

State Agency Procurement Review Process

State agency provides SFA Procurement Chart to SFA's selected for review; SFA completes and returns chart to State agency

Using the SFA Procurement Chart, the SA identifies the number/types of procurement contracts the SFA has and applies the Contract Selection Chart to select the sample of SFA formal, informal, processing, sole source and emergency contracts it will review. All FSMC contracts will be reviewed.

The SA examines documentation & interviews the SFA to answer YES/NO/NOT APPLICABLE questions in the SA Procurement Review Workbook that focus on 4 areas of the selected contracts:

Written Code
of Standards
of Conduct

Contract
Solicitation

Contract
Evaluation
and Award

Contract
Management

Findings identified during the State agency Procurement Review should be transferred to the Summary of Findings tab; the State agency is responsible for developing associated corrective actions for any SFA procurement findings.