

---

---

**Department of Fish and Wildlife (DFW)**

**Agency: 477**

---

---

**Audit Report:** 6767

**Finding Number:** 001

**Finding:** The Department did not comply with state contracting rules and regulations related to informal and formal bid requirements and emergency purchases.

**Resolution:** Emergency purchase noncompliance  
To address the emergency purchase violation, the Department implemented new instructions that direct all purchasing personnel to call the headquarters purchasing office in Olympia when they believe a purchase will require a declaration of an emergency. Consistent with the procedures for emergency purchases, the purchasing office must obtain the Director's signature on the emergency form submitted by the originator and forward the paperwork to the Department of General Administration (GA). The head of the purchasing unit sent an email to all staff communicating these new instructions.

Noncompliance with these instructions will result in required attendance at GA's training on purchasing rules. A second incident of noncompliance with these new instructions will result in a second required training, and the Department will review the individual's behavior for appropriate corrective action.

Noncompliance with competitive bid requirements

The individuals responsible for the noncompliance were contacted and reminded of the consequences of not complying with the bid requirements and were made aware of the *Washington Purchasing Manual*. They also have been encouraged to use the original equipment manufacturers and public entity repair facilities to obtain accurate and reasonable quotes for the work needed to be done.

Sole source requirement noncompliance

Internal procedures for monitoring contract payments were not followed as required to prevent overpayment from occurring. The individuals submitting invoices for payment were instructed to ensure funds are available before authorizing payment, and the accounting staff were reminded and instructed in the importance of using the contract monitor worksheet when processing payments.

The internal auditor is working with the purchasing unit and fiscal office in monitoring compliance with the new emergency purchases instructions and other areas noted in the audit. The purchasing office is sending out monthly emails to purchasing staff to communicate information on available training and websites with specific purchasing requirements. Additionally, GA's Office of State Procurement agreed to hold a special training class in 2009 for the Department's purchasing staff.

**Agency Contact:** Jack Needham  
Department of Fish and Wildlife  
PO Box 43160  
Olympia WA 98504-3160  
(360) 902-2420  
needhjn@dfw.wa.gov