

City of Tampa  
Purchasing - Legal Compliance Audit 04-17

**RISK ANALYSIS**

<b>RISK</b>	<b>CONTROL</b>	<b>CONTROL IN PLACE</b>	<b>ASSESSMENT</b>	<b>OBJ</b>
Purchases are made from vendors that did not submit a bid (when applicable).	Purchasing controls who the department can select through the receipt and subsequent opening of all bids received and then forwarding the bids to the department for selection.	Yes	Low	
Departments do not obtain at least three quotes; one from a WMBE.	Departments are able to make purchases on their own.	No	Medium / High	
Purchases are made for more than \$100,000 without Council approval.	Bid preparation initiated through Purchasing is tracked. Council approval should be the criterion for issuing the purchase order.	Yes / No	Low to medium	
Departments select vendor that did not submit the lowest bid.	No control to prevent, however, Purchasing will document that a discussion was held with the department.	No	Medium	
All initial bidders do not receive subsequent addendums.	DemandStar will notify all vendors that received the initial package as well as those who attend the pre-bid conference (if held).	Yes	Low	