CITY OF NEW ORLEANS

ReqtoCheckSTAT

Reporting Period: Q1 2016

Office of Performance & Accountability   www.nola.gov/opa

ReqtoCheckSTAT May 5, 2016

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 meetings its goals and to hold departments accountable for their results. ReqtoCheckStat, which takes place quarterly, 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?

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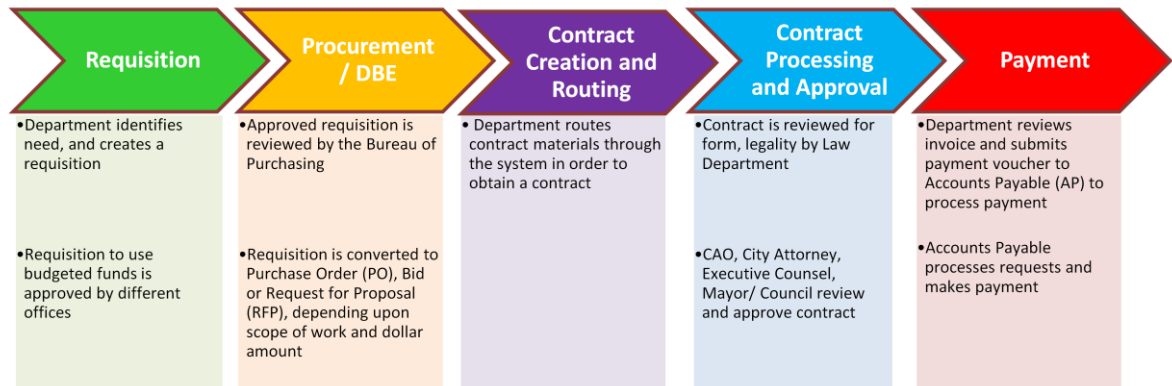
Action Items

sponsible Parties	Action Item	Status
npeter; R. L. Gardere	Automate purchase order approvals for general fund requisitions with small dollar amounts.	This capability is currently in the testing phase, though th functionality may not work properly in the current procurement system.
er; M. eter; V. r; N. Foster	Determine method a method for expedited approval process for "time only" amendments.	Law, OPA, Procurement, and Finance will meet to discuss revised process for routing those contracts.
npeter; J.	Revise CAO PM 24 on movables and non-professional services	Purchasing and Law have met to revise CAO PM 24. They to release a final draft by the end of May.
npeter; S. an; V. Smith; igan	Revise CAO PM 113 on procurement of public works	Purchasing, Capital Projects, Public Works, and Law held several discussions over changes to CAO PM 113. A draft revisions has been sent out, and is awaiting comments.
er; M. eter; V. r; A. Norton;	Determine plan for consistently notifying departments of contracts likely nearing expiration, including a close-out/vendor monitoring form for CPO.	Law, OPA, Procurement , and SIT will determine if Law, Executive Counsel, or the requesting department could e date field denoting when a contract is set to expire towar end of the routing process, and set up reminders to be se the department prior to that date.
er; V. Spencer	Develop plan for speeding up the processing of contracts that require a City Council ordinance.	Law and OPA are discussing a potential approval path for ordinance-required contracts delegated to Property Management, which comprises a plurality of such contra Further, OPA will begin tracking those contracts as an ent different set of contracts in future ReqtoCheck analyses.

Procurement Process Overview*

Requisition	Procurement / DBE	Contract Creation and Routing	Contract Processing and Approval	Payment
•Department identifies need, and creates a requisition	•Approved requisition is reviewed by the Bureau of Purchasing	• Department routes contract materials through the system in order to obtain a contract	•Contract is reviewed for form, legality by Law Department	•Department reviews invoice and submits payment voucher to Accounts Payable (AP) to process payment
•Requisition to use budgeted funds is approved by different offices	•Requisition is converted to Purchase Order (PO), Bid or Request for Proposal (RFP), depending upon scope of work and dollar amount		•CAO, City Attorney, Executive Counsel, Mayor/ Council review and approve contract	•Accounts Payable processes requests and makes payment

*See a more detailed process map on slide 31

Responsible Organizations:
Budget Office;
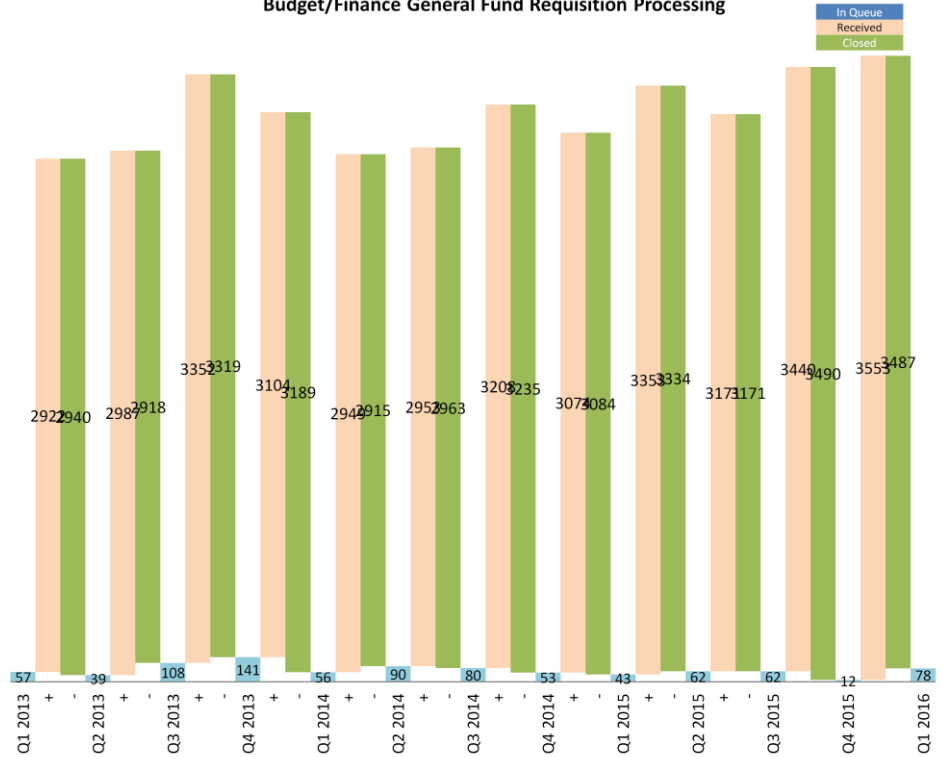Finance Department

Data Source:
BuySpeed

Related Strategy:
Manage vendor relationships and provide oversight of City contracts.

Definition:
Requisition: A request to procure goods, supplies, equipment, and services, as well as the authority to commit funds to cover the purchase.

General Fund requisition queue at 78 in queue.

Budget/Finance General Fund Requisition Processing

Legend: In Queue / Received / Closed

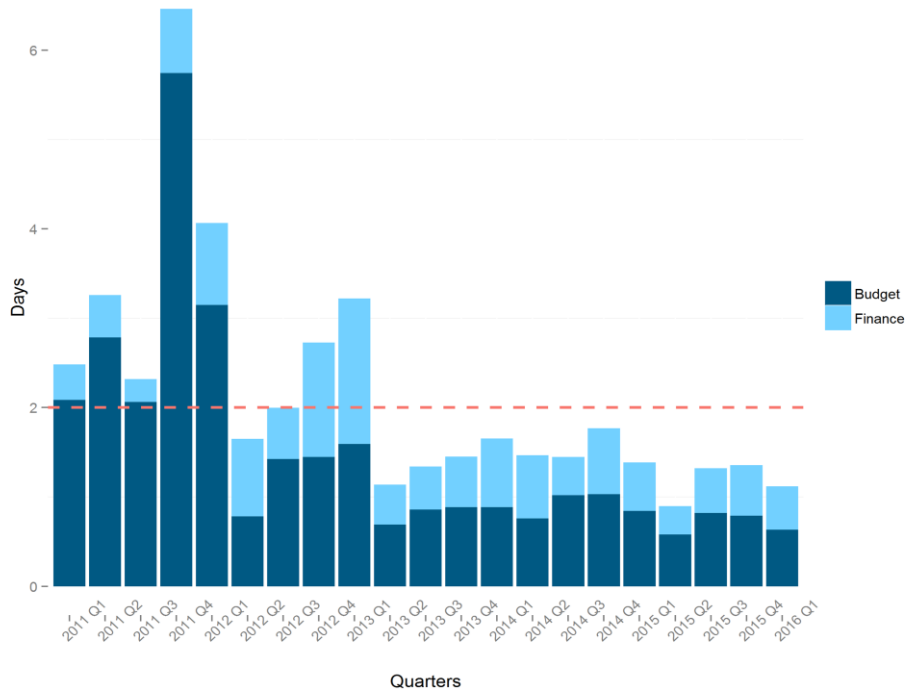|	In Queue	Received	Closed
Q1 2013	57	2922	2940
Q2 2013	39	2987	2918
Q3 2013	108	3352	3319
Q4 2013	141	3104	3189
Q1 2014	56	2944	2915
Q2 2014	90	2952	2963
Q3 2014	80	3208	3235
Q4 2014	53	3075	3084
Q1 2015	43	3353	3334
Q2 2015	62	3171	3171
Q3 2015	62	3449	3490
Q4 2015	12	3553	3487
Q1 2016	78		

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Responsible Organizations:
Budget Office;
Finance Department

Data Source:
BuySpeed

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Budget and Finance continued to process requisitions well within the 2 day target, with 1.12 days to process.

Days to Approve General Fund Requisitions

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Requisition Approval

KPI	2015			2016		
	Actual	Target Met?		Actual	Target	Status
Average Days to Approve Requisitions by Budget Office	0.78	🟢		0.63	< 1	🟢

Responsible Organizations:
Bureau of Purchasing

Data Source:
BuySpeed

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Definition:
Purchase Order (PO): A written authority issued by the City to a vendor indicating the agreed price and quantities for goods and services.
Requisition: A document generated by a department/agency to notify the Purchasing Bureau of the goods or services it wants to order.

The Bureau of Purchasing's end-of-quarter general fund queue was at 218 after processing the highest number of purchase orders of any previous quarter.

General Fund Bureau of Purchasing Requisition Processing

Legend: In Queue, Received, Closed

Quarter	Received	Closed	In Queue
Q4 2012	2,881	2,782	175
Q1 2013	2,944	2,987	165
Jun-13	2,918	2,919	164
Q3 2013	3,419	3,460	123
Q4 2013	3,189	3,035	277
Q1 2014	2,915	2,994	198
Q2 2014	2,963	2,962	199
Q3 2014	3,235	3,188	246
Q4 2014	3,084	3,107	223
Q1 2015	3,334	3,295	262
Q2 2015	3,171	3,199	234
Q3 2015	3,490	3,437	287
Q4 2015	3,487	3,556	218
Q1 2016			

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ITI is currently testing the ability for the procurement system to automatically approve requisitions below $1,000, so that Purchasing can devote more time to higher value, more competitive procurements. This functionality may be difficult to implement in the current system, and may need to be withheld until the new ERP system has been procured.
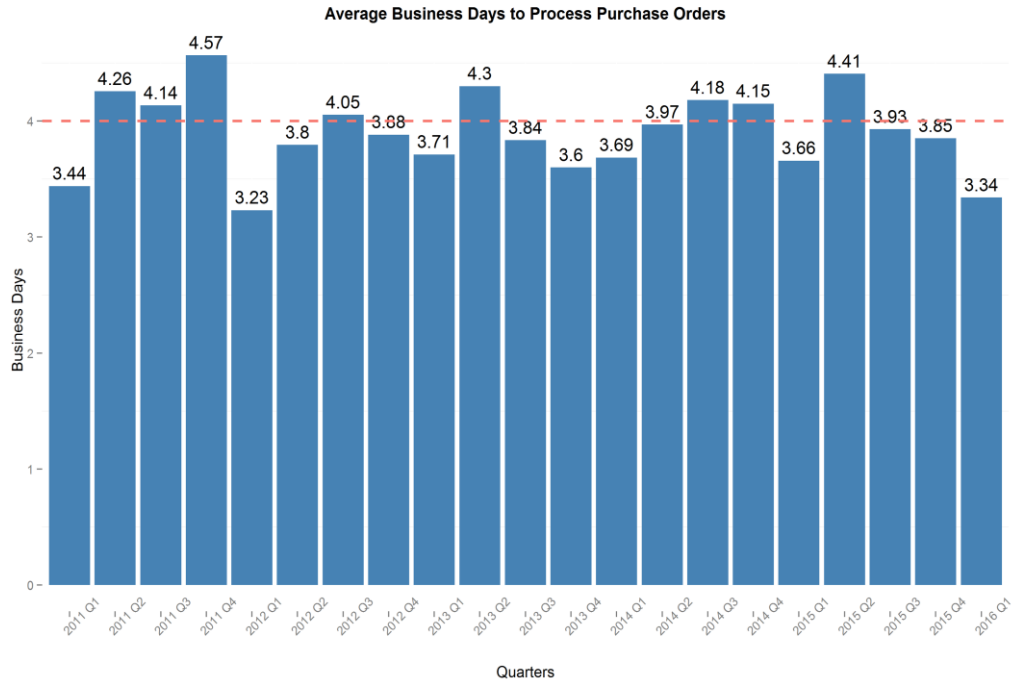
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The Purchasing Bureau met its quarterly target, with the lowest days to process in four years.
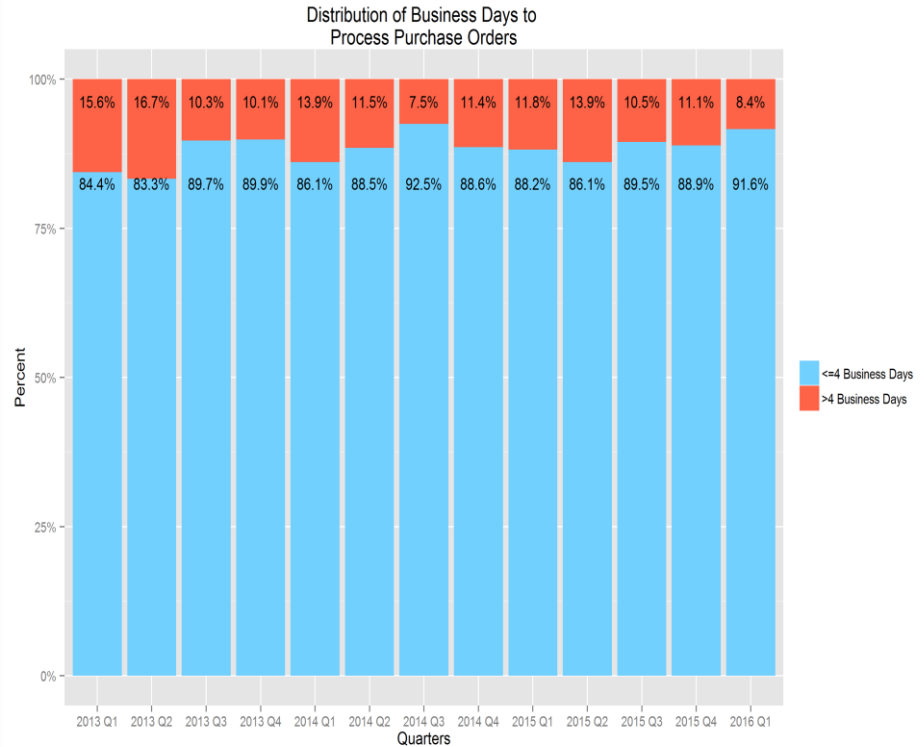

Average Business Days to Process Purchase Orders

Quarter	Value
2011 Q1	3.44
2011 Q2	4.26
2011 Q3	4.14
2011 Q4	4.57
2012 Q1	3.23
2012 Q2	3.8
2012 Q3	4.05
2012 Q4	3.68
2013 Q1	3.71
2013 Q2	4.3
2013 Q3	3.84
2013 Q4	3.6
2014 Q1	3.69
2014 Q2	3.97
2014 Q3	4.18
2014 Q4	4.15
2015 Q1	3.66
2015 Q2	4.41
2015 Q3	3.93
2015 Q4	3.85
2016 Q1	3.34

Business Days (y-axis)
Quarters (x-axis)

91% of requisitions were converted to purchase orders within 4 business days.

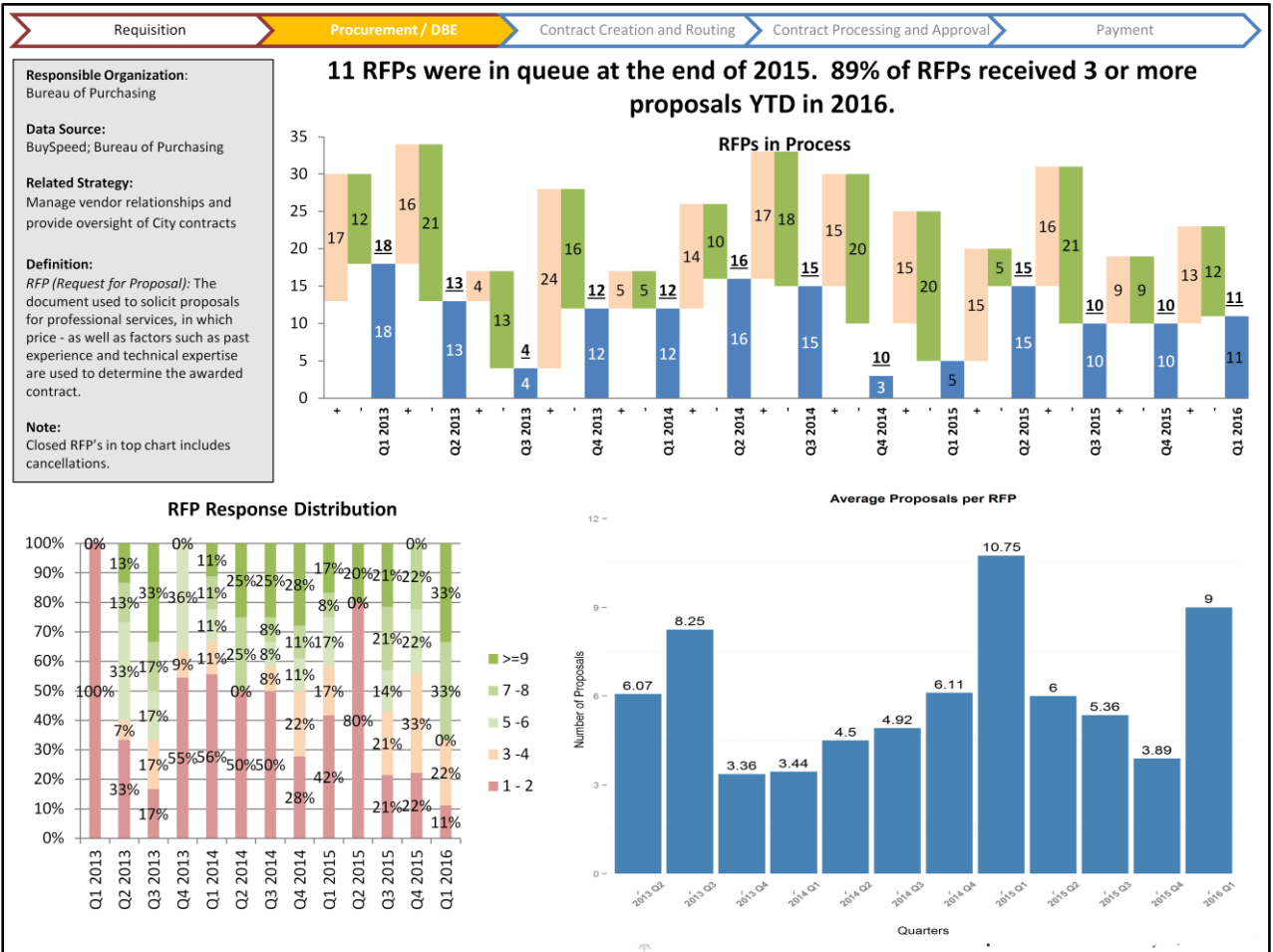**Responsible Organizations**:
Bureau of Purchasing

Data Source:
BuySpeed

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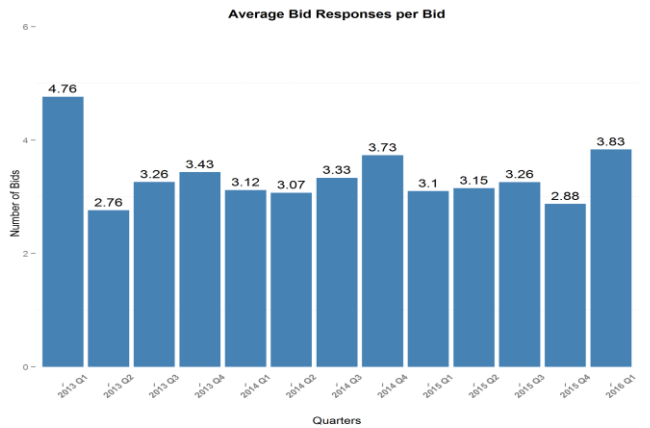### Distribution of Business Days to Process Purchase Orders

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Responsible Organization:
Bureau of Purchasing

Data Source:
BuySpeed; Bureau of Purchasing

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Definition:
RFP (Request for Proposal): The document used to solicit proposals for professional services, in which price - as well as factors such as past experience and technical expertise are used to determine the awarded contract.

Note:
Closed RFP's in top chart includes cancellations.

11 RFPs were in queue at the end of 2015. 89% of RFPs received 3 or more proposals YTD in 2016.

RFPs in Process

RFP Response Distribution

Average Proposals per RFP

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12 Bids in queue at the end of 2015. 58% of Bids received 3 or more bids in 2016.
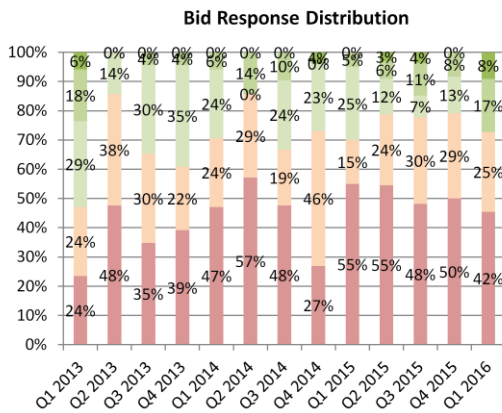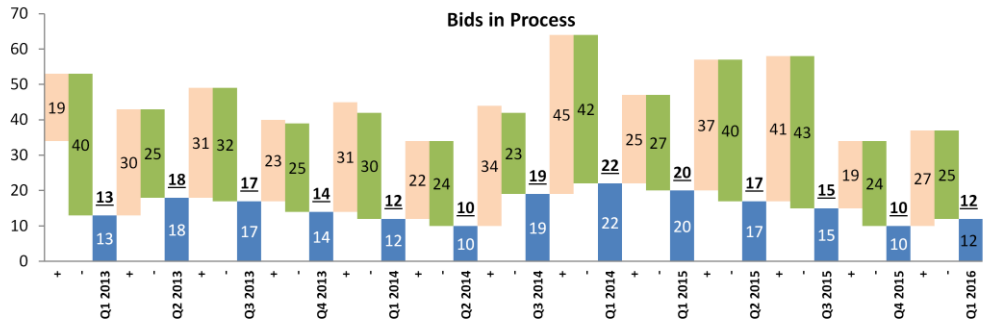
Responsible Organizations:
Bureau of Purchasing

Data Source:
BuySpeed;
Bureau of Purchasing

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
Closed bids in top chart includes cancellations.

Bids in Process

Bid Response Distribution

Average Bid Responses per Bid

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Responsible Organization:
Office of Supplier Diversity (OSD)

Data Sources:
BuySpeed;
Bureau of Purchasing;
Office of Supplier Diversity

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

Definition:
Disadvantaged Business Enterprise (DBE): A business entity that is owned and controlled by social and economically disadvantaged persons, such that the entity's ability to compete in the business world has been restricted due to industry practices and/or limited capital and/or restricted credit opportunities beyond its control.

Note:
Data excludes bids for which DBE contracting requirements have been waived; also currently excludes Aviation Board.

2016 YTD, vendors have committed 34% of bid contract value to DBE

Bids:

Percent of **bid** value awarded to DBEs
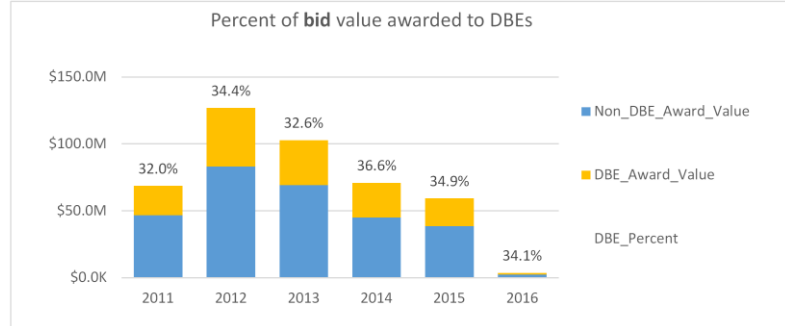
Bids				
Year	Estimated_Contract_Value	DBE_Award_Value	Non_DBE_Award_Value	DBE_Percent
2011	$ 68,621,515.00	$ 21,958,884.80	$ 46,662,630.20	32.0%
2012	$ 126,894,504.73	$ 43,697,860.66	$ 83,196,644.07	34.4%
2013	$ 102,756,809.00	$ 33,501,039.20	$ 69,255,769.80	32.6%
2014	$ 70,920,452.00	$ 25,952,636.56	$ 44,967,815.44	36.6%
2015	$ 59,728,567.70	$ 20,856,772.25	$ 38,422,795.70	34.9%
2016	$ 3,481,292.85	$ 1,186,564.12	$ 2,284,728.46	34.1%

Status of 2016 Bids

Status	# of Bids
Validated	6
Not Tracked by OSD	2
TBD	1
Waived due to high specialization	1
Waived due to no DBE's available in market	2
Grand Total	12

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Responsible Organization:
Office of Supplier Diversity;
Bureau of Purchasing

Data Sources:
BuySpeed;
Bureau of Purchasing;
Office of Supplier Diversity

Related Strategy:
Promote an environment of equal
opportunity for a diverse supplier
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Disadvantaged Business Enterprise
(DBE): A business entity that is
owned and controlled by social and
economically disadvantaged
persons, such that the entity's
ability to compete in the business
world has been restricted due to
industry practices and/or limited
capital and/or restricted credit
opportunities beyond its control.

Notes:
Data excludes proposals for which
DBE contracting requirements have
been waived; also excludes
Aviation Board, as well as any RFP
under $15K.

All 2016 RFPs completing DBE review YTD are requirement contracts, with contract values to be determined.

RFPs:

Percent of **RFP/Q** value awarded to DBEs
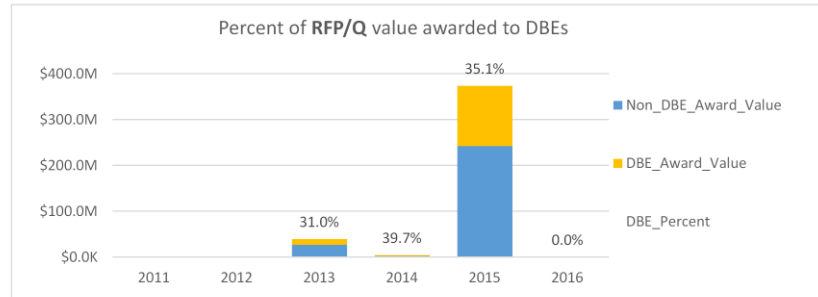
RFP/Q				
Year	Estimated_Contract_Value	DBE_Award_Value	Non_DBE_Award_Value	DBE_Percent
2011	N/A	N/A	N/A	N/A
2012	N/A	N/A	N/A	N/A
2013	$ 39,284,499.52	$ 12,188,373.75	$ 27,096,125.77	31.0%
2014	$ 4,287,611.47	$ 1,700,146.33	$ 2,587,465.14	39.7%
2015	$ 373,766,023.67	$ 131,298,756.00	$ 242,570,267.67	35.1%
2016	$ -	$ -	$ -	#DIV/0!

Status of 2016 RFPs

Status	# of RFPs
Validated	5
Not Tracked by OSD	1
TBD	3
Grand Total	9

Procurement/DBE

KPI	2015			2015		
	Actual	Target Met?		Actual	Target	Status
Average Business Days to Process Requisitions – Purchasing Bureau*	4.0	🟢		3.34	4	🟢
Percent of City Contract Value Awarded to Disadvantaged Business Enterprises	35%	🟢		34%	35%	🔺

*Historical data for business days to process purchase orders adjusted in October 2015.

Days to approve relatively high to begin 2016. No contracts in queue at end of quarter.

Responsible Organizations:
Chief Administrative Office (CAO);
Civil Service;
Finance Department;
Office of Supplier Diversity;
Bureau of Purchasing

Data Source:
Electronic Contract Management System (ECMS)

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Definition:
Contract: Agreement between two parties with legal and moral binding, usually exchanging goods or services for money or other considerations.

Note: Target adjusted in October 2015 from 4 to 5, to account for the additional time that adding a fifth approval into the process in 2014 had on overall processing times.

Average Contract Requisition Approval Time by Quarter
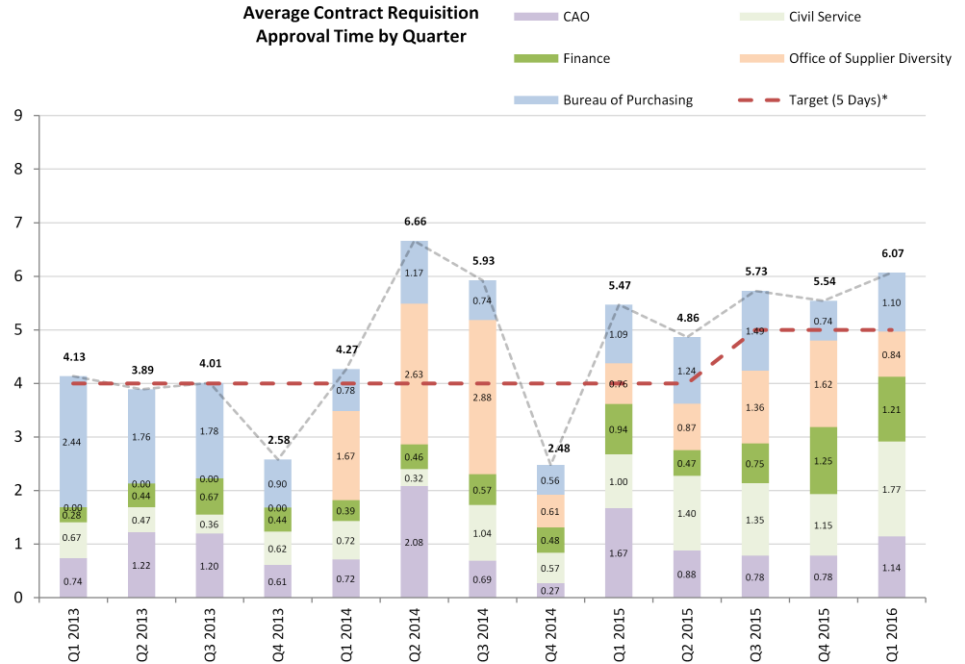
Legend: CAO | Civil Service | Finance | Office of Supplier Diversity | Bureau of Purchasing | Target (5 Days)*

Quarter	CAO	Civil Service	Finance	Office of Supplier Diversity	Bureau of Purchasing	Total
Q1 2013	0.74	0.67	0.28	0.00	2.44	4.13
Q2 2013	1.22	0.47	0.44	0.00	1.76	3.89
Q3 2013	1.20	0.36	0.67	0.00	1.78	4.01
Q4 2013	0.61	0.62	0.44	0.00	0.90	2.58
Q1 2014	0.72	0.72	0.39	1.67	0.78	4.27
Q2 2014	2.08	0.32	0.46	2.63	1.17	6.66
Q3 2014	0.69	1.04	0.57	2.88	0.74	5.93
Q4 2014	0.27	0.57	0.48	0.61	0.56	2.48
Q1 2015	1.67	1.00	0.94	0.76	1.09	5.47
Q2 2015	0.88	1.40	0.47	0.87	1.24	4.86
Q3 2015	0.78	1.35	0.75	1.49	—	5.73
Q4 2015	0.78	1.15	1.25	1.62	0.74	5.54
Q1 2016	1.14	1.77	1.21	0.84	1.10	6.07

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Responsible Organizations:
Law Department;
Chief Administrative Office*;
Department/agency requesting contract;
Executive Counsel;
Mayor's Office;
City Council*;
Property Management*;

Data Source:
Electronic Contract Management System (ECMS)

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
A small number of contracts are executed by City Council, and some are delegated by the Mayor to be signed by the CAO or by the Director of Property Management.

Closed contracts denote any contract that has been signed during the quarter.

Contract queue at 199.

Contract Processing by Quarter

Legend: Closed · Opened · In Queue

Line (In Queue) data labels:
170, 138, 97, 119, 118, 201, 146, 148, 187, 171, 150, 120, 199

X-axis: 2013 Q1, 2013 Q2, 2013 Q3, 2013 Q4, 2014 Q1, 2014 Q2, 2014 Q3, 2014 Q4, 2015 Q1, 2015 Q2, 2015 Q3, 2015 Q4, 2016 Q1

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The average age of contracts in queue steady from previous two quarters.

Responsible Organizations:
Law Department;
Chief Administrative Office*;
Department/agency requesting contract;
Executive Counsel;
Mayor's Office;
City Council*;
Property Management*;

Data Source:
Electronic Contract Management System (ECMS); Law Department

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
A contract may be executed by either the Mayor, City Council, the Chief Administrative Officer, or Property Management.

Average Age of Contracts in Queue

Quarter	Value
Q4 2011	64.0
Q2 2012	48.0
(Q2 2012)	50.0
Q4 2012	42.3
(Q4 2012)	27.9
Q2 2013	32.3
(Q2 2013)	22.5
Q4 2013	23.6
(Q4 2013)	36.8
Q2 2014	40.8
(Q2 2014)	32.5
Q4 2014	42.0
(Q4 2014)	38.4
Q2 2015	62.4
(Q2 2015)	36.9
Q4 2015	36.8
(Q4 2015)	37.5

Distribution of Contracts in Queue

Legend: ■ 0-30 Days ■ 31-60 Days ■ 61-90 Days ■ 91-120 Days ■ Over 120 Days

Locatation and Average Age of Contracts in Queue

Days in Stage

ECMS

Stage	Values
Manual	41, 0, 55.9, 5
Ordinance	43, 56.4, 82.5, 66, 54.8
Legal Review	12, 15.8, 16.4, 27, 16.7
Dp. City Att	0, 1.0, 0.0, 0, 1.4
CAO	0, 0.0, 0.0, 0.0
Send To Vendor	42, 5.0, 0.0, 5, 0.3
Awaiting Vendor	29, 40.2, 33.3, 22, 18.0
Executive Signature	31, 12.0, 19, 31.5

	Manual	Ordinance	Legal Review	Dp. City Att	CAO	Send To Vendor	Awaiting Vendor	Executive Signature
Contracts in Q =	2	31	37	9	0	5	97	2

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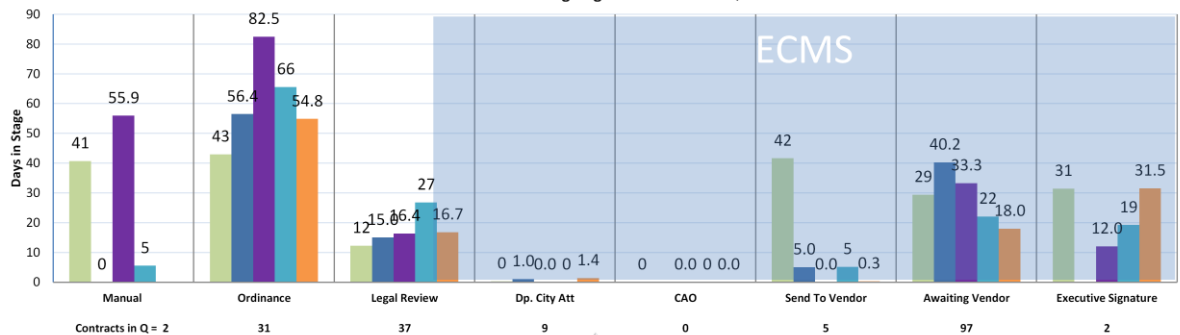
Responsible Organizations:
Law Department;
Department/agency requesting
contract

Data Source:
Electronic Contract Management
System (ECMS)

Related Strategy:
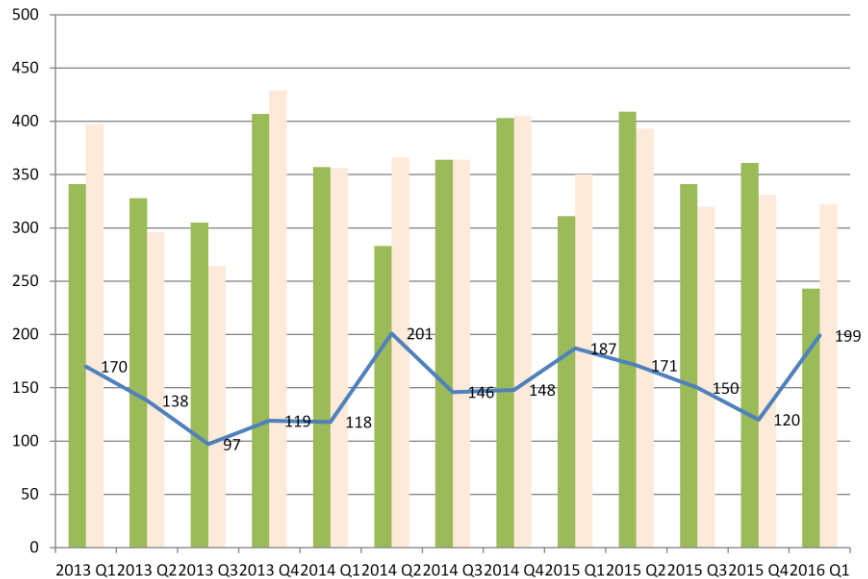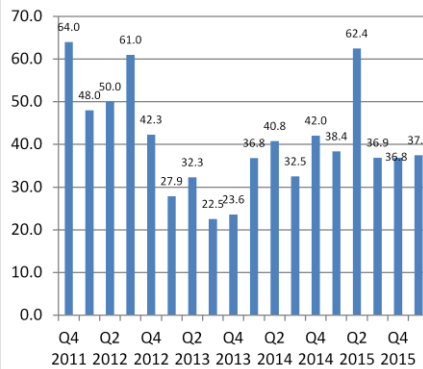Manage vendor relationships
and provide oversight of City
contracts

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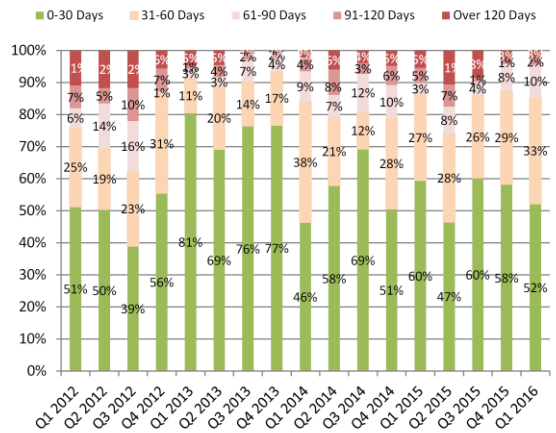each department/agency is
responsible for reaching out to
the vendor to obtain their
signature after the law
department sends the initial
notification.

There were 97 contracts awaiting vendor signature, with an average age of 18 days.

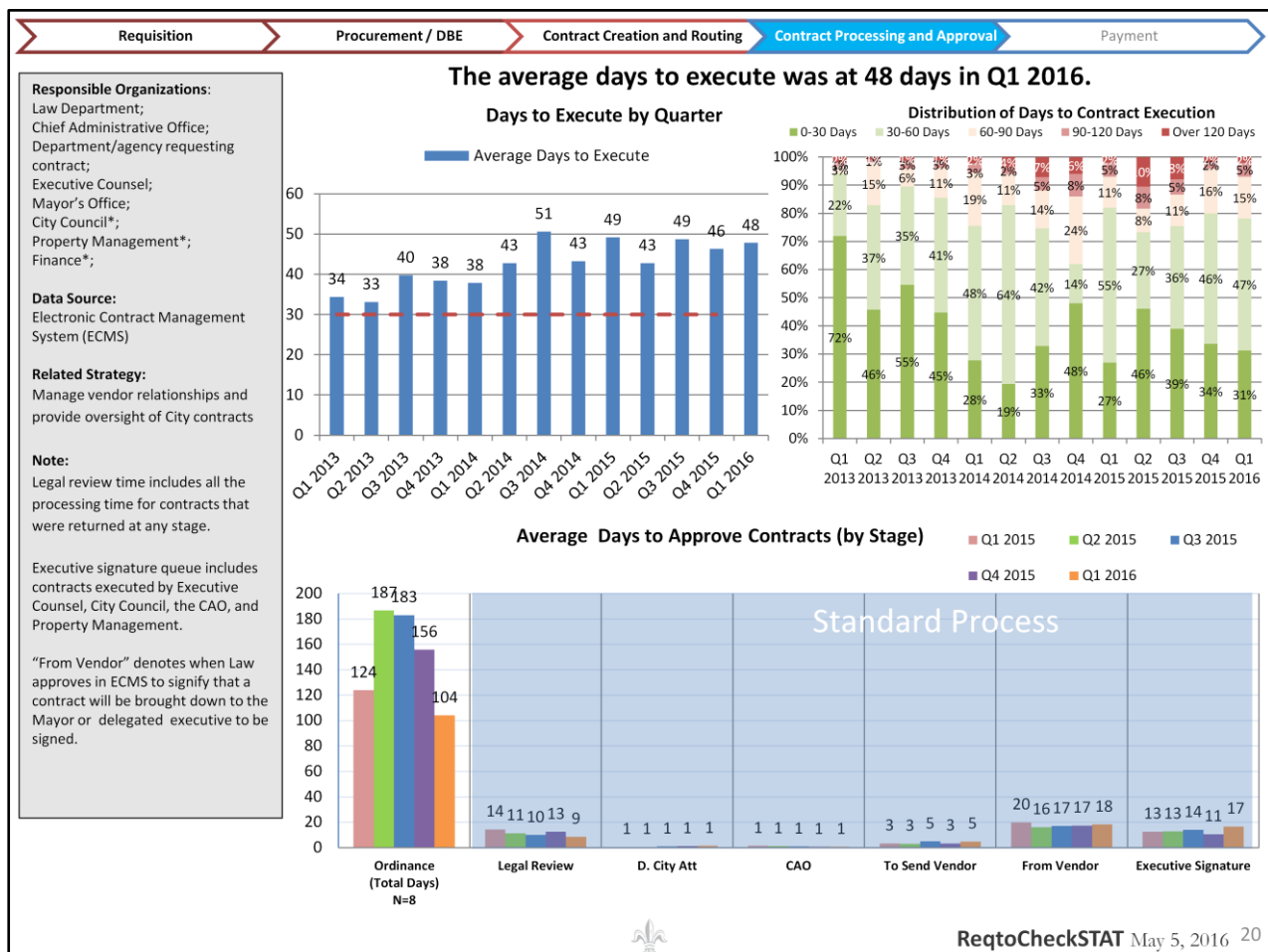| Department	Average Days Awaiting Vendor	# of Contracts
CITY PLANNING	63.6	1
SANITATION	44.3	1
FINANCE	29.4	1
AVIATION	28.1	8
City Council	27.4	3
POLICE	23.2	12
NEW ORLEANS BUILDING CORPORATION	20.6	2
CANAL STREET DEVELOPMENT CORPORATION	20.6	1
Job 1	20.6	1
PROPERTY MANAGEMENT	20.2	5
LAW	17.9	6
PUBLIC WORKS	17.2	7
CAPITAL PROJECTS	16.6	8
INFORMATION TECHNOLOGY & INNOVATION	15.0	6
OFFICE OF INSPECTOR GENERAL	14.4	2
MAYOR	13.5	6
CIVIL SERVICE	12.4	2
HEALTH	12.0	10
HOMELAND SECURITY	10.8	3
NEIGHBORHOOD STABILIZATION	9.4	1
FIRE DEPARTMENT	9.4	1
Office of Independent Police Monitor	9.0	2
ECONOMIC DEVELOPMENT	8.6	1
CAO	8.2	5
NORD	7.4	2
Grand Total	**18.0**	**97**

Requisition	Procurement / DBE	Contract Creation and Routing	Contract Processing and Approval	Payment

The average days to execute was at 48 days in Q1 2016.

Responsible Organizations:
Law Department;
Chief Administrative Office;
Department/agency requesting contract;
Executive Counsel;
Mayor's Office;
City Council*;
Property Management*;
Finance*;

Data Source:
Electronic Contract Management System (ECMS)

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
Legal review time includes all the processing time for contracts that were returned at any stage.

Executive signature queue includes contracts executed by Executive Counsel, City Council, the CAO, and Property Management.

"From Vendor" denotes when Law approves in ECMS to signify that a contract will be brought down to the Mayor or delegated executive to be signed.

Days to Execute by Quarter

Average Days to Execute

Q1 2013: 34
Q2 2013: 33
Q3 2013: 40
Q4 2013: 38
Q1 2014: 38
Q2 2014: 43
Q3 2014: 51
Q4 2014: 43
Q1 2015: 49
Q2 2015: 43
Q3 2015: 49
Q4 2015: 46
Q1 2016: 48

Distribution of Days to Contract Execution

0-30 Days | 30-60 Days | 60-90 Days | 90-120 Days | Over 120 Days

Average Days to Approve Contracts (by Stage)

Q1 2015 | Q2 2015 | Q3 2015 | Q4 2015 | Q1 2016

Ordinance (Total Days) N=8: 124, 187, 183, 156, 104
Legal Review: 14, 11, 10, 13, 9
D. City Att: 1, 1, 1, 1, 1
CAO: 1, 1, 1, 1, 1
To Send Vendor: 3, 3, 5, 3, 5
From Vendor: 20, 16, 17, 17, 18
Executive Signature: 13, 13, 14, 11, 17

Standard Process

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OPA, Law, Procurement, and Finance will continue discussions on alternate routing with time only amendments and contracts requiring a City Council Ordinance. Further, they will pursue a new method for being able to notify departments/agencies when contracts are approaching expiration date.

Contracts requiring City Council ordinances, as well as other CEA's and grants took the long to execute in Q1 2016.

Contracts Executed in Q1 2016 by Type		
Contract Type	**Average Days to Execute**	**# of Contracts**
Non-CEA Ordinance	88.7	5
CEA	57.5	54
Other Grants	50.3	40
PSA	45.0	87
Other	38.3	56
Grand Total	**48**	**242**
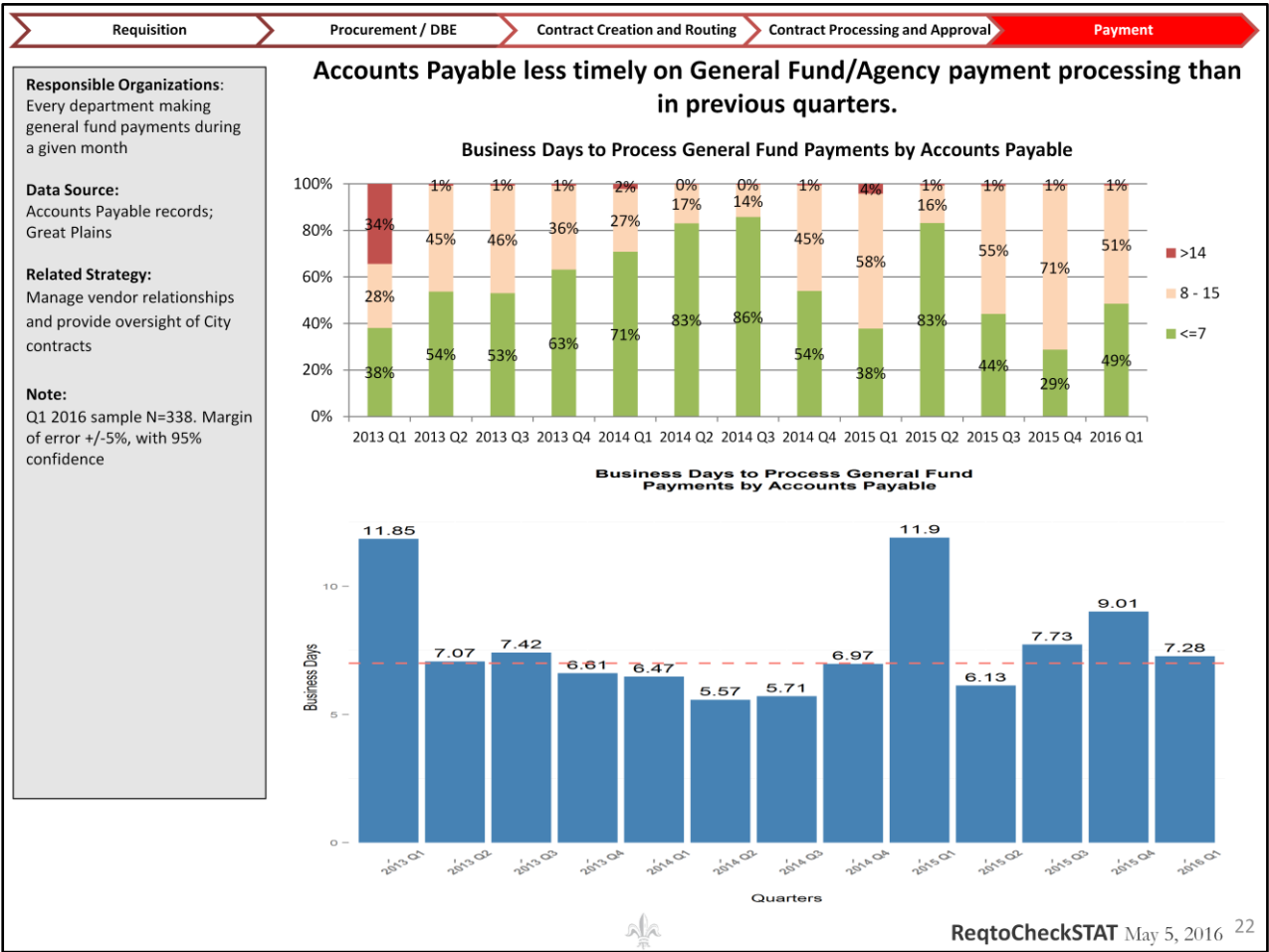
Responsible Organizations:
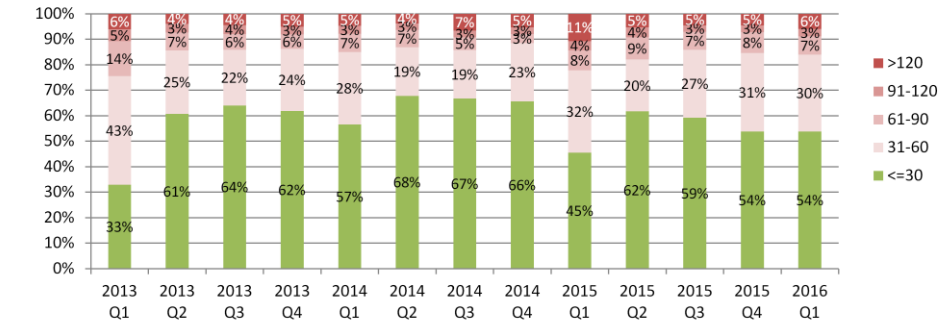Every department making general fund payments during a given month

Data Source:
Accounts Payable records; Great Plains

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
Q1 2016 sample N=338. Margin of error +/-5%, with 95% confidence

Accounts Payable less timely on General Fund/Agency payment processing than in previous quarters.

Business Days to Process General Fund Payments by Accounts Payable

Business Days to Process General Fund Payments by Accounts Payable

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Accounts Payable noted that the stamp machine used by departments to clock their invoices in for processing got stuck for several days, which lead to inaccurate date stamps as well as inaccurate data in Q1 2016. They have begun looking for a more reliable machine for capturing date stamps.

| Requisition | Procurement / DBE | Contract Creation and Routing | Contract Processing and Approval | Payment |

General Fund/Agency payment processing moderate.

Days between Vendor Request and Check General Fund/Agency Payments

Legend:
- >120
- 91-120
- 61-90
- 31-60
- <=30

Days from Invoice to Check - General Fund

Quarter	Days
2013 Q1	53.59
2013 Q2	38.47
2013 Q3	38.21
2013 Q4	40.02
2014 Q1	42.42
2014 Q2	40.85
2014 Q3	40.08
2014 Q4	43.12
2015 Q1	58.67
2015 Q2	43.63
2015 Q3	38.37
2015 Q4	42.64
2016 Q1	38.69

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Accounts Payable capital/grant processing days increased

Responsible Organizations:
Every department making capital or grant payments during a given month

Data Source:
Accounts Payable records; AFIN

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
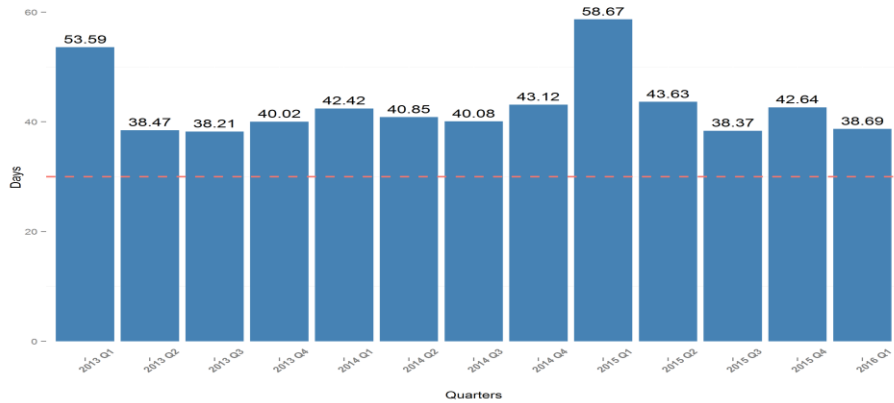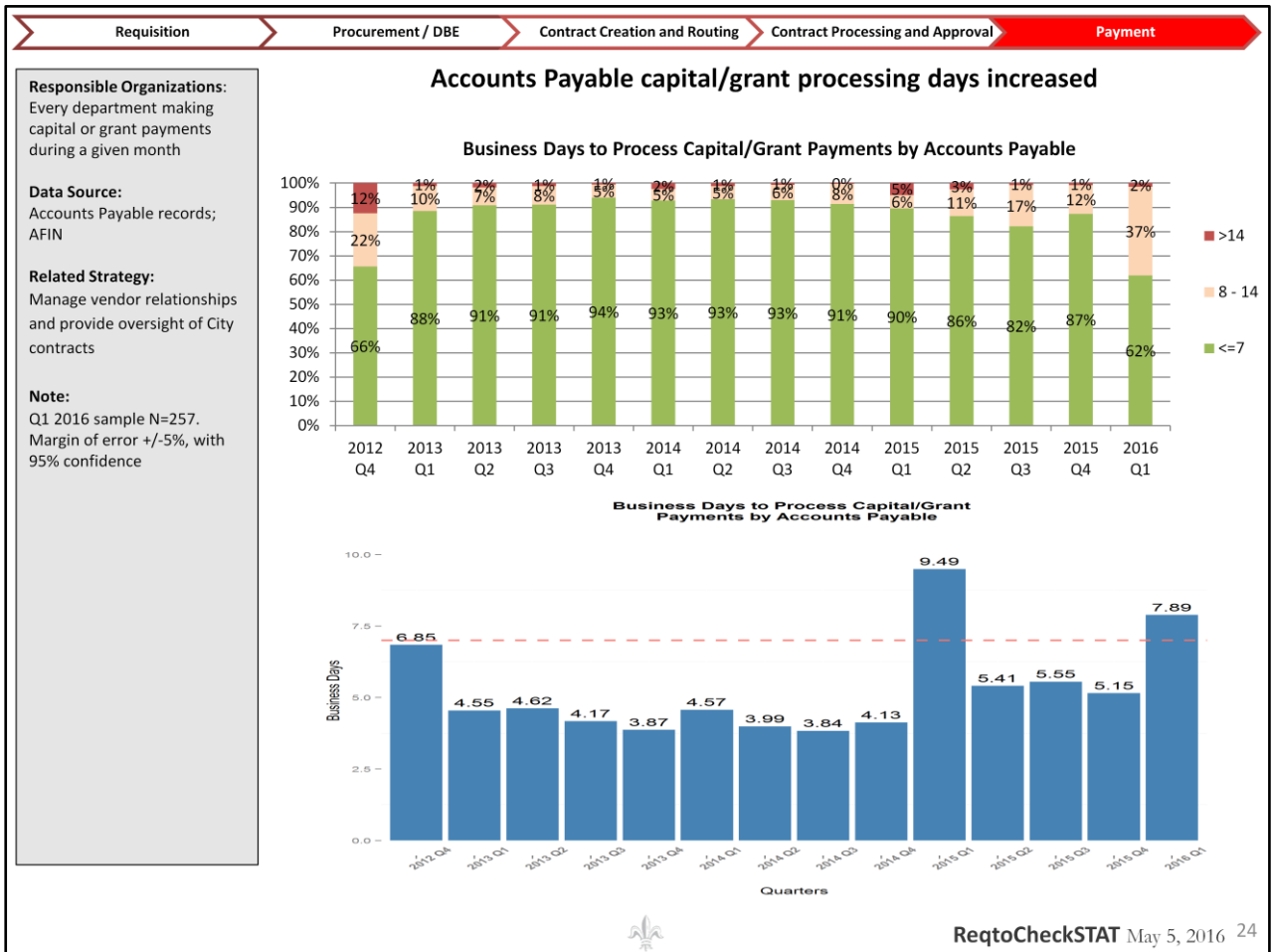Q1 2016 sample N=257. Margin of error +/-5%, with 95% confidence

Business Days to Process Capital/Grant Payments by Accounts Payable

Business Days to Process Capital/Grant Payments by Accounts Payable

Accounts Payable noted that the stamp machine used by departments to clock their invoices in for processing got stuck for several days, which lead to inaccurate date stamps as well as inaccurate data in Q1 2016. They have begun looking for a more reliable machine for capturing date stamps.

Overall timeliness on Capital/Grant payment processing on target.

Responsible Organizations:
Every department making capital or grant payments during a given month
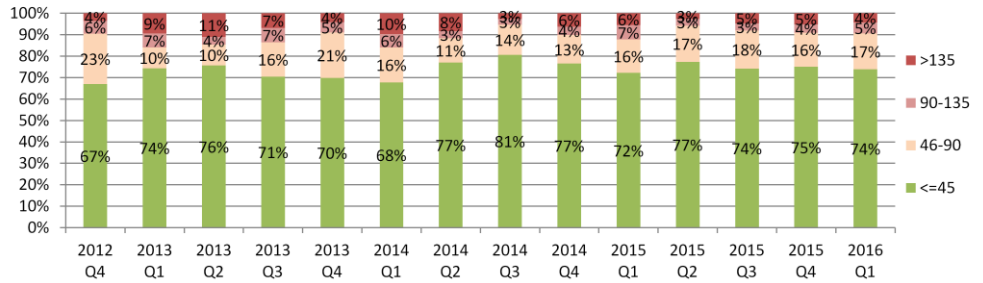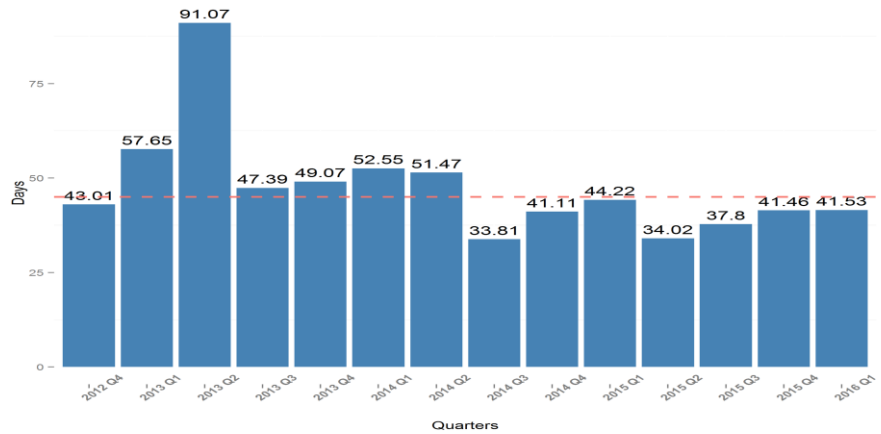
Data Source:
Accounts Payable records; AFIN

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Note:
Q1 2016 sample N=257. Margin of error +/-5%, with 95% confidence

Days from Vendor Request to Check - Capital/Grants

Legend: >135, 90-135, 46-90, <=45

Days from Vendor Request to Check - Capital/Grant

Values: 43.01, 57.65, 91.07, 47.39, 49.07, 52.55, 51.47, 33.81, 41.11, 44.22, 34.02, 37.8, 41.46, 41.53

X-axis: Quarters (2012 Q4 through 2016 Q1)

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Responsible Organizations:
Office of Community
Development

Data Source:
Office of Community
Development

Related Strategy:
Manage vendor relationships
and provide oversight of City
contracts

Definition:
"In the Pipeline" – An invoice is
considered in the pipeline when
it reaches the office of a City
agency or dept.

Note:
Pipeline not measured in Q3
2015.

Most Office of Community Development invoices in process for less than 45 days at end of quarter.

OCD Invoices in the Pipeline

<u>OCD:</u> Aging of Invoices in the Pipeline

Legend:
- Over 120
- 91-120
- 61-90
- 45 -60
- <=45

Responsible Organizations:
Capital Projects

Data Source:
Capital Projects

Related Strategy:
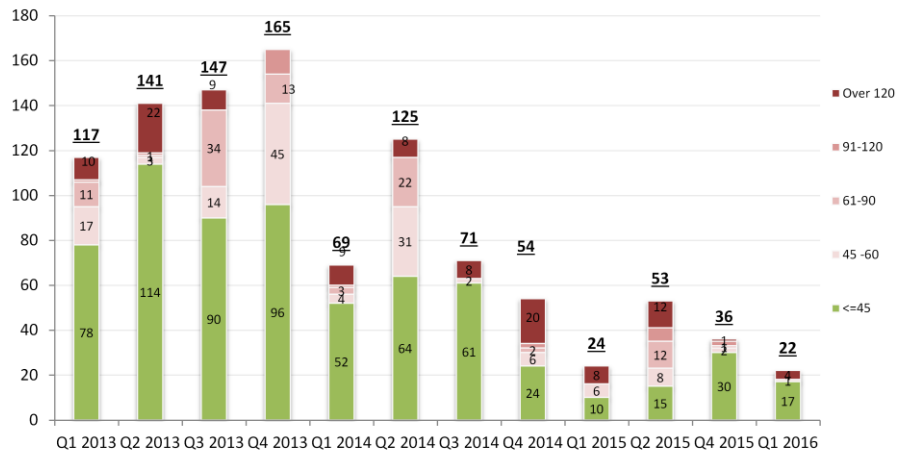Manage vendor relationships and provide oversight of City contracts

Definition:
"In the Pipeline" – An invoice is considered in the pipeline when it reaches the office of a City agency or dept.

Note:
Pipeline not measured in Q3 2015.

The majority of Capital Projects invoices were in process for less than 30 days.

Capital Projects Invoices in the Pipeline

Revolver

Capital Revolver: Aging of Invoices in the Pipeline

City

Capital City: Aging of Invoices in the Pipeline

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Responsible Organizations:
Department of Public Works

Data Source:
Department of Public Works

Related Strategy:
Manage vendor relationships and provide oversight of City contracts

Definition:
"In the Pipeline" – An invoice is considered in the pipeline when it reaches the office of a City agency or dept.
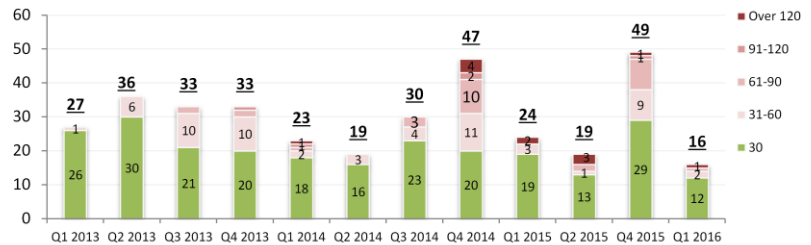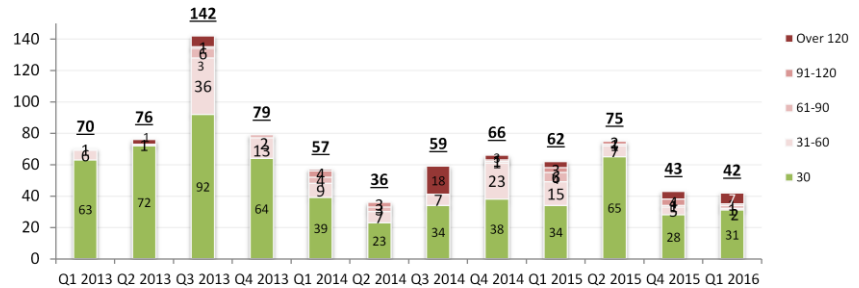
Note:
Pipeline not measured in Q3 2015.

The majority of Department of Public Works' invoices were in process for less than 30 days.

DPW Invoices in the Pipeline

Revolver

DPW Revolver: Aging of Invoices in the Pipeline
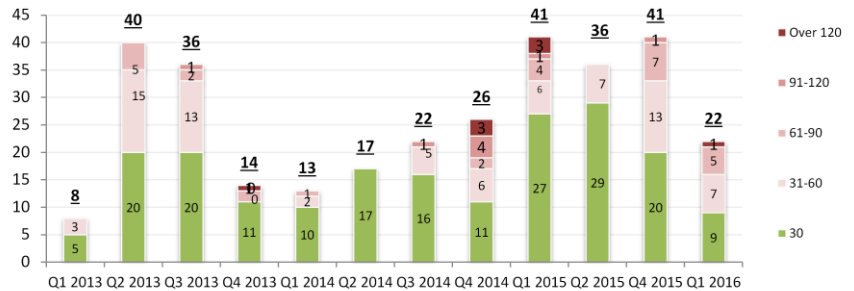
City

DPW City: Aging of Invoices in the Pipeline

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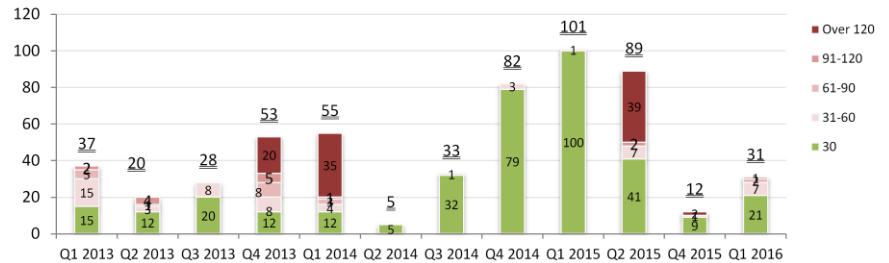
Finance and DPW will meet to discuss a process change to ensure that any changes to an invoice occur prior to review and certification by an architect.

| Requisition | Procurement | Contract Creation and Routing | Contract Processing and Approval | Payment |

The Check: Accounts Payable

	2015			2016		
KPI	Actual	Target Met?		Actual	Target	Status
Percent of General Fund payments processed within 7 business days of being received by Accounts Payable	75%	🟢		49%	70%	🔴
Percent of Capital/Grant Fund payments processed within 7 business days of being received by Accounts Payable	94%	🟢		62%	90%	🔴

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

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