

State of Washington  
 Status of Audit Resolution  
 December 2016

Department of Fish and Wildlife

Agency 477

Audit Report	Finding Number	Finding and Corrective Action Plan
1016961	2015-001	<p><b>Finding:</b> The Department of Fish and Wildlife did not comply with required state contracting policies related to the procurement of goods and services, and did not ensure written contracts were in effect before making payments.</p> <p><b>Corrective Action:</b> Department staff involved in project management, contract management, and procurement are required to complete the Department of Enterprise Services contracts and procurement training. In addition, specialized in-person training specifically covering state contracting polices for procurement of goods and services will be developed and delivered to applicable staff both in the Department's Olympia headquarters and regional offices.</p> <p>The Department will ensure staff is following the state contracting policies for the future procurement of goods and services. Department executives will be informed on any procurement policy violations related to their program's operations for further review or disciplinary actions if necessary.</p> <p>The Contracts and Purchasing Office is a centralized function and is responsible for ensuring updates to state purchasing rules and requirements are communicated to all agency staff on a timely basis. The Contracts and Purchasing Manager will also review training needs on a regular basis and make recommendations to employees' supervisors.</p> <p>The Department has a system in place to extract employees' training profiles from the Human Resource Management System (HRMS). The Contracts and Purchasing Office maintains an Excel spreadsheet to track staff training status based on the information obtained from HRMS.</p> <p>The Department also started using a contract management system called Novatus CMS. There are notification features built into the system to notify users on current contract status and alert project managers for necessary actions.</p> <p><b>Completion Date:</b> Corrective action is expected to be complete by March 2017</p> <p><b>Agency Contact:</b> Gerrit Eades          Internal Auditor          600 Capitol Way N          Olympia, WA 98501          (360) 902-2420  <a href="mailto:Gerrit.Eades@dfw.wa.gov">Gerrit.Eades@dfw.wa.gov</a></p>