

**Audit of Professional Services
Contract No. 080236 –DC
Southern Nevada
Environmental Inc. (SNEI)**

CAO 3100-0910-07

November 24, 2009

Background

SNEI provides for ongoing professional services for botanical, biological, and cultural site presence/absence surveys; salvage, removal, relocation, and revegetation management and monitoring of protected species for various capital improvement projects.

- Amount of Blanket: \$100,000**
- Contract term: March 19, 2008 until canceled or funds are exhausted.**
- Public Works administers this contract.**

Objectives

- **Determine the Basis of Contract Award**
- **Review the Contract Preparation**
- **Review Contract Compliance**
- **Review Payments to Contractor**
- **Review Modifications and Change Orders**
- **Review Adequacy and Effectiveness of Contract Administration Controls**

Findings

We noted the following exception related to Contract Compliance:

- **The contractor did not have proper City business licensing.**
- **Current Certificates of Insurance were not present in the Contract Folder.**

Findings (continued)

We noted the following exception related to a comprehensive Contract Policy and Procedure:

- **A comprehensive, written contract monitoring policy and procedure does not exist.**

Findings (continued)

We noted the following Management Control exceptions that in our opinion would or could limit management's ability to effectively administer this contract:

- No documented analyses of the Contractor's performance were prepared.**
- A checklist was not included within the Contract File to document in a summary fashion the contents of the file.**

Questions

Auditor: Michael Mandolfo

Director of Public Works: Jorge Cervantes