



## Procurement audit with analysis of selected transactions MeteoSwiss

### Key points

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In 2014, MeteoSwiss had a procurement volume of CHF 24 million. In its audit, the Swiss Federal Audit Office (SFAO) found serious shortcomings in the office's procurement conduct.

#### **Procurement organisation unit requires authority to take action and issue directives**

The internal procurement coordination body in MeteoSwiss has no authority to take action and issue directives and is a purely advisory body which has no binding obligation to be involved in the procurement process. Very often the internal procurement coordination body finds out about procurements only through the weekly payment lists. By this point in time, the transactions have very often already been performed and completed. Although the internal procurement coordination body has procurement know-how, it cannot actively intervene, for example, with regard to the correct selection of processes.

The SFAO finds that urgent measures are needed here. The internal procurement coordination body must be integrated in the procurement process as early as possible and should receive the corresponding authority. In the future, MeteoSwiss must set out clearly who is to implement, take decisions and be involved in the procurement process, when they are to do this and who has to be informed.

#### **Transparency is essential in procurement transactions**

None of the 31 transaction files looked at were complete. Required documents were not available in MeteoSwiss's procurement area and were thus not able to be audited by the SFAO. The procurement principle of transparency was thus not met. In the documents which were available, there were major deficiencies in places. In the case of a number of contracts which had been put out to tender, no specifications or evaluations were available and even if they had been drawn up, they were very often deficient.

#### **Consistent bundling avoids splitting and provides greater competition**

In MeteoSwiss, nine transactions out of 31 were split up. Numerous contracts had been split up for many years and time and again awarded just below the threshold at which competition should have been created. This points to a consistent and in part conscious circumvention of thresholds.

It is therefore imperative that the internal procurement coordination body analyses the procurement conduct of MeteoSwiss, issues requirements for procurement planning and initiates bundling for existing annual procurements.

#### **Original text in German**