

## BEFORE

Hotline Report to Congress

Heading is unappealing

### **Audit improves contracting procedures**

Opening tells only the start of the audit

Our audit substantiated Hotline allegations that the contracting office at Known Agency purchased revegetation materials and services from Glistening Gardens without coordinating the purchase with the Vegetation Inventory Control Point (VICP). The complainant also alleged that Agency could have saved \$6.1 million by acquiring the materials and services from VICP. The audit determined the allegation concerning the contracting office's coordination with VICP was partially valid. The contracting office had discussed requirements with VICP before contracting with Glistening Gardens. The allegation that Agency could save \$6.1 million was valid; however, the amount of savings was understated. As a result Agency agreed to terminate its contract with Glistening Gardens and buy the materials and services from VICP. The contracting office's action resulted in the realization of \$14.3 million in savings.

All allegations, then all findings force readers to make key connections

Marathon paragraph discourages reading



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## AFTER

Hotline Report to Congress

### **Audit saves \$14.3 Million**

Hotline allegations led to our audit of contracting at Known Agency and savings of \$14.3 million. Here are the allegations and our findings:

**Allegation:** Agency purchased revegetation materials and services from Glistening Gardens without coordinating the purchase with the Vegetation Inventory Control Point (VICP).

**Finding:** Partially valid, though Agency did discuss requirements with the VICP before contracting with Glistening Gardens.

**Allegation:** Agency could have saved \$6.1 million by acquiring the materials and services from VICP.

**Finding:** Valid, but savings far exceeded \$6.1 million.

As a result of our audit, Known Agency ended its contract with Glistening Gardens and bought the materials and services from VICP, saving \$14.3 million.

Savings appeal to this audience

Opening spills the beans and sketches what's ahead

Related ideas are grouped better—each allegation with its finding

Headings make groupings visible

Next step for this high-level audience: prune the report to a few sentences



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