



CITY OF NEW ORLEANS

ReqtoCheck**STAT**

Reporting Period: July 1 – July 31st

Context

In order to deliver critical services for its citizens—such as constructing roads, rehabilitating homes, or picking up trash—the City often engages with private companies with specialized expertise. Because these and other services are so critical, Mayor Landrieu has made it a priority for vendors to be selected fairly, for contracts to be negotiated expeditiously and in the best interests of New Orleanians, and for vendors to be paid in a timely manner.

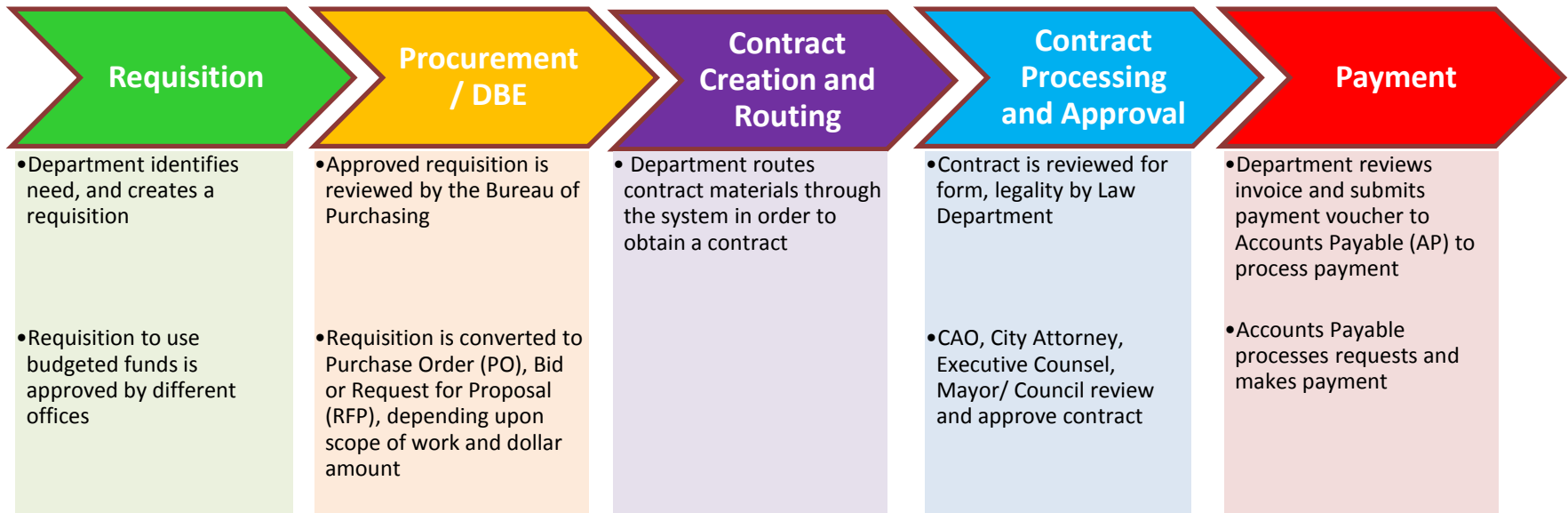
What is ReqtoCheckStat?

In order to improve the performance, accountability, and transparency of the City's contracting system, Mayor Landrieu asked the Office of Performance and Accountability to design a performance management program for the entire process of contracting out services—from the requisition of budgeted funds to the issuance of check for services rendered. The result is ReqtoCheckStat, a performance management system where key City officials review data to assess how the City is meeting its goals and to hold departments accountable for their results. ReqtoCheckStat, which takes place monthly, are working meetings, intended to provoke constructive dialogue on what is working, what is not, and what the City needs to do to improve.

Can I participate?

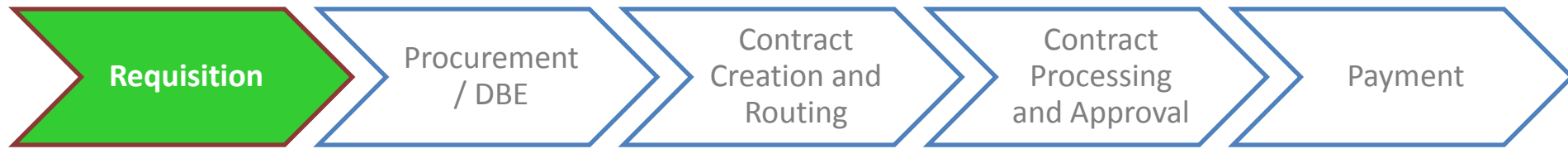
These meetings are open to the public. Members of the public are invited to submit questions, which will be addressed by City officials.

Procurement Process Overview*



Note: The reporting period covering the period 12.15.2011 to 1.31.2012 includes 1 ½ months of activity .

*See a more detailed process map on slide 30

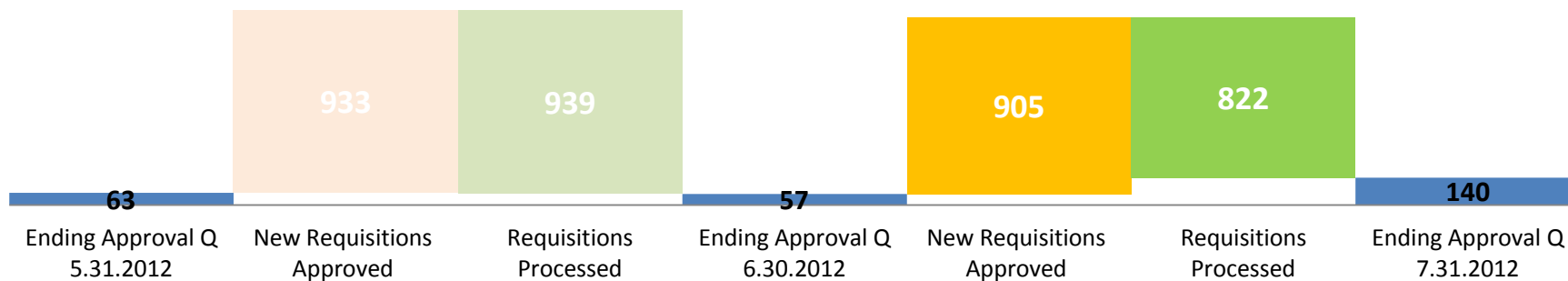


Requisition Approval

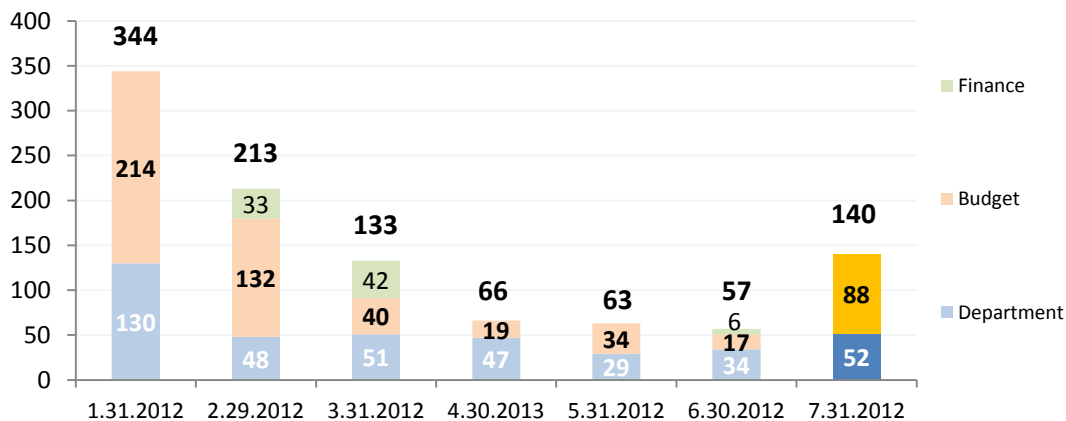
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level
- Approval Time of Requisitions

Approval Queue at 140 Requisitions as of 7.31.2012

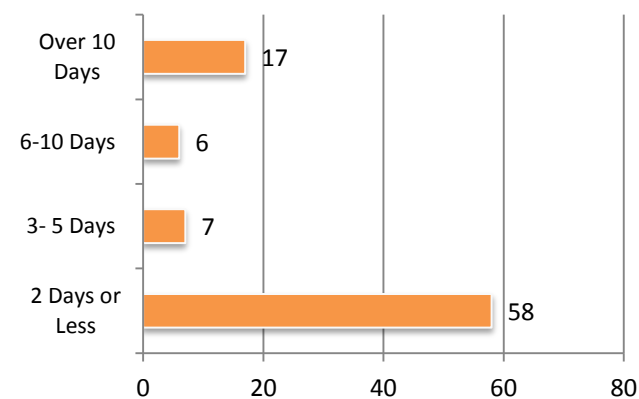
Requisition Approval Queue General Fund for Period Ending 7.31.2012



Requisitions in Queue to be Approved

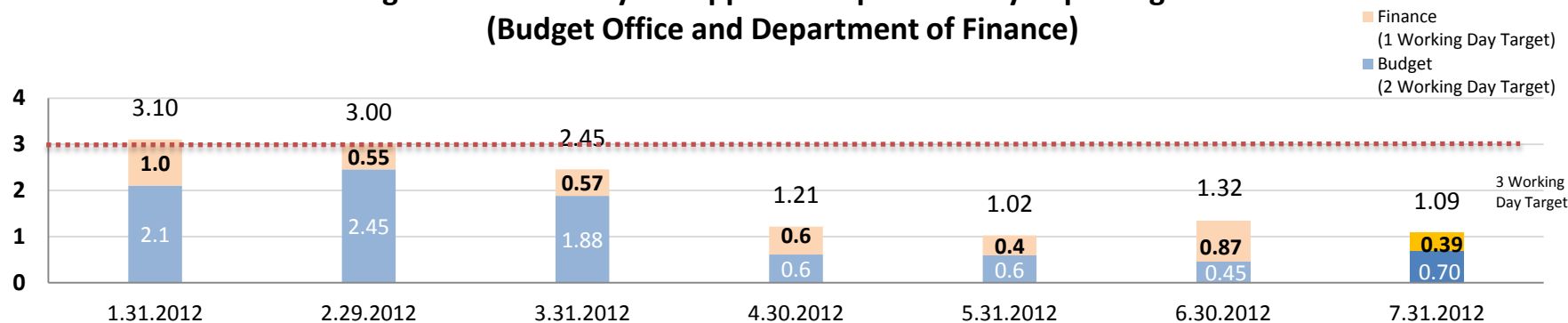


Age of Requisitions in Queue, Budget Office



Number of Days to Approve Requisitions

Average Number of Days to Approve Requisitions by Reporting Period (Budget Office and Department of Finance)



Budget							
Days to Approve	2012						
	1.31.2012	2.29.2012	3.31.2012	4.30.2012	5.31.2012	6.30.2012	7.31.2012
2 or less	71%	53%	74%	96%	96%	99%	90%
3 Days	9%	15%	8%	3%	2%	1%	5%
4-5 Days	9%	25%	11%	1%	1%	0%	4%
6-10 Days	10%	7%	6%	0%	1%	0%	1%
11-15 Days	1%	0%	1%	0%	0%	0%	0%
Over 15 Days	0%	0%	0%	0%	0%	0%	0%

Finance							
Days to Approve	2012						
	1.31.2012	2.29.2012	3.31.2012	4.30.2012	5.31.2012	6.30.2012	7.31.2012
1 or less	85%	99%	97%	96%	100%	93%	99%
2 Days	7%	1%	2%	2%	0%	5%	1%
3-5 Days	8%	0%	1%	2%	0%	2%	0%
6-10 Days	0%	0%	0%	0%	0%	0%	0%
11-15 Days	0%	0%	0%	0%	0%	0%	0%
Over 15 Days	0%	0%	0%	0%	0%	0%	0%

Requisition

**Procurement
/ DBE**

Contract
Creation and
Routing

Contract
Processing
and Approval

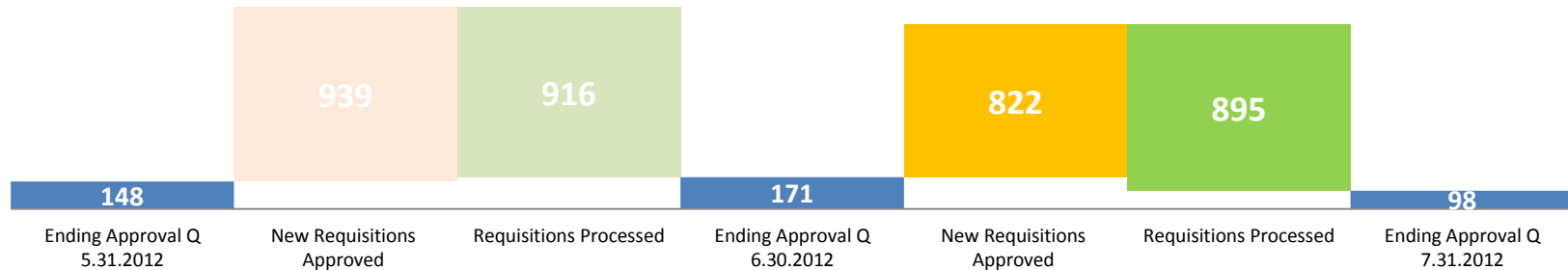
Payment

Requisition to Procurement

- Processing of Requisition by Bureau of Purchasing
- Status of Requisitions Awaiting Buyer Response
- Time to Convert Requisition to PO
- Status of Requests for Proposals
- Status of Bids
- DBE Compliance (Preliminary Data)

The Number of Requisitions in Queue Waiting to be Processed by the Bureau of Purchasing Decreased to 98

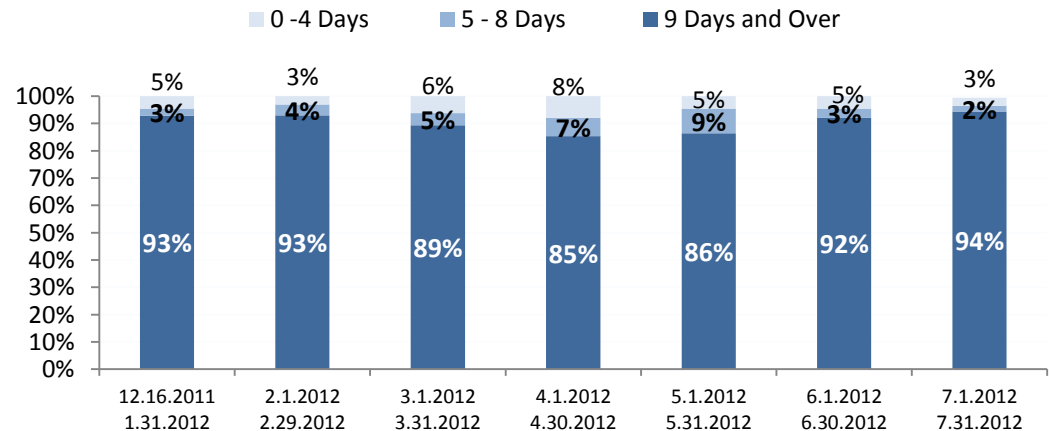
Bureau of Purchasing Requisition Processing General Fund for Period Ending 7.31.2012



Status of Reqs Awaiting Buyer Processing	
Status	Count
Completed as of 8.9.2012	15
Need Contract	66
Processing Procurement	3
Waiting for Support	14
Grand Total	98

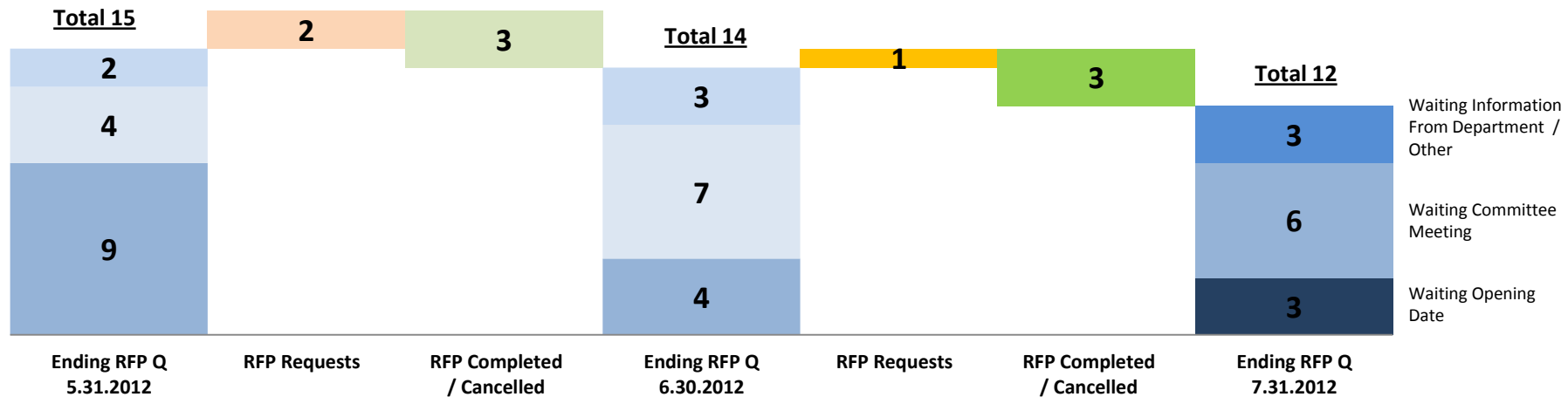
Waiting for Support	
Status	Count
Public Works	3
Economic Dev	2
Finance	2
Property mgmt	2
Aviation	1
CAO	1
Mosquito/termite	1
Nohsep	1
Police	1
Grand Total	14

The Bureau of Purchasing Processed Requisitions in Four Days or Less 94% of the Time (Average 833 POs Per Month)

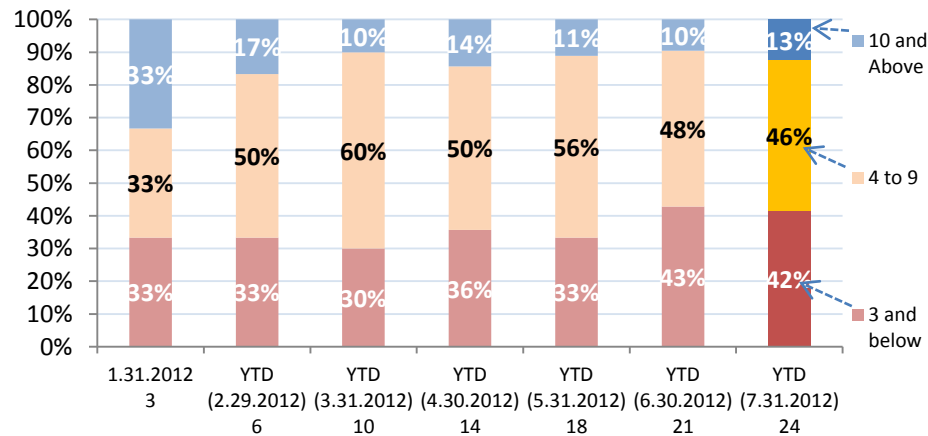


Source : Obtained from the Bureau of Purchasing 7.1.2012 – 7.30.2012

The Number of RFPS in Process at 12 as of 7.31.2012



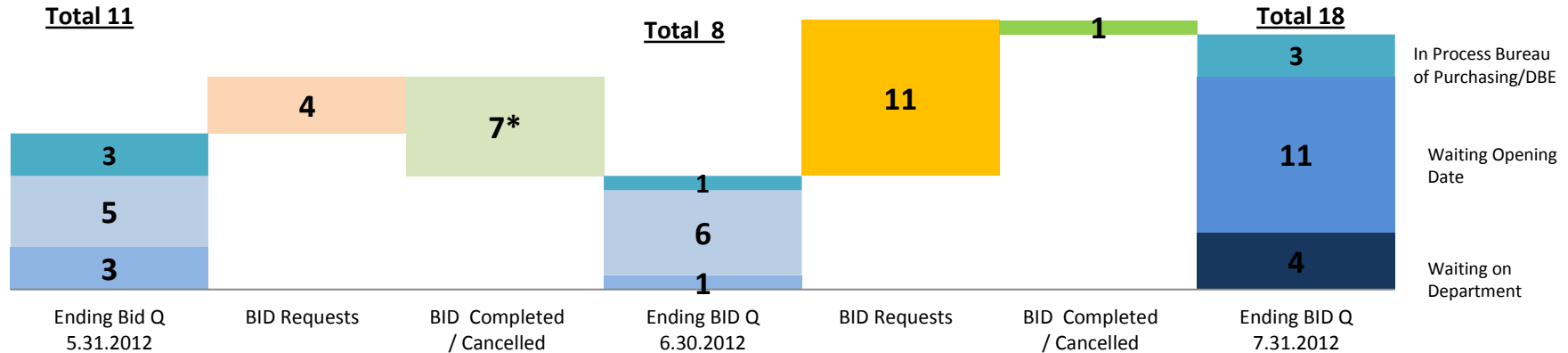
Number of Proposals Received for RFPS Completed YTD 2012 (as of 7.31.2012)



Awaiting Committee Meeting	
Department	Brief Description
OCD	Professional services NSA New Orleans East Bank
Police	Survey
Finance	Municipal Revenue Collection System
Law	Insurance Producer of Record
Finance	Investment Consultants for Employees' Retirement System
Aviation Board	New Terminal Feasibility Study

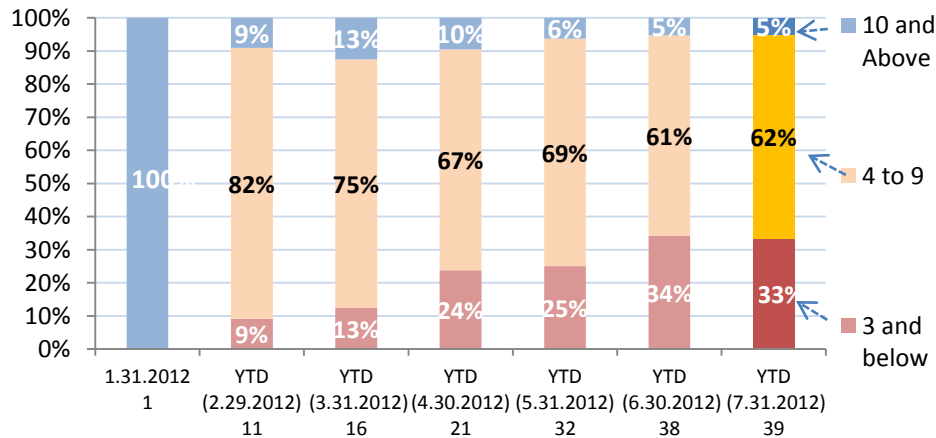
Waiting on Support / Response from Departments		
Department	Brief Description	Comment
OCD	Online Auction Services N.O. East	Awaiting Decision
Public Works	Curbside Management & Enforcement	Awaiting Decision
French Market Corp	Multi-Use Parking Facility	Awaiting Decision

The Number of Bids in Process Increased to 18 as of 7.31.2012



*Includes canceled and closed bids

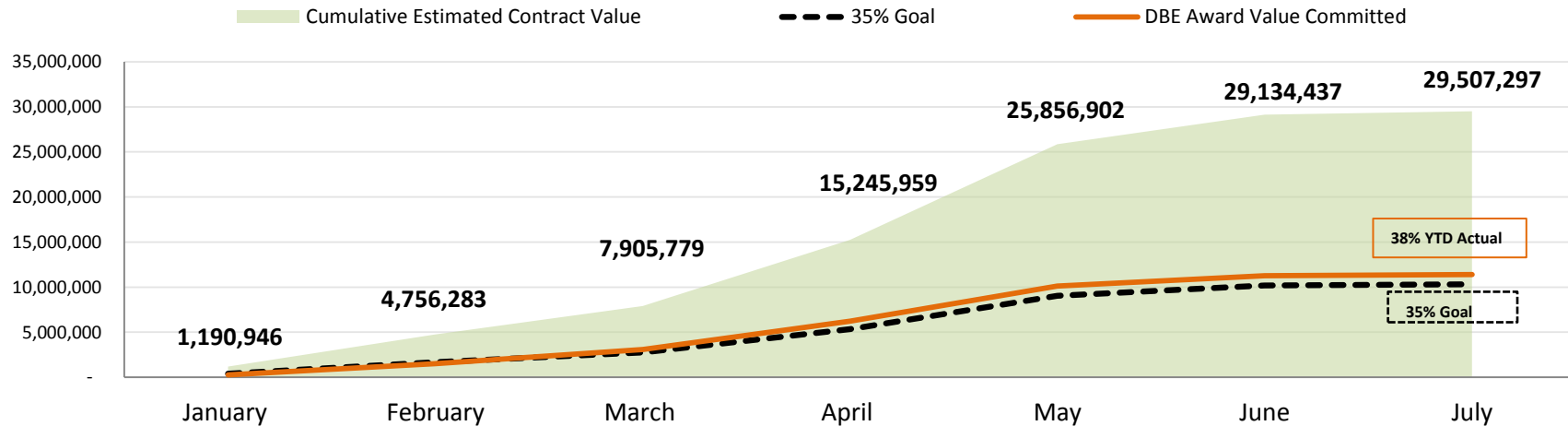
Number of Proposals Received for Bids completed YTD 2012 (as of 7.31.2012)



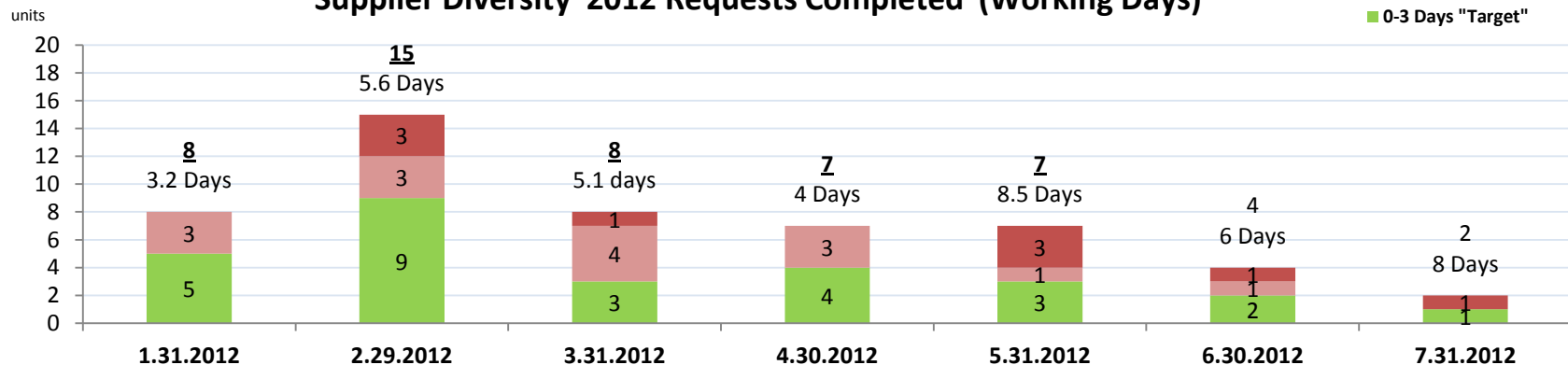
Awaiting on Department		
Department	Brief Description	Comment
Public Works	Gentilly Minor DPW 31-D-09D	Decision
Public Works	Harrison Avenue Improvement	Decision
EMD	Repairs (heavy trucks)	Decision
EMD	Replacement & Repairs (heavy duty diesel)	Decision

Cumulative YTD Percentage of DBE Committed Award Value as of 7.31.2012

DBE Commitment for Bids/RFPs Opened That Have Been Reviewed by the Office of Supplier Diversity

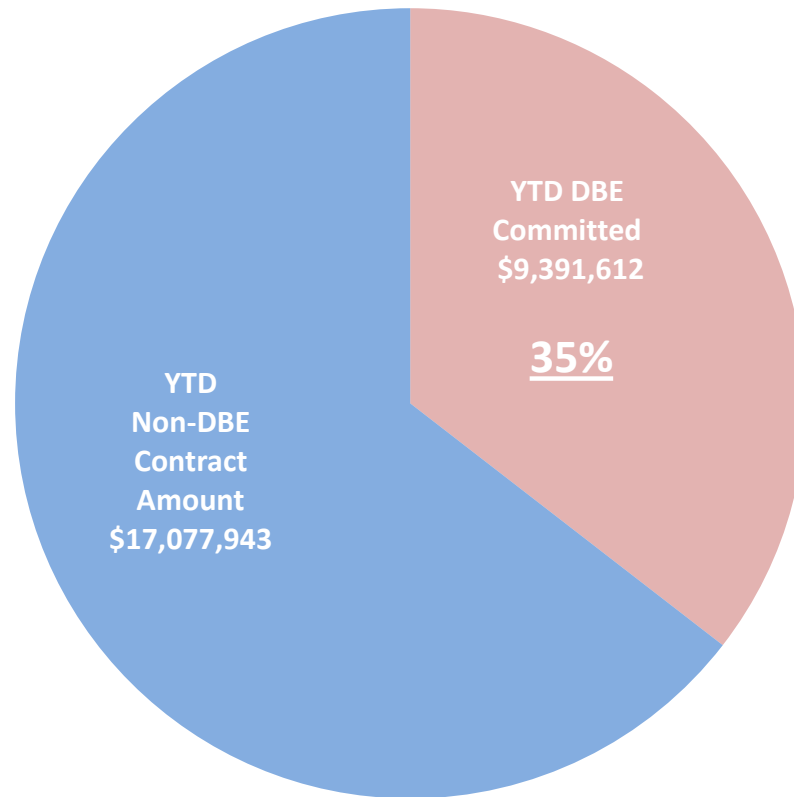


Time to Process DBE Validation by the Office of Supplier Diversity 2012 Requests Completed (Working Days)



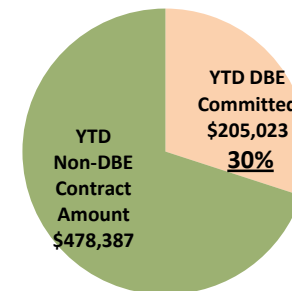
Aviation Board: YTD Percentage of DBE Committed Award Value as of 7.19.2012

FY 2012 Federal Contract Awards
\$ 26,469,556 as of 7.19.2012



Federally Certified DBE

FY 2012 State & Local Contract Awards
\$683,410 as of 7.19.2012





Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

Payment

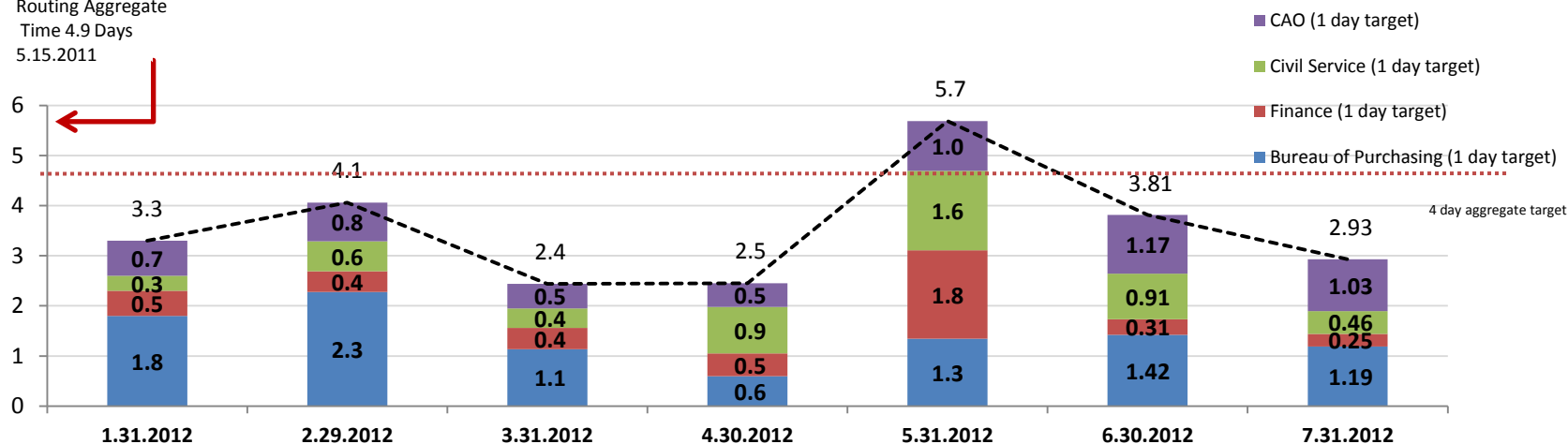
Contract Package Routing

- Average Contract Routing Time

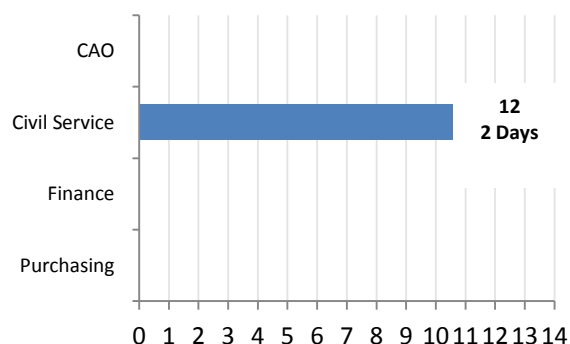
Average Time to Approve Contracts Meeting Target

Average Approval Time of Contracts by Approval Level in Days (by period)

Routing Aggregate
Time 4.9 Days
5.15.2011



12 Contract Request are in Q as of 7.31.2012



Source : ECMS 7.31.2012

CAO Distribution Approval			
Days to Approve	5.31.2012	6.30.2012	7.31.2012
0-1 Days	91%	83%	75%
2- 3 Days	7%	8%	20%
4-7 Days	1%	9%	5%
Over 8 Days	1%		

Civil Service Distribution Approval			
Days to Approve	5.31.2012	6.30.2012	7.31.2012
0-1 Days	61%	90%	99%
2- 3 Days	31%		1%
4-7 Days	8%	10%	
Over 8 Days			

Finance Distribution Approval			
Days to Approve	5.31.2012	6.30.2012	7.31.2012
0-1 Days	74%	100%	99%
2- 3 Days	3%		1%
4-7 Days	23%		
Over 8 Days			

Bureau of Purchasing Distribution Approval			
Days to Approve	5.31.2012	6.30.2012	7.31.2012
0-1 Days	76%	65%	80%
2- 3 Days	19%	28%	15%
4-7 Days	3%	6%	4%
Over 8 Days	2%	1%	1%



Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

Payment

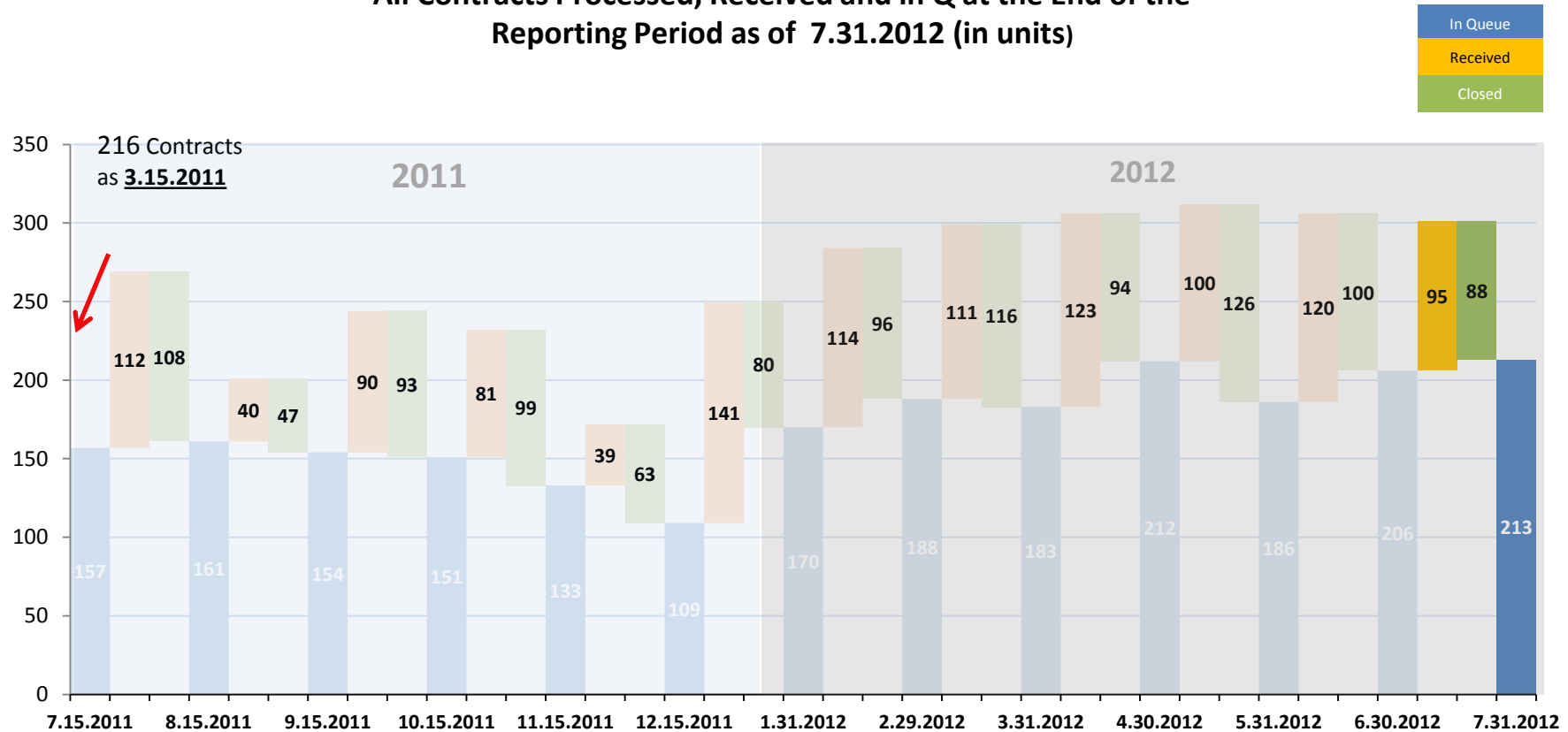
Contract Approval Process

- Contract Processing and Approval

Contracts: All Contracts Processed, Received and in Queue 7.15.2011 – 7.31.2012

(Legal Review, CAO, Vendor Signature, City Attorney, Executive Council, Mayor/City Council)

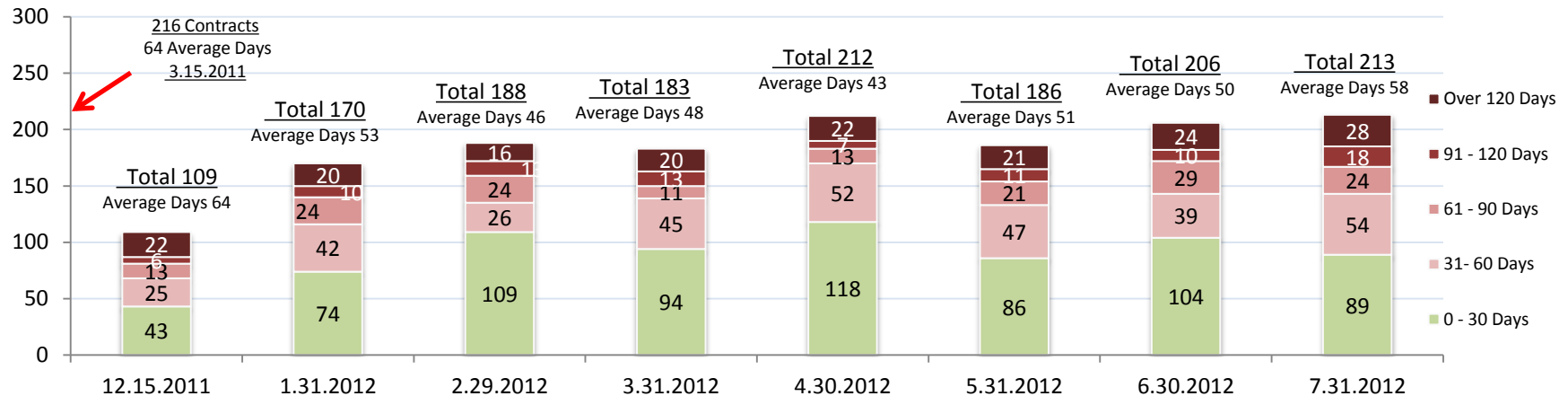
All Contracts Processed, Received and in Q at the End of the Reporting Period as of 7.31.2012 (in units)



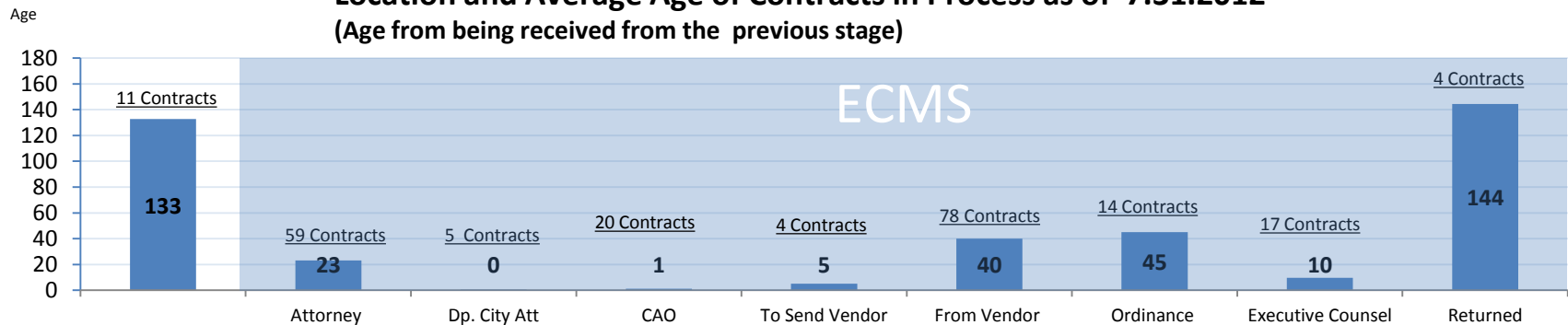
Contracts : All Contracts in Process by Period

(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

The Average Age of Contracts Awaiting Processing Increased to 58 Days



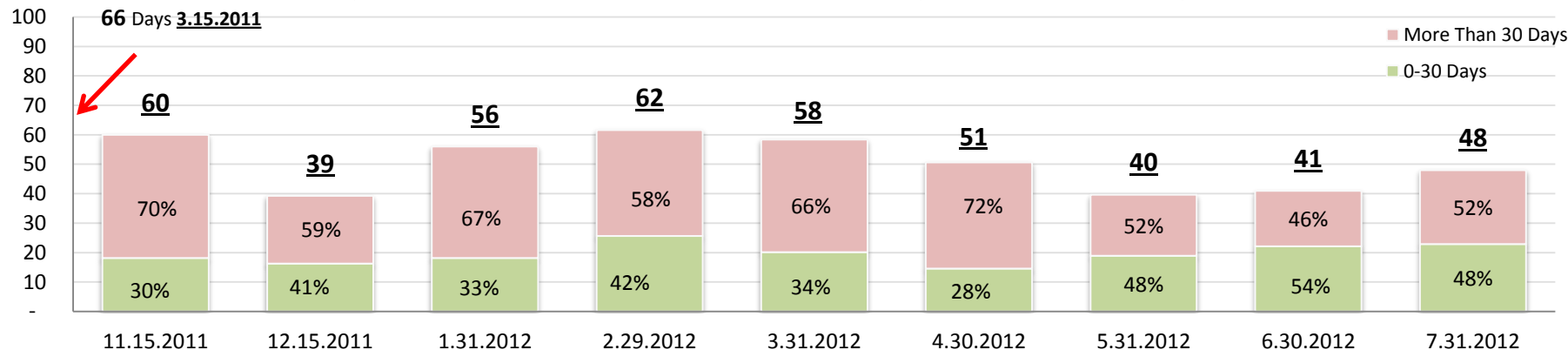
Location and Average Age of Contracts in Process as of 7.31.2012 (Age from being received from the previous stage)



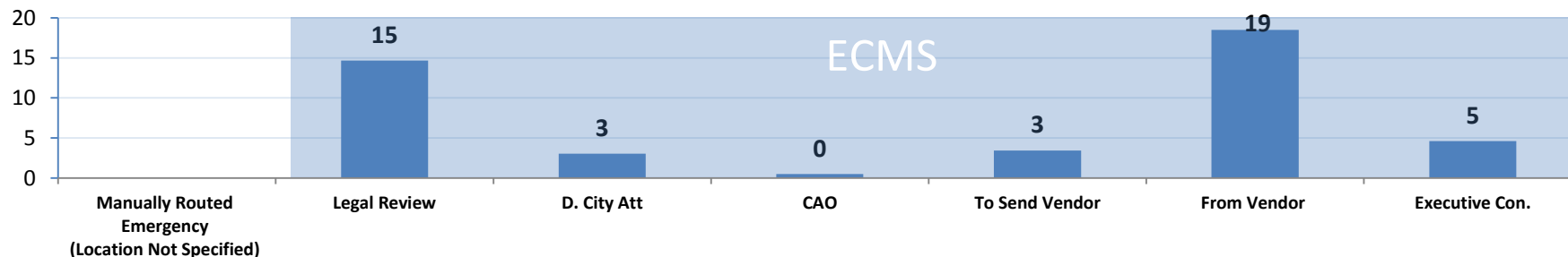
Contracts : All Contracts Executed by Period

(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

The Average Time to Close Contracts During the Period Increased to 48 Days from 41 Days. 48% of Contracts Were Closed in 30 Days or Less (80% Target)



Average Days to Process Contracts Completed During the Period 7.1.2012 to 7.31.2012 (by Stage)



Source : : Contract Management System ECMS 7.31.2012

Contracts Awaiting Vendor Signature

Department	Count	Average Days at this Stage
PROPERTY MANAGEMENT	12	119
HOMELAND SECURITY	2	87
CIVIL SERVICE	1	76
MAYOR	2	58
CAO	1	47
NORD	3	46
SANITATION DEPARTMENT	2	37
EMD	3	33
FINANCE	2	33
BLIGHT & REVITALIZATION	4	31
Homeland Security Grant Approval	3	29
MOSQUITO CONTROL BOARD	2	25
ITI	3	23
NEW ORLEANS BUILDING CORPORATION	2	22
POLICE DEPARTMENT	1	20
CAPITAL PROJECT	10	18
ECONOMIC DEVELOPMENT	8	18
AVIATION	2	16
LAW	2	15
HUMAN SERVICES	1	11
PUBLIC WORKS	9	7
DISASTER CDBG UNIT	1	4
PARKS & PARKWAYS	2	2
Total	78	

Note: Per policy memorandum 122R, each department/agency is responsible for reaching out to the vendor to obtain their signature after the law department sends the initial notification.

Source : : Contract Management System ECMS 7.31.2012



Requisition

Procurement

Contract Creation
and Routing

Contract
Processing and
Approval

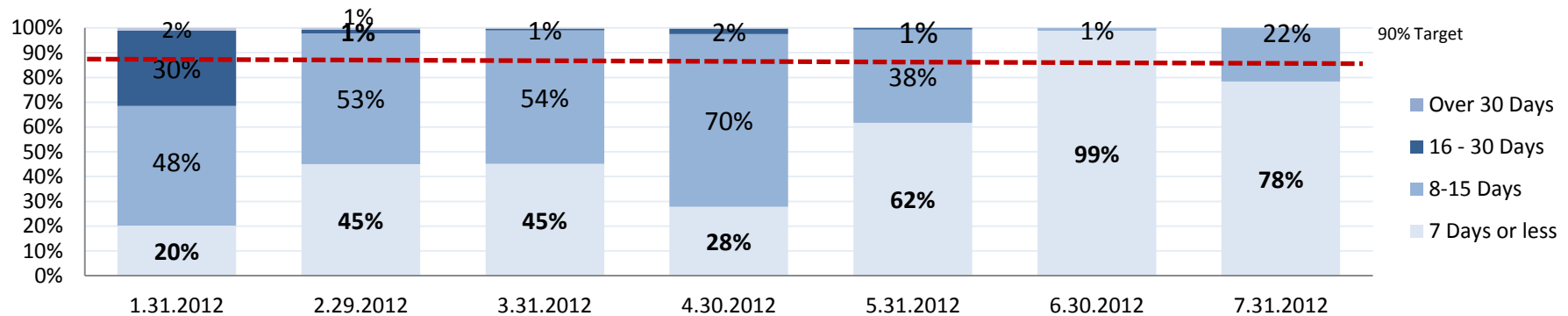
Payment

The Check: Accounts Payable

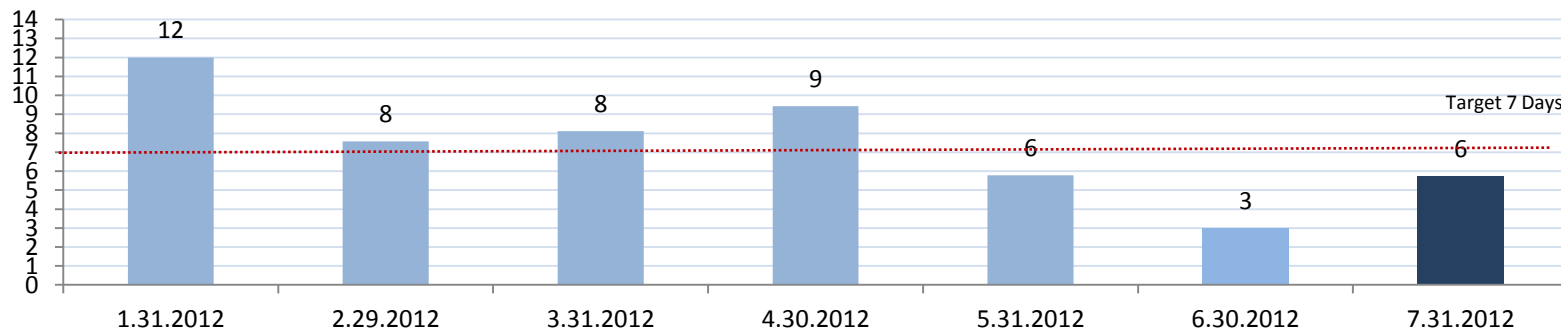
- General Fund Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
- Capital and Grants Expenditure Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
 - Detail Review (invoices in the pipeline)
 - CDBG Invoice Payments
 - DPW Payments
 - DPW Revolver Payments
 - Capital Projects Payments
 - Capital Projects Revolver Payments

The Percentage of General Fund (and Agency) Payments Processed in 7 Days or Less at 78%

Working Days to Process General Funds and Agencies Check Payments by A/P Office for
Periods Ending 1.31.2011 to 7.31.2012 (in %)
867 Payments (July)



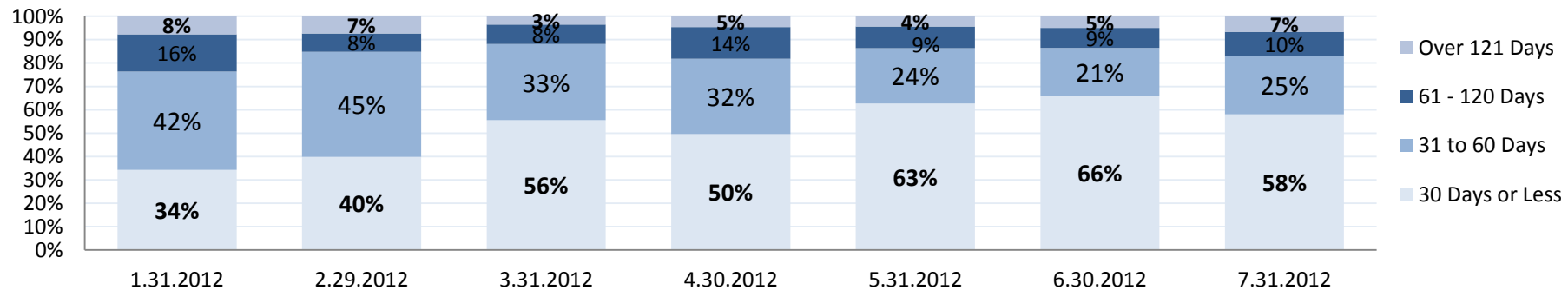
Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



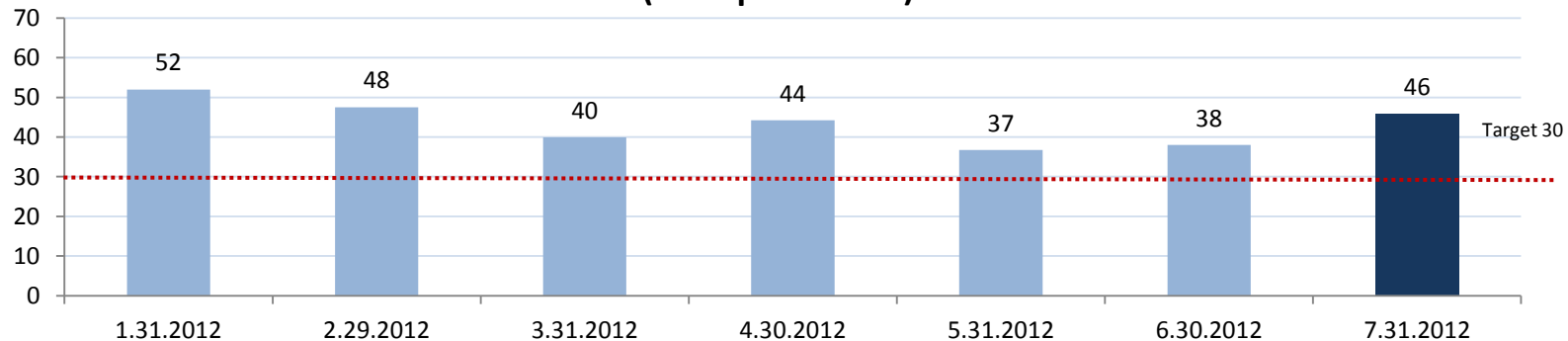
The Percentage of General Fund (and agency) Payments in 30 Days or Less Decreased to 58% in the Current Period

Percentage of Payments in Days From Invoice Date to Payment for General Fund (or Agency) Expenditures for Periods Ending 1.31.2012 - 7.31.2012(in %)

867 Payments (July)



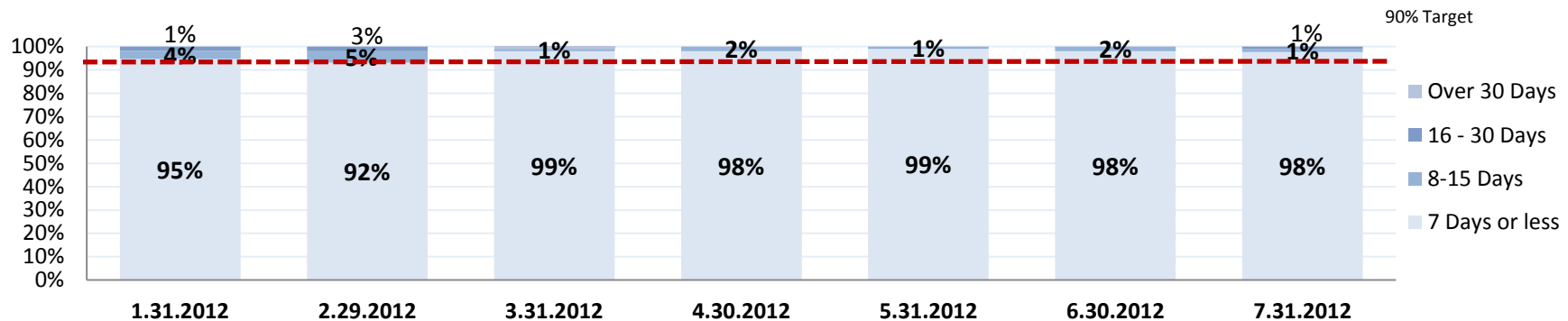
Average Number of Days to Pay Invoices From Invoice Date (GF Expenditures)



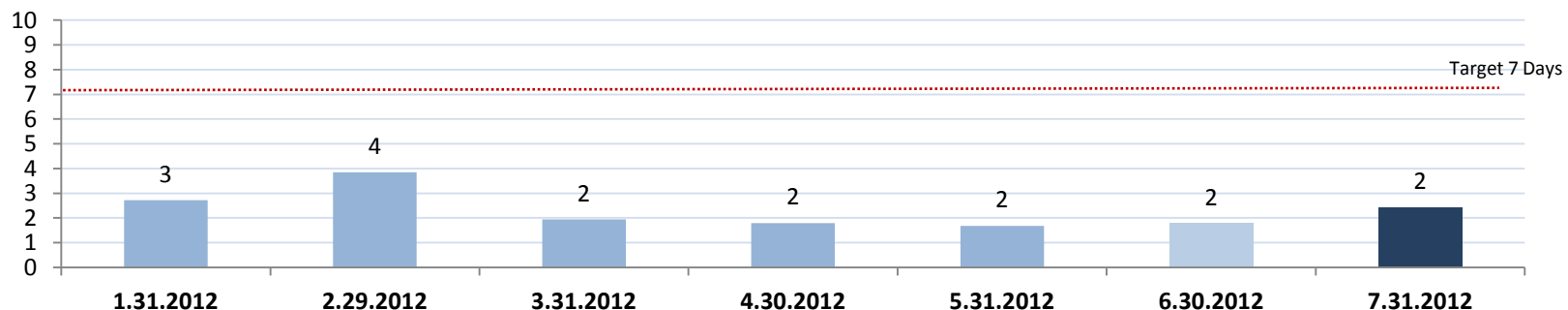
The Percentage of Capital and Grant Payments Processed in 7 Days or Less Remains Over the 90% Target

Working Days to Process Capital Expenditures and Grants Check Payments by A/P Office for Periods Ending 1.31.2012 - 7.31.2012(in %)

Sample 208 selections 95% confidence level +-5



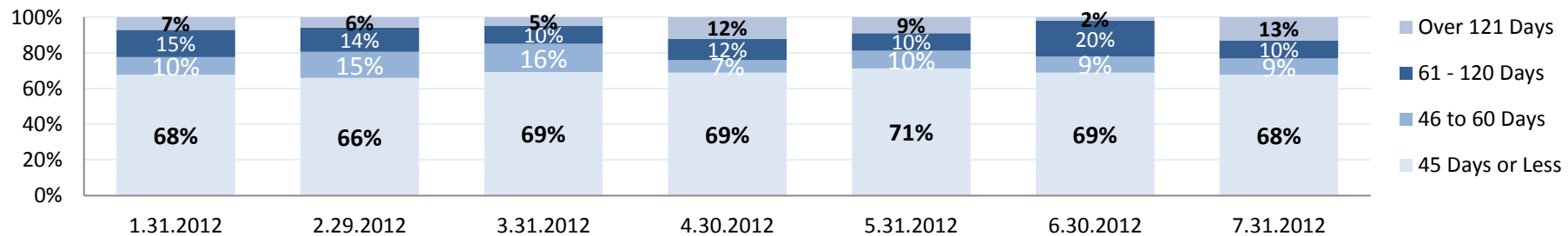
Average Number of Days to Process Invoices by A/P Department (Capital and Grant Expenditures)



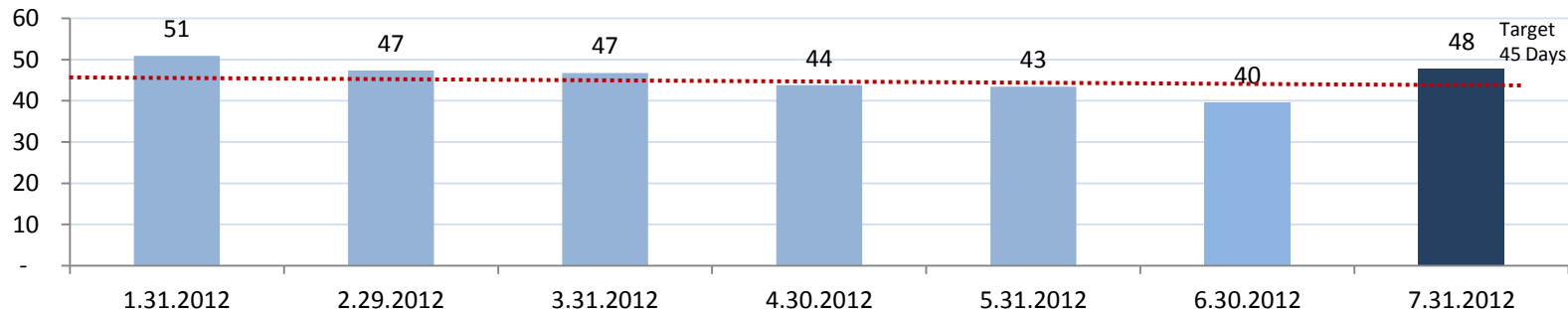
The Percentage of Capital and Grant Payments Made in 45 days or Less from Invoice Date Stands at 68%

Percentage of Payments in Days From Invoice Date to Payment for Capital and Grant Expenditures for Periods Ending 1.31.2012 - 7.31.2012(in %)

Sample 208 selections 95% confidence level +-5



Average Number of Days to Pay Invoices From Invoice Date (Capital and Grant Expenditures)



Results for Payments Vouched Between 7.1.2012 – 7.31.2012

Vendor Payment Population 867 between 7.1.2012 – 7.31.2012

General Fund & Agencies	Over 60 Days			
Department	No	Yes	Grand Total	(**) % Dep. Late
POLICE	31	21	52	40%
INSPECTOR GENERAL	13	6	19	32%
EMD	31	11	42	26%
MAYOR'S OFFICE	37	13	50	26%
EMS	9	3	12	25%
CLERK OF CRIMINAL DIST COURT	3	1	4	25%
ITI	21	6	27	22%
SAFETY & PERMITS	7	2	9	22%
AVIATION	103	26	129	20%
SANITATION	8	2	10	20%
HEALTH	9	2	11	18%
PROPERTY MANAGEMENT	33	7	40	18%
HOUSING & NEIGHBORHOOD DEVELOPMENT	5	1	6	17%
COUNCIL	35	6	41	15%
REGISTRAR OF VOTERS	6	1	7	14%
MOSQUITO & TERMITE CONTROL	39	6	45	13%
PUBLIC WORKS	27	4	31	13%
NORD	55	8	63	13%
FIRE	15	2	17	12%
PARKS & PARKWAYS	32	4	36	11%
CORONER	16	2	18	11%
LAW	26	3	29	10%
LIBRARY	69	6	75	8%
CAO	14	1	15	7%
HUMAN SERVICES	24	1	25	4%
ACCOUNTING	5	0	5	0%
CITY PLANNING COMMISSION	4	0	4	0%
CIVIL SERVICE	5	0	5	0%
COMMUNICATIONS	4	0	4	0%
CRIMINAL SHERIFF	3	0	3	0%
FINANCE	7	0	7	0%
MUNICIPAL GRANT	3	0	3	0%
RIVERGATE DEVELOPMENT CORP	6	0	6	0%
TREASURY	4	0	4	0%
OTHER (Departments with 3 or less payments)	7	6	13	46%
TOTAL	716	151	867	17%

Sample 208 Selections 95% Confidence level +-5

Capital & Grants	Over 60 Days			
Department	No	Yes	Grand Total	(**) % Dep. Late
WORKFORCE DEVELOPMENT	2	1	3	33%
OCD	57	28	85	33%
PUBLIC WORKS	13	5	18	28%
CAPITAL PROJECTS	39	9	48	19%
MAYOR' OFFICE	14	2	16	13%
HEALTH	15	2	17	12%
CRIMINAL JUSTICE	7		7	0%
HOMELAND SECURITY	8		8	0%
OTHER (Departments with 3 or less payments)	5	1	6	17%
Total	160	48	208	23%

(**)Represents the percentage of payments over 60 days, from invoice date, for the specific department.

Source :Accounts Payable Records 7.1.2012 – 7.31.2012 (Information collected between 7.17.2012 -8.7.2012)

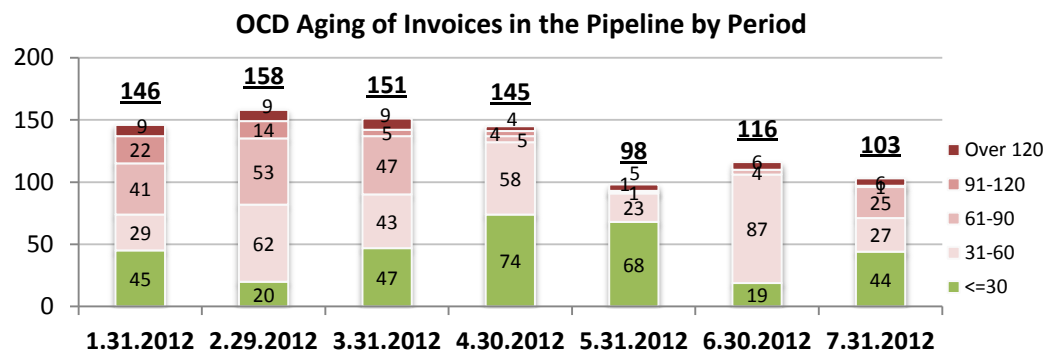
CDBG Invoices: Only a Few Outliers Remain Over the 60 Days Goal

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Send to Owning Department	1	3	2	1		7
Owning Department to Send to Accounting	6	1				7
Accounting to Approve	3	15				18
City OCD Fiscal to Send to State Consultant	6	1				7
State DRU to Send to State Finance	7	1	3			11
State Finance to Pay City	12	3				15
Payment to Hit City's Bank	9	3	20			32
City to Cut Check					6	6
Total	44	27	25	1	6	103

Over
60
daysOver
30
days

Reasons for Delay					
Dispute with the vendor					3
Not processed timely		1	1	1	
With the State (average 15 days)		4	3		
Contract being processed			1		
Other *		7	8		
Paid as of 8.9.2012		15	12		3

* Processing delay relates to additional support documentation being requested by the state / owing department for further processing



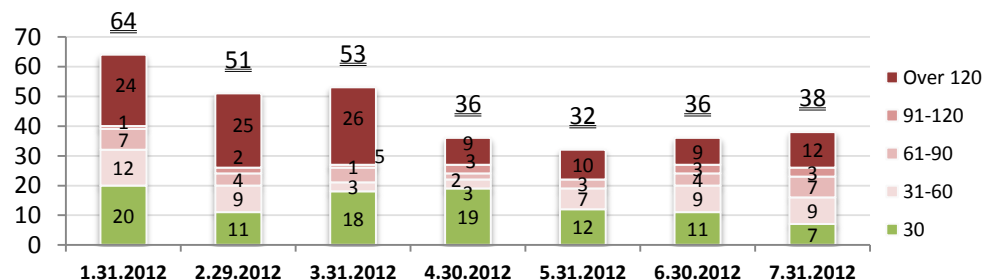
DPW City Invoices: A Number of Invoices in the 120 days Category are Waiting For Contracts to be Processed

Processing Stage	Age					Total	
	<=30	31-60	61-90	91-120	Over 120		
PM to Approve	3		5	1	7	16	Over 60 days
Department to Create Receiver	3	6	2	2	5	18	
Finance to Release Check	1	3				4	
Grand Total	7	9	7	3	12	38	Over 30 days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date /					
Services were not rendered					
Invoice was missplaced / not processed timely					
Contract being processed			4	1	9
Other*		6	1		1
Paid by 8.9.2012		3	2	2	2

Other - 2 pending a plan change and 6 pending new ordinance (S&WB Funding)

DPW City: Aging of Invoices in the Pipeline by Period



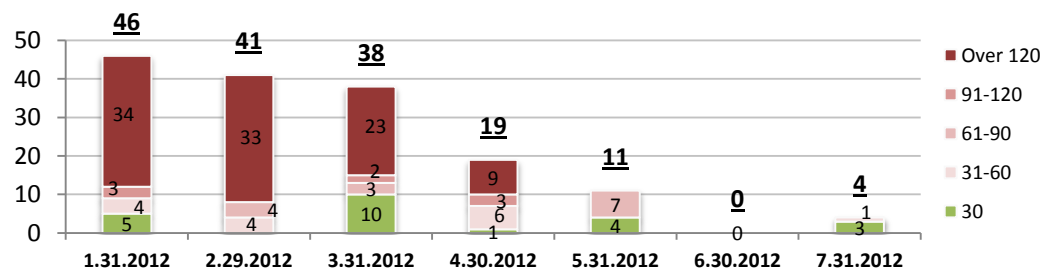
Information obtained from Quickbase (DPW Department) 7.31.2012 – 8.9..2012

DPW Revolver Invoices : No Outstanding Invoices

Processing Stage	Age					Total	
	<=30	31-60	61-90	91-120	Over 120		
PM to Approve	3					3	Over 60 days
State to Send to Hancock		1				1	
Grand Total	3	1	0	0	0	3	Over 30 days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date / Services were not rendered					
Invoice was missplaced / not processed timely					
Amendment/Contract being processed					
Other					
Paid as of 8.9.2012		1			

DPW Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from Quickbase (DPW Department) 7.31.2012 – 7.13.2012

Capital Projects City Invoices: Only a Few Outliers Over 60 Days

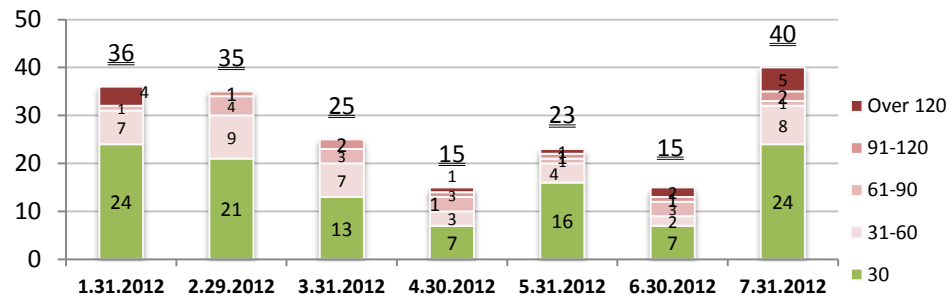
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Create Receiver	3	1				4
Department to Deliver to Finance		4			2	6
Finance to Cut Check	20	3	1	1		25
Finance to Release Check	1			1	3	5
Total	24	8	1	2	5	40

Over
60
days

Over
30
days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date / Invoice was misplaced / not		1			
Contract being processed		1		1	2
Other			1	1	3
Paid by 8.9.2012		6			

Capital City: Aging of Invoices in the Pipeline by Period



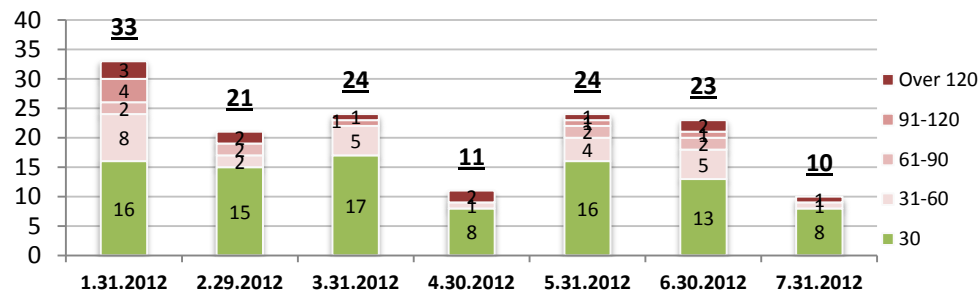
Information obtained from Quickbase (DPW Department) 7.31.2012 – 8.9.2012

Capital Projects Revolver Invoices: Only a Few Outliers Over 60 Days

Processing Stage	Age					Total	
	<=30	31-60	61-90	91-120	Over 120		
Department to Create Receiver					1	1	Over 60 days
State to Send to Hancock	8	1				9	Over 30 days
Grand Total	8	1	0	0	1	10	

Reasons for Delay					
Dispute with the vendor					1
Goods received at a later date / Services were not rendered					
Invoice was missplaced / not processed timely		1			
Contract being processed					
Other					
Paid 8.9.2012					

Capital Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from Quickbase (DPW Department) 7.31.2012 – 8.9.2012

Procurement Process Map/City of New Orleans

* Note map is not all inclusive. It provides guidance of the general process

Requisition

User Entity
1) Creates requisition (departmental need)
2) Prepares requisition on AFIN System (Capital Expense and Grants) or BuySpeed (General Fund)
3) Completes Requisition and sends documents for approval

Approval of requisition
1) Director
2) Budget
3) Finance

Procurement

Office of Procurement
1) Receives requisition
2) Accepts requisition
A) Conversion of requisition to PO
B) Process requisition for a Bid (3 weeks)
C) Process requisition for an RFP (2 weeks)
3) Sends PO to Vendor and User Entity
4) Provides bid/rfp package to User Entity

Professional Services
Under 15K: No RFP process (Contract)
Over 15K : RFP Process (Contract)

Materials Supplies Non. Professional
Under 1K: No Bid
Between 1K-20K: Informal Bid
Over 20K: Formal Bid
Construction and Public Works
Under 150K: Informal Bid
Over 150K: Formal Bid

1) Bid / RFP Package to Department to gather required forms

1) PO to User Entity and Vendor

Contract Creation and Routing

User Entity
1) Receives Bid/RFP Package from procurement
2) Gathers required forms (DBE, Tax Clearing, Felon Affidavit etc.)
3) Routes Contract Package with forms through contract approval process (New) or Submits Contract Package to Law before routing (Old)

Routing and Approval of Contract Package
1) Deputy CAO/ Deputy Mayor
2) Civil Service
3) Office of Procurement
4) Director Finance
5) CAO

Contract Processing and Approval

Law Department + Mayor's Office
1) Receives Contract Package and reviews for completeness.
2) If Contract Package missing approvals, contract is routed by the law department (Old)
3) If Contract Package complete (New), assign attorney to perform review.
4) Complete review and route contract to City Attorney for review and signature
5) Route contract to Mayor's Office and signature by Mayor
6) Route copies of contract (4) to Procurement, Vendor and User Entity. Law Department keeps one.

Signed Contract

Payment

User Entity
1) Routes (1) copy of the Contract to the Vendor
2) When invoice from Vendor is received, route payment voucher request to Accounts Payable for payment

Account Payable
1) Receives Payment Voucher and performs 3 way match
2) Process payment (review and printing)
3) Forwards payment to Vendor

1) Payment to Vendor

Supplemental Procurement

Office of Procurement
1) Receives Contract and reviews
2) Creates PO and sends to vendor

1) PO to User Entity and Vendor

Evaluation Form

Are you a city employee or a member of the public?

On a scale 1-5, how useful was this meeting to you (1= least useful and 5= most useful)?

What's working?

What's not working?