

**Fleet Sublet, Audit 02-24**  
**Risk Analysis Work Sheet**  
**January 7, 2002**

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Sublets for repairs do not meet the category requirements established for outside repairs.	Sublets are reviewed and approved by a Fleet Maintenance Supervisor and Logistics Personnel prior to assigning vehicle to vendor.	Yes; however it was noted during the preliminary survey that sometimes documentation for sublets did not always appear sufficient.	Medium to High.
Sublets are not approved by authorizing officials.	A Fleet Maintenance Supervisor and a Fleet Logistics employee are required to review and approve all sublet work prior to turning vehicle over to vendor.	Yes; however during preliminary survey, Logistics section approval was not always apparent.	Medium.
Vendors performing repairs and maintenance may not be on the approved/contracted list.	Fleet Maintenance is in compliance with the Purchasing Department Policies and Procedures regarding the Legal Limits of procurement of goods and services.	Yes.	Low to Medium.
Documentation for the Waiver of Competitive Bidding by use of the "Conditions and Circumstances" form may not be adequate.	Fleet Maintenance is compliant with the Policies and Procedures of the Purchasing Department regarding the Waiver of Competitive Bidding.	Yes.	Low to Medium.
Vendor rates for sublet work may not be consistent with the terms of the negotiated City contract.	Vendor charges are reviewed by Fleet Maintenance Administrative Personnel prior to approval of vendor invoices for payment.	Yes.	Low to Medium.

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Sublet work due to Workload constraints may not be adequately documented in the "Request for Sublet" form.	Policies and Procedures have been established by the Fleet Maintenance Department for subletting of work due to workload constraints.	Initial review of several "Request for Sublet" forms during the Preliminary Survey indicated a lack of documentation for workload sublet requests.	High.