



CONTRACT OVERSIGHT

WHAT TO EXPECT WHEN YOU ARE CONTACTED BY AN OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY CONTRACT OVERSIGHT STAFF MEMBER.

The Office of Inspector General (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 within your organization, and where necessary, report areas and/or instances where that activity conflicts with your organization's established policies and procedures.

Contract Oversight Activities

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

- Your organization has notified the OIG 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 and will help the Contract Oversight staff member determine, based on their risk assessment, if they will 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.
- We will make reasonable accommodations in scheduling an appointment so as to provide the least amount of disruption to your work schedule.
- Contract Oversight staff are NOT Investigators, you will NOT be placed under oath, and your conversation will NOT be recorded.
- You may be advised that we may need to speak with you again in the future for further clarification and/or understanding.

Post-Contract Award Phase – 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, has elected to review this contract. Contract Oversight staff may contact you to request information such as pay applications, contractor reports, or other related documentation.
- 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.
- We will make reasonable accommodations in scheduling an appointment so as to provide the least amount of disruption to your work schedule.
- Contract Oversight staff are NOT Investigators, you will NOT be placed under oath, and your conversation will NOT be recorded.
- You may be advised that we may need to speak with you again in the future for further clarification and/or understanding.

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You can also contact us at:

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