



MEMORANDUM

Date: July 12, 2016

File No. 5201

To: Karen Ross, Secretary
California Department of Food and Agriculture
MS Code B-16
1220 N Street, Room 409
Sacramento, CA 95814

From: Department of General Services
Office of Audit Services

Subject: AUDIT REPORT: DELEGATED PURCHASING PROGRAM

This report presents the results of our compliance audit of the California Department of Food and Agriculture's (CDFA) delegated purchasing program. As required by Public Contract Code Section 10333, the Department of General Services (DGS) conducts an audit at least once in each three-year period of each state agency to which purchasing authority has been delegated by the department. At the time of our audit, CDFA had two purchasing authority delegations: No. 9G-0116-FDA-HQ1 governing non-information technology purchases and No. 9I-0116-FDA-HQ1 governing information technology (IT) purchases. Our audit was conducted in accordance with U.S. generally accepted auditing standards.

The objective of our audit was to determine that procurement transactions are being conducted in accordance with the terms and conditions of CDFA's purchasing authority delegation agreements with DGS, which include dollar threshold limits for various categories of procurements. The state's delegated purchasing requirements are primarily contained in State Contracting Manual (SCM) Volumes 2 (non-IT) and 3 (IT). As applicable, the scope of our audits of state agencies includes, but is not limited to, compliance with policies governing the conduct of competitive solicitations, use of leveraged procurement agreements, solicitation of certified small businesses and disabled veteran business enterprises, establishment of fair and reasonable pricing for acquisitions of less than \$5,000, use of CAL-Cards to pay for goods and services, and prompt payment of suppliers.

Based on the results of our fieldwork conducted over the period April 7, 2015 through June 9, 2015, we concluded that CDFA is conducting its delegated purchasing program in compliance with the terms and conditions of its delegation agreements. CDFA's delegated purchasing policies and procedures are sufficient to provide reasonable assurance of compliance with the state's procurement statutes, policies, and procedures.

During our review we identified one area for improvement within CDFA's delegated purchasing program. This area involved our concerns that invoice processing policies and procedures were not always ensuring the prompt payment of suppliers (SCM 2 and 3, 9.A1.1). Prior to the completion of our audit, we verified that appropriate actions had been or were being taken to address this issue. Therefore, it is not further discussed in this report.

We are pleased with the prompt actions taken by CDFA to address the above finding identified during our audit fieldwork. However, we did not perform effectiveness tests to determine whether the corrective actions were functioning as intended. CDFA's management has the

ongoing responsibility for ensuring that its business management policies and procedures are functioning as prescribed and are modified, as appropriate, for changes in conditions.

To determine compliance, we reviewed policies and procedures, interviewed parties involved, tested records and transactions and performed other tests as deemed necessary. The period covered by our testing varied depending upon the area of review and the type of transactions involved; however, the emphasis of our review and testing was with current procedures and transactions completed during the 2014/15 fiscal year. Our transaction tests included the review of 24 delegated procurements.

We greatly appreciated the cooperation and assistance provided by CDFA's personnel.

If you need further information or assistance on this report, please contact me at (916) 376-5058, or Dennis Miras, Audit Supervisor, at (916) 376-5064.

A handwritten signature in blue ink that reads "Rick Gillam".

RICK GILLAM, CPA, CIA
Chief, Office of Audit Services

Staff: Dennis Miras, Audit Supervisor
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cc: Kari Morrow, Director, Administrative Services
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