

**Table 4**

<b>STATE CONTRACTING MANUAL MANAGEMENT PRACTICES FOR CONTRACT OVERSIGHT</b>	<b>DO THE CITY'S POLICIES AND PROCEDURES FOR PROFESSIONAL SERVICES CONTRACTS INCLUDE THESE PRACTICES?</b>	<b>DOES THE CITY CONSISTENTLY ENGAGE IN THESE POLICIES OR PRACTICES FOR PROFESSIONAL SERVICES CONTRACTS WE REVIEWED?</b>
Identify the deliverables and ensure satisfactory delivery	No	No
Monitor progress, especially for quality and performance deadlines	No	No
Conduct audits, especially for critical compliance issues	No	No
Review invoices for contract compliance, accuracy, and prompt payment	No	No
Track deadlines and use of funds	No	No
Identify contract and contractor problems and communicate these to the contractor	No	No

Source: *State Contracting Manual* and auditor's analysis of the city's monitoring practices for the contracts we reviewed.