



Country case: Institutional Administration Index – Costa Rica



Public Procurement Principle: **Capacity, Integrity, Transparency**



Procurement Stage: **All stages**



Audience: **Procuring entity, Policy maker**

Description

Since 2010, the CGR uses an instrument called the “Institutional Administration Index” (Índice de Gestión Institucional, IGI) to measure efforts made by public entities to reinforce their administrative capacity. This instrument enables public entities to identify gaps that need to be filled. . The IGI is based on “Yes,” “No,” or “Not applicable,” questions on seven areas: planning (16 questions), financial & accounting management (13 questions, not applicable to the entities of the central government), internal control (16 questions), public procurement (15 questions), budget (18 questions), IT (16 questions), user service (13 questions), and human resources (17 questions).

Questions on internal control are mainly related to anti-corruption issues such as the availability of a code of ethics, mechanisms to prevent, detect and correct unethical situations, publication of the internal audit report in the website etc. They do not directly focus on the internal control system of public procurement.

Questions on public procurement are:

- Has the unit been formally established to carry out the public procurement process?
- Are there internal technical regulations on the public procurement process?
- Are the roles, responsibilities and co-ordination of the officials assigned to the different activities related to the public procurement process formally defined?
- Is the maximum timeline formally defined to carry out different activities related to the public procurement process
- Is a supplier registry maintained and updated? Is the information on the suppliers prohibited from participating in the public procurement process available in the supplier registry?

- Is an annual procurement plan prepared with the minimum required information, and published in the website?
- Does the institution define the maximum and minimum limits of the acceptable prices based on the reference price?
- Do the internal regulations on public procurement include specific regulations on price adjustments?
- Does the institution use e-procurement to generate the information that the public can have access to, in relation to the progress of the execution of the procurement plan?
- Does the institution carry out, at the end of the corresponding period, an evaluation of the implementation of the procurement plan, its effectiveness and its alignment with the strategic plan? Does the institution publish it on its website or by other means? Does the institution also prepare improvement plan as a result of the evaluation?
- Is the pertinent information updated in a timely manner in the SIAC?.

Source: OECD (2020), [Towards a new vision for Costa Rica's Public Procurement System: Assessment of key challenges for the establishment of an action plan](#), OECD Publishing, Paris.

