Agency Procurement Performance Review Flowchart

Procurement review is initiated by any of the following:
• Review Schedule
• SPO Administrator's request
• Procurement issues

Compliance Officer (CO) contacts agency CPO by phone & letter during the scheduled month. Documents requested from agencies are due by date requested (approximately 2-3 weeks).

While waiting for agency documents, CO reviews the agency file and sets up review worksheets in his computer.

When documents are received from the agency, CO thoroughly reviews them and documents within Procurement Performance Review

CO runs the randomizer program to determine contracts to be reviewed.

CO sets up schedule for agency entrance interview.

CO initiates the interview with agency CPO and procurement staff using format in Review Worksheet I.

After the interview, CO requests agency contracts based on randomizer program (if agency not in ProcureAZ).

Onsite review may go as long as necessary.

ProcureAZ review may be conducted off-site.

When contract review is complete, CO drafts the procurement report Version 1.1 for State Procurement Administrator (SPA) review.

When the procurement report Version 1.2 is complete, CO sends the draft to the agency for input.

Upon receipt from the agency, CO merges agency input into Version 2.1 for SPA review.

CO drafts Version 2.2 based on SPA feedback.

Final report is signed by SPA.

CO attaches cover letter then sends report to agency director and CPO.

CO monitors the agency's corrective action plan.

CO follows up on unresolved issues. CO may revise report when deemed appropriate.

Final report filed in agency file.

Procurement review process is complete.