CITY OF NEW ORLEANS

ReqtoCheckSTAT

Reporting Period: June 30th, 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 as of Q2
Average number of days to approve requisitions for the purchase of goods or services by the budget office.	2	1.2
Percentage of bids/rfps with 3 or more proposals	70%	60%
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%	88%
Percent of General Fund invoices processed within 7 business days of being received by Accounts Payable	70%	55%

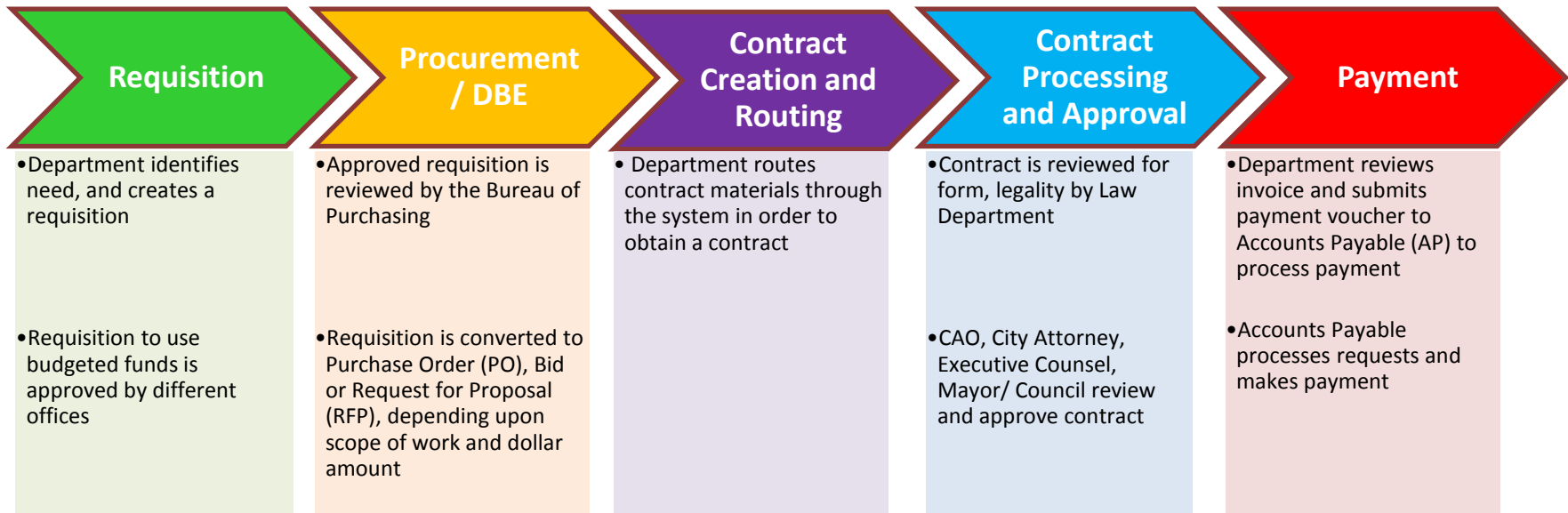| Citywide Result Area: Economic Development		
Goal: Spur the growth of a diverse, inclusive economy that creates good-paying jobs and provides equal access to economic prosperity.		
Objective: Promote business growth and job creation	**Strategy:** Promote an environment of equal opportunity for a diverse 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 • Requisition to use budgeted funds is approved by different offices	• Approved requisition is reviewed by the Bureau of Purchasing • Requisition is converted to Purchase Order (PO), Bid or Request for Proposal (RFP), depending upon scope of work and dollar amount	• Department routes contract materials through the system in order to obtain a contract	• Contract is reviewed for form, legality by Law Department • CAO, City Attorney, Executive Counsel, Mayor/ Council review and approve contract	• Department reviews invoice and submits payment voucher to Accounts Payable (AP) to process payment • 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	
	Server	Application	Server	Application	Server	Application	Server	Application	Server	Application	Server	Application
BuySpeed ** &*** GF and Agency (Procurement/Bids/Payments)	0	8	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
AFIN Capital and Grants (Procurement/Payments)	0	0	0	0	0	0	0	0	0	0	0.25	0.25
Great Plains GF and Agency (Payments)	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 Parties	Area	Action Item	Status	Detailed Status
Allen Square	ITI	Update regarding check information that is currently not being exchanged between BuySpeed and Great Plains.	**Open**	Problem previously thought to be resolved, but is now recurring.
Allen Square	ITI	Email and system notifications not reaching individuals in a timely manner (ECMS and BuySpeed).	**Completed**	A large RFP had been clogging up the messaging system. Since it was cleared from the system, the issue has not resurfaced.

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

Requisition Approval

- Requisition Approved and Processed per Period

- Requisition Approval Queue by Approval Level
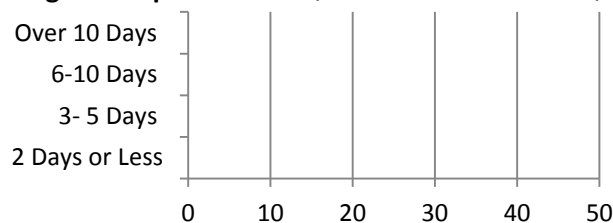
- Approval Time of Requisitions

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

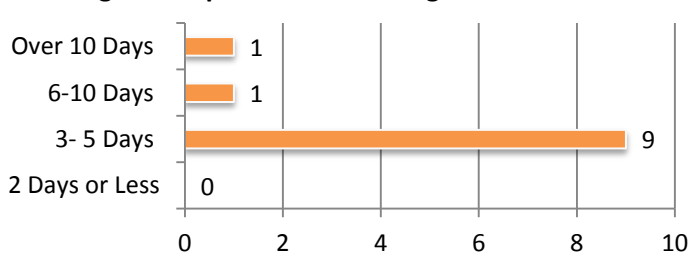# Approval Queue at 39 Requisitions as of End of June

Requisition Approval Queue General Fund
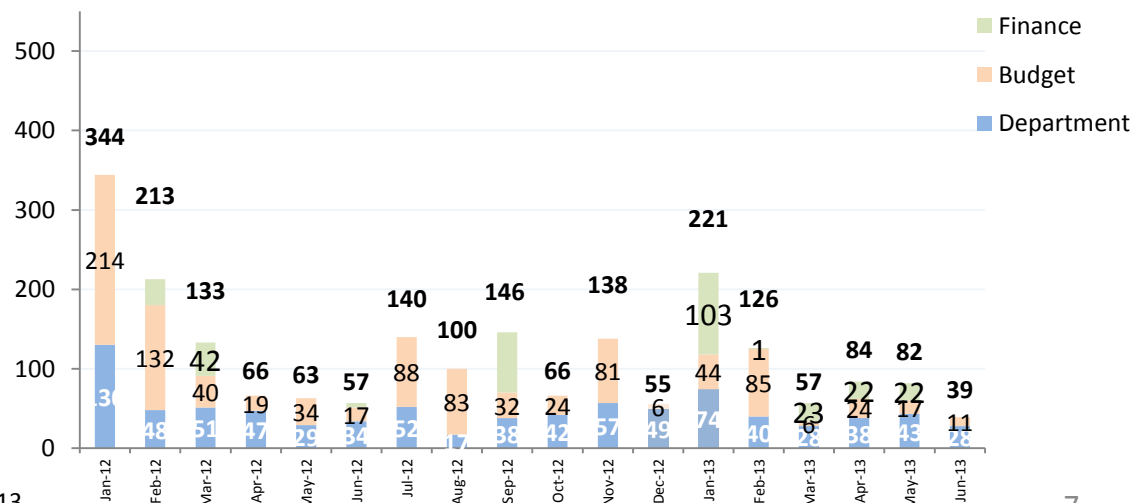## for Period Ending 6.30.2013
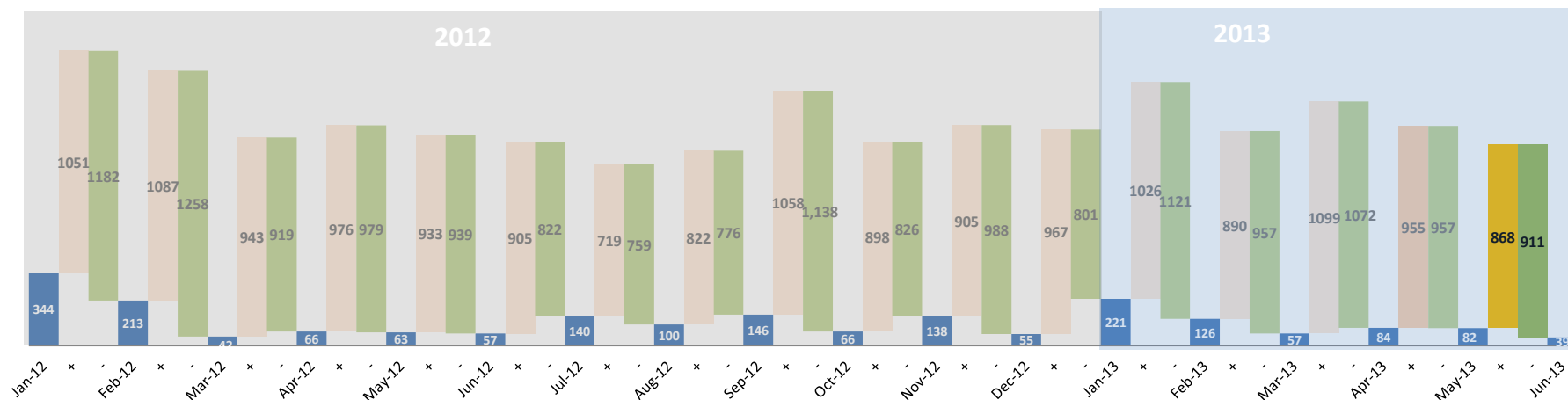
Age of Requisitions in Q Finance Office – 0 in Q


Age of Requisitions in Q Budget Office – 11 in Q

	Count
Over 10 Days	1
6-10 Days	1
3- 5 Days	9
2 Days or Less	0

Requisitions in Q to be Approved

Legend: Finance, Budget, Department

Source : City of New Orleans Procurement System 7.1.2013

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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)
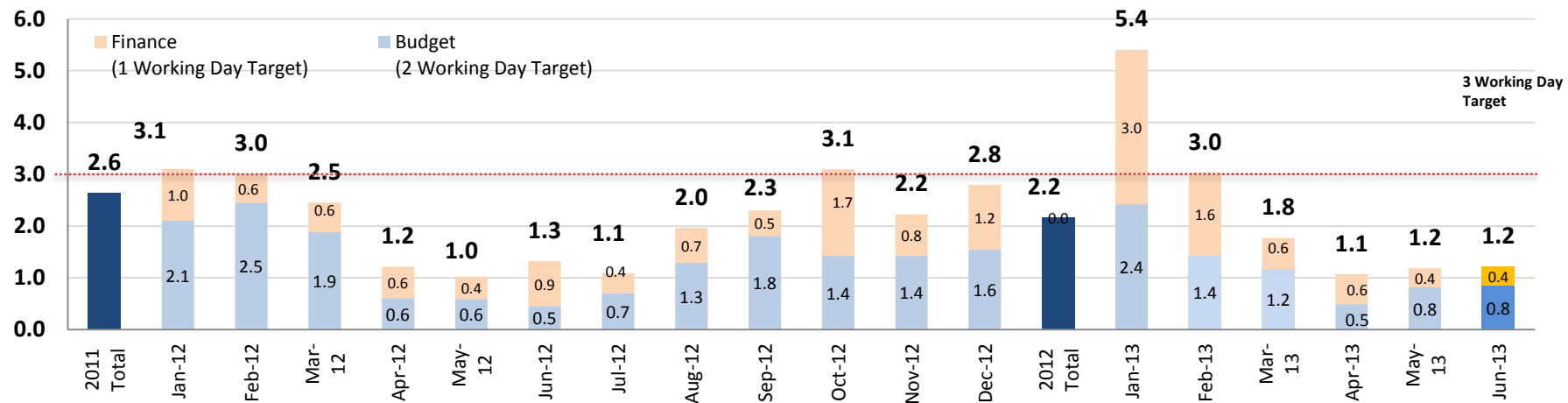
Requisition Approval Distribution by Year

Budget Approval							
Days to Approve	2011(*)	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
2 or less	71%	81%	64%	75%	82%	94%	86%	86%
3 Days	5%	6%	7%	10%	5%	3%	6%	4%
4-5 Days	8%	7%	9%	10%	7%	2%	7%	7%
6-10 Days	10%	5%	17%	3%	5%	1%	1%	2%
11-15 Days	4%	1%	3%	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
2 or less	98%	90%	66%	83%	89%	85%	94%	76%
3 Days	1%	5%	9%	3%	3%	9%	3%	10%
4-5 Days	1%	3%	2%	7%	7%	5%	3%	12%
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 7.1.2013

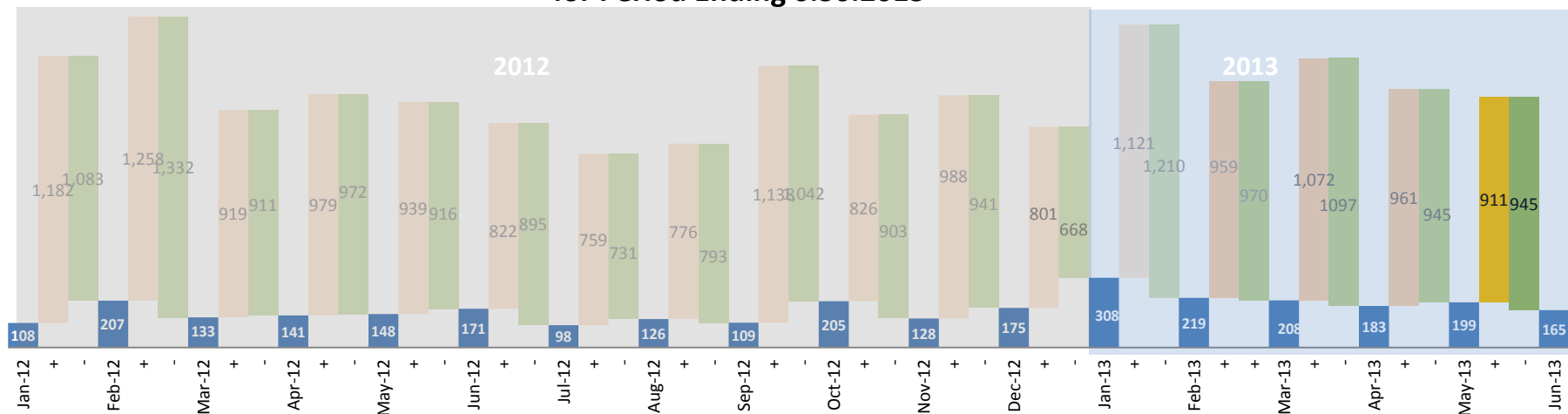8

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 *

Open Items				
Responsible	**Area**	**Action Item**	**Status**	**Detailed Status**
Arkebia Matthews	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.	**Open**	OPA and DBE have scheduled a meeting to discuss the target.
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.

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The Bureau of Purchasing Continues to Process Requisitions Smoothly

Bureau of Purchasing Requisition Processing General Fund
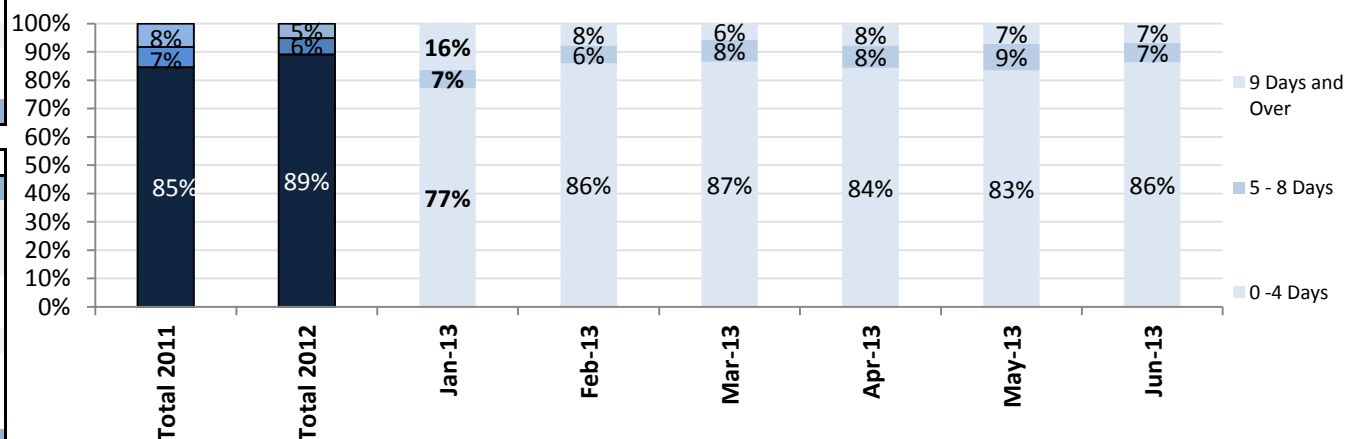## for Period Ending 6.30.2013

2012 / **2013**

Month	-	+
Jan-12	1,182	1,083 (108)
Feb-12	1,258	1,332 (207)
Mar-12	919	911 (133)
Apr-12	979	972 (141)
May-12	939	916 (148)
Jun-12	822	895 (171)
Jul-12	759	731 (98)
Aug-12	776	793 (126)
Sep-12	1,138	1,042 (109)
Oct-12	826	903 (205)
Nov-12	988	941 (128)
Dec-12	801	668 (175)
Jan-13	1,121	1,210 (308)
Feb-13	959	970 (219)
Mar-13	1,072	1,097 (208)
Apr-13	961	945 (183)
May-13	911	(199)
Jun-13	945	(165)

Buyer Processing Requisitions
Status of Reqs Awaiting Buyer Processing

Status	Count
Completed 6.30.13	45
Need Contract	43
Processing Procurement	52
Waiting for Support	24
Cancelled	1
Grand Total	**165**

Waiting for Support

Status	Count
Capital Projects	8
EMS	5
Council	3
Police	2
Parks and Parkways	2
Mosquito Control	1
OCD	1
Health	1
Fire	1
Grand Total	**24**

The Bureau of Purchasing Processed 86% of Requisitions in Four Days or Less

Period	9 Days and Over	5 - 8 Days	0 -4 Days
Total 2011	8%	7%	85%
Total 2012	5%	6%	89%
Jan-13	16%	7%	77%
Feb-13	8%	6%	86%
Mar-13	6%	8%	87%
Apr-13	8%	8%	84%
May-13	7%	9%	83%
Jun-13	7%	7%	86%

Source : Obtained from the Bureau of Purchasing 7.19.2013

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The Number of RFPS in Process at 13 as of 6.30.2013

Total 14

8 9

3
2
9

+ −

Ending RFP Q 1.31.2013

Total 13

8 3

1
10
2

+ −

Ending RFP Q 2.28.2013

Total 18

7 10

5
11
2

+ −

Ending RFP Q 3.31.2013

Total 15

3 5

10
5

+ −

Ending RFP Q 4.30.2013

Total 13

6 *6

6
2
5

+ −

Ending RFP Q 5.31.2013

Total 13

6
4
3

Ending RFP Q 6.30.2013

Waiting Committee Meeting
Waiting Opening Date
Waiting on Department
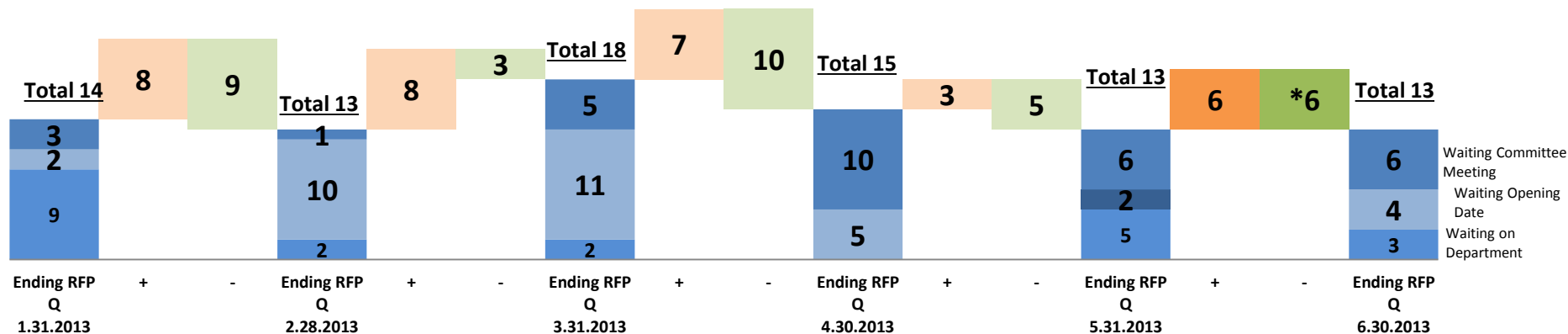
* Includes closed and cancelled RFPs

Number of Proposals Received for RFPs Completed YTD 2013 (as of 6.30.2013)

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

	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
10 and Above	13%		11%	10%	12%	10%	8%
3 to 9	63%		56%	60%	59%	62%	60%
2 and below	24%		33%	30%	29%	29%	32%
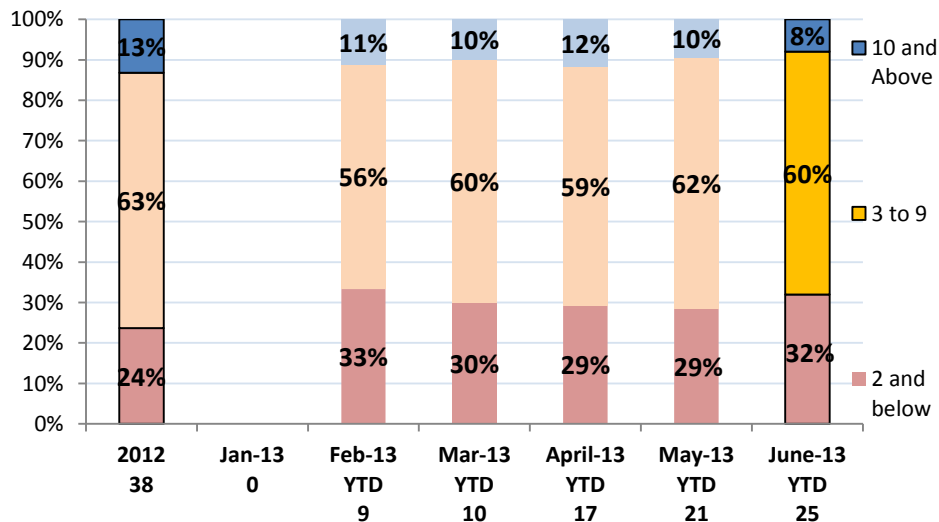
Awaiting Committee Meeting	
Department	**Brief Description**
NOBC	Redevelopment of World Trade Center Site
CAO Capital Projects	FEMA/DCDBG Timecard Management System
Treasury	Ad Valorem Tax Sale and Related Legal Services
Aviation	Material Testing Services
Aviation	Airport Cargo Roads Rehabilitation Design Services
Aviation	Airport Resident Inspection Services

Source : Bureau of Purchasing 7.19.2013

The Number of Bids in Process at 18 as of 6.30.2013

Waterfall chart showing bid counts by quarter:

- **Total 24** — Ending BID Q 1.31.2013: 17, 7; (+3, −15)
- **Total 12** — Ending BID Q 2.28.2013: 3, 9; (+10, −9)
- **Total 13** — Ending BID Q 3.31.2013: 4, 9; (+9, −9)
- **Total 13** — Ending BID Q 4.30.2013: 5, 1, 7; (+8, −10)
- **Total 11** — Ending BID Q 5.31.2013: 3, 1, 7; (+13, −6)
- **Total 18** — Ending BID Q 6.30.2013: 6 Waiting on Department, 2 In Process, 10 Waiting Opening Date
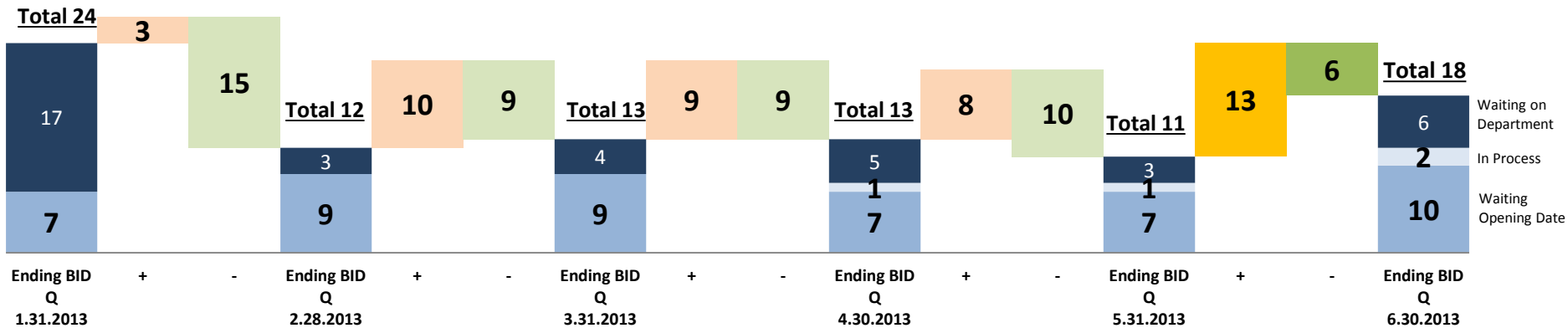
* Includes closed and cancelled Bids

Number of Proposals Received for Bids Completed YTD 2013 (as of 6.30.2013)

Period	10 and Above	3 to 9	2 and below
2012 — 66	5%	74%	21%
Jan-13 — 12		58%	42%
Feb-13 YTD 22	5%	45%	50%
Mar-13 YTD 28	4%	57%	39%
April-13 YTD 36	3%	53%	44%
May-13 YTD 44	2%	52%	45%
Jun-13 YTD 49	2%	57%	41%
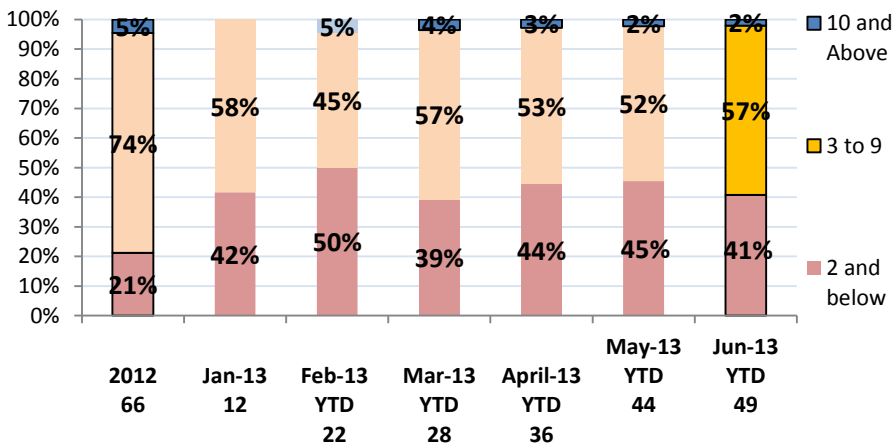
Needing Action From Departments	
Department	**Brief Description**
NORDC	NORDC Vending Machine Services
CAO CAPITAL PROJECTS	Joe Brown Park West Enhancements (D-CDBG)
PURCHASING BUREAU	Emergency Heavy Equipment Rental
MAYOR'S OFFICE	Saenger Theatre Renewal Project - N Rampart Street and Basin Street Sidewalk Enhancements
CAO CAPITAL PROJECTS	Gernon Brown Community Center
FRENCH MARKET CORPORATION	FMC Landscape Maintenance Services

Source : Bureau of Purchasing 7.19.2013

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

Data excludes bids for which DBE contracting requirements have been waived

**Total 2011-2013 YTD
$239M**

77.6M
32%

161.5M

**Total 2012
126.9M**

$43.7M
34%

$83.2M

**YTD 2013
$43.5M**

$11.9M
27 %
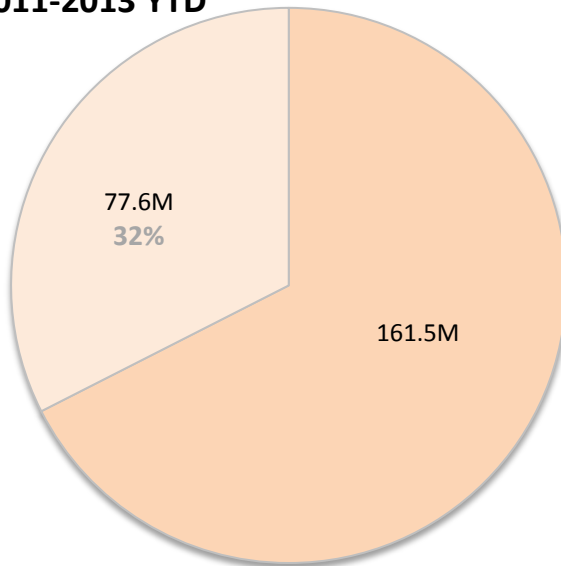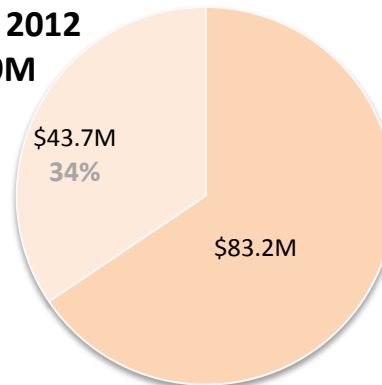
$31.6M
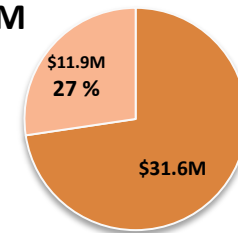
Time to Process <u>BID</u> DBE Validation Requests by the Office of Supplier Diversity (Working Days)

Avg. 9 Days | Avg. 11 Days | Avg. 15 Days | Avg. 7 Days | Avg. 4 Days | Avg. 5 days

	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
Over 10 Days	23%						
4-10 Days	28%	70%	67%	17%	17%		60%
0-3 Days "Target"	49%	30%	33%	67% / 17%	17% / 67%	100%	40%

Source : Office of Supplier Diversity 7.22.2013

13
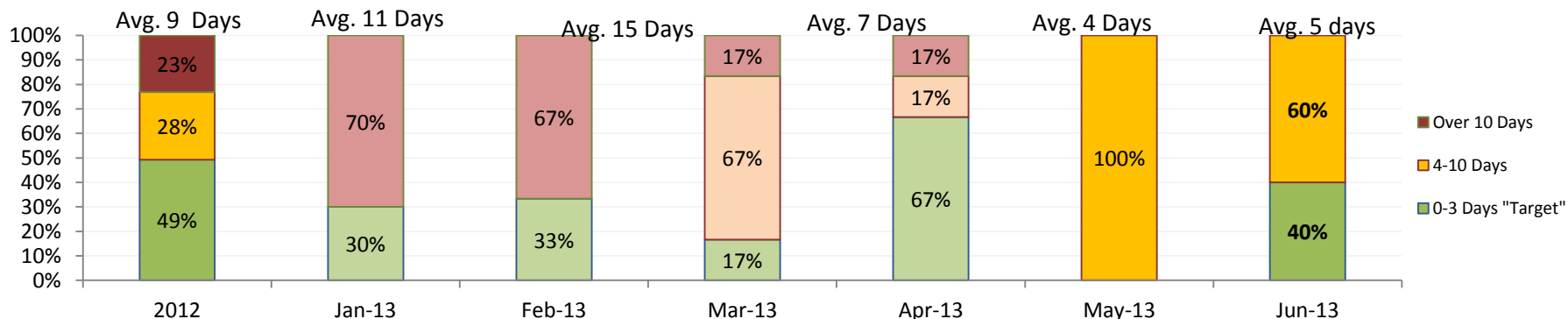
RFP and RFQs: 2013 YTD Percentage of DBE Committed Award Value (Goal 35%)

Data excludes RFPs and RFQs for which DBE contracting requirements have been waived

**YTD 2013
$17.9M**

- 6.85K 38 %
- $11.1M
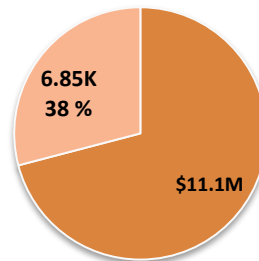
Time to Process RFP and RFQ DBE Validation Requests by the Office of Supplier Diversity (Working Days)

Avg. 46 Days — Avg. 8 Days — Avg. 10 Days — Avg. 9 Days

Legend:
- Over 10 Days
- 4-10 Days
- 0-3 Days "Target"
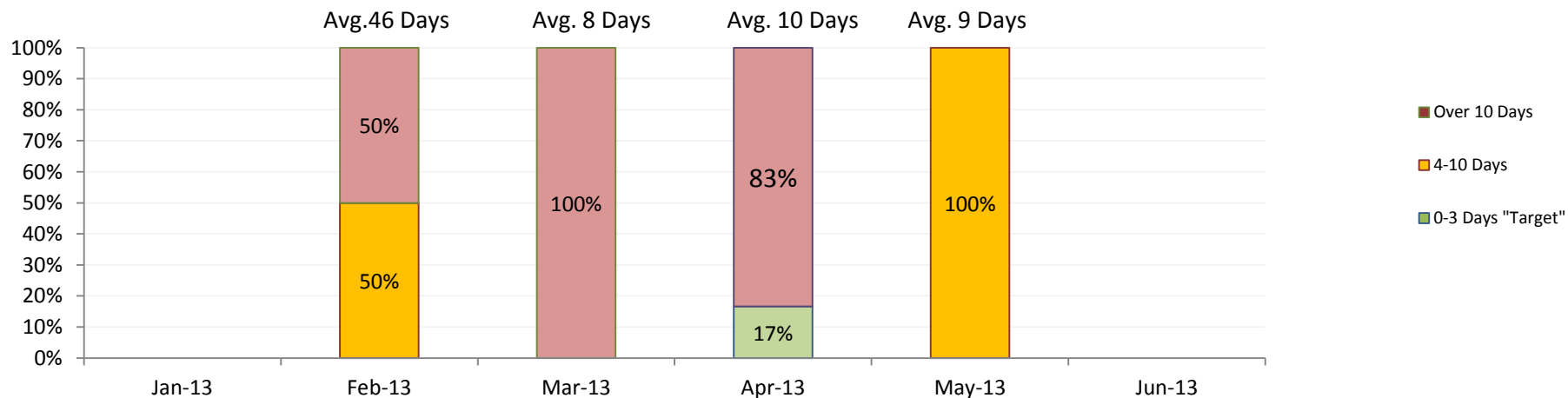
* Validation information was not provided to the Office of Supplier Diversity for review in January or June 2013.

Source : Office of Supplier Diversity 7.2.2013

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)
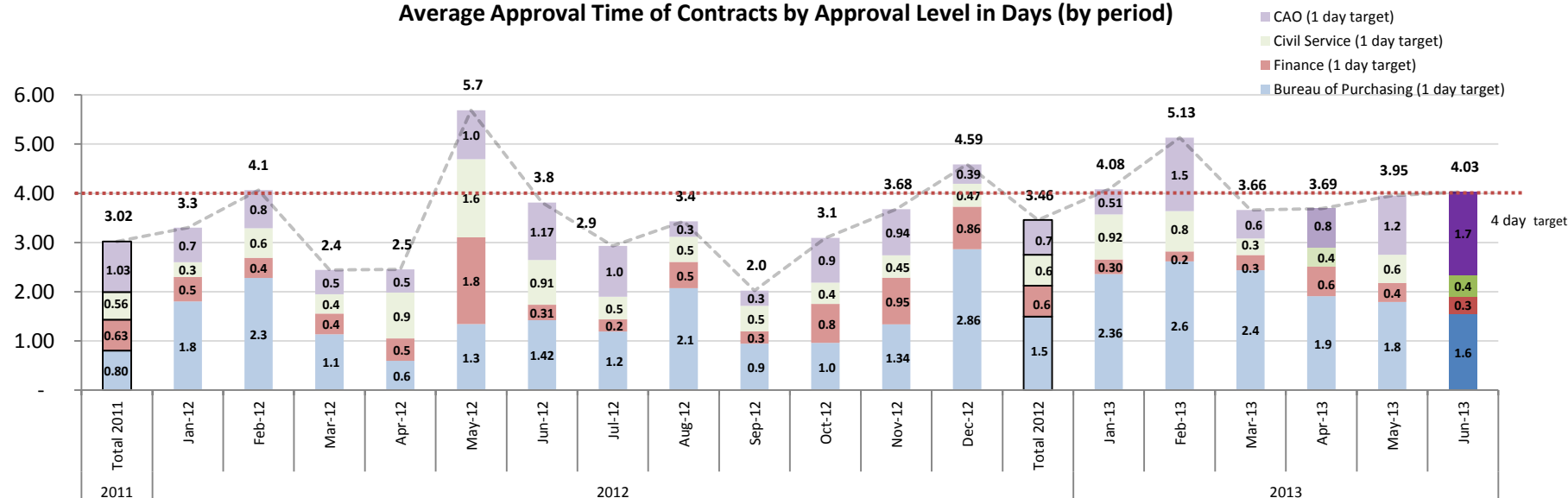
7 Contract Requests in Queue as of 6.30.2013

- CAO: 2 — 2.61 days
- Civil Service: 2 — 3.49 days
- Finance: —
- Purchasing: 3 — 9.6 days
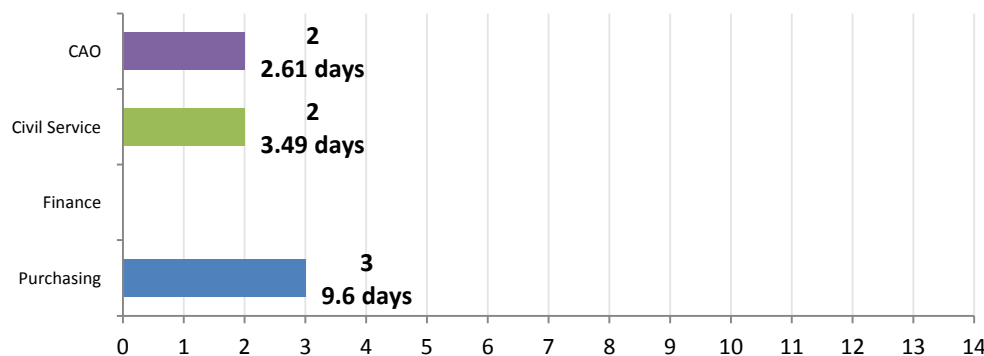
* 2011 information only available since May, 2011
  Source : ECMS 6.1.2013

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Contract Approval Process

- Contract Processing and Approval

Action Items *

Responsible	Area	Action Item	Status	Detailed Status
Michael McKenna	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
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	Present the list of contract draft templates currently available.	**In Process**	List has been presented. Open for the Law department to contact departments and notify them about the new templates
Rebecca Dietz	Contracts	Legal opinion on 8R and conversation with the City Council.	**In Process**	Executive team will discuss the issue separately
Rebecca Dietz 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.	**Done**	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 June (in units)

Source : Law Department and ECMS System 7.1.2013

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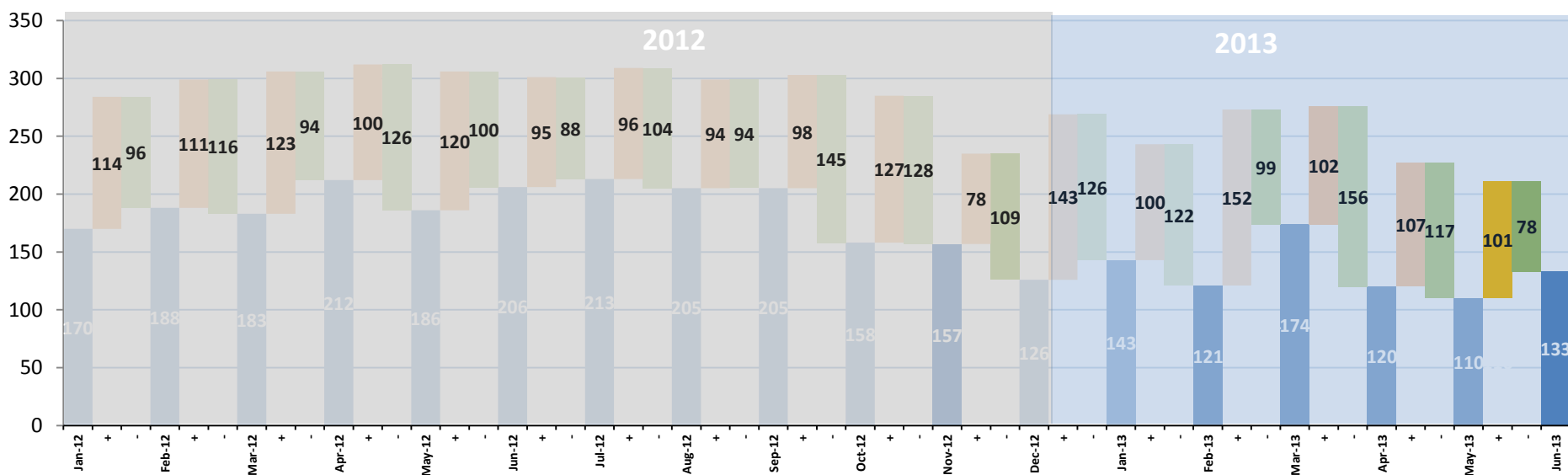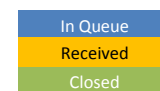
Contracts : All Contracts <u>in Process</u> by Period
(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)
The Average Age of Contracts Awaiting Processing at 30 Days

Legend:
- Over 120 Days
- 91 - 120 Days
- 61 - 90 Days
- 31- 60 Days
- 0 - 30 Days
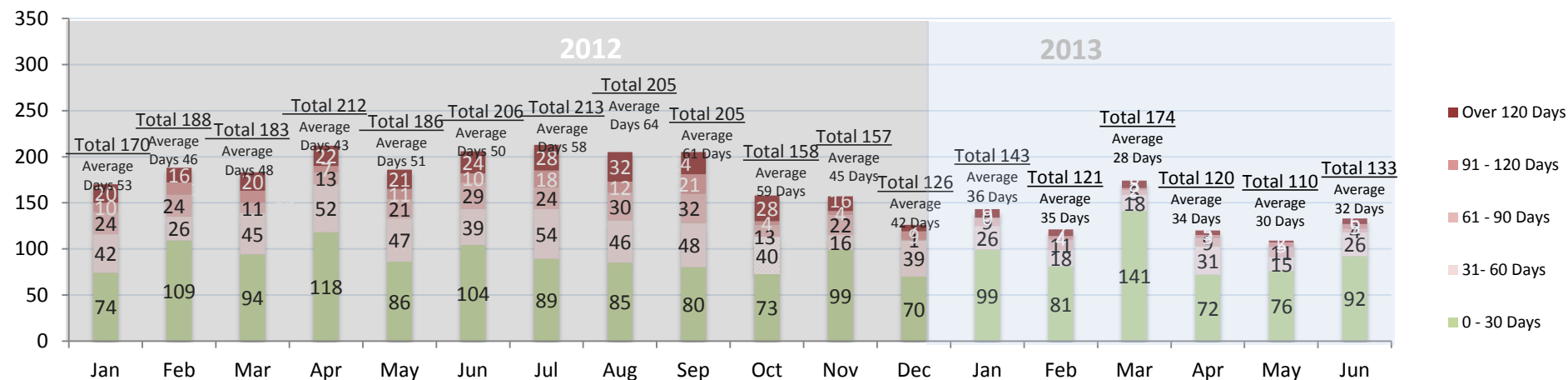
Location and Average Age of Contracts in Process as of 6.30.2013
(Age from being received from the previous stage)

Legend: 1.31.2013 2.28.2013 3.31.2013 4.30.2013 5.31.2013 6.30.2013

	Manual	Attorney	Dp. City Att	CAO	To Send Vendor	From Vendor	Ordinance	Executive Counsel	*Returned
Contracts =	1	41	0	0	7	58	6	14	2
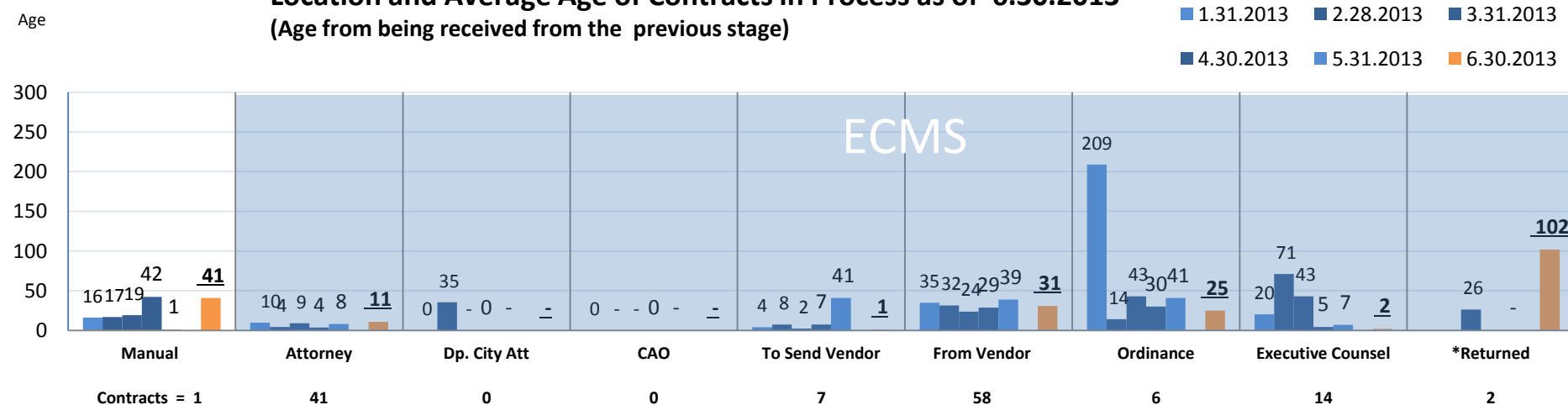
*Two contracts returned, one needing to be re-routed to vendor, one pending litigation.

Source : Contract Management System ECMS 6.1.2013

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Contracts : All Contracts <u>Executed</u> by Period
(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

The Average Time to Close Contracts in June was 38 Days. 58% of Contracts Were Closed in 30 Days or Less (80% Target)

Legend: ■ More Than 30 Days ■ 0-30 Days

66 Days 3.15.2011

2012 | 2013

Month	Value	More Than 30 Days	0-30 Days
Jan	56	67%	33%
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%
Jan	33	36%	64%
Feb	37	37%	63%
Mar	31	31%	69%
Apr	31	28%	72%
May	33	39%	60%
Jun	38	42%	58%
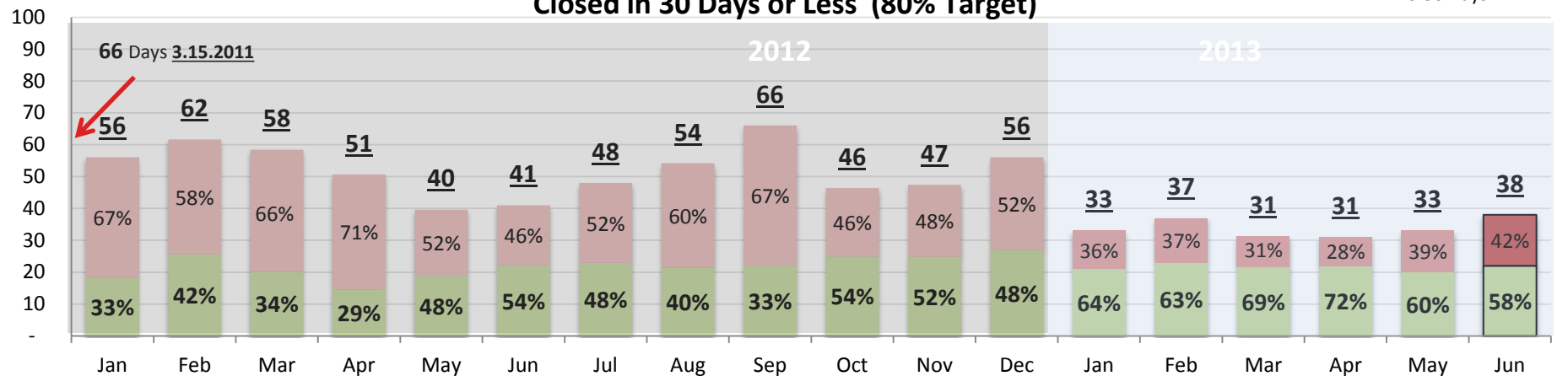
Average Days to Process Contracts Completed (by Stage)

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

ECMS

Stage	1.31.2013	2.28.2013	3.31.2013	4.30.2013	5.31.2013	6.30.2013
Manual	15	23	2	14	23	8
Legal Review *	13	12	10	9	7	11
D. City Att	1	1	1	1	1	1
CAO	1	1	1	1	1	1
To Send Vendor	2	3	3	3	3	3
From Vendor	12	17	15	14	17	13
Executive Con.	6	4	2	5	6	9
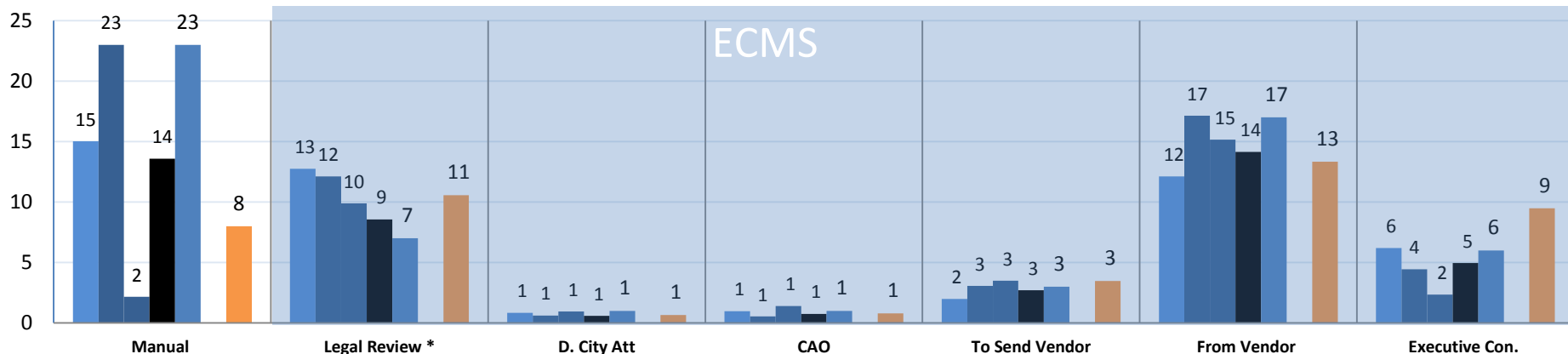
*Attorney time includes all the processing time for contracts that were returned at any stage of the process

Source : : Contract Management System ECMS 6.1.2013

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Contracts Awaiting Vendor Signature

Department	Average Age	Count
BLIGHT & REVITALIZATION	212	2
NEW ORLEANS BUILDING CORPORATION	66	2
NEIGHBORHOOD ENGAGEMENT OFFICE	51	1
AVIATION	46	7
SANITATION DEPARTMENT	42	2
HUMAN SERVICES	41	1
POLICE DEPARTMENT	38	4
FINANCE	36	1
CAPITAL PROJECT	32	5
City Council	30	2
MAYOR	25	1
HOMELAND SECURITY	23	4
NEIGHBORHOOD STABLIZATION	12	3
PUBLIC WORKS	12	10
PROPERTY MANAGEMENT	11	3
MUNICIPAL YACHT HARBOR MANAGEMENT CORPORATION(MYHMC)	10	1
REGISTER OF VOTERS	9	1
PARKS & PARKWAYS	9	1
HEALTH DEPARTMENT	7	2
LAW	6	2
FIRE DEPARTMENT	4	1
CAO	4	1
CIVIL SERVICE	4	1
Grand Total	**31**	**58**

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

Source : Contract Management System ECMS 7.1.2013

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 *

Open 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**	
Andrew Kopplin and Norman Foster	Payment	Discussion about the use of credit cards. Possibility of issuing an additional credit card for unique purchases. If issued, what would be the process departments need to follow to use the card?	**Completed**	New card has been issued
Norman Foster	Payment	Should vendors send invoices to departments or accounts payables. PO information notes to send invoices to A/P, but invoices are being send to departments.	**Open**	

The Percentage of General Fund (and Agency) Payments Processed in 7 Days was Above Target at 79%

Number of Days to Process GF Payment Requests by AP

Isaac

Legend:
- Over 30 Days
- 16 - 30 Days
- 8-15 Days
- 7 Days or less

70% Target
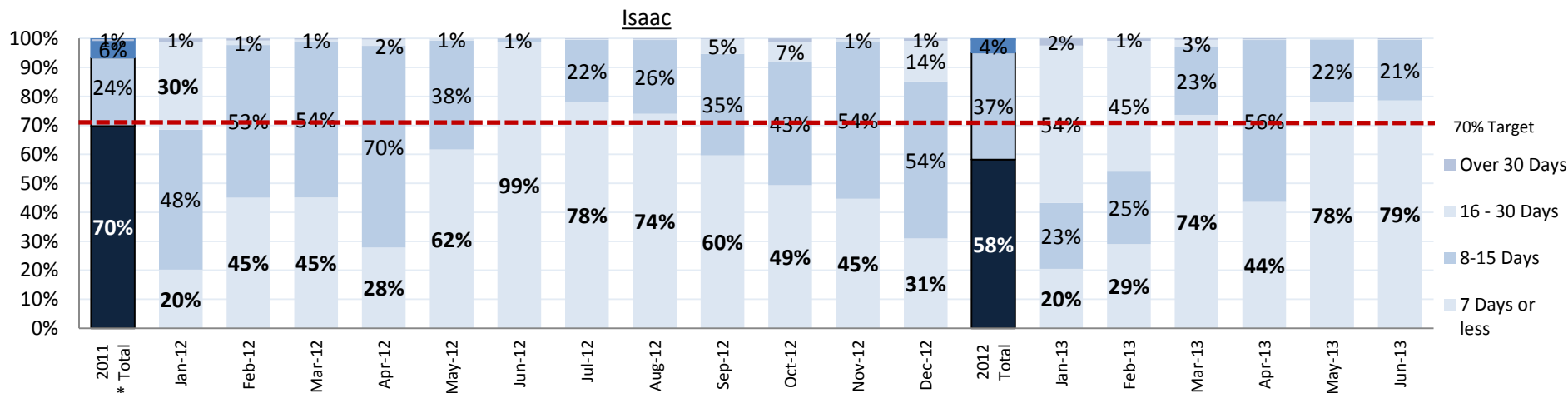
Average Number of Days to Process Invoices by A/P Department (GF Expenditures)

Isaac

Target 7 Days

* 2011 information only available since May, 2011

Source :Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013

23
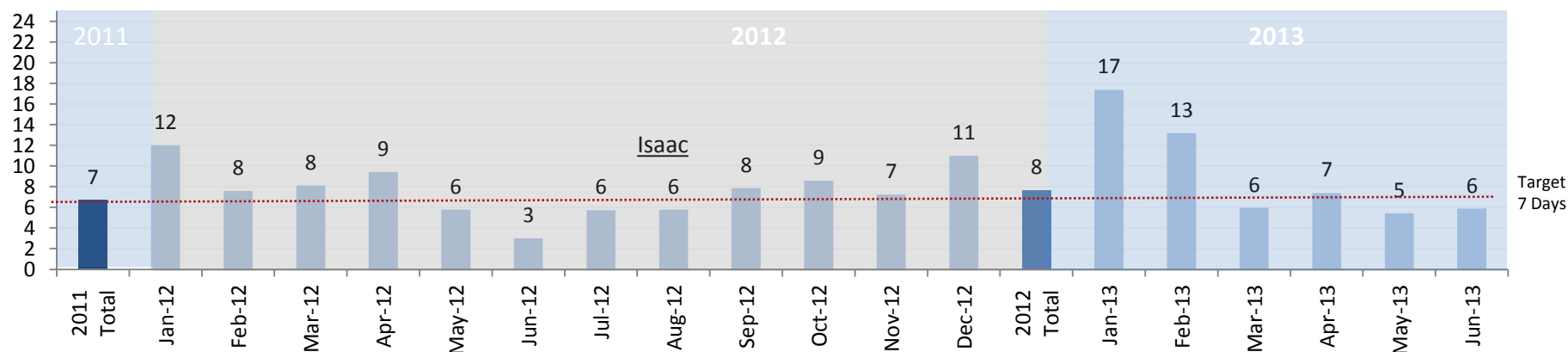
Distribution of Accounts Payable Processing GF Payments

Source :Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013
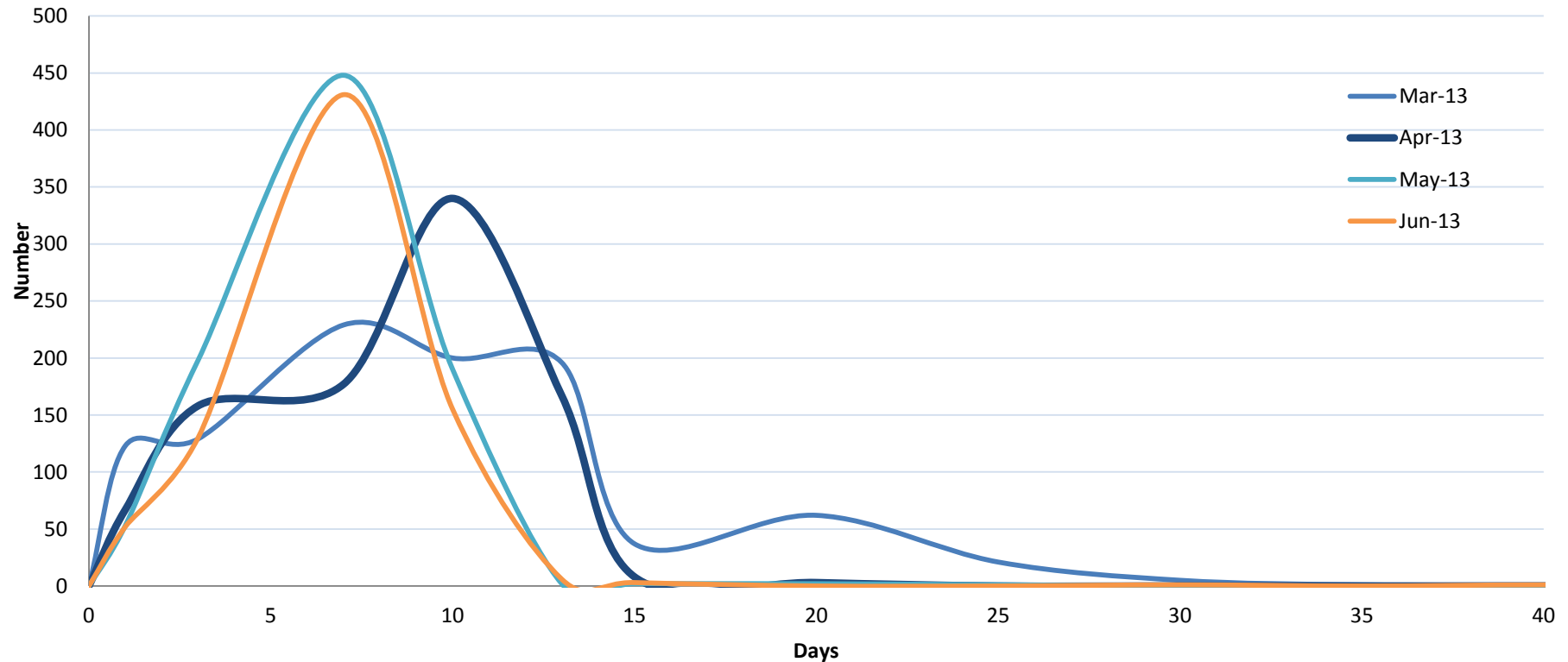
The Percentage of General Fund (and Agency) Payments in 30 Days or Less was 64% at End of June

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

Isaac

Legend:
- Over 120 Days
- 61 - 120 Days
- 31 to 60 Days
- 30 Days or Less
- 90% Target
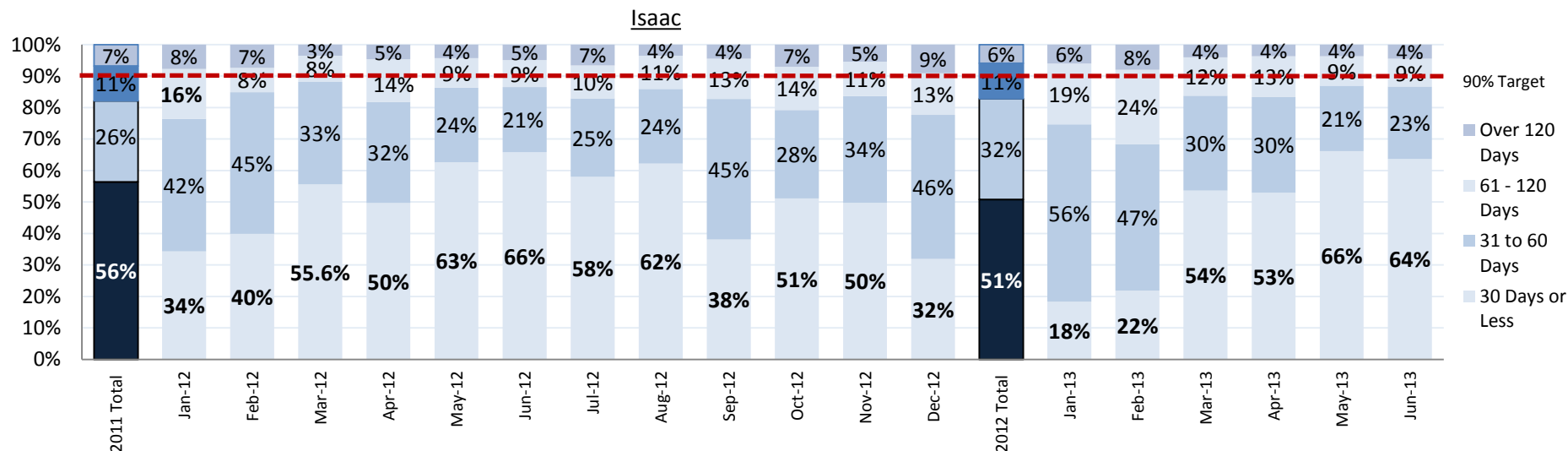
Average Number of Days to Pay Invoices from Invoice Date (GF Expenditures)
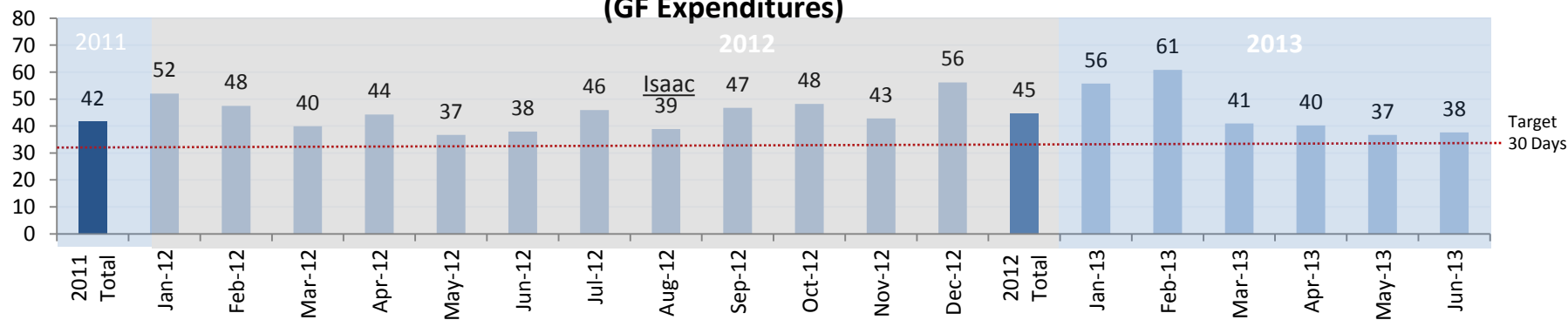
2011: 42
2012: 52, 48, 40, 44, 37, 38, 46, 39 (Isaac), 47, 48, 43, 56 | 2012 Total 45
2013: 56, 61, 41, 40, 37, 38

Target 30 Days

* 2011 information only available since May, 2011

Source : Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013

Invoice Date to Check Date Distribution
for GF & Agency Payments

Source :Accounts Payable and Office of Performance and Accountability.
Collected   7.1.2013-7.9.2013

26
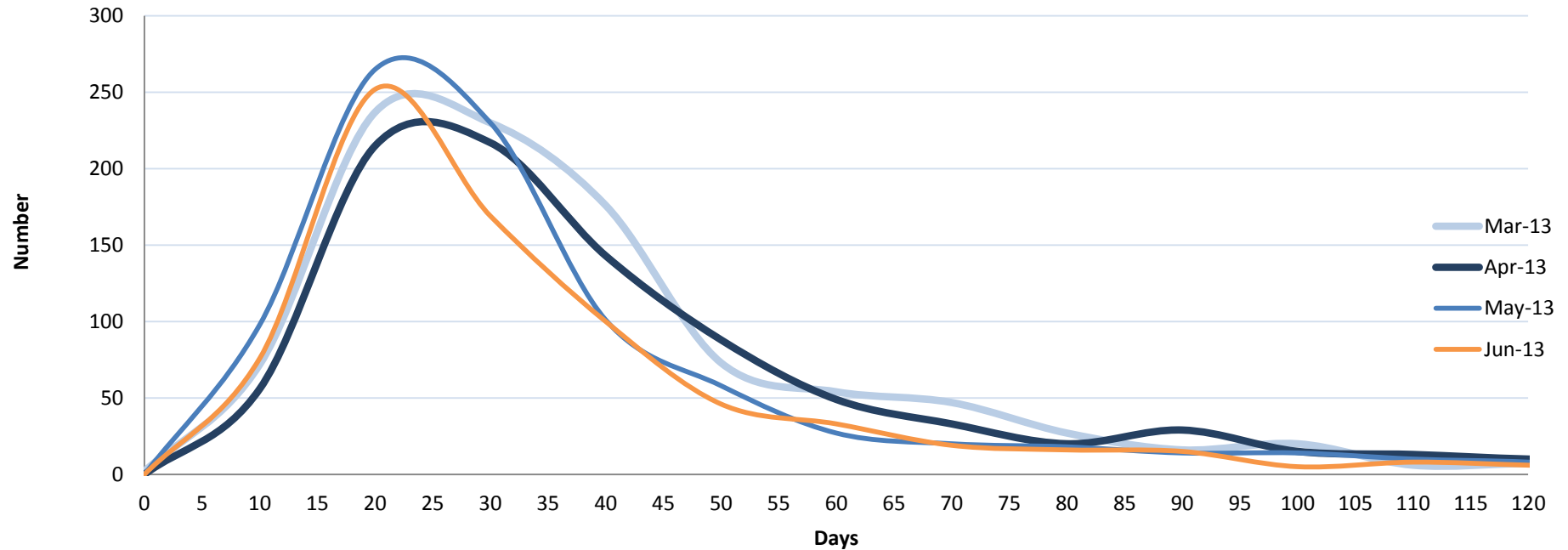
The Percentage of Capital and Grant Payments Processed in 7 Days was 95% at End of June

Number of Days to Process Capital Payment Requests by Accounts Payable

Isaac

Legend:
- Over 30
- 16 - 30 Days
- 8-15 Days
- 7 or less
- 90% Target

Period	7 or less	upper segments
2011 Total	95%	1%
Jan-12	95%	4% / 2%
Feb-12	92%	5% / 2%
Mar-12	99%	1%
Apr-12	98%	2%
May-12	99%	1%
Jun-12	98%	2%
Jul-12	98%	1% / 1%
Aug-12	99%	1%
Sep-12	92%	8%
Oct-12	93%	4% / 1%
Nov-12	73%	21% / 6%
Dec-12	96%	3%
2012 Total	93%	6% / 1%
Jan-13	79%	19% / 2%
Feb-13	87%	12%
Mar-13	96%	3% / 1%
Apr-13	84%	15% / 1%
May-13	91%	6% / 2%
Jun-13	95%	3% / 1%

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

Isaac

Period	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

Target 45 Days

* 2011 information only available since May, 2011

Source : Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013

27

The Percentage of Capital and Grant Payments Made in 45 Days or Less from Invoice Date was 81% at End of June

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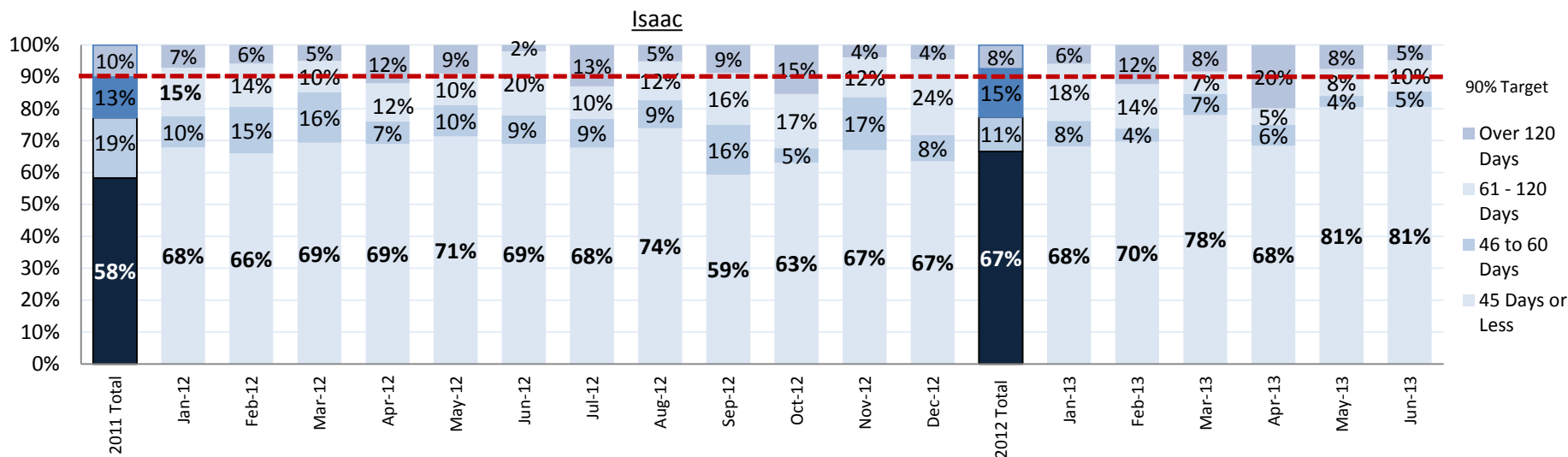
Isaac

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

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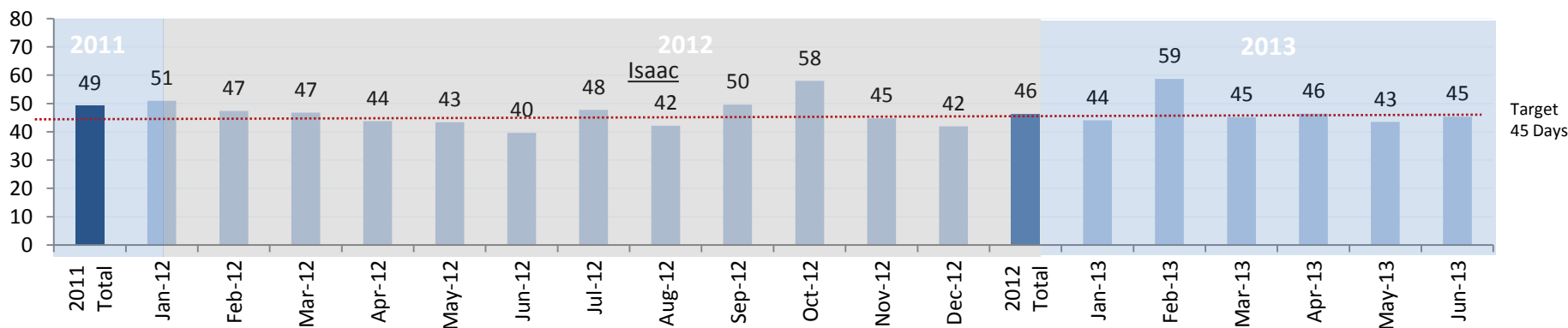
- 2011 information only available since May, 2011
- April 2013 previously adjusted for on-hold invoices.

Source :Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013

28

Invoice Date to Check Date Distribution
for Capital and Grants Payments

Source :Accounts Payable and Office of Performance and Accountability.
Collected 7.1.2013-7.9.2013
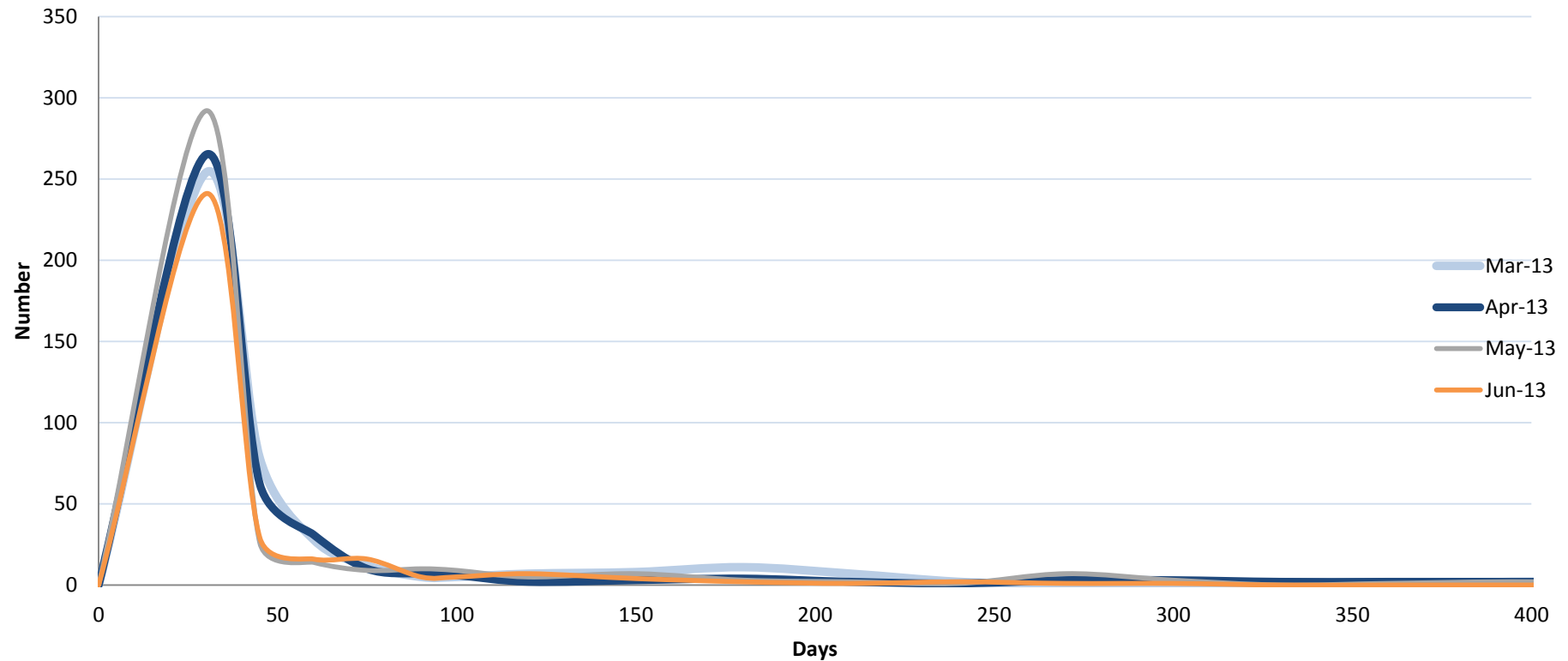
Results for General Fund (and Agencies) Payments
Vouched for the Month of June 2013

Department	2013 June <=60	June >60	June Total	%>60 Days	May-13 %> 60 Days	Apr-13 %> 60 Days	Mar-13 %> 60 Days	Feb-13 %> 60 Days	Jan-13 %> 60 Days	2012 Aug-Dec
PROPERTY MANAGEMENT	3	3	6	50%	27%	0%	19%	12%	16%	12%
TREASURY	2	1	3	33%	33%	50%	18%	0%	67%	19%
EMD	27	9	36	25%	19%	46%	37%	46%	8%	35%
CIVIL SERVICE	6	2	8	25%	43%	25%	50%	33% *		*
POLICE	29	9	38	24%	10%	16%	12%	30%	25%	25%
TOURISM, ARTS, & ENTERTAINMENT	10	3	13	23%	0%	43%	67%	18%	86%	0%
SANITATION	14	4	18	22%	36%	20%	13%	20%	27%	33%
NORDC	18	5	23	22%	17%	24%	24%	26%	24%	14%
LIBRARY	49	11	60	18%	13%	11%	16%	26%	38%	16%
HOMELAND SECURITY	14	3	17	18%	13%	13%	14%	38%	0%	*
LAW	16	3	19	16%	3%	19%	16%	22%	8%	29%
ITI	11	2	13	15%	17%	24%	43%	40%	21%	25%
REGISTRAR OF VOTERS	11	2	13	15%	13%	9%	25%	55%	67%	24%
CAO	12	2	14	14%	33%	28%	37%	58%	23%	24%
CODE ENFORCE REVOLVING FUND	12	2	14	14%	0%	0%	0%	0%	0%	0%
AVIATION	77	12	89	13%	14%	22%	17%	42%	28%	18%
HEALTH	21	3	24	13%	28%	19%	18%	27%	27%	38%
SAFETY AND PERMITS	7	1	8	13%	17%	0%	15%	25%	14%	40%
CITY PLANNING	7	1	8	13%	0%	15%	50%	0% *		*
REVENUE	9	1	10	10%	0%	10%	0%	29%	0%	19%
PUBLIC WORKS	31	3	34	9%	17%	7%	5%	24%	17%	13%
PARKS & PARKWAY	45	4	49	8%	11%	3%	9%	39%	20%	19%
CAPITAL PROJECTS	12	1	13	8%	13%	0%	7%	30% *		23%
FIRE	13	1	14	7%	10%	18%	36%	22%	20%	14%
COUNCIL	42	3	45	7%	14%	14%	12%	29%	23%	18%
OFFICE OF INSPECTOR GENERAL	18	1	19	5%	3%	5%	0%	7%	7%	3%
MAYOR'S OFFICE	20	1	21	5%	14%	17%	23%	48%	44%	21%
MOSQUITO CONTROL	47	2	49	4%	8%	14%	7%	44%	19%	15%
HUMAN SERVICES	27	1	28	4%	5%	0%	38%	32%	18%	12%
EMS	8		8	0%	12%	7%	10%	42%	7%	4%
CORONER	10		10	0%	21%	0%	6%	0% *		*
ACCOUNTING	3		3	0%	0%	20%	100%	20% *		*
FINANCE	4		4	0%	0%	0%	0%	0%		*
OCD			0		0%	14%	33%	60%	13%	0%
Other (Less than 24 payments in six months)	40	9	49	18%	5%	29%	14%	18%	9%	0%
Grand Total	675	105	780	13%	13%	15%	23%	27%	23%	18%

* Small number of payments were vouched for this department during the period
Source :Accounts Payable Collected 7.1.2013-7.9.2013

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

| Department		2013 Jun-13				May	April	March	February	January		2012 Aug-Dec
	<= 60	> 60	Total	% > 60		% > 60	% > 60	% > 60	% > 60	% > 60		% > 60
PROPERTY MANAGEMENT		5	5	100%		0%	99%	0% *		0%		0%
PUBLIC WORKS	10	6	16	38%		54%	12%	29%	19%	28%		49%
HOMELAND SECURITY	13	3	16	19%		28%	37%	20%	13%	40%		12%
OCD	97	15	112	13%		10%	14%	13%	25%	19%		19%
MAYOR	20	3	23	13%		0%	12%	14%	6%	19%		4%
CAPITAL PROJECTS	73	9	82	11%		24%	10%	16%	32%	26%		22%
HEALTH	71	8	79	10%		4%	10%	8%	6%	8%		20%
CRIMINAL JUSTICE	1		1	0%		0%	0%	0%	11%	9%		0%
INSPECTOR GENERAL	1		1	0%		0% *	*		0%	14%		*
SANITATION						0% *		100%	100%	93%		*
Other (Less than 18 in 6 months)			0	0%		50%	0%	17%	55%	43%		23%
Grand Total	286	49	335	15%		16%	21%	22%	27%	27%		17%

* Small number of payments were vouched for this department in 2012
Source :Accounts Payable Collected 7.1.2013-7.9.2013

OCD Invoices in the Pipeline

Status	Age					Total
	<=45	46-60	61-90	91-120	Over 120	
Regular Processing	114	3				117
Dispute with Vendor			1		21	22
Other					1	1
With the State				1		1
Grand Total	114	3	1	1	22	141

OCD Aging of Invoices in the Pipeline by Period
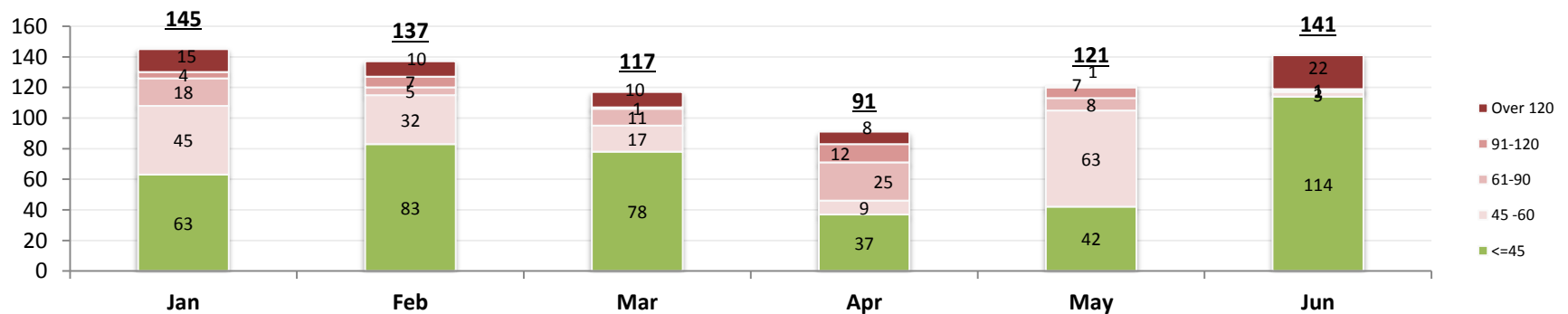
Capital Projects Invoices in the Pipeline

Revolver

	Age		
Status	<=30	31-60	Total
Regular Processing	30	6	36
Grand Total	30	6	36

Capital Revolver: Aging of Invoices in the Pipeline by
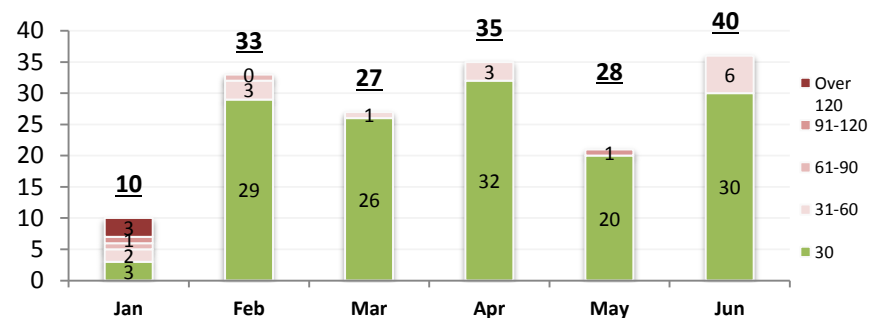
City

	Age			
Row Labels	<=30	31-60	Over 120	Total
Regular Processing	72	1		73
Other			3	3
Grand Total	72	1	3	76

Capital City : Aging of Invoices in the Pipeline by Period

Information obtained from PDU 7.22.2013
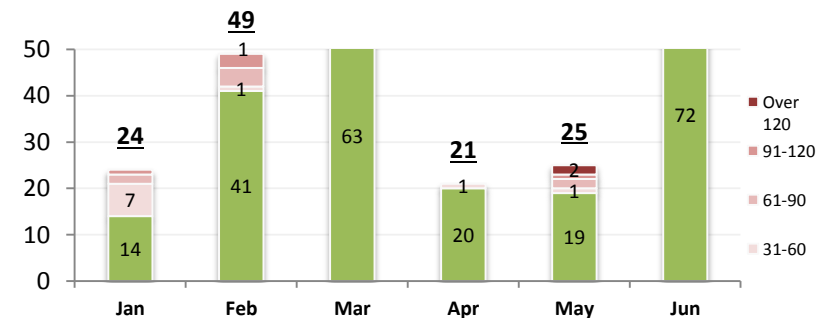
DPW Invoices in the Pipeline

Revolver

Status	Age			Total
	<=30	31-60	61-90	
Regular Processing	20	11	3	34
Other			1	1
Contract/Amendment		4	1	5
Grand Total	20	15	5	40

DPW Revolver: Aging of Invoices in the Pipeline by Period
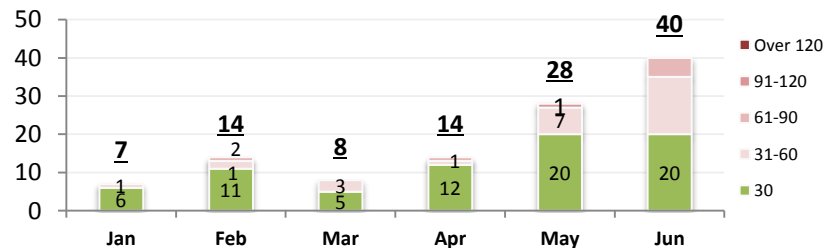
City

Status	Age				Total
	<=30	31-60	61-90	Over 120	
Regular Processing	12				12
State		2	1	1	4
Isaac				2	2
Not Processed Timely		1		1	2
Grand Total	12	3	1	4	20

DPW City: Aging of Invoices in the Pipeline by Period

Information obtained from PDU 7.22.2013

34
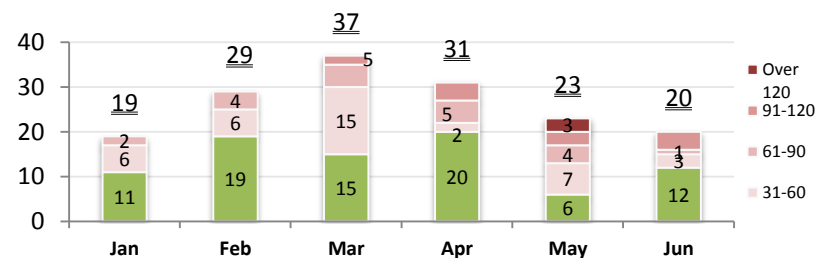
Procurement Process Map/City of New Orleans

* 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?