



Maricopa County

Internal Audit Department

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To: Maricopa County Board of Supervisors

From: Ross L. Tate, County Auditor

Subject: Audit Report: Technology Consultants Contract

Date: June 29, 2015

Conclusion: The County did not ensure that all key requirements for the Technology Consultants contract were consistently followed. Agencies reported that the exceptions found were primarily due to staff turnover and insufficient training.

Observation: We reviewed 502 invoices for proper billing of sales tax and shipping charges. We also tested a sample of invoices for proper payment authorization, prompt payment discounts, billing accuracy, and supporting documentation. We found:

- One agency used the Technology Consultants contract, instead of three more appropriate contracts, for 85% (\$909,000) of its technology related contract expenditures.
- Agencies did not maintain all necessary contract documentation (e.g., scope of work, project completion requirements, vendor responses, and vendor qualifications).
- Agencies missed \$8,900 in prompt payment discounts (61% of eligible invoices).¹
- Payments were properly authorized and there were no exceptions with taxes and shipping.

Objective: Our audit objective was to determine that the Technology Consultants contract is properly managed and that the contract terms are followed. Our scope of work included 502 invoices (\$3.5 million) paid by 11 County agencies.

This report is intended primarily for the information and use of the County Board of Supervisors, County leadership, and other County stakeholders. However, this report is a public record and its distribution is not limited. This audit was approved by the Board of Supervisors and was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing. We issued detailed reports with recommendations to two agencies. Agency management concurred with our recommendations. If you have any questions about this report, please contact Stella Fusaro, Audit Manager, at 506-1777.

¹ The lost discounts are in addition to amounts identified in previous Internal Audit reports. The Department of Finance and Office of Procurement Services are working with agencies to increase discounts taken.