

CONTRACT AUDIT SYSTEM



Agency User Guide



*Division of Accounting and Auditing
Bureau of Auditing*

November 2012

Revised December 2015

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System Overview

The purpose of the [Contract Audit System \(CAS\)](#) is to provide a tracking system for contract audits performed by the Bureau of Auditing (Bureau), as well as a mechanism to make that information available for public viewing via the [Florida Accountability Contract Tracking System \(FACTS\)](#). Agencies will submit contracts, grant disbursement agreements, and purchase orders to the Bureau for review in accordance with [Chief Financial Officer Memoranda \(CFOM\)](#).

Contact Information

Questions regarding system access or technical concerns should be directed to the Bureau at audit.info@myfloridacfo.com. Questions regarding specific contract audits should be directed to the Bureau's Financial Administrator (FA) assigned to the agency. Agency employees may contact the Bureau at **(850) 413-5512** if they are uncertain which FA is assigned to the agency.

System Access

Please refer to **DFS-A2-2098 Contract Audit System (CAS) Access Control Procedures and Forms** for information regarding agency access to CAS. The forms should be completed electronically, printed and signed, then submitted to the Bureau at audit.info@myfloridacfo.com. The forms are available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>.

User Account Types

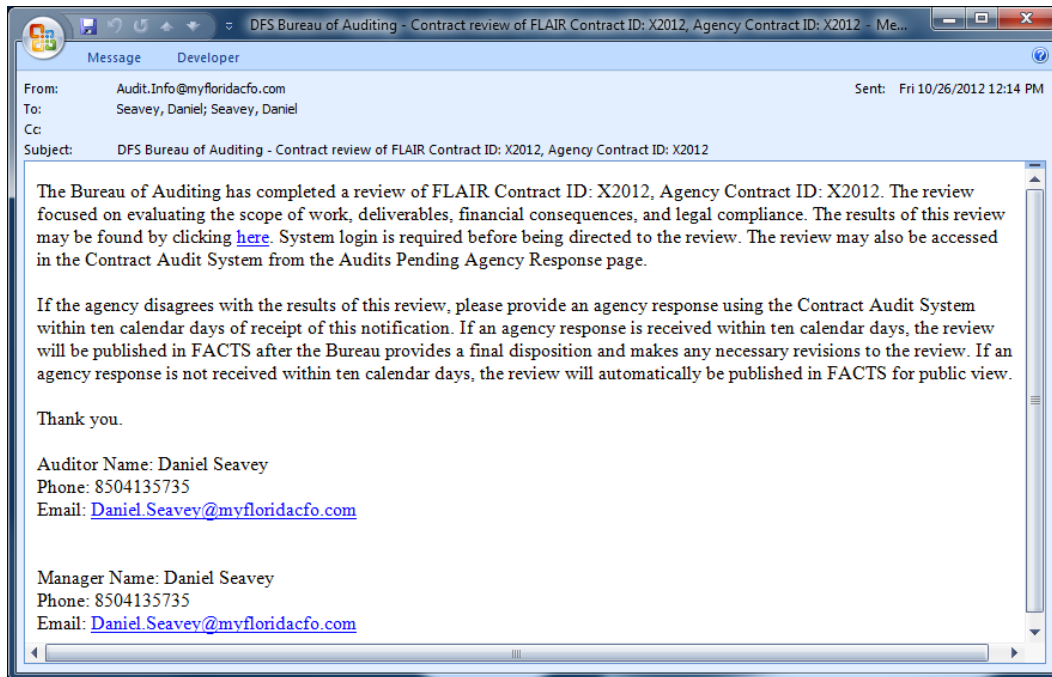
The following types of user accounts are available to agency employees:

- **Agency User:** Users are able to enter data on behalf of his/her agency in the form of an Agency Response to Contract Reviews, which is viewable to the public via FACTS.
- **Agency Read-Only:** Users are not able to enter any data into CAS.

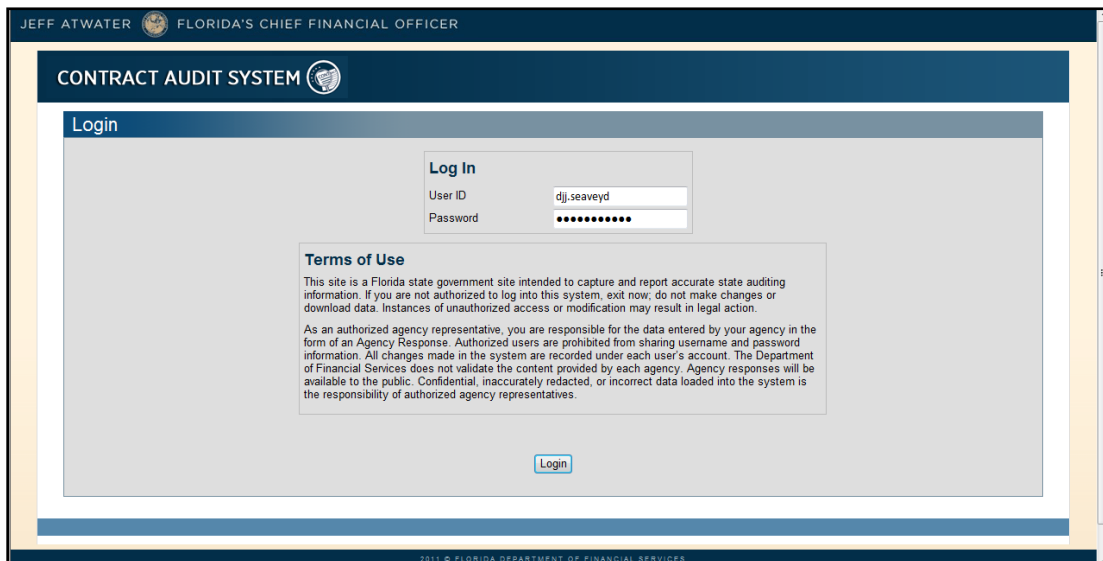
Both types of accounts allow users to search for and view contract audits that are Pending Agency Response, Pending Agency Response Review, or Finalized for his/her agency.

Agency Response Process

1. Users with an **Agency User** account will receive a notification email when a Contract Review has been completed and is ready for the agency to review and respond (if necessary); please note that this process applies only to Contract Reviews completed in accordance with [CFOM](#) or in connection with an Expanded Audit of Payment:



2. The user will click on the link provided in the body of the notification email, enter his/her assigned **Agency User** account User ID and Password, then click *Login* to access CAS:



3. The user will be able to review the results of the Contract Review completed by the Bureau:

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

CONTRACT AUDIT SYSTEM

Logged In As: DJJ seavey / DEPARTMENT OF JUVENILE JUSTICE
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Contract Review Audit

[Back to Audits](#)

Audit Summary

Agency Name:	DEPARTMENT OF JUVENILE JUSTICE	FLAIR Contract ID:	X2012 (Non-FACTS Contract)
Agency OLO:	800000	Agency Contract ID:	X2012
Auditor's Name:	Daniel Seavey	Auditor ID:	531193
Vendor Name:	Vendor Name	Vendor ID:	Vendor ID
Contract Received Date:	10/23/2012	Date Executed:	10/19/2012
Contract Type:	Standard Two Party Agreement by Statute	Contract Amount:	\$1,000,000,000.00
Begin Date:	11/01/2012	End Date:	11/01/2013
Review Type:	CR	Review Date:	10/26/2012 12:13:44 PM
Date Agency Notified:	10/26/2012 12:14:12 PM	Agency Response Date:	
Audit Status:	Pending Agency Response	Assign Date:	10/24/2012
Review Finalized Date:			
Last Updated By:	Daniel Seavey	Last Updated Date:	10/26/2012 12:14:08 PM

Audit Findings

1. Scope of Work

1.1 Does the agreement clearly establish the tasks to be performed by the provider?
Yes

1.1.1 Sufficiently identify activities/services - Yes Page # 3-4
1.1.2 Establish a quantity of activities/services - Yes Page # 4
1.1.3 Identify qualitative standards - Yes Page # 4
1.1.4 Contain documentation requirements - Yes Page # 5
Comments:

2. Deliverables

2.1 Does the agreement divide the contract into quantifiable, measurable, and verifiable units of deliverables that must be received and accepted before payment is made?
Yes

2.1.1 Related to scope of work - Yes Page # 5-6
2.1.2 Specific required level of service to be performed - Yes Page # 6
2.1.3 Criteria for evaluating successful completion of each deliverable - Yes Page # 6-8
2.1.4 Identifies the amount of compensation for each major deliverable - Yes Page # 9
Comments:

3. Financial Consequences

3.1 Does the agreement specify the financial consequences that the agency must apply if the provider fails to perform in accordance with the contract?
Yes Page # 9
Comments:

4. Financial Assistance

4.1 If the agreement is with a recipient or sub-recipient of state or federal financial assistance, does it include the provisions required by CFOM #4 (05-06)?
N/A Page #

5.1.6 Addressing the property rights of any intellectual property related to the contract and the specific rights of the state regarding the intellectual property if the contractor fails to provide the services or is no longer providing services.
Yes Page # 3
Comments:

6. Annual Appropriation Contingency Statement

6.1 Does the agreement reference or contain the provisions of s. 287.0582, F.S.?
Yes Page # 2
Comments:

Agency Response:

Final Disposition:

[Submit Response](#)

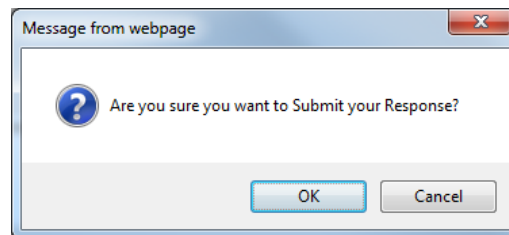
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

NOTE: Click *Back to Audits* at the top of the page to exit without providing a response.

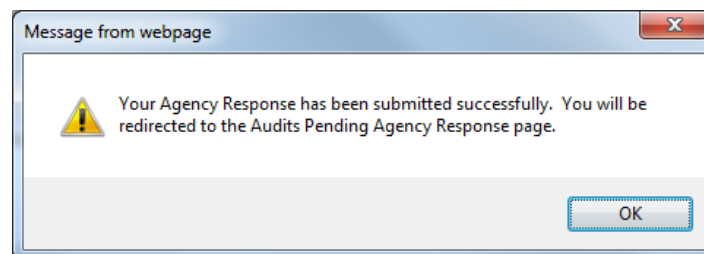
4. If the agency decides that a response is not necessary, no action is required; the Contract Review will be automatically Finalized after fourteen (14) calendar days. If the agency chooses to provide a response, the user will type a response of no more than 5000 characters in the Agency Response field, then click *Submit Response*:

The screenshot shows a web form titled "6. Annual Appropriation Contingency Statement". It includes a "Comments:" section with the text "6.1 Does the agreement reference or contain the provisions of s. 287.0582, F.S.?" and a "Yes Page # 2" option. Below this is an "Agency Response:" text area containing the text "This is a grant agreement; provisions required by CFOM #4 (05-06) are found on Page 2." At the bottom of the form is a "Final Disposition:" label and a "Submit Response" button. The footer of the page reads "© 2011 FLORIDA DEPARTMENT OF FINANCIAL SERVICES".

5. The user will be prompted to confirm that the response is ready for submission; click *OK*:



6. The user will receive a message to confirm that the response has been submitted; click *OK*:



7. The user will be redirected to the Audits Pending Agency Response page.
8. After the Agency Response has been submitted, or after fourteen (14) calendar days have passed with no action, the Contract Review will no longer be available via the link provided in the body of the notification email or on the [Audits Pending Agency Response page](#); users can view the Contract Review using the [Agency Audit Search page](#). If the agency enters an Agency Response, the Bureau will enter a Final Disposition and make any necessary revisions before Finalizing the Contract Review; meanwhile, users can also view Contract Reviews that are Pending Agency Response Review using the [Agency Audit Search page](#).

Audits Pending Agency Response Page

The Audits Pending Agency Response page is available to users with an **Agency User** or **Agency Read-Only** account by accessing CAS directly at <https://apps8.fldfs.com/cas>. Click on the six-digit OLO under AGENCY to view the Contract Review; please note that the link provided in the notification email shown on Page 3 bypasses the Audits Pending Agency Response page and takes the user directly to the Contract Review. Users with an **Agency User** account may follow the process shown on Page 5 to enter an Agency Response; users with an **Agency Read-Only** account will only be permitted to view the Contract Review.

The screenshot shows the 'Audits Pending Agency Response' page. At the top, it says 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and 'CONTRACT AUDIT SYSTEM'. The user is logged in as 'usr.agencyread / DEPARTMENT OF JUVENILE JUSTICE'. The page title is 'Audits Pending Agency Response'. Below the title, there is a 'Results' section with a table. The table has columns: AGENCY, AUDIT TYPE, AGENCY CONTRACT ID, FLAIR CONTRACT ID, VENDOR NAME, and RESPONSE DUE DATE. The table displays one row of data: AGENCY: 800000, AUDIT TYPE: Contract Review, AGENCY CONTRACT ID: P2116, FLAIR CONTRACT ID: P2116, VENDOR NAME: MARK RUSSELL, RESPONSE DUE DATE: 11/02/2015. There are links for 'Search Contract Audits' and 'Displaying 1 to 1 of 1'.

AGENCY	AUDIT TYPE	AGENCY CONTRACT ID	FLAIR CONTRACT ID	VENDOR NAME	RESPONSE DUE DATE
800000	Contract Review	P2116	P2116	MARK RUSSELL	11/02/2015

Agency Audit Search Page

Finalized contract audits can be viewed by agency employees and the public by searching for the agreement in [FACTS](#) and clicking on the Audits tab. If an agreement is not recorded in FACTS, associated contract audits are not viewable in FACTS. If applicable, the Bureau will prompt an agency to add a missing agreement to FACTS before completing a contract audit.

Users with an **Agency User** or **Agency Read-Only** account can view all contract audits (i.e. Contract Reviews, Expanded Audits of Payments, Contract Management Reviews, and Settlement Agreement Audits), including those for agreements that are not viewable in FACTS, by accessing CAS directly at <https://apps8.fldfs.com/cas>.

1. Click *Search Contract Audits* at the top of the [Audits Pending Agency Response page](#).
2. Enter the desired search criteria (i.e. Agency Assigned Contract ID, FLAIR Contract ID, and/or Audit Type), then click *Search Audits*.

The screenshot shows the 'Agency Audit Search' page. At the top, it says 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and 'CONTRACT AUDIT SYSTEM'. The user is logged in as 'DJJ.seaveyd / DEPARTMENT OF JUVENILE JUSTICE'. The page title is 'Agency Audit Search'. Below the title, there are input fields for 'Agency Assigned Contract ID' and 'FLAIR Contract ID'. There is a dropdown menu for 'Audit Type' with 'ALL AUDIT TYPES' selected. At the bottom, there are 'Reset' and 'Search Audits' buttons. There is a link for 'View Audits Pending Agency Response'.

- Click on the link under AUDIT TYPE (e.g. *Contract Review*) to view a contract audit. Search results can be sorted by clicking any column header (e.g. *REVIEW DATE*).

Results

Displaying 1 to 10 of 140 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) ... [14](#) [Next](#) >>

AUDIT TYPE	AGENCY CONTRACT ID	FLAIR CONTRACT ID ▲	REVIEW DATE
Contract Review	D2025		8/5/2009 12:00:00 AM
Contract Review	D2027		8/5/2009 12:00:00 AM
Contract Review	D2029		9/14/2009 12:00:00 AM
Contract Review	D2030		8/5/2009 12:00:00 AM
Contract Review	E6102		8/21/2009 12:00:00 AM
Contract Review	JB704		2/8/2008 12:00:00 AM
Contract Review	P2021		9/18/2008 12:00:00 AM
Contract Review	P2032		2/20/2009 12:00:00 AM
Contract Review	P2042		10/3/2008 12:00:00 AM
Contract Review	P2044		1/8/2009 12:00:00 AM

Displaying 1 to 10 of 140 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) ... [14](#) [Next](#) >>

- Click *Back to Audit Search* at the top of the page to return to the Agency Audit Search page.

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Contract Review Audit

[Back to Audit Search](#)

Audit Summary

Agency Name:	DEPARTMENT OF JUVENILE JUSTICE	FLAIR Contract ID:	X2013 (Non-FACTS Contract)
Agency OLO:	800000	Agency Contract ID:	X2013
Auditor's Name:	Daniel Seavey	Auditor ID:	531193
Vendor Name:	Vendor Name	Vendor ID:	Vendor ID
Contract Received Date:	12/03/2012	Date Executed:	11/30/2012