



CITY OF NEW ORLEANS

ReqtoCheckSTAT

Reporting Period: September 1st -30th 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.

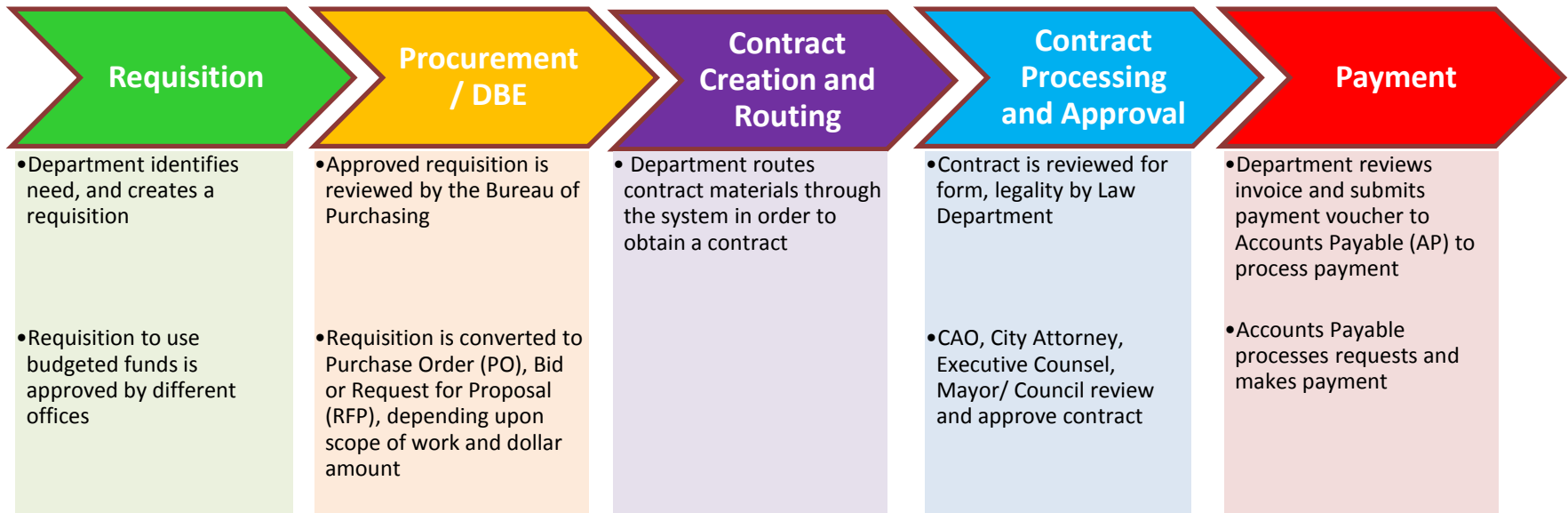
What is ReqtoCheckStat?

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?

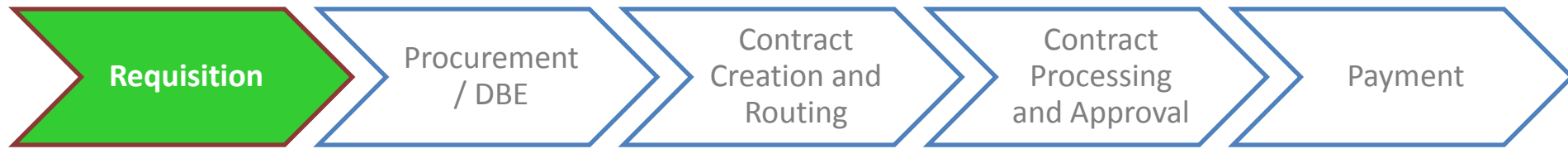
These meetings are open to the public. Members of the public are invited to submit questions, which will be addressed by City officials.

Procurement Process Overview*



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

*See a more detailed process map on slide 30

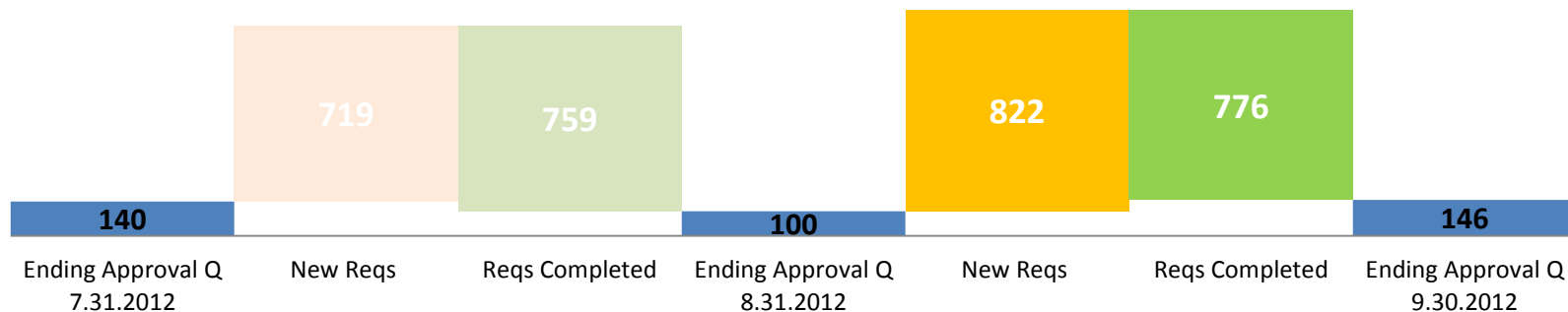


Requisition Approval

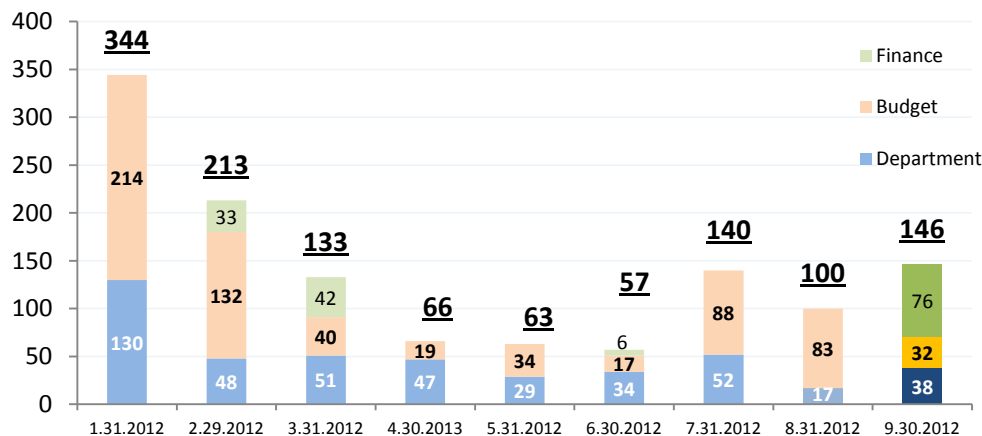
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level
- Approval Time of Requisitions

Approval Queue at 146 Requisitions as of 9.30.2012

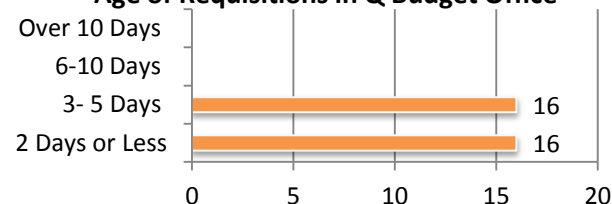
Requisition Approval Queue General Fund for Period Ending 9.30.2012



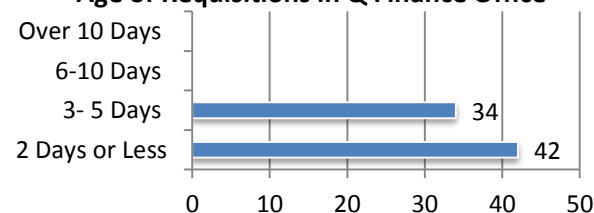
Requisitions in Q to be Approved



Age of Requisitions in Q Budget Office

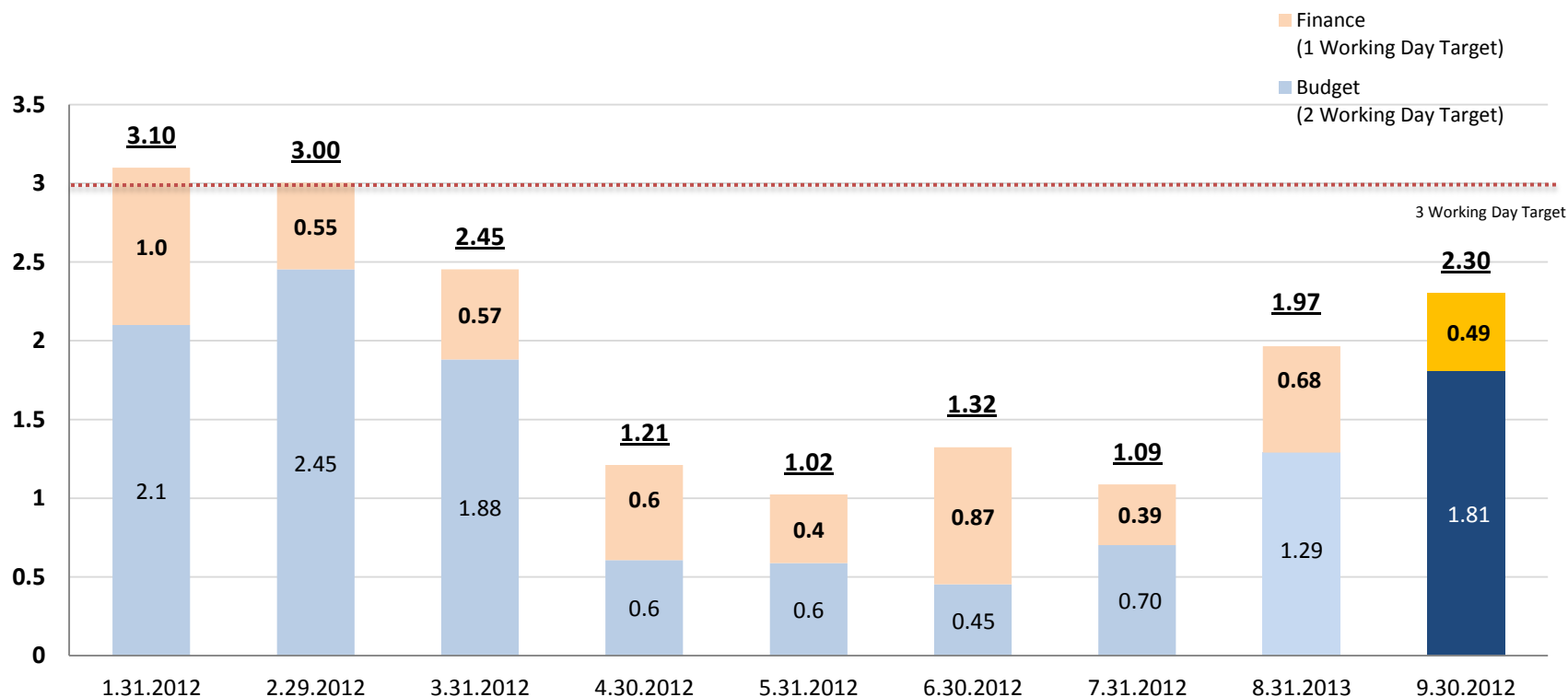


Age of Requisitions in Q Finance Office



Number of Days to Approve Requisitions

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



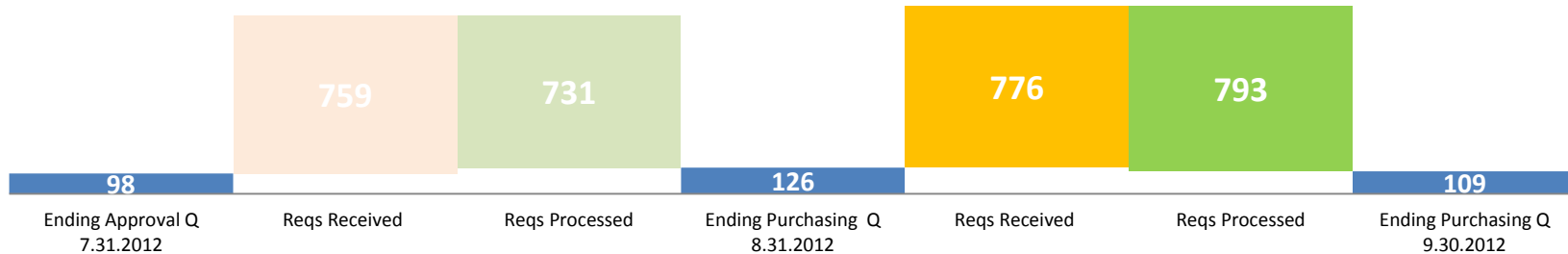


Requisition to Procurement

- 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

The Number of Requisitions in Queue Waiting to be Processed by the Bureau of Purchasing at 109

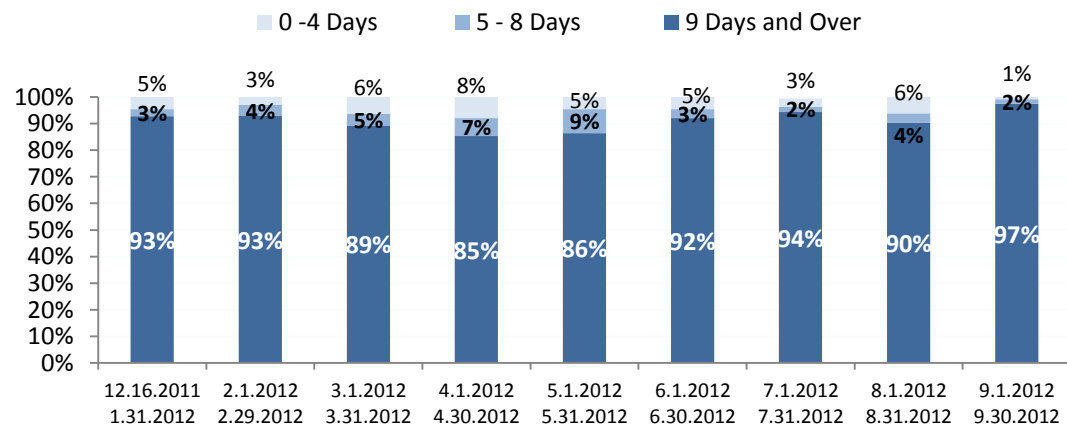
Bureau of Purchasing Requisition Processing General Fund for Period Ending 9.30.2012



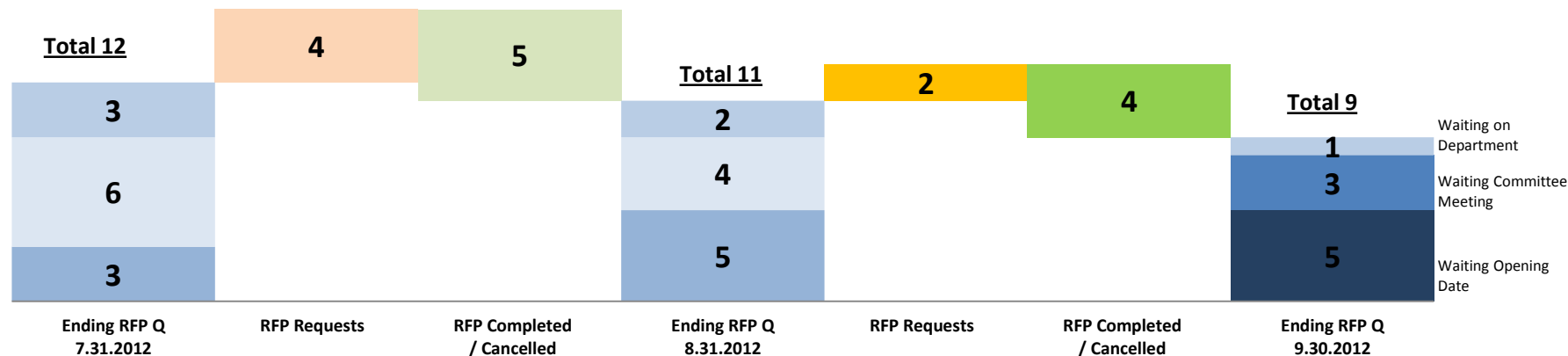
Status of Reqs Awaiting Buyer Processing	
Status	Count
Completed 10.9.2012	33
Need Contract	54
Processing Procurement	7
Waiting for Support	15
Grand Total	109

Waiting for Support	
Status	Count
Public works	7
Economic dev.	2
Mayor's office	1
OIG	1
Parks & parkways	1
Police	1
Property mgmt	1
Cao	1
Grand Total	15

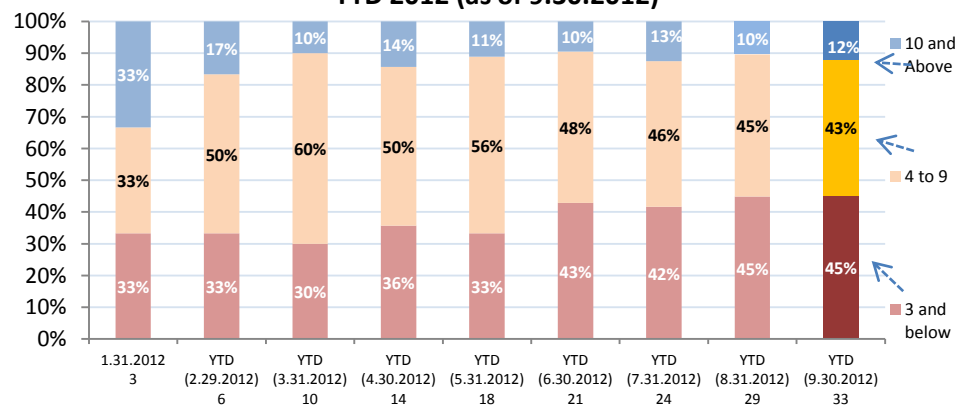
The Bureau of Purchasing Processed Requisitions in Four Days or Less 97% of the Time (Average 754 POs Per Month)



The Number of RFPS in Process at 9 as of 9.30.2012



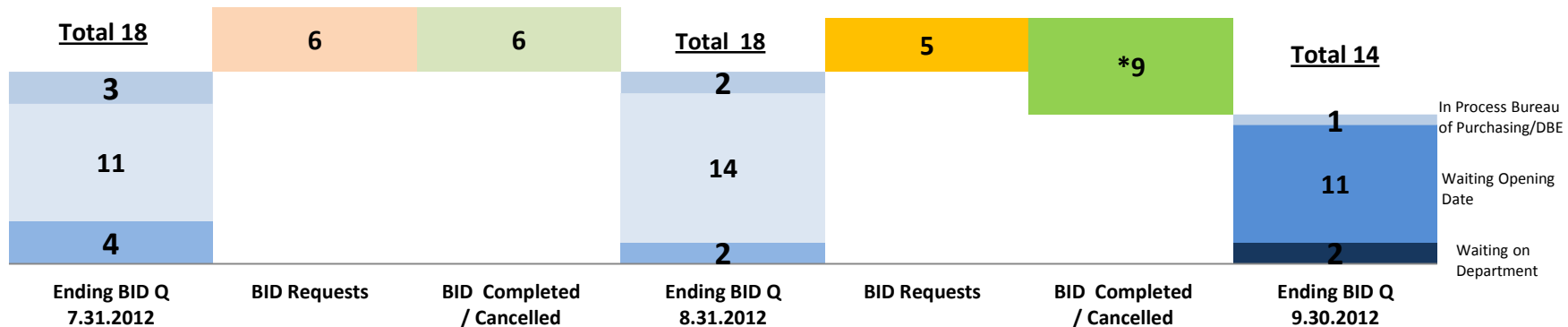
Number of Proposals Received for RFPs Completed YTD 2012 (as of 9.30.2012)



Awaiting Committee Meeting	
Department	Brief Description
Police	Survey
Finance	Municipal Revenue Collection System
Public Works	Curbside Management & Enforcement

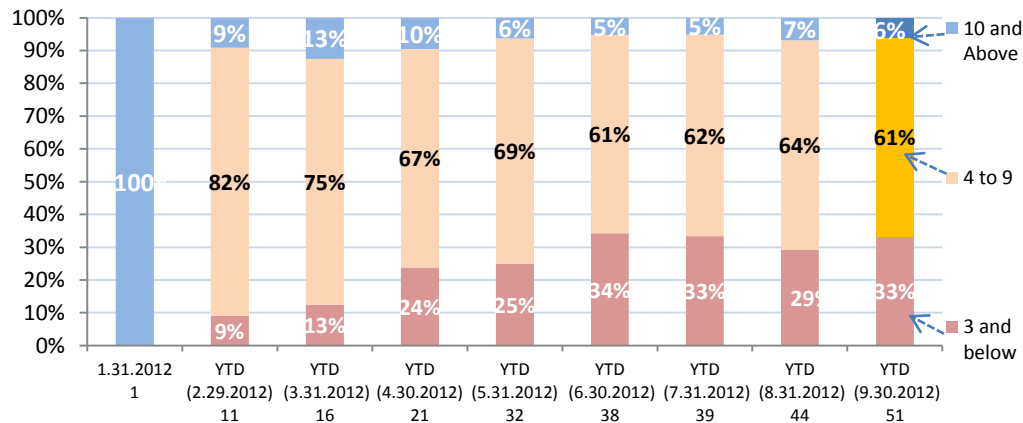
Waiting on Support / Response from Departments		
Department	Brief Description	Comment
OCD	Online Auction Services N.O. East	Awaiting Decision

The Number of Bids in Process at 14 as of 9.30.2012



*Includes canceled and closed bids

Number of Proposals Received for Bids completed YTD 2012 (as of 9.30.2012)

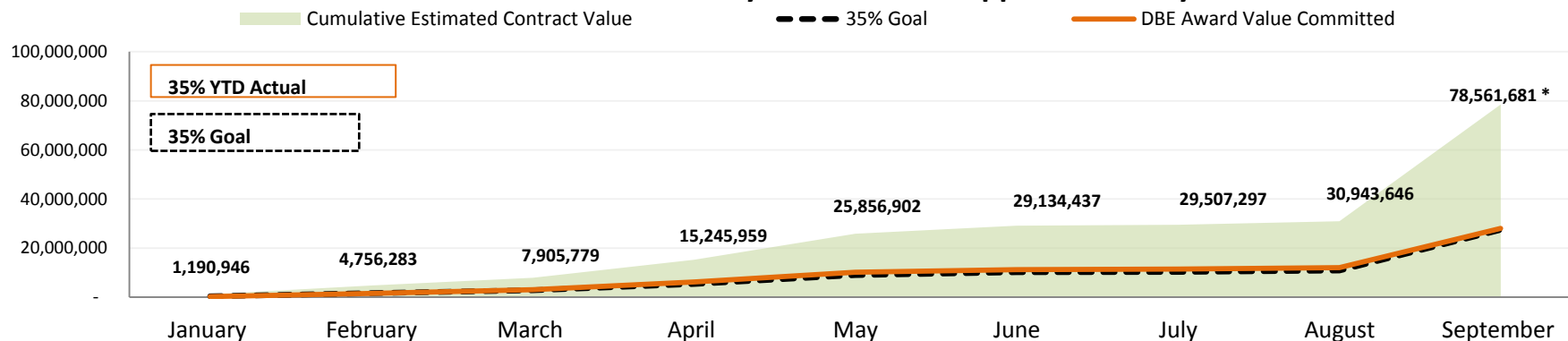


Awaiting on Department		
Department	Brief Description	Comment
Aviation Board	Weed & grass control chemicals	Decision
CAO	Repair heavy duty diesel/transmissions	Decision

Source : Bureau of Purchasing 9.1.2012 and 9.30.2012

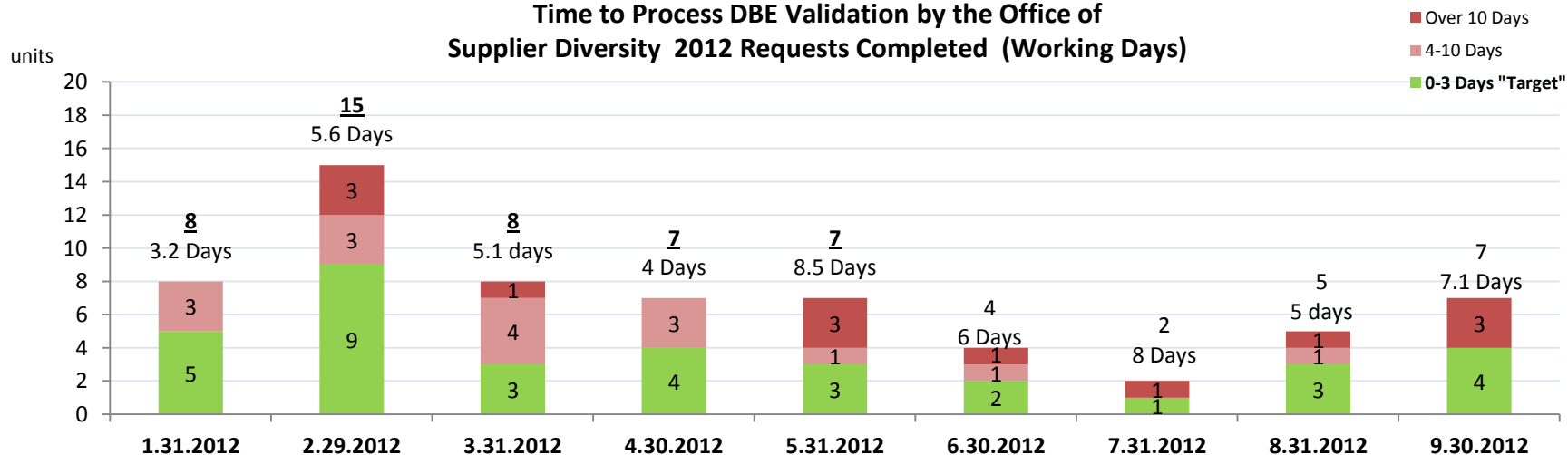
Cumulative YTD Percentage of DBE Committed Award Value as of 9.30.2012

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



Note: Data excludes waivers

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



Source : Office of Supplier Diversity 9.30.2012

Bids: Cumulative YTD DBE % Committed Award Value by Department

Department	Estimated Contract Value	DBE Commitment	DBE Percentage
Library	150,000	150,000	100.0%
CAO	610,000	610,000	100.0%
DPW	10,496,526	4,280,511	40.8%
Code Enforcement	887,000	354,800	40.0%
Civil Service	80,000	28,000	35.0%
ITI	27,096	9,484	35.0%
Capital Projects	65,714,116	22,341,587	34.0%
Homeland Security	596,944	201,088	33.7%
Grand Total	\$ 78,561,681	\$ 27,975,469	35.6%

Note: Data excludes waivers



Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

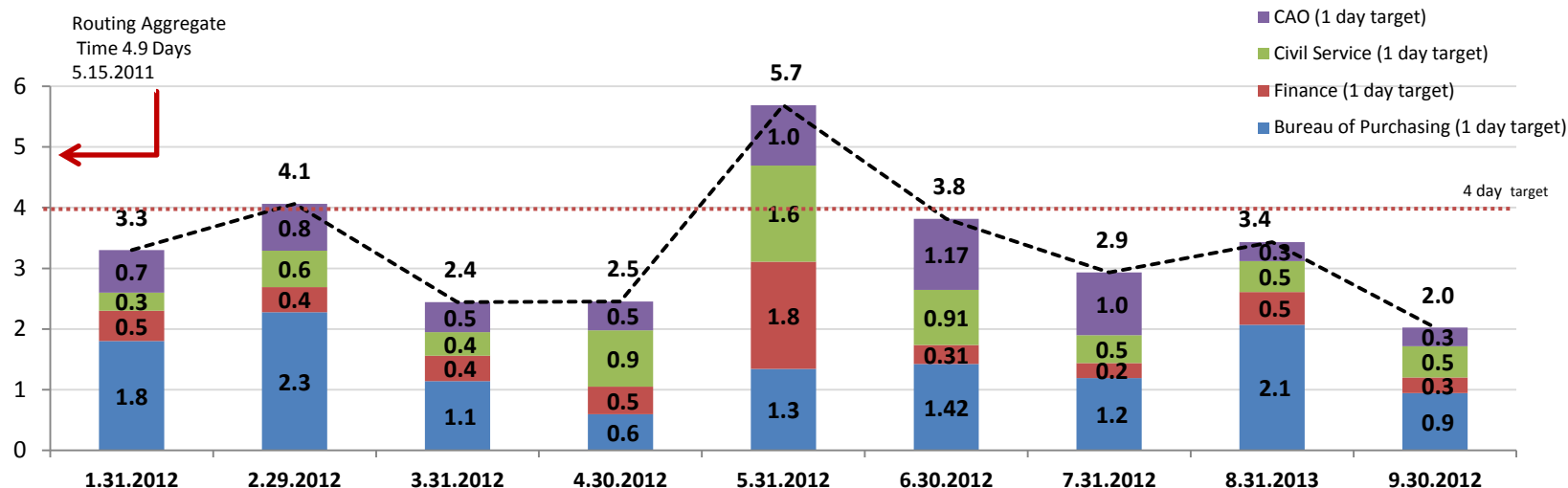
Payment

Contract Package Routing

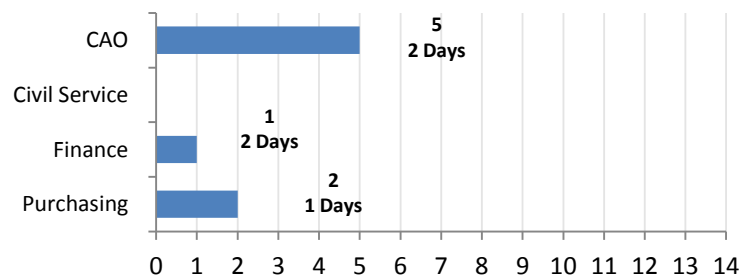
- Average Contract Routing Time

Average Time to Approve Contracts Meeting Target

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



8 Contract Request in Q as of 9.30.2012



Source : ECMS 9.30.2012



Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

Payment

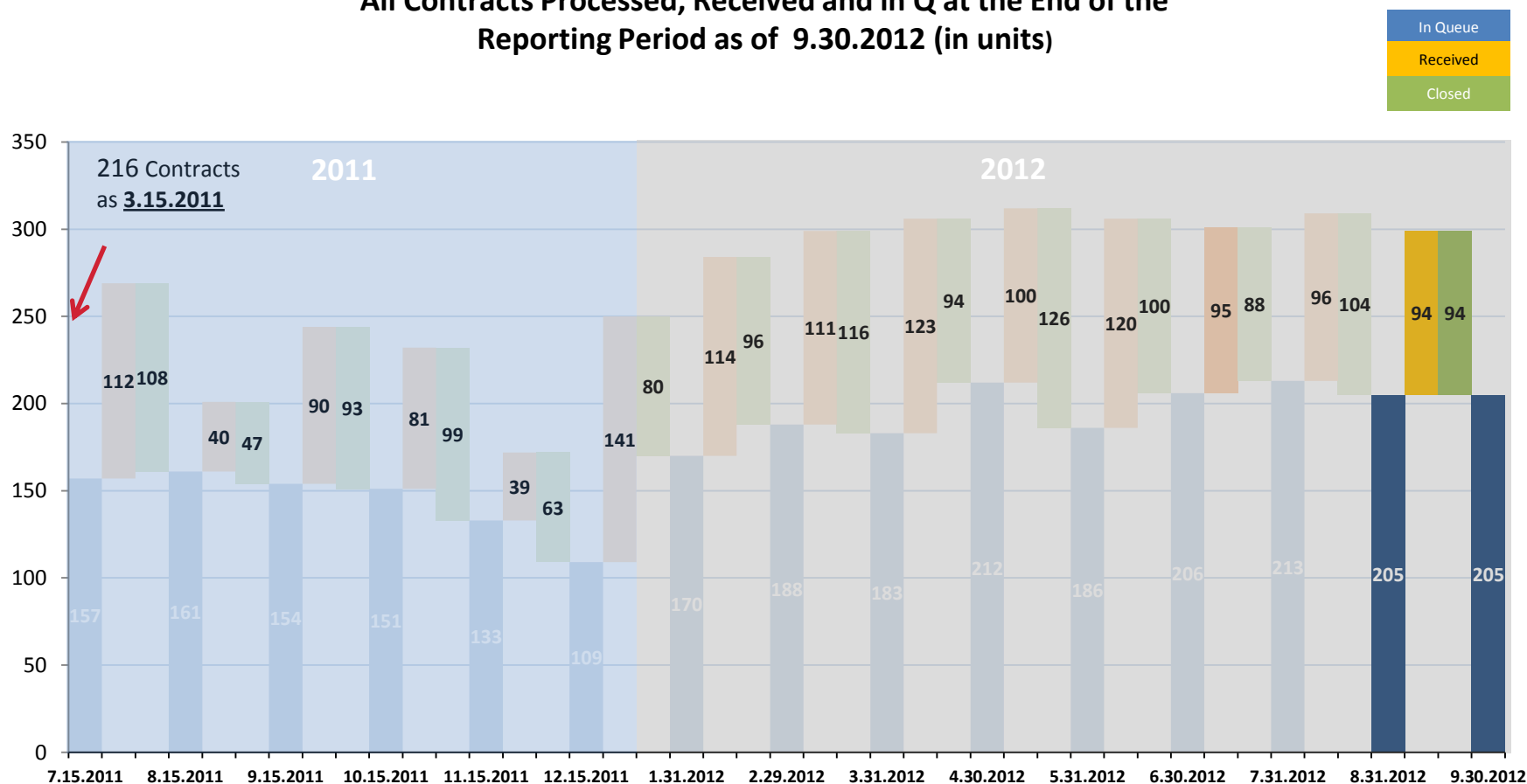
Contract Approval Process

- Contract Processing and Approval

Contracts: All Contracts Processed, Received and in Queue 7.15.2011 – 9.30.2012

(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 9.30.2012 (in units)

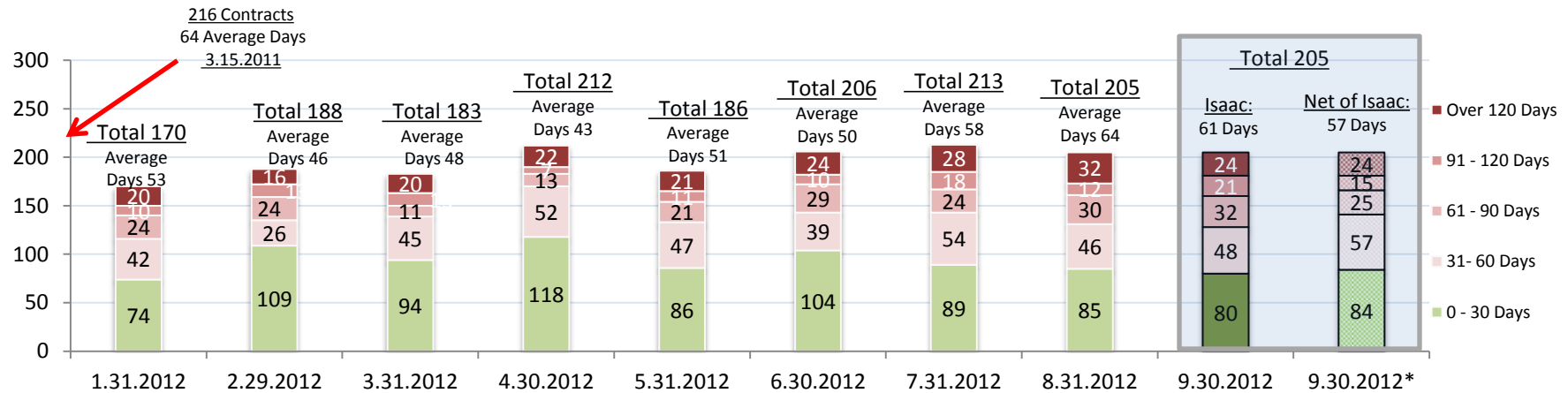


Source : Law Department and ECMS System 9.30.2012

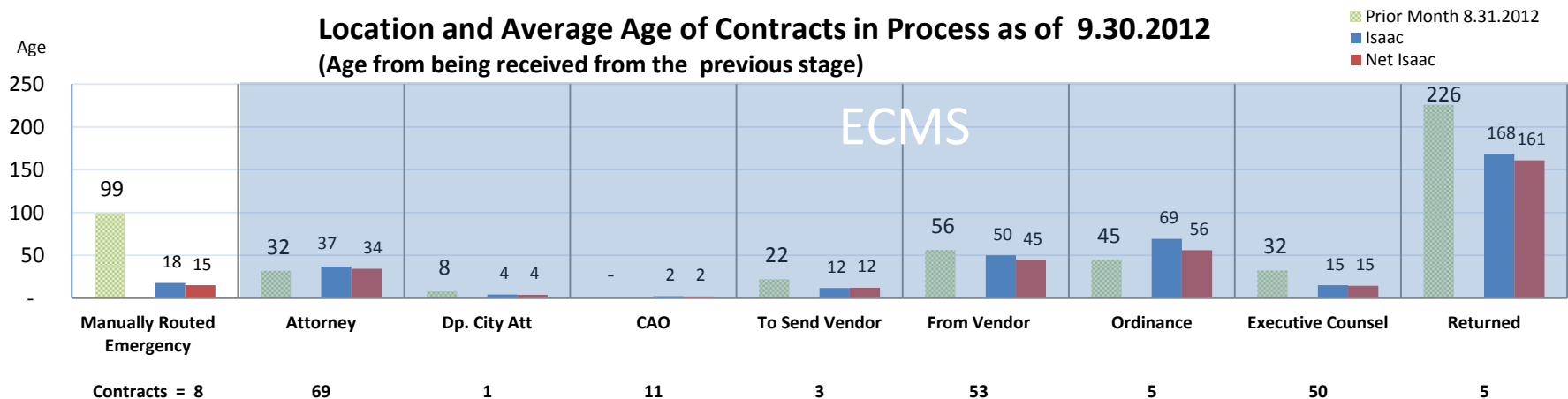
Contracts : All Contracts in Process by Period

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

The Average Age of Contracts Awaiting Processing Decreased to 61 Days (Excluding Isaac 57 Days)



Location and Average Age of Contracts in Process as of 9.30.2012 (Age from being received from the previous stage)

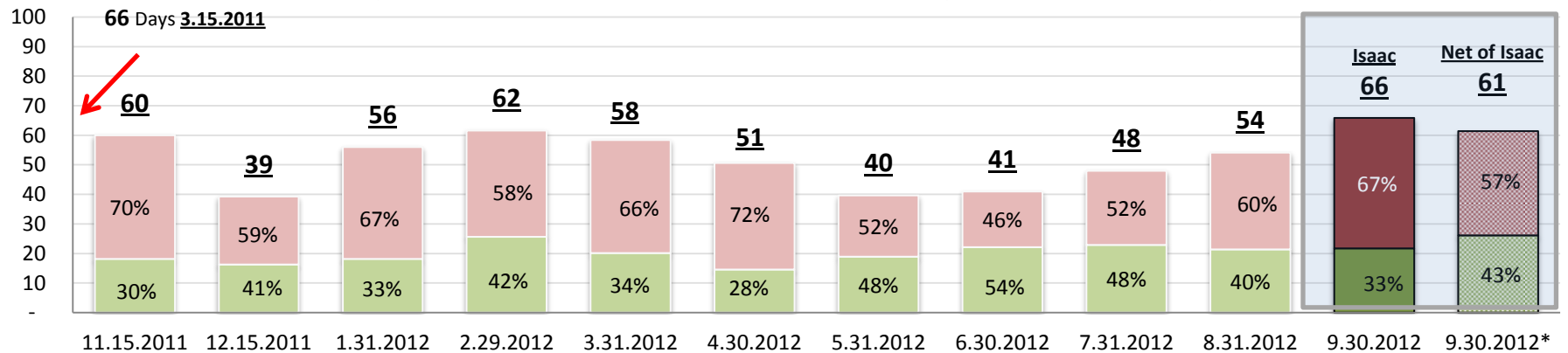


* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All contracts received before September were adjusted by 7 days (calendar)

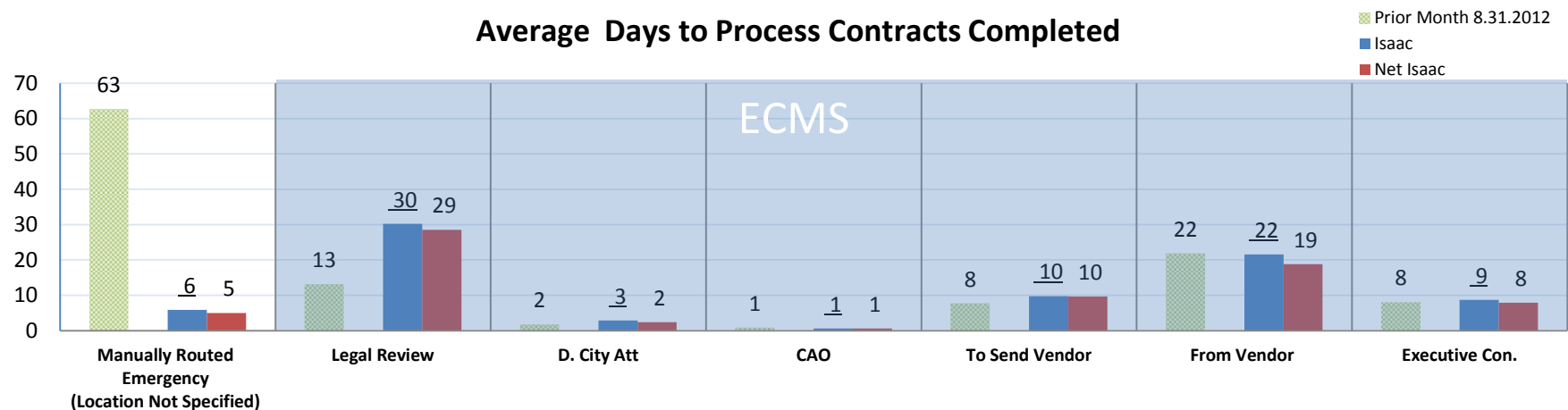
Contracts : All Contracts Executed by Period

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

The Average Time to Close Contracts During the Period Increased to 66 Days from 54 Days. 33% of Contracts Were Closed in 30 Days or Less (80% Target)



Average Days to Process Contracts Completed



* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All contracts received before September were adjusted by 7 days (calendar)

Contracts Awaiting Vendor Signature

Departments	Number of Contracts	Average of Days Waiting for Vendor
PROPERTY MANAGEMENT	8	149
NEW ORLEANS BUILDING CORPORATION	3	109
NORD RECREATION DEPARTMENT	3	82
MAYOR	1	78
BLIGHT & REVITALIZATION	2	78
LAW	1	73
HUMAN SERVICES	1	71
AVIATION	5	31
OFFICE OF TECHNOLOGY & INNOVATION	3	26
CAPITAL PROJECT	4	21
Homeland Security Grant Approval	1	17
PUBLIC WORKS	7	16
FINANCE	2	15
HOMELAND SECURITY	2	5
NEIGHBORHOOD STABLIZATION	5	3
CAO	1	2
PIAZZA D'ITALIA DEVELOPMENT CORPORATION	1	2
POLICE DEPARTMENT	1	2
ECONOMIC DEVELOPMENT	1	2
HEALTH DEPARTMENT	1	1
	53	

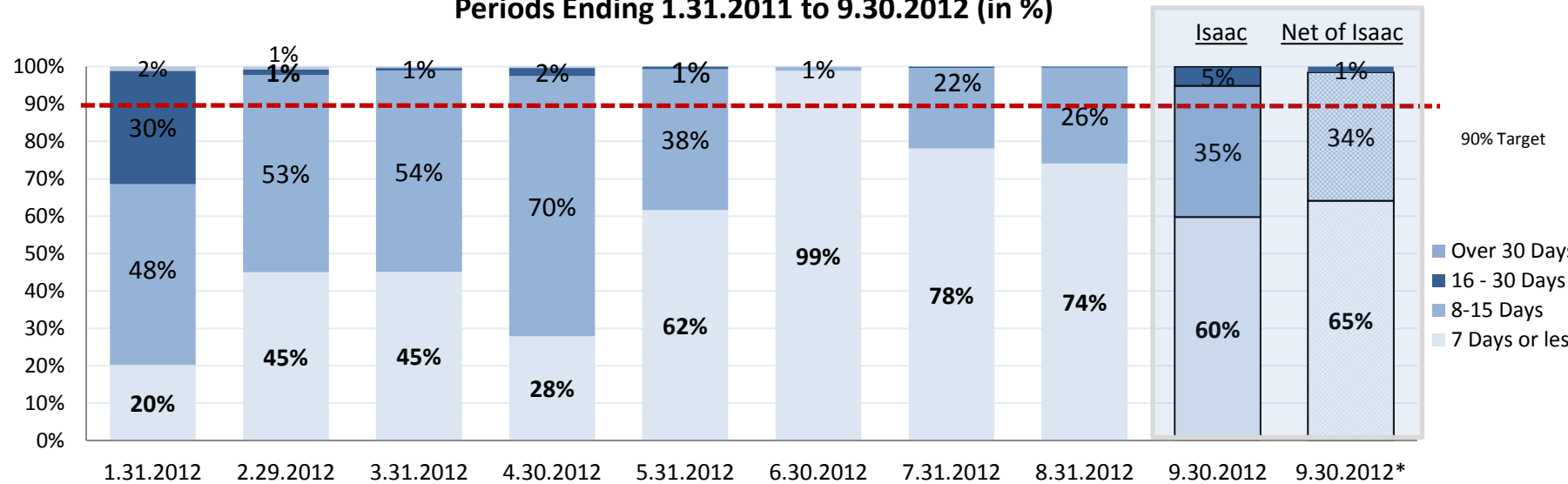
Note: Per policy memorandum 122R, each department/agency is responsible for reaching out to the vendor to obtain their signature after the law department sends the initial notification.

The Check: Accounts Payable

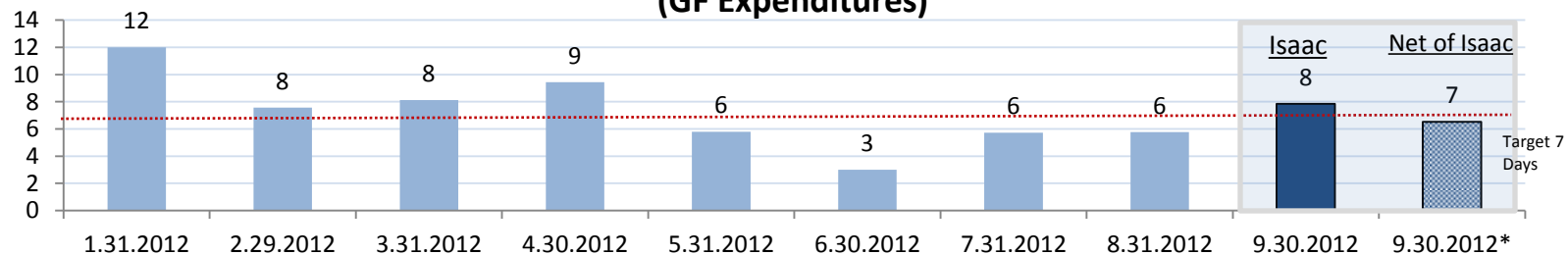
- General Fund Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
- Capital and Grants Expenditure Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
 - Detail Review (invoices in the pipeline)
 - CDBG Invoice Payments
 - DPW Payments
 - DPW Revolver Payments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

The Percentage of General Fund (and Agency) Payments Processed in 7 Days or Less at 60% (64% Net of Isaac)

Working Days to Process General Funds and Agencies Check Payments by A/P Office for Periods Ending 1.31.2011 to 9.30.2012 (in %)

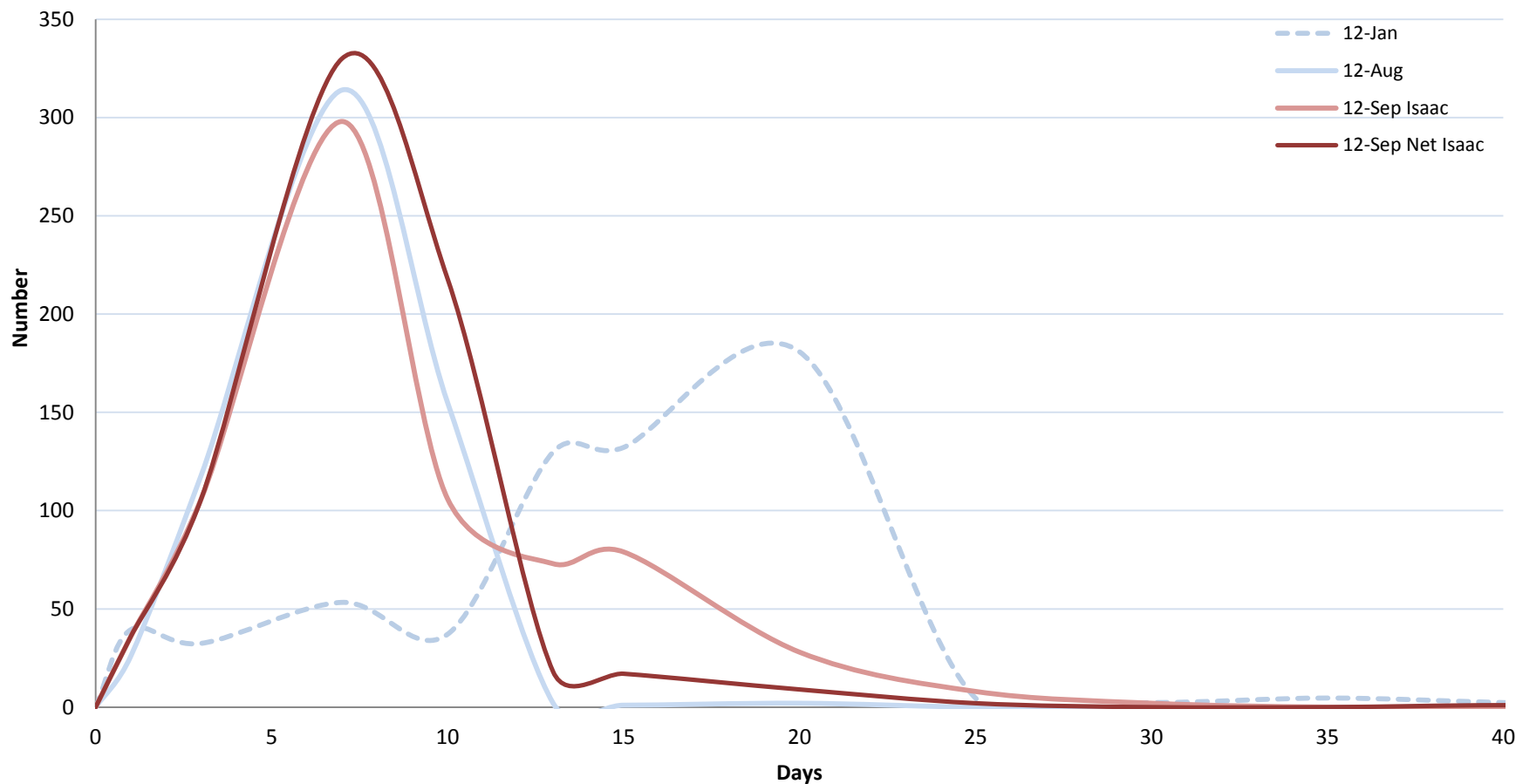


Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



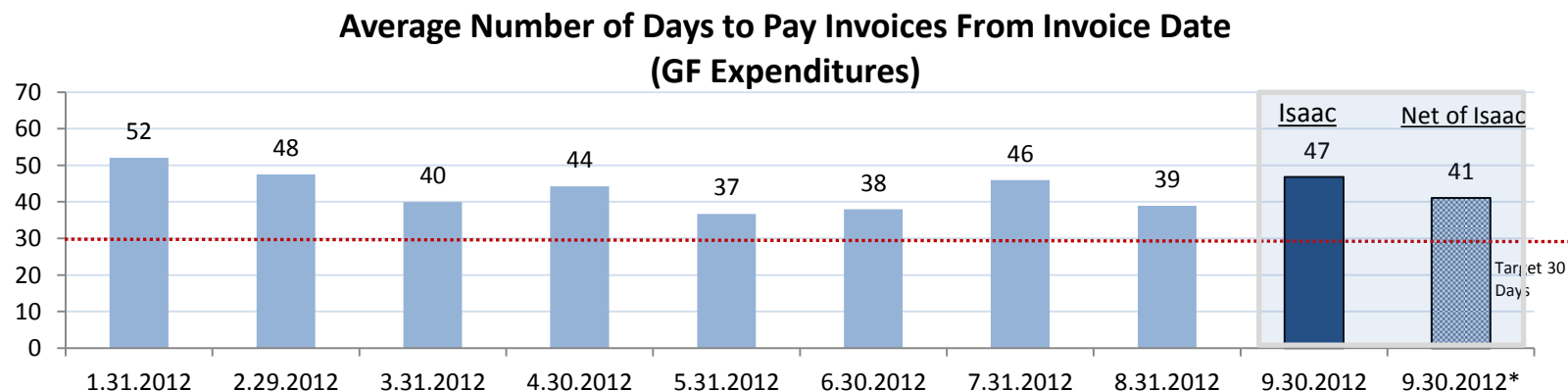
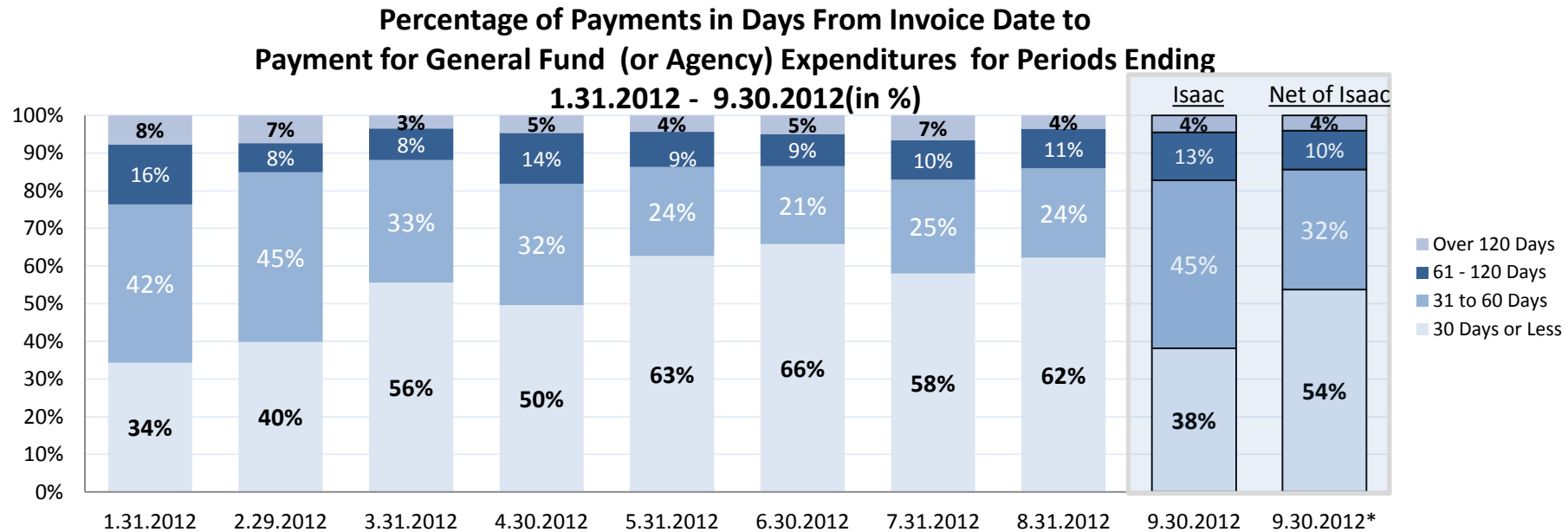
* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 5 days (working)

Distribution of Accounts Payable Processing GF Payments



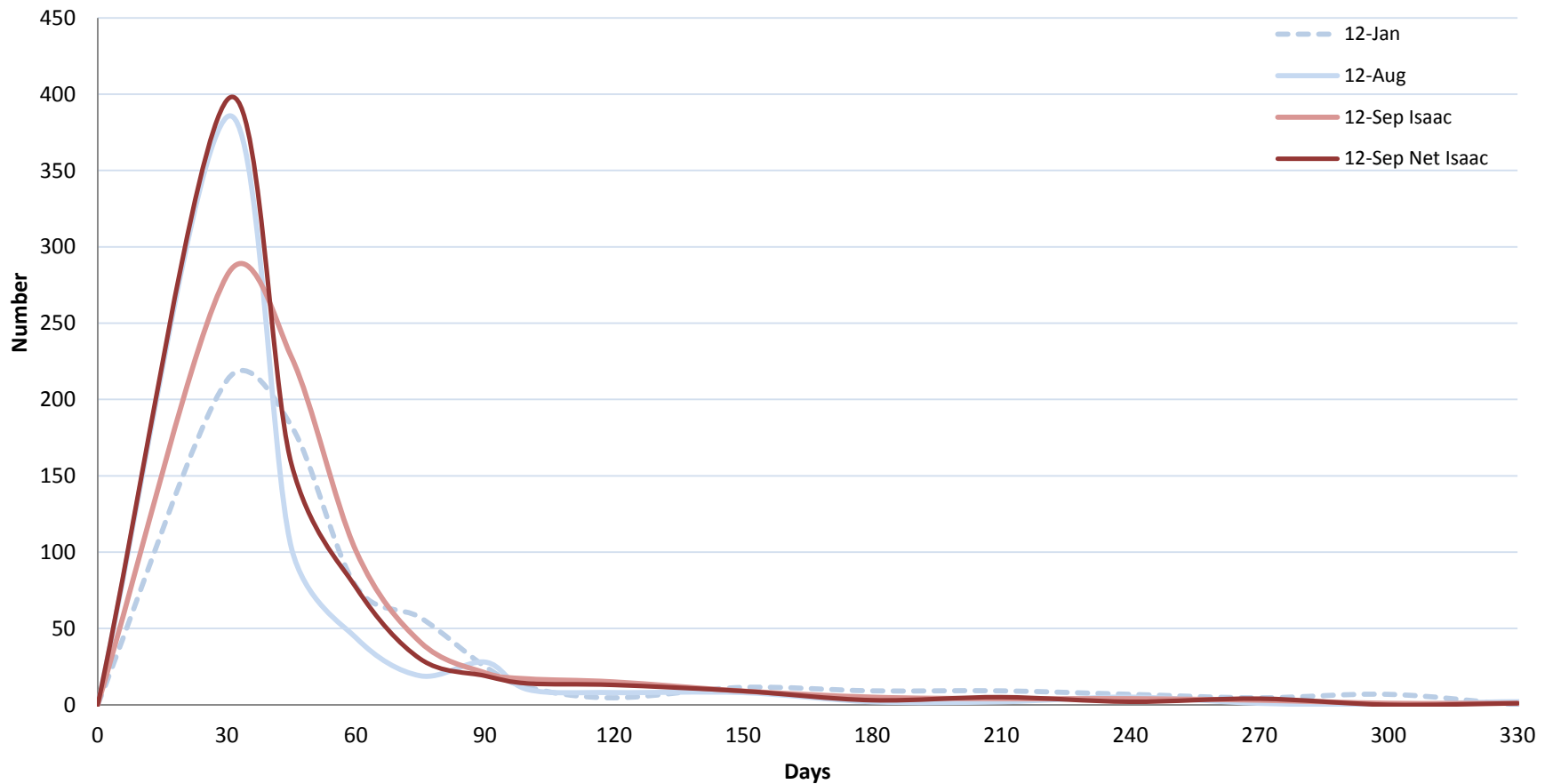
* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 5 days (working)

The Percentage of General Fund (and agency) Payments in 30 Days or Less Decreased to 38% (54% Net of Isaac) in the Current Period



* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 7 days (calendar)

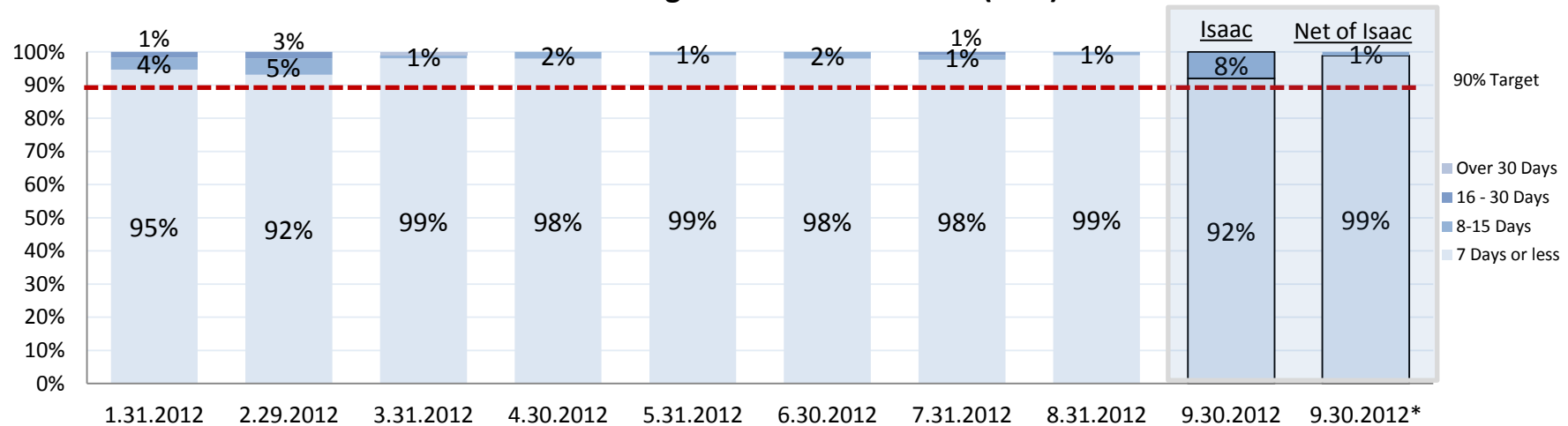
Invoice Date to Check Date Distribution for GF & Agency Payments



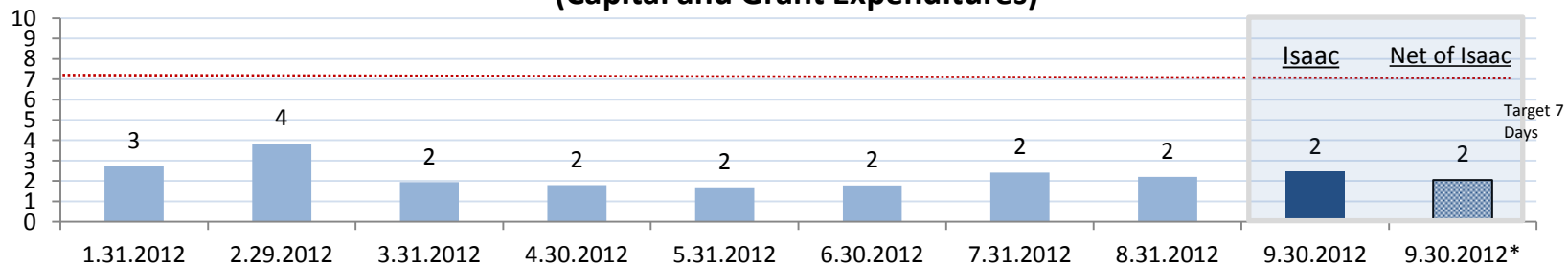
* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 7 days (calendar)

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

Working Days to Process Capital Expenditures and Grants Check Payments by A/P Office for Periods Ending 1.31.2012 - 9.30.2012(in %)



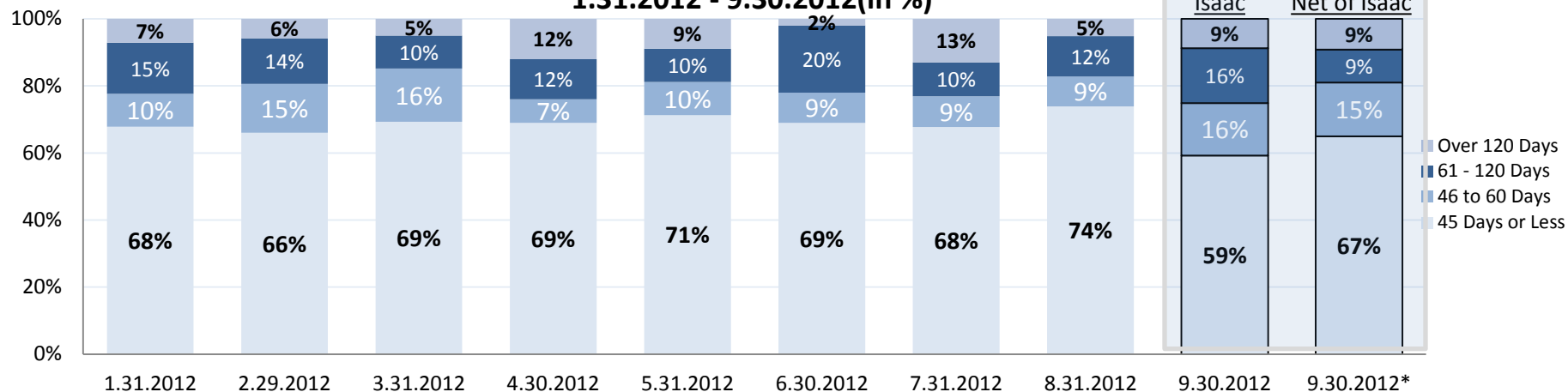
Average Number of Days to Process Invoices by A/P Department (Capital and Grant Expenditures)



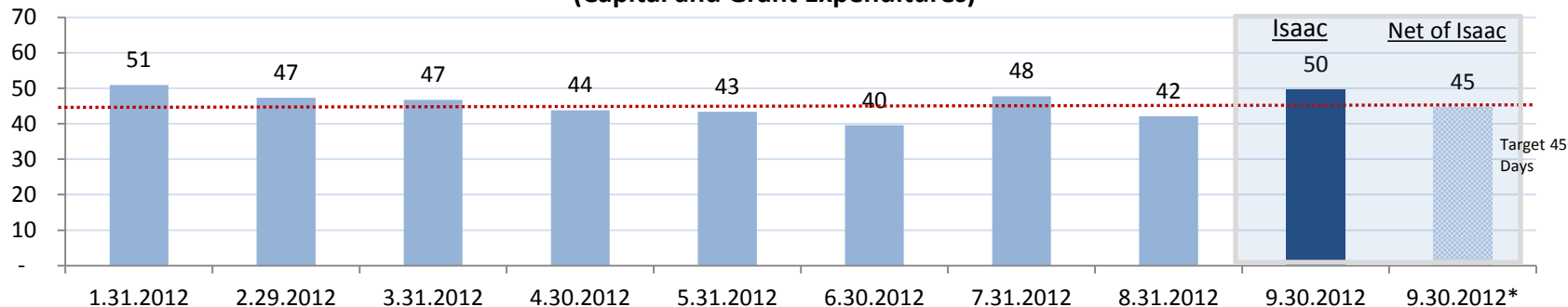
* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 5 days (calendar)

The Percentage of Capital and Grant Payments Made in 45 days or Less from Invoice at 58% (65% Net of Isaac)

Percentage of Payments in Days From Invoice Date to
Payment for Capital and Grant Expenditures for Periods Ending
1.31.2012 - 9.30.2012(in %)

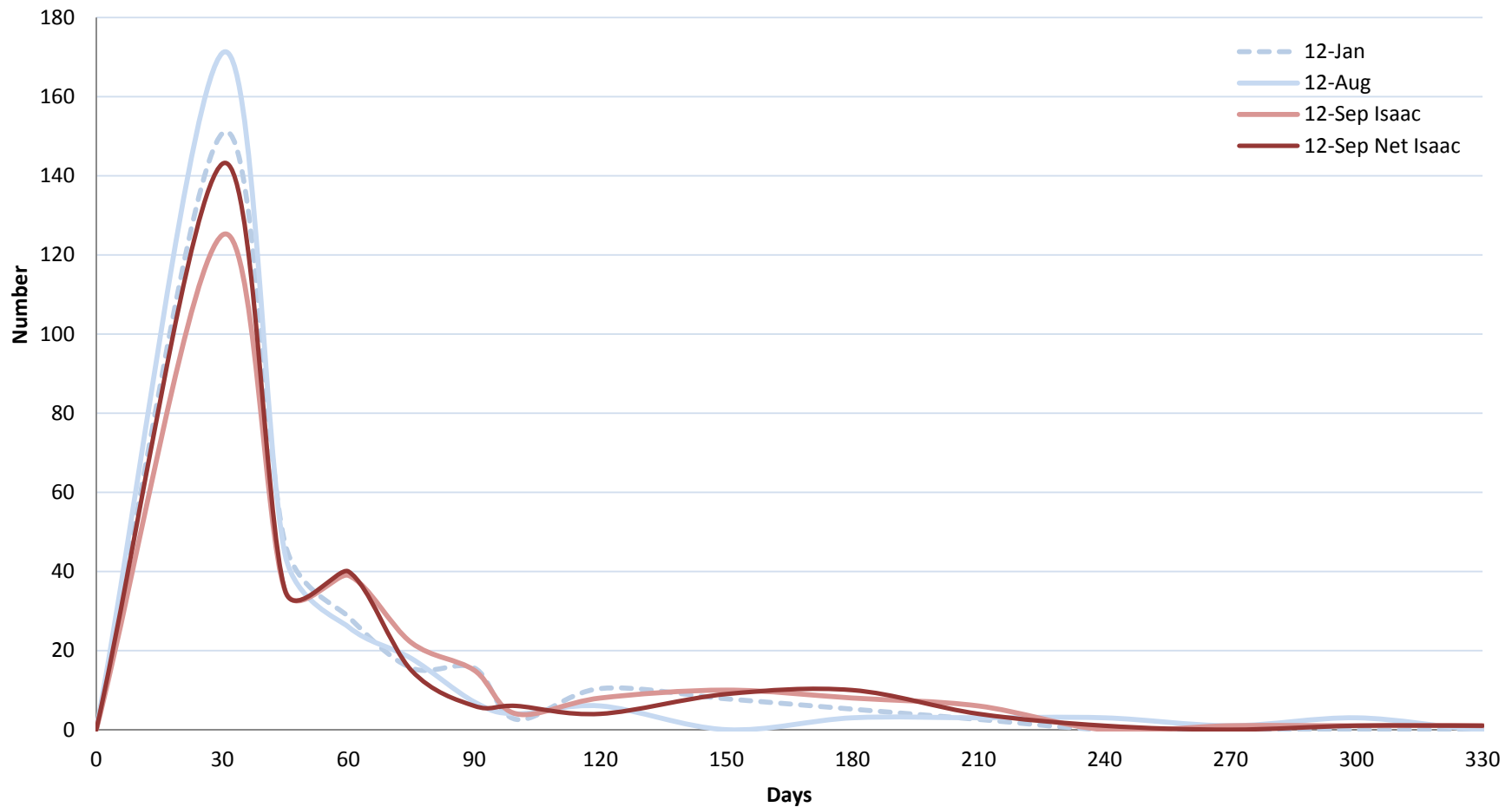


Average Number of Days to Pay Invoices From Invoice Date
(Capital and Grant Expenditures)



* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 7 days (calendar)

Invoice Date to Check Date Distribution for Capital and Grants Payments



* The September period (Net Isaac) was adjusted to exclude the effects of Hurricane Isaac. All payments received before September were adjusted by 7 days (calendar)

Source :Accounts Payable and Office of Performance and Accountability.
Collected 10.4.2012 – 10.10.2012

Results for Payments Vouched Between 9.1.2012 and 9.30.2012

Vendor Payment Population 737 between 9.1.2012 – 9.30.2012

General Fund & Agencies	Over 60 Days			
Department	No	Yes	Grand Total	(**) % Dep. Late
CLERK OF CRIMINAL DIST COURT	1	3	4	75%
LAW	14	8	22	36%
AVIATION	81	27	108	25%
ITI	11	3	14	21%
CITY PLANNING	4	1	5	20%
SAFETY & PERMITS	4	1	5	20%
NORD	41	10	51	20%
POLICE	28	6	34	18%
COUNCIL	38	8	46	17%
SANITATION	6	1	7	14%
TOURISM, ARTS, & ENTERTAINMENT	12	2	14	14%
MOSQUITO CONTROL	25	4	29	14%
EMD	21	3	24	13%
REVENUE	7	1	8	13%
PUBLIC WORKS	29	4	33	12%
HEALTH	15	2	17	12%
PROPERTY MANAGEMENT	18	2	20	10%
PARKS & PARKWAY	30	3	33	9%
HUMAN SERVICES	21	2	23	9%
MAYORS OFFICE	36	3	39	8%
LIBRARY	58	4	62	6%
INSPECTOR GENERAL	15	1	16	6%
FIRE	15	1	16	6%
OCD	5		5	0%
ACCOUNTING	5		5	0%
CAO	12		12	0%
CORONER	17		17	0%
EMS	17		17	0%
REGISTRAR OF VOTERS	6		6	0%
TREASURY	4		4	0%
Other (3 or less payments)	36	5	41	12%
TOTAL	632	105	737	14%

Vendor Payment Population 275 between 9.1.2012 – 9.30.2012

Capital & Grants	Over 60 Days			
Department	No	Yes	Grand Total	(**) % Dep. Lat
CAPITAL PROJECTS	27	15	42	36%
PUBLIC WORKS	25	8	33	24%
OCD	87	15	102	15%
HEALTH	54	6	60	10%
OFFICE OF WORK FORCE DEVELOPMENT	13		13	0%
HOMELAND SECURITY	11		11	0%
Other (3 or less payments)	9	5	14	36%
TOTAL	226	49	275	18%

Note: Information was adjusted to excluded the effects from Hurricane Isaac (7 days calendar)

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

Source :Accounts Payable Records 9.1.2012 – 9.30.2012 (Information collected between Collected 10.4.2012 – 10.10.2012)

CDBG Invoices: Several Invoices Remain Over the 60 Days Goal

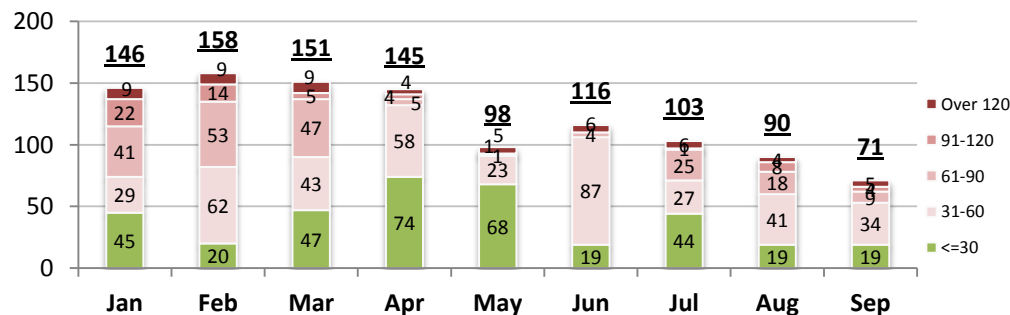
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Send to Owning Department				1	1	2
Owning Department to Send to Accounting		10		1	1	12
Accounting to Approve	1					1
State DRU to Send to State Finance	16					16
State Finance to Pay City	2	19	3			24
Payment to Hit City's Bank		2	1			3
City to Cut Check		3	5	2	3	13
Total	19	34	9	4	5	71

Over
60
days

Over
30
days

Reasons for Delay				
Dispute with the vendor		7	1	3
Not processed timely				1
With the State (average 27 days)		19	1	
Contract being processed				
Other		2		1
Paid as of 10.11.2012		6	9	2

OCD Aging of Invoices in the Pipeline by Period



DPW City Invoices: Two Invoices in the 120 Days Category Are Waiting For Contracts to be Processed

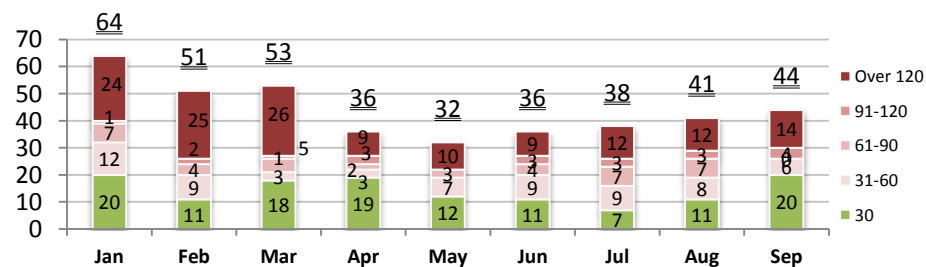
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Approve	1					1
Department to Create Receiver	8				6	14
Finance to Receive from Department	3					3
Finance to Cut Check	3				3	6
Finance to Release Check	1	1			1	3
Invoice on Hold	4	5		4	4	17
Grand Total	20	6	0	4	14	44

Over 60 days

Over 30 days

Reasons for Delay					
Dispute with the vendor		1			
Goods received at a later date /					
Services were not rendered					
Invoice was missplaced / not processed timely					
Contract being processed		1			2
Other*		2		4	4
10.11.2012		2			8

DPW City: Aging of Invoices in the Pipeline by Period



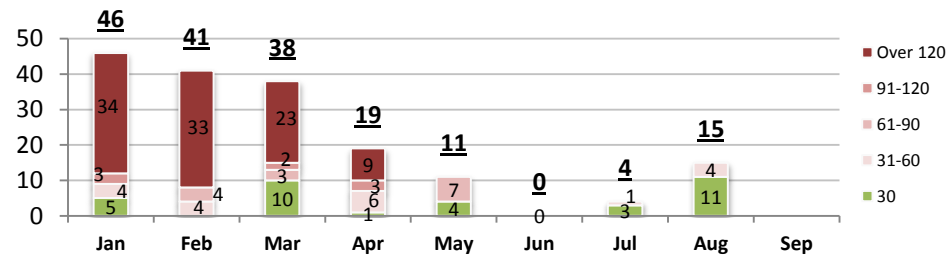
Information obtained from DPW Department 10.1.2012 and 10.11.2012

DPW Revolver Invoices : No Outstanding Invoices

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Deliver to Finance						
Finance to Receive from Department						
State to Send to Hancock						
Grand Total	0	0	0	0	0	0

Over
60 daysOver
30 days

DPW Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from DPW Department 10.1.2012 and 10.11.2012

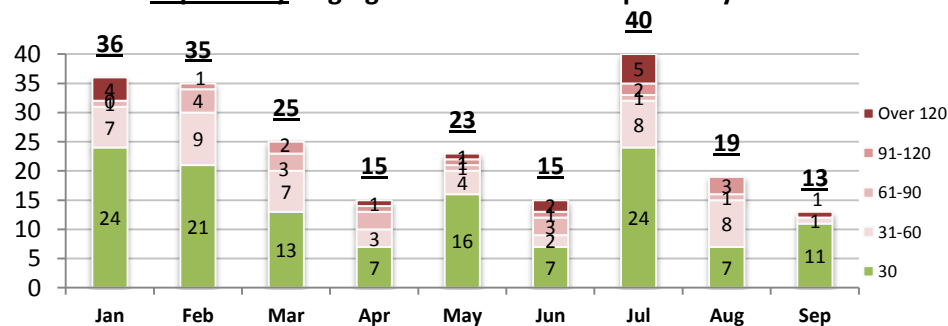
Capital Projects City Invoices: All Invoices Over 60 Days Were Paid as of 10.11.2012

Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Create Receiver	1					1
Department to Deliver to Finance	5					5
Finance to Cut Check	5	1			1	7
Total	11	1	0	0	1	13

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					
Contract being processed					
Other					
Paid by 10.11.2012		1			1

Capital City : Aging of Invoices in the Pipeline by Period



Information obtained from CPA 10.1.2012 and 10.11.2012

Capital Projects Revolver Invoices: Only One Invoice Over 60 Days is Outstanding

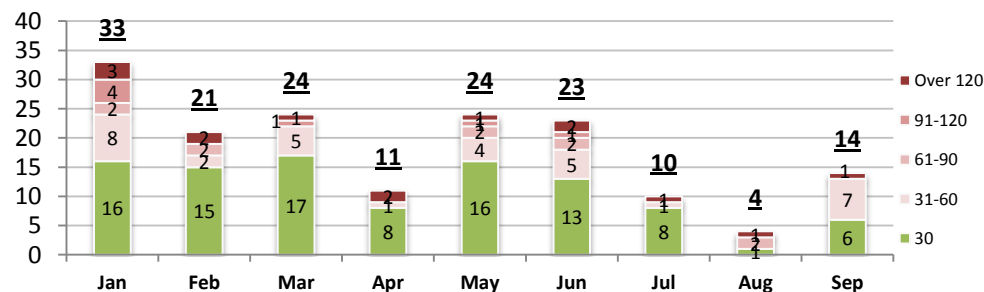
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Create Receiver	3					3
State to Send to Hancock	3	7				10
Invoice on Hold					1	1
Total	6	7	0	0	1	14

Over
60
days

Over
30
days

Reasons for Delay					
Dispute with the vendor					1
Goods received at a later date / Services were not rendered					
Invoice was misplaced / not processed timely					
Contract being processed					
Other		1			
Paid by 10.11.2012		6			

Capital Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from CPA 10.1.2012 and 10.11.2012

Procurement Process Map/City of New Orleans

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

Requisition

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

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

Procurement

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

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

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

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

1) PO to User Entity and Vendor

Contract Creation and Routing

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

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

Contract Processing and Approval

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

Signed Contract

Payment

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

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

1) Payment to Vendor

Supplemental Procurement

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

1) PO to User Entity and Vendor

Evaluation Form

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

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

What's working?

What's not working?