



CITY OF NEW ORLEANS

ReqtoCheckSTAT

Reporting Period: December 1st- 31st 2012

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.

ReqtoCheck: 2013 Performance Plan

Citywide Result Area: Open and Effective Government

Goal: Ensure sound fiscal management and transparency, promote effective, customer-driven services and foster active citizen engagement in City government.

Objective: Exercise effective management and accountability for the City's physical resources

Strategy: Manage vendor relationships and provide oversight of City contracts

Key Outcome Measure: Average number of respondents to bids and RFPs

Key Performance Indicators	2013 Target
Average number of days to approve requisitions for the purchase of goods or services by the budget office.	2
Percentage of bids/rfps with 3 or more proposals	70%
Percent of contracts drafted and reviewed by the Law Department and signed by the City Attorney in 30 days or less	80%
Percent of invoices paid within 30 days for bonds, 45 days for revolver funds, and 60 days for DCDBG funds by Capital Projects	80%
Percent of Capital/Grants Fund invoices processed within 7 business days of being received by Accounts Payable	90%
Percent of General Fund invoices processed within 7 business days of being received by Accounts Payable	70%

Citywide Result Area: Economic Development

Goal: Spur the growth of a diverse, inclusive economy that creates good-paying jobs and provides equal access to economic prosperity.

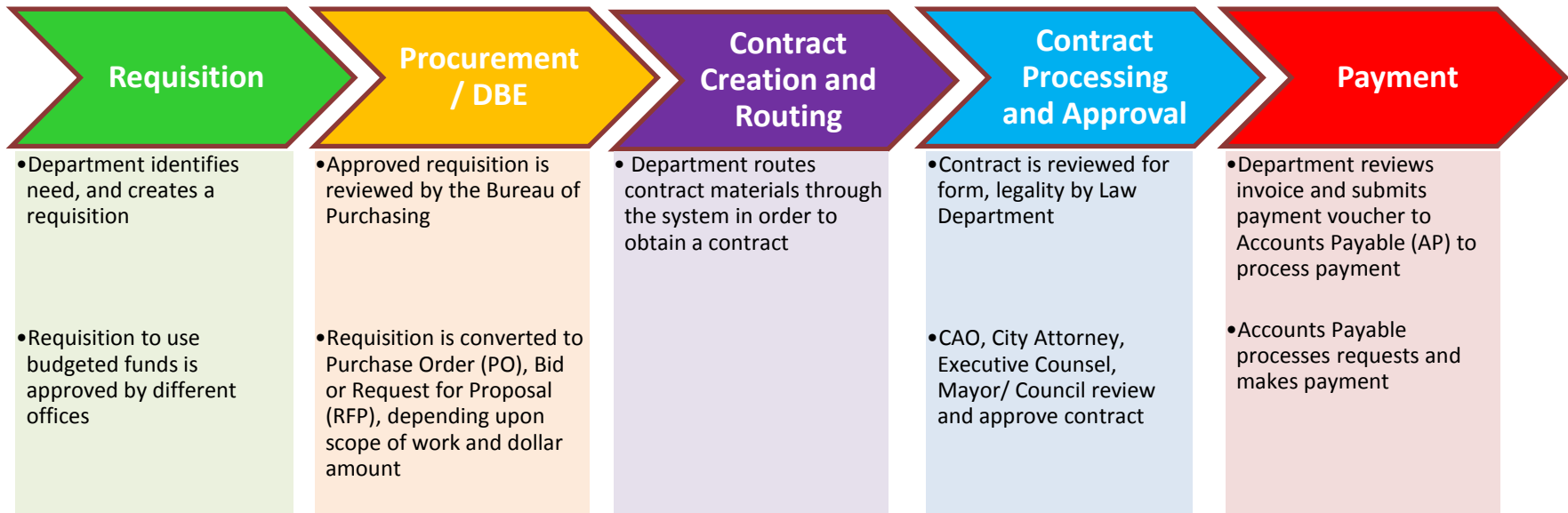
Objective: Promote business growth and job creation

Strategy: Promote an environment of equal opportunity for a diverse supplier pool

Key Outcome Measure: Job growth (metro)

Key Performance Indicators	2013 Target
Percent of city contract value awarded to Disadvantaged Business Enterprises (Supplier Diversity)	35%

Procurement Process Overview*



*See a more detailed process map on slide 36

Procurement and Contracting Related IT Systems : December Systems Availability

System	Days Unavailable December	%
ECMS (*)	2/18	89%
BuySpeed (**)(***)	2/18	89%
AFIN	1/18	94%

96% - 100%

90% - 95%

0 - 89%

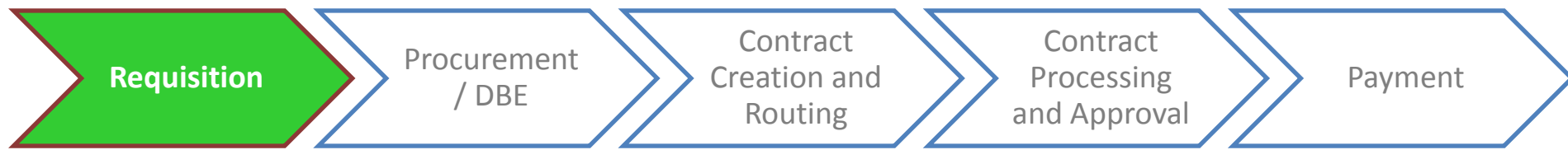
Action Items *

Responsible Parties	Area	Action Item	Status
Allen Square	ITI	Update regarding check information that is currently not being exchanged between BuySpeed and Great Plains	Open
Allen Square	ITI	Update regarding email notification from ECMS. Email is not reaching users in a timely manner	Open

* Email reminder from the system is not reaching users in a timely manner. This prevents users from being notified in a timely manner about the status of their contracts

** Payment information is not correctly integrating into BuySpeed. This results in departments calling A/P to inquire about their payments, which slows down productivity

*** Bid advertising emails from BuySpeed are not reaching potential vendors.



Requisition Approval

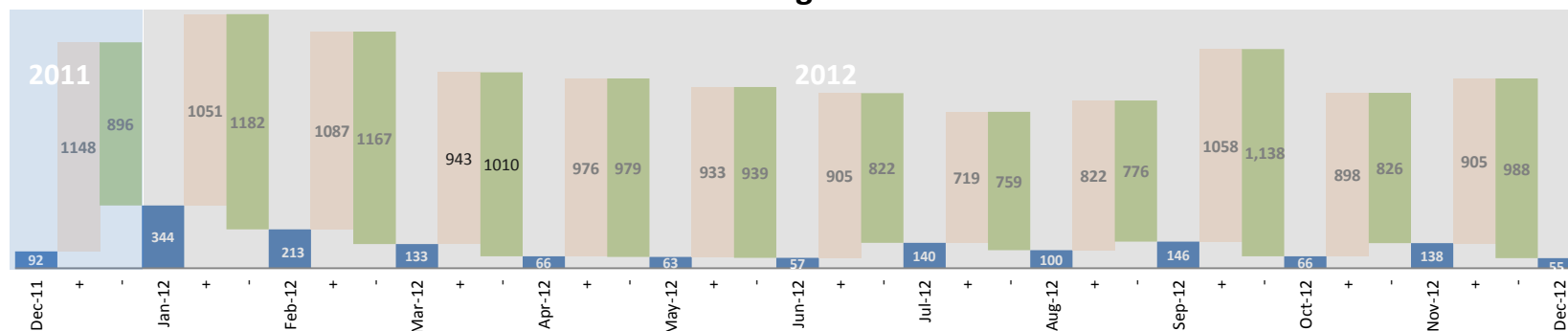
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level
- Approval Time of Requisitions

Action Items *

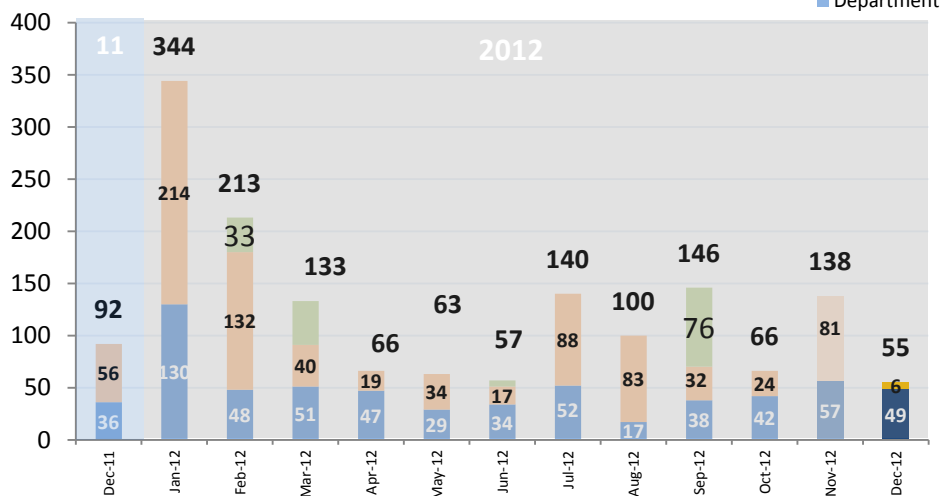
Responsible Parties	Area	Action Item	Status
Brian Firtley	Reqs and Org Codes	Create a task force to draft a short protocol to explain all City users about approvals, documentation, and requirements to add org codes and users to the different systems.	Open
Cary Grant	Budget Office	Time frame to get back to departments regarding non approval of requisitions.	Open

Approval Queue Decreased to 55 Requisitions as of 12.31.2012

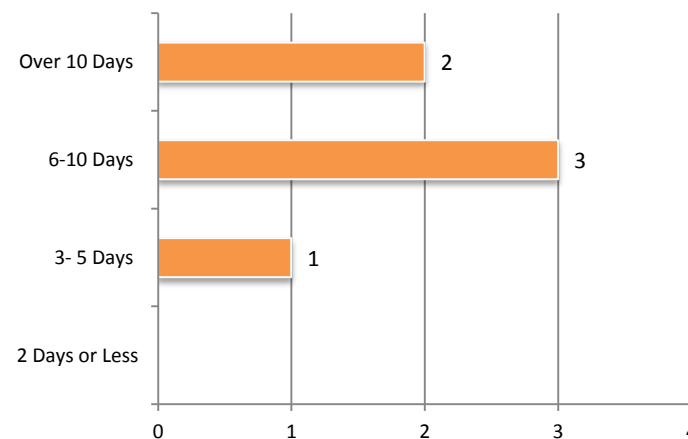
Requisition Approval Queue General Fund
for Period Ending 12.31.2012



Requisitions in Q to be Approved

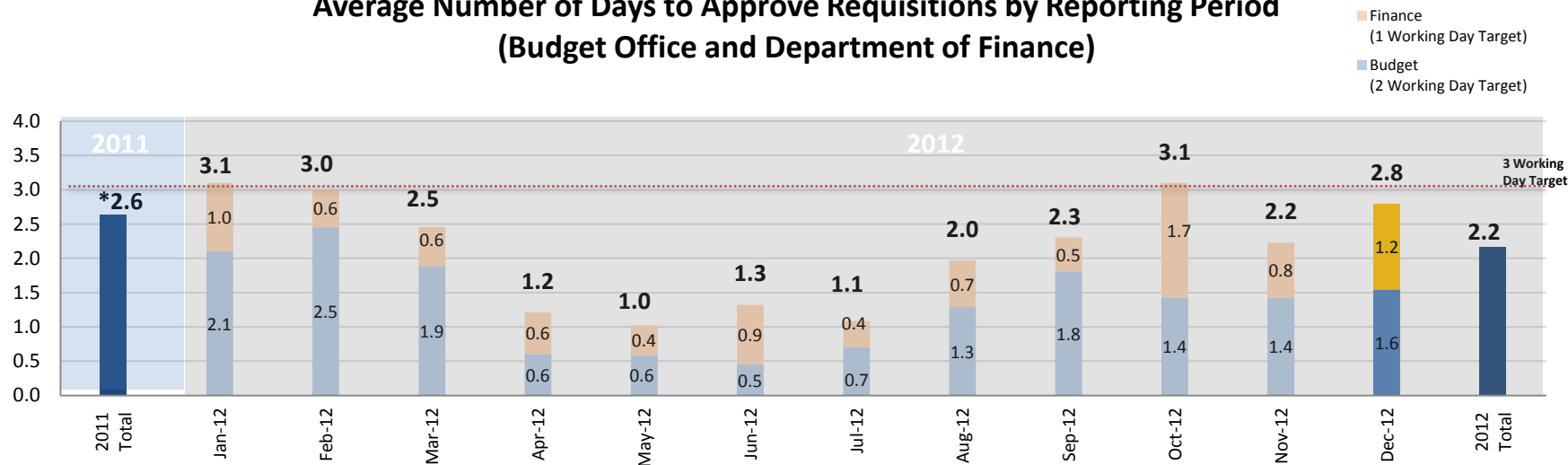


Age of Requisitions in Q Budget Office



Number of Days to Approve Requisitions Meeting Target

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



Requisition Approval Distribution by Year

Budget Approval		
Days to Approve	2011(*)	2012
2 or less	70.6%	81.3%
3 Days	4.7%	5.6%
4-5 Days	8.2%	7.2%
6-10 Days	10.4%	4.6%
11-15 Days	4.4%	1.1%
Over 15 Days	1.7%	0.2%

Finance Approval		
Days to Approve	2011 (*)	2012
2 or less	98.0%	90.4%
3 Days	1.1%	5.2%
4-5 Days	1.0%	2.9%
6-10 Days		1.4%
11-15 Days		
Over 15 Days		

* 2011 information only available since May, 2011

Source : City of New Orleans Procurement System 12.31.2012

Requisition

Procurement
/ DBE

Contract
Creation and
Routing

Contract
Processing
and Approval

Payment

Requisition to Procurement

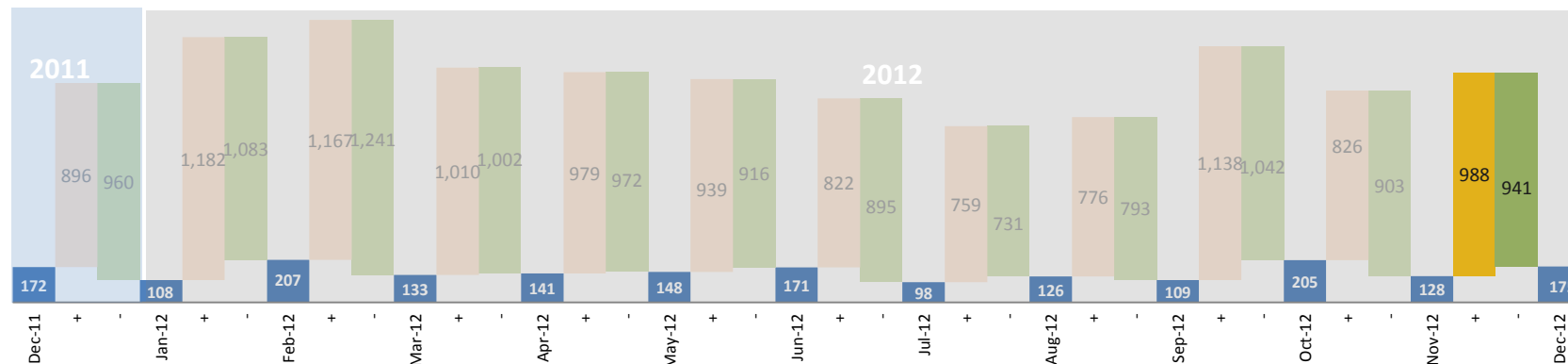
- Processing of Requisition by Bureau of Purchasing
- Status of Requisitions Awaiting Buyer Response
- Time to Convert Requisition to PO
- Status of Requests for Proposals
- Status of Bids
- DBE Compliance

Action Items *

Responsible Parties	Area	Action Item	Status
Norman Foster	Purchasing	Follow up with financial institutions about the use of credit / procurement cards.	Open

The Number of Requisitions in Queue Waiting to be Processed by the Bureau of Purchasing Increased to 175

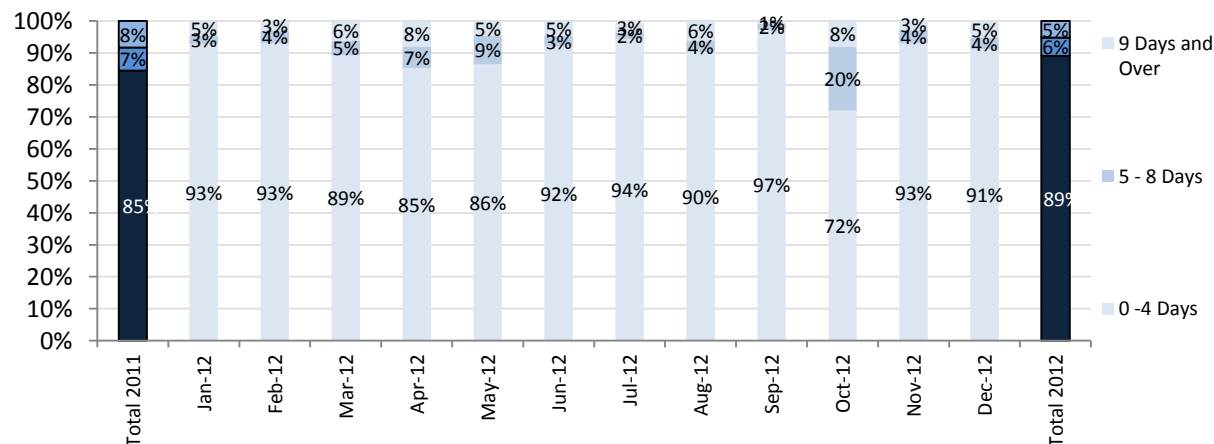
Bureau of Purchasing Requisition Processing General Fund for Period Ending 12.31.2012



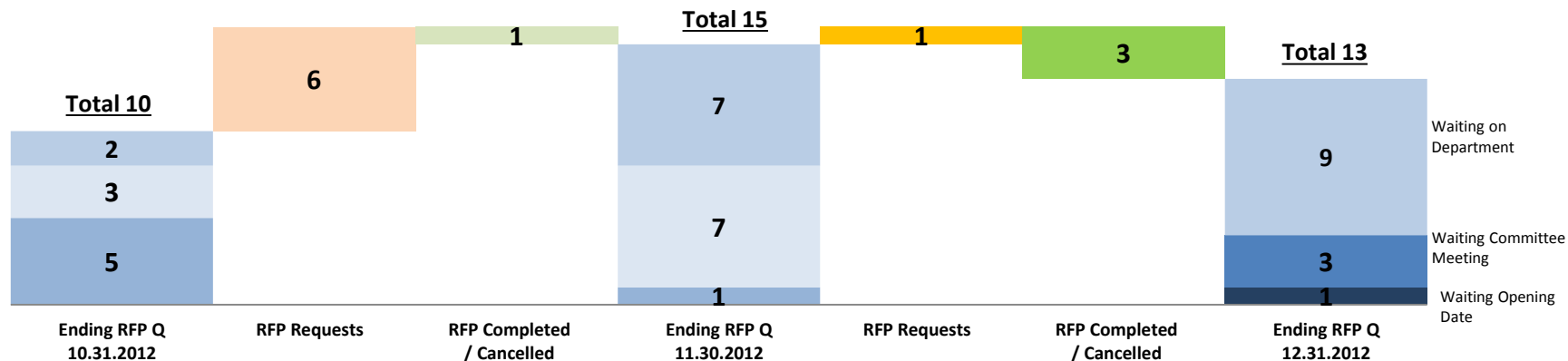
Status of Reqs Awaiting Buyer Processing	
Status	Count
Completed 1.11.2013	63
Need Contract	57
Waiting for Support	54
Processing Procurement	1
Grand Total	175

Waiting for Support	
Status	Count
CAO	3
Equipment Mgmt.	8
Mayor's Office	8
Capital Projects	6
NORDC	6
Public Works	5
Economic Dev	3
ITI	3
Law	2
Police	2
Aviation Board	2
Other	6
Grand Total	54

The Bureau of Purchasing Processed Requisitions in Four Days or Less of the Time (Average 830 POs Per Month)

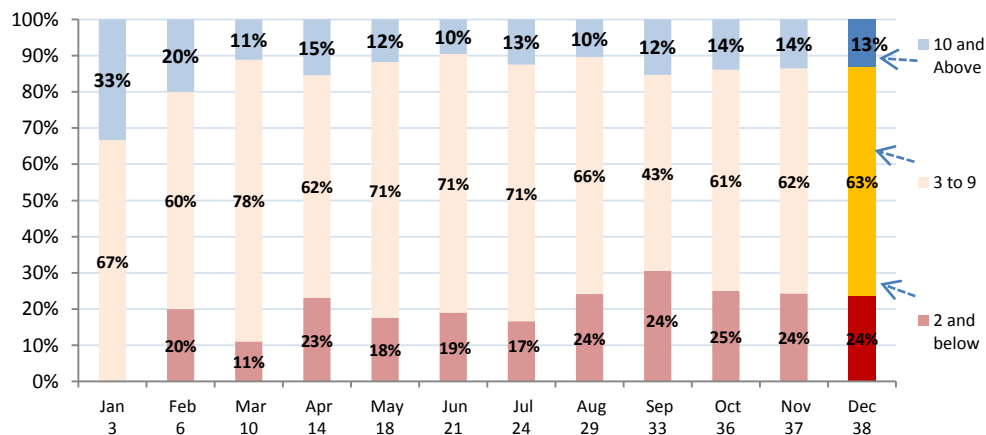


The Number of RFPS in Process at 13 as of 12.31.2012



*Includes canceled and closed RFPS

Number of Proposals Received for RFPs Completed YTD 2012 (as of 12.31.2012)

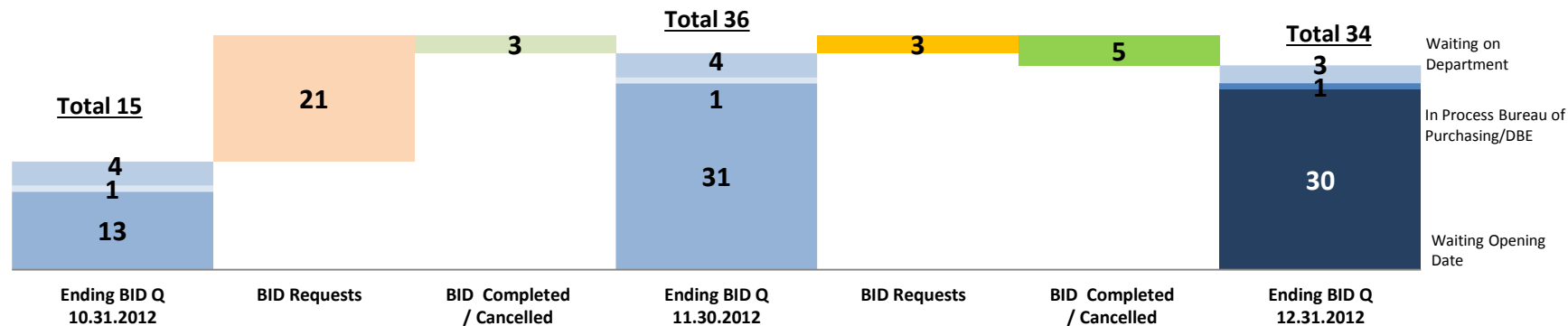


Awaiting Committee Meeting	
Department	Brief Description
Police	Survey
Police	Gap Assess. NOPD Crime Laboratory
Aviation Board	Airfield Engineering Consulting Services

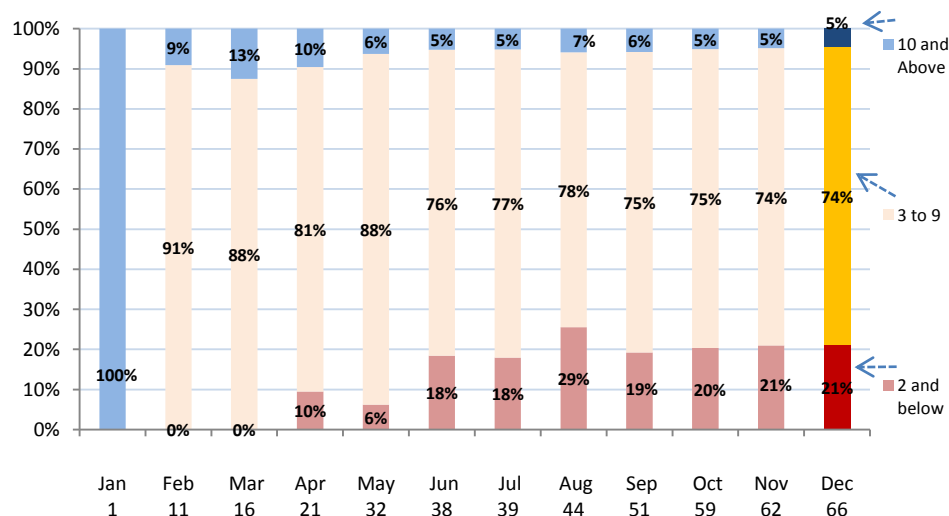
Waiting on Support / Response from Departments		
Department	Brief Description	Comment
Aviation Board	Air Service Dev. Consulting Services	Awaiting Decision
Aviation Board	Airport insurance brokerage	Awaiting Decision
Aviation Board	State & Local Representation Svcs	Awaiting Decision
Aviation Board	Environmental & Spill Response Prof. Serv.	Awaiting Decision
Aviation Board	On Call Legal Services	Awaiting Decision
Aviation Board	DBE Consulting Services	Awaiting Decision
Public Works	Curbside Management & Enforcement	Awaiting Decision
Mayor	Neighborhood Capacity Building	Awaiting Decision
OCD	Online Auction Services N.O. East	Awaiting Decision

Source : Bureau of Purchasing 12.1.2012 – 12.31.2012

The Number of Bids in Process at 34 as of 12.31.2012



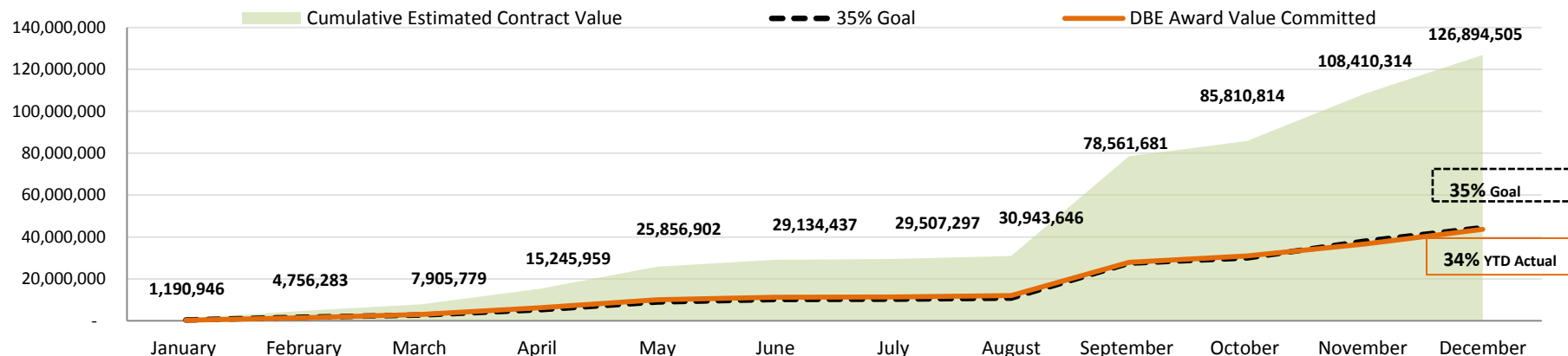
Number of Proposals Received for Bids completed YTD 2012 (as of 12.31.2012)



Waiting on Support / Response from Departments		
Department	Brief Description	Comment
Aviation Board	Weed & grass control chemicals	Decision
Sanitation	Seasonal Special Event Equipment Rental	Decision
EMD	Replacemen/repair for heavy duty detroit deisel	Decision

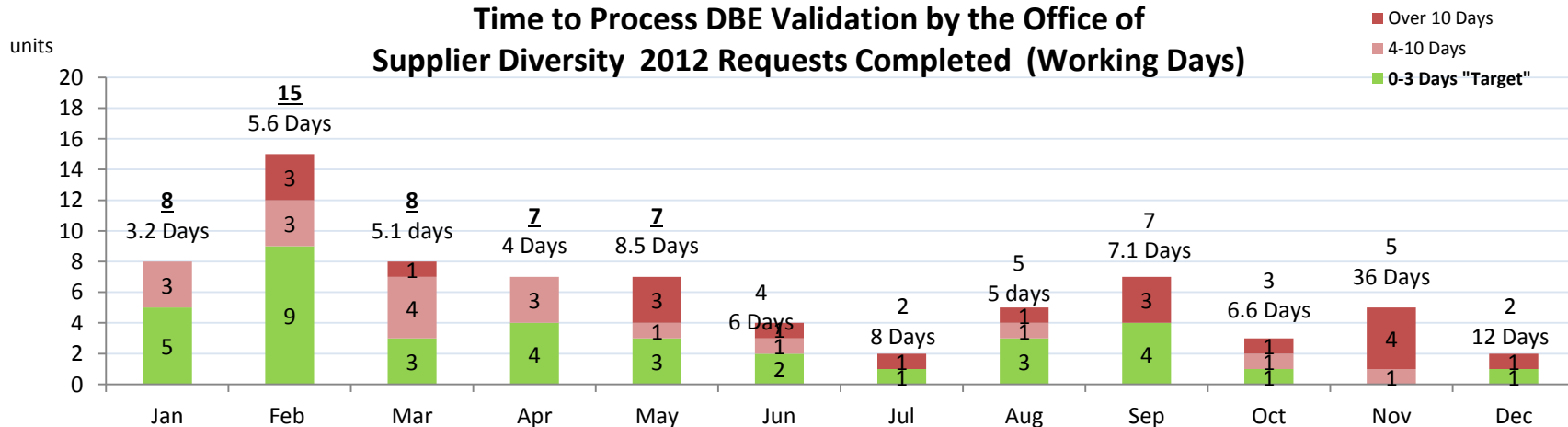
Cumulative YTD Percentage of DBE Committed Award Value as of 12.31.2012

DBE Commitment for Bids Opened and that Have Been Validated by the Office of Supplier Diversity



Note: Data excludes bids for which DBE contracting requirements have been waived

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



Bids: Cumulative YTD DBE % Committed Award Value by Department

December			
Department	Estimated Contract Value	DBE Commitment	DBE Percentage
CAO	610,000	610,000	100.0%
EMD	4,303,875	1,913,940	44.5%
Library	1,485,000	617,250	41.6%
DPW	10,837,123	4,361,012	40.2%
Code Enforcement	887,000	354,800	40.0%
Mayor's Office	257,000	95,604	37.2%
Civil Service	80,000	28,000	35.0%
ITI	27,096	9,484	35.0%
Homeland Security	596,944	201,088	33.7%
Property Management	60,000	19,800	33.0%
Capital Projects	107,750,467	35,486,883	32.9%
Grand Total	126,894,505	43,697,861	34.4%

Note: Data excludes bids for which DBE contracting requirements have been waived



Requisition

Procurement /
DBE

Contract Creation
and Routing

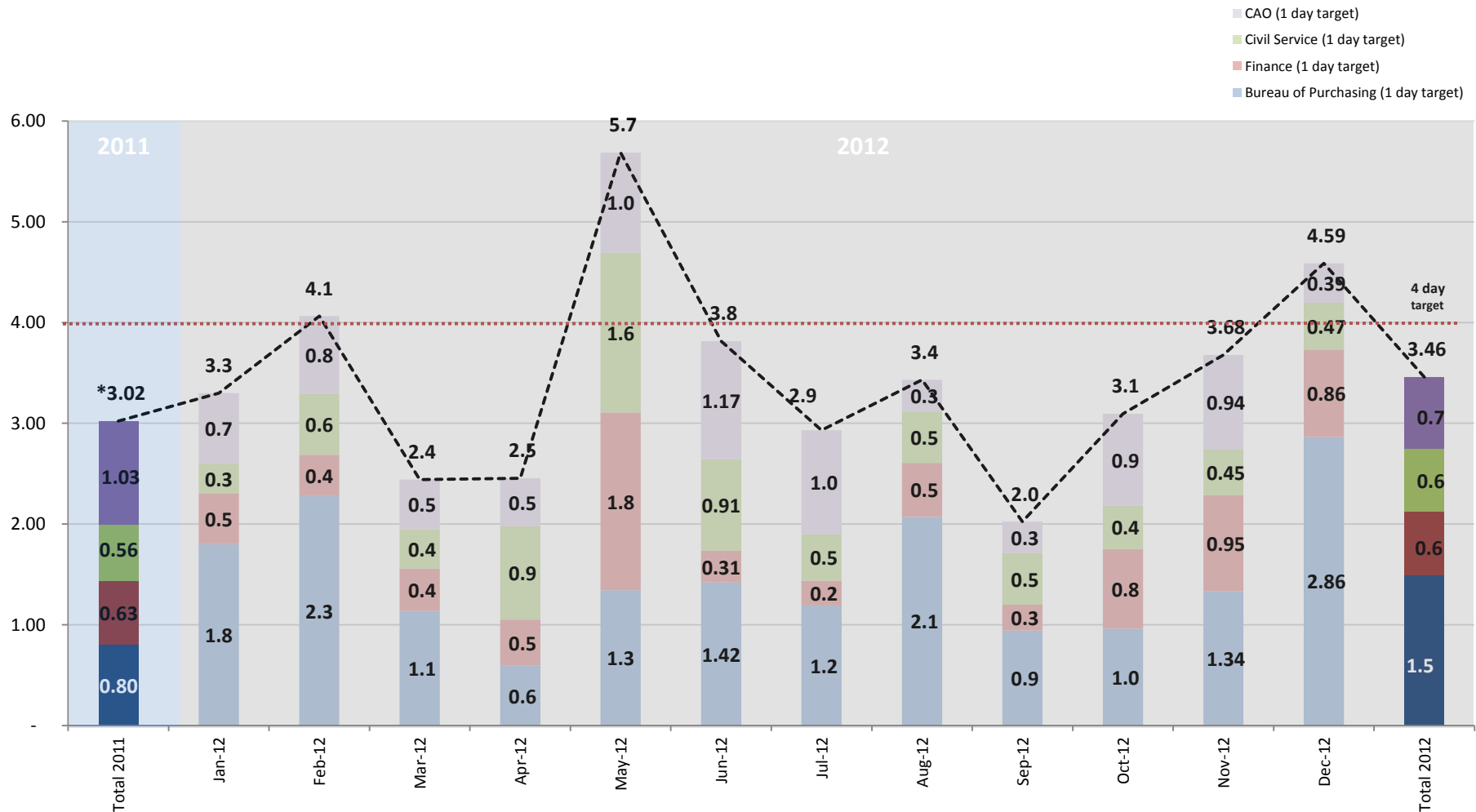
Contract
Processing and
Approval

Payment

Contract Package Routing

- Average Contract Routing Time

Average Time to Approve Contracts Meeting Target



* 2011 information only available since May, 2011

Source : ECMS 12.31.2012

Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

Payment

Contract Approval Process

- Contract Processing and Approval

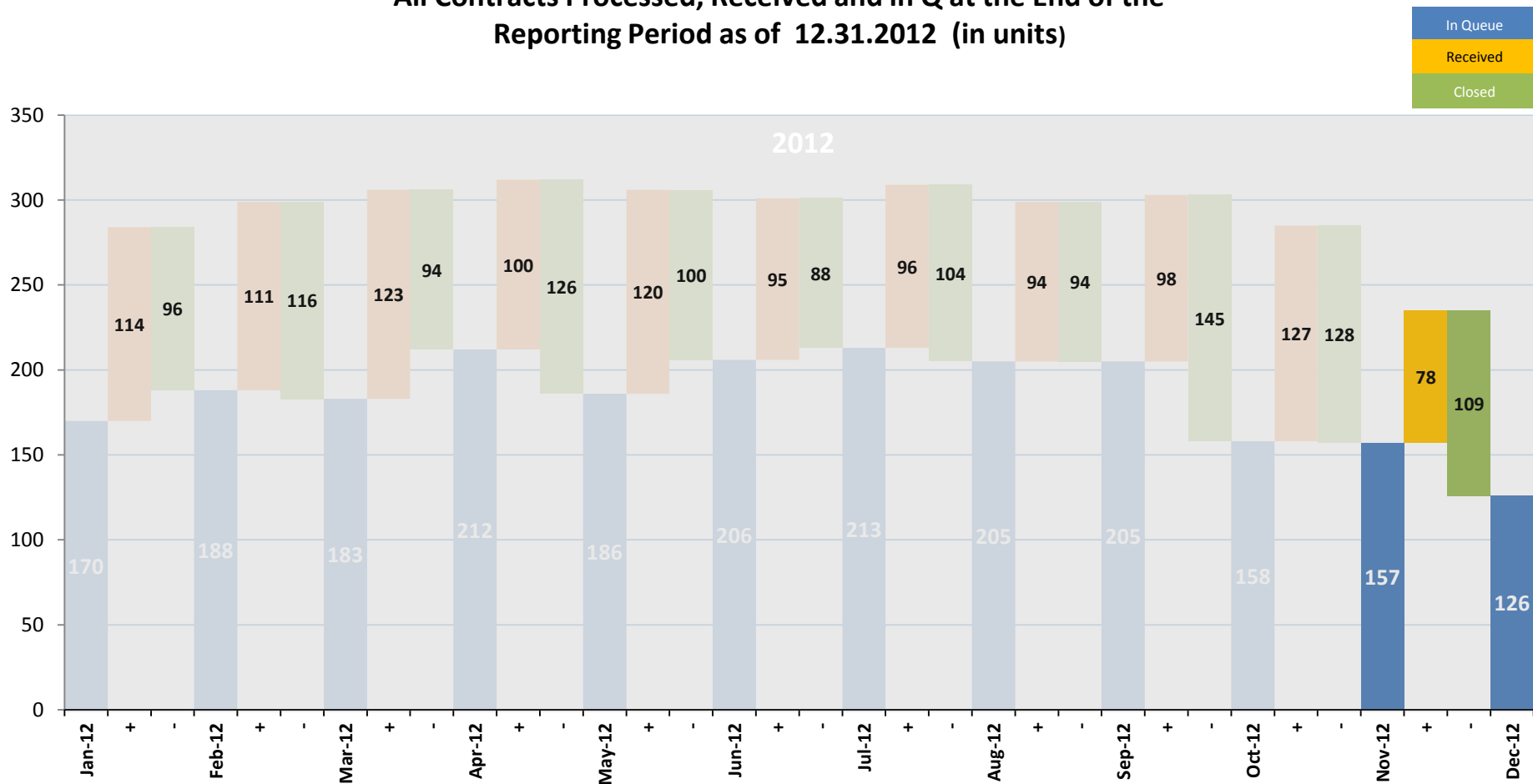
Action Items *

Responsible Parties	Area	Action Item	Status
Mary Kay Kleinpeter	Contracts	Update risk unit form / waiver to be used by departments	Open
Mary Kay Kleinpeter	Contracts	Update Policy memorandum 122R (risk form inclusion)	Open
Mary Kay Kleinpeter	Contracts	Using PO s as a contracts. Follow up	Open
Robert Rivers	Contracts	Contract templates (update)	Open
Robert Rivers	Contracts	8R (Update)	Open

Contracts: All Contracts Processed, Received and in Queue January 2012 – December 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 12.31.2012 (in units)

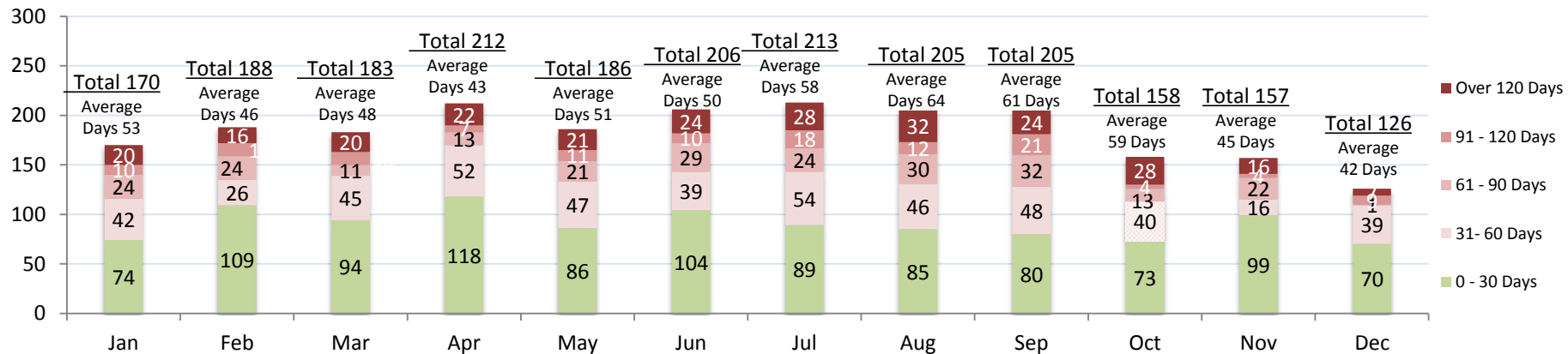


Source : Law Department and ECMS System 12.31.2012

Contracts : All Contracts in Process by Period

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

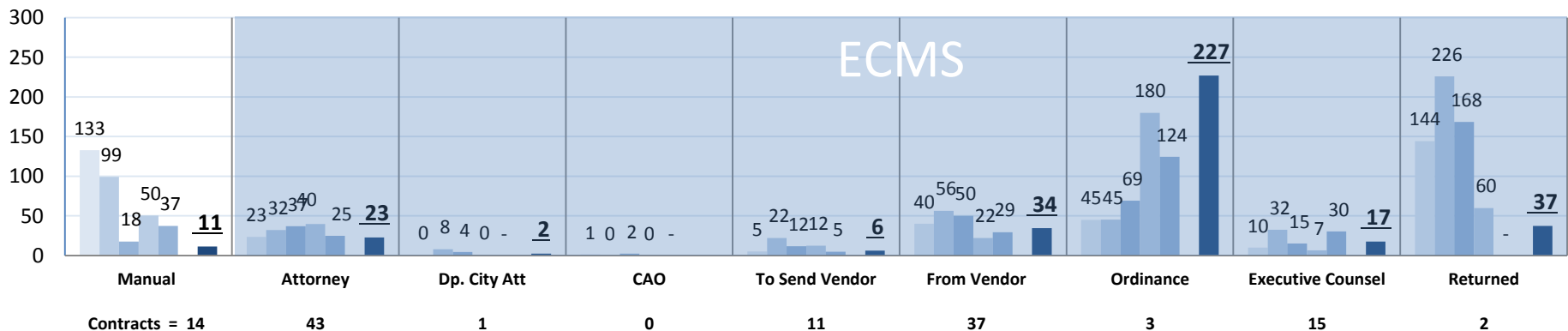
The Average Age of Contracts Awaiting Processing Decreased to 42 Days



Location and Average Age of Contracts in Process as of 12.31.2012 (Age from being received from the previous stage)

Age

7.31.2012
8.31.2012
9.30.2012
10.31.2012
11.30.2012
12.31.2012

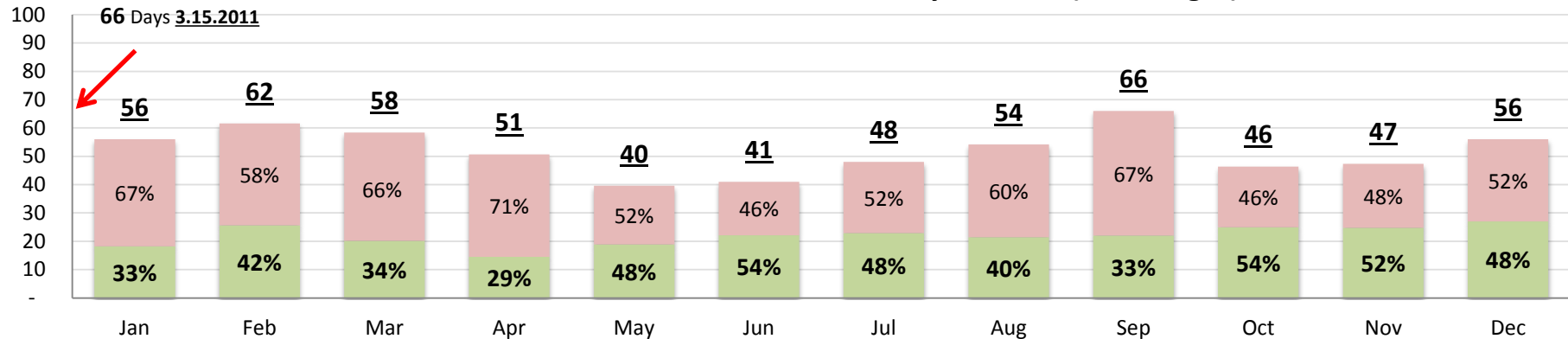


Source : Contract Management System ECMS 12.31.2012

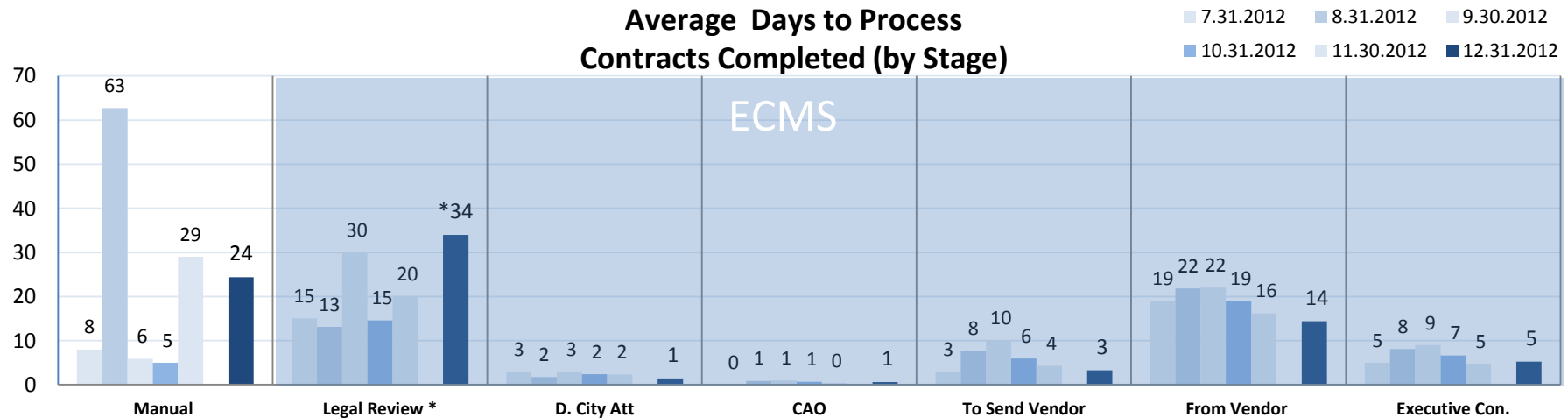
Contracts : All Contracts Executed by Period

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

The Average Time to Close Contracts During the Period at **56 Days**.
48 % of Contracts Were Closed in 30 Days or Less (80% Target)



Average Days to Process Contracts Completed (by Stage)



*Attorney time includes all the processing time for contracts that were returned at any stage of the process

Source : : Contract Management System ECMS 12.31.2012

Contracts Awaiting Vendor Signature

Deartment	Average of Age	Count of PO NBR
BLIGHT & REVITALIZATION	230	1
PUBLIC WORKS	104	1
FINANCE	104	1
PUBLIC LIBRARY	82	1
NEW ORLEANS BUILDING CORPORATION	79	4
HUMAN SERVICES	65	1
EMD	53	1
NORD RECREATION DEPARTMENT	33	1
PROPERTY MANAGEMENT	27	1
HOMELAND SECURITY	21	4
CAPITAL PROJECT	19	4
MAYOR	13	2
NEIGHBORHOOD STABLIZATION	10	1
CANAL STREET DEVELOPMENT CORPORATION	10	2
CIVIL SERVICE	4	4
City Council	4	5
LAW	2	3
Grand Total	34	37

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.

The Check: Accounts Payable

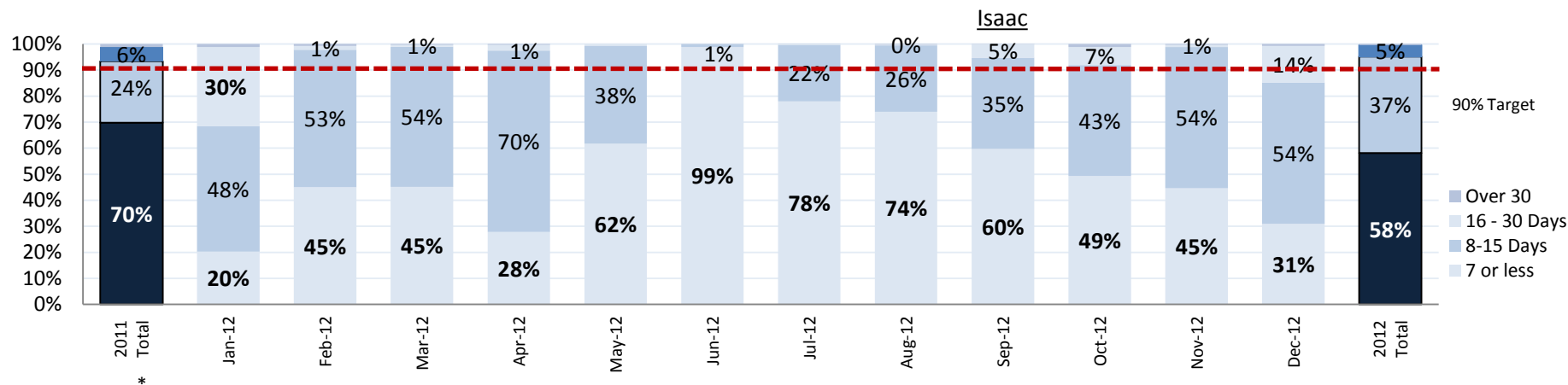
- General Fund Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
- Capital and Grants Expenditure Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
 - Detail Review (invoices in the pipeline)
 - CDBG Invoice Payments
 - DPW Payments
 - DPW Revolver Payments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

Action Items *

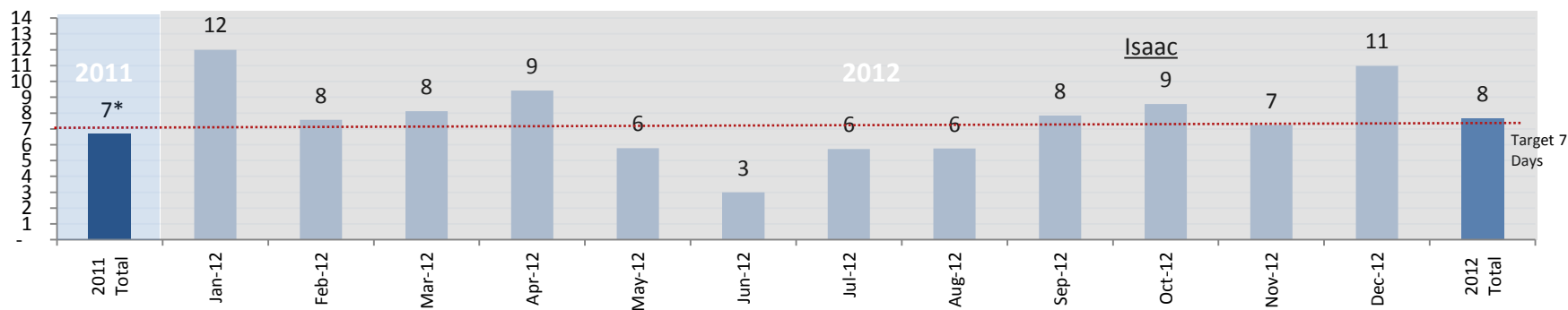
Responsible Parties	Area	Action Item	Status
Norman Foster	Director of Finance	Should vendors send invoices to departments or accounts payables. PO information notes to send invoices to A/P, but invoices are being send to departments.	Open

The Percentage of General Fund (and Agency) Payments Processed in 7 Days or Less at 58% for 2012

2012 Number of Days to Process General Fund Payments by A/P Office

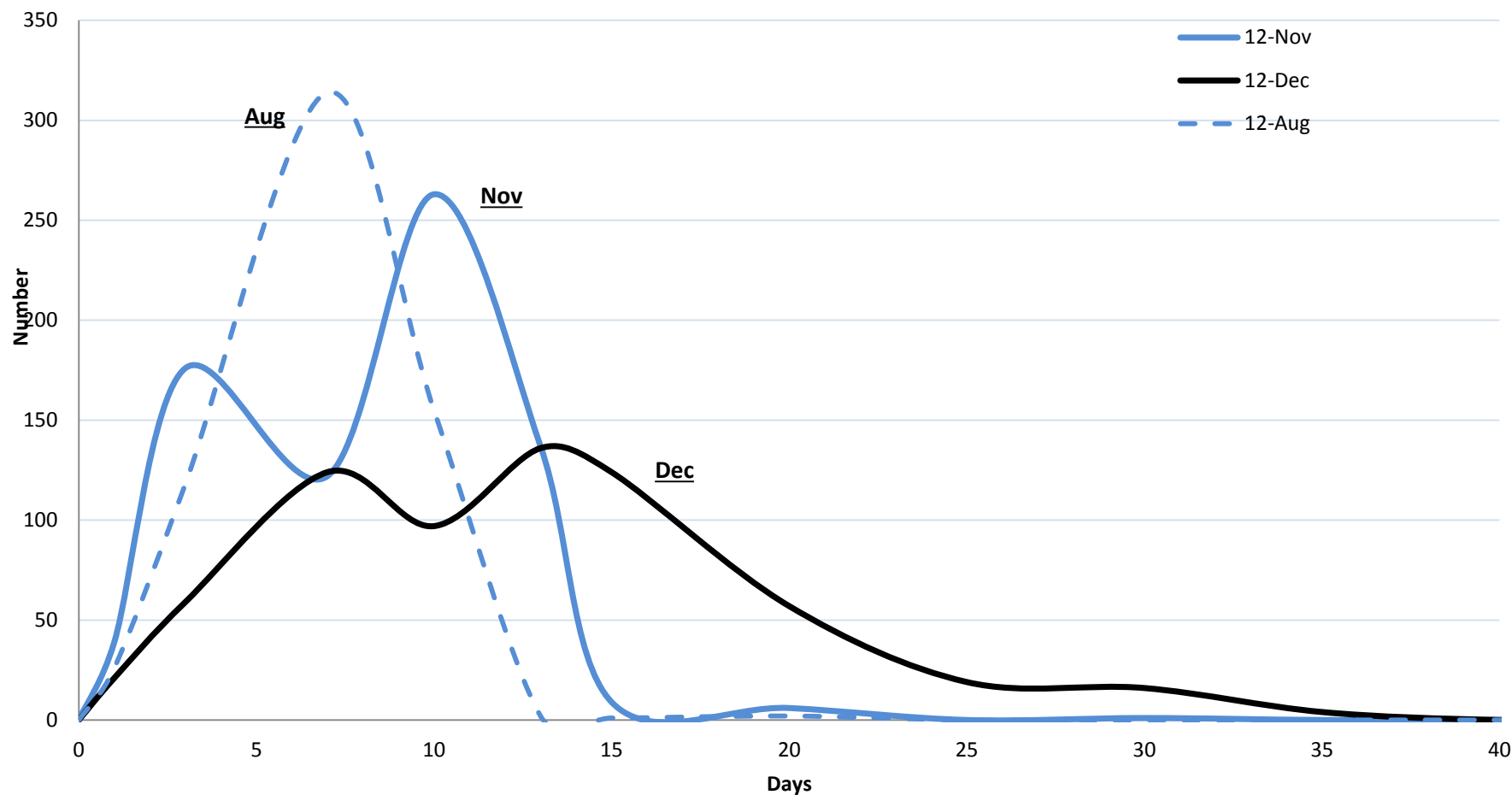


Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



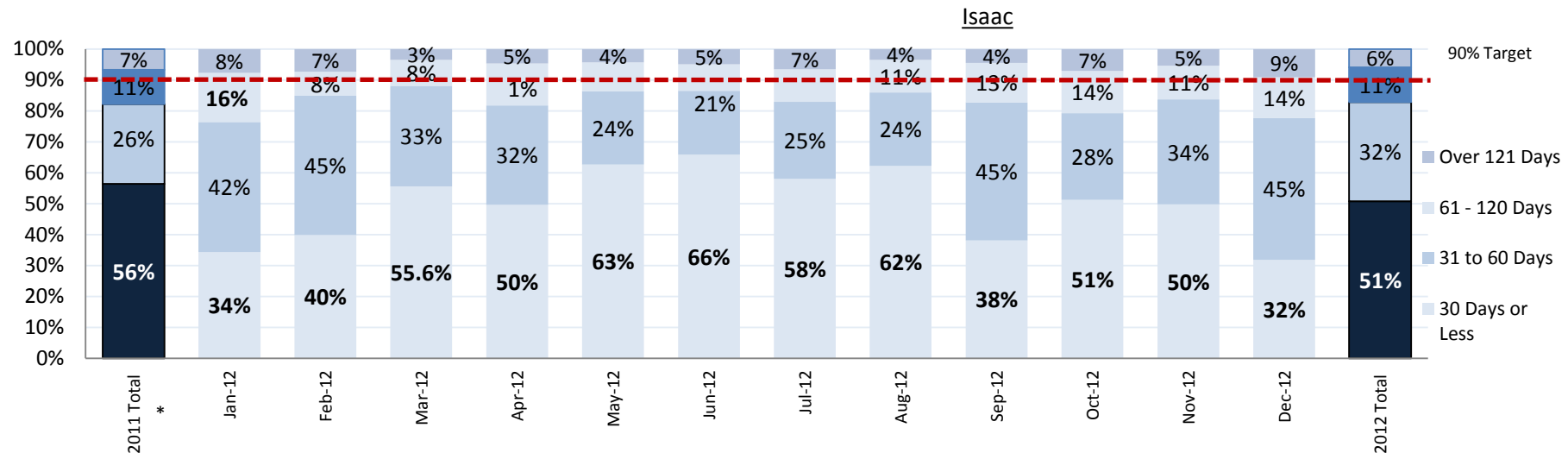
* 2011 information only available since May, 2011

Distribution of Accounts Payable Processing GF Payments

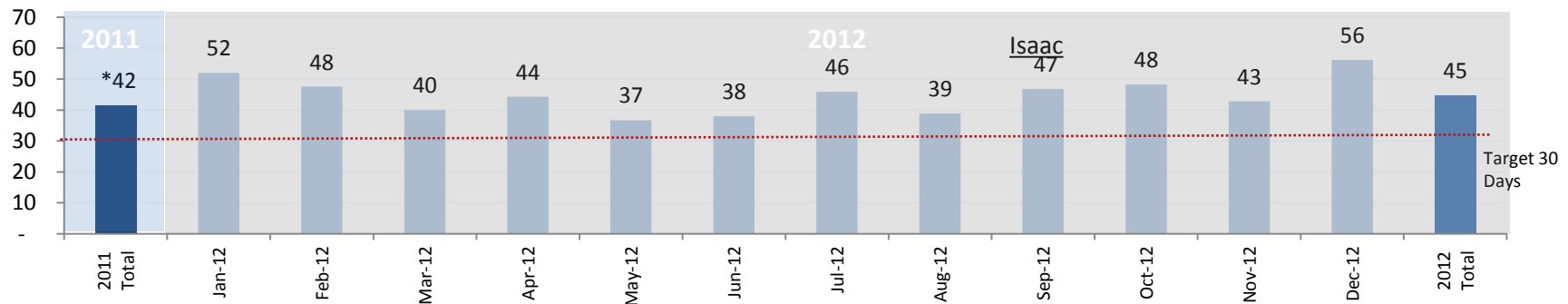


The Percentage of General Fund (and agency) Payments in 30 Days or Less at 51% for 2012

2012 Number of Days to Pay General Fund and Agency invoices from Invoice Date

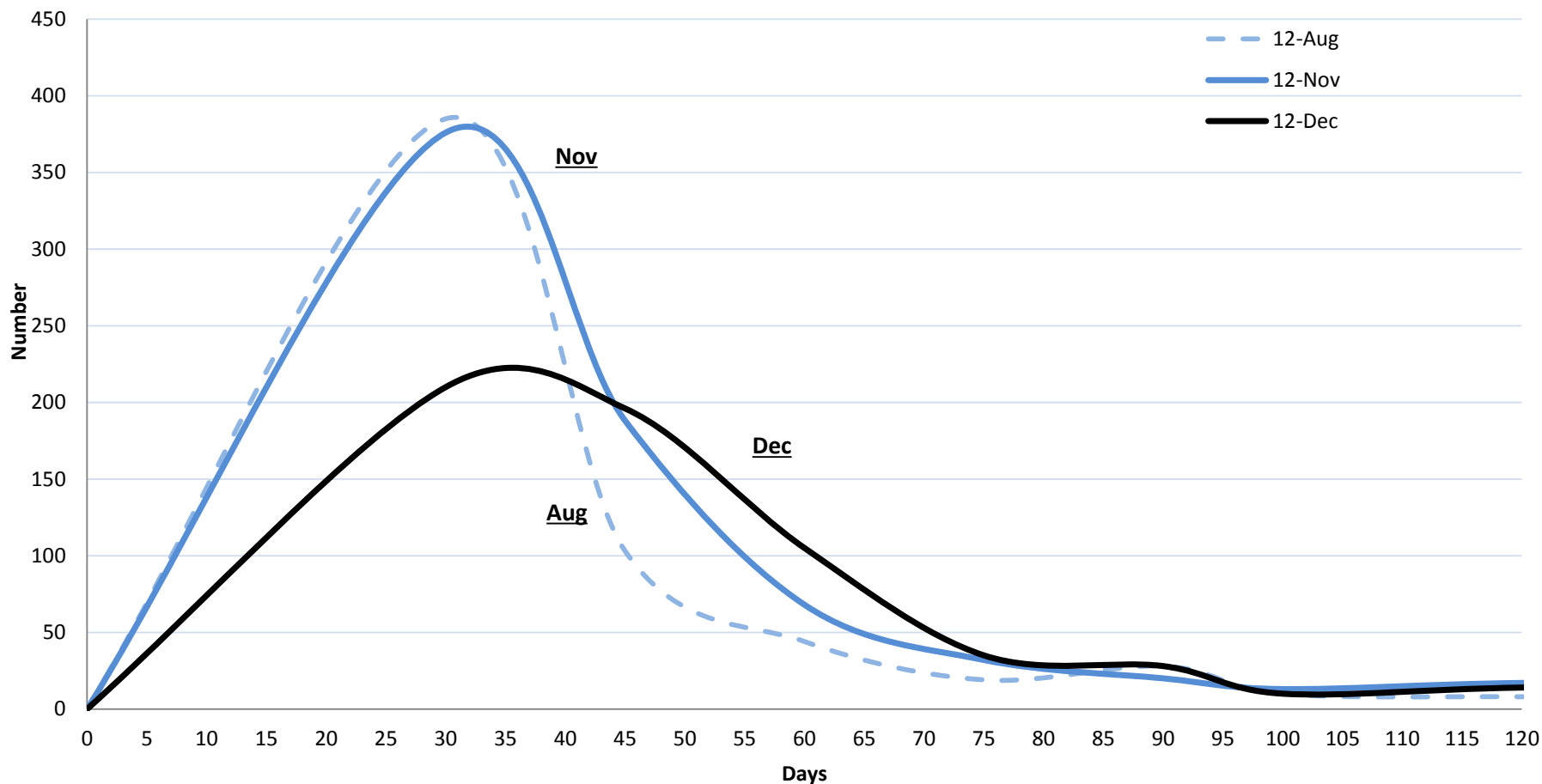


Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



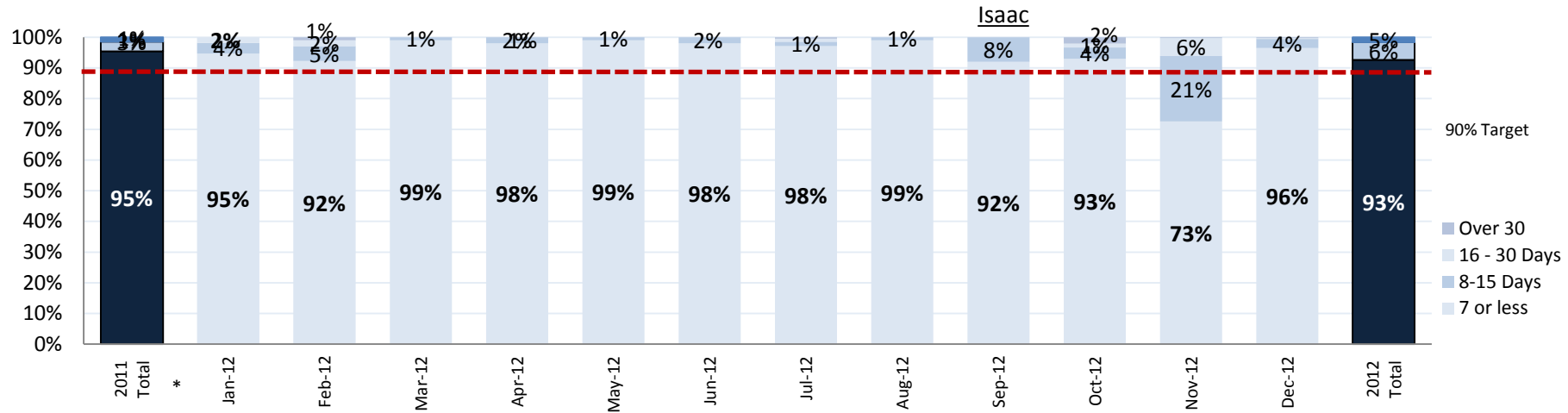
* 2011 information only available since May, 2011

Invoice Date to Check Date Distribution for GF & Agency Payments

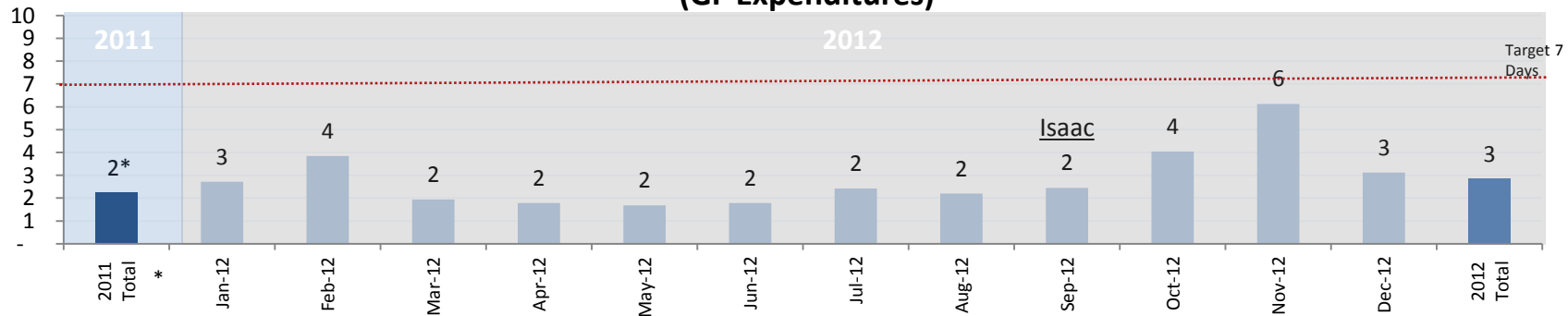


The Percentage of Capital and Grant Payments Processed in 7 Days at 93% for 2012

2012 Number of Days to Process Capital and Grant Payments by A/P Office



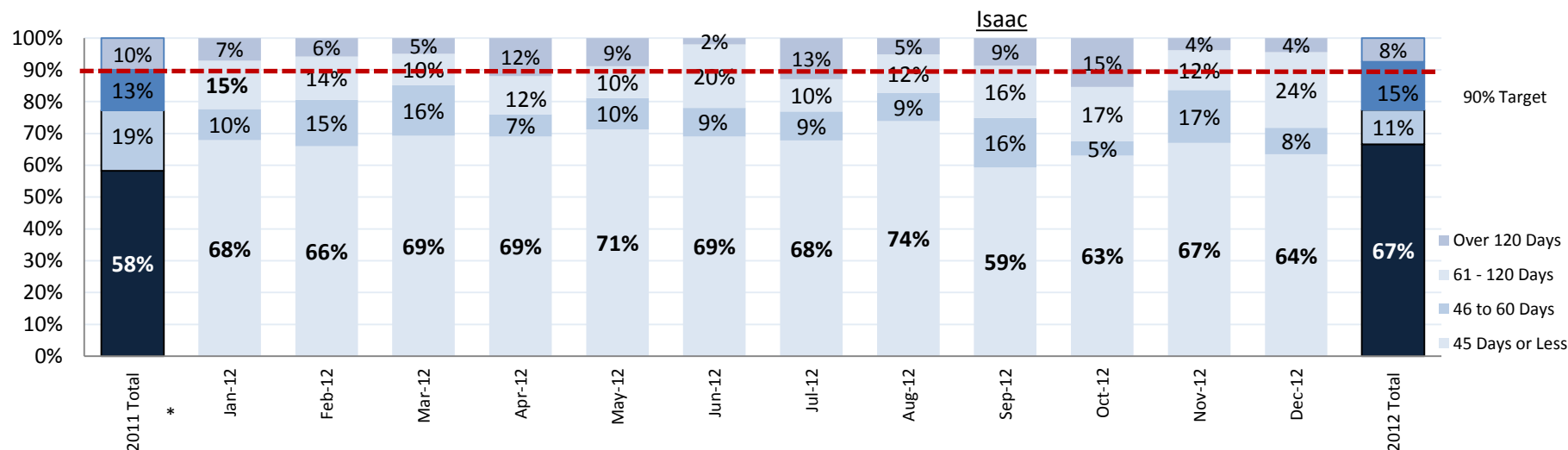
Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



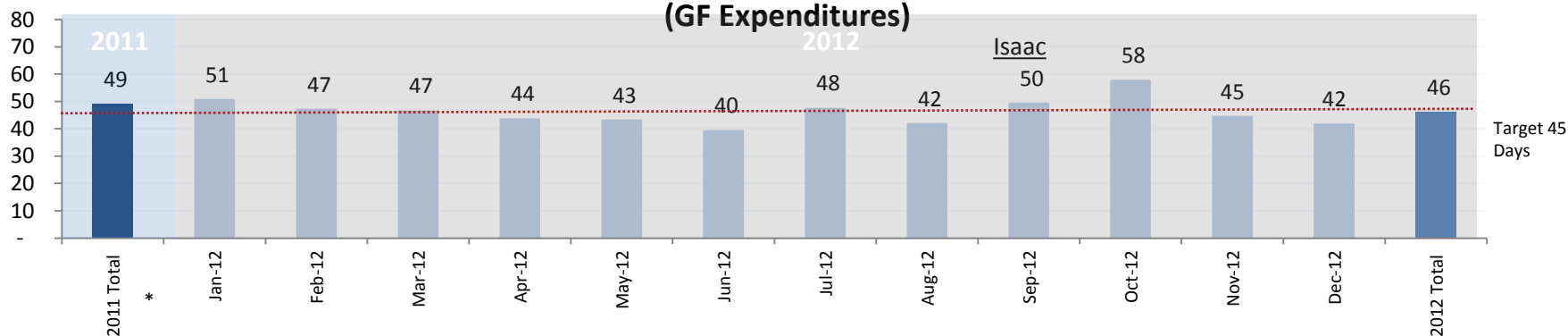
* 2011 information only available since May, 2011

The Percentage of Capital and Grant Payments Made in 45 days or Less from Invoice at 67% for the Year

2012 Number of Days to Pay Capital and Grants invoices from Invoice Date

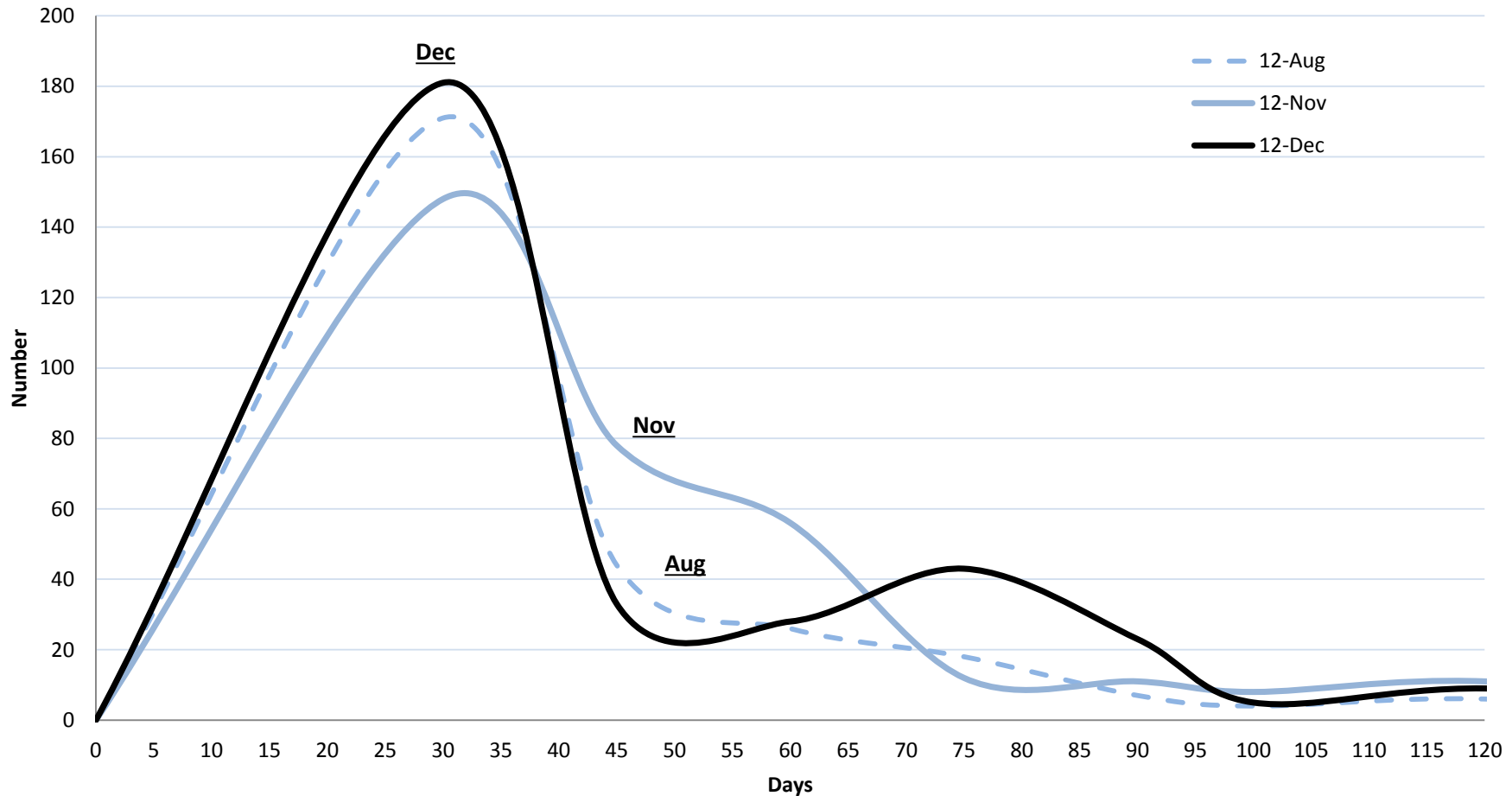


Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



* 2011 information only available since May, 2011

Invoice Date to Check Date Distribution for Capital and Grants Payments
















Results for General Fund (and Agencies) Payments Vouched Between 8.1.2012 and 12.31.2012 (from invoice date)

				Five Month Average		August		Issac	September	October	November	December	
Row Labels	<= 60	>60	Total Payments 5 Months	% >60 Days	% >60 Days	% >60 Days	% >60 Days	% >60 Days	% >60 Days	% >60 Days	% >60 Days	% >60 Days	
SAFETY AND PERMITS	12	8	20	40%	0%	40%	50%	100%	44%				
HEALTH	40	24	64	38%	36%	12%	62%	43%	44%				
EMD	96	52	148	35%	38%	21%	44%	39%	29%				
SANITATION	26	13	39	33%	25%	14%	22%	30%	67%				
LAW	75	31	106	29%	19%	41%	35%	20%	25%				
OCD	41	16	57	28%	0%	29%	59%	25%	20%				
POLICE	138	47	185	25%	39%	24%	22%	21%	25%				
ITI	93	31	124	25%	35%	18%	29%	16%	22%				
CAO	57	18	75	24%	20%	15%	37%	20%	22%				
REGISTRAR OF VOTERS	16	5	21	24%	0%	0%	40%	0%	75%				
MAYOR	194	52	246	21%	12%	12%	22%	22%	42%				
TREASURY	17	4	21	19%	33%	0%	14%	40%	0%				
REVENUE	52	12	64	19%	27%	13%	7%	21%	23%				
PARKWAY AND PARK	127	29	156	19%	17%	12%	17%	24%	22%				
COUNCIL	134	30	164	18%	22%	17%	22%	16%	15%				
OFFICE OF HOMELAND SECURITY	18	4	22	18%	14%	0%	33%	0%	33%				
AVIATION	431	92	523	18%	11%	27%	17%	14%	17%				
LIBRARY	232	44	276	16%	6%	8%	16%	13%	33%				
MOSQUITO CONTROL	93	16	109	15%	10%	14%	15%	20%	21%				
FIRE	72	12	84	14%	0%	6%	14%	32%	17%				
PURCHASING	18	3	21	14%	0%		0%	33%					
NORDC	276	45	321	14%	3%	27%	26%	8%	15%				
PUBLIC WORKS	111	16	127	13%	9%	12%	19%	9%	13%				
PROPERTY MANAGEMENT	134	19	153	12%	17%	10%	20%	8%	7%				
HUMAN SERVICES	89	12	101	12%	10%	17%	7%	13%	11%				
RIVERGATE DEVELOPMENT CORP.	18	2	20	10%	20%	0%	0%	0%	33%				
CORONER	54	4	58	7%	0%	0%	17%	8%	0%				
ACCOUNTING	21	1	22	5%	0%	0%	17%	0%	0%				
EMS	70	3	73	4%	0%	0%	0%	0%	27%				
OFFICE OF INSPECTOR GENERAL	71	2	73	3%	0%	6%	0%	0%	11%				
Other (less than 15 in 5 months)	114	30	144	21%	16%	33%	15%	17%	20%				
Grand Total	2,940	677	3,617	19%	14%	18%	22%	16%	23%				

Source :Accounts Payable Collected between August and December 2012

Results for Capital and Grants Payments Vouched Between 8.1.2012 and 12.31.2012 (from invoice date)

Department	<= 60	>60	Total Payments 5 Months	Five Month Average % >60 Days	Issac		October % >60 Days	November % >60 Days	December % >60 Days	Trend
					August % >60 Days	September % >60 Days				
PUBLIC WORKS	83	81	164	49%	38%	55%	73%	50%	37%	
NORDC	6	3	9	33%	0%	100%	33%	100%	0%	
LIBRARY	16	7	23	30%	9%	100%		20%	50%	
CAPITAL PROJECTS	182	50	232	22%	24%	38%	22%	17%	11%	
HEALTH	260	66	326	20%	18%	15%	35%	18%	15%	
OCD	403	93	496	19%	16%	22%	27%	7%	31%	
HOMELAND SECURITY	61	8	69	12%	0%	0%	15%	27%	22%	
PROPERTY MANAGEMENT	9	1	10	10%	0%		0%	0%	25%	
ECONOMIC DEVELOPMENT	24	2	26	8%	8%					
MAYOR	43	2	45	4%	100%	0%	0%	9%	0%	
CRIMINAL JUSTICE	12	0	12	0%	0%	0%	0%	0%	0%	
Other (Less than 9 in 5 months)	24	7	31	23%	10%	17%	0%	50%	60%	
Isaac related Invoices	7	31	38	82%					82%	
Grand Total	1123	320	1443	22%	17%	27%	32%	16%	28%	

Source :Accounts Payable Collected between August and December 2012

CDBG Invoices: Several Invoices Remain Over the 60 Days Goal

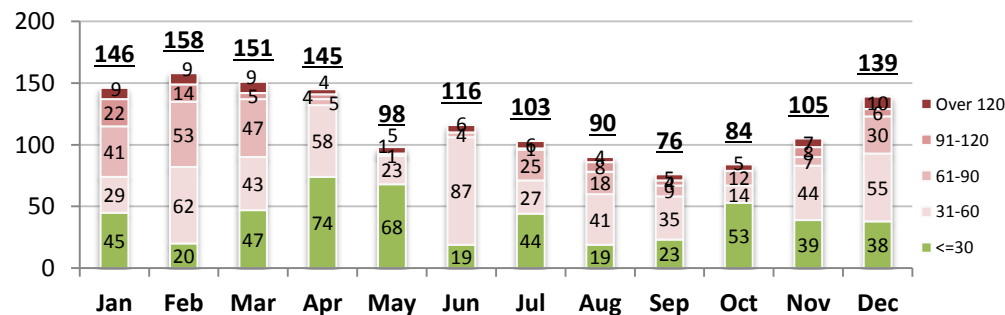
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Send to Owning Department	11	2	6		2	21
Owning Department to Send to Accounting	8	1			5	14
Accounting to Approve	1	6	2			9
Accounting to Send to City OCD Fiscal			1			1
City OCD Fiscal to Send to State Consultant	1	2				3
State Consultant to Send to State DRU				1		1
State DRU to Send to State Finance	6		1	1		8
State Finance to Pay City	11	34	10	4		59
City to Cut Check		10	10		3	23
Total	38	55	30	6	10	139

Over
60
days

Over
30
days

Reasons for Delay					
Dispute with the vendor		1	6		8
Not processed timely					1
With the State		47	14	6	
Contract being processed		1			1
Other					
Paid as of 1.10.2013		6	10		

OCD Aging of Invoices in the Pipeline by Period



DPW City Invoices: Several Invoices Remain Over the 60 Days Goal

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
1 PM to Approve	5	1				6
2 Fiscal to Receive Invoice						0
3 Department to Create Receiver	2					2
6 Finance to Cut Check	7					7
7 Finance to Release Check		1	2	5		8
Invoice on Hold	5	3	1			9
Grand Total	19	5	3	5	0	32

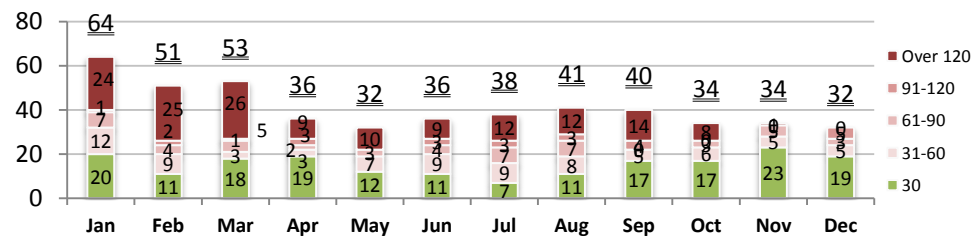
Over 60 days

Over 30 days

Reasons for Delay

Dispute with the vendor					
Goods received at a later date /					
Services were not rendered					
Invoice was misplaced / not					
processed timely					
Contract being processed					
Other*		4	1		
Paid by 1.10.2013		1	2	5	

DPW City: Aging of Invoices in the Pipeline by Period



Information obtained from DPW Department 1.10.2013

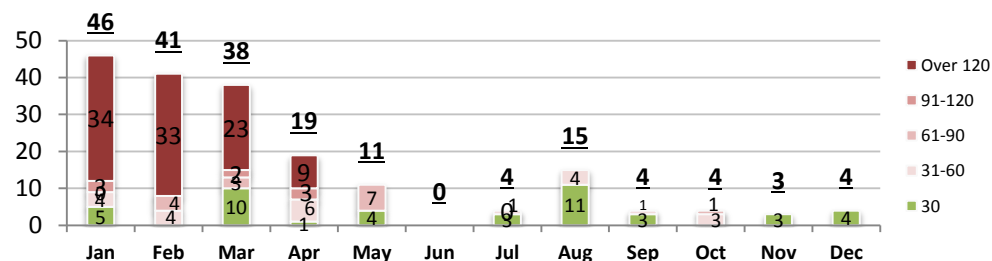
DPW Revolver Invoices : All Invoices Over 60 days Have Been Paid

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Approve	1					1
Fiscal to Send to D-CDBG Project Manager	3					3
Grand Total	4	0	0	0	0	4

Over
60 daysOver
30 days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date / Services were not rendered					
Invoice was misplaced / not processed timely					
Amendment/Contract being processed					
Other					
Paid as of 1.13.2013					

DPW Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from DPW Department 1.10.2013

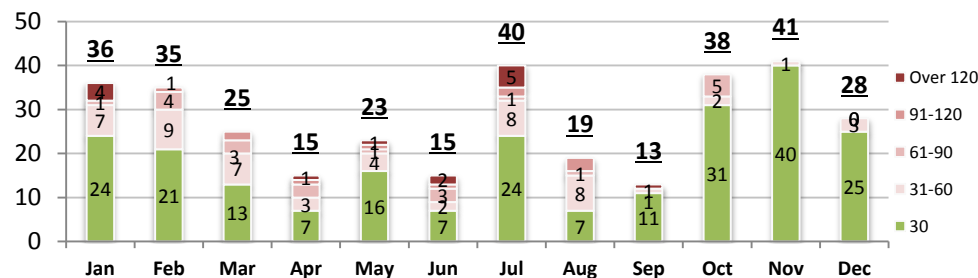
Capital Projects City Invoices: All Invoices Over 60 days Have Been Paid

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Approve	1					1
Department to Create Receiver	3					3
Finance to Cut Check	18	3				21
Invoice on Hold	3					3
	25	3	0	0	0	28

Over
60
daysOver
30
days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date / Services were not rendered		1			
Invoice was misplaced / not processed timely					
Contract being processed		1			
Other					
Paid by 1.10.2013		1			

Capital City : Aging of Invoices in the Pipeline by Period



Information obtained from CPA 1.10.2013

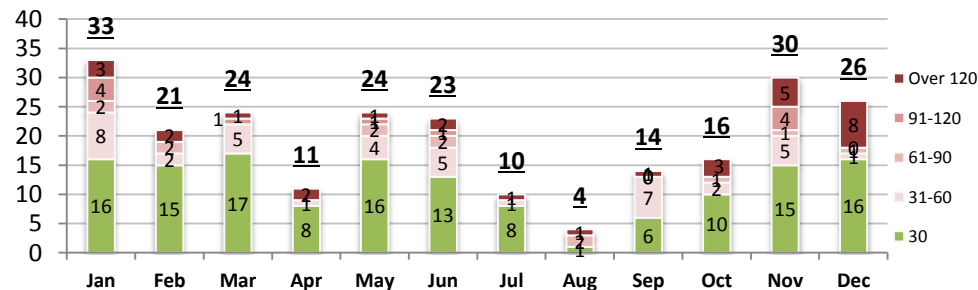
Capital Projects Revolver Invoices: Several Invoices Over 60 Days Remain Unpaid

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Finance to Send to State	14					14
State to Receive from Finance	1					1
State to Send to Hancock		1				1
Invoice on Hold	1		1		8	10
	16	1	1	0	8	26

Over
60
daysOver
30
days

Reasons for Delay					
Dispute with the vendor					2
Goods received at a later date / Services were not rendered					
Invoice was misplaced / not processed timely					
Contract being processed			1		3
Other					3
1.10.2013		1			

Capital Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from CPA 1.10.2013

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?