

Timeline for the Contracting Audit:

8/1/19 – Identify elements for the audit from the Secretary of State (SoS) audit report and information from the PPS website.

8/1/19 – Draft worksheets or tools for the Contracting engagement.

8/1/19 – Ask Claire to send an email to the Director in Contracting Department to inform her of the audit that will be performed.

8/2/19 – Review Contracting audit worksheets with SoS Principal Auditor to ensure issues they identified in the audit performed in 2018 are going to be reviewed or evaluated by the Auditor.

8/5/19 – Revise audit worksheets with suggestions and additions from SoS Principal Auditor.

8/6/19 - Identify the Contracting Department point staff for the audit project and schedule meeting(s).

8/7/19 - Review draft audit worksheets for contracting with Audit Committee Chair.

8/12/19 - Discussion with Audit Committee of the draft worksheets.

8/16/19 – Have meeting(s) with Contracting Director and point staff by this date.

(scheduled: 8/13/19 with Emily Courtnage and Erica Kreger)

8/16-8/30/19 – Start gathering documents from Contracting point staff for the audit engagement.

9/3/19 – Start performing field work or testing.

Contract Set-up

Contract Name	Contractor Name	Type of Contract	Contract Effective Date / Contract Term	Start Date of the Contract Work	Form W-9 Provided - Y or N	Evidence Contractor Complied with Tax Laws Before & During the Contract Term - Y or N?	Finger Print & Background Check Completed, if applicable - Y or N?	Background Check Requirement for Contractor Completed - Y or N?	Was a Comparison with other Contracts Performed - Y or N?	Was Public Notice Required - Y or N?
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Contract Renewal - Evidence of Continuous Improvement Reviewed (e.g. Client Survey, PPS Feedback) - Y or N?	Exhibits Reviewed - Y or N?	Errors & Omissions Insurance Valid & Sufficient for Period of Contract with Minimum \$1M - Y or N?	General Liability Insurance, if applicable - Y or N	Motor Vehicle Liability Coverage Valid & Sufficient, if applicable - Y or N?	Certification of Insurance Provided within 48 hours of District Request - Y or N?	Was Contract Template Completed by Vendor or PPS - Y or N?	Was the Required Contracting PPS Employee Training Completed - Y or N?	Was the Contract Processed Without Proof of PPS Employee Passing Training - Y or N?	Was Training Provided to Contractor - Y or N?	Contract Under \$10,000 - Y or N?

Contract Above \$10,000 and Under \$50,000 - Y or N?	Contract Above \$50,000 - Y or N?	Competitive Price or Exemption Obtained for Contract >\$10,000 - Y or N?	Cover Memo Template Completed - Y or N?	Board Reviewed and Approved Contract over \$150,000 - Y or N?	Contract Signed by Contractor - Y or N?	Contract Signed by Deputy Clerk or Authorized Designee - Y or N?	Was the Contract Approved by Management - Y or N?	Criteria Established in the Contract - Y or N?	Contractor has Unsupervised Contact with Students - Y or N?	Consent Signed for Contractors to Access Information on Synergy, if applicable - Y or N?
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Was the Contract Reviewed for Sufficient Performance Management - Y or N?	Performance Goals / Dates & Times Indicated on the Contract - Y or N?	Monthly Contract Reporting Required - Y or N?	Quarterly Contract Reporting Required - Y or N?	Annual Contract Reporting Required - Y or N?	Does PPS have Student Performance Metric - Y or N?
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π - See Contractor Data section on Personal Services Contract for details

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Contract Payment

Contract Name	Statement of Work	Registration Number and State of Registration	Evidence of Registration Provided - Y or N?	New or Renewal Contract?	Payment Terms - Monthly or Other?	Invoice Received Complete - Y or N?	Billed Amount	Paid Amount	Variance on Billed Amount and Paid to Date on Database or Software	Payment Coded Correctly for ESSA Compliant - Y or N?	Payment made in Accordance to the Contract - Y or N?
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Contract Performance Measurement / Review

Contract Name	Statement of Work	Registration Number and State of Registration	Is the Contract Limited to Specific School / Class Type - Y or N?	Name of Contract Manager, if applicable?	Was Contract Evaluated for Improving Student Performance - Y or N?	Does the Contractor Have an Annual Goal for Student Success - Y or N?	Results from Monthly Report Received, if applicable - Y or N?	Results from Quarterly Report Received, if applicable - Y or N?	Results from Annual Report Received, if applicable - Y or N?	Received Date of Performance Measurement (PM)	Performance Management Received Date in Accordance to the Contract Agreement - Y or N?
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Was Performance Verified through School Visit - Y or N? <small>(as described on PPS contract form)</small>	Was Quality of Performance Outcome from Contractor reviewed by PPS - Y or N?	Was Student Outcome and Achievement Monitored or Tracked - Y or N?	Contract Performance Management Sufficient - Y or N?	Oversight of Key Contract Sufficient - Y or N?	Was Contract Monitored Throughout the Life of the Contract?	Evaluation of Deliverables against the Expected Outcome Completed - Y or N?	PPS Took Action with Nonperformance Contractor - Y or N?	Results from Contract Shared with Grantees - Y or N?	Performance Report / Update Submitted to the Board - Y or N?
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