



CITY OF NEW ORLEANS

ReqtoCheck**STAT**

Reporting Period: August 1– August 31st

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.

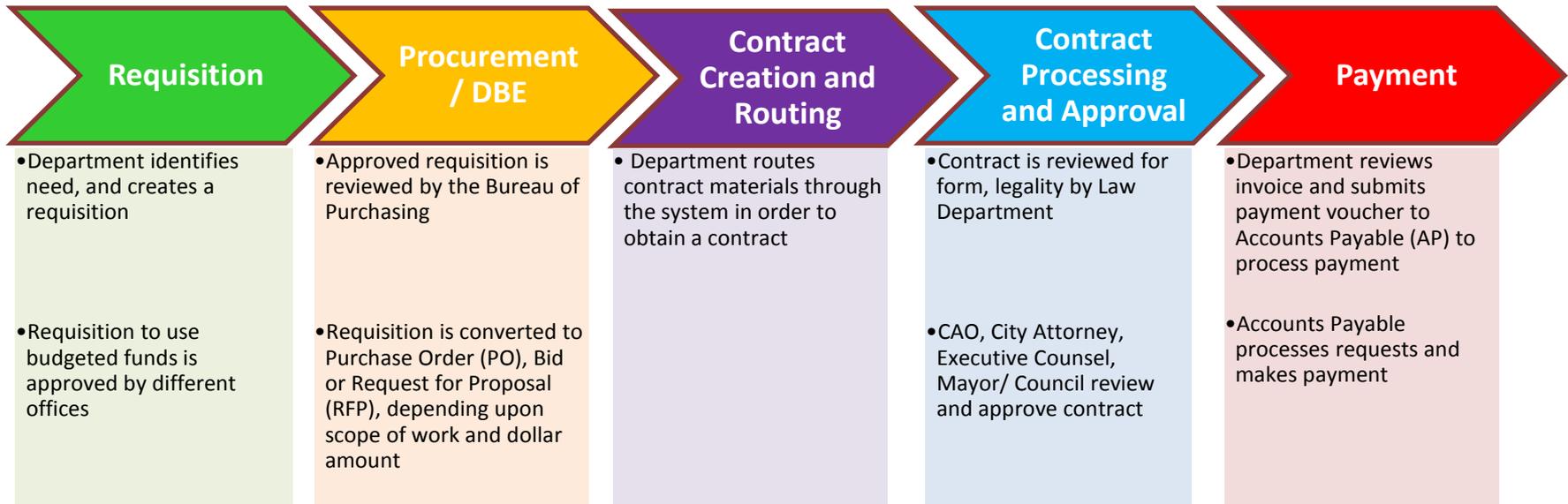
What is ReqtoCheckStat?

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

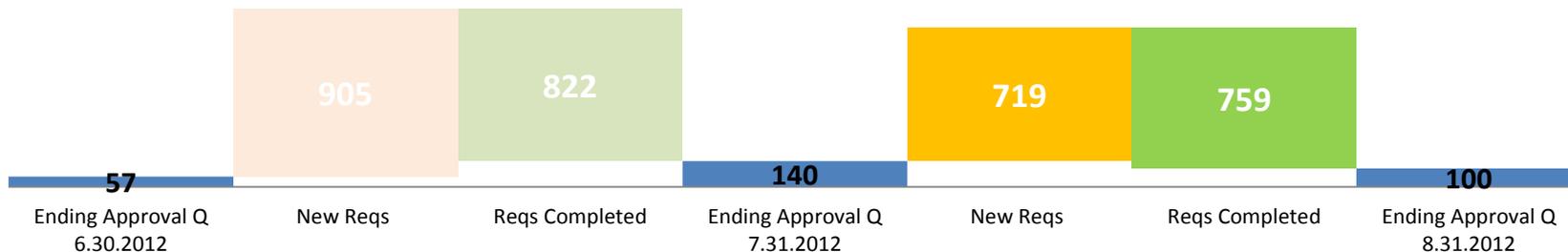


Requisition Approval

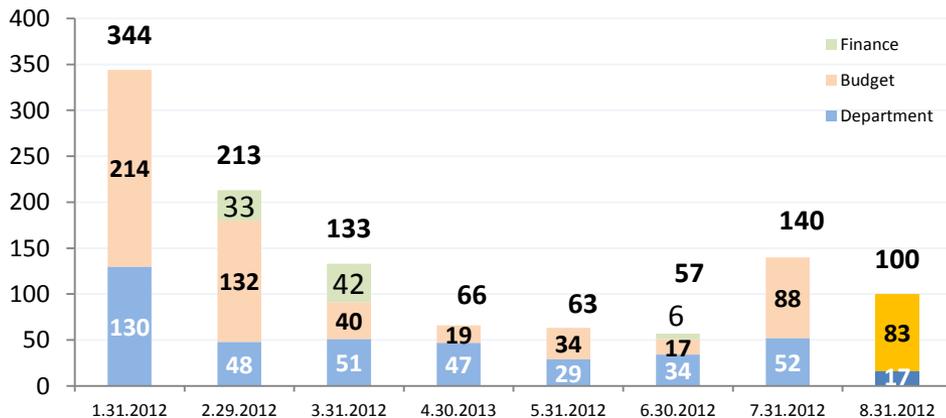
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level
- Approval Time of Requisitions

Approval Queue at 100 Requisitions as of 8.31.2012

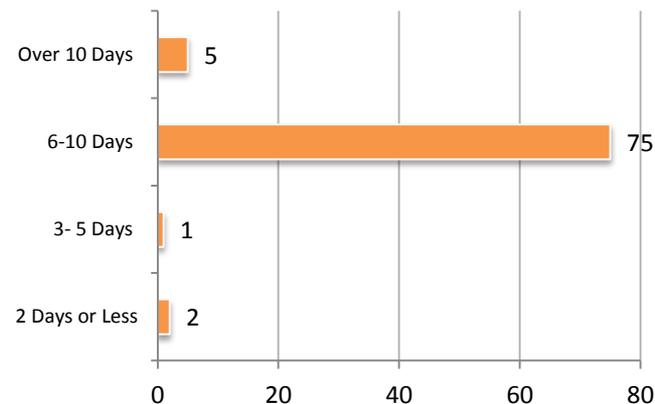
Requisition Approval Queue General Fund for Period Ending 8.31.2012



Requisitions in Q to be Approved



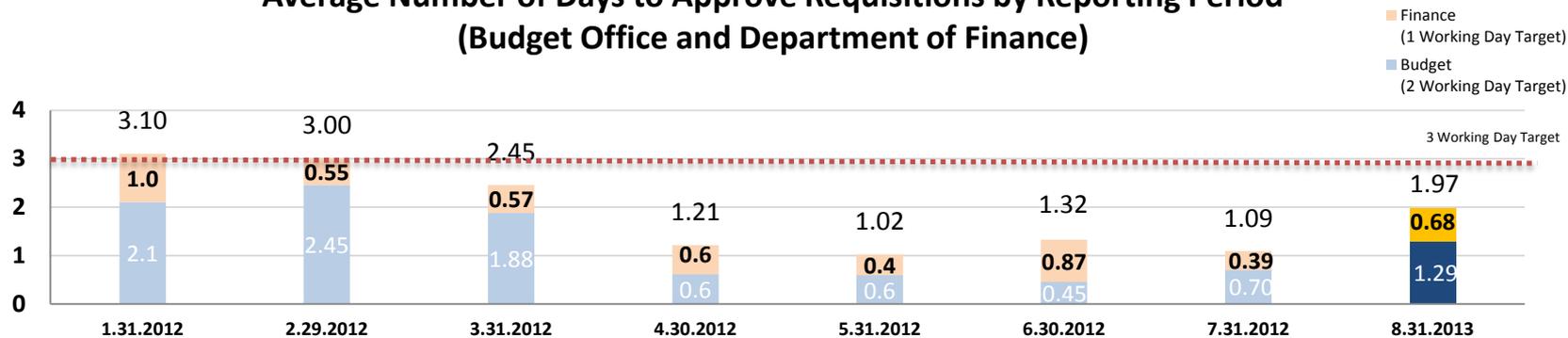
Age of Requisitions in Q Budget Office



Source : City of New Orleans Procurement System 8.31.2012

Number of Days to Approve Requisitions

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



Budget								
2012								
Days to Approve	1.31.2013	2.29.2012	3.31.2012	4.30.2012	5.31.2012	6.30.2012	7.31.2012	8.31.2012
2 or less	71%	53%	74%	96%	96%	99%	90%	84%
3 Days	9%	15%	8%	3%	2%	1%	5%	5%
4-5 Days	9%	25%	11%	1%	1%	0%	4%	7%
6-10 Days	10%	7%	6%	0%	1%	0%	1%	4%
11-15 Days	1%	0%	1%	0%	0%	0%	0%	0%
Over 15 Days	0%	0%	0%	0%	0%	0%	0%	0%

Finance								
2012								
Days to Approve	1.31.2012	2.29.2012	3.31.2012	4.30.2012	5.31.2012	6.30.2012	7.31.2012	8.31.2012
1 or less	85%	99%	97%	96%	100%	93%	99%	98%
2 Days	7%	1%	2%	2%	0%	5%	1%	1%
3-5 Days	8%	0%	1%	2%	0%	2%	0%	1%
6-10 Days	0%	0%	0%	0%	0%	0%	0%	0%
11-15 Days	0%	0%	0%	0%	0%	0%	0%	0%
Over 15 Days	0%	0%	0%	0%	0%	0%	0%	0%



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 126

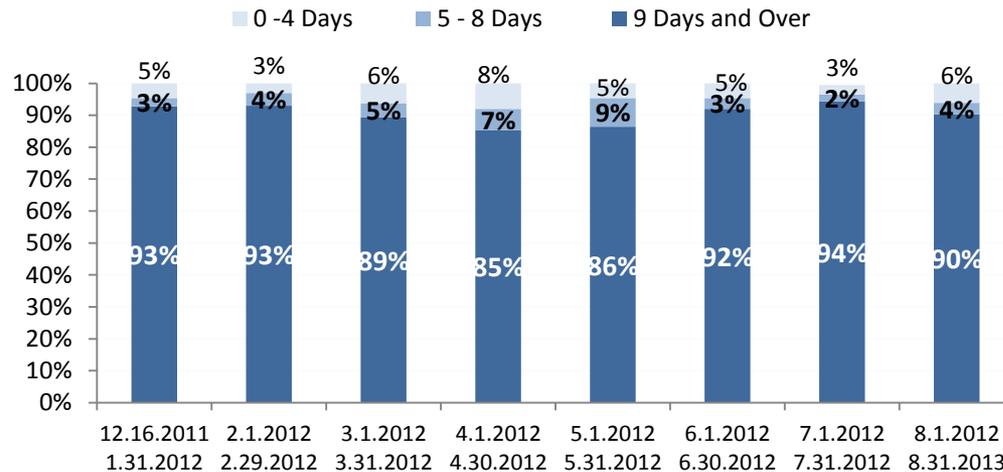
Bureau of Purchasing Requisition Processing General Fund for Period Ending 8.31.2012



Status of Reqs Awaiting Buyer Processing	
Status	Count
Need Contract	70
Completed 9.12.2012	42
Waiting for Support	13
Processing Procurement	1
Grand Total	126

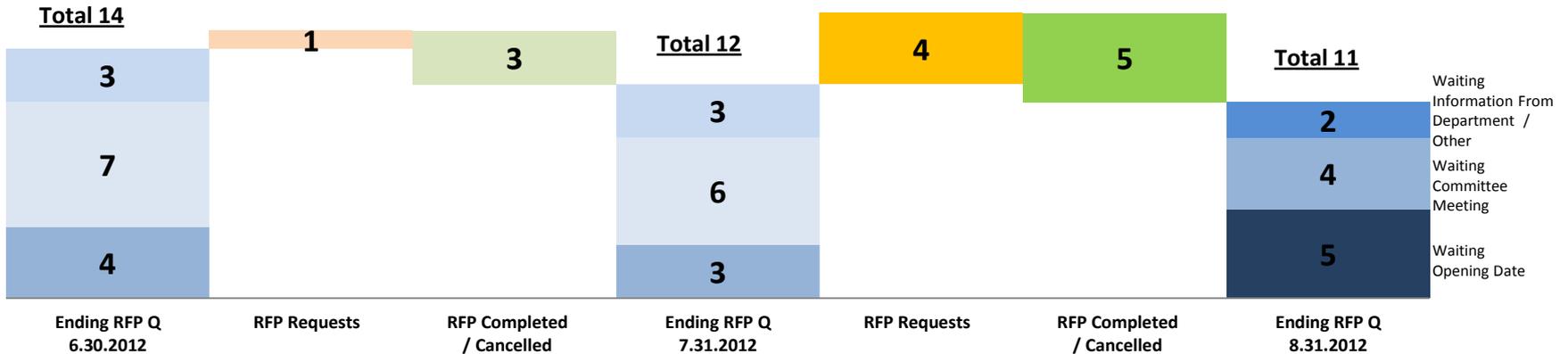
Waiting for Support	
Status	Count
Public Works	4
Parks & Parkways	3
Mayor's Office	2
Aviation Board	1
Economic Development	1
Police	1
Property Management	1
Grand Total	13

The Bureau of Purchasing Processed Requisitions in Four Days or Less 90% of the Time (Average 849 POs Per Month)

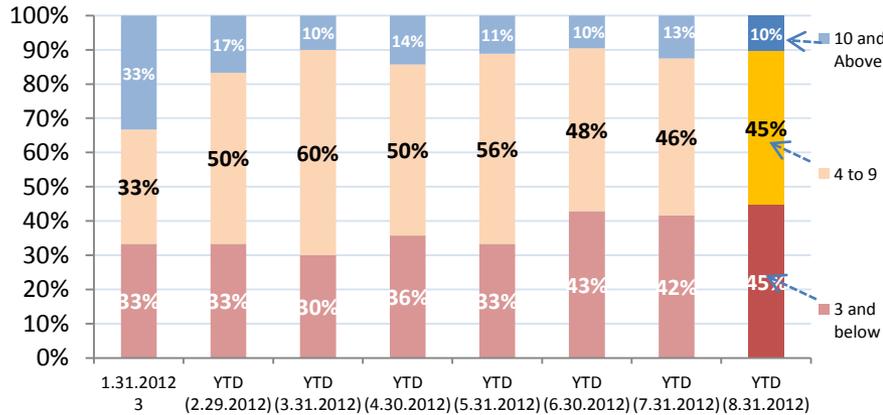


Source : Obtained from the Bureau of Purchasing 8.1.2012 – 8.31.2012

The Number of RFPs in Process at 11 as of 8.31.2012



Number of Proposals Received for RFPs Completed YTD 2012 (as of 8.31.2012)

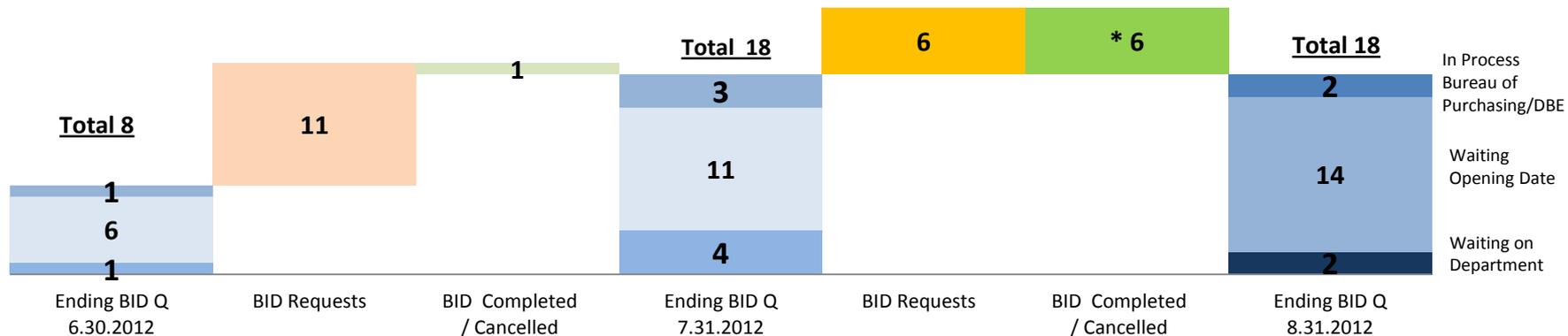


Awaiting Committee Meeting	
Department	Brief Description
OCD	NSA New Orleans East Bank facility
Police	Survey
Finance	Municipal Revenue Collection System
Finance	Investment Consultants for Employees' Retirement System
Public Works	Curbside Management & Enforcement

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

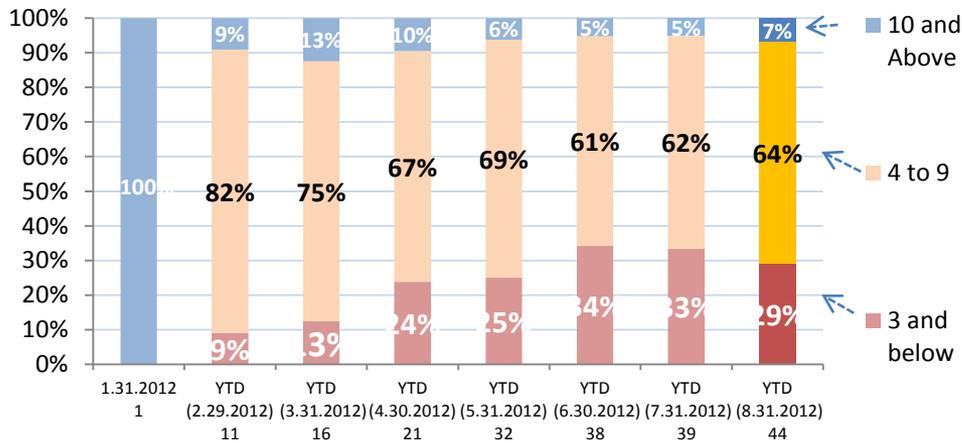
Source : Bureau of Purchasing 8.1.2012 and 8.31.2012

The Number of Bids in Process at 18 as of 8.31.2012



*Includes canceled and closed bids

Number of Proposals Received for Bids completed YTD 2012 (as of 8.31.2012)

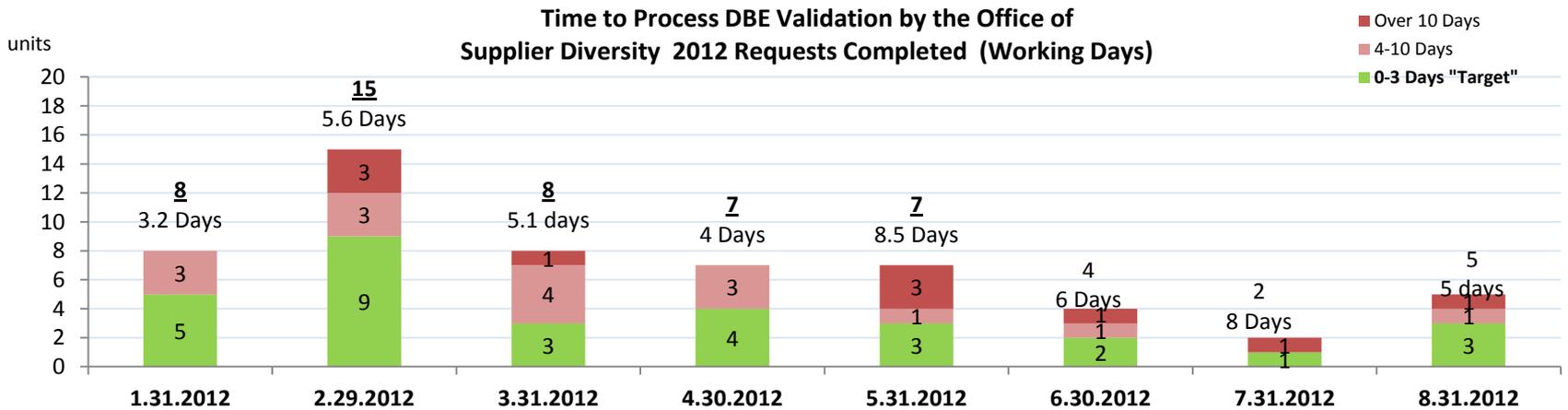
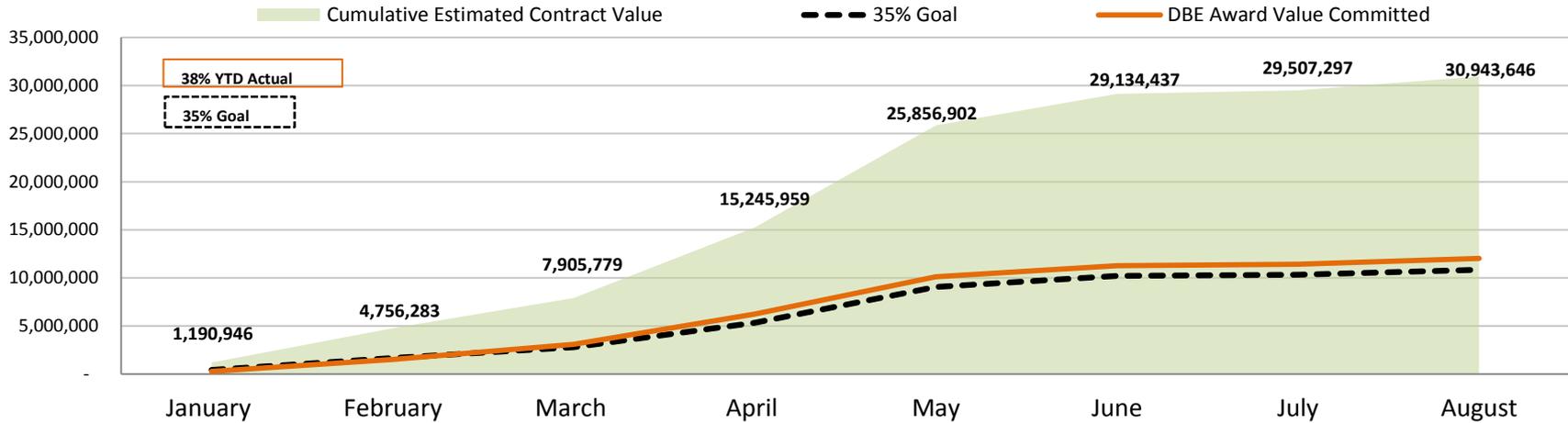


Awaiting on Department		
Department	Brief Description	Comment
CAO	Repairs and services for heavy trucks	Decision
CAO	Replacement and repair diesel/allison transmissions	Decision

Source : Bureau of Purchasing 8.1.2012 and 8.31.2012

Cumulative YTD Percentage of DBE Committed Award Value as of 8.31.2012

DBE Commitment for Bids/RFPS Opened and that Have Been Reviewed by the Office of Supplier Diversity



Source : Office of Supplier Diversity 8.31.2012

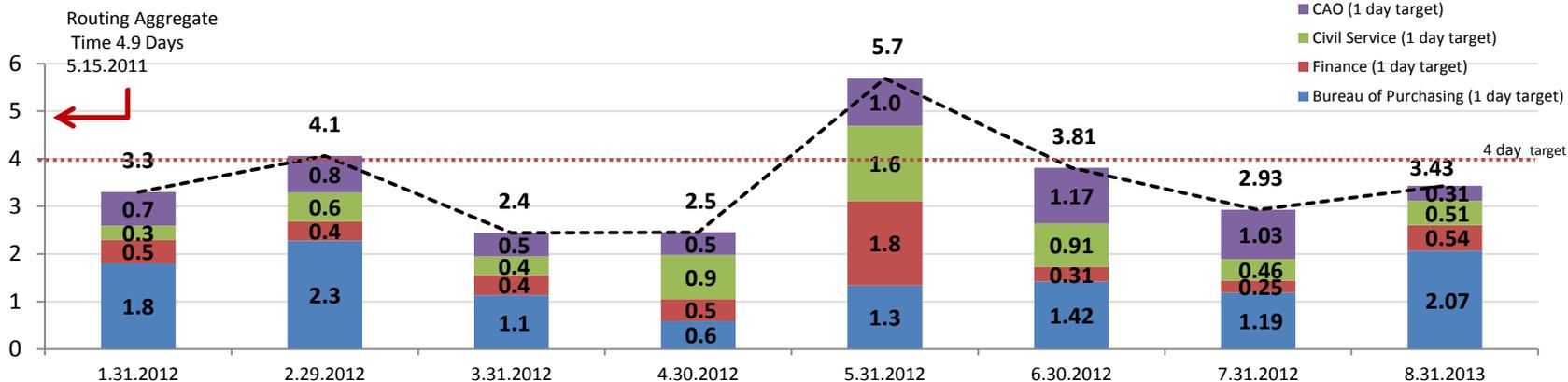


Contract Package Routing

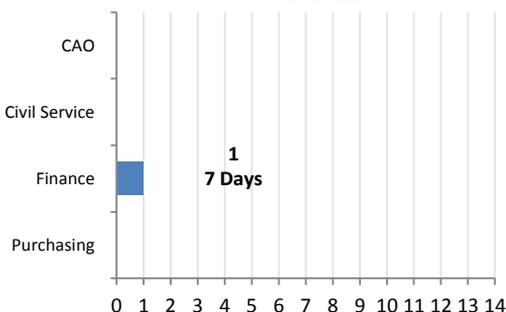
- Average Contract Routing Time

Average Time to Approve Contracts Meeting Target

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



1 Contract Request in Q as of 8.31.2012



CAO Distribution Approval			
Days to Approve	6.30.2012	7.31.2012	8.31.2012
0-1 Days	83%	75%	97%
2- 3 Days	8%	20%	2%
4-7 Days	9%	5%	1%
Over 8 Days			

Civil Service Distribution Approval			
Days to Approve	6.30.2012	7.31.2012	8.31.2012
0-1 Days	90%	99%	96%
2- 3 Days		1%	
4-7 Days	10%		4%
Over 8 Days			

Finance Distribution Approval			
Days to Approve	6.30.2012	7.31.2012	8.31.2012
0-1 Days	100%	99%	90%
2- 3 Days		1%	10%
4-7 Days			
Over 8 Days			

Bureau of Purchasing Distribution Approval			
Days to Approve	6.30.2012	7.31.2012	8.31.2012
0-1 Days	65%	80%	65%
2- 3 Days	28%	15%	16%
4-7 Days	6%	4%	19%
Over 8 Days	1%	1%	

Source : ECMS 8.31.2012

Requisition

Procurement /
DBE

Contract Creation
and Routing

Contract
Processing and
Approval

Payment

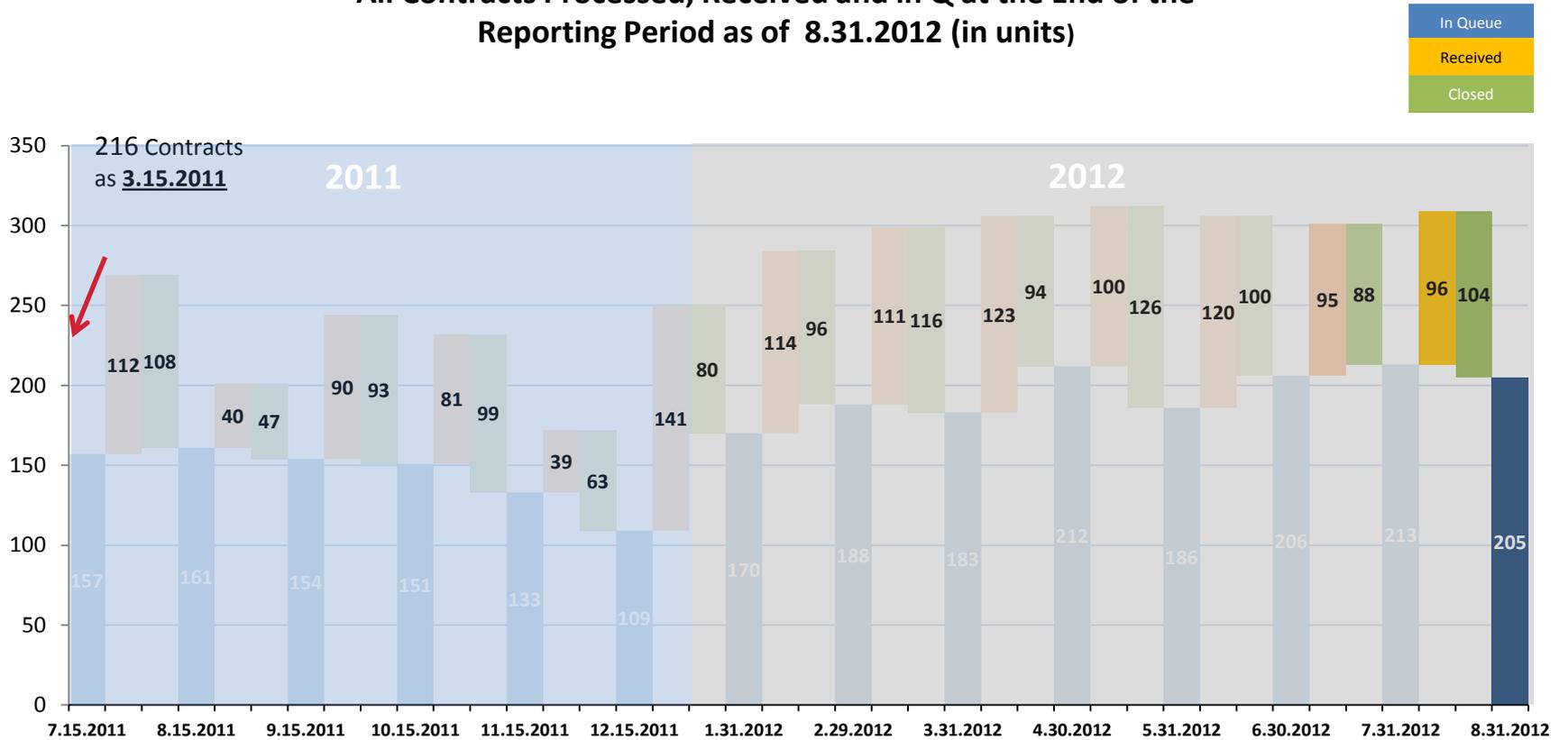
Contract Approval Process

- Contract Processing and Approval

Contracts: All Contracts Processed, Received and in Queue 7.15.2011 – 8.31.2012

(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 8.31.2012 (in units)

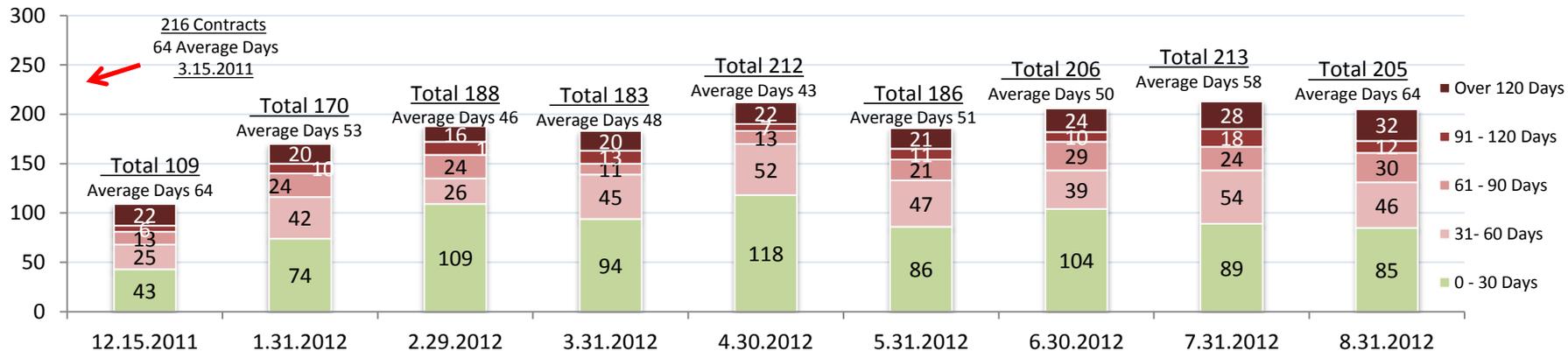


Source : Law Department and ECMS System 8.31.2012

Contracts : All Contracts in Process by Period

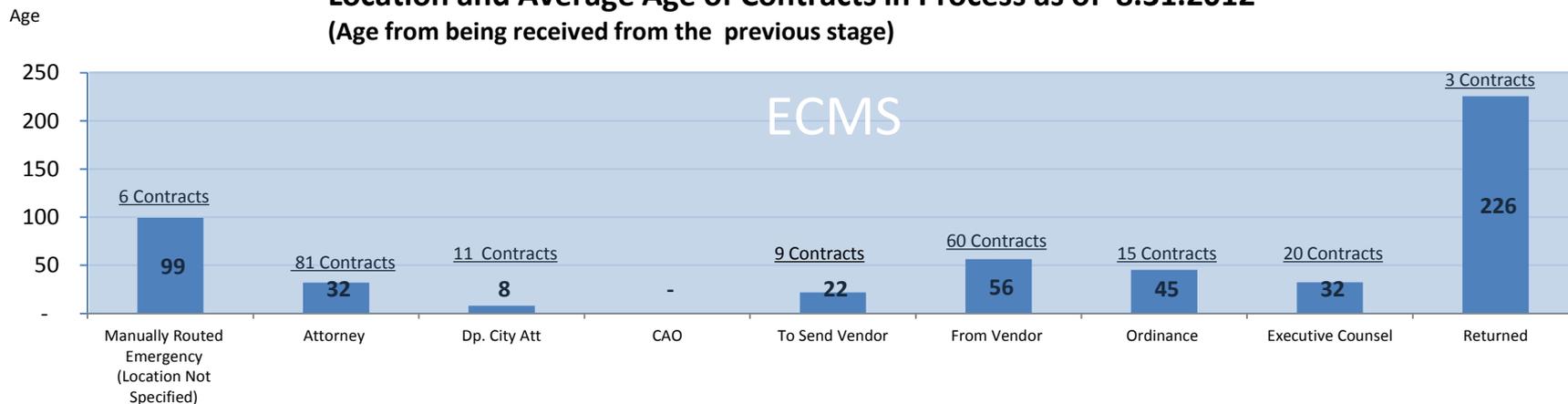
(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

The Average Age of Contracts Awaiting Processing Increased to 64 Days



Location and Average Age of Contracts in Process as of 8.31.2012

(Age from being received from the previous stage)

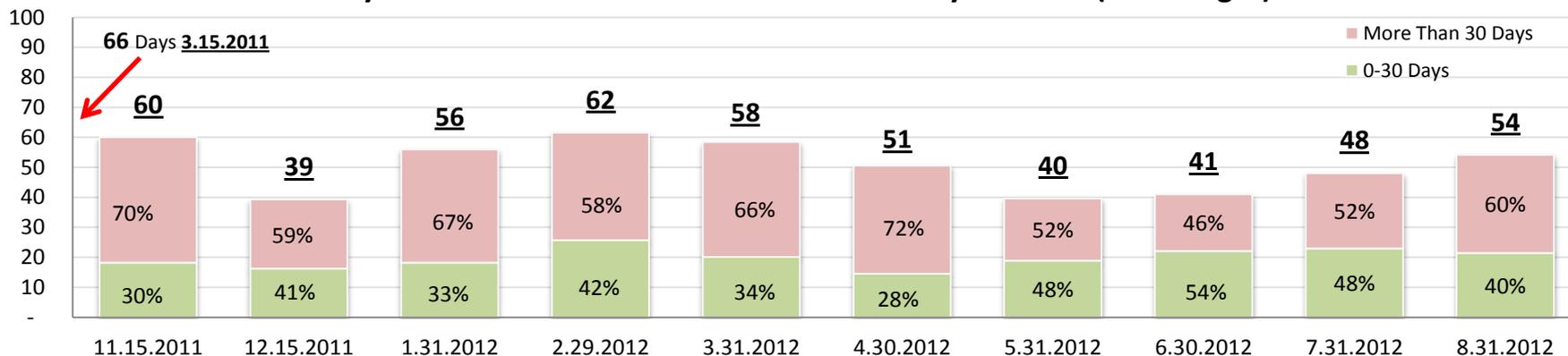


Source : Contract Management System ECMS 8.31.2012

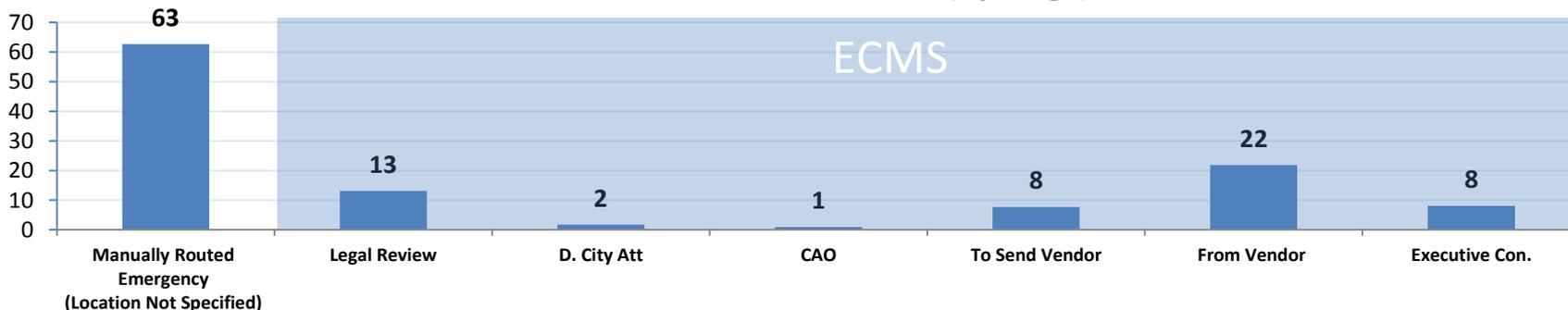
Contracts : All Contracts Executed by Period

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

The Average Time to Close Contracts During the Period Increased to 54 Days from 48 Days. 40% of Contracts Were Closed in 30 Days or Less (80% Target)



Average Days to Process Contracts Completed During the Period 8.1.2012 to 8.31.2012 (by Stage)



Source : : Contract Management System ECMS 8.31.2012

Contracts Awaiting Vendor Signature

Row Labels	Number of Contracts	Average of Days Waiting for Vendor
PROPERTY MANAGEMENT	10	151
BLIGHT & REVITALIZATION	2	80
NEW ORLEANS BUILDING CORPORATION	3	80
HOMELAND SECURITY (Including EMD)	5	65
POLICE DEPARTMENT	1	51
MAYOR'S OFFICE	1	49
ECONOMIC DEVELOPMENT	3	46
CAPITAL PROJECT	4	41
HUMAN SERVICES	2	36
HOMELAND SECURITY GRANT	2	35
MOSQUITO CONTROL BOARD	1	31
FINANCE	6	30
PUBLIC LIBRARY	1	28
LAW	2	27
PUBLIC WORKS	7	24
PARKS & PARKWAYS	2	22
OFFICE OF TECHNOLOGY & INNOVATION	3	16
DISASTER CDBG UNIT	1	12
OFFICE OF INSPECTOR GENERAL	1	10
FIRE DEPARTMENT	1	9
SERVE NOLA	2	9
Grand Total	60	

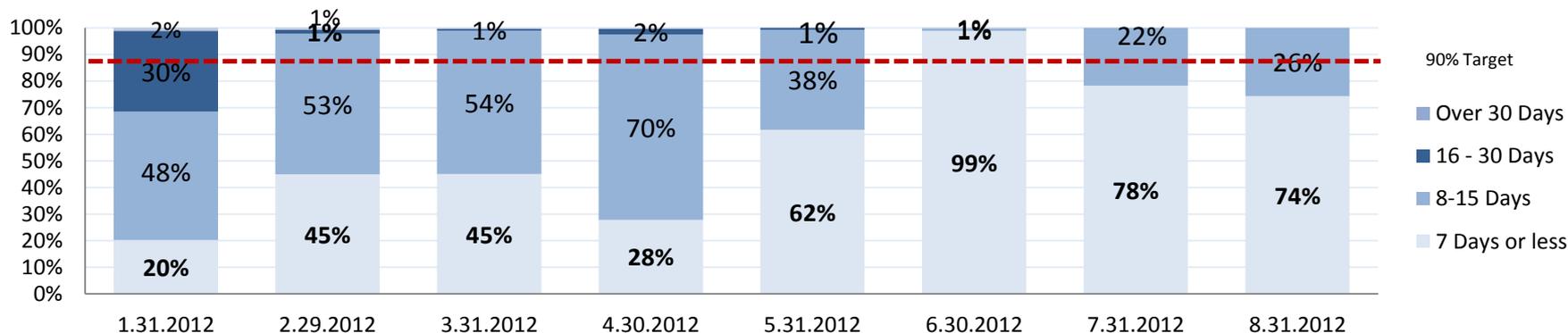
Note: Per policy memorandum 122R, each department/agency is responsible for reaching out to the vendor to obtain their signature after the law department sends the initial notification.

The Check: Accounts Payable

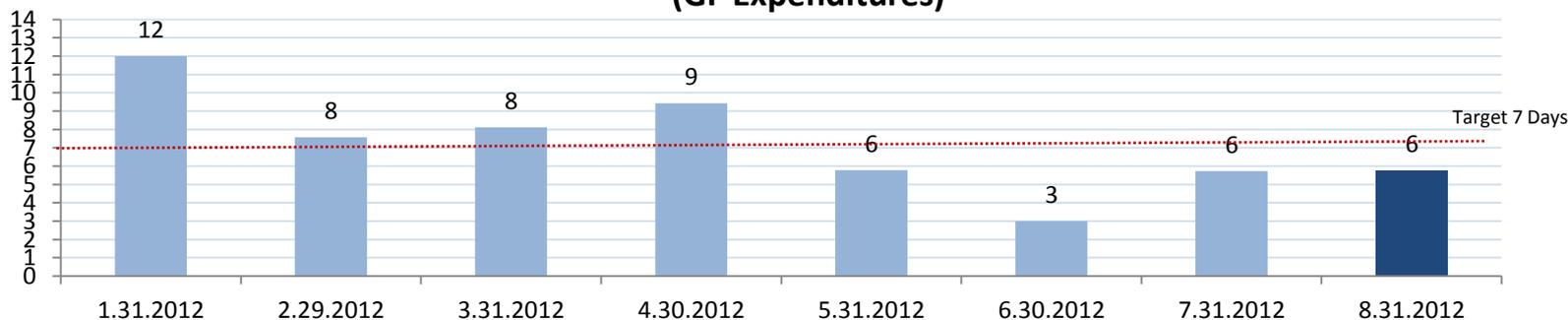
- General Fund Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
- Capital and Grants Expenditure Payments
 - Processing by Accounts Payable
 - Payment from Invoice Date
 - Detail Review (invoices in the pipeline)
 - CDBG Invoice Payments
 - DPW Payments
 - DPW Revolver Payments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

The Percentage of General Fund (and Agency) Payments Processed in 7 Days or Less at 74%

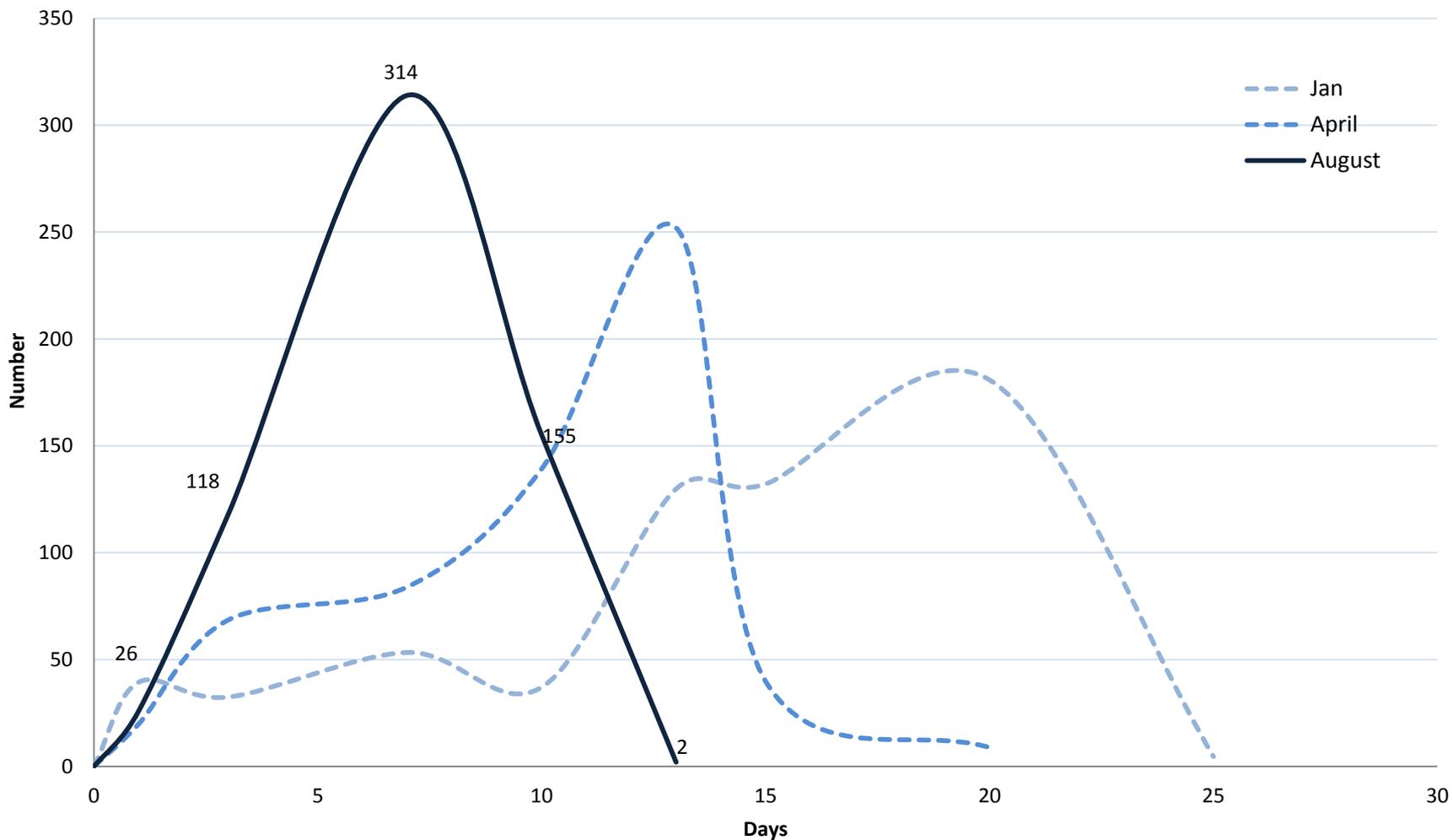
Working Days to Process General Funds and Agencies Check Payments by A/P Office for Periods Ending 1.31.2011 to 8.31.2012 (in %)



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

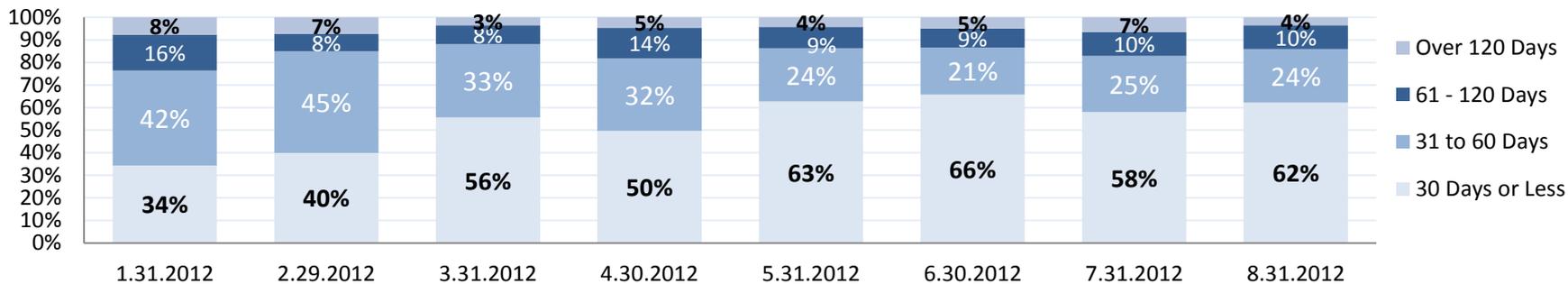


Distribution of Accounts Payable Processing GF Payments

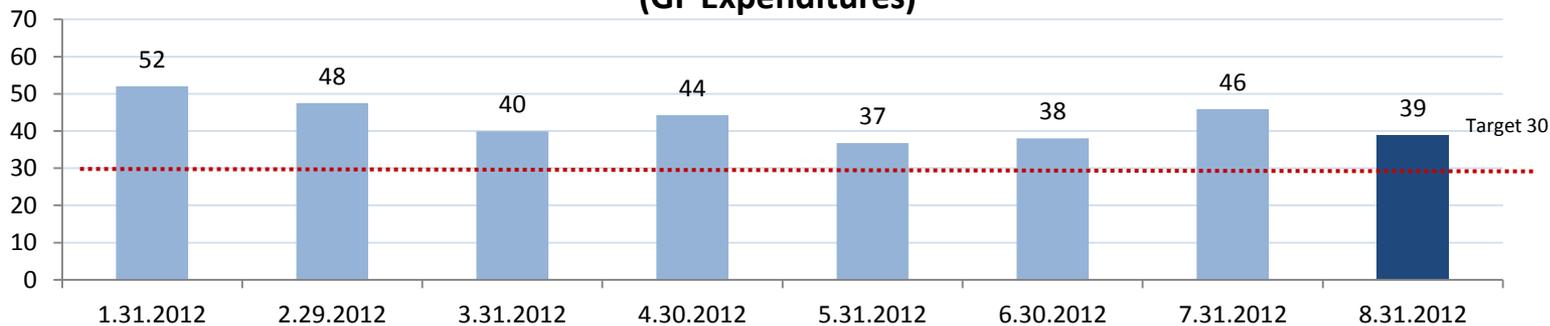


The Percentage of General Fund (and agency) Payments in 30 Days or Less Increased to 62% in the Current Period

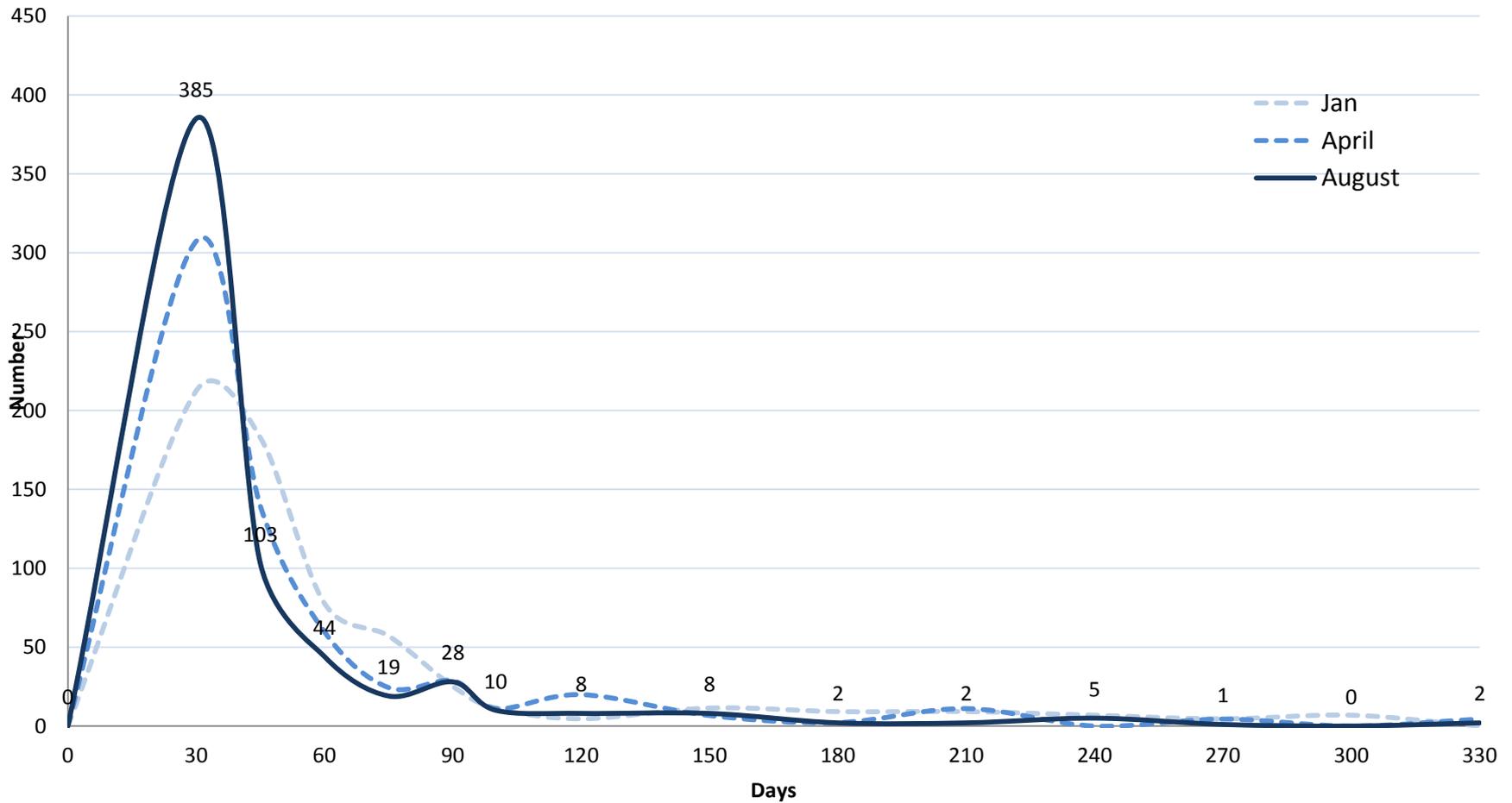
Percentage of Payments in Days From Invoice Date to Payment for General Fund (or Agency) Expenditures for Periods Ending 1.31.2012 - 8.31.2012(in %)



Average Number of Days to Pay Invoices From Invoice Date (GF Expenditures)

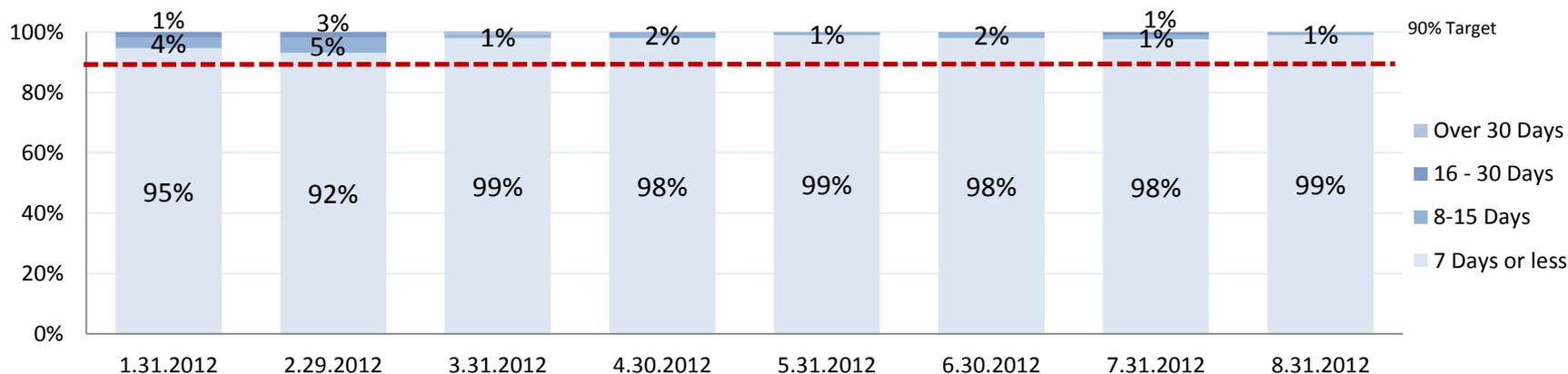


Invoice Date to Check Date Distribution for GF & Agency Payments

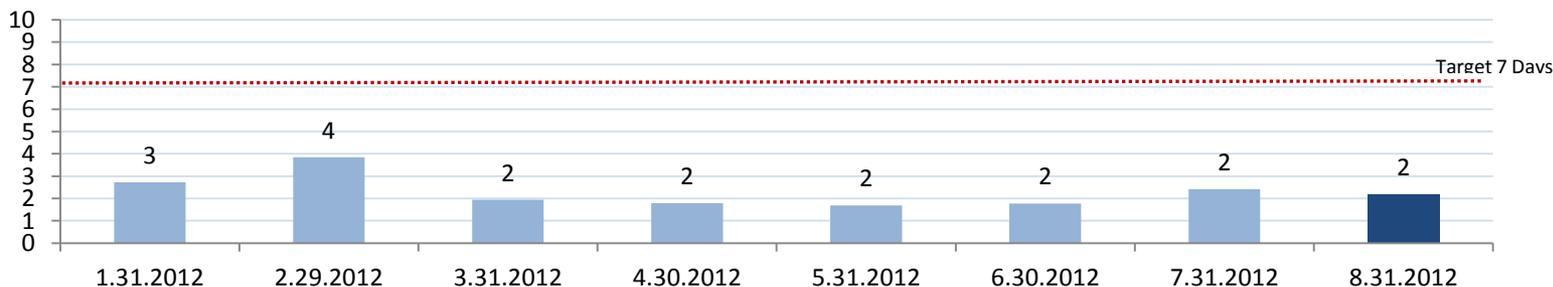


The Percentage of Capital and Grant Payments Processed in 7 Days or Less Remains Over the 90% Target

Working Days to Process Capital Expenditures and Grants Check Payments by A/P Office for Periods Ending 1.31.2012 - 8.31.2012(in %)

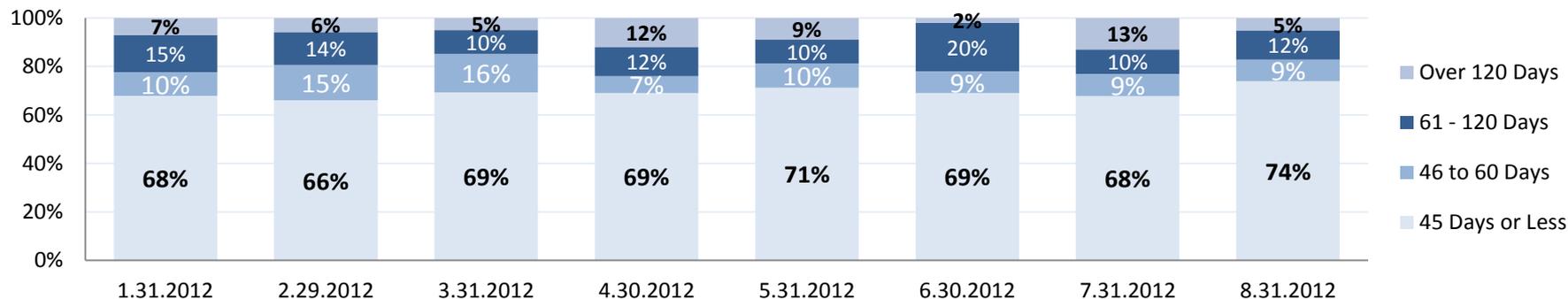


Average Number of Days to Process Invoices by A/P Department (Capital and Grant Expenditures)



The Percentage of Capital and Grant Payments Made in 45 days or Less from Invoice Date Stands at 74%

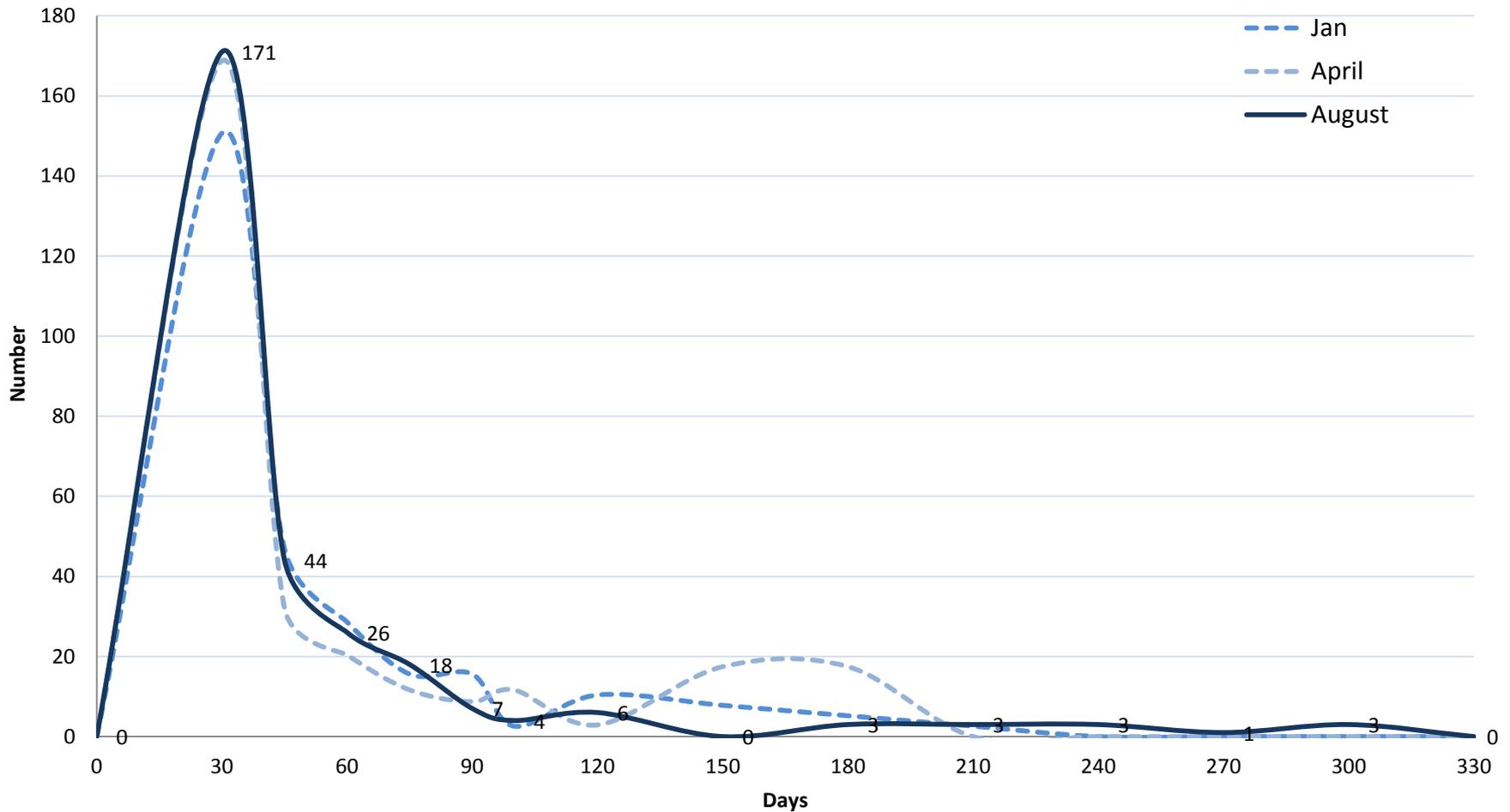
Percentage of Payments in Days From Invoice Date to Payment for Capital and Grant Expenditures for Periods Ending 1.31.2012 - 8.31.2012(in %)



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



Invoice Date to Check Date Distribution for Capital and Grants Payments



Results for Payments Vouched Between 8.1.2012 – 8.31.2012

Vendor Payment Population 619 between 8.1.2012 – 8.31.2012

General Fund & Agencies Department	Over 60 Days		Grand Total	(**) % Dep. Lat
	No	Yes		
POLICE	20	13	33	39%
EMD	13	8	21	38%
HEALTH	7	4	11	36%
ITI	13	7	20	35%
REVENUE	11	4	15	27%
TOURISM	6	2	8	25%
COUNCIL	14	4	18	22%
CAO	8	2	10	20%
RIVERGATE DEVELOPMENT CORP	4	1	5	20%
LAW	17	4	21	19%
PARKWAY AND PARK	24	5	29	17%
PROPERTY MANAGEMENT	20	4	24	17%
OFFICE OF HOMELAND SECURITY	6	1	7	14%
AVIATION	68	8	76	11%
MOSQUITO CONTROL	28	3	31	10%
HUMAN SERVICES	19	2	21	10%
PUBLIC WORKS	20	2	22	9%
MAYOR'S OFFICE	31	3	34	9%
LIBRARY	50	3	53	6%
NORD	57	2	59	3%
OFFICE OF INSPECTOR GENERAL	20		20	0%
OCD	15		15	0%
FIRE	14		14	0%
EMS	11		11	0%
FINANCE	5		5	0%
ACCOUNTING	4		4	0%
Other (3 or less payments)	26	6	32	19%
TOTAL	531	88	619	14%

Vendor Payment Population 289 between 8.1.2012 – 8.31.2012

Capital & Grants Department	Over 60 Days		Grand Total	(**) % Dep. Lat
	No	Yes		
PUBLIC WORKS	16	9	26	35%
CAPITAL PROJECTS	37	11	49	22%
HEALTH	45	7	55	13%
OCD	69	10	82	12%
LIBRARY	10	1	11	9%
ECONOMIC DEVELOPMENT	24	2	26	8%
CRIMINAL JUSTICE	5		5	0%
EMERGENCY PREPAREDNESS	3		3	0%
EMS	3		3	0%
Other (3 or less payments)	29	9	29	31%
Total	241	49	289	17%

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

Source :Accounts Payable Records 8.1.2012 – 8.31.2012 (Information collected between 9.4.2012 -9.12.2012)

CDBG Invoices: Several Invoices Remain Over the 60 Days Goal

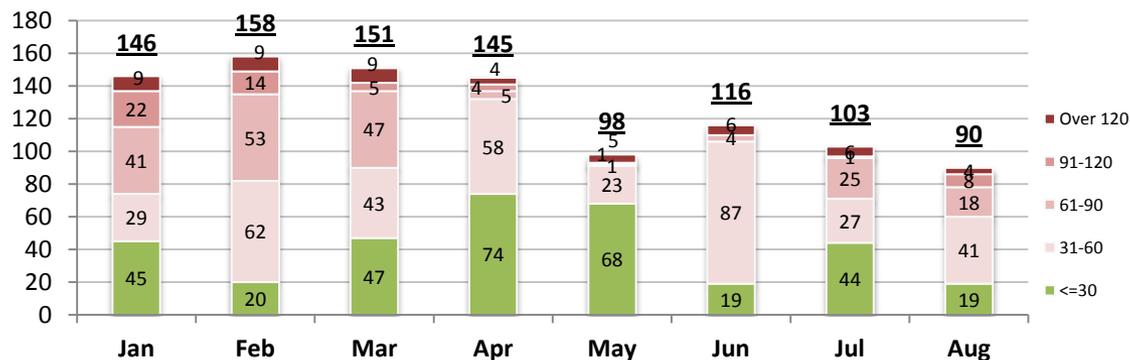
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
PM to Send to Owning Department	4		1	2	1	8
Owning Department to Approve	1					1
Owning Department to Send to Accounting	9					9
Accounting to Approve	1					1
State DRU to Send to State Finance	1	18	4	1		24
State Finance to Pay City	3	3	9	3		18
City to Cut Check		20	4	2	3	29
Total	19	41	18	8	4	90

Over 60 days

Over 30 days

Reasons for Delay	<=30	31-60	61-90	91-120	Over 120
Dispute with the vendor			13	2	3
Not processed timely				1	
With the State (average 15 days)		15	1		
Contract being processed					
Other					1
Paid as of 9.13.2012		26	4	5	

OCD Aging of Invoices in the Pipeline by Period



DPW City Invoices: A Number of 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	2		3	8	14
Department to Create Receiver	6	3	5		3	17
Finance to Cut Check	4	3	2			9
Finance to Release Check					1	1
Grand Total	11	8	7	3	12	41

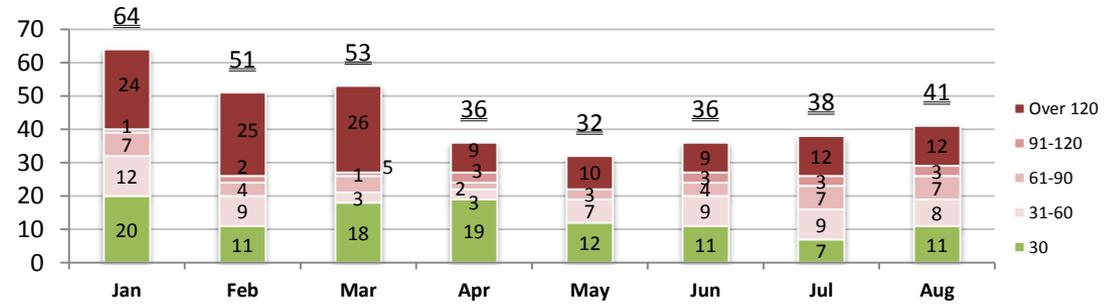
Over 60 days

Over 30 days

Reasons for Delay	<=30	31-60	61-90	91-120	Over 120
Dispute with the vendor		2			
Goods received at a later date / Services were not rendered					
Invoice was missplaced / not processed timely					
Contract being processed				1	9
Other*			4	1	1
Paid by 9.13.2012		6	3	1	2

* 6 Other - All pending ordinance to reprogram funds

DPW City: Aging of Invoices in the Pipeline by Period



Information obtained from DPW Department 8.31.2012 – 9.13.2012

DPW Revolver Invoices : No Outstanding Invoices Over 60 Days

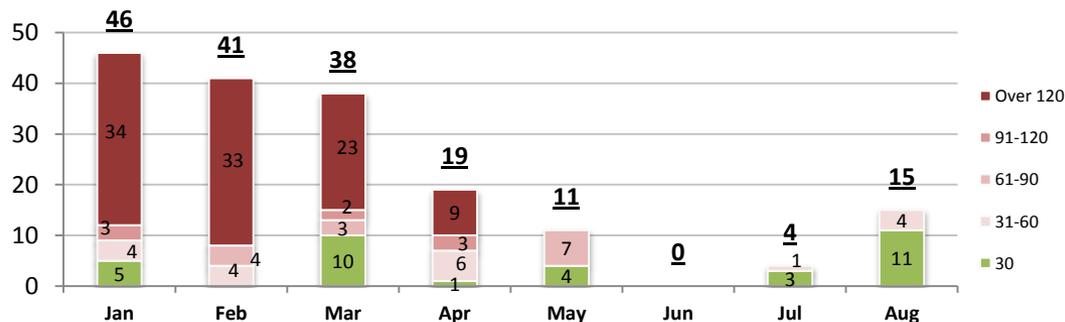
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
3 Department to Create Receiver	5					5
4 Department to Deliver to Finance	1					1
5 Finance to Receive from Department	5	1				6
7 State to Send to Hancock		3				3
Grand Total	11	4	0	0	0	15

Over 60 days

Over 30 days

Reasons for Delay					
Dispute with the vendor					
Goods received at a later date / Services were not rendered					
Invoice was misplaced / not processed timely					
Amendment/Contract being processed					
Other					
Paid as of 9.13.2012		4			

DPW Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from DPW Department 8.31.2012 – 9.13.2012

Capital Projects City Invoices: Only a Few Outliers Over 60 Days

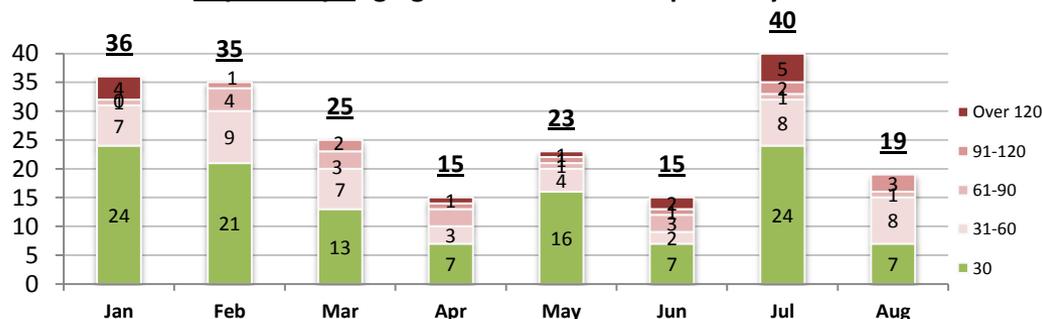
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Deliver to Finance	1			2		3
Finance to Receive from Department	1					1
Finance to Cut Check	5	8		1		14
Finance to Release Check			1			1
Total	7	8	1	3		19

Over 60 days

Over 30 days

Reasons for Delay	<=30	31-60	61-90	91-120	Over 120
Dispute with the vendor		5		1	
Goods received at a later date / Services were not rendered					
Invoice was misplaced / not processed timely					
Contract being processed					
Other				2	
Paid by 9.13.2012		3	1		

Capital City : Aging of Invoices in the Pipeline by Period



Information obtained from CPA 8.31.2012 – 9.13.2012

Capital Projects Revolver Invoices: Only a Few Outliers Over 60 Days

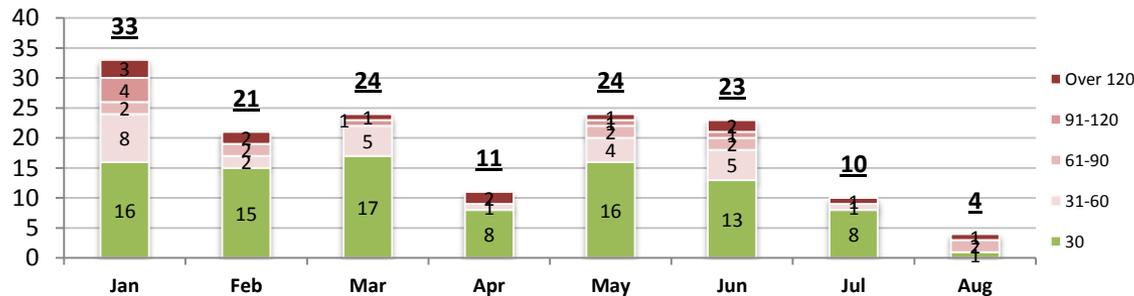
Processing Stage	Age					Total
	<=30	31-60	61-90	91-120	Over 120	
Department to Create Receiver					1	1
State to Send to Hancock	1		2			3
Total	1		2		1	4

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	
Paid by 9.13.2012	2

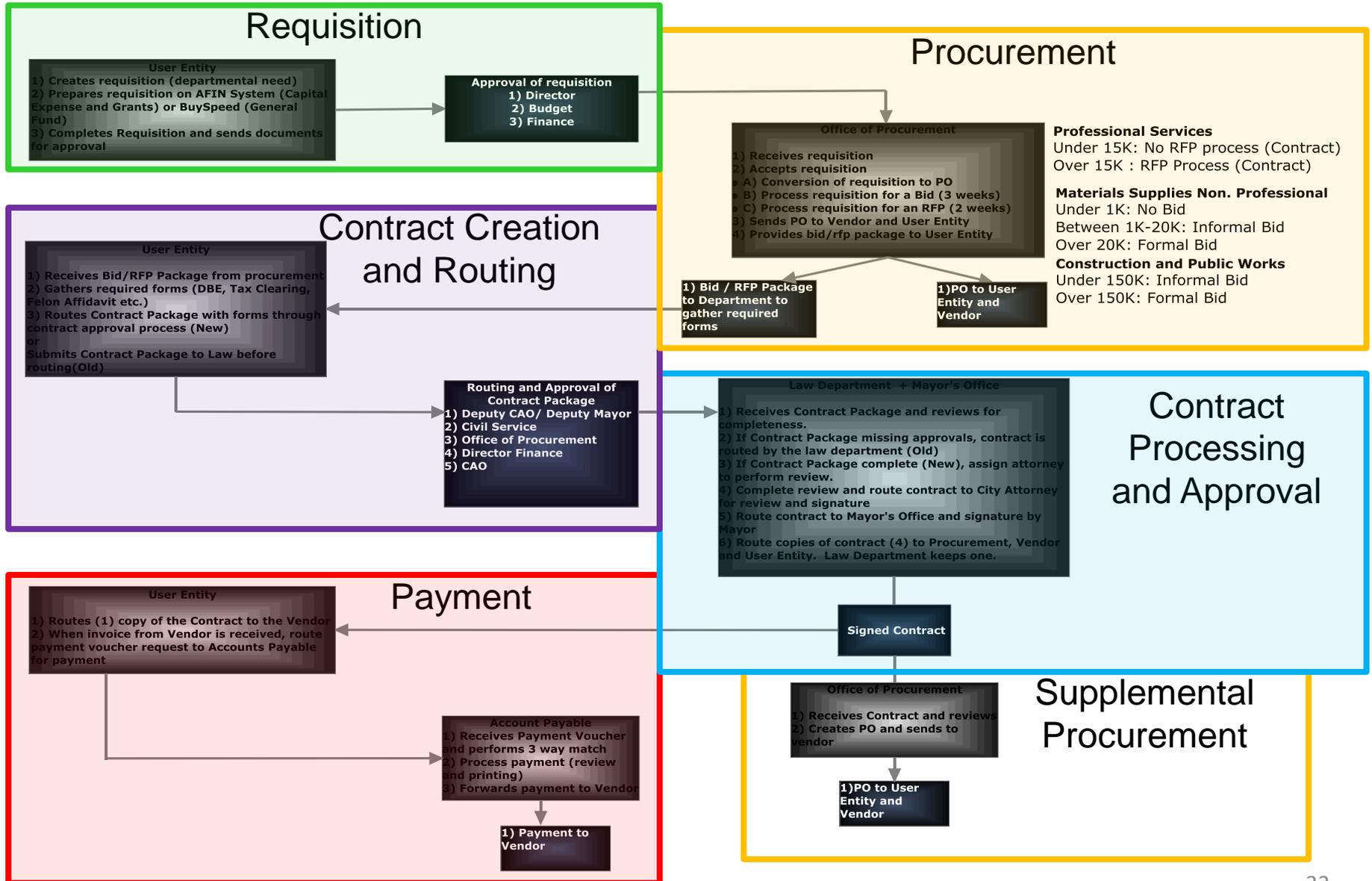
Capital Revolver: Aging of Invoices in the Pipeline by Period



Information obtained from CPA 8.31.2012 – 9.13.2012

Procurement Process Map/City of New Orleans

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



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?