



CITY OF NEW ORLEANS

ReqtoCheck**STAT**

Reporting Period: July 15 - August 15

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.

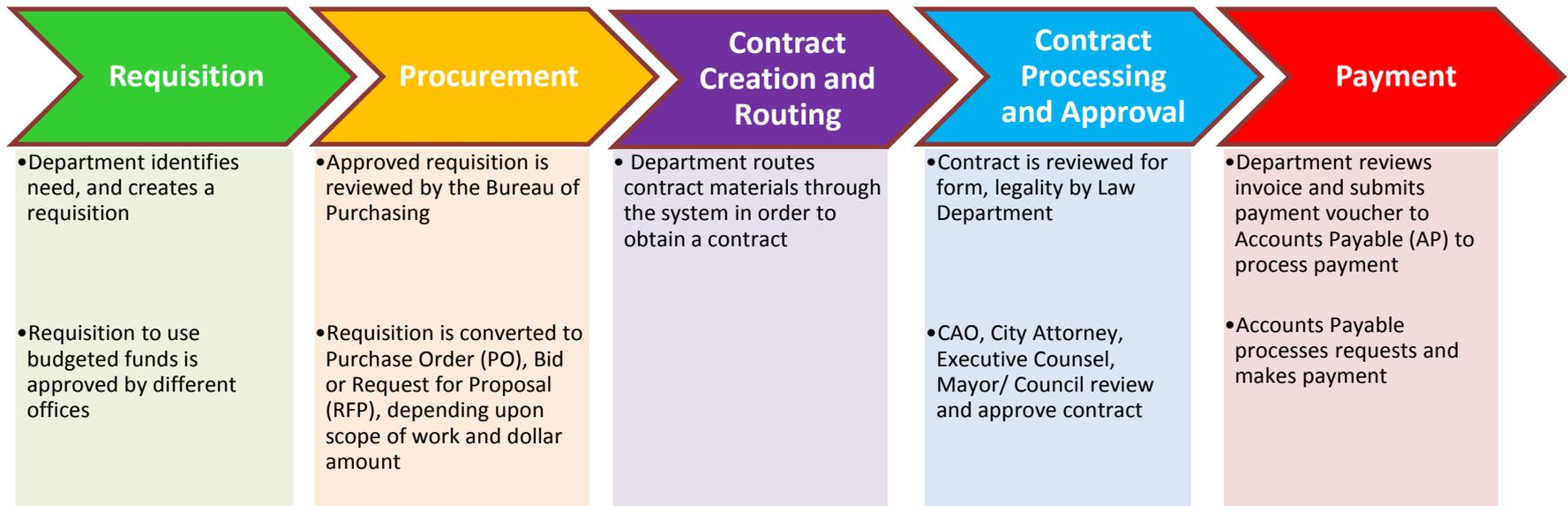
What is ReqtoCheckStat?

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?

This 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*



*See a more detailed process map on slide 32



Requisition Approval

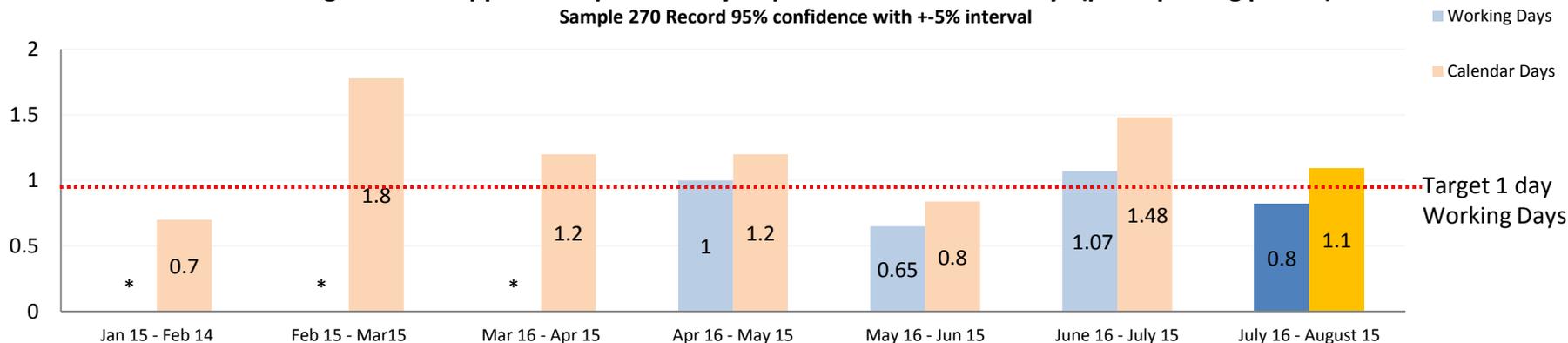
- Approval Time of Requisitions
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level

Requisitions Approval

Department Director/ Delegate: Average Time to Approve Requisitions and Distribution of Requisitions Approved in Days

Average Time to Approve Requisitions by Department Director in Days (per reporting period)

Sample 270 Record 95% confidence with +-5% interval



- Working Days information not available for this period

Approval Distribution by Period					
Days to Approve	5.15.2011	6.15.2011	7.15.2012	8.15.2011	Change
1 or less	78%	85%	80%	84%	5%
2 Days	11%	9%	9%	7%	-2%
3-5 Days	9%	6%	7%	6%	-1%
6-10 Days	0%	0%	4%	1%	-3%
11-15 Days	2%	0%	0%	1%	1%
Over 15 Days	0%	0%	0%	0%	0%

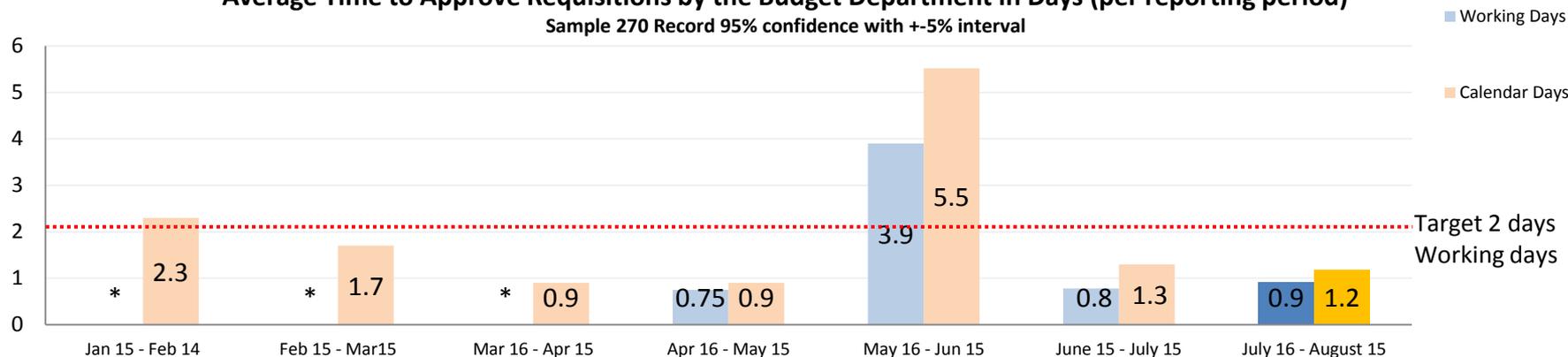
Source : Obtained from BuySpeed System and evaluated by the Office of Performance and Accountability 8.15.2011

Requisitions Approval

Budget Department: Average Time to Approve Requisitions and Distribution of Requisitions Approved in Days

Average Time to Approve Requisitions by the Budget Department in Days (per reporting period)

Sample 270 Record 95% confidence with +-5% interval



- Working Days information not available for this period

Approval Distribution by Period					
Days to Approve	5.15.2011	6.15.2011	7.15.2012	8.15.2011	Change
2 or less	90%	55%	90%	91%	1%
3 Days	5%	9%	5%	5%	0%
4-5 Days	2%	6%	4%	4%	0%
6-10 Days	3%	18%	1%	0%	-1%
11-15 Days	0%	12%	0%	0%	0%
Over 15 Days	0%	1%	0%	0%	0%

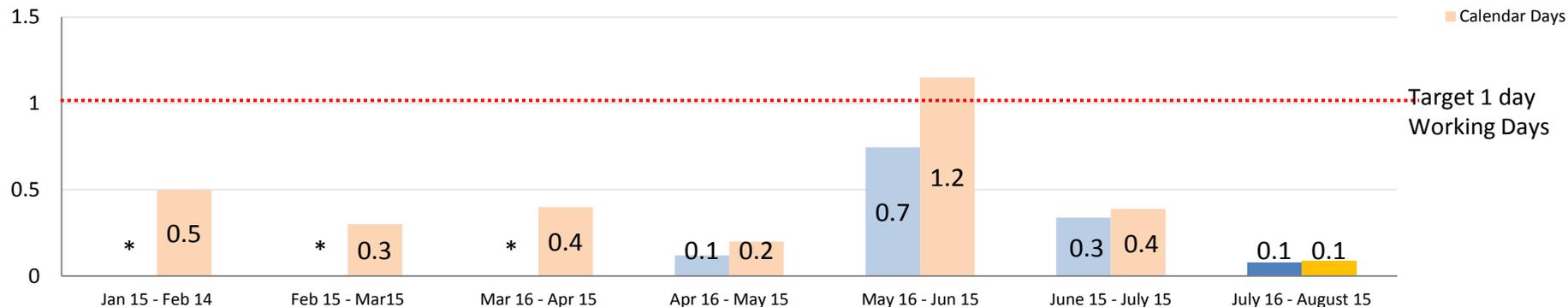
Source : Obtained from BuySpeed System and evaluated by the Office of Performance and Accountability 8.15.2011

Requisitions Approval

Finance Department: Average Time to Approve Requisitions and Distribution of Requisitions Approved in Days

Average Time to Approve Requisitions by Finance Department in Days (per reporting period)

Sample 270 Record 95% confidence with +-5% interval



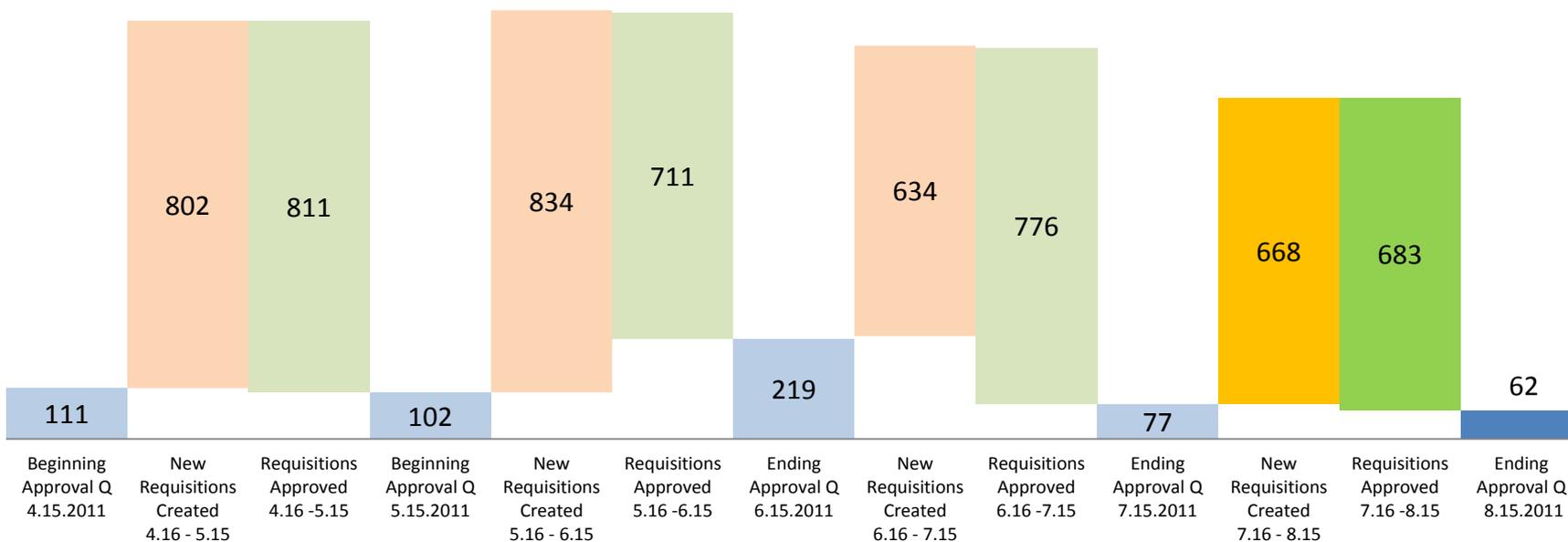
- Working Days information not available for this period

Approval Distribution by Period					
Days to Approve	5.15.2011	6.15.2011	7.15.2012	8.15.2011	Change
1 or less	98%	86%	95%	100%	5%
2 Days	2%	4%	5%	0%	-5%
3-5 Days	0%	10%	0%	0%	0%
6-10 Days	0%	0%	0%	0%	0%
11-15 Days	0%	0%	0%	0%	0%
Over 15 Days	0%	0%	0%	0%	0%

Source : Obtained from BuySpeed System and evaluated by the Office of Performance and Accountability 8.15.2011

Requisitions Approval: Queue and Output per Period (Includes Department's Director /Delegate, Budget Office and Department of Finance) General Fund Requisition Only

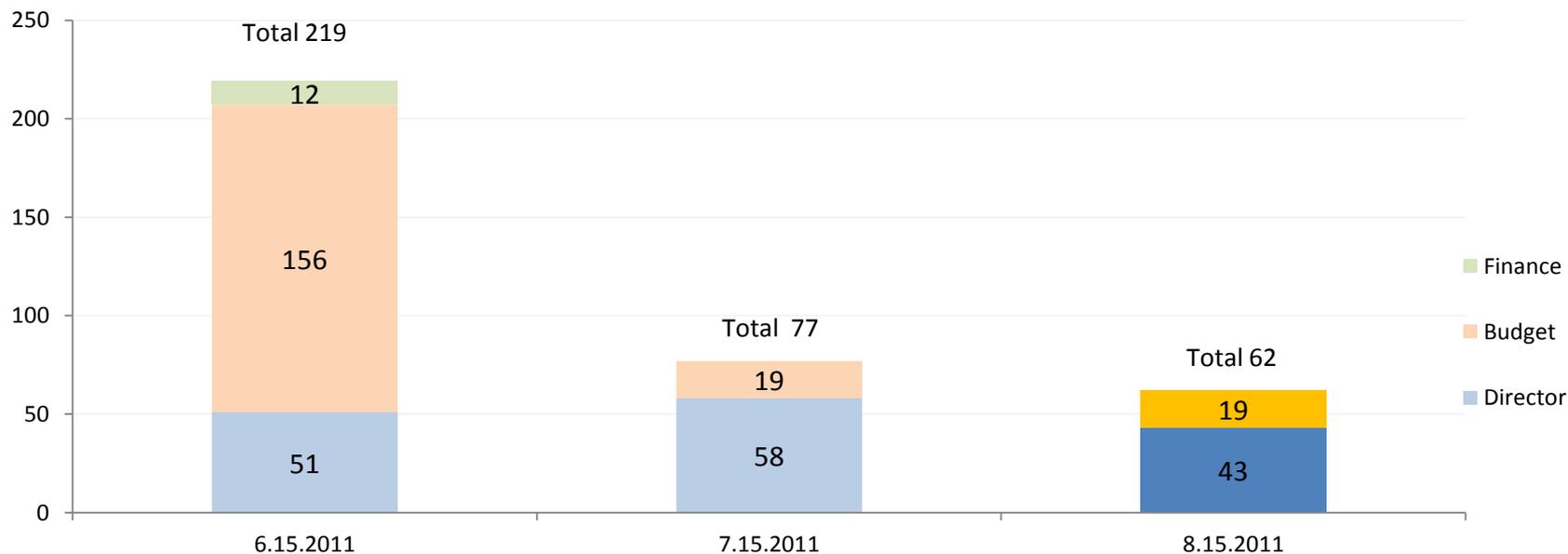
General Fund Requisition Approval Queue for Period Ending 8.15.2011



Source : Obtained from BuySpeed System and evaluated by the Office of Performance and Accountability 8.15.2011

Requisitions Approval: Requisitions in Queue by Approval Level General Fund

Requisitions in Queue to be Approved by Period



Source : Obtained from BuySpeed System and evaluated by the Office of Performance and Accountability 8.15.2011



Requisition to Procurement

- Processing of Requisition by Bureau of Purchasing
- Status of Requisitions Awaiting Buyer Response

Bureau of Purchasing Requisition Processing: Queue, Output per Period, and Status General Fund Requisitions Only

Requisition Awaiting Buyer Processing for Period Ending 8.15.2011



Status of Reqs Awaiting Buyer Processing	
Status	Count
Processed by 9.7.2011	69
Awaiting Contract	45
Encumbrance	2
Error (Over Budget or System Error)	3
Waiting for Support (Specs or Other)	17
Grand Total	136

Source : Obtained from BuySpeed System and Bureau of Purchasing 8.15.2011 and 9.7.2011

Requisitions Awaiting Contract, Breakdown by Authoring Department

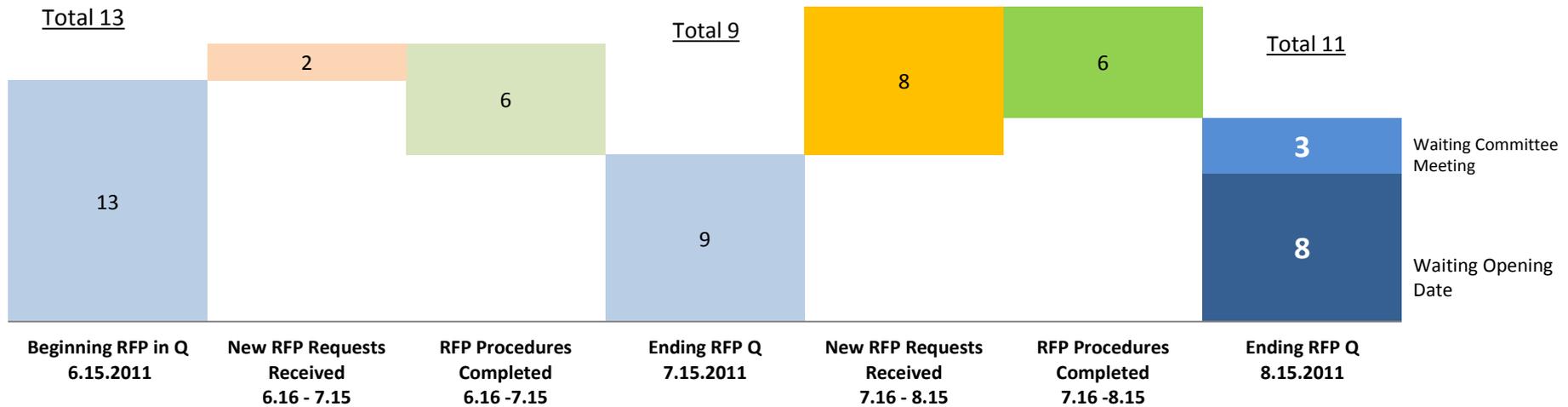
Waiting for Support (Specs or Other)	
Department	Count
CAO	3
Civil Service	1
DPW	1
ITI	1
Mosquito Control	1
NO Aviation Board	3
NOPD	3
NORDC	3
Sanitation	1
Grand Total	17

Awaiting Contract	
Department	Count
Accounting	1
Aviation	1
CAO	6
Capital Projects	1
Civil Service	1
DPW	8
EMD	4
Fire	2
Housing Neighborhood 1	1
Human Services	1
Law	8
Mayor's Office	1
NOPD	2
NORDC	1
Park and Parkways	4
Revenue	1
Sanitation	1
Treasury	1
Grand Total	45

Note: Includes contracts currently being processed and contracts executed that have not been provided to the Bureau of Purchasing for further processing

Process Movement of Request for Proposals (RFPs) in Queue as of 8.15.2011

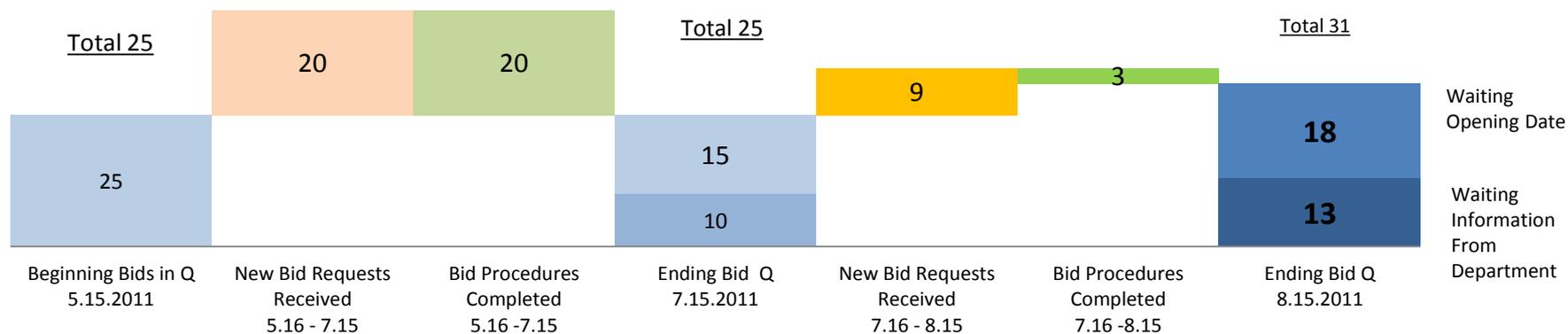
Waterfall Chart and Detail of RFPs in Q as of 8.15.2011 (one month cycle)



Waiting Committee Meeting	Opened
EMD : Fleet Management System	6/13/2011
Law :Workers Compesation Claims Admin.	4/28/2011
Federal Homeland Security : Consultant	
Services Emergency Plan	8/8/2011

Process Movement of Bids in Queue as of 8.15.2011

Waterfall Chart and Detail of Bids in Q as of 8.15.2011 (month cycle)



Waiting on Information from Department	Opened
Homeland Security : Bollards - Barriers	7/20/2011
CAO - Capital Projects : Wesley Barrow	7/20/2011
EMS : Vehicle Maintenance Services	8/2/2011
Aviation : Repair and Maintenance ITS	8/15/2011
Aviation Security Fence Replacement	8/4/2011
Aviation : Janitorial Services	4/28/2011
Property Management : Portolet	6/16/2011
Civil Service : Drug Screening	5/31/2011
Aviation : Roofing and Water Maintenance	6/30/2011
Aviation : Fence Maintenance	6/30/2011
DPW: Auctioning Services	6/28/2011
French market Corp.: Security Guards	7/15/2011
Emrg. Preparedness: Electrical Contractor	7/22/2011

Source : Bureau of Purchasing

Requisition

Procurement

Contract Creation
and Routing

Contract
Processing and
Approval

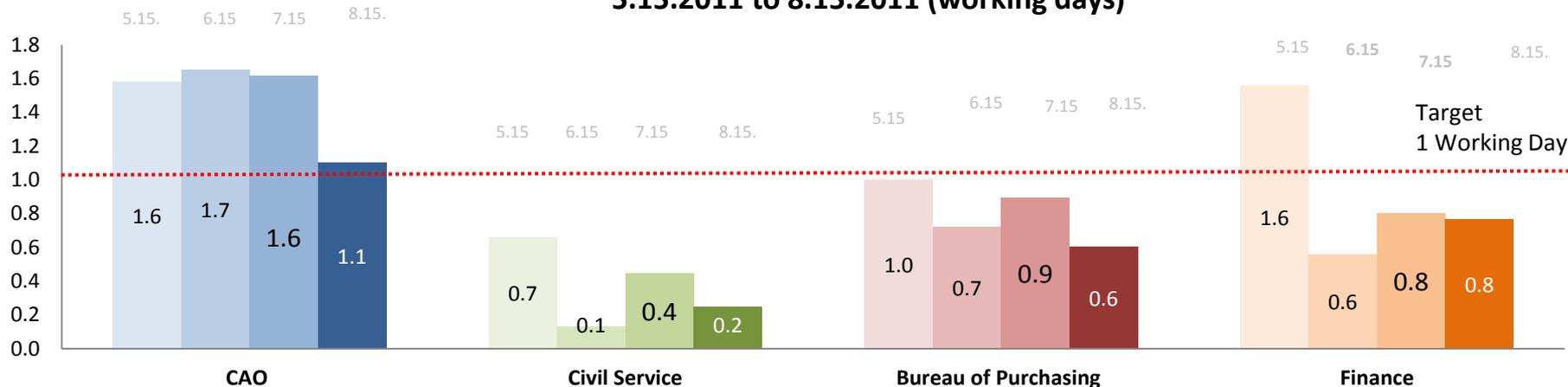
Payment

Contract Package Routing

- Average Contract Routing Time

Average Contract Routing Time by Approval Level and Distribution

Average Approval Time for Contracts Routed for the Periods Ending 5.15.2011 to 8.15.2011 (working days)



CAO Distribution Approval				
Days to Approve	5.15.2011	6.15.2011	7.15.2010	8.15.2011
0-1 Days	82%	49%	75%	83%
2- 3 Days	12%	41%	17%	7%
4-7 Days	3%	10%	6%	8%
Over 8 Days	3%	0%	3%	2%

Civil Service Distribution Approval				
Days to Approve	5.15.2011	6.15.2011	7.15.2010	8.15.2011
0-1 Days	100%	100%	89%	93%
2- 3 Days	0	0%	8%	7%
4-7 Days	0	0%	3%	0%
Over 8 Days	0	0%	0%	0%

Bureau of Purchasing Distribution Approval				
Days to Approve	5.15.2011	6.15.2011	7.15.2010	8.15.2011
0-1 Days	79%	91%	67%	93%
2- 3 Days	15%	4%	27%	5%
4-7 Days	3%	4%	6%	2%
Over 8 Days	3%	0%	0%	0%

Finance Distribution Approval				
Days to Approve	5.15.2011	6.15.2011	7.15.2010	8.15.2011
0-1 Days	83%	98%	91%	90%
2- 3 Days	0	2%	9%	8%
4-7 Days	17%	0%	0%	2%
Over 8 Days	0	0%	0%	0%

SharePoint Interim Routing and ECMS (for all departments and Quickbase for Capital Projects, DPW, OCD).

Requisition

Procurement

Contract Creation
and Routing

Contract
Processing and
Approval

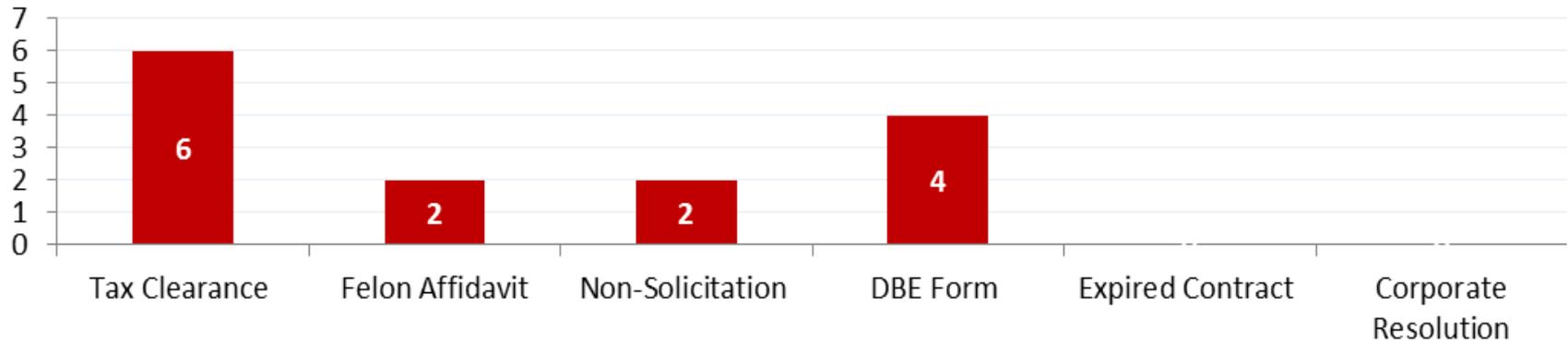
Payment

Contract Approval Process

- Contract Rejections
- Contract Processing and Approval

Contracts Processing : Rejections

Reasons for Contracts Rejected 7.16.2011 - 8.15.2011



Department	8.15.2011 Period Total
CAO	1
City Council Utilities Regulatory Office	1
DPW	2
Health	2
Homeland Security	2
New Orleans Advisory Task Force	1
Grand Total	9

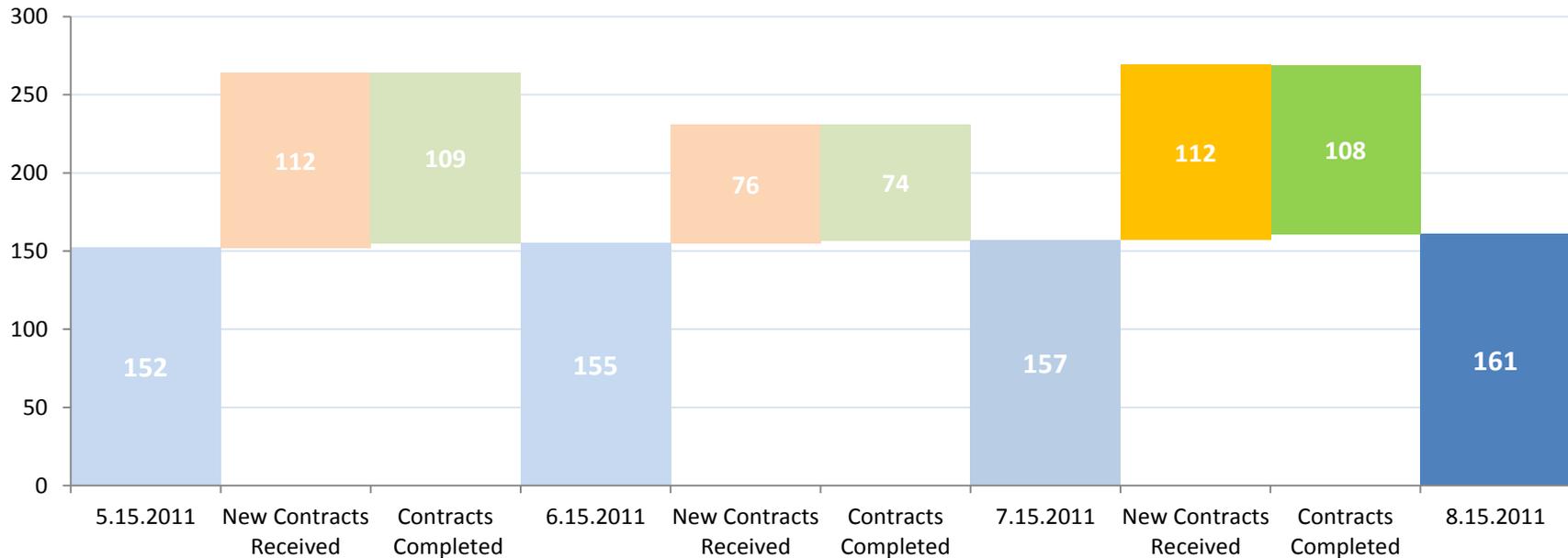
Note: While there were 9 rejections during the period, some of the rejections were the result of multiple reasons

Source : Law Department 8.15.2011

Contracts : All Contracts in Process as of 8.15.2011

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

Waterfall Chart : All Contracts Processed, Received and in Q at the End of the Reporting Period as of 8.15.2011 (in units)

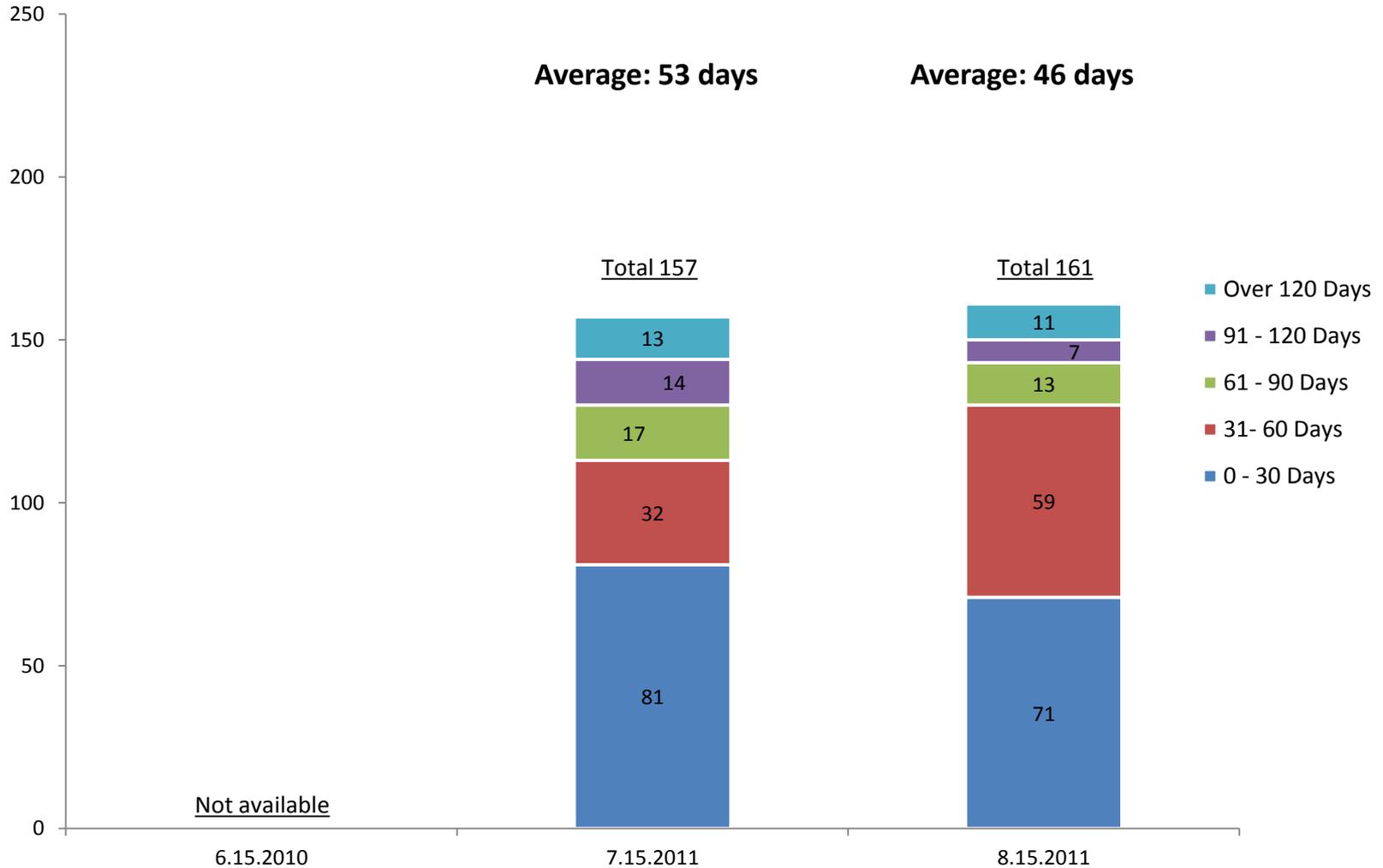


Source : Law Department 8.15.2011

Contracts : All Contracts in Process as of 8.15.2011

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

Age of Contracts Awaiting Execution



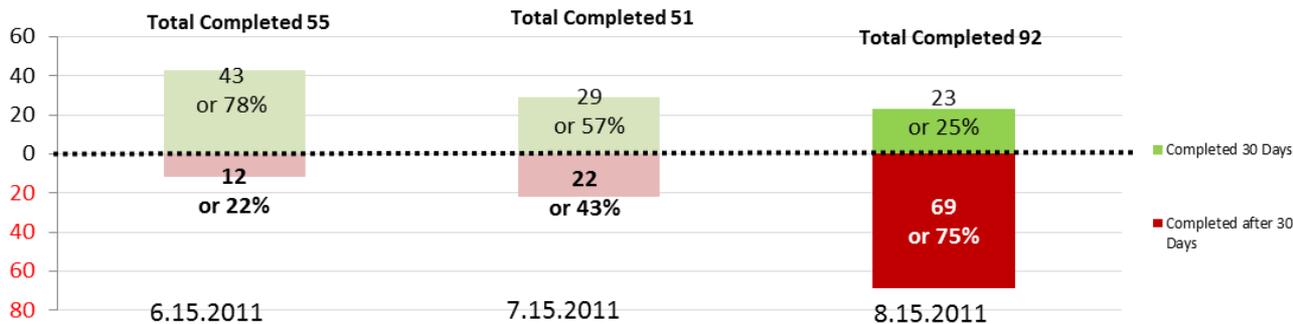
Contract Processing : Processing of Contract Received After 4.12.2011 (intro Policy 122*)

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

Waterfall Chart : Contracts Received After 4.12.2011, Processed and in Q at the End of the Reporting Period as of 8.15.2011 (in units)



Contracts Received after 4.12.2011 Processed in 30 Days or Less (Attorney, Deputy City Attorney, CAO, City Attorney, Mayor) as of 8.15.2011



*CAO Policy Memorandum 122 took effect 4.12.2011 and was issued with the purpose of introducing contract routing and responsibility guidelines

Source : Law Department 8.15.2011

Contract Processing : Processing of Contract Received Before 4.12.2011 (intro Policy 122*)

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

**Waterfall Chart : Contracts Received before 4.12.2011, Processed and in Q
at the End of the Reporting Period as of 8.15.2011 (in units)**



*CAO Policy Memorandum 122 took effect 4.12.2011 and was issued with the purpose of introducing contract routing and responsibility guidelines

Requisition

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Contract Creation
and Routing

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Processing and
Approval

Payment

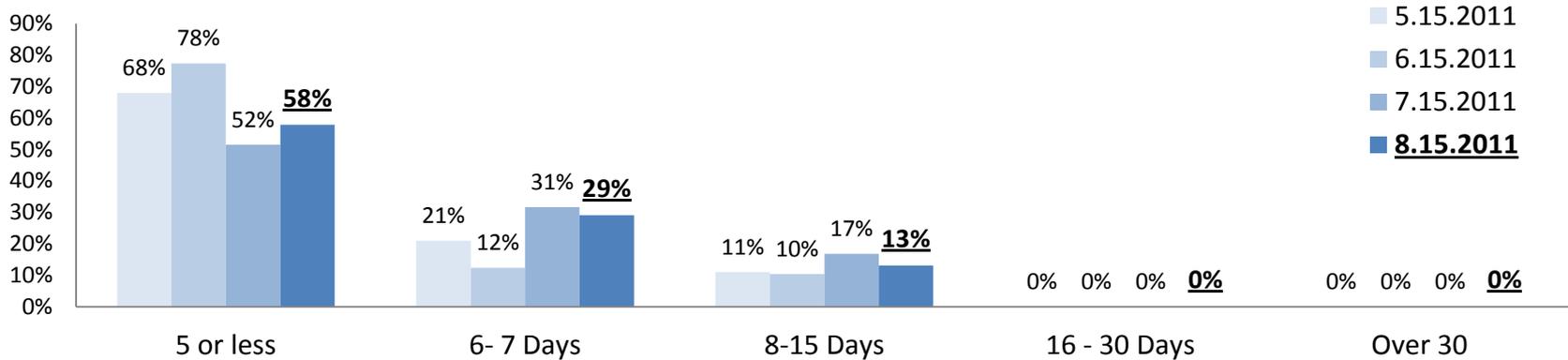
The check: Accounts payable

- General Fund, Capital Expenditures, and Grants
- Capital Projects Payments
- Capital Projects Revolver Payments
- DPW Payments
- DPW Revolver Payments
- CDBG Invoice Payments

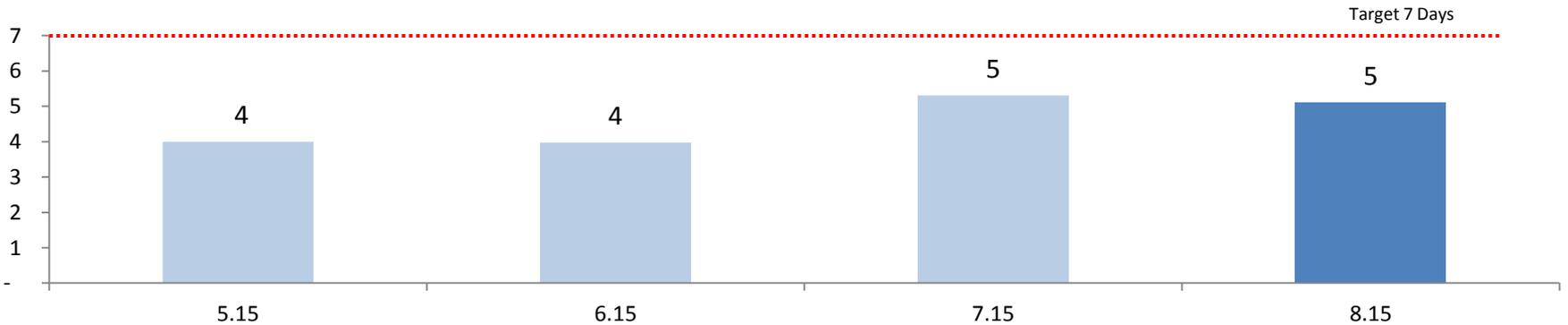
General Fund Invoice Payment Processing Since Received by Accounts Payable

Working Days to Process General Fund Check Payments by A/P Office for periods ending
5.15.2011 to 8.15.2011 (in %)

Sample 270 selections 95% confidence level +-5



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

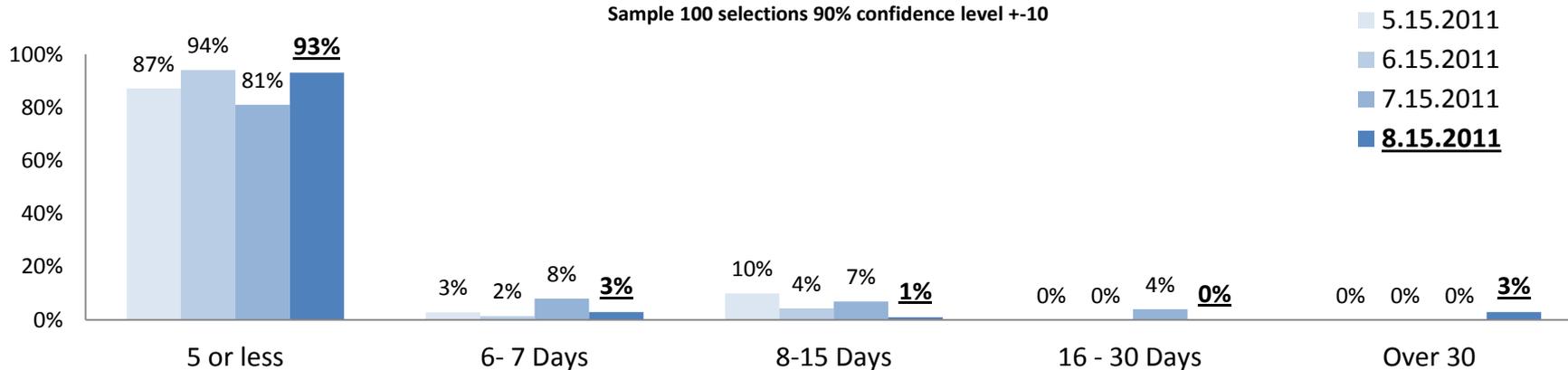


Source :Accounts Payable and Office of Performance and Accountability. Collected between 8.12.2011 and 8.16.2011

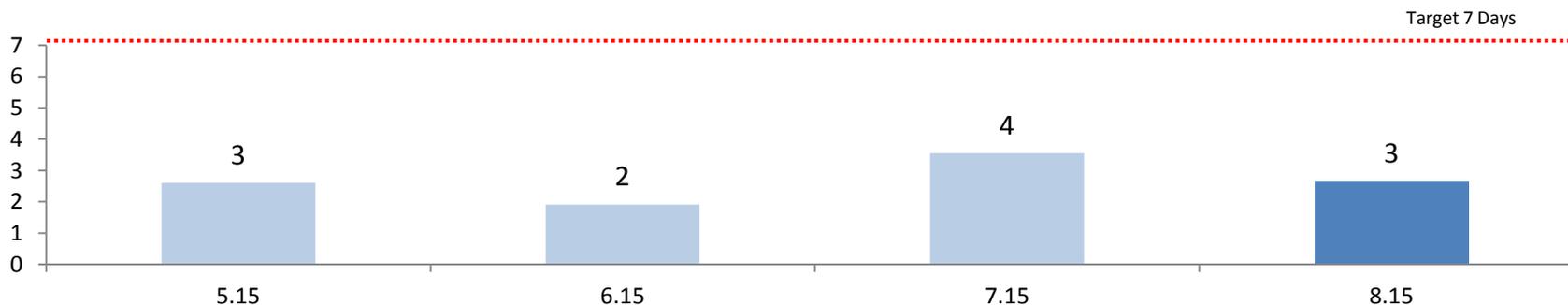
Capital and Grants Invoice Payment Processing Since Received by Accounts Payable

Working Days to Process Capital and Grant Check Payments by A/P Office for periods ending 5.15.2011 to 8.15.2011 (in %)

Sample 100 selections 90% confidence level +-10



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



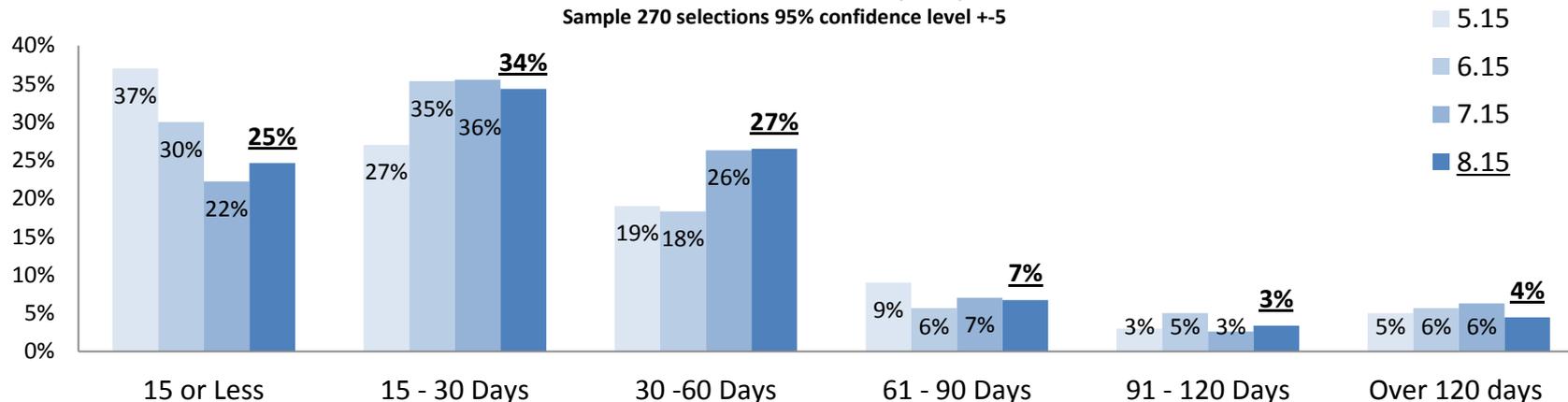
Source :Accounts Payable and Office of Performance and Accountability. Collected between 8.12.2011 and 8.16.2011

General Fund Invoice Payments Since Invoice Date

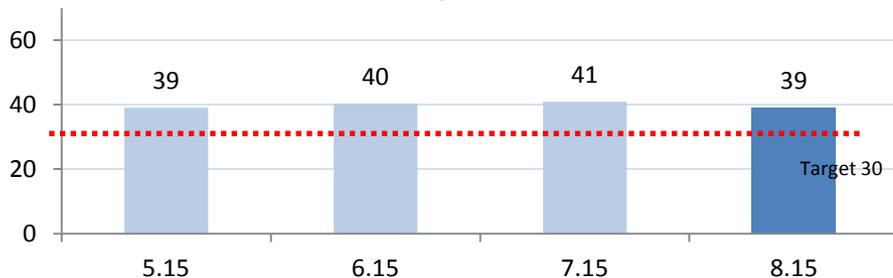
Percentage of Payments in Days From Invoice Date to Payment for General Fund Expenditures for Periods Ending

5.15.2011 to 8.15.2011 (in %)

Sample 270 selections 95% confidence level +-5



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



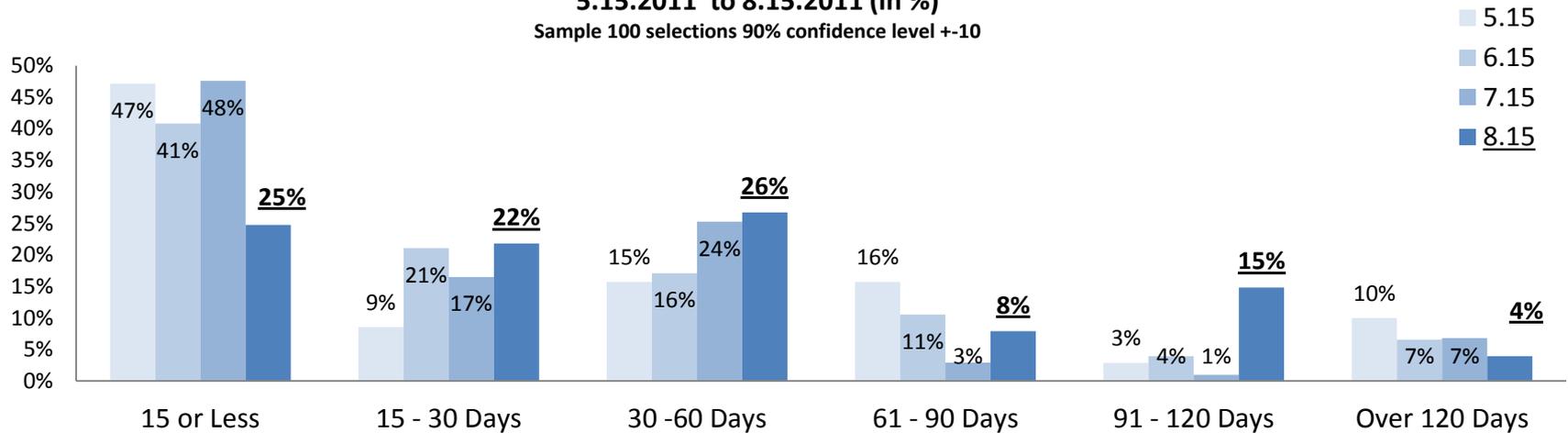
Departments with payments over 60 Days from sample	
Department	Count of Vendor
Public Library	4
EMD	5
Aviation	7

Capital and Grants Invoice Payments Since Invoice Date

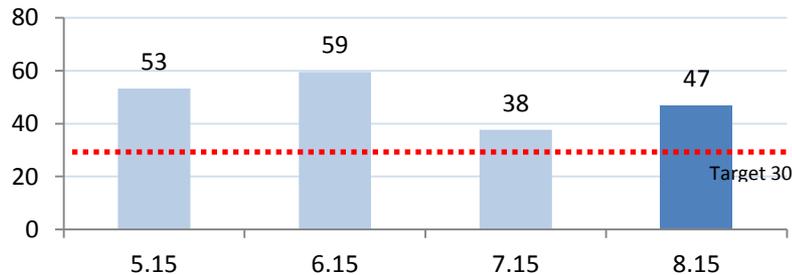
Percentage of Payments in Days From Invoice Date to Payment for Capital and Grant Expenditures for Periods Ending

5.15.2011 to 8.15.2011 (in %)

Sample 100 selections 90% confidence level +/-10



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



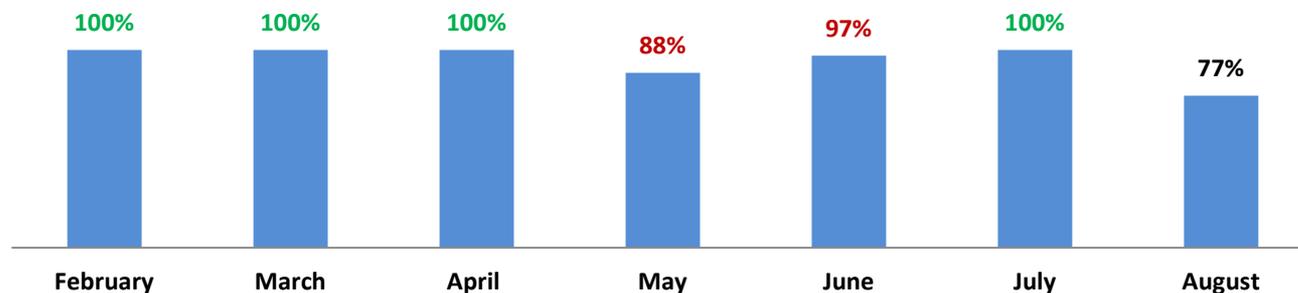
Departments with payments over 60 Days from sample

Department	Count of Vendor
CPA	3
DPW	3
OCD	13

Invoice Payment

Capital Projects Invoice Payments (Facility Recovery Projects)

Invoices Paid as a % of Invoices Received per Month as of 8.15.2011
(invoices received during the month) Avg 24 invoices Month



Location of Invoices that Remain Outstanding							
Process Step	February	March	April	May	June	July	August
PM To Approve					1		
CPA to Create Receiver							1
CPA to Finance				2			1
Finance to Receive							
City to Cut Check				1			4
City Check Cut to Release							

Over 60 days

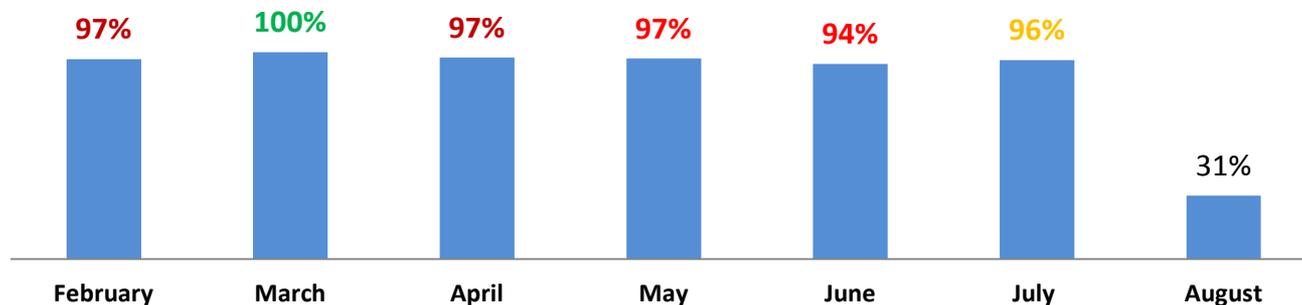
Over 30 days

Information obtained from Quickbase (Capital Projects Department) 8.17.2011

Invoice Payment

Capital Projects Invoice Payment Through Revolver (Facility Recovery Projects)

Invoices Paid as a % of Invoices Received per Month as of 8.15.2011
(invoices received during the month) Avg 28 invoices per Month



Location of Invoices that Remain Outstanding							
Process	February	March	April	May	June	July	August
PM To Approve						1	1
CPA to Create Receiver				1			
CPA to Finance	1		1				
Finance to Receive							
Finance to Send State							
State to Send to Hancock Bank					2		8
Hancock Bank to Send Check Copy							

Over 60 days

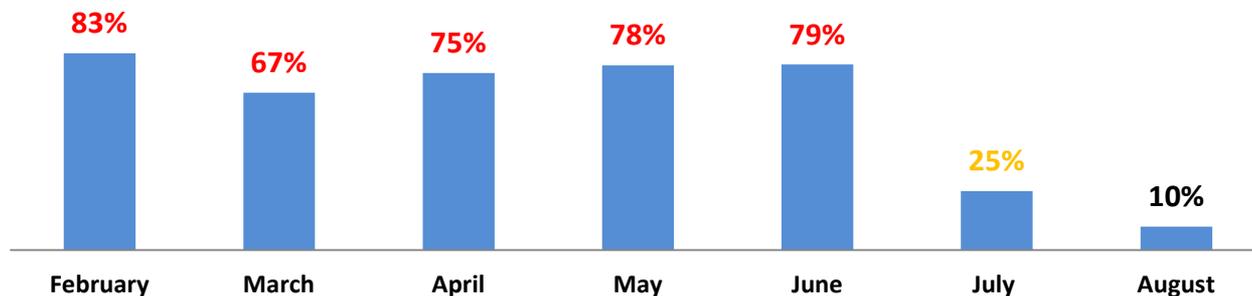
Over 30 days

Information obtained from Quickbase (Capital Projects Department) 8.17.2011

Invoice Payment

DPW Invoice Payments (DPW Recovery Projects)

Invoices Paid as a % of Invoices Received per Month as of 8.15.2011
(invoices received during the month) Avg 20 invoices per Month



Location of Invoices that Remain Outstanding							
Process	February	March	April	May	June	July	August
DPW to PM							
PM to Approve	3	5	5	5	2	6	4
PM Approval to DPW Fiscal							
DPW Fiscal to Create Receiver					3	9	3
Receiver Creation to Finance							
City to Cut Check		2			1		2
City Check to be Release							

Over 60 days

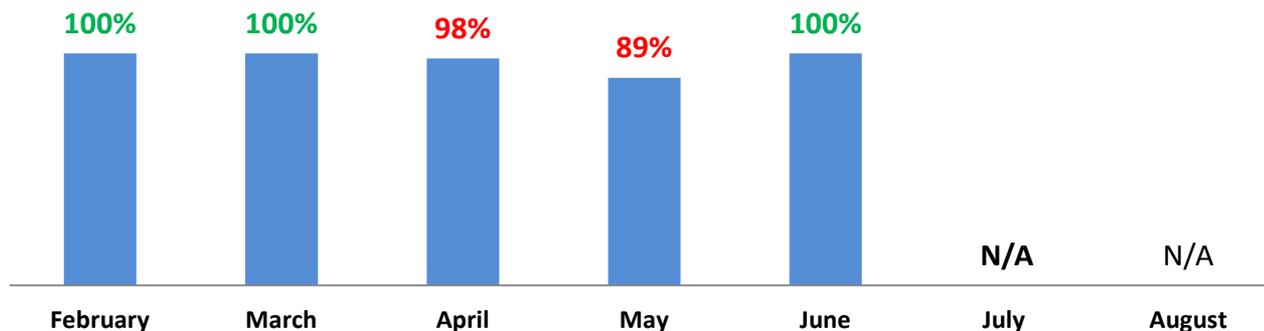
Over 30 days

Information obtained from Quickbase (DPW Department) 8.17.2011

Invoice Payment

DPW Invoice Payments Through Revolver (DPW Recovery Projects)

Invoices Paid as a % of Invoices Received per Month as of 8.15.2011
(invoices received during the month) Avg 20 invoices per Month



Location of Invoices that Remain Outstanding							
Process	February	March	April	May	June	July	August
DRC Receipt to Transmittal to DPW							
Transmittal to DPW to Receipt in DPW							
Receipt in DPW to Project Manager							
PM to Approve							
PM to Approve to DPW Fiscal							
DPW Fiscal to Create Receiver			1	2			
Receiver Creation to DPW Approval							
DPW Approval to Finance							
Finance to Receive							
Finance to Send to State							
State to Send to Hancock Bank							
Hancock Bank to Send Check Copy							

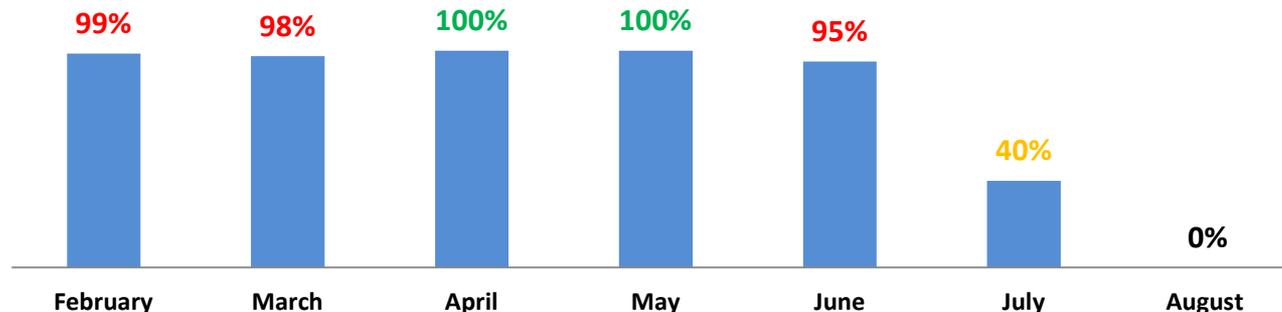
Over 60 days

Over 30 days

Invoice Payment

CDBG Invoice Payments (Disaster CDBG Projects)

Invoices Paid as a % of Invoices Received per Month as of 8.15.2011
(invoices received during the month) Avg 93 invoices per Month



Location of Invoices that Remain Outstanding							
Process	February	March	April	May	June	July	August
PM to Owing Department							
Owing Dep. Review and Approval	1	4			1	1	
Owing Dep. To Accounting					2	2	6
Approved by Accounting							3
Accounting to OCD Fiscal Unit							
OCD Fiscal to State Consultant					3	4	49
State Consultant to State DRU						8	14
State DRU to State Finance					1	2	1
State Finance to City's Account						16	
Payment Clears City Bank							
Vendor Paid						3	

Over 60 days

Over 30 days

Procurement Process Map/City of New Orleans

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

