

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-A-6
		Effective 11-30-12
Section INTRODUCTION	Agencies Affected ALL	Replaces 1-1-82
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AUTHORITY: **Wis. Stats.** 16.004(4), (5), (6)
16.71
16.72(4)
16.82(1), (2), (3)

SCOPE: - to establish authority for the function of management review with the State Bureau of Procurement
- to define responsibility for the retention and provision of procurement documentation for management review purposes

CONTENT: I. Delegation of authority by the State Bureau of Procurement carries with it the responsibility to conduct management reviews of those delegated processes to assure that the intent of the authorizing legislation is fulfilled and the terms of the delegation granted by the Department of Administration are met.

A. The agency will ensure a formalized management review program exists to create and maintain internal controls and internally monitor compliance with procurement statutes, administrative codes, state policies and procedures, and the agency policies and procedures.

B. The agency will perform periodic management reviews of internal procurements and processes to ensure compliance. Following management reviews, the agency will compile a report of the findings to be made available for review or upon request.

C. The Bureau may choose to perform its own management review of the agency's procurement processes. The agency will provide all information from its internal management reviews to the Bureau for its management review or upon request.

II. Assumption of delegated authority by a state office carries with it the responsibility to perform under the rules and the procedures involved and to provide a documented review trail for after-the-fact review of performance upon request by the Bureau.

A. Purchasing agents at all levels must bear in mind that decision-making on their part is always subject to challenge, sometimes long after the fact. Therefore, records, justifications, notes, bidder documentation and required registers and files are to be maintained and kept in useable, accessible condition for access.

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- B. Failure to maintain accessible and thorough records of performance and actions taken is cause for a review of, or withdrawal of, certain levels of delegated authority.

- C. Input of records and documents to automated systems that are used for review purposes must be accurate and complete.

Authorized:



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State Bureau of Procurement