

AUDIT ALERT



JANUARY 9, 2019

CONTRACT MANAGEMENT

During recent audit projects, we identified control weaknesses in contract management practices at the department level. Every County department/office is responsible for establishing effective contract management procedures over contracts for which they initiate or may be tasked with oversight responsibilities.

Effective contract management activities are critical to ensuring that both parties adhere to all the terms and conditions detailed within contracts.

Below are a few tips to develop or strengthen your contract management controls framework:

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- Review the County's Policy on Procurement and Contract Management;
 - ⇒ Section 5 – Contract Management Responsibilities
 - ⇒ Attachment A - Contract Management Guidelines
 - Confirm that contracts are acquired in accordance with the County's purchasing policies;
 - Establish written procedures for contract management within your department/office;
 - Designate one or more staff members with the responsibility for overseeing contract compliance and obtain periodic updates;
 - Upload all contracts into the County's Contract Management Repository;
[NOTE: If functionally not currently possible, establish a departmental database as a temporary compensating control and contact the County's Contract Management Coordinator.]
 - Review the Contract Management Class videos *[Located on iCOBB under the C.O.B.B. Academy tab]* and;
 - Perform a self-audit of current contract management procedures. *[Refer to the Internal Audit webpage located on iCOBB for a checklist.]*

Effective contract management practices ensure that the interests of Cobb County stakeholders are protected.

Did You Know?

The County has a Contract Management Coordinator!

For specific information, please contact:

Stefanie Taylor

Cobb County Contract Management Coordinator

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Phone: (770) 528-8421

For additional information, contact the Internal Audit Department at internalaudit@cobbcounty.org or (770) 528-2556.