

IN THE HOUSE OF REPRESENTATIVES
HOUSE CONCURRENT RESOLUTION NO. 18

BY STATE AFFAIRS COMMITTEE

A CONCURRENT RESOLUTION

STATING FINDINGS OF THE LEGISLATURE AND CALLING UPON THE DEPARTMENT OF ADMINISTRATION TO DEVELOP A PLAN TO IMPROVE THE DEVELOPMENT, MANAGEMENT AND REPORTING OF CONTRACTS, TO TRAIN CONTRACT DEVELOPMENT AND MANAGEMENT PERSONNEL, TO REVIEW A DATABASE OF CONTRACTS AND TO DEVELOP A PLAN TO IDENTIFY AND OUTLINE THE DUTIES OF PROJECT MANAGERS.

Be It Resolved by the Legislature of the State of Idaho:

WHEREAS, state government relies in part on successful contracts with vendors to provide goods and services, and effective contract management is essential to ensuring that Idaho's public funds are spent appropriately; and

WHEREAS, Idaho state agencies spend hundreds of millions of dollars each year on contracts for goods and services; and

WHEREAS, contracting in Idaho relies upon a partnership between the Division of Purchasing, within the Department of Administration, and the contracting agency; and

WHEREAS, the Office of Performance Evaluations (OPE) reported to the Joint Legislative Oversight Committee (JLOC) on January 21, 2013, on contract management in Idaho; and

WHEREAS, OPE found that Idaho's structure for contract management could be improved in protecting the state's interests in two key areas, training and monitoring; and

WHEREAS, OPE reported that contract training among agencies is inconsistent and that Idaho provides no formal framework for contract monitoring; and

WHEREAS, according to the OPE report, most agencies are not required to receive any training on how to develop contracts, monitor them once awarded or close them out once complete; and

WHEREAS, in its survey of agency staff who are involved in at least some aspect of contract management, OPE found that staff listed additional training as a primary means to improve the contracting process in Idaho; and

WHEREAS, within Idaho's existing statutory structure, the Division of Purchasing lacks the authority to expand its role and begin formally partnering with agencies to monitor contracts; and

WHEREAS, OPE reported that the absence of a requirement for state-level oversight in the contract monitoring process leaves agencies open to risk; and

WHEREAS, according to the OPE report, dedicated contract monitoring staff within the Division of Purchasing could not only help increase the capacity of agencies to manage their contracts but also help reduce the likelihood of major contract problems such as delays or unacceptable deliverables.

NOW, THEREFORE, BE IT RESOLVED by the members of the First Regular Session of the Sixty-second Idaho Legislature, the House of Representatives and the Senate concurring therein, that the Legislature calls for the Depart-

1 ment of Administration to develop a plan to respond to the OPE report; e.g.
2 to improve the development, management and reporting of contracts using best
3 practices; to train and certify contract development and management person-
4 nel for state government; and to review its database of contracts adminis-
5 tered through the Division of Purchasing to improve monitoring of such con-
6 tracts.

7 BE IT FURTHER RESOLVED that components of the plan should include, but
8 are not limited to, a best practices checklist, a training program to develop
9 qualified requests for proposal (RFP) development experts and contract man-
10 agers, project risk management and risk mitigation activities and other best
11 practices to improve the efficiency and performance of contracts in Idaho.

12 BE IT FURTHER RESOLVED that the Division of Purchasing should develop
13 a plan to identify and outline the role of project managers within agencies
14 as it relates to contract management and coordination with the Division of
15 Purchasing.

16 BE IT FURTHER RESOLVED that the Department of Administration shall re-
17 port to the Legislature on or before January 31, 2014, on its plan for im-
18 proved contract management and any progress that such plan has achieved.