



# Contract Administration: Executive Summary

**Leveraging Current Tools to Enhance Contract Administration**

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A Report by the Office of County Internal Audit



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## Leveraging Current Tools to Enhance Contract Administration

Clackamas County has various systems and tools in place to assist with tracking, administering, and processing contract activities. The lack of standardized management processes in a siloed environment:

- Creates barriers to cross-departmental communication.
- Limits the sharing of tools and best practices.
- Decreases the County's ability to report all active contracts with confidence in the data integrity.

While Finance assists with contract award and execution, departments are responsible for monitoring their own contracts. Each department has developed its own tracking and monitoring systems for contracts. Cobblestone, a contract management database, is used as the County's repository for contracts. This system is not integrated with PeopleSoft, the County's financial system. Departments have broad PeopleSoft access and limited Cobblestone access.



## Recommendations

This review resulted in the following three recommendations addressing potential improvements to the contract management tools and support, interdepartmental communication, and One County efforts. Detailed observations and recommendations are included in this report.

**1**

**Implement the PeopleSoft contract management module for integration with the current finance system**

**2**

**Enhance departmental purchase order reconciliation**

**3**

**Utilize established Coffee Talks, newsletters, and quarterly trainings to enhance transparency on roles, responsibilities, and contract process flow**



## Management Response

The Finance Director and procurement team have reviewed these recommendations and agree with the recommendations. Full responses have been included in this report.

## Proactive Efforts

County team members, including Finance as the primary engagement contact, have contributed their time and effort to provide access to the information and data cited. These contributions significantly impacted the completion of this review. Collaborative efforts are vital to the County's ability to successfully meet objectives, as well as identify, thoroughly analyze, and appropriately respond to risks. We demonstrate our core values, SPIRIT, when we collectively and proactively identify steps to streamline processes, strengthen controls, and mitigate risks.

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