

State Audit Update as of April 24, 2023

#9 Description

To ensure that Richmond is receiving the best value when entering into contracts, City staff should immediately begin documenting that they are following the contracting requirements in the city's municipal code and contracting policies for all contracts.

#9 Corrective Action Plan

The City staff will analyze and update current procedures based upon best practices and will follow the contracting requirements in Richmond's Municipal Code and contracting policies.

#9 April 2023 Update

Staff conducted an assessment of training materials to ensure that they were compliant with contracting requirements in the City's municipal code and contracting policies. Based on this assessment, staff prepared a training program to help employees develop the knowledge and skills required to perform their duties effectively and ensure that the City of Richmond is receiving the best value when entering into contracts. The trainings were recorded and posted to the City's intranet for all employees to review. Staff will continue to train staff on a regular basis.

Recorded Trainings are available online to all City employees

- [MUNIS Contract Entry Training - Entry Level](#)
- [MUNIS Requisition Entry Training - Entry Level](#)
- [Overview of the City's Purchasing Process Training](#)
- [MUNIS Contract Change Order - Entry Level](#)
- Contracts and Insurance Basics [[Video](#)] / [[Download PPT](#)]

#9 May 2023 Update

Staff has been retrained and trainings will be recurring on a continuous basis. Exploring additional solutions such as additional staff focused on contracts. Intra-departmental team, including City Attorney's Office, meeting on a regular basis to review and update processes and procedures.