

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Phone: 503-823-4000 Portland.gov/Transportation

Mingus Mapps Commissioner **Tara Wasiak** Interim Director

June 12, 2023

Dear Auditor Pape:

Thank you for completing your audit review of the contract payment approval process. While the report did not find history of misuse it is clear that our oversight and approval processes for making contract payments on our capital projects has the potential to be misused which can result in having insufficient approvals and unauthorized contractor payments.

We have identified two process improvements that will be incorporated into our E-builder system that will allow for stronger quality assurance and oversight. These process improvements will be created and implemented within the next 30 days:

1. PBOT will develop procedures on how exceptions to the sign-off process are employed and incorporate those controls in E-builder instructions for the PAYFR and CPA signoff processes.
2. The process will flag exceptions and will assign the responsibility for checking the 'exceptions report' to the Construction Division Manager.
3. PBOT has already implemented incorporating a 'date field' to the FIR to record the date of inspection.

With these actions, we believe this strengthens the approval process and also the ability for managers to see and report when exceptions have been triggered.

We appreciate your assessment and the time you have spent with PBOT staff in analyzing our contract payment practices.

Sincerely,



Tara Wasiak, Interim Director
Portland Bureau of Transportation



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