



Snohomish County

Auditor's Office

Performance Audit Division

Date: 4-11-05

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Cc: Bob Terwilliger, Auditor
Thomas Fitzpatrick, Executive Director
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Audit Committee Chair

From: Kymber Waltmunson, Performance Auditor

Subject: Audit of HRIS Contract

Background

This project was initiated on June 2, 2003 by Martin Standel. He completed initial work on development of base performance measures for HRIS/ATS. A second segment of the project included review of the contract and deliverables. A set of Phase II HighLine invoices were reviewed for:

- Contract compliance
- Mathematical correctness
- Project Manager approval
- HighLine billed amount vs. estimated amount
- Timely processing

A checklist of the reviewed invoices against these criteria appears at the end of this memo.

Discussion

We would like to thank those who carefully answered questions and provided information to the Performance Audit Division despite how demanding this period of time has been as they work to implement new systems by the April 1, 2005 deadline.

The invoices reviewed substantially met expectations. All invoices reviewed were in compliance with the contract language. All invoices were mathematically correct, although Canadian Goods and Services Tax (GST) and exchange rates were



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somewhat confusing they were calculated in a consistent manner. Christine MacDonald, the Project Manager, and Ron Knight signed all invoices. Most invoice billing amounts equaled the estimated amounts found in the contract for Phase II. Most of the invoices were processed within 36 days.

Exceptions

1. On invoices #9491 and 9491A the Project Manager approved additional on site assistance at the cost of \$2,654.16 that were not included in the initial contract estimate. This included travel costs and troubleshooting services.

DIS Response: ...on the first exception note, our recollection is that we were asked to pursue adding the time & attendance functionality to this project. We therefore initiated under our project authority the subject work using the established project contingency. We believe that this change was within existing authority. The work by the vendor provided us with additional information, relating to the incorporation of time and attendance and payroll modules into the project.

2. Invoices 9393 and 9432 were processed in 53 and 63 days. These exceeded the norm of 36 days or fewer.

DIS Response: ...this was due to our project manager trying to match them up against the original contract vs. the amendment. There was a fair amount of transitional overlap / lag between the two contracts and the invoices pertaining to them. Simply put - we weren't sure if the invoices were pertaining to the original contract or the new amendment. This effort definitely caused some delay in our payments.

Focus Issues

Focus Issue:

Snohomish County may be paying more for car rentals by elected officials, employees and contractors than is necessary.

According to applicable travel policy POL-1211 #2 "Employees and elected officials are encouraged to use the least cost method of transportation."

On invoice #9496 the contractor rented a full-size vehicle and on #9480 a mid-size vehicle. Average daily rates for car types differ per Thrifty Car Rental Website estimates:

- Economy = \$19.99/day
- Compact = 21.99/day
- Mid-Size = 23.99/day
- Standard = \$24.99/day
- Full-Size = \$28.99/day
- Specialty, Premium, SUV, Luxury, Van and Convertibles ranged from \$34.99/day to \$68.99/day

Recommendation: We recommend that POL-1211 state expectations more clearly for determination of rental vehicle type.



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Invoice #	Invoice Date	Project Phase	Contract Compliant	Math Correct	PM Signature	Billed Amt vs Cost Estimate	Timely Processing
9480	12/17/2004	Phase II	ok	ok	Yes	5,000 billed	36 days
9480A	12/17/2004	Phase II	ok	ok	Yes		36 days
9491	12/17/2004	Phase II	ok	ok	Yes	2,000 billed (added on and signed off by PM)	36 days
9491A	12/17/2004	Phase II	ok	ok	Yes		36 days
9496	12/23/2004	Phase II	ok	ok	Yes	5,000 billed	34 days
9496A	12/23/2004	Phase II	ok	ok	Yes		34 days
9393	11/19/2004	Phase II	ok	ok	Yes	5,000 billed	63 days
9432	11/30/2004	Phase II	ok	ok	Yes		53 days
Notes:				Exchange rates and Canadian GST (goods and Services Tax) make this complicated.		15,000 estimated for troubleshooting Phase II - 17,000 billed	