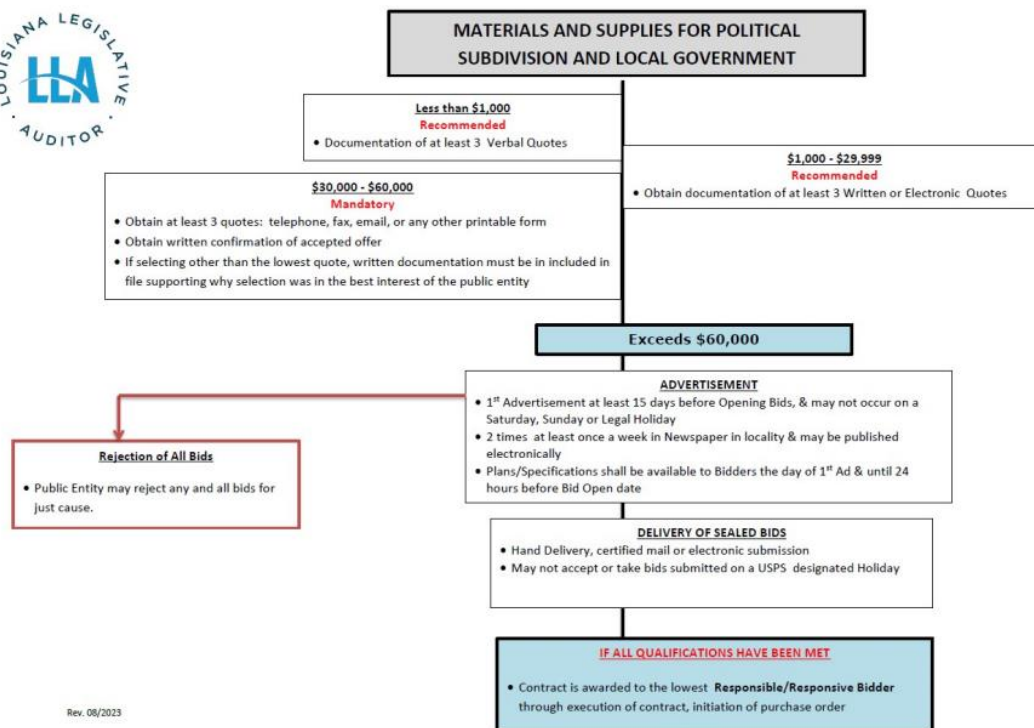




NOCTURNL Procurement Guidelines

- All partners are required to have codified procurement policies according to [2 CFR 200](#).
- Procurement policies should follow [Federal Requirements](#) and [State Requirements](#).
- Documentation (i.e. proof of 3 bid solicitations) must be kept by the partner.

Public Bid Law

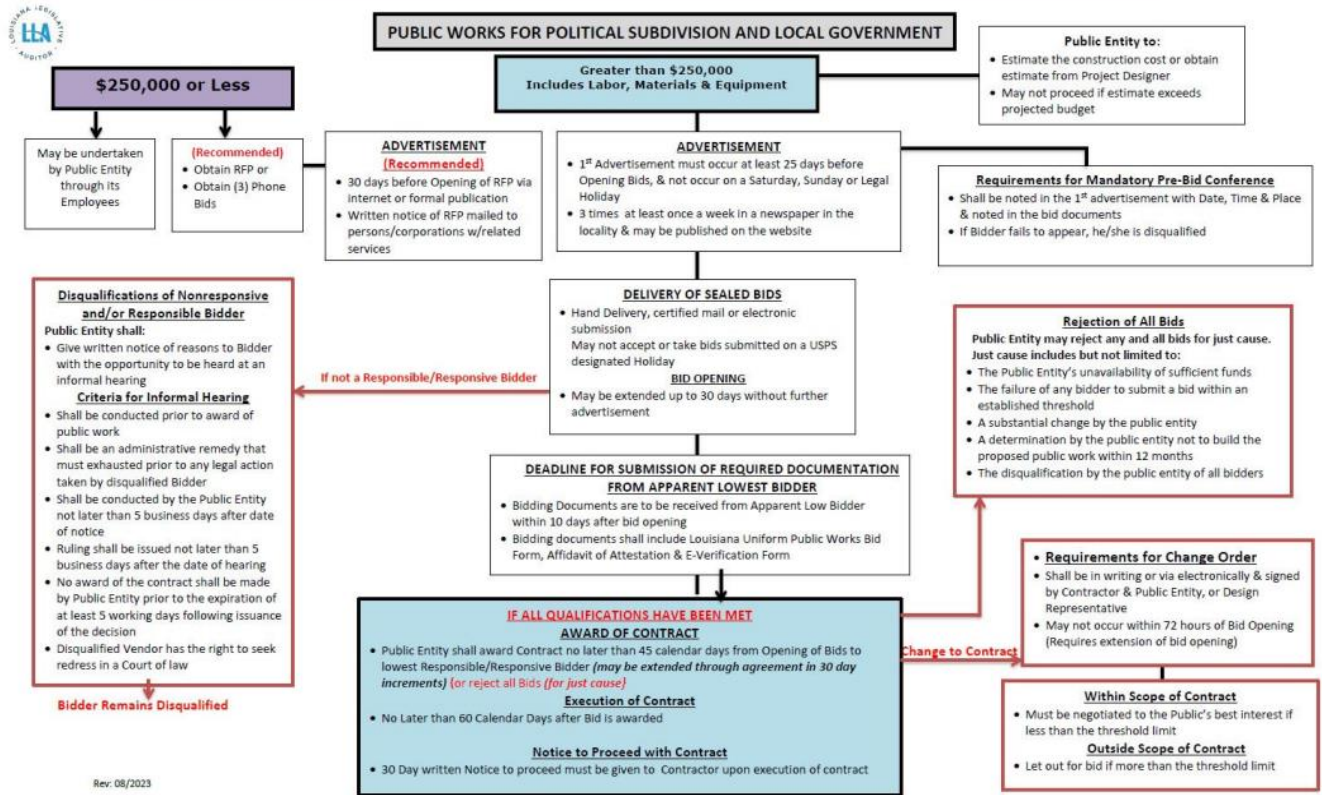


Rev. 08/2023

Center for Local Government Excellence

Questions may be submitted to Brittany.McGovern@nola.gov

Public Bid Law



Invoicing

- Email invoices to Brittany.McGovern@nola.gov.
 - Invoices should clearly explain where and how the funds will be or have been used (see example A).
 - Invoices should have a signature authorization line for the City's Project Manager.
 - Advanced Funding Invoices should include quotes and any other supporting documents.
- There is a Net 30 reimbursement period from time invoices are submitted into [BRASS](#).
- Following payment, provide timesheets, canceled checks, receipts, and any other supporting documents.

Example A

<div style="background-color: black; width: 100px; height: 40px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 110px; height: 15px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 70px; height: 15px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 90px; height: 15px;"></div>	<p>Invoice No. 1066</p> <p>12/03/2024</p> <p>Advance Payment Request #1</p>
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Grant Administrator

City of New Orleans
 ATTN: Brittany Mulla McGovern
 Department of Parks & Parkways
 1 Green Parade Lane, New Orleans, LA 70122
 US Forest Service Urban & Community Forestry Program
 Federal Award Cooperative Agreement 24-DG-11083150-557

EXPECTED VENDOR	DESCRIPTION	BUDGET CATEGORY	QUANTITY	PRICE	TOTAL
TBD	Postage for community outreach letters	Supplies	280	\$ [REDACTED]	\$ [REDACTED]
TBD	Supplies for supporting program implementation, permitting + community outreach	Supplies	200	\$ [REDACTED]	\$ [REDACTED]
TBD	15-gallon trees	Supplies	200	\$ [REDACTED]	\$ [REDACTED]
TBD	Volunteer Appreciation	Supplies	2	\$ [REDACTED]	\$ [REDACTED]
TBD	Tree deliveries for 200 trees	Contractual	2	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Executive Director Dec 2024 - Mar 2025	Personnel	273	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Operations Manager Dec 2024 - Mar 2025	Personnel	347	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Data & Outreach Manager Dec 2024 - Mar 2025	Personnel	317	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Admin & Grants Manager Dec 2024 - Mar 2025	Personnel	347	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Program & Volunteer Coordinator Dec 2024 - Mar 2025	Personnel	347	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Field & Tree Technician	Personnel	347	\$ [REDACTED]	\$ [REDACTED]
Payroll [REDACTED]	Phone reimbursement for 6 employees for 4 months (Dec 2024 - Mar 2025)	Other	24	\$ [REDACTED]	\$ [REDACTED]
[REDACTED] / Mult.	Fringe Benefits for personnel Dec 2024 - Mar 2025 (29%)	Fringe Benefits			\$ [REDACTED]
TBD	Advertising	Other	1	\$ [REDACTED]	\$ [REDACTED]
Multiple	Fuel for Dec 2024 - Mar 2025 driving between office / Little Woods	Travel	408	\$ [REDACTED]	\$ [REDACTED]
TBD	Watering	Contractual	200	\$ [REDACTED]	\$ [REDACTED]

SUBTOTAL \$ [REDACTED]

10% of
direct costs INDIRECT COSTS \$ [REDACTED]

TOTAL \$ [REDACTED]

[REDACTED] AUTHORIZATION: [REDACTED]

12/3/24

CITY OF NEW ORLEANS PROJECT MANAGER AUTHORIZATION:

Questions may be submitted to Brittany.McGovern@nola.gov