Our audit found that responsibility for processing and approving Change Orders and Contract Amendments is delegated to OCPW Divisions with limited oversight by OCPW/Administrative Services. This delegated authority to the Divisions was not formalized in written policy. We found policies, procedures and forms varied between the Divisions. In addition, per the 2007 Contract Policy Manual, Deputy Purchasing Agents (DPAs) were to be the primary role in procuring Public Works contracts; however, these roles were assigned to non-DPAs in order to better assure that the requisite competence and experience necessary to properly manage the complex and technically challenging Change Orders/Contract Amendments is provided. The DPA requirement was formally changed in the 2012 Contract Policy Manual and no longer requires DPA's involvement in procuring Public Works contracts.

**Audit Findings and Control Recommendations**
Our audit identified four (4) Control Findings for OCPW to enhance policies and procedures by providing more detailed guidance and standardization of commonly used forms and supporting documents; formalizing delegated responsibility to the divisions; documenting technical qualifications for staff processing and approving Change Orders and Contract Amendments, and increasing central oversight by OCPW/Administration.