



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 5

Agenda Date: June 3, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU21-014 of the Finance Department's Purchasing Division Procurement Electronic Submissions

SUMMARY:

Determine if the electronic submission process of procurement is performed according to City Procurement Policies and Texas Local Government Code (TLGC) regulations.

Determine if the electronic submission process of procurement via the SAePS portal is easily accessible, functioning properly and secured.

BACKGROUND INFORMATION:

Background

The Purchasing Division of Finance is responsible for the procurement electronic submission process. All requirements for goods and non-professional services are routed to Purchasing via

SAP or SAePS electronic shopping carts. Over 1,000 electronic responses to solicitations were received from vendors in 2021.

Scope & Methodology

The audit scope included solicitations issued from October 2020 through June 2021.

We tested the electronic submission process from the creation of the solicitation through the selection and approval of the awarded vendor. We reviewed the creation, review, approval, and release of solicitations in SAePS. We tested that the minimum requirements review occurred over all responses received. We verified the accuracy of the scores in Bonfire from the evaluation committee. We reviewed the approval process of both formal and informal purchases. In addition, we tested the access and configuration controls in SAePS and Bonfire. Finally, we reviewed the improvement and implementation plan created from the third-party review over the SAePS end-to-end vendor experience.

Conclusions

The procurement electronic submissions process via the San Antonio eProcurement System (SAePS) is operating effectively according to TLGC regulations and City Policies.

SAePS is functioning properly and secured; however, the system is not user friendly for vendors. While vendors have usability and accessibility concerns with SAePS, the Purchasing Division is effectively addressing the concerns via a third-party review and phased improvement plan.

We make no recommendations to Finance; consequently, no management responses are required.

ISSUE:

This item is for briefing only.

FISCAL IMPACT:

This item is for briefing only.

ALTERNATIVES:

This item is for briefing only.

RECOMMENDATION:

Staff recommends acceptance of this audit.