



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

THE CONTRACT OVERSIGHT PROCESS

What to Expect When ...

You are contacted by the Office of Inspector General (OIG) Contract Oversight Unit

OIG Contract Oversight activities are conducted in accordance with the OIG Contract Oversight Procedures Manual. The OIG Contract Oversight Unit is established to review procurement and contracting activity and where necessary, report areas and/or instances where that activity conflicts with an organization's established policies and procedures. The OIG Contract Oversight Unit may engage the Audit Unit and/or the Investigations Unit to assist with Contract Oversight activities.

Pre-Contract Award Phase – Includes the development of the procurement solicitation and the selection process for goods and services.

- When notified of a procurement selection committee's public meeting where procurement of goods or services will be discussed, Contract Oversight staff may contact you prior to this meeting to request additional information such as the Request for Procurement (RFP), Procurement Policy, or other related documentation. Information requested will depend on the specific procurement. Based on review of these documents and an internal risk assessment, a Contract Oversight Unit staff may attend the meeting.
- If you are contacted, it is based on your knowledge and experience with specific policies and/or procedures, contracts or your participation in a procurement process.
- The OIG will make reasonable accommodations in scheduling an appointment so as to provide the least amount of disruption to your work schedule.
- You may be advised that you may be contacted again in the future for further clarification and/or understanding.

Post-Contract Award Phase/Contract Administration – Includes the activities associated with the acquisition of goods and services after the contract has been approved.

- Your organization has entered into a contract for goods or services and OIG Contract Oversight staff, based on their risk assessment or at the request of an official, employee, or citizen, has elected to review this contract. Contract Oversight staff may contact you to request information regarding the contract under review.
- If you are contacted, it is based on your knowledge and experience with specific policies and/or procedures, contracts, or your participation with the particular contract being reviewed.
- The OIG will make reasonable accommodations in scheduling an appointment so as to provide the least amount of disruption to your work schedule.
- You may be advised that you may be contacted again in the future for further clarification and/or understanding.

*

*

*

*“Enhancing Public Trust in Government Through Independent
and Responsible Oversight”*

OIG HOTLINE: (904) 630-8000

VISIT OUR WEBSITE AT: <http://www.coj.net/OIG>

OR

CONTACT US BY EMAIL AT: InspectorGeneral@coj.net