

LATOYA CANTRELL, MAYOR  
CITY OF NEW ORLEANS

OFFICE OF THE MAYOR

**EXECUTIVE ORDER**  
**LC 18-01**

**WHEREAS**, it is in the interest of the City to simplify, clarify, and modernize the procedures pertaining to contracting;

**WHEREAS**, it is in the interest of the City to create a process that is open, honest, fair, transparent, just, and inclusive;

**WHEREAS**, it is in the interest of the City to provide increased economy in the City's procurement activities and maximize purchasing value;

**WHEREAS**, it is in the interest of the City to develop procedures that maximize the use of socially and economically disadvantaged business enterprises to the extent permitted by applicable law; and

**WHEREAS**, to accomplish these objectives, it is necessary for the City to adopt national best practices for procurement;

**NOW, THEREFORE, I, LATOYA CANTRELL**, by the authority vested in me as Mayor of the City of New Orleans, by the Constitution and laws of the State of Louisiana, and the Home Rule Charter and laws of the City of New Orleans, **HEREBY ORDER AS FOLLOWS**:

1. Effective Date  
This Executive Order is effective upon the date of its issuance. Previously issued Executive Order MJL 10-04 is hereby revoked.
2. Purpose  
The purpose of this Executive Order is to create a Procurement Office led by a Chief Procurement Officer in the Department of Finance.
3. Procurement Office  
The City of New Orleans Procurement Office is hereby created in the Department of Finance and is referred to hereafter as the "Procurement Office." The Procurement Office will be headed by a Chief Procurement Officer ("CPO") who will serve in the unclassified service of the New Orleans Civil Service System.

The CPO shall have a minimum of five years of experience in the large-scale public procurement of supplies, services, or construction, and shall be a person with demonstrated executive and organizational ability.

The CPO shall hold a four-year degree from an accredited college or university and hold at least one of the following certifications: Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), Certified Professional Contract Manager (CPCM), or Certified Public Procurement Officer (CPPO).

The CPO has the authority and responsibility to draft comprehensive written procedures, consistent with this Order, governing the procurement, management, control, and disposal of any and all supplies, services, and construction procured by the City. Such procedures shall be transmitted to the Chief Administrative Officer for enactment as policy memoranda.

4. Office of Inspector General

The CPO is directed to meet regularly with the Office of Inspector General to ensure the Office of Inspector General receives the information necessary to carry out its functions provided in Section 9-401(2) of the Home Rule Charter and Section 2-1120 and other applicable provisions of the City Code.

The CPO is also directed to notify the Office of Inspector General, electronically or in writing, at the commencement of each procurement and prior to any Selection Committee meeting to discuss a procurement.

5. Duration

This Executive Order will remain in effect until amended or suspended by a subsequent order approved in accordance with Section 4-206(3)(c) of the Charter.

WITNESS MY HAND AND SEAL THIS 25<sup>th</sup> DAY OF January, 2018, AT NEW ORLEANS, LOUISIANA.

**LaToya Cantrell, Mayor  
City of New Orleans**