

Procurement Risk Assessment

FREQUENTLY ASKED QUESTIONS

1. Question: Why did DES revise the previous Procurement Risk Assessment (PRA) Tool?

Answer: DES received feedback from agencies that the previous PRA Tool (from 2016) was (a) at times difficult to understand, (b) the Assessment process was too time-consuming, and (c) some of the questions were repetitive. The revised tool addresses each of these concerns. The text of the revised Tool has been reviewed by more than 24 agencies and feedback regarding the questions has been very positive.

2. Question: It took a long time to get results from the previous PRA Tool process. Did DES improve its process so that agencies get their delegated authority letters faster?

Answer: Yes. One of the sources of delay for getting results from the assessment process was the back-and-forth between DES and agencies that occurred during the review of an agency's PRA Tool response. A root cause of this delay was that relevant documents were identified and produced for DES review after the agency completed work on its PRA Tool. Under the new system DES will prepopulate the Tools with data and do an initial analysis of the data so that clarifying questions can be reviewed/answered by the agency as they are completing the Tool.

3. Question: Why do some agencies complete the PRA Checklist instead of the PRA Tool?

Answer: Agencies that received a "Low Risk" rating from the last Risk Assessment have been asked to complete the Checklist because Low Risk agencies do not require the same degree of scrutiny as higher risk agencies. The Checklist honors this fact and also functions to discern whether an agency, even though it has received a Low Risk rating, should participate in a complete risk assessment using the full RA Tool (for example, when the agency has recently had procurement-related audit findings).

4. Question: Will there be training sessions for completing the Tool?

Answer: In contrast to past practice (when all agency Tools were released at the same time), only one or two agencies will be provided their Tool each week. Thus, we will not be offering training sessions. Agencies should contact the DES Policy Team with any questions they may have about completing the Tool.