



**INTERNAL AUDIT DEPARTMENT**  
**COUNTY OF ORANGE**

**2005 Recipient of the Institute of Internal Auditors  
Award for Excellence**

*Integrity ♦ Objectivity ♦ Independence*

**CONTROL SELF-ASSESSMENT  
BY  
PURCHASING**

**REPORT NUMBER: 2589**

**REPORT DATE: APRIL 18, 2006**

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**Control Self-Assessment  
By Purchasing**

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**Transmittal Letter**

Report No. 2589

April 18, 2006

TO: Thomas G. Mauk  
County Executive Officer

FROM: Peter Hughes, Ph.D., CPA, Director  
Internal Audit Department

SUBJECT: Control Self-Assessment by Purchasing

Attached is Internal Audit's final report on the Control Self-Assessment by Purchasing. Thank you for your courtesy and cooperation.

Attachment

Other recipients of this report:

Members, Board of Supervisors  
Members, Audit Oversight Committee  
Ed Corser, Deputy CEO, Chief Financial Officer  
Foreperson, Grand Jury  
Darlene J. Bloom, Clerk of the Board of Supervisors



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**INTERNAL AUDITOR'S REPORT**

Report No. 2589

April 18, 2006

Thomas G. Mauk, CEO  
 County Executive Office  
 10 Civic Center Plaza, 3<sup>rd</sup> Floor  
 Santa Ana, CA 92701

The Internal Audit Department facilitated a Control Self-Assessment (CSA) Workshop of Purchasing. The CSA workshop participants consisted of 15 procurement professionals (managers), from 13 different County departments/agencies.

After the workshop, we provided the participants with workshop summaries showing their perceived strengths and concerns. The Internal Audit Department also provided CSA workshop summaries to you, the Deputy CEO, and the Acting Purchasing Manager for your review and ongoing monitoring.

Following each workshop, facilitators ask participant teams to evaluate the CSA process by anonymously voting on five standard quality assurance statements. The participants reflected high ratings for the CSA process and their individual workshop as indicated by their voting. The average scores from the 15 participants evaluating the CSA process are shown below.

The participants vote by selecting a numerical rating from a scale of 1 through 7. A score of 7 indicates the participants strongly agree with the statement. A score of 4 indicates they neither agree nor disagree. And a score of 1 indicates the participants strongly disagree with the statement.

Evaluation Statement	Average Score
I understand the purpose of Control-Self Assessment.	7.00
The workshop helped to highlight issues significant to this team.	6.93
I was able to express my opinions freely.	7.00
The (Internal Audit) facilitators did a good job.	6.93
I would recommend this process to other teams.	7.00

If you have any questions or if I can be of further assistance, please do not hesitate to call me or Alan Marcum, Audit Manager, at 834-4119.

Sincerely,



Peter Hughes, Ph.D., CPA  
Director, Internal Audit

Distribution Pursuant to Audit Oversight Procedure No. 1:

Members, Board of Supervisors

Members, Audit Oversight Committee

Ed Corser, Deputy CEO, Chief Financial Officer

Foreperson, Grand Jury

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