CITY OF NEW ORLEANS

ReqtoCheckSTAT

Reporting Period: July 31st, 2013

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 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?

This 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	2013 Actual YTD
Average number of days to approve requisitions for the purchase of goods or services by the budget office.	2	2.1
Percentage of bids/rfps with 3 or more proposals	70%	63%
Percent of contracts drafted and reviewed by the Law Department and signed by the City Attorney in 30 days or less	80%	93%
Percent of invoices paid within 30 days for bonds, 45 days for revolver funds, and 60 days for DCDBG funds by Capital Projects	80%	87%
Percent of Capital/Grants Fund invoices processed within 7 business days of being received by Accounts Payable	90%	89%
Percent of General Fund invoices processed within 7 business days of being received by Accounts Payable	70%	56%

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.
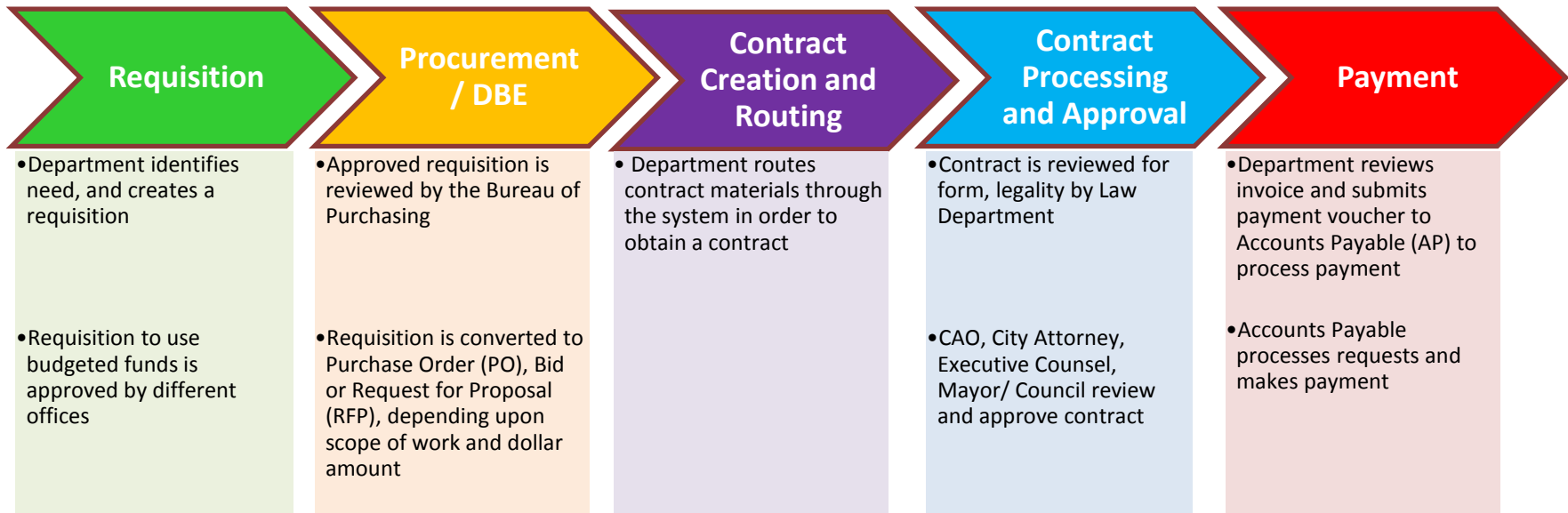
Objective: Promote business growth and job creation	**Strategy:** Promote an environment of equal opportunity for a diverse supplier pool

Key Outcome Measure: Job growth (metro)

Key Performance Indicators	2013 Target	2013 Actual
Percent of city contract value awarded to Disadvantaged Business Enterprises (Supplier Diversity)	35%	31%

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 32

Procurement and Contracting Related IT Systems : Systems Availability

(Days of Severity 1 Outages)

System	January		February		March		April		May		June		July	
	Server	Application	Server	Application	Server	Application	Server	Application	Server	Application	Server	Application	Server	Applicati
BuySpeed ** &*** **GF and Agency** **(Procurement/Bids/Payments)**	0	8	0	0	0	0	0	0	0	0	0	0	0	0
ECMS * **Contract Routing**	0	8	0	0	0	0	0	0	0	0	0	0	0	0
AFIN **Capital and Grants** **(Procurement/Payments)**	0	0	0	0	0	0	0	0	0	0	0.25	0.25	0	0
Great Plains **GF and Agency** **(Payments)**	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: Severity 1 outages refers to complete loss of a core organizational or business tool/infrastructure that does not allow work to reasonably continue

Action Items *

Responsible	Area	Action Item	Status	Detailed Status
Allen Square	ITI	Update regarding check information that is currently not being exchanged between BuySpeed and Great Plains.	**Completed**	Problem previously resolved, but recurred in late July. When ITI repaired the service that performs the check information exchange between BuySpeed and Great Plains earlier this year, ITI did not reset it as a service that automatically starts. As a result, when the server was most recently restarted, the service did not restart along with it. ITI simply restarted the service and set it to automatically start in the future.

Requisition Approval

- Requisition Approved and Processed per Period

- Requisition Approval Queue by Approval Level

- Approval Time of Requisitions

Action Items *

Open Items				
Responsible	**Area**	**Action Item**	**Status**	**Detailed Status**
Andrew Kopplin and Brian Firstley	Requisitions	Initialize review of services provided by the Budget Office to introduce service level agreements (SLAs) a. Type of services provided b. Expected time to complete or follow up with departments	**In Process**	SLAs objectives still outstanding. Meeting to be scheduled by the CAO.
Brain Firstley and James Husserl	Requisitions	Draft process / protocol to add org codes / users to systems (Brian + Task Force) a. What do departments need? b. Who do they need to reach out? c. What are the steps?	**In Process**	Draft is ready to be reviewed by the CAO

Approval Queue at 54 Requisitions as of End of July
Requisition Approval Queue General Fund
for Period Ending 7.31.2013

2012 **2013**

Month	Values
Jan-12	1051 / 1182 / 344
Feb-12	1087 / 1258 / 213 / 42
Mar-12	943 / 919 / 66
Apr-12	976 / 979 / 63
May-12	933 / 939 / 57
Jun-12	905 / 822 / 140
Jul-12	719 / 759 / 100
Aug-12	822 / 776 / 146
Sep-12	1058 / 1,138 / 66
Oct-12	898 / 826 / 138
Nov-12	905 / 988 / 55
Dec-12	967 / 801 / 221
Jan-13	1026 / 1121 / 126
Feb-13	890 / 957 / 57
Mar-13	1099 / 1072 / 84
Apr-13	955 / 957 / 82
May-13	868 / 911 / 39
Jun-13	1095 / 1080 / 54
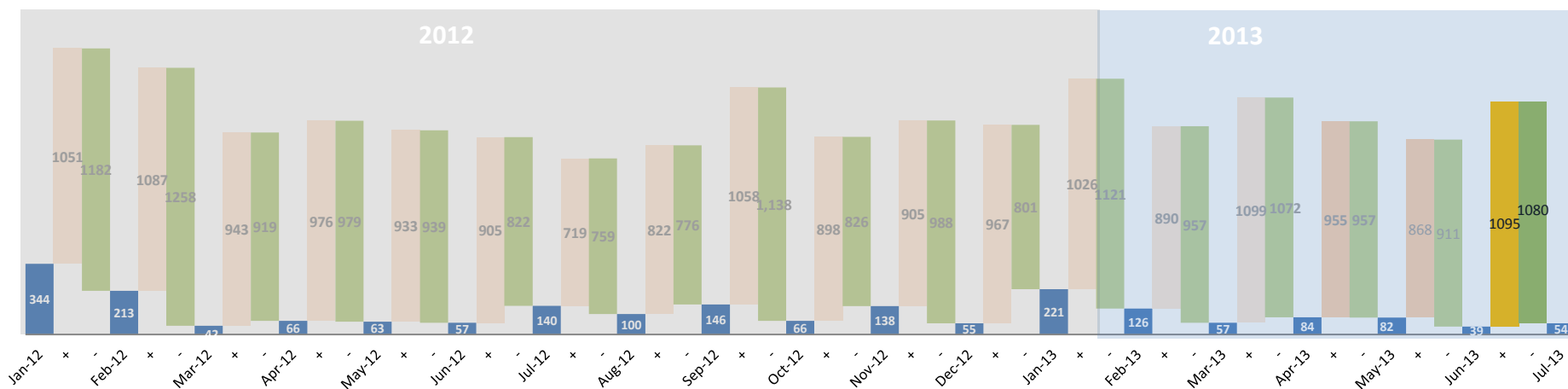
Age of Requisitions in Q Finance Office – 0 in Queue

Over 10 Days
6-10 Days
3- 5 Days
2 Days or Less

(0, 10, 20, 30, 40, 50)
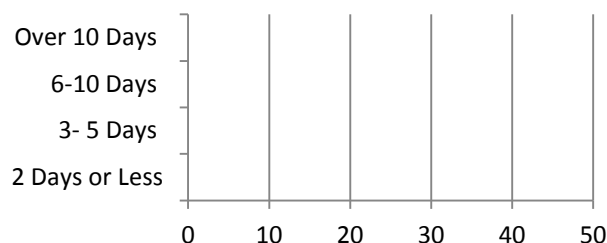
Age of Requisitions in Q Budget Office - 20 in Queue

Over 10 Days
6-10 Days
3- 5 Days
2 Days or Less — 20

(0, 5, 10, 15, 20, 25)
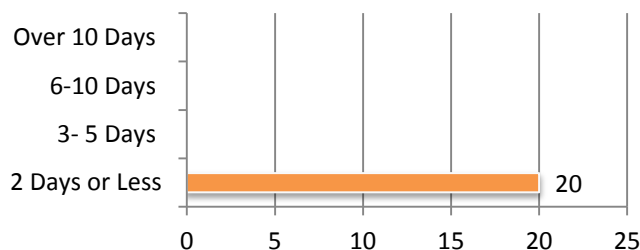
Requisitions in Q to be Approved

Legend: Finance, Budget, Department

Month	Total	Finance	Budget	Department
Jan-12	344		214	130
Feb-12	213	33	132	48
Mar-12	133	42	40	51
Apr-12	66		19	47
May-12	63		34	29
Jun-12	57	6	17	34
Jul-12	140		88	52
Aug-12	100		83	17
Sep-12	146	76	32	38
Oct-12	66		24	42
Nov-12	138		81	57
Dec-12	55		6	49
Jan-13	221	103	44	74
Feb-13	126	1	85	40
Mar-13	57	23 / 6		28
Apr-13	84	22	24	38
May-13	82	22	17	43
Jun-13	39	11		28
Jul-13	54		20	34

Source : City of New Orleans Procurement System 8.1.2013

Number of Days to Approve Requisitions on Target

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

Finance (1 Working Day Target)   Budget (2 Working Day Target)   3 Working Day Target

Period	Budget	Finance	Total
2011 Total			2.6
Jan-12	2.1	1.0	3.1
Feb-12	2.5	0.6	3.0
Mar-12	1.9	0.6	2.5
Apr-12	0.6	0.6	1.2
May-12	0.6	0.4	1.0
Jun-12	0.5	0.9	1.3
Jul-12	0.7	0.4	1.1
Aug-12	1.3	0.7	2.0
Sep-12	1.8	0.5	2.3
Oct-12	1.4	1.7	3.1
Nov-12	1.4	0.8	2.2
Dec-12	1.6	1.2	2.8
2012 Total		0.0	2.2
Jan-13	2.4	3.0	5.4
Feb-13	1.4	1.6	3.0
Mar-13	1.2	0.6	1.8
Apr-13	0.5	0.6	1.1
May-13	0.8	0.4	1.2
Jun-13	0.8	0.4	1.2
Jul-13	1.1	0.7	1.8

Requisition Approval Distribution

Budget Approval									
Days to Approve	2011(*)	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
2 or less	71%	81%	64%	75%	82%	94%	86%	86%	84%
3 Days	5%	6%	7%	10%	5%	3%	6%	4%	5%
4-5 Days	8%	7%	9%	10%	7%	2%	7%	7%	6%
6-10 Days	10%	5%	17%	3%	5%	1%	1%	2%	3%
11-15 Days	4%	1%	3%	1%	1%				1%
Over 15 Days	2%			1%					

Finance Approval									
Days to Approve	2011(*)	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
2 or less	98%	90%	66%	83%	89%	85%	94%	94%	81%
3 Days	1%	5%	9%	3%	3%	9%	3%	2%	7%
4-5 Days	1%	3%	2%	7%	7%	5%	3%	4%	11%
6-10 Days		2%	13%	1%	1%	1%			2%
11-15 Days			10%	3%					
Over 15 Days				3%					

* 2011 information only available since May, 2011

Source : City of New Orleans Procurement System 8.1.2013

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 Information

Action Items *

Responsible	Area	Action Item	Status	Detailed Status
Arkebia Matthews; Vic Spencer	PO/BID/RFP/DBE	It seems the current 3 day target to provide feedback by the Office of Supplier Diversity is too ambitious. DBE and OPA will go over the current target and evaluate if adjustments are needed.	Completed	OPA and DBE had meeting to discuss targets. Bids target will be kept at 3 days, while RFPs target will be raised to 10 days.
Mary Kay Kleinpeter	PO/BID/RFP/DBE	Share the report provided by the procurement consultants with the ReqtoCheck group. Schedule an external meeting with Andy to review the recommendations.	Open	Report was shared with RqtoCheck group. Waiting to schedule follow up meeting.

The number of requisitions left in queue with the Bureau of Purchasing up to 238

Bureau of Purchasing Requisition Processing General Fund
for Period Ending 7.31.2013

2012

1,182 1,083 | 1,258 1,332 | 919 911 | 979 972 | 939 916 | 822 895 | 759 731 | 776 793 | 1,138 1,042 | 826 903 | 988 941

108 | 207 | 133 | 141 | 148 | 171 | 98 | 126 | 109 | 205 | 128 | 175

2013

801 668 | 1,121 1,210 | 959 970 | 1,072 1,097 | 961 945 | 911 945 | 1,080 1,007

308 | 219 | 208 | 183 | 199 | 165 | 238

Jan-12 Feb-12 Mar-12 Apr-12 May-12 Jun-12 Jul-12 Aug-12 Sep-12 Oct-12 Nov-12 Dec-12 Jan-13 Feb-13 Mar-13 Apr-13 May-13 Jun-13 Jul-13
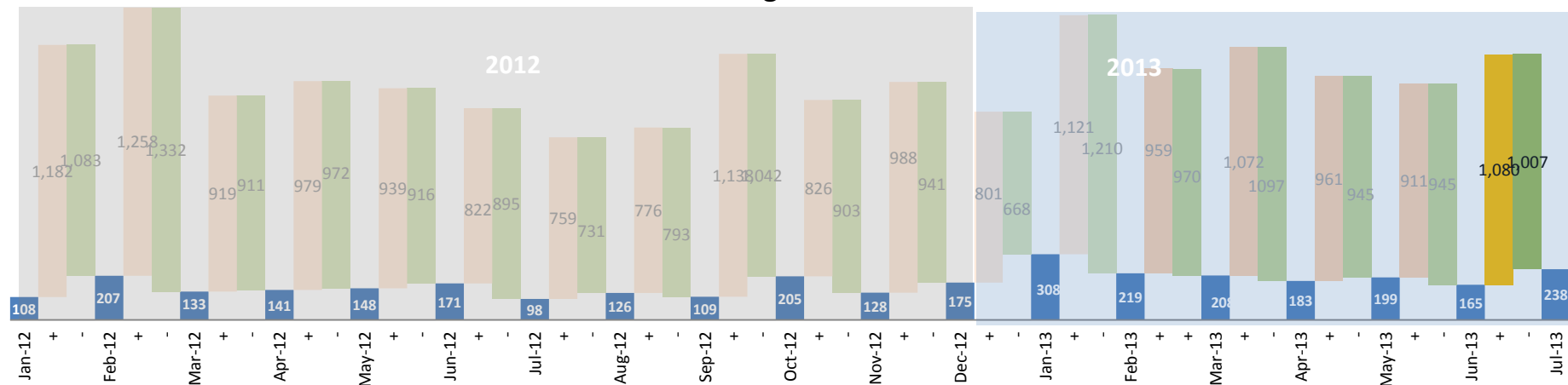
Buyer Processing Requisitions	
Status of Reqs Awaiting Buyer Processing	
Status	**Count**
Completed 7.31.13	93
Need Contract	62
Processing Procurement	56
Waiting for Support	27
Cancelled	0
Grand Total	**238**

Waiting for Support	
Status	**Count**
EMD	7
Capital Projects	5
NORDC	5
Police	4
Mosquito Control	3
Homeland Security	2
Public Works	1
Grand Total	**27**

The Bureau of Purchasing Processed 79% of Requisitions
in Four Days or Less

	Total 2011	Total 2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
9 Days and Over	8.3%	5.1%	16.3%	7.8%	5.8%	7.7%	7.1%	6.8%	8.5%
5 - 8 Days	7.1%	5.8%	6.6%	6.3%	7.7%	7.9%	9.4%	6.9%	12.5%
0 -4 Days	84.5%	89.1%	77.1%	85.9%	86.6%	84.4%	83.4%	86.3%	78.9%

10

Source : Bureau of Purchasing 8.19.2013
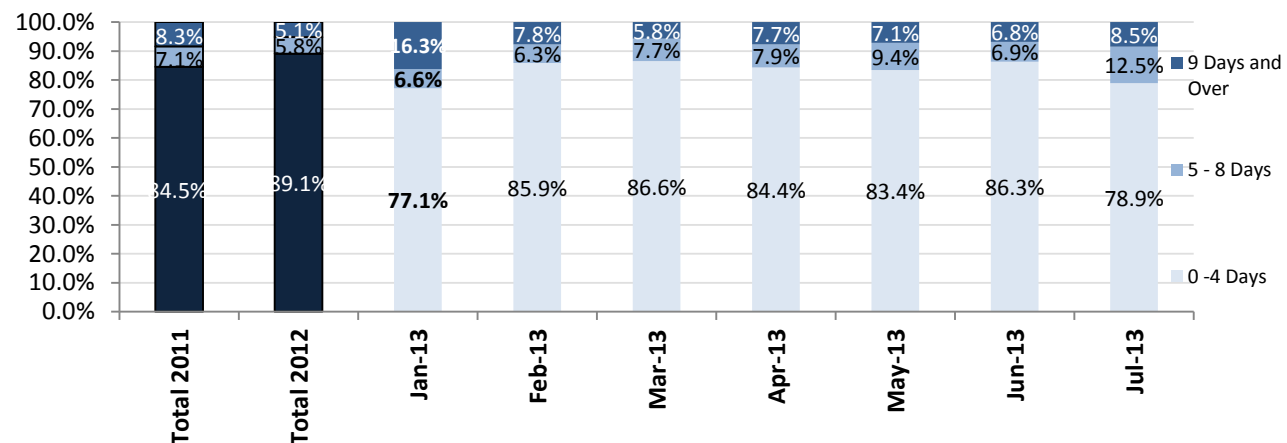
The Number of RFPS in Process at 10 as of 7.31.2013
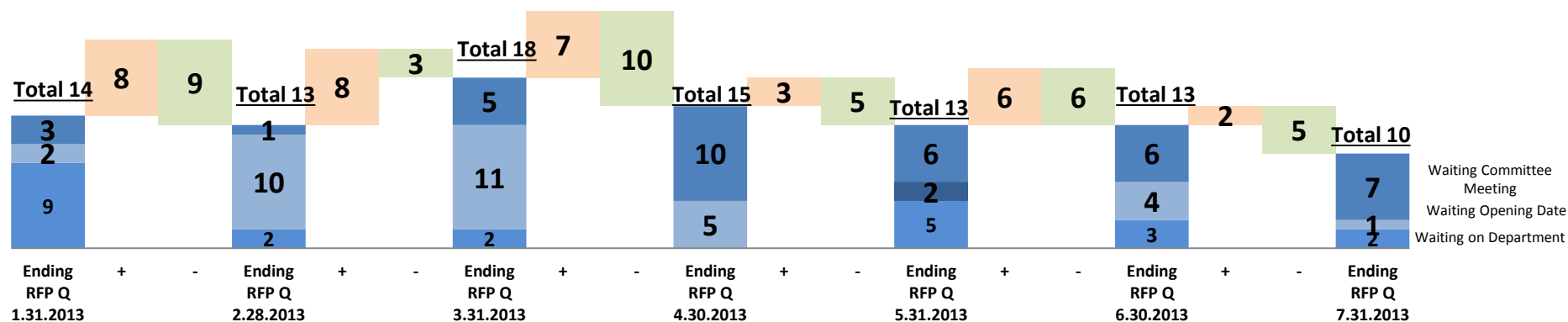
* Includes closed and cancelled RFPs

Number of Proposals Received for RFPs Completed YTD 2013 (as of 7.31.2013)

	2012 38	Jan-13 0	Feb-13 YTD 9	Mar-13 YTD 10	April-13 YTD 17	May-13 YTD 21	June-13 YTD 25	July-13 YTD 30
10 and Above	13.2%		11.1%	10.0%	11.8%	9.5%	8.0%	13.3%
3 to 9	63.2%		55.6%	60.0%	58.8%	61.9%	60.0%	53.3%
2 and below	23.7%		33.3%	30.0%	29.4%	28.6%	32.0%	33.3%
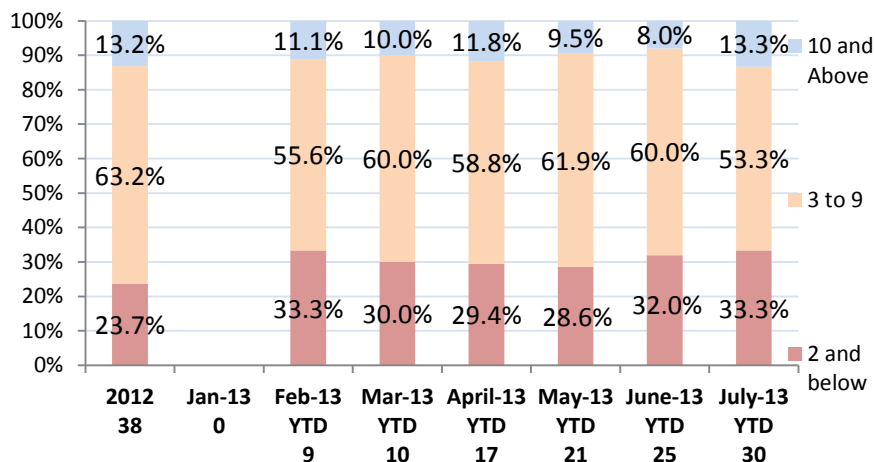
7.31.2013	
Awaiting Committee Meeting	
Department	**Brief Description**
NOBC	Redevelopment of World Trade Center Site
Supplier Diversity	Technical Assistance and Capacity Building Consulting Services
Treasury	Ad Valorem Tax Sale and Related Legal Services
NOPD	NOPD Body-Worn Cameras (BWCs)
Aviation	Airport Cargo Roads Rehabilitation Design Services
CAO HOSPITALIZATION	STOP LOSS INSURANCE

11

Source : Bureau of Purchasing 8.15.2013

The Number of Bids in Process at 19 as of 7.31.2013

Total 24: 3, 15, In Progress 17, Waiting Opening Date 7

Total 12: 10, 9, In Progress 3, Waiting Opening Date 9

Total 13: 9, 9, In Progress 4, Waiting Opening Date 9

Total 13: 8, 10, In Progress 5, Waiting on Department 1, Waiting Opening Date 7

Total 11: 13, 6, In Progress 3, Waiting on Department 1, Waiting Opening Date 7

Total 18: 11, 10, In Progress 6, Waiting on Department 2, Waiting Opening Date 10

Total 19: In Progress 3, Waiting on Department 3, Waiting Opening Date 13

Ending BID Q 1.31.2013 + − Ending BID Q 2.28.2013 + − Ending BID Q 3.31.2013 + − Ending BID Q 4.30.2013 + − Ending BID Q 5.31.2013 + − Ending BID Q 6.30.2013 + − Ending BID Q 7.31.2013

* Includes closed and cancelled Bids

Number of Proposals Received for Bids Completed YTD 2013 (as of 7.31.2013)

Legend: 10 and Above, 3 to 9, 2 and below

	2012 Total 66	Jan-13 12	Feb-13 YTD 22	Mar-13 YTD 28	Apr-13 YTD 36	May-13 YTD 44	Jun-13 YTD 49	Jul-13 YTD 58
10 and Above	5%		5%	4%	3%	2%	2%	2%
3 to 9	74%	58%	45%	57%	53%	52%	57%	59%
2 and below	21%	42%	50%	39%	44%	45%	41%	40%
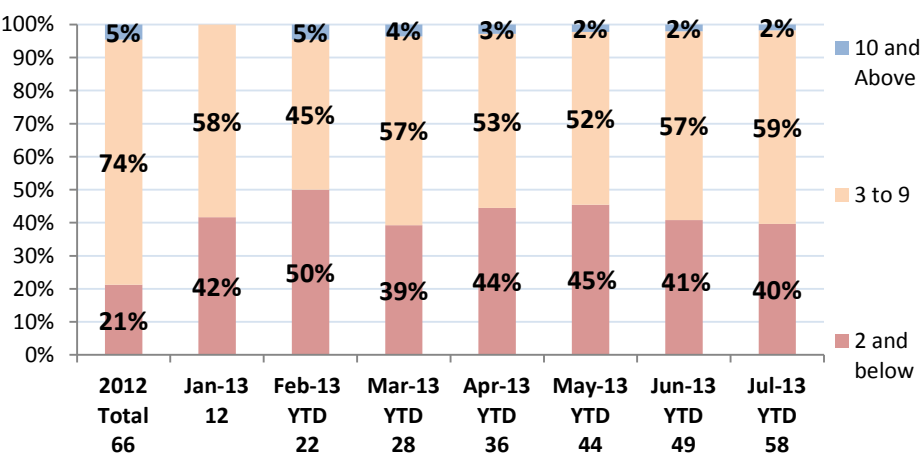
7.31.2013	
Needing Action from Departments	
Department	**Brief Description**
NORDC	NORDC Vending Machine Services
Sanitation	DISASTER STREET- CLEARING & DEBRIS COLLECTION REMOVAL, PROCESSING AND DISPOSAL ZONE 2
Sanitation	DISASTER ST. CLEARING & DEBRIS COLLECTION REMOVAL, PROCESSING, AND DISPOSAL ZONE 3

Source : Bureau of Purchasing 8.15.2013

DBE: YTD Percentage of DBE Committed Award Value (Goal 35%)

Data excludes bids for which DBE contracting requirements have been waived

Bids:

Total 2011 Bids $68.6M

$21.9 M
32%

$46.7 M

Total 2012

$43.7 M
34%

$83.2 M

YTD 2013 $50.3M

$14.0 M
28 %
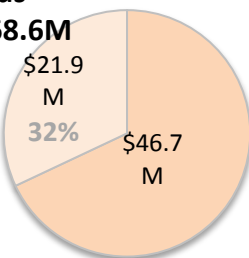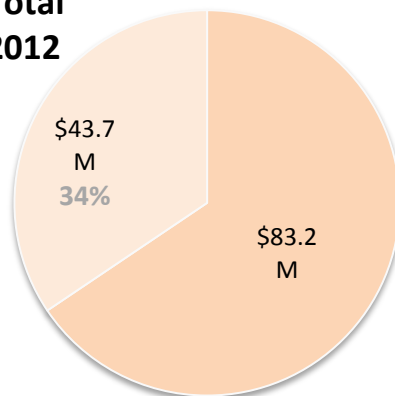
$36.3 M

RFP's:

YTD 2013 $17.9M

6.85K
38 %
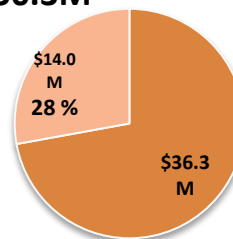
$11.1M
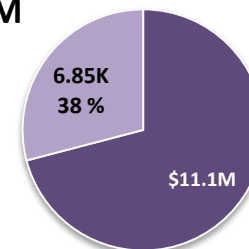
Time to Process BID DBE Validation by the Office of Supplier Diversity Requests Completed (Working Days)

	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
	Avg. 9 Days	Avg. 11 Days	Avg. 15 Days	Avg. 7 Days	Avg. 4 Days	Avg. 5 days	Avg. 3 days	Avg. 2 days
Over 10 Days	23%			17%	17%			
4-10 Days	28%	70%	67%	67%	17%		60%	
0-3 Days "Target"	49%	30%	33%	17%	67%	100%	40%	100%
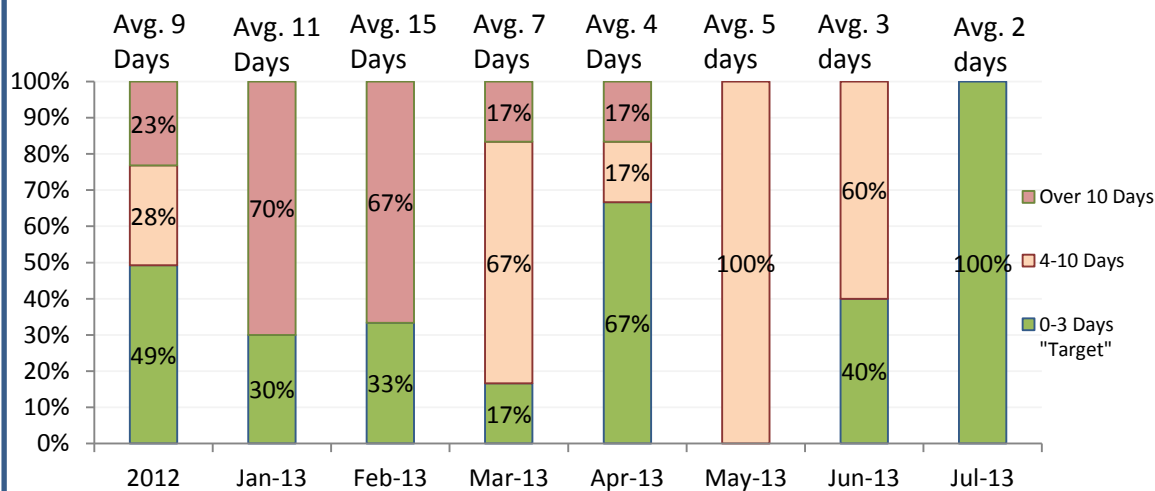
- RFP validation information was not provided to the OSD for review in January 2013. One waiver, no validations completed in July 2013.
- Note: RFP validation target raised to 10 days in July 2013

Source : Office of Supplier Diversity 8.29.2013

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)

Legend:
- CAO (1 day target)
- Civil Service (1 day target)
- Finance (1 day target)
- Bureau of Purchasing (1 day target)
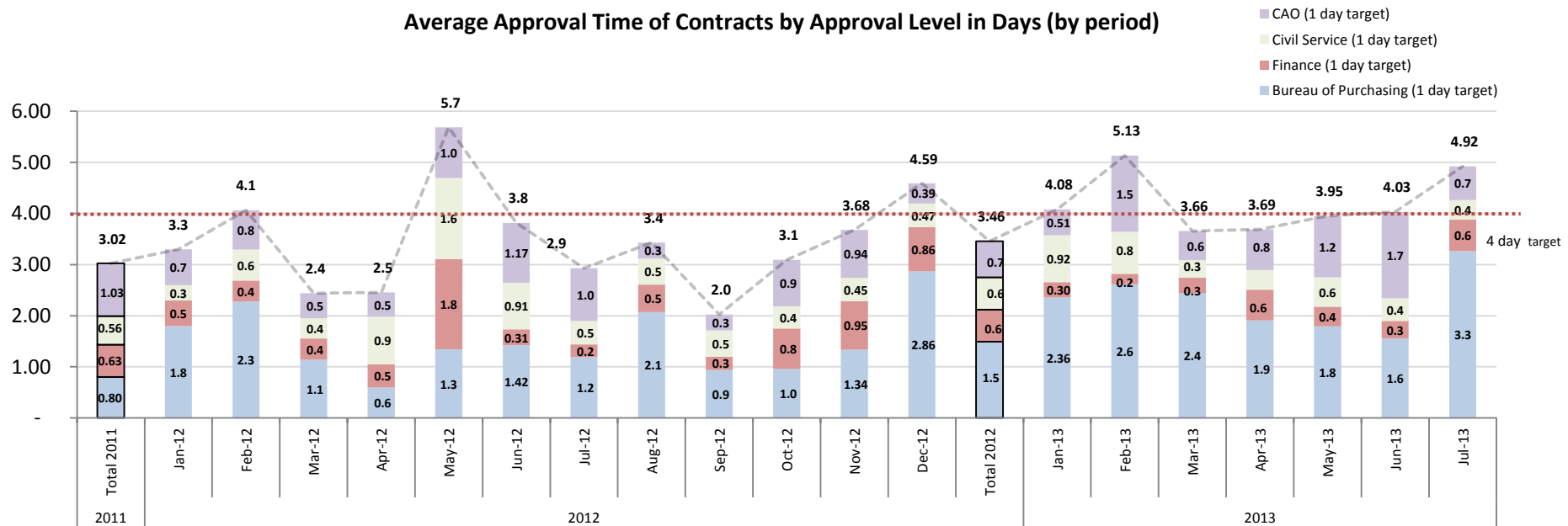
1 Contract Request in Q as of 7.31.2013

Civil Service: **1, 6.7 days**

* 2011 information only available since May, 2011

Source : ECMS 8.1.2013

15
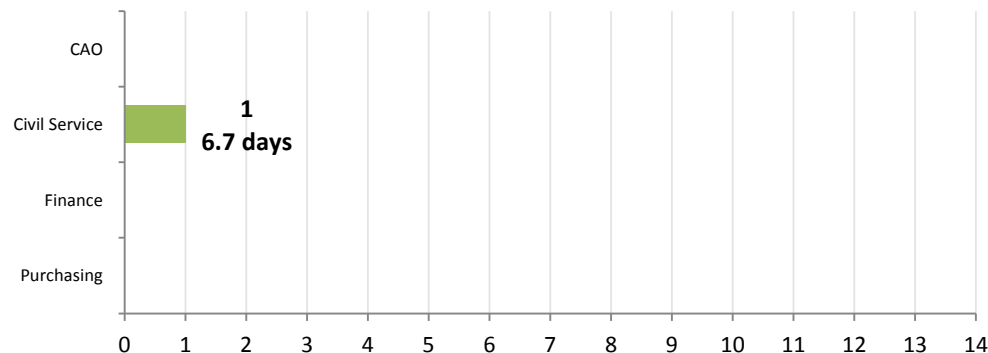
Contract Approval Process

- Contract Processing and Approval

Action Items *

Responsible	Area	Action Item	Status	Detailed Status
Rebecca Dietz	Contracts	Risk management form update. a. What is the process ?	**In Process**	Risk management provided risk form and draft of insurance requirements to be included in bids and rfps. Insurance wording is currently being reviewed by Law. Search for new Risk Manager currently proceeding.
Mary Kay Kleinpeter	Contracts	Identify group of contracts that can use a PO or an expedite contract routing process (for a predetermined group of contracts).	**In Process**	A group of contracts has been identified. The ReqtoCheck task force is assessing the technical needs and the capabilities of the current system to potentially add an alternative routing process for a predetermined set of contracts
Rebecca Dietz	Contracts	Legal opinion on 8R and conversation with the City Council.	**In Process**	Executive Counsel feedback needed.
Julien Meyer and Vic Spencer	Contracts	OPA and the Law Department were asked to reach out directly to those departments that have contracts in the vendor signature stage for over 30 days.	**Ongoing**	Ongoing

Contracts: All Contracts Processed, Received and in Queue January 2012 – May 2013
(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 in July

Legend: In Queue, Received, Closed

Source : Law Department and ECMS System 8.1.2013

17
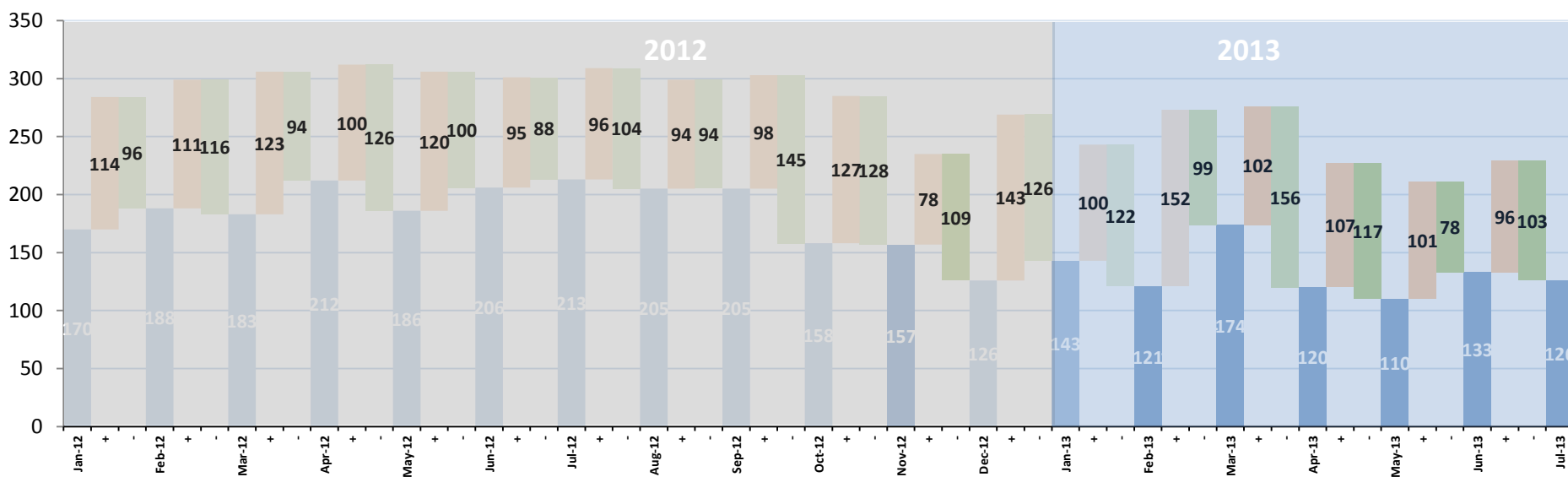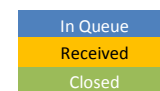
Contracts : All Contracts in Process by Period
(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

The Average Age of Contracts Awaiting Processing at 27 Days

Chart legend:
- Over 120 Days
- 91 - 120 Days
- 61 - 90 Days
- 31- 60 Days
- 0 - 30 Days

2012 / 2013 monthly totals:

Month	Total	Average Days
Jan	170	53
Feb	188	46
Mar	183	48
Apr	212	43
May	186	51
Jun	206	50
Jul	213	58
Aug	205	64
Sep	205	61
Oct	158	59
Nov	157	45
Dec	126	42
Jan (2013)	143	36
Feb	121	35
Mar	174	28
Apr	120	34
May	110	30
Jun	133	32
Jul	126	27
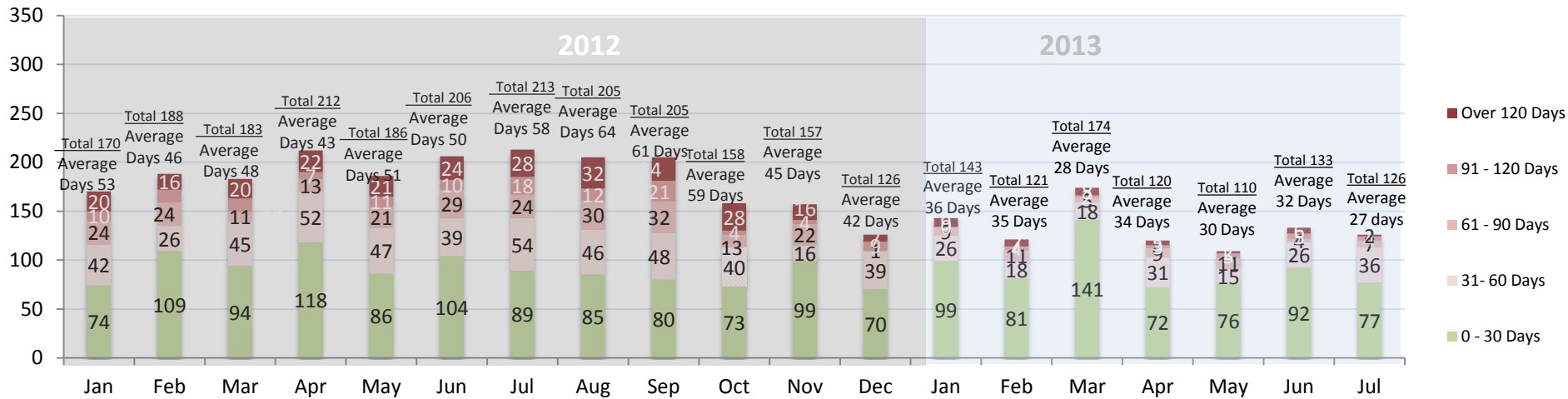
Location and Average Age of Contracts in Process as of 7.31.2013
(Age from being received from the previous stage)

Legend: 1.31.2013, 2.28.2013, 3.31.2013, 4.30.2013, 5.31.2013, 6.30.2013, 7.31.2013

ECMS

	Manual	Attorney	Dp. City Att	CAO	Send To Vendor	From Vendor	Ordinance	Executive Counsel	*Returned
Contracts in Q =	0	28	2	12	9	69	5	1	0

Source : Contract Management System ECMS 8.1.2013

18
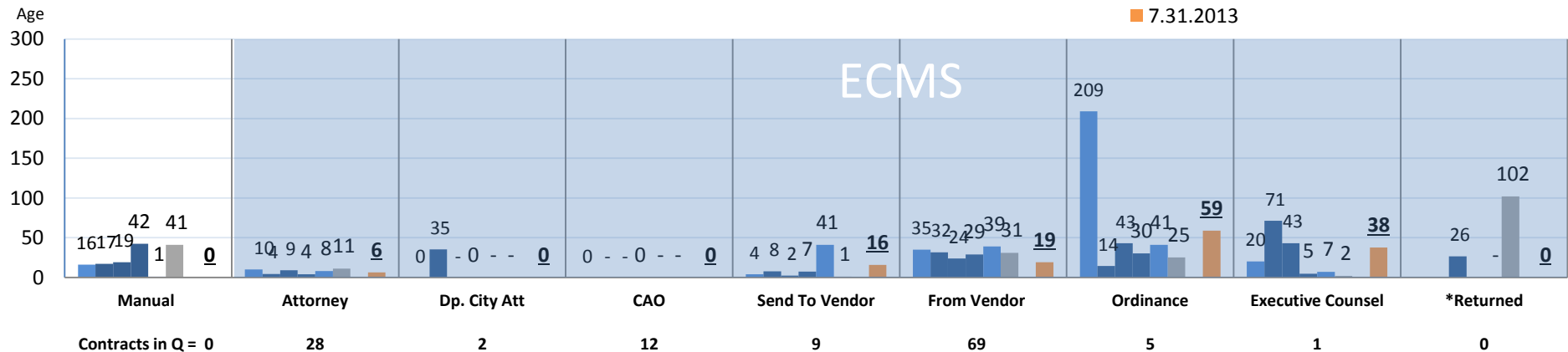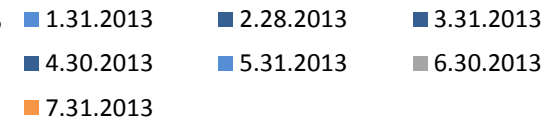
Contracts : All Contracts Executed by Period

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

The Average Time to Close Contracts in July was 43 Days. 40% of Contracts Were Closed in 30 Days or Less (80% Target)

Legend:
- ■ More Than 30 Days
- ■ 0-30 Days
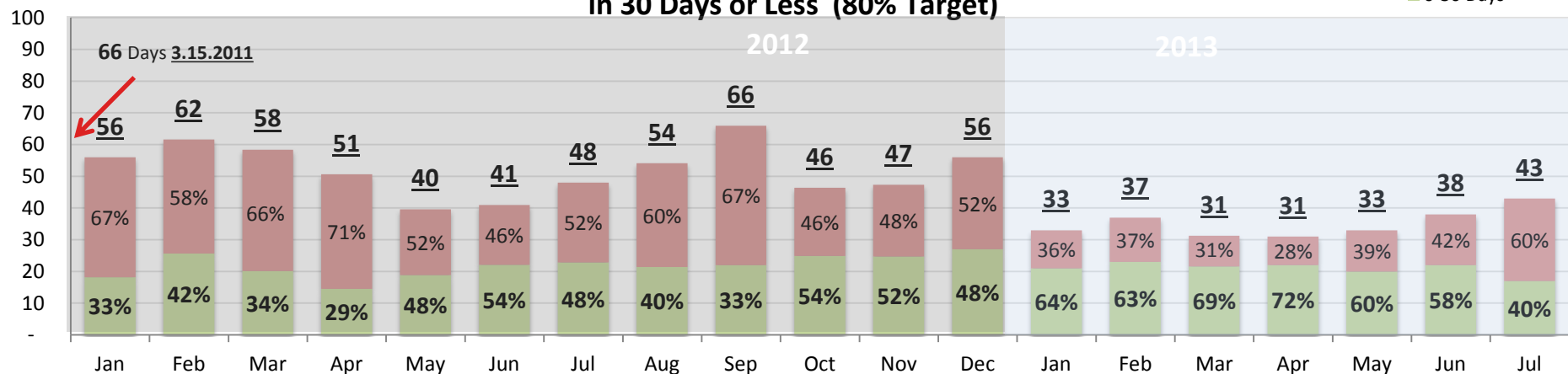
Chart (2012):
- Jan: 56 (67% / 33%), 66 Days 3.15.2011
- Feb: 62 (58% / 42%)
- Mar: 58 (66% / 34%)
- Apr: 51 (71% / 29%)
- May: 40 (52% / 48%)
- Jun: 41 (46% / 54%)
- Jul: 48 (52% / 48%)
- Aug: 54 (60% / 40%)
- Sep: 66 (67% / 33%)
- Oct: 46 (46% / 54%)
- Nov: 47 (48% / 52%)
- Dec: 56 (52% / 48%)

Chart (2013):
- Jan: 33 (36% / 64%)
- Feb: 37 (37% / 63%)
- Mar: 31 (31% / 69%)
- Apr: 31 (28% / 72%)
- May: 33 (39% / 60%)
- Jun: 38 (42% / 58%)
- Jul: 43 (60% / 40%)

Average Days to Process

Legend:
- ■ 1.31.2013 ■ 2.28.2013 ■ 3.31.2013 ■ 4.30.2013
- ■ 5.31.2013 ■ 6.30.2013 ■ 7.31.2013

ECMS

- Manual: 15, 23, 2, 14, 23, 8, 23
- Legal Review *: 13, 12, 10, 9, 7, 11, 10
- D. City Att: 1, 1, 1, 1, 1, 1, 1
- CAO: 1, 1, 1, 1, 1, 1, 1
- To Send Vendor: 2, 3, 3, 3, 3, 3, 4
- From Vendor: 12, 17, 15, 14, 17, 13, 21
- Executive Con.: 6, 4, 2, 5, 6, 9, 5
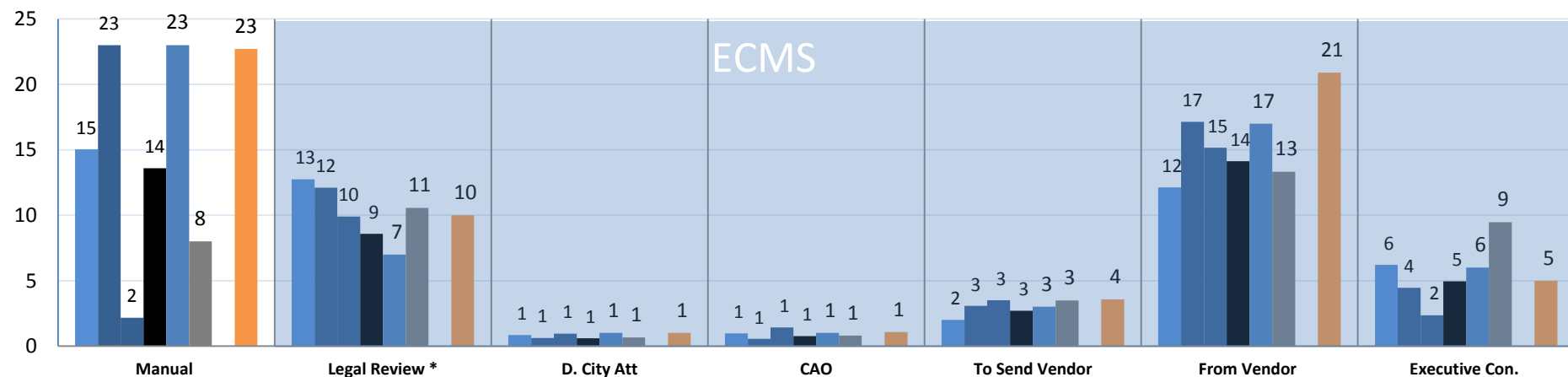
*Attorney time includes all the processing time for contracts that were returned at any stage of the process

Source : : Contract Management System ECMS 8.1.2013

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Contracts Awaiting Vendor Signature

(20 contracts awaiting signature longer than 30 days)

Department	Average Age	Number of Contracts
HUMAN SERVICES	73	1
CAO	68	1
NEIGHBORHOOD STABLIZATION	48	2
BLIGHT & REVITALIZATION	44	1
CIVIL SERVICE	36	1
POLICE DEPARTMENT	28	5
OFFICE OF TECHNOLOGY & INNOVATION	25	2
PROPERTY MANAGEMENT	25	4
PUBLIC WORKS	17	11
NORDC	16	4
NEW ORLEANS BUILDING CORPORATION	15	3
AVIATION	14	8
HEALTH DEPARTMENT	14	4
CAPITAL PROJECT	14	8
HOMELAND SECURITY	12	3
EMD	10	5
MAYOR	10	5
DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION (BRAC)	0	1
Grand Total	**19**	**69**

Notably, Blight &Revitalization contract previously waiting signature 411 days cancelled; NOBC, NOPD, and Aviation contracts previously waiting signature 129, 116, and 113 days executed, respectively.

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 8.1.2013

The Check: Accounts Payable

- PO Date and Invoice Date Analysis
- 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	Area	Action Item	Status	Detailed Status
Norman Foster	Payment	Look into the potential system integration needs of using pcards to buy goods.	**Open**	
Norman Foster	Payment	Should vendors send invoices to departments or Accounts Payable. 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 was Below Target at 63%

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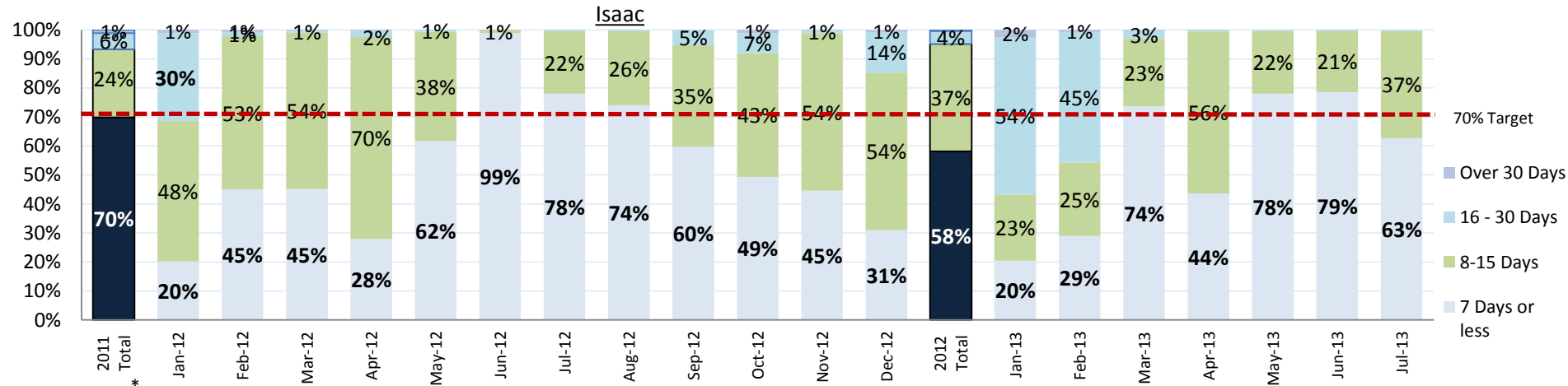
Average Number of Days to Process Invoices by A/P Department (GF Expenditures)

* 2011 information only available since May, 2011

Source :Accounts Payable and Office of Performance and Accountability.
Collected 8.1.2013-8.19.2013

22
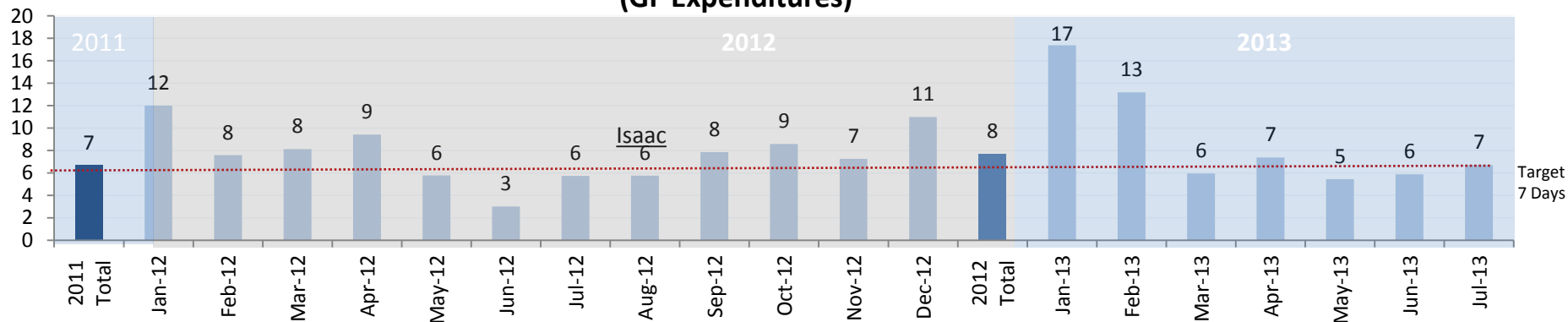
Distribution of Accounts Payable Processing GF Payments

Source :Accounts Payable and Office of Performance and Accountability.
Collected 8.1.2013-8.19.2013
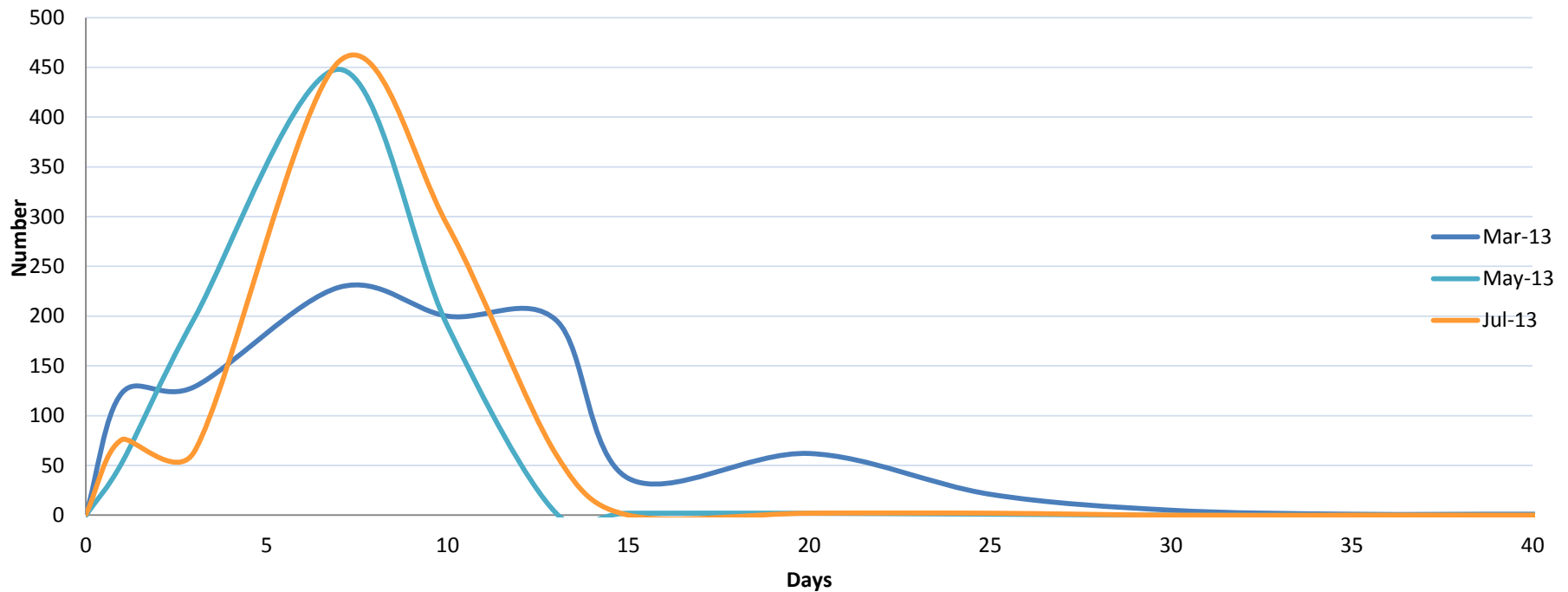
The Percentage of General Fund (and Agency) Payments in 30 Days or Less was 64% at End of July

Number of Days to Pay General Fund and Agency invoices from Invoice Date
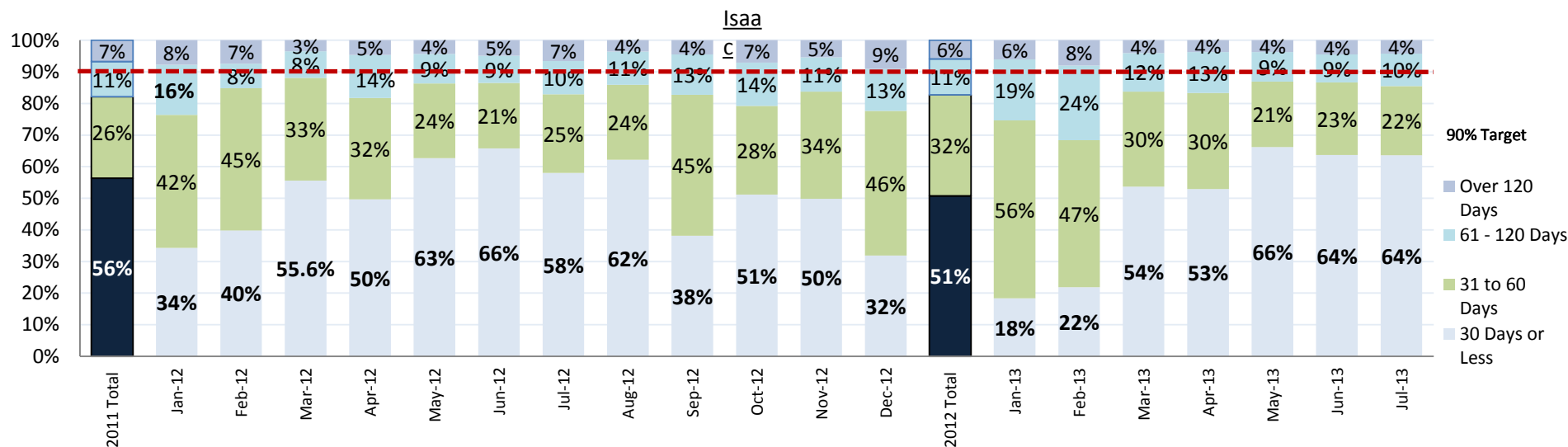
Average Number of Days to Pay Invoices from Invoice Date
(GF Expenditures)
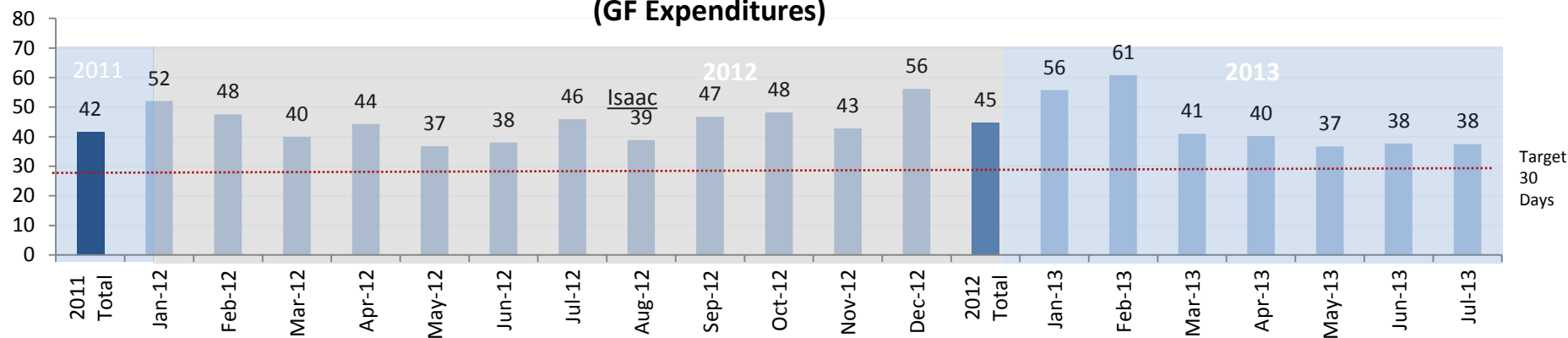
* 2011 information only available since May, 2011

Source :Accounts Payable and Office of Performance and Accountability.
Collected 8.1.2013-8.19.2013

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Invoice Date to Check Date Distribution
for GF & Agency Payments
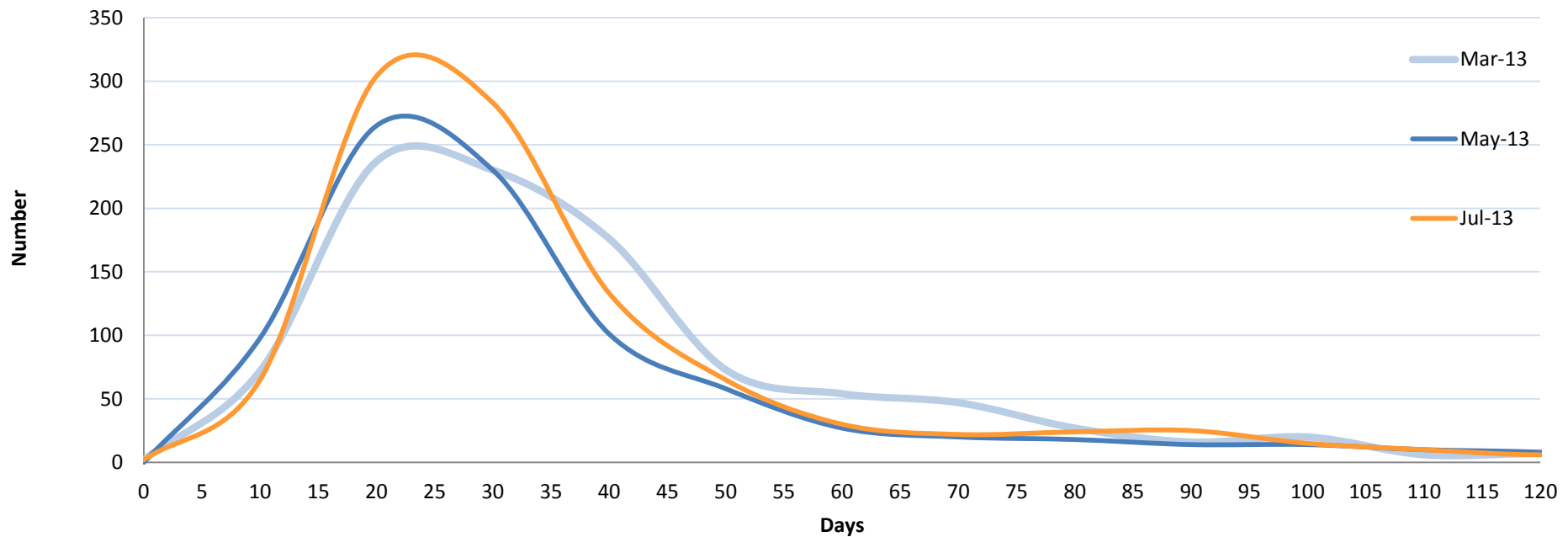
The Percentage of Capital and Grant Payments Processed in 7 Days was 93% at End of July

Number of Days to Process Capital Payment Requests by Accounts Payable

	2011 Total	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	2012 Total	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
7 or less	95%	95%	92%	99%	98%	99%	98%	98%	99%	92%	93%	73%	96%	93%	79%	87%	96%	84%	91%	95%	93%

Legend: Over 30 | 16 - 30 Days | 8-15 Days | 7 or less
90% Target
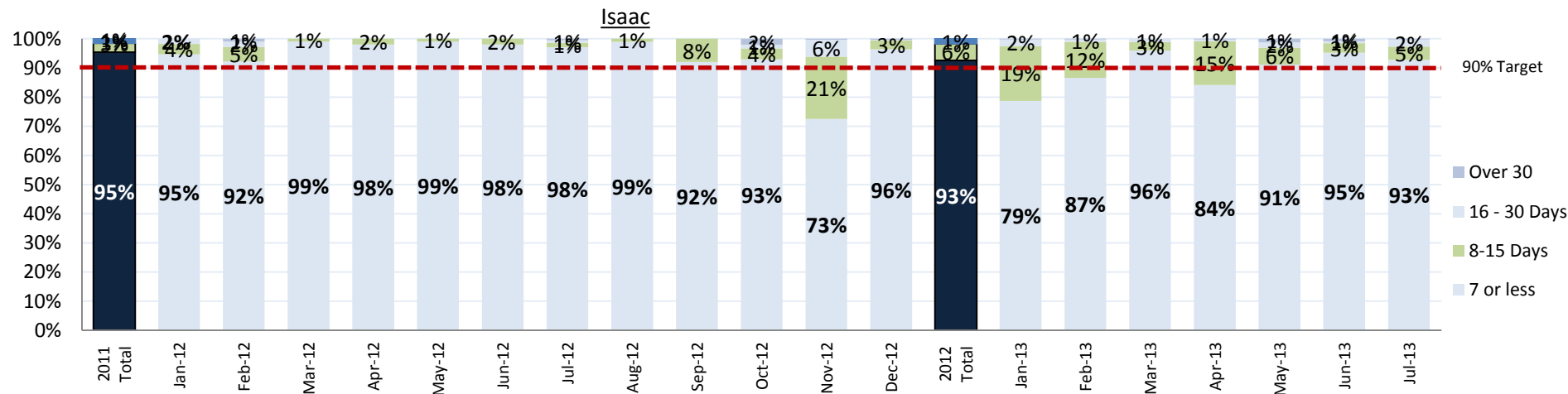
Average Number of Days to Process Invoices by A/P Department (Capital and Grants)
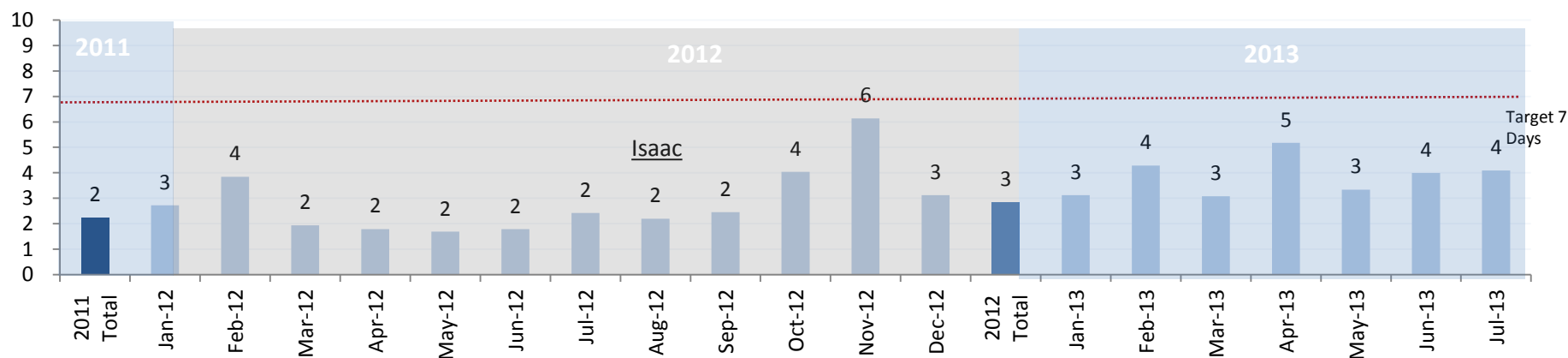
	2011 Total	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	2012 Total	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
Days	2	3	4	2	2	2	2	2	2	2	4	6	3	3	3	4	3	5	3	4	4

Target 7 Days

* 2011 information only available since May, 2011

Source :Accounts Payable and Office of Performance and Accountability.
Collected 8.1.2013-8.19.2013

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The Percentage of Capital and Grant Payments Made in 45 Days or Less from Invoice Date was 62% at End of July

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

Isaac

Legend:
- Over 120 Days
- 61 - 120 Days
- 46 to 60 Days
- 45 Days or Less
- 90% Target

Period	45 Days or Less	46 to 60 Days	61-120 Days	Over 120 Days
2011 Total	58%	19%	13%	10%
Jan-12	68%	10%	15%	7%
Feb-12	66%	15%	14%	6%
Mar-12	69%	16%	10%	5%
Apr-12	69%	7%	12%	12%
May-12	71%	10%	10%	9%
Jun-12	69%	9%	20%	2%
Jul-12	68%	9%	10%	13%
Aug-12	74%	9%	12%	5%
Sep-12	59%	16%	16%	9%
Oct-12	63%	5%	17%	15%
Nov-12	67%	17%	12%	4%
Dec-12	67%	8%	24%	4%
2012 Total	67%	11%	15%	8%
Jan-13	68%	8%	18%	6%
Feb-13	70%	4%	14%	12%
Mar-13	78%	7%	7%	8%
Apr-13	68%	6%	5%	20%
May-13	81%	4%	8%	8%
Jun-13	81%	5%	10%	5%
Jul-13	62%	4%	19%	15%

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

Isaac — Target 45

Period	Avg Days
2011 Total	49
Jan-12	51
Feb-12	47
Mar-12	47
Apr-12	44
May-12	43
Jun-12	40
Jul-12	48
Aug-12	42
Sep-12	50
Oct-12	58
Nov-12	45
Dec-12	42
2012 Total	46
Jan-13	44
Feb-13	59
Mar-13	45
Apr-13	46
May-13	43
Jun-13	45
Jul-13	59

- 2011 information only available since May, 2011
- April 2013 previously adjusted for on-hold invoices.

Source : Accounts Payable and Office of Performance and Accountability.
Collected 8.1.2013-8.19.2013

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Invoice Date to Check Date Distribution
for Capital and Grants Payments

Legend: Mar-13, May-13, Jul-13

X-axis: Days (0 to 400)
Y-axis: Number (0 to 350)

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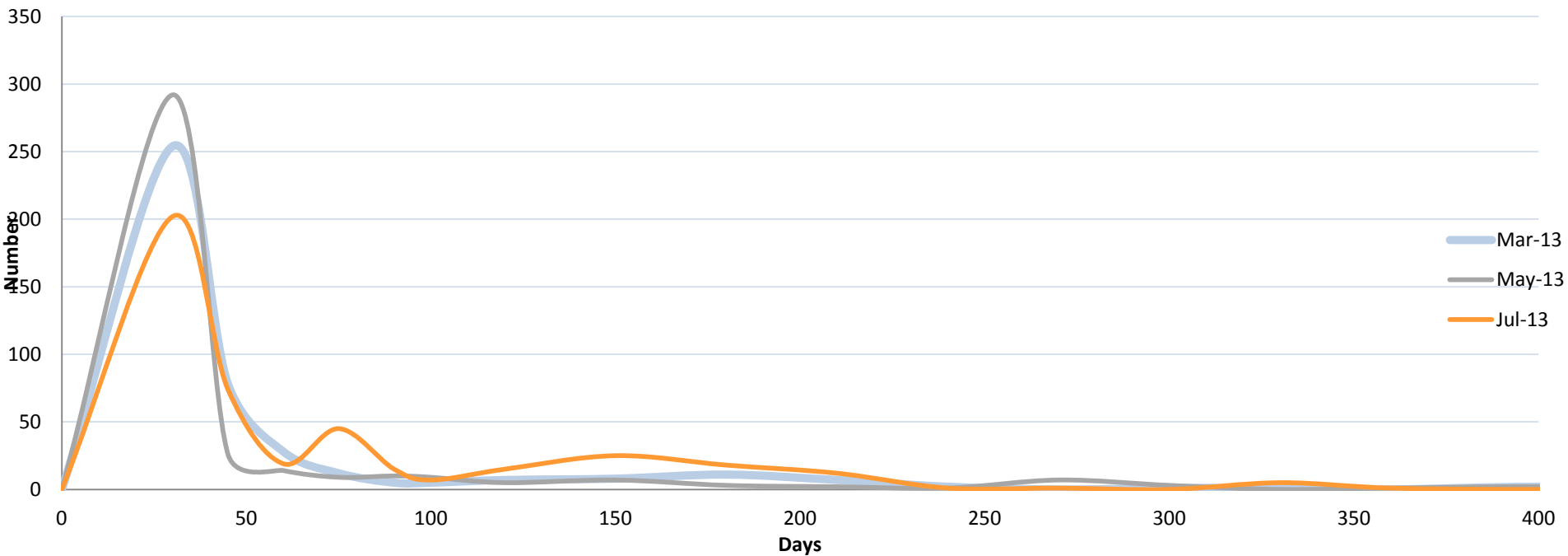
Results for General Fund (and Agencies) Payments Vouched for the Month of July 2013

Department	2013 July <= 60	> 60	July Total	%> 60 Days		Jan-June %>60 Days	2012 Aug-Dec %>60 Days
CAO	8	5	13	38%		35%	24%
CODE ENFORCE REVOLVING FUND	8	5	13	38%		30%	0%
OCD	9	5	14	36%		34%	0%
EMD	28	11	39	28%		32%	35%
SAFETY AND PERMITS	3	1	4	25%		15%	40%
REVENUE	13	4	17	24%		12%	19%
CIVIL SERVICE	7	2	9	22%		33%	*
LIBRARY	60	17	77	22%		20%	16%
ITI	34	9	43	21%		26%	25%
SANITATION	8	2	10	20%		22%	33%
COUNCIL	44	10	54	19%		17%	18%
POLICE	45	10	55	18%		18%	25%
MAYOR'S OFFICE	35	7	42	17%		27%	21%
Cultural Economy	10	2	12	17%		42%	0%
LAW	21	4	25	16%		15%	29%
AVIATION	144	24	169	14%		23%	18%
HEALTH	16	2	18	11%		20%	38%
EMS	25	3	28	11%		14%	4%
FIRE	18	2	20	10%		16%	14%
MOSQUITO CONTROL	45	4	49	8%		13%	15%
NORDC	71	6	77	8%		19%	14%
PARKS & PARKWAY	48	4	52	8%		14%	19%
CORONER	12	1	13	8%		5%	*
HOMELAND SECURITY	12	1	13	8%		20%	*
PUBLIC WORKS	30	2	32	6%		12%	13%
PROPERTY MANAGEMENT	15	1	16	6%		15%	12%
NORDC	0	0	0	0%		19%	14%
HUMAN SERVICES	27		27	0%		13%	12%
OFFICE OF INSPECTOR GENERAL	16	0	16	0%		4%	3%
REGISTRAR OF VOTERS	10	0	10	0%		24%	24%
CAPITAL PROJECTS	11	0	11	0%		9%	23%
CITY PLANNING	5	0	5	0%		23%	*
TREASURY	5	0	5	0%		22%	19%
FINANCE	9	0	9	0%		0%	*
ACCOUNTING	5	0	5	0%		30%	*
Risk Management	7	0	7	0%		11%	*
Other Departments	9	3	18	17%		17%	0%
Grand Total	**873**	**147**	**1027**	**14%**		**20%**	**18%**

* Small number of payments were vouched for this department during the period; "Other Departments" denotes departments with an average of less than 4 payments per month.
Source :Accounts Payable Collected 8.1.2013-8.19.2013

Results for Capital and Grants Payments Vouched
for the Month of July 2013

Department	2013 July <=60 Days	>60 Days	Total	%>60 Days		2013 Jan-June %>60 Days		2012 Aug-Dec %>60 Days	
NORDC	6	21	27		78%	*		*	
OCD	50	64	114		56%		16%		19%
PROPERTY MANAGEMENT	1	1	2		50%		95%		0%
PUBLIC WORKS	17	13	30		43%		31%		49%
CAPITAL PROJECTS	76	26	102		25%		19%		22%
HEALTH	67	14	81		17%		8%		20%
HOMELAND SECURITY	38	6	44		14%		29%		12%
MAYOR	23	3	26		12%		11%		4%
CRIMINAL JUSTICE	5		5		0%		6%		0%
SANITATION					0%		96%	*	
Other Departments	12	0	12		0%		35%		23%
Total	295	148	443		33%		35%		17%

* Small number of payments were vouched for this department during the period; "Other Departments" denotes those with less than 3 payments per month.
Source :Accounts Payable Collected 8.1.2013-8.19.2013

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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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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?