

Report on Contracts

Department: Department of the Inspector General

Secretary: Elizabeth Smith

The purpose of this report is to prompt an analysis of contracts and contract expenditures within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency (cost savings) and effectiveness as it relates to this topic. An analysis of *contract management* should consider all relevant factors including the number of vendors, staffing, contract management process, approach to negotiation, and other barriers/challenges associated with the contracting. This analysis should take a holistic approach to developing plans to deliver efficiency and effectiveness improvements.

ACTION PLAN FOR PROJECT:

1. Project Title: *Co-location of Offices in the Department of the Inspector General (Department)*

1.1. Brief description of project, goal, and action plan.

Project description: To move personnel, technology, and office materials of the Department into a permanent location within three years.

Goal: To utilize common resources.

Action Plan: Two opportunities have been identified in which contracts can be discontinued as a result of co-location. One opportunity relates to parking: the savings, associated with a parking agreement, is included in the amount noted in the Report on Leases because parking expenditures are interrelated with current lease agreements. The other opportunity relates to a copier lease. It has been determined that two copiers will be required for the needs of the Department after co-location occurs and currently three copiers are being utilized.

1.2. Identify any additional resources required for the implementation and success of this plan.

No additional resources are needed for the implementation or success of this plan.

1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

There are no additional anticipated costs associated with this plan.

1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

The savings or efficiencies will be achieved by the Department of Finance and Administration (DFA) because the copier lease currently used by the Office of Internal Audit, which can be discontinued or utilized by in another area, is within a DFA lease agreement.

1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

The timeline for the action steps will be consistent with that mentioned in the Report on Leases.

1.6. Identify any obstacles to the implementation and success of this plan.

There are no obstacles currently identified with the implementation or success of this plan.

1.7. How could Department of Transformation and Shared Services provide support to the Department?

Support from the Department of Transformation and Shared Services is not needed for this project related to contracts.