, such as missing contract numbers and dates of services performed.

Contract Managers Handbook, March 2007, section 4.3.3 requires contract managers to review invoices for all required information, and that “all invoices should contain: ... [c]ontract number ... [and] ... [i]nvoice period, specified with beginning and ending dates.”

Acceptance of invoices with insufficient details increases Caltrans’ risk of paying contractors for services and products not received or are outside the contract terms.

Services Performed Prior to Contract Execution

Our testing of payments in accordance with agreements found that out of fifty-five contracts, five incurred billings for services that were performed prior to contract execution. The services were not for emergency work and totaled \$271,018.

State Contracting Manual, Volume 1, section 4.09 (A) prohibits the start of services before receipt of approval. The section also states that “payment for services may not be made until the contract is approved.” State Contracting Manual, Volume 1, section 4.09 (C) states, “The law does not permit consultants to start work before formal contract approval, except in an emergency.” The Contract Manager’s Handbook, section 3.3 also requires contract execution before work can commence.

Authorization to begin work or to perform services starts after a contract is executed. Services performed prior to contract execution are considered unauthorized and are not bound by contract provisions. The deficiencies appeared to be caused by lack of monitoring by the contract managers.

Uncompleted Contract/Contractor Evaluation Form

During our testing of contract compliance, contract managers for seven contracts did not complete the required form STD 4, Contract/Contractor Evaluation. Lack of awareness from the contract managers of their roles and responsibilities may have caused the incompleteness of the contract documents.

State Contracting Manual, Volume 1, section 3.02.2 (A-C) states, “Each contractor providing consultant services of \$5,000 or more shall be advised in writing on the standard contract that the performance will be evaluated. One Contract/Contractor Evaluation, form STD 4, must be prepared within 60 days of the completion of the contract. The evaluations shall remain on file by the agency for a period of 36 months.” State Contracting Manual, Volume 1, section 9.04 (A) (6&17) requires contract managers to complete the STD 4 form for contracts of \$5,000 or more.

Unsubmitted Report of Utilization of Small/Micro Business and Disabled Veteran Business Enterprise State Funded Contracts Only Form

Our tests on compliance with Small/Micro Business (SB) and Disabled Veteran Business Enterprise (DVBE) requirements disclosed that of eighteen tested contracts that were executed after July 1, 2014, seventeen of the contractors did not submit form ADM-3059, Report of Utilization of Small/Micro Business and Disabled Veteran Business Enterprise State Funded Contracts Only, as required. This form requires the reporting of DVBE information within 60 days of the final payment of a contract.

California Government Code section 14841 requires contractors to report the awarding department the actual percentage of SB and DVBE participation that was achieved.

Military and Veterans Code section 999.5 (d) states, "Upon completion of an awarded contract, ...an awarding department shall require the prime contractor that entered into a subcontract with a disabled veteran business enterprise to certify to the awarding department all of the following: (1) The total amount the prime contractor received under the contract. (2) The name and address of the disabled veteran business enterprise that participated in the performance of the contract. (3) The amount each disabled veteran business enterprise received from the prime contractor. (4) That all payments under the contract have been made to the disabled veteran business enterprise. An awarding department shall keep that certification on file."

The California Department of General Services (DGS) Bulletin P-19-14, issued August 4, 2014, and effective July 1, 2014, mandates awarding departments to require prime contractors to certify that each DVBE subcontractor received payment for their participation, upon completion of a contract. This statute also mandates awarding departments to maintain these records.

DPAC staff informed us that the requirement to submit the ADM-3059 form is communicated in DPAC's contract manager training, boilerplates, letters, forms, and check lists; however, contract managers did not monitor to ensure the completion and submission of form ADM-3059.

Safeguarding Confidential Information

During our review of information security procedures, we found social security numbers on invoices and other supporting documents on three of the sixty-five contracts tested. Contract managers submitted the invoices and supporting documents to the Division of Accounting for payment without redacting this confidential information.

California Government Code section 6253 (a) states, "Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law."

California Government Code section 6254 (c) states, "This chapter does not require the disclosure of any of the following records: ... [p]ersonnel, ...or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy."

State Administrative Manual Management Memo MM 08-11, Safeguarding Against and Responding to a Breach of Security Involving Personal Information, states in part, “The purpose of this Management Memo (Memo) is to announce a new policy requirement and procedural directive related to a state agency’s response to a breach of security involving personal information. It also serves to reinforce state agency responsibilities under existing law and state policy for safeguarding personal information collected, used, maintained, and/or held in custodianship in conjunction with the administration of state programs and services, and to clarify existing security incident management policies and procedures.”

Without proper safeguarding of personal information, there is an increased risk for information to be compromised, upon third party review.

Improper contract management and submittals of the required forms and information in accordance with the state requirements may place Caltrans at risk and increases legal liability. In addition, contract compliance deficiencies may result in loss of Caltrans’ contract delegation authority from DGS.

RECOMMENDATION

We recommend that contract managers ensure that their contracts are managed properly according to laws, regulations, and contract provisions by ensuring:

1. Invoices submitted by contractors include required details.
2. Contract work begins after the contract execution date.
3. The completion of the required form STD 4, and the completion and submittal of form ADM-3059 by the contractor for contracts executed on or after July 1, 2014.
4. The safeguarding of confidential and personal information.

We recommend that DPAC:

1. Send out formal reminders to contract managers regarding their responsibilities for ensuring proper management of contracts. This correspondence should include ensuring that invoices submitted by contractors include required details such as contract numbers, dates of services, and that contract work begins after the contract execution date.
2. Consider conducting refresher training for contract managers if appropriate.
3. Require contract managers to retain completed forms ADM-3059 and STD 4 on file.
4. Establish written procedures to reduce the risk of exposure of confidential and personal information.

DIVISION OF PROCUREMENT AND CONTRACTS RESPONSE

The Division of Procurement and Contracts concurs with the finding and recommendations. Please see the attachment for details of the response and action plan.

FINDING 3 – CAL-Card Control Weaknesses

CAL-Card is an alternative payment method used in the procurement of authorized goods and services. CAL-Card holders and managers are responsible for using CAL-Cards within procurement and contracting guidelines and obtaining and providing approval prior to purchase. DPAC is responsible for setting policy and providing guidance and training to CAL-Card holders and managers. We tested 137 CAL-Card transactions and identified the following deficiencies in CAL-Card purchases:

- CAL-Card holders did not always prepare Purchase Orders (CPO) timely. Twenty-six CPOs were not prepared within five working days from the date of the purchases. DPAC Acquisitions Manual section 12.3.2 (D) requires CPOs to be prepared prior to making the purchase. Unless an emergency has occurred, a CPO should be prepared within five working days. From discussion with CAL-Card holders, we learned that sometimes the type of duties they perform, such as working in the field all day, often forces them to batch the CPOs together and complete them monthly.
- Twelve CPOs were approved 30 days after the purchases by CAL-Card managers. California Government Code section 13403 (a) (3) requires government agencies to have internal accounting and administrative controls that include a system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures. DPAC Acquisitions Manual section 12.3.2 (C) requires an approval before making any purchase. Discussion with cardholders indicated that day-to-day operations occasionally do not allow the approvers the opportunity to approve CPOs before or immediately after purchases; CAL-Card managers sometimes approve the transactions verbally; or approvals are obtained by completing form ADM-1415, Purchase Request, prior to the purchase, while CPOs are prepared and approved at a later date.
- Nine CPOs did not have approvers' signatures or approval dates. DPAC Acquisitions Manual section 12.3.7 (B) (1) requires signatures and dates by the requestor and the approver of the product or service to be purchased. At times, CAL-Card managers may not have adequate trainings or awareness of the importance of completing the CPOs.

Delays in preparing and approving CPOs, or CPOs not properly signed and dated, could result in inappropriate or unauthorized purchases, loss of state assets, and revocation of Caltrans' delegated CAL-Card authority.

Audits and Investigations' biennial CAL-Card audit report, P3000-0425, issued on June 30, 2015, identified similar weaknesses. DPAC has been working to address these weaknesses and anticipates continued improvements in the CAL-Card program.

RECOMMENDATION

We recommend that DPAC:

1. Continue with the steps taken in its action plan response to audit P3000-0425 to improve the CAL-Card program.
2. Continue to communicate with the districts and program staff through E-Blasts, Compliance Reviews, training, website tools, and monthly meetings.

DIVISION OF PROCUREMENT AND CONTRACTS RESPONSE

The Division of Procurement and Contracts concurs with the finding and recommendations. Please see the attachment for details of the response and action plan.

FINDING 4 – Inaccurate Data Reporting in Contract Administration Tracking System

The Contract Administration Tracking System (CATS) is the database used by DPAC to record and monitor contracts. During the testing of 65 contract files, we identified 26 contracts with 31 errors as follows:

- Nine errors involved incorrect contract execution dates. As an example, one contract had an execution date of February 17, 2015, which was reported in CATS as February 13, 2015.
- Eight errors were for incorrect contract term dates. For instance, the contract term of one contract was from May 5, 2015, to May 4, 2016, but was reported in CATS as December 31, 2014, to February 28, 2016.
- Thirteen errors involved incorrect category codes. We noted public works contracts that were incorrectly categorized as commercial services contracts and consultant services contracts in CATS.

Additionally, while reviewing the entire universe of contracts, we identified 14 Master Service Agreements and Income Agreements that were competitively bid but incorrectly recorded as having zero dollar amount in CATS.

California Government Code section 13401 (b) (1) states, “Each state agency must maintain effective systems of internal accounting and administrative control as an integral part of its management practices.”

California Government Code section 13403 (b) (6) states, “The elements of a satisfactory system of internal accounting and administrative control, shall include, but are not limited to, the following: An effective system of internal review.”

State Contracting Manual, Volume 1, 1.05 (A) states, “Proper classification of acquisitions is necessary as a first step in determining which solicitation process is appropriate for the contract, and what elements are required to be in the contract.”

DPAC staff stated these deficiencies were caused by staff not revising data in CATS while processing contracts. Inaccuracies in CATS can result in incorrect management reports.

We noted similar findings in our prior audit reports on contract delegation dated June 30, 2010 (P4000-0375), April 27, 2012 (P4000-0380), and June 30, 2014 (P4000-0390).

RECOMMENDATION

We recommend that DPAC:

1. Correct the incorrect data identified in CATS and implement procedures to ensure data accuracy.
2. Ensure staff review data input to CATS, including revisions, for accuracy and correctness.

DIVISION OF PROCUREMENT AND CONTRACTS RESPONSE

The Division of Procurement and Contracts concurs with the finding and recommendations. Please see the attachment for details of the response and action plan.

AUDIT TEAM

Zilan Chen, Chief, Internal Audits

Douglas Gibson, Audit Manager

Fifie King, Auditor

Emilio Flores, Auditor

Jose Camacho, Auditor

Derek Pixley, Auditor

ATTACHMENT

**DIVISION OF PROCUREMENT AND CONTRACTS' RESPONSE TO THE DRAFT
AUDIT REPORT**

Memorandum

*Serious drought.
Help Save Water!*

To: WILLIAM E. LEWIS
ASSISTANT DIRECTOR
AUDITS AND INVESTIGATIONS

Date: April 28, 2016

File: P3000-0426

From: ANGELA SHELL
Chief
Division of Procurement and Contracts



Subject: **RESPONSE TO DRAFT REPORT - DEPARTMENT OF GENERAL SERVICES
CONTRACT DELEGATION AUDIT**

The Division of Procurement and Contracts (DPAC) has attached the draft audit response for the Department of General Services Contract Delegation Audit. DPAC has successfully implemented changes to satisfy recommendations 1.1, 2.2 and 4.2. We will continue to make process improvements for the remaining recommendations.

If you have any questions regarding the response please contact Sabrina McGlothin at (916) 227-6071.

Attachments

- (1) P3000-0426 Draft Audit Response
- (2) Finding 1.1 – File Maker Pro Tracking System Screenshot
- (3) Finding 2.2 – In-person Contract Manager Workshop LMS Course Description
- (4) Finding 2.2 – Contract Manager Workshop Course Sessions
- (5) Finding 4.2 – Revised Contract Officer’s Checklist

- c: Lindy Wilson, Assistant Division Chief, Non IT Contracts, Division of Procurement and Contracts
Louise Lozoya, Assistant Division Chief, IT Goods and Services, Non-IT Procurement and CAL-Card, Division of Procurement and Contracts
Tracy Franco, Acting Assistant Division Chief, Policy, Communications and Material Management, Division of Procurement and Contracts
Michelle Thompson, Acting Office Chief, Policy, Protest and Communications, Division of Procurement and Contracts
Sabrina McGlothin, Branch Chief, Policy, Division of Procurement and Contracts

Audits and Investigations (A&I) - Response to Draft Report

Audit Name: DGS Contract Delegation Audit

Audit No. P3000-0426

Auditee: Division of Procurement and Contracts (DPAC)

Audit Report Finding # 1

Finding 1 – Split Purchases of Small Dollar Value Contracts

A&I Audit Recommendation	Auditee Response to Draft Report	Estimated Completion Date	Staff Responsible	A&I Analysis
1.1 We recommend that DPAC implements appropriate oversight and monitors to prevent the splitting of small dollar value service contracts.	DPAC implemented a new tracking system through File Maker Pro to monitor and prevent the splitting of small dollar acquisitions. Analysts review and compare both U5 Agreements (contracts under five-thousand dollars) and CAL-Card transactions simultaneously in the tracking system to identify possible split services. Categories compared include: Vendor, district, service type, agreement term and service location.	Complete	Rajit Sharma	

Audit Report Finding # 2

Finding 2 – Deficiencies in Contract Management

2.1 Send out formal reminders to contract managers regarding their responsibilities for ensuring proper management of contracts. This correspondence should include ensuring that invoices submitted by contractors include required details such as contract numbers, dates of services, and that contract work begins after the contract execution date.	In addition to providing annual Contract Manager Training and periodic Contract Manager Workshops, DPAC will develop a process to remind contract managers of their responsibilities to ensure proper management of contracts and proper invoice submittal.	9/30/2016	Kimberly Fox	
2.2 Consider conducting refresher training for contract managers if appropriate.	Contract Manager Training is an eLearning module that is available to all Caltrans staff on the DPAC Intranet website - Contract Managers are required to complete Contract Manager Training on an annual basis per DD-112 and an email reminder is sent to Contract Managers to re-take the course each year if they will continue managing contracts. Additionally, the Non-IT Service Contracts office provides an informal Contract Manager Workshop upon request, which allows for question and answer sessions between Contract Managers and DPAC staff.	Complete	Kimberly Fox	
2.3 Require contract managers to retain completed forms ADM-3059 and STD 4 on file.	Contract Managers are required to retain completed forms ADM-3059 and STD 4 on file; notification of the requirement is provided in the annual Contract Manager Training and contract boilerplates. DPAC will revise the Contract Manager Instructions, which are sent to the contract manager after contract execution, to include the requirement to retain the completed forms.	7/31/2016	Sabrina McGlothlin	
2.4 Establish written procedures to reduce the risk of exposure of confidential and personal information.	DPAC will develop written procedures consistent with State Administrative Manual Management Memo MM 08-11 to safeguard and prevent exposure of confidential and personal information.	8/31/2016	Sabrina McGlothlin	

Audit Report Finding # 3

Finding 3 – CAL-Card Control Weaknesses

3.1 Continue with the steps taken in its action plan response to audit P3000-0425 to improve the CAL-Card program.	DPAC will continue to analyze, design, develop, implement, and evaluate processes and improvements along with ensuring compliance with all applicable laws and regulations, prior to using the CAL-Card as a payment mechanism.	04/26/2016; This is an ongoing process.	Mari Jo Snider	
3.2 Continue to communicate with the districts and program staff through E-Blasts, Compliance Reviews, training, website tools, and monthly meetings.	DPAC will continue to communicate to the districts and program staff through E-Blasts, Compliance Reviews, training, website tools and monthly meetings concerning using the CAL-Card as payment mechanism in accordance with one of the approved acquisition methods.	04/26/2016; This is an ongoing process.	Mari Jo Snider	

Audit Report Finding # 4

Finding 4 – Inaccurate Data Reporting in Contract Administration Tracking System

4.1 Correct the incorrect data identified in CATS and implement procedures to ensure data accuracy.	Staff will correct CATS entries. Staff have been provided with a list of proper CATS Categories and we will develop a CATS training module to be included in our upcoming contracting training tracks.	12/31/2016	Phillip Rodriguez	
4.2 Ensure staff review data input to CATS, including revisions, for accuracy and correctness.	The Contract Officers checklist has been updated to verify for CATS printouts and to ensure accuracy of data.	Complete	Phillip Rodriguez	

Course Description Detail

Course Code: 101684 DPAC Contract Manager's Workshop (Classroom)

Type: Non-Mandated

Historical G Number:

Duration: 4.0

Cost

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Course Category and Subcategory

Administration	Procurement & Contracts
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Prerequisite Courses

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Prerequisite Accomplishments

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Course Contact

Contact Type	Name	Phone Type	Phone
Contact Person	ROBIN M ROOT	Business	916/227-8129
Course Developer/Owner	DENNIS M SIEBERT	Business	916/227-8032
Contact Person	MONICA J GONSALVES	Business	916/227-6018

Description

Attire/Equipment	Attendees should dress comfortably and plan for fluctuating room temperatures.
Description	This workshop will provide attendees an overview of the entire non-IT service contract process from the initial request through contract execution and follow-up. Topics include, but are not limited to: 1. Contract timelines; 2. Emergency Contracts; 3. Writing a Scope of Work; 4. Preparing a Bid Proposal (ADM-1412); 5. Small and Micro Business (SB and MB); 6. Submitting a Service Contract Request (ADM-0380); 7. The Contract Manager's Role and Responsibilities; 8. Disputes and Termination; and 9. Resources. **Disclaimer**: Attending this course does not replace the mandatory online Contract Manager Training which all Contract Managers must complete prior to managing a contract. To become certified, visit: http://admin.dot.ca.gov/pc/online_training_2014/page01.htm
Learning Objectives	To provide Caltrans Contract Managers with comprehensive information on the entire non-IT service contract process.
Learning Outcome	Benefits of this workshop include: 1. By understanding the contracting process, Contract Managers will be better prepared to submit a complete package, reducing the time needed to execute a contract; 2. Participants can discuss specific contract questions with a DPAC Contract Officer; 3. Applying the principles learned will result in higher performance standards and better managed contracts; and 4. A properly managed contract will result in fewer contractor disputes.
Other Course Notes	Workshops will be scheduled statewide.
Target Audience	Caltrans employees who have contract management responsibilities

Scheduled Sessions

[Customize](#) | [Find](#) | | [First](#) | [4](#) | [Last](#)

Seas	Start	End	City	Session Admin Name	Rest By	Seats	Filled
0013	08/24/16	08/24/16	Sacramento	PADILLA CHRISTIAN, ELIZABETH	08/23/16	50	9

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Course Sessions

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Limit the number of results to (up to 300):

Course Code: 

Course Session Nbr:

Description:

Course Start Date: 

Course End Date: 

Session Status:

Case Sensitive

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Search Results

View All First Last

Course Code	Course Session Nbr	Description	Course Start Date	Course End Date	Session Status
101684	0001	Contract Manager's Workshop	11/18/2014	11/18/2014	Complete
101684	0002	Contract Manager's Workshop	12/03/2014	12/03/2014	Complete
101684	0003	Contract Manager's Workshop	12/09/2014	12/09/2014	Complete
101684	0004	Contract Manager's Workshop	12/11/2014	12/11/2014	Complete
101684	0005	Contract Manager's Workshop	01/21/2015	01/21/2015	Complete
101684	0006	Contract Manager's Workshop	01/14/2015	01/14/2015	Complete
101684	0007	Contract Manager's Workshop	12/10/2014	12/10/2014	Complete
101684	0008	Contract Manager's Workshop	02/24/2016	02/24/2016	Complete
101684	0009	Contract Manager's Workshop	01/20/2016	01/20/2016	Complete
101684	0010	Contract Manager's Workshop	01/20/2016	01/20/2016	Cancelled
101684	0011	Contract Manager's Workshop	02/03/2016	02/03/2016	Complete
101684	0012	Contract Manager's Workshop	03/16/2016	03/16/2016	Complete
101684	0013	Contract Manager's Workshop	08/24/2016	08/24/2016	Active

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[Add a New Value](#)

**CONTRACT OFFICER'S CHECKLIST/
ANALYST SECOND PEER REVIEW**

(Rev. 03/2016)

I hereby certify that I have reviewed the documents listed below.
CONTRACT OFFICER NAME:
CONTRACT OFFICER SIGNATURE:

ANALYST NAME:
PEER REVIEWER NAME
CONTRACT NO.
DATE:

Retain Copy in Contract File

Yes	No	N/A	AT A MINIMUM, REVIEW THE CONTRACT/IFB/RFP FOR THE FOLLOWING.
			CATS Screens (DEF, CON, PRI, FUND, and APP required. (SML, GOALS & SUB if applicable)
			AMS Advantage CT finalized
			Acquisition Exemption Request (AER) form obtained with authorized signatures (Required on contracts over \$250,000.00).
			Mission Critical Statement obtained with contract officer signature (required for contracts under \$250,000.00 that require DGS signature)
			Conflict of Interest (Required on all contracts over \$100,000.00)
			Agreement Summary (STD 215) - 2 Copies ___ Encumbrance Correct Funding info: District, Unit, Project #, Special Designation, Object Code. ___ Attach (if applicable): ___ Cal eProcure Advertisement ___ No Goals Waiver ___ 3 Year Justification ___ Justification & Questionnaire for janitorial services ___ DGS Late Justification ___ Public Works Contracts are exempt from GC 19130. If procuring a Public Works Contract, write: "This is a Public Works Contract which is exempt per 2 CCR § 547.59" ___ Justification for contracting out under GC 19130. Be specific to the contract service
			Standard Agreement (STD 213) Exhibit A, B, D & E ___ Correct boilerplate used ___ Start and End Dates match STD 215 & Exhibit A ___ Dollar amount matches Bid Sheet, STD 215 & Exhibit B ___ Words spelled correctly ___ Pages/attachments numbered correctly and match face sheet ___ Attachments properly labeled and attached to contract ___ Correct Exemption cited on face sheet ___ Correct contract number & contractor name on each page of contract
			Payee Data Record (STD 204)
			Payment Bond (Public Works over \$25,000 without Task Order) ___ Include Surety Verification from AMBEST.com

			Certificate of Insurance ___ Must Include Additional Insured Endorsement ___ Must Include Actual Waiver of Subrogation Document ___ Include Surety Verification – AMBEST.com
			ORIM approval, required on Hazardous Agreements
			Secretary of State (SOS) Corporation status verification required. Copy of SOS verification must be included in the contract file.
			Contractors State License Board (verification required)
			Small Business, Micro Business, and/or Disabled Veteran Business Enterprise (SB/MB/DVBE) certification (printed copy of DGS certification page)
			SB Preference / DVBE Incentive applied (as applicable)
			Motor Carrier Permit (verification required)
			BOE and FTB Verification (SCM 3.32)
			DOT AB906 Union Submission e-mail copy (GC19130)
			DIR Registration (public works contracts)
			PWC 100 Submittal e-mail copy (public works contracts)
			Contract log sheet complete
			Contractor's signature and changes are initialed
			Pre-bid Site Inspection Sheet
			Copy of Contract Award Letter (appropriate Kform 2 Letter),
			SCPRS Printout
			VSDS Sheet attached (ADM-3023)
			Contract Manager Certification
			Contract Manager Approval
			CT Legal Review
			Std. 4 Review (for Consulting Contracts)
			Solicitation Copy
			Addendum Answers Incorporated into 213 (as applicable)
			Bid Evaluation Worksheet
For Sole Source Agreements (i.e., Emergency, Sheltered Workshops) the following Documents are required:			
			CCC's
			Darfur (required)
			Cost Breakdown (Sheltered Workshop) required to be maintained in the file only (do not attach to contract)
			Sheltered Workshop License (verification required)
			Confirmation of Verbal Agreement