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## SUMMARY

December 2012

### REVIEW OF CONTRACT MANAGEMENT PRACTICES

Internal Audit & Advisory Services (IAAS) was asked to review agreements between the province and a specified contractor to identify options that may help mitigate any gaps within current procurement and contract management practices.

The review examined 23 agreements the contractor had with ten ministries during 2008/09. The IAAS found these ministries' agreements with the contractor generally complied with the specific areas of the province's Core Policy and Procedures Manual within the review.

Specifically:

- Contracts in the sample had clearly defined deliverables.
- Contracts and modification agreements were signed by the appropriate levels of authority but improvements could be made on the timeliness of these agreements by completing and signing them before services are provided and payments are made.
- Opportunities to improve the timeliness of post contractor evaluations were also identified. Where post contract evaluations were not warranted, IAAS noted evidence of assigned ministry staff monitoring the progress and deliverables of the contractor.
- Ministries had clearly defined payment terms and payments were generally for services provided by the contractor within the contract terms.

The review included four recommendations, which have all been fully implemented.

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