

STATE OF OKLAHOMA



OKLAHOMA
**Office of Management
& Enterprise Services**

Oklahoma Office of Juvenile Affairs
Procurement Audit

Published by:
Office of Management and Enterprise Services
Central Purchasing Audit
Report Released July 2022



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AUDIT SUMMARY

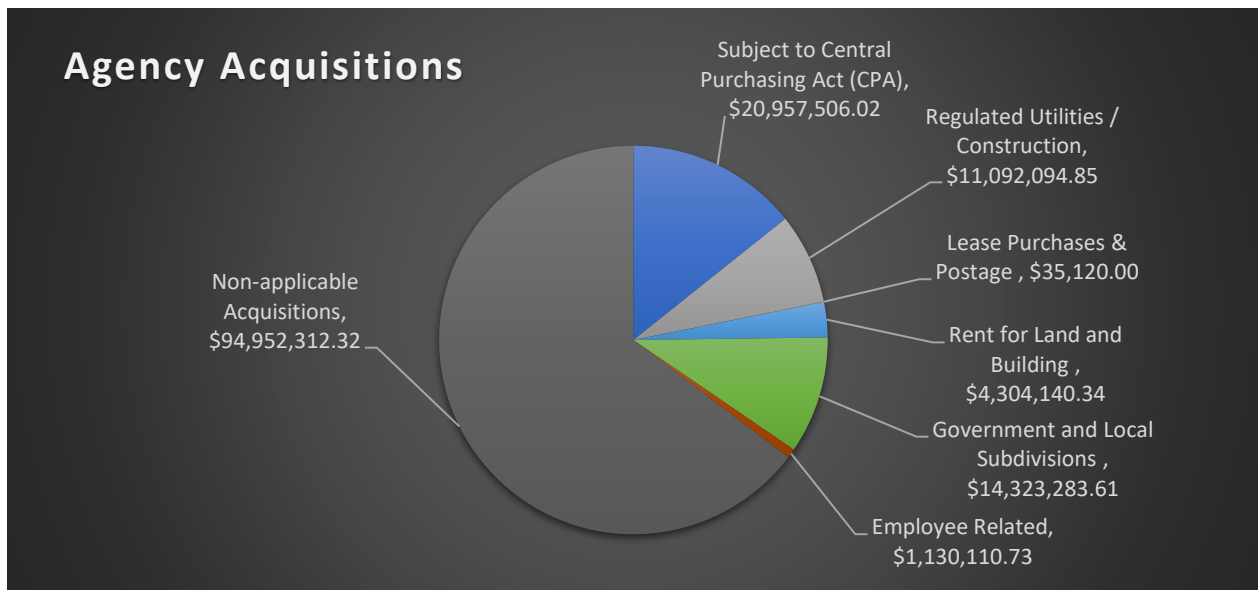
Oklahoma Office of Juvenile Affairs (OJA) – Procurement Audit

Why we conducted this audit

This report provides information on the agency’s compliance with the Central Purchasing Act (CPA), Oklahoma Administrative Code 260 §115, the agency’s approved internal purchasing procedures and the strength and execution of the agency’s purchasing internal control structure.

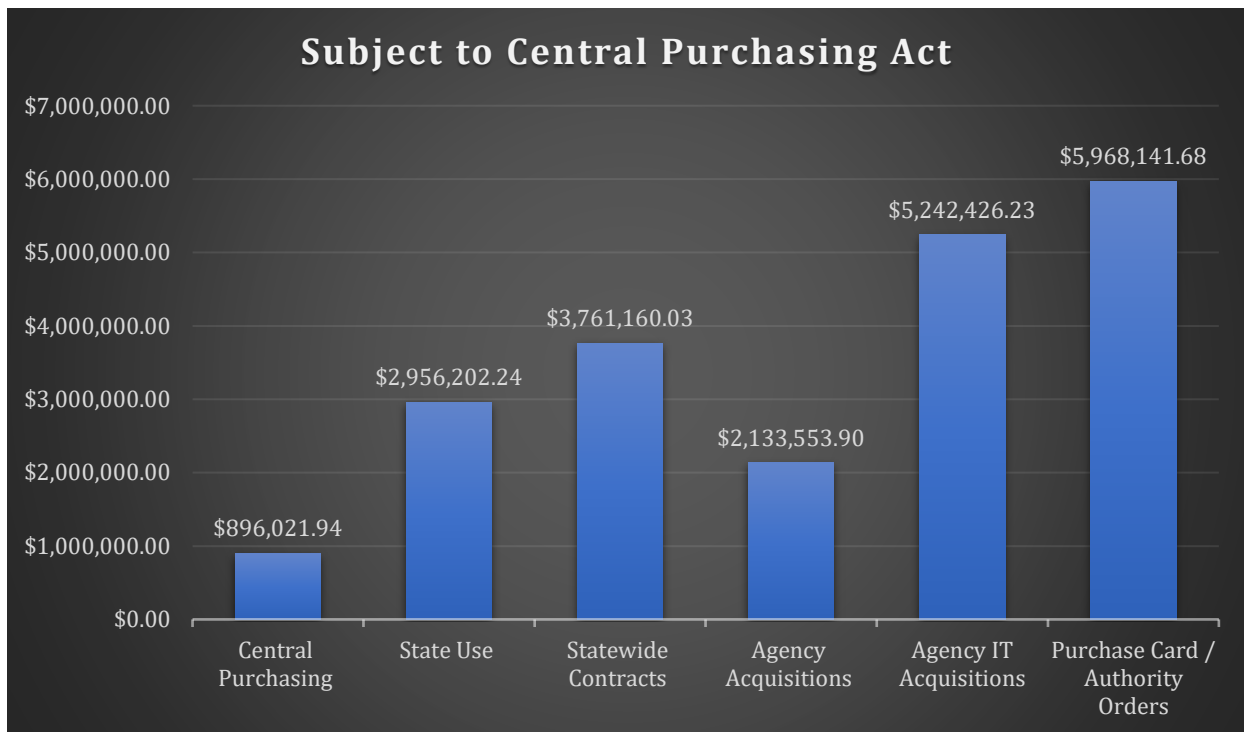
Summary of acquisitions

In total, OJA processed 1,776 acquisitions during the audit period from January 1, 2021 to March 14, 2022. Acquisitions were obtained by compiling non-cancelled purchase orders, expenditures with no purchase order number, and audit period expenditures on prior-to-audit-period purchase orders totaling \$146,794,567.87. Acquisitions were then separated into the following categories: subject to Central Purchasing Act (CPA); regulated utilities and construction; lease purchases and postage; rent for land and building; government and local subdivisions; employee related expenses; and non-applicable account codes. The agency’s acquisitions subject to the Central Purchasing Act totaled \$20,957,506.02. The remaining acquisitions categories are not subject to the Central Purchasing Act; therefore, they were not included in the audit. The chart below depicts agency acquisitions by category during the audit period.



Purchasing delegated to the agency

The agency’s acquisitions subject to the Central Purchasing Act totaled \$20,957,506.02. The primary focus of our audit was the purchases delegated to the agency through the state purchasing director. The delegated purchases included agency open market acquisitions, service contracts (including Title 18 professional services contracts), and ratification agreements. The agency’s acquisition responsibility for purchases processed in association with the audit period, in accordance with the Central Purchasing Act was \$2,133,553.90. Agency IT acquisitions were immaterial to the acquisition population; therefore, were not tested. This amount does not include purchase card transactions. A separate audit was performed for purchase card transactions. We tested 37% of agency open market acquisitions (80% of open market expenditures). We used the classic variable sampling method to extract a sample of acquisitions from the following threshold categories: \$0 to \$25,000, \$25,000.01 to \$50,000, and greater than \$50,000. The acquisitions performed by the agency in relation to purchases subject to the Central Purchasing Act are categorized in the chart below.



What we found

Analytical testwork was performed during the planning stage, internal control walk-throughs were completed, and 40 acquisitions were tested against compliance requirements. Five formal findings were written, and we have determined the Oklahoma Office of Juvenile Affairs did significantly comply with the Central Purchasing Act (CPA) and the Oklahoma Administrative Code 260 §115.

Agency accomplishments

We would like to commend OJA for their proactivity and willingness to improve their procurement program. The agency has exceptionally responsive and well-organized procurement officers who diligently oversee the program.

AUDIT FINDING SUMMARY

(Findings stated in order of importance. Error rates are based on transactions reviewed.)

Finding 22-400-03: Internal Purchasing Procedures

OJA's Internal Purchasing Procedures have not been updated since December 2009 and contain outdated information and policies no longer enforced by the agency. Requirements from the agency's internal purchasing procedures were tested for compliance.

Finding 22-400-04: Service Contracts

Professional service contracts (including Title 18 contracts) were tested against purchasing requirements. Sixteen contracts were tested for submission of form 091, no contract (100% error rate) tested contained documentation of form 091. Contracts were verified to ensure the required clauses stating compliance and participation in the Status Verification System were included. Out of 23 contracts tested, 21 (91% error rate) did not contain a status verification system clause. A review of the solicitation process indicated 100% (16 of 16) of professional service and sole source contracts did not verify that previous agency employees were not included in the contracted services within a year's time. The agency is to administer, monitor, and audit professional service contracts. Out of 21 contracts tested, 21 (100% error rate) did not contain verification the service contract was audited or monitored.

Finding 22-400-05: Ratification Agreements

The agency is to provide a copy of the ratification agreement to the State Purchasing Director. Four contracts (100% error rate) totaling \$105,166.25 lacked the proper documentation.

Finding 22-400-01: Internal Requisition Form

Out of 40 acquisitions tested, 12 (30% error rate) did not contain the required Request for Acquisition form per the agency's internal purchasing procedures.

Finding 22-400-02: Authorized Signature

Seven of 40 acquisitions (18% error rate) totaling \$12,401.50 were signed by an individual not on the signature authorization list.

DETAILED FINDINGS

Finding 22-400-03: Internal Purchasing Procedures

Condition: During the planning phase of the procurement audit, it was noted that the agency’s approved internal purchasing procedures have not been updated since December 2009. The procedures contain outdated information and policies not enforced by the agency. The following policies and procedures are from the agency’s internal purchasing procedures and were tested during the substantive testwork phase of the audit.

1. All Title 18 professional service contracts (16) in the subpopulation totaling \$1,157,123.95 were tested to verify the agency completed the Professional Services Contract Initiation Request form. We found all 16 contacts (100% error rate) lacked the form.
2. All Title 18 professional service contracts (16) were tested to verify the contract/agreement contained approval from an OJA attorney. Nine of 16 contracts (56% error rate) were missing signature approval from an OJA attorney.
3. All professional and nonprofessional service contracts (23) in the subpopulation totaling \$1,290,980.03 were tested to verify the acquisition file contained the Contract Review Sheet with the appropriate personnel signatures. Eleven of 23 contracts (48% error rate) did not contain the Contract Review Sheet.
4. During our substantive testwork phase of the audit, the one tangible non-IT inventory item (100% error rate) tested exceeding \$2,500 was not reported on the agency’s Asset Management System.

#	PO NUMBER	AMOUNT	DATE	SUPPLIER	PURCHASE DESCRIPTION
1	PO 4009023832	\$5,696.00	02/09/2022	HOOPS INC	2 BASKETBALL GOALS

Cause: The agency is in the process of updating their internal purchasing procedures.

1. The agency no longer uses the Professional Service Initiation Request form.
2. The Executive Director signed off in place of an OJA Attorney.
3. The agency was using other documentation in place of the Contract Review Sheet.
4. Unknown.

Effect or Potential Effect: The agency’s current purchasing practices are not in line with the agency’s internal purchasing procedures.

Criteria: State of Oklahoma Administrative Code **260:115-5-7- State agency purchasing procedures** states in part:

1. **Development.** State agencies shall develop internal purchasing procedures for acquisitions by the state agency pursuant to [74 O.S. §85.39](#), “. . .which shall, at a minimum, include provisions for the state agency’s needs assessment, funding, routing, review, audits, monitoring, and evaluations”. A state agency must include the method whereby a supplier may protest a contract award by the agency pursuant to [260:115-3-19](#) in its internal purchasing procedures, and include provisions for procurement policies under statutorily applicable emergency events. Internal purchasing procedures are not effective until approved in accordance with this section.
2. **Submission to State Purchasing Director.** The state agency shall submit a copy of the procedures to the State Purchasing Director. For the purposes of this section, “State Purchasing Director” does not include personnel of state agencies to whom the State Purchasing Director has delegated authority.
3. **State Purchasing Director review.** The State Purchasing Director shall review the state agency’s procedures to ensure compliance with provisions of the Oklahoma Central Purchasing Act, provisions of the State Use Committee, and the Central Purchasing rules.
- ...
6. **Purchasing procedure review.** State agency internal purchasing procedures should be reviewed by the state agency annually with recertification of the internal purchasing procedures by submission to the State Purchasing Director every two (2) years.

1. Office of Juvenile Affairs Internal Purchasing Procedures **Section IV Contracts/Professional Services – 2. Requests for Bilateral Contracts** states:

- A. Divisions shall complete the Professional Initiation Request Form for certain initial contracts as specified on the Form.
2. Office of Juvenile Affairs Internal Purchasing Procedures **Section IV Contracts/Professional Services – 1. General Provisions** states:
 - C. Prior to agency execution, all contracts/agreements shall be approved “as to form” by an OJA attorney, unless otherwise ordered by the Executive Director or stated in these procedures.
3. Office of Juvenile Affairs Internal Purchasing Procedures **Section IV Contracts/Professional Services – 3. Contract Review Sheet** states:

The CPU Procurement Staff CPO shall produce and attach a Contract Review Sheet to each bilateral agreement or contract.

 - A. The Contract Review Sheet shall include signature blocks for appropriate personnel, as defined below, to signify review. At a minimum, unless exempt by this procedure, appropriate personnel from the following areas shall be required to sign a Contract Review Sheet prior to final processing: Requesting Division, Legal Division, Finance Division, Budget Unit and Procurement Unit. With the exception of sole source/sole brand contracts, if a specific contract conforms in all respects with an approved master contract, the Legal and Finance review requirement is waived.

4. **OJA Asset Management System Procedures**

A. Reportable Property

1. All tangible non-IT assets purchased at a cost of \$2,500.00 or more. This shall include items such as furniture, vehicles, livestock, tools, electronics, machinery, etc.)
2. All Computer Equipment purchased at a cost of \$500.00 and above. Equipment shall include the serial number as part of the property description when reported to the AMS.
3. Any item, as determined by a memo issued from the Executive Director/designee,

purchased for less than \$500 shall be included in the AMS.

Recommendation: It is recommended the agency adhere to the internal purchasing procedures as designated by agency management. It is further recommended the agency review and evaluate the agency's internal procedures to determine if the requirements mentioned in this finding are necessary, effective, and efficient for the procurement process. At completion of the review and evaluation of the agency's internal purchasing procedures, the agency may decide to make revisions as deemed necessary. If revisions are made, the agency should submit the revised internal purchasing procedures to OMES Central Purchasing for approval.

Management's Response

Date: 06/28/2022

Respondent: Chief Financial Officer

Response: Concur - We concur that our policies are outdated and need to be revised. We will adhere to the current policy until revisions can be made (we are currently working on a revision) and update all requirements to create a system that is efficient and effective and meets all statutory and regulatory requirements.

Corrective Action Plan

Contact person: Contracting & Procurement Officer

Anticipated completion date: 07/31/2022

Corrective action planned: Revise procurement policy and then conduct training to ensure all staff involved in the procurement process are aware of requirements [sic].

Finding 22-400-04: Service Contracts

Condition: During our substantive testwork phase of the audit, service contracts were tested. This sub-population included Title 18 professional service contracts. These service contracts ranged from \$2,400 to \$149,775. The exceptions noted during testing are the following:

1. The agency is to notify the State Purchasing Director by submission of Form 091, report of exemptions from competitive bidding within 15 days of completion of an acquisition of Title 18 professional services. All Title 18 professional service contracts (16) in the subpopulation totaling \$1,157,123.95 were tested. All 16 contracts (100% error rate) lacked the proper documentation.
2. The agency is to verify that no public employer shall enter into a contract or subcontract for the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification

System to verify information on all new employees. All service contracts (23) in the subpopulation totaling \$1,290,980.03 were tested to verify contracts contained the required clause stating compliance with 25 O.S. §1313 and participation in the Status Verification System. 21 of 23 contracts (91% error rate) did not contain the required clause.

3. The agency is to verify employee(s) that have terminated employment with the agency within a year's time has not been contracted for a professional or sole source contract. Sixteen contracts were tested to verify that a past employee was not contracted within a year's time. Based upon review of the acquisition file it could not be determined if the agency verified that no past employees were included in the contracted services for 16 (100% error rate) of 16 contracts totaling \$1,157,123.95.
4. The agency is to administer, monitor, and audit professional service contracts. Per OJA's internal purchasing procedures, the agency has a specific form known as the Contract Monitoring Work Plan (OJA Form DFS-20) to accomplish this for professional and nonprofessional service contracts above \$5,000. All service contracts above \$5,000 (21) in the subpopulation totaling \$1,254,860.03 were tested to verify the agency monitored and audited the service contract. All 21 contracts (100% error rate) were missing the Contract Monitoring Work Plan (OJA Form DFS-20).

Cause: Agency overlooked the requirements needed for service contracts.

Effect or Potential Effect: Without performing the necessary steps to enter into a professional or nonprofessional service contract, the agency cannot be certain it is receiving the best service or complying with all applicable rules.

When an acquisition is completed and not reported to the State Purchasing Director, exempt contracts are not reported to a member of the Appropriations and Budget Committee of the House of Representatives or Appropriations Committee of the Senate.

Criteria: 1. State of Oklahoma **Title 74 O.S. §85.7.3 Competitive bid or proposal procedures** states in part:

- c. A state agency that makes an acquisition pursuant to this paragraph shall notify the State Purchasing Director within fifteen (15) days following completion of the acquisition. The Office of Management and Enterprise Services shall compile a list of the exempt contracts and send the list to a member of the Appropriations and Budget

Committee of the House of Representatives or Appropriations Committee of the Senate, if the member requests.

State of Oklahoma **Procurement Information Memorandum Number 09-01** states in part:

f. In accordance with Title 74 O.S. §85.7(A)(3)(c), state agencies shall notify the State Purchasing Director, by submission of form DCS-FORM-CP-091, Report of Exemptions from Competitive Bidding, within 15 days of completion of an acquisition of professional services under this policy.

2. State of Oklahoma **Procurement Information Memorandum Number 10-01** states in part:

The Central Purchasing and Construction and Properties Divisions require all solicitations for service contracts from this date forward contain the following language:

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

The Central Purchasing and Construction and Properties Divisions require all service contracts from this date forward contain the following language:

The [Supplier/Contractor/Consultant/Construction Manager/etc.] certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

3. State of Oklahoma **Title 74 O.S. §85.42 One-Year Limitation on Entering Contracts with Certain Persons – Exceptions** states in part:

A. Except as otherwise provided for in this section, any agency, whether or not such agency is subject to The Oklahoma Central Purchasing Act, is prohibited from entering into a sole source contract or a contract for professional services

with or for the services of any person, who has terminated employment with or who has been terminated by that agency for one (1) year after the termination date of the employee from the agency. The provisions of this subsection shall not prohibit an agency from hiring or rehiring such person as a state employee.

4. State of Oklahoma **Title 74 O.S. §85.41 Professional Service Contracts** states in part:

D. A state agency shall administer, monitor, and audit the professional services contract. The State Purchasing Director may require the state agency to report to the State Purchasing Director the status of an unfinished professional services contract.

Office of Juvenile Affairs Internal Purchasing Procedures **Section III Procurement Procedures – 7. Additional Documents Section B. Contract Monitoring Work Plan (OJA DFS-20)** states in part:

The requesting division shall attach the written Work Plan providing for the assignment of specific agency personnel to monitor and audit supplier performance, periodic review of interim reports, and other indications of performance when the acquisition is for professional or non-professional services and the acquisition dollar amount is \$5,000 and above.

Recommendation: It is recommended the agency set up an acquisition file checklist to ensure all the necessary requirements are met when procuring service contracts.

Management's Response

Date: 06/28/2022

Respondent: Chief Financial Officer

Response: Concur - We concur with the recommendation. We have used checklists in the past for different types of acquisitions and will make it a requirement as we revise our purchasing procedures.

Corrective Action Plan

Contact person: Contracting & Procurement Officer

Anticipated completion date: 07/31/2022

Corrective action planned: OJA will develop a process including checklists that will ensure compliance with all requirements with above. This process will be memorialized in our policy as needed.

[Finding 22-400-05: Ratification Agreements](#)

Condition: During our substantive testwork phase of the audit, ratification agreements were tested. All ratification agreements (4) in the subpopulation totaling \$105,166.25 were tested. The agency is to provide a copy of the ratification agreement to the State Purchasing Director. All four contracts (100% error rate) lacked the proper documentation.

Cause: The agency assumed OMES would pull the information from PeopleSoft because the invoice numbering includes the word “Ratification” along with the invoice number.

Effect or Potential Effect: When a ratification agreement is completed and not reported to the State Purchasing Director, the ratification agreement is not recorded to provide support that a settlement was achieved.

Criteria: Oklahoma Administrative Code **260:115-5-17. Ratification of an unauthorized commitment** states in part:

If a state agency makes an unauthorized commitment on behalf of the state to a supplier, the state may, if in the best interest of the state, ratify the commitment.

(1) State agency actions. The chief administrative officer of the state agency shall approve or disapprove a ratification request.

(A) Chief administrative officer approves request. If the chief administrative officer approves the request, the state agency shall perform steps as follows:

- (i) The state agency shall negotiate a proposal for a ratification agreement with the supplier.
- (ii) The chief administrative officer shall document facts and circumstances of the unauthorized commitment.
- (iii) The chief administrative officer shall sign the proposed ratification agreement.
- (iv) The chief administrative officer shall provide a copy of the ratification agreement and, upon request, the supporting documents to the State Purchasing Director.

Recommendation: The agency should process and approve all purchases prior to engaging in services or acquiring goods from suppliers. It is essential to communicate and educate all individuals on the proper timeframe in which a commitment to the service or acquiring of goods can be made to the vendor after the procurement process has been completed. This can be achieved by training and communicating with division managers on the procurement process. The agency should monitor contracts for potential unauthorized commitments after initial claims have been submitted for payment. It is recommended the agency set up an acquisition file checklist to ensure all necessary requirements are met when a ratification agreement is made.

Management’s Response

Date: 06/28/2022

Respondent: Chief Financial Officer

Response: Concur – We have a process which includes a checklist, but I don’t think it has been followed consistently. We are careful to limit the need for ratifications, but when it happens, we will make sure that proper disclosures are followed.

Corrective Action Plan

Contact person: Contracting & Procurement Officer

Anticipated completion date: 07/31/2022

Corrective action planned: We will revisit our policy and make sure that it is sufficient to meet all of the requirements.

Finding 22-400-01: Internal Requisition Form

Condition: Testing was performed to verify each acquisition contained an internal request for acquisition (RFA) document, also known as Form ADM-2, per the agency’s internal purchasing procedures (IPP’s) dated December 10, 2009. 12 of 40 purchase orders (30% error rate) totaling \$1,151,266.36 did not contain the required RFA per agency procedures. Due to the absence of RFAs, the following requirements could not be tested:

- Identification of the person, unit or group requesting the acquisition
- Acquisition description
- Acquisition price estimate
- Acquisition justification narrative
- Specification of product or service
- Whether acquisition is sole source or not
- Specification of accounting fund for fund encumbrance
- Signature of approving official or designee
- Date of signature of approving official or designee

When completed, RFA’s contain the signature and date of the following: The person preparing the requisition, approving official(s) from the division, and the Certified Procurement Officer (CPO). Below is the list of purchase orders that did not contain an RFA:

#	PO NUMBER	AMOUNT	DATE	SUPPLIER
1	PO 4009023390	\$15,000.00	09/01/2020	TAMARA REEVES
2	PO 4009023403	\$49,200.00	09/11/2020	COOPER, PAUL E



#	PO NUMBER	AMOUNT	DATE	SUPPLIER
3	PO 4009023404	\$120,000.00	09/11/2020	BRENT D BELL
4	PO 4009023405	\$120,000.00	09/11/2020	JOHN RAIZEN MD
5	PO 4009023424	\$128,400.00	10/23/2020	DR BART TRENTHAM PLLC
6	PO 4009023528	\$10,500.00	06/25/2021	AMERICAN CORRECTIONAL ASSOCIATION
7	PO 4009023591	\$130,880.00	07/13/2021	BRENT D BELL
8	PO 4009023592	\$149,775.00	07/13/2021	DR BART TRENTHAM PLLC
9	PO 4009023593	\$48,000.00	07/13/2021	COOPER, PAUL E
10	PO 4009023796	\$291,021.94	10/07/2021	SHAWVER & SON INC
11	PO 4009023801	\$75,000.00	10/25/2021	OGLETREE DEAKINS NASH SMOAK & STEWART PC
12	PO 4009023828	\$13,489.42	01/25/2022	RISE CORP
	TOTAL	\$1,151,266.36		

Cause: The agency used other documentation in place of Form ADM-2.

Effect or Potential Effect: Internal purchasing policy is not in line with agency’s current purchasing practices.

Criteria: Office of Juvenile Affairs Internal Purchasing Procedures **Section III Procurement Procedures – 6. OJA Internal Requisition Form** states:

B. Product and/or Service Acquisitions. Unless otherwise authorized by these procedures, divisions shall use the ADM-2 for all internal division product or service acquisitions. The requesting division shall complete the data elements listed on the form, justify the purchase and obtain division approval signatures pursuant to the final signature authority.

Recommendation: The agency is recommended to adhere to the internal purchasing procedures as designed by the agency’s management.

Management’s Response

Date: 06/28/2022

Respondent: Chief Financial Officer

Response: Concur - We have been using various documents in lieu of the ADM2 in certain circumstances – particularly for acquisitions since larger acquisitions needed more specific approvals and authorizations. We felt that also requiring an ADM2 was redundant and overly bureaucratic. We agree that technically we were not in compliance with our policy and should have changed policy before allowing the ADM2 to be omitted in certain circumstances. We will require ADM2s until the policy can be updated to replace the ADM2 those circumstances where elements in addition to those required by the ADM2 can be obtained without duplication of effort.

Corrective Action Plan

Contact person: Chief Financial Officer

Anticipated completion date: Immediate

Corrective action planned: Update policy and revise forms to ensure compliance with procurement requirements and capture all needed elements in a concise and efficient manner.

Finding 22-400-02 Authorized Signature

Condition: Testwork was performed to determine if the purchase order was signed and approved by a designated individual in accordance with the signature authorization list. Seven of 40 acquisitions (18% error rate) totaling \$12,401.50 were signed by an individual not on the signature authorization list.

Cause: Unknown.

Effect or Potential Effect: With a lack of compensating controls, the opportunity for abuse exists.

Criteria: State of Oklahoma Administrative Code **260:115-5-13 Authorized signatures for state agency procurement** states:

2. State agencies shall also maintain a list of individuals designated by the appointing authority to sign and approve requisitions, sole source certifications, change order requests, and purchase orders for acquisitions within the agency's approved acquisition authority. The list shall include the name, title, and signature of each individual, the effective date of their signature authorization and ending date of the authorization, when applicable. The agency shall maintain a file of the signature authority lists in the location of the agency's centralized procurement records, and shall be available to the State Purchasing Director, upon request.

Recommendation: We recommend the agency submit an authorized signature form to Central Purchasing for their users to have approval to sign purchase orders.

Management's Response

Date: 06/28/2022

Respondent: Chief Financial Officer

Response: Concur – We agree that this needs to be done. We will update policy if necessary and ensure that as turnover occurs and/or personnel change, we update the signature authority.

Corrective Action Plan

Contact person: Contracting & Procurement Officer

Anticipated completion date: 07/01/2022

Corrective action planned: We will make sure that all staff with signature authority are reported to OMES and any needed changes are communicated timely.

APPENDIX

Methodology

- Interviews were conducted with the agency's staff members.
- Internal controls over the procurement program were documented and evaluated.
- Procurement transactions were examined.
- A statistical sample of transactions from cardholders was examined.
- Overall program compliance with the rules related to the audit objectives was evaluated.

Sampling

We used IDEA data analysis software to categorize and sample units to be tested. Below is the table depicting the sampling size per stratified category for the standard procurement acquisitions. The total population for substantive testwork was 109 acquisitions totaling \$2,133,553.90. The total sampled population for substantive testwork was 40 acquisitions amounting to \$1,699,934.42. Amounts reported in the chart below are based on the initial classification within each acquisition threshold.

UNITS	SUB-POPULATION	# OF TRANSACTIONS IN SUB-POPULATION	# SAMPLED FOR TESTWORK	% SAMPLED FOR TESTWORK
	\$0 to \$25,000	89	19	21%
	\$25,000.01 to Agency's Purchase Limit	9	9	100%
	Greater than Agency's Purchase Limit	11	11	100%
	Subtotal	109	39	36%
	Judgmental		1	
	Total	109	40	37%
	DOLLARS	SUB-POPULATION	\$ AMOUNT IN SUB- POPULATION	\$ AMOUNT SAMPLED FOR
\$0 to \$25,000		\$634,284.31	\$194,968.83	31%
\$25,000.01 to Agency's Purchase Limit		\$332,764.00	\$332,764.00	100%
Greater than Agency's Purchase Limit		\$1,166,505.59	\$1,166,505.59	100%
Subtotal		\$2,133,553.90	\$1,694,238.42	79%
Judgmental			\$5,696.00	
Total		\$2,133,553.90	\$1,699,934.42	80%

EXECUTIVE SUMMARY

Organization: Oklahoma Office of Juvenile Affairs

Mission statement: The Office of Juvenile Affairs (OJA) along with its community partners provide prevention, education, and treatment services for at-risk youth throughout Oklahoma. This joint effort creates a statewide system that supports and encourages young people to achieve their full potential.

History and overview: In 1994, the Oklahoma Legislature passed the Juvenile Reform Act creating the Office of Juvenile Affairs (OJA) as the state juvenile justice agency, and the Board of Juvenile Affairs. This legislation also created the Youthful Offender Act to better ensure the public safety by holding youths fifteen through seventeen years-of-age accountable for the commission of serious crimes, while affording courts methods of rehabilitation for those youths the courts determine, at their discretion, may be amenable to such methods in the custody or under the supervision of the OJA.

Agency information

The Agency is made up of 469 classified, 99 unclassified and 16 temporary employees according to the [Oklahoma Agencies, Boards and Commissions Book](#) as of Autumn 2021.

Board members

Karen Youngblood, Chair

Dr. Amy Emerson, Member

Dr. Stephen Grissom, Member

Timothy Tardibono, Member

Dr. Mautra Jones, Member

Dr. Sidney Ellington, Member

Honorable Janet Foss, Member

Bartlett Bouse, Member

Jenna Worthen, Member

Key staff

Rachel Canuso Holt, Executive Director

Kevin Clagg, Chief Financial Officer, Primary CPO

Mariamma Daisy Melakayil, Contracting & Procurement Officer, CPO