

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 114

March 23, 2009

To: All Departments, Boards, Agencies, Commissions and Corporations

From: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

Subject: PUBLIC WORKS PROJECTS BY DESIGN-BUILD PROCESS

I. PURPOSE AND USE:

- A. Act 373 of the 2007 Regular Session of the Louisiana Legislature enacted Louisiana Revised Statute 38:2225.2.1 to permit "design-build" procurement and construction practices for repair and reconstruction needs occasioned by the 2005 hurricanes. The law required authorized parishes and municipalities to adopt related procedures established by the Louisiana Division of Administration. The Division issued the procedures by Emergency Rule published in the Louisiana Register, Vol. 34, No. 04, p. 590 (April 20, 2008). The City of New Orleans adopted the procedures by Ordinance No. 23168 M.C.S., approved July 18, 2008, shown as Attachment (a) hereto.
- B. As provided in the Emergency Rule ("Rule"), "design-build" is "a construction practice in which the design and construction phases are combined and the design-builder is selected by a qualifications-based process with an established schedule and price." It follows a sequence by which the owner announces the need, identifies interested design-builders, receives and reviews qualifications, selects likely design-builders, details and reports service scope, receives and evaluates technical proposals, and selects a design-builder and proposal.
- C. This guidance supplements La. R.S. 38:2225.2.1 and the adopted Emergency Rule for practical City application. It develops City policies and procedures implementing design-build procedures for eligible City repair and reconstruction projects. It issues pursuant to City Charter Section 4-302(5) and applies to eligible initiatives by Executive Branch Departments, Boards and Commissions ("Departments").
- D. La. R.S. 38:2225.2.1 provides that design-build procurement authority will expire July 10, 2009. Unless legislation extends the expiration date, regular competitive bid and professional services procurement requirements will apply to public works projects contracted after July 10, 2009.¹

¹ City Charter Section 6-308, CAO Policy Memorandum 113, and La. R.S. 38:2212 et seq. state the law and City guidance for regular public works procurements. Executive Order CRN 09-01 and CAO Policy Memorandum 8R direct procurement and contracting practice for City professional services contracts, including contracts for professional engineering, design, and architect services.

II. POLICY:

- A. City design-build initiatives will comply with all applicable laws, regulations, and guidance. They will advance under direct City authority and control and obtain needed approvals from authorized City officials.
- B. Public procurement is an Inherently Governmental Function. All City procurements will issue, progress, select, and contract under direct City control and authority. The City may apply consultants to develop specifications for City review and approval.
- C. Subject to regular City authority, and except as otherwise provided, the sponsoring Department is responsible for overall design-build project and procurement development, management, and administration. The sponsoring Department will maintain complete records documenting project developments, specification, and approvals.
- D. The City Purchasing Bureau will manage, track and document design-build procurements. The Bureau will publicize announcements and notices, issue invitations and requests, receive Letters of Interest, qualification packages, and technical proposals, and report selections.
- E. The City Disadvantaged Business Enterprise program will apply to design-build projects. (See CAO Policy Memorandum 46R)

Committed Funding: Pursuant to City Code §70-421, DEPARTMENTS WILL NOT ORDER, REQUEST, OR RECEIVE ANY PUBLIC WORK WITHOUT FUNDING COMMITTED IN ADVANCE BY SIGNED PURCHASE ORDER ISSUED BY THE PURCHASING BUREAU. Such unfunded transactions are unlawful, and the City Code prohibits the City to issue related payment.

III. PROCEDURE:

- A. **Advance Approval:** Design-build projects require advance planning, development and approval.
 - 1. **Application:** Departments proposing a design build project will apply to the Chief Administrative Officer (“CAO”) for advance project approval. Applications will explain the proposal, request approval, and contain the following:
 - a) The Announcement and Notice of Intent intended for publication to interested design-builders according to Rule §175. As provided, the Announcement and Notice of Intent will generally describe the work and purpose, project a cost and budget, state the DBE participation requirement, and otherwise state information useful to potential design-builders to determine interest in the project.

- b) A statement whether the project is a “more complex” project or a project “... with [a scope] which permit[s] flexibility and innovation in the design approach” requiring the City to compensate unsuccessful “short-listed” entities for the expense of preparing the technical proposal. (See Rule §§177 and 191). If the statement reports the project suited for compensation, the statement will estimate the preparation cost of a single technical proposal.
 - c) A projected project schedule, including planned dates for announcements, letters of interest deadline, requests for qualifications, qualification package deadline, qualification evaluation period, technical proposal request and deadline, technical proposal evaluation period, contract, Notice to Proceed, and project completion. Dates are subject to change but will inform the CAO consideration.
 - d) Confirmation that the City Council (governing authority) has adopted the project for design-build procurement. (See La. R.S. 2225.2.1. A.[2]).
 - e) Confirmation that the project will build or repair a public building or structure destroyed or damaged by Hurricane Katrina or Hurricane Rita. (See La. R.S. 38:2225.2.1A.[2]).
 - f) The estimated cost and the funding and funding source planned for the project. The Department will dedicate needed project funding when the City selects a designer-builder.
 - g) A recommended DBE participation requirement.
 - h) A description of contractor work and related costs incurred or expected to be incurred to procure the project.
 - i) Any other documents or information required or useful in the purpose.
2. **Approval and Notice:** The CAO will report the decision to the sponsoring department. For approved projects, the Department head will select and notify at least three City employees to serve as a Qualifications Evaluation Committee. The Department head will select and notify persons, including a chairman, to serve as the Technical Review Committee according to Rule §193. For employees and other persons not subject to his authority, the Department will refer the selection to the Chief Administrative Officer for confirmation or assistance in the purpose. No person may serve on both the Qualifications Evaluation Committee and the Technical Proposal Evaluation Committee. The sponsoring Department will supply copies of solicitation documents to all committee members.

B. Publication and Qualifications Review

1. The sponsoring Department will refer approved design-build projects to the Purchasing Bureau for publication of the initial Announcement and Notice of Intent. The submission to the Purchasing Bureau will request publication dates and state any publication needs beyond those required in Rule §175. The Notice of Intent will state a response deadline.
2. The Purchasing Bureau will publish the Announcement and Notice of Intent as required by Rule §175, and also to the City procurement website, and otherwise as requested. The first publication will appear at least thirty days before the response deadline. The Purchasing Bureau will record and track the matter in regular City procurement systems.
3. The Purchasing Bureau will receive Letters of Interest and report interested potential design-builders to the sponsoring Department. The sponsoring department will prepare a Request for Qualifications package and deliver it to the Purchasing Bureau for distribution. As required by Rule §177, the Request for Qualifications will detail all submission requirements, including information and documents, and specify compensation payable for unsuccessful responsive technical proposals (if any, see Rule §191) and submission deadline. The Request will describe the Scope of Services but need not yet apply the "Scope of Services Package" described in Rule §187. The Request for Qualifications will contain the DBE Notice required by Policy Memorandum 46 and require that qualifications submissions commit participant compliance with the City DBE Program. It will not require participants to report DBE engagements or failed best efforts to obtain them in qualifications submissions. The Purchasing Bureau will send a Request for Qualifications to all design-builders who submitted a letter of interest.
4. The Purchasing Bureau will receive and secure Qualifications Packages, documenting receipt. It will not accept packages received after the submission deadline. The Purchasing Bureau will deliver packages to the sponsoring department, obtaining a receipt therefore. In the City receives fewer than three submissions, the department head will inform the Chief Administrative Officer, who will determine whether the design build procurement will continue. Otherwise, the Department head will deliver qualifications packages to the Qualifications Evaluation Committee and task it to perform the evaluation and selection.
5. The Evaluation Committee will first examine qualifications submissions for responsiveness to requirements. It will detail and report responsiveness failures. As provided by Rule §177, the committee will not consider any response failing to meet all of the requirements contained in the Request for Qualifications. The Committee will evaluate responsive submissions according to Rule §181 and §183. Except as provided in Rule §183, it will select at least three highest-rated entities to a "short list" and report the list to the CAO, sponsoring department, and the Purchasing Bureau.

C. Technical Proposals and Selection

1. The sponsoring department will prepare an "Invitation to Submit a Detailed Technical Proposal" and deliver it to the Purchasing Bureau for distribution. The Invitation will detail the "Scope of Services Package" including any revisions within the project scope of services.
 - a. The Invitation will state related requirements and detail project information according to Rule §§185, 187, and 189.
 - b. The Invitation will require participants to submit DBE engagements or failed best efforts to obtain them in a separate envelope marked "DBE Information" and identified with the project name, participant name, authorized representative signature, and date, contained in the Technical Proposal package.
 - c. According to Rule §189, it will require participants to submit lump sum price bids in a separate sealed envelope marked "Price Bid" and identified with the project name, participant name, authorized representative signature, and date, contained in the Technical Proposal package.
 - d. Invitations will state a proposal submission deadline.

The Purchasing Bureau will send Invitations, including the "Scope of Services Package" to persons and firms selected to the short list.

2. The Purchasing Bureau will receive and secure Technical Proposals, documenting receipt. It will not accept proposals received after the submission deadline. The Purchasing Bureau will separate DBE submissions and send them to the DBE Compliance Officer for review, obtaining a receipt therefore. The Purchasing Bureau will deliver proposal packages without DBE sections but including sealed Price Bids to the sponsoring department, obtaining a receipt therefore.
3. The DBE Compliance Officer will review submissions for compliance with DBE Program requirements. He will report his determinations to the CAO and department head. Technical Proposals determined not in compliance with DBE Program requirements are not eligible for selection, and the department head will not refer them to the Technical Review Committee.
4. The department head will deliver eligible technical proposal packages (without DBE submissions) to the Technical Review Committee and task it to perform the evaluation and selection. The Price Bids will remain sealed and in the custody of the Technical Review Committee chairman until he opens and applies them to determine the winning proposal according to Rule §195.

5. The Technical Review Committee will first examine technical proposals for responsiveness to requirements. It will detail responsiveness failures. It will not consider or evaluate non-responsive proposals.
6. The Technical Review Committee will evaluate responsive technical proposals according to Rule §§193 and 195 and report its selection to the CAO, sponsoring Department, and the Purchasing Bureau.
7. At direction from the Technical Review Committee chairman, the Purchasing Bureau will report technical scores to design-builders submitting technical proposals. The Purchasing Bureau will manage appeals submitted according to Rule §197.
8. After the appeals period has passed and the department head has decided any appeals, the Technical Review Committee chairman will adjust technical scores, open and apply price proposals, and determine the winning proposal according to Rule §195. The Committee chairman will report results to the CAO, sponsoring department, the Purchasing Bureau, and all Technical Review Committee members.
9. The sponsoring department will negotiate and develop final contractual arrangements with the selected design builder. It will commit required funds. It will compile procurement, funding, and contract documents and submit them to the Law Department for project contracting according to CAO Policy Memorandum 113. It will pay required compensation to unsuccessful and responsive short-listed entities if committed in advance.

IV. INQUIRIES:

If you have any questions regarding this policy, please contact Mr. Fred Wild, Law Department at 658-9816.

Attachments

BGH, PH.D./FW/fw

**ORDINANCE
(AS AMENDED)
CITY OF NEW ORLEANS**

**CITY HALL: July 10, 2008
CALENDAR NO: 27,059**

NO. 23168 MAYOR COUNCIL SERIES

BY: COUNCILMEMBER CLARKSON

AN ORDINANCE to adopt the selection process promulgated by the Division of Administration, Office of Facility Planning and Control, establishing procedures for developing plans, specifications, qualifications, and other matters pertaining to procedures for advertising, reviewing and selecting design-builder and letting such design-build contracts for public word as specified in Paragraph (A)(2) of La. R.S. 38:2225.2.1, in order to permit the design-build procedures to be implemented in the City of New Orleans for hurricane remediation projects; to adopt a list of projects for which this procedure may be utilized; and otherwise to provide with respect thereto.

WHEREAS, Hurricane Katrina struck Louisiana on August 29, 2005, resulting in severe flooding and damage to the southeastern part of the state, posing grave threats to the safety, health and security of the citizens of the City of New Orleans and causing severe damage to private property and public facilities in the City of New Orleans; and

WHEREAS, the use of the design-build method will expedite the City of New Orleans' hurricane protection and flood control projects in areas of the City impacted by Hurricane Katrina or Hurricane Rita to allow the City to prepare for future hurricane seasons; now therefore

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY**
2 **ORDAINS** that the City of New Orleans adopts the selection process promulgated by the Division of
3 Administration, Office of Facility Planning and Control, establishing procedures for developing
4 plans, specifications, qualifications, and other matters pertaining to procedures for advertising,
5 reviewing and selecting design-builder and letting such design-build contracts for public word as

6 specified in Paragraph (A)(2) of La. R.S. 38:2225.2.1, in order to permit the design-build procedures
7 to be implemented in the City of New Orleans for hurricane remediation projects, all as published in
8 the Louisiana Register, Volume 34, No. 4 on April 20, 2008 and forth below:

9 **DECLARATION OF EMERGENCY**

10 **Office of the Governor**

11 **Division of Administration**

12 **Office of Facility Planning and Control**

13 **Design-Build Method of Procuring Design**

14 **and Construction Services**

15 **(LAC 34:III.161-199)**

16 In accordance with the provisions of the Administrative Procedure Act (R.S. 49:950 et seq.) and
17 the provisions of RS 39:121, The Division of Administration, Facility Planning and Control hereby
18 gives notice that it is adopting a new Emergency Rule LAC 34:III,Chapter 1, Subchapter C, Design-
19 Build Method of Procuring Design and Construction Services. This Rule is required by Act 373, 2007
20 and provides rules for its use as authorized by the Act. This Emergency Rule will give Facility
21 Planning and Control and certain parishes affected by Hurricanes Katrina and/or Rita the flexibility to
22 deal quickly and effectively with the on going disaster recovery construction work.

23 This Emergency Rule shall be effective, April 10, 2008, and shall remain in effect until the
24 expiration of the maximum period allowed under the Administrative Procedure Act or the adoption of
25 the final Rule, whichever comes first.

26 **Title 34**

27 **GOVERNMENT CONTRACTS, PROCUREMENT AND PROPERTY CONTROL**

28 **Part III. Facility Planning and Control**

29 **Chapter 1. Capital Improvement Projects**

30 **Subchapter C. Design-Build Method of Procuring Design and Construction Services**

31 **§161. Name**

32 A. The name of this process shall be the "design-build selection process" also referred to
33 hereinafter as "process."

34 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

35 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
36 Office of Facility Planning and Control, LR 34:

37 **§163. Authority**

38 A. The process shall be established in accordance with R.S. 38:2225.2.1.

39 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

40 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
41 Office of Facility Planning and Control, LR 34:

42 **§165. Purpose**

43 A. The purpose of this Subchapter shall be to provide for the selection of entities to provide
44 design/build construction services in which the design and construction phases are combined.

45 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

46 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
47 Office of Facility Planning and Control, LR 34:

48 **§167. Applicability**

49 A. The following public agencies may utilize the design-build method in the construction or repair
50 of any public building or structure which has been destroyed or damaged by Hurricanes Katrina, Rita
51 or both: the Division of Administration, the Recovery School District, the City of New Orleans and
52 parish governments in Calcasieu, Cameron, Jefferson, Orleans, Plaquemines, St. Bernard, St.
53 Tammany, and Vermilion Parishes and the Port of New Orleans.

54 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

55 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
56 Office of Facility Planning and Control, LR 34:

57 **§169. Definitions**

58 A. For the purposes of this Rule certain terms shall have the following meanings. All required
59 licenses for each component shall be obtained prior to the award of the project to the selected entity.

60 *Architect*—the entity contractually responsible for delivering the project design and duly licensed
61 and registered by the Louisiana State Board of Architectural Examiners as provided for in R.S.
62 37:141 et seq., and its rules and regulations.

63 *Contractor*—the entity contractually responsible for delivering the project construction and duly
64 licensed and registered as a general contractor by the State Licensing Board for Contractors as
65 provided for in R.S. 37:2150 et seq., and its current rules and regulations.

66 *Design-Build*—a construction process in which the design and construction phases are combined
67 and the design-builder is selected by a qualifications-based process with an established schedule and
68 price.

69 *Design-Builder*—the entity contractually responsible for delivering the project design and
70 construction who shall be licensed as either a contractor, an architect or an engineer as defined herein.

71 For projects that are primarily architectural, the entity shall be a contractor or an architect. For
72 projects that are primarily engineering, the entity shall be a contractor or an engineer.

73 *Engineer* - the entity contractually responsible for delivering the project design and duly licensed
74 and registered by the Louisiana Professional Engineering and Land Surveying Board as provided for
75 in R.S. 37:681 et seq., and its rules and regulations.

76 *Public Agency* - a state or local governmental unit. For the purposes of this rule these are limited
77 to those defined in §167 of this Chapter.

78 B. All required licenses for each component shall be obtained prior to the award of the project to
79 the selected entity.

80 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

81 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
82 Office of Facility Planning and Control, LR 34:

83 **§171. Rights and Powers of Each Design-Builder**

84 A. Each design-builder shall have the following rights and powers.

85 1. The design-builder may sublet responsibility for professional design services to an individual,
86 firm, or corporation duly licensed and registered in the state of Louisiana to provide professional
87 design services.

88 2. The design-builder may sublet responsibility for construction or other services requiring a
89 contractor's or trade subcontractor's license to persons or entities duly registered, licensed, or
90 otherwise qualified to provide those services as required by law.

91 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

92 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
93 Office of Facility Planning and Control, LR 34:

94 **§173. Process for Selection of Design-Builder**

95 A. A two stage process shall be used to select the design-builder. The two stages are:

- 96 1. request for qualifications stage;
97 2. technical proposals stage.

98 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

99 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
100 Office of Facility Planning and Control, LR 34:

101 **§175. Request for Qualifications—Letter of Interest**

102 A. A public announcement shall be made to solicit letters of interest for a design-build project. The
103 announcement shall be distributed through advertisement in publications that will insure adequate
104 competition and opportunities for qualified entities. These shall include at a minimum the Daily
105 Journal of Commerce, the Baton Rouge Advocate, the New Orleans Times-Picayune, the Shreveport
106 Times, the Monroe News Star, the Lake Charles American Press. The announcement shall also appear
107 on the internet home page of the public agency, if any, and by other means to ensure adequate
108 response.

109 B. All such public announcements shall be advertised a minimum of 30 days prior to the deadline
110 for receipt of responses and shall contain a brief description of the project, the required scope of
111 services and sufficient information for a design-builder to determine its interest and to enable it to
112 submit a letter of interest. The notice of intent may be re-advertised using additional media or
113 publications in an attempt to solicit additional responses if the initial number of responses received is
114 inadequate.

115 C. A brief description of the project shall be included in the letter. The description shall include but
116 not limited to the following: The proposed function(s); approximate size or capacity in terms of
117 square feet, number of occupants, beds, cars, books, etc.; level of quality; key factors in the public

118 agency's program; a brief description of any existing buildings or structures; special systems; any
119 specialized skill(s) required; preliminary budget based on the agencies best information and any other
120 information that will allow potential design-builders to determine whether or not they are interested
121 in the project.

122 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

123 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
124 Office of Facility Planning and Control, LR 34:

125 **§177. Request for Qualifications - Qualifications Package**

126 A. The public agency shall provide a request for a qualifications package to design-builders who
127 submit a letter of interest. The qualifications package shall include the technical proposal as defined
128 in §185 including the intention of awarding a stipend. All required information shall be identified in
129 the request for qualifications package and in the standard response forms. The response to a request
130 for qualifications package shall include statements of qualification by credentials and experience of
131 design component members for the areas of expertise specific to the project and statements of
132 qualification by experience and resources of the construction team component. The completed
133 response form and any other required information shall be transmitted by the responding design-
134 builder by the deadline to submit such forms and information as provided in the request for
135 qualifications package. Any response failing to meet all of the requirements contained in the request
136 for qualifications package shall not be considered by the public agency. False or misrepresented
137 information furnished in response to a request for qualifications package shall be grounds for
138 rejection.

139 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

140 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
141 Office of Facility Planning and Control, LR 34:

142 **§179. Request for Qualifications—Evaluation Committee**

143 A. A qualifications evaluation committee shall evaluate the responses to the request for
144 qualifications package received by the public agency. The qualifications evaluation committee shall
145 consist of a minimum of three members designated by the Director of Facility Planning and Control
146 for projects administered by that agency or the equivalent agency head for other agencies.

147 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

148 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
149 Office of Facility Planning and Control, LR 34:

150 **§181. Request for Qualifications—Evaluation Criteria**

151 A. The following general criteria used by the qualifications evaluation committee in evaluating
152 responses to the request for qualifications package for design-build services shall apply to both the
153 design and construction components of any responding entity.

154 1. Professional training and experience of both the design and construction entity components
155 and of key personnel in general and as related to the project under consideration.

156 2. Past and current professional accomplishments, for which opinions of clients or former clients
157 and information gathered by inspection of current or recent projects may be considered.

158 3. Capacity for timely completion of the work, taking into consideration the person's or firm's
159 current and projected workload and professional and support manpower.

160 4. The nature, quantity, and value of agency work awarded to both the design and construction
161 components the applicant entity, it being generally desirable to allocate such work among persons
162 who are desirous and qualified to perform such work.

163 5. Past performance on public projects, including any problems with time delays, cost overruns,
164 and design inadequacies for which the designer was held to be at fault.

165 6. Whether problems as indicated in Subclause (e) herein resulted in litigation between the
166 public agency and the person performing professional services, particularly if the designer is
167 currently involved in unsettled litigation with a public agency or has been involved in litigation with
168 a public agency where the public agency prevailed.

169 7. Any project-specific criteria as may apply to project needs.

170 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

171 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
172 Office of Facility Planning and Control, LR 34:

173 **§183. Request for Qualifications—Short List Selection**

174 A. The qualifications evaluation committee shall select a short list of not fewer than three of the
175 highest rated entities; however, if fewer than three responses are received, the head of the public
176 agency may approve proceeding with the evaluation process. The qualifications evaluation committee
177 may, at its discretion, be assisted by other agency personnel in its evaluation of an entity's
178 qualifications. The qualifications evaluation committee shall present its short list to the Director of
179 Facility Planning and Control for projects administered by that agency or the equivalent agency head
180 for other agencies.

181 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

182 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
183 Office of Facility Planning and Control, LR 34:

184 **§185. Technical Proposal—Notification**

185 A. The entities included on the short list shall be notified of their selection and invited to submit a
186 detailed technical proposal for the design-build project. The specific requirements of the technical
187 proposal shall be identified by the agency to the entities included in the short list by means of a scope
188 of services package" which shall be provided to all entities invited to submit a technical proposal. The

189 scope of services package may include enhancements, clarifications and modifications to the scope of
190 services included with the request for qualifications only if they fall within the scope of the project.

191 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

192 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
193 Office of Facility Planning and Control, LR 34:

194 **§187. Technical Proposal—Scope of Services Package**

195 A. Generally the scope of services package shall define the scope of work or architectural program.

196 The scope of services package shall also define the response including the format and the required
197 information including, but not limited to, the following:

- 198 1. statement of purpose;
- 199 2. definition of terms;
- 200 3. time factors;
- 201 4. point of contact;
- 202 5. requirements for submission;
- 203 6. design-builder responsibilities;
- 204 7. public agency responsibilities;
- 205 8. detailed evaluation criteria including scoring and weighting factors;
- 206 9. form of contract;
- 207 10. insurance, indemnification and limits of liability;
- 208 11. surety requirements;
- 209 12. payment terms;
- 210 13. termination;
- 211 14. audit requirements;
- 212 15. level of quality;

213 16. requirements of the scope which are critical to the public agency.

214 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

215 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
216 Office of Facility Planning and Control, LR 34:

217 **§189. Technical Proposal—Submittal**

218 A. Generally, the technical proposal shall include, but not be limited to, the following:

- 219 1. discussion of the entity's understanding of the scope of services;
- 220 2. discussion of the entity's understanding of the scope of work or architectural program;
- 221 3. discussion of design strategy to implement the scope of work or architectural program;
- 222 4. proposed design approach;
- 223 5. materials and methods of construction;
- 224 6. construction techniques and sequencing;
- 225 7. schedule for commencement and completion of all phases of work;
- 226 8. lump sum cost for all services in fulfillment of the requirements and within the constraints of
227 the "scope of services package."

228 B. The invitation to the short-listed entities shall specify a deadline for submission of such
229 proposals.

230 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

231 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
232 Office of Facility Planning and Control, LR 34:

233 **§191. Technical Proposal—Compensation for Proposals**

234 A. For more complex projects and projects with scopes which permit flexibility and innovation in
235 the design approach, the agency shall compensate unsuccessful and responsive short-listed entities for
236 the expense of preparing the technical proposal. The determination of whether or not compensation

237 will be paid for the technical proposal and the amount shall be predetermined by the agency and shall
238 be included in the scope of services package. The agency may use concepts submitted by any paid
239 short-listed entity to construct the project. Compensation shall be appropriate for the scope and
240 complexity of the project and for the opportunities for innovation.

241 **AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

242 **HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration,
243 Office of Facility Planning and Control, LR 34:

244 **§193. Technical Proposal—Evaluation Committee**

245 A. The Director of Facility Planning and Control for projects administered by that agency or the
246 equivalent agency head for other agencies shall establish a technical review committee for evaluation
247 of design-build proposals. The technical review committee shall consist of at least three but no more
248 than five building construction professionals with expertise in diverse fields of the construction
249 industry including at least one design professional and one contractor. At least one of the members
250 shall be from the private sector and at least one shall be from the public sector.

251 B. The technical review committee may select additional agency engineering and technical
252 experts, and nationally recognized design-build experts to serve as committee members to score each
253 technical element of the project.

254 C. The technical review committee shall identify specific technical elements of the project, based
255 on the specific requirements of the technical proposal and depending on the characteristics of the
256 project, to be included in the technical score.

257 D. Members of the technical review committee shall not have served as members of the
258 qualifications evaluation committee.

259 E. Each member of the technical review committee shall make his scoring of assigned elements
260 available for public review. Such scores shall be considered public record. The public agency shall
261 make all scores available to the public simultaneously.

262 F. The price shall not be opened until the appeal period defined in §195 is passed.

263 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

264 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
265 Office of Facility Planning and Control, LR 34:

266 **§195. Technical Proposal—Adjusted Score**

267 A. An adjusted score approach shall be used by the public agency in determining the winning
268 proposal. An adjusted score shall be determined using the following components:

- 269 1. the technical score determined by the technical review committee. Weighing factors may be
270 assigned to each element depending on its relative magnitude or significance to the overall project.
271 Each technical review committee member shall rate his assigned element of the proposal from each
272 of the design-builders on the short list and shall submit such scores to the chairman of the technical
273 review committee. The schedule and price bid shall not be made known to the technical review
274 committee during the scoring process. The chairman of the technical review committee shall adjust
275 the scores for any applicable weighing factors and shall determine the total technical score for each
276 proposal. Prior to determining the adjusted score, the chairman of the technical review committee
277 shall notify each design-builder, in writing, of each design-builder's final total technical score;
- 278 2. the time value, consisting of the product of the proposed contract time expressed in calendar
279 days multiplied by the value-per-calendar-day expressed in dollars established by the public agency
280 and included in the scope of services package;
- 281 3. the price proposal.

282 B. The winning proposal shall be the proposal with the lowest adjusted score. The adjusted score
283 for each design-build proposal shall be determined by the following formula: Adjusted Score = (Price
284 Bid + Time Value) divided by Technical Score. If the Time Value is not mandatory and if it is not
285 used, the Adjusted Score shall be determined by the following formula: Adjusted Score = Price Bid
286 divided by Technical Score.

287 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

288 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
289 Office of Facility Planning and Control, LR 34:

290 **§197. Technical Proposal—Appeal**

291 A. Design-builders who have submitted bona fide proposals may, within seven days of the
292 announcement of the technical scores, challenge the scores based on any of the foregoing reasons,
293 and only those reasons, by submitting a letter to the head of the public agency describing in detail the
294 reasons for the challenge. The head of the public agency shall have the authority to resolve any
295 challenge concerning the award of a contract. A written decision shall be rendered within 14 days and
296 shall be mailed or otherwise furnished immediately to the design-builder making the challenge. The
297 decision shall be final and no appeal based on price will be allowed unless:

298 1. the decision is fraudulent; or

299 2. the appeal is timely:

300 a. if the public agency is a state entity, the person adversely affected by the decision has timely
301 appealed to the court in accordance with R.S. 39:1691(A);

302 b. if the public agency is a non-state entity, the person adversely affected by the decision has
303 timely appealed to the court of proper venue for the public agency.

304 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

305 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
306 Office of Facility Planning and Control, LR 34:

307 **§199. Technical Proposal—Finality**

308 A. Once the design-builder has been chosen and a contract for a stipulated schedule and sum
309 certain price executed, the price of the design-build contract shall not be increased other than for
310 inflation as prescribed in the contract and for site or other conditions of which the design-builder had
311 no knowledge and should not have had knowledge as a reasonable possibility existing at the site or
312 concerning the design and construction or for changes on the scope of work by the public agency.

313 AUTHORITY NOTE: Promulgated in accordance with R.S. 39:121 and R.S. 38:2225.2.1.

314 HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration,
315 Office of Facility Planning and Control, LR 34:

316 Jerry W. Jones

317 Director

318 0804#050

1 **SECTION 2.** The following list of projects is hereby authorized, utilizing the procedures set
2 forth in Section 1 of this ordinance.

3 EMD Central Maintenance Facility

4 Mosquito, Termite and Rodent Control Buildings

5 EMS Headquarters

6 Milne Campus

7 Crime Lab/Property Evidence/Clerk of Court/ NOPD Property

8 Criminal Justice Complex (All Structures)

9 Gert Town Pool

10 NOPD Special Operations Division

- 11 NOPD 3rd District Station
- 12 NOFD Station No. 3
- 13 NOFD Station No. 21
- 14 NOFD Station No. 8
- 15 NOFD Engine No. 22/39
- 16 Copelin-Byrd-Pete Sanchez Center
- 17 Youth Study Center
- 18 Coroner's Office
- 19 District Attorney's Office
- 20 NOPD 5th District Station
- 21 NOPD 7th District Station

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS JULY 10, 2008

JACOUELYN B. CLARKSON
PRESIDENT OF COUNCIL

DELIVERED TO THE MAYOR ON JULY 11, 2008

APPROVED:
DISAPPROVED: JULY 18, 2008

C. RAY NAGIN
MAYOR

RETURNED BY THE MAYOR ON JULY 21, 2008 AT 11:15 A.M.


PEGGY LEWIS
CLERK OF COUNCIL

ROLL CALL VOTE:

YEAS: Clarkson, Fielkow, Head, Hedge-Morrell, Midura, Willard-Lewis - 6
NAYS: 0
ABSENT: Carter - 1

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THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY


CLERK OF COUNCIL

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 24(R)

March 28, 2008

To: All Executive Branch Departments, Boards, and Commissions

From: Brenda G. Hatfield, Ph.D., Chief Administrative Officer

Subject: SERVICES AND MOVABLE PROPERTY PROCUREMENTS AND PURCHASES

Attachment: (a) Informal Bid Quote Form

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1. CONTEXT AND PURPOSE:

- A. City Charter section 4-1301(1) (g) requires the Finance Department to “Contract for services to be rendered by independent contractors and purchase materials, supplies and equipment.” City Charter section 6-301 assigns movable property procurement responsibility to the Finance Department.
- B. This policy memorandum states administrative guidance for such functions, detailing policies and procedures for Executive Branch Departments, Boards and Commissions to obtain non-professional services and movable property through procured means administered by the Finance Department. This policy memorandum does not apply to public works, immovable property, or professional services procurements. It replaces Policy Memorandum 24R, dated February 6, 1997.

2. APPLICATION: This policy memorandum applies to all Executive Branch Departments, Boards and Commissions (“Departments”).

3. DEFINITIONS:

- A. Advertising: The publication required by La. Revised Statute 38:2212.1B and otherwise. Publication requirements provide minimum response periods.
- B. Contracting: Documenting the transaction and agreement by formal contract. The City must complete contracts when required by law or otherwise when simple invoices and purchase orders do not satisfy needs.
- C. Electronic Bidding: The use of an online system to advertise and receive bids electronically through the City website purchasing portal or via fax or email.
- D. Fixed-Price Agreement/Contract: An agreement getting the specified thing or service at the bid price. (Contrast “Requirements/Price Protection” Agreement/Contract” below)
- E. Funding: Setting aside appropriated funds in the City financial purchasing system.
- F. General Services Administration (GSA) Schedule Procurements: The use of GSA schedules by means established by the Louisiana Division of Administration, Central Purchasing Agency.
- G. Movables: All property that is not immovable property. Movables include materials, supplies, equipment, vehicles, software, communications devices and systems, unattached fixtures, and similar items.
- H. Piggyback or Intergovernmental Procurement: A procurement completed by applying a competitive bid result obtained by another Louisiana public entity. The terms and conditions of the original procurement will apply in the City’s use.

- I. Procurement: The process of obtaining goods and services for City use, application, or consumption. Procurements generally use purchases, services agreements, leases, rental agreements, lease-purchases, and exchanges.
- J. Procuring Official: A City official responsible and authorized to complete City procurements. In Finance Department, the Purchasing Administrator is a Procuring Official. The Procuring Official for procurements completed by delegated authority is Department Director.
- K. Public Contract: A contract let by the State of Louisiana or a political subdivision of the State of Louisiana.
- L. Purchase Order: A written authority to order and obtain goods and services. It encumbers funds in the City's financial purchasing system.
- M. Requirements/Price Protection Agreement/Contract: An agreement committing the contractor or vendor to supply the things or services at City request for the bid price during the agreement term. These are essentially options contracts and are distinguished from Fixed Price contracts (see above).
- N. Requisition: A "pre-encumbrance." A request for goods and services and the authority to commit funds to cover the purchase. The means by which a Department dedicates appropriated funds to a proposed procurement. A requisition does not encumber funds.
- O. Responsible Bidder: A bidder capable in the specified work. A bidder not disqualified from selection because of dishonesty, carelessness, incompetence, unreliability or other performance-based factor.
- P. Responsive Bid: A bid submitted according to bid instructions. Responsive bids compete on an equal basis with other complying bids. They enable a fair and equal price comparison.
- Q. Unique and Non-Competitive Articles: (See Charter Section 6-308[5]). Articles and services for which the competitive market does not operate efficiently. Examples include 1) a commissioned artwork, design, event, or performance not subject to accurate specification; 2) a necessary product or service available from only a single source; and 3) a necessary product or service in a severely distorted market, such as prevailed in the City following Hurricane Katrina in 2005.

4. POLICY:

A. Procurement by Competitive Bid: Except as provided below, and pursuant to Charter Sect. 6-308(5), the City will procure movables and services by competitive bid, with the transaction completed with or the contract awarded to the lowest responsible bidder. The competitive bid requirement applies to all means, including purchases, leases, lease-purchases, exchanges, and otherwise, by which the City obtains needed movables and non-professional services. No threshold or exemption amounts apply. Movables and services available by "Piggyback" or "Intergovernmental

Procurement" from an existing public contract are previously procured and do not require new competition. The City has no "personal services" procurement authority.

(1) "Unique and non-competitive articles" are exempt from competition requirements (Charter section 6-308[5]).

(2) Charter Section 6-301(2)(b) permits the Finance Department to procure movable property without competitive bid, "... in cases where competitive bids are not required by state or municipal law."

B. Procurement Responsibility: Except as provided below for delegated procurement authority, City Departments will obtain movables and services only through means established and maintained by the Department of Finance. Departments will not solicit, invite, receive, accept, sign or approve bids, proposals, contracts, leases, or change orders for City movables or services acquisitions. City Departments may give receipts for movables deliveries.

C. Committed Funding: Pursuant to City Code Sect. 70-421, DEPARTMENTS WILL NOT ORDER, REQUEST, OR RECEIVE ANY MOVABLE PROPERTY OR SERVICE WITHOUT FUNDING COMMITTED IN ADVANCE BY SIGNED PURCHASE ORDER ISSUED BY THE PURCHASING BUREAU. Such unfunded transactions are unlawful, and the City Code prohibits the City to issue related payment. Departments will fund movables and services acquisitions in advance. They will fund acquisitions obtained through Requirements/Price Protection agreements in advance according to projected use. In all cases where procurements project particular transactions, the requesting Department will encumber needed funds in the purpose before the City commits to the transaction(s).

5. PROCEDURE:

A. Procurement Frequency: To the maximum practical extent, the City will obtain needed goods and services by regular annual consolidated procurements for City-wide needs. The City may obtain particular goods and services by approved special procurements at need as provided below.

(1) Regular Annual Consolidated Procurements:

(a) As needed, the Purchasing Bureau will request City Departments to project movables and non-professional services requirements including needs against possible emergencies. City Departments will provide complete and timely responses, including estimated costs.

(b) Based on consolidated responses, the Purchasing Bureau will propose particular related procurements or other means to serve the described needs and request the Chief Administrative Officer's approval. The request will estimate the cost per year for each proposed procurement.

(c) Using the procurement methods provided below, the Department of Finance Purchasing Bureau will procure or identify means to obtain the approved needed movables and services, extending existing contracts or securing new Fixed Price or Requirements/Price Protection

contracts or rental agreements where required. Requesting Departments will supply specifications and state special requirements if needed.

(2) Special Procurements At-Need: Procuring officials may complete at-need procurements valued \$1,000 or less on Departmental authority. Other at-need procurements require competition in all cases except as provided below.

B. Procurement Method

(1) Competitive: Except for the non-competitive or otherwise exempt procurements authorized below, procuring officials will obtain needed movables and non-professional services by competitive new procurement or Piggyback or Intergovernmental Procurement.

(a) New Procurements: For movables and services not available through BuySpeed or another Louisiana public entity, the Procuring Official will prepare a detailed procurement request for approval by the Chief Administrative Officer. The request for approval will describe and justify the need, state how the procurement will satisfy the need, estimate the cost or annual expense (value), and identify the needed procurement type (purchase, lease, lease purchase, rental agreement, exchange, services agreement, requirements/price protection agreement). The procuring official will complete the approved procurement according to the competitive bid procedure described below

(b) Piggyback or Intergovernmental Procurement.

(i) To procure movables and services already competitively procured by another Louisiana public entity, the Department will prepare a detailed procurement request for approval by the Purchasing Bureau. The request will describe and justify the need, state how the procurement would satisfy the need, and estimate the cost or annual expense (value). The request will also describe the other public competitive procurement proposed for use to satisfy the need.

(ii) For approved requests, the Department will supply complete procurement documents to the Purchasing Bureau. Documents will include copies of the other Louisiana public entity's solicitation, bid tabulation, and award letter and also the selected bidder's written consent to contract with the City on the same terms and conditions.

(iii) The Purchasing Bureau will complete arrangements for the needed acquisition, including obtaining a City contract where needed, and will inform the requesting Department when the procurement is in place and available in BuySpeed for use.

(iv) Note: Multiple award procurements are not competitively obtained and are not eligible for use by Piggyback or Intergovernmental Procurement.

(2) Non-Competitive: City Charter Section 6-308(5) exempts "... the purchase of unique and noncompetitive articles" from competition requirements. Charter Section 6-301(2)(b) permits City movable property procurements without competition "... in cases where competitive bids are not required by state or municipal law." As developed below, procuring officials may apply non-

competitive procurement authority to complete 1) unique and noncompetitive procurements, 2) small movables procurements, 3) certain procurements through the federal General Services Administration ("GSA") supply schedules adopted by state contract, and 4) other procurements where competitive bids are not required by state or municipal law.

(a) Unique and noncompetitive procurements: To procure unique and noncompetitive articles without competition, Procuring Officials will prepare a detailed procurement request for approval by the Chief Administrative Officer. Requests for approval will describe and justify the need, state how the procurement will satisfy the need, state any urgency, report the lack of a competitive market for the need, state the cost or annual expense (value), and identify the needed procurement type (purchase, lease, lease purchase, rental agreement, exchange, services agreement, requirements/price protection agreement). Approval requests will contain complete movables or service specifications and needed contract terms. For approved procurements without formal contract, Procuring Officials will complete the transaction by purchase order obtained from the Purchasing Bureau. Approved procurements requiring contracts will obtain ordinary contract approvals.

(b) One-Time Small Movables Procurements: Procuring Officials may procure materials and supplies valued \$1,000 or less on a one-time basis without competition. For procurements without formal contract, they will complete the transaction on Departmental authority by purchase order obtained from the Purchasing Bureau. Contracted transactions will obtain ordinary contract approvals. Departments will not divide transactions to enable non-competitive procurement means.

(c) GSA Schedule Procurements: Procuring officials may procure materials, supplies, and equipment listed on GSA schedules through and strictly according to means established by the Louisiana Division of Administration, Central Purchasing Agency. Procuring officials will not obtain needed movables directly from GSA schedule vendors.

(d) Procuring Officials may otherwise procure movables where competitive bids are not required by state or municipal law according to requirements adopted by the Purchasing Bureau.

C. Delegated Small Procurement Authority: The Director of Finance may delegate authority to procure movables and non-professional services valued \$20,000 or less to City Departments.

(1) The delegated authority will apply only to movables purchases and non-professional services procurements and only to such purchases and services acquisitions completed without required formal advertising, bidding, or contract.

(2) Procurements by delegated authority will comply with this Policy Memorandum.

(3) Departments exercising delegated procurement authority will obtain a discrete proposal number from the Purchasing Bureau via an approved requisition for each procurement.

(4) City Departments will not divide purchases or services acquisitions to invoke delegated purchase authority.

(5) The Director of Finance may withdraw or restore delegated purchase or services acquisition authority at will.

(6) For small purchases and services acquisitions valued \$1,000.00 or less, the delegated authority may use the Official City Procurement Card as a method of payment according to Procurement Card Policies and Procedures. Acquisitions using the Procurement Card must satisfy competition requirements.

D. Competitive Bid Procedures

(1) Requesting and Obtaining Bids:

(a) **Specifications:** Procuring officials will seek bids for movables and non-professional services according to complete written specifications prepared and approved by the requesting department. Specifications will describe the needed product or service in sufficient detail to enable bidders to bid on the same requirement. Services specifications will state a compensation system, any insurance or bonding requirements, and any needed performance measures. Being the detailed movables or services description, specifications should contain no bid instructions or selection explanation. General or vague descriptions are subject to misunderstanding and are not acceptable to support City procurements or specify City needs. Movables specifications will accept equivalent products. Knowledgeable Departments will support Purchasing Bureau efforts to develop and approve specifications.

(b) **Bid Invitation:** Procuring officials will prepare and issue written bid invitations in all movables and non-professional services procurements valued \$20,000 or more per year.

(i) Bid invitations will:

[a] Identify the procurement by summarized requirement description, proposal number, sponsoring City Department and issue date;

[b] State or refer interested persons to complete bid instructions, including, without limitation, submissions due date, time, and place, and required bid package contents;

[c] Contain a bid form tailored to the particular need and report and explain the procedure used to identify the lowest bid;

[d] Attach complete movables or services specifications, or state where bidders may obtain them; and

[e] Generally describe any post-selection contracting requirements. Bid Invitations will contain or refer interested persons to any other applicable information or requirements, such as required contract provisions and supplemental bid instructions.

(ii) **Special Note:** Procuring officials must craft clear, concise, and consolidated bid instructions. Instructions should contain no unnecessary requirements. Bid forms should project plain selection procedures.

(c) **Publication:** The Purchasing Bureau will publicize all movables and non-professional services procurements valued \$20,000 or more per year.

(i) The publication will post complete bid invitation and specifications to the City procurement website at least three weeks before the bid opening. The website publication should continue pending the bid opening. The website publication will invite bids, state all bid instructions and submission requirements, and specify the needed work or service.

(ii) The procurement publication will advertise at least two descriptive notices in a local newspaper. The notices will direct interested persons to the City website for complete information. The first newspaper advertisement will not appear on a Saturday, Sunday, or legal holiday. It will appear at least fifteen days before the bid opening.

(d) Quotes and Bids:

(i) **Informal Competitive Bid Procedure:** Procuring Officials may apply an informal competitive bid procedures to complete movables and non-professional services procurements valued less than \$20,000 per year. In such cases, Procuring Officials will obtain at least three quotations to the specified need from the City's BuySpeed online purchasing system or by telephone, fax, email, or on-line submission. Procuring officials will document such procurement efforts using the BuySpeed tabulation or the attached Informal Bid Quote Form. They will confirm the accepted quote and all telephone quotes in writing and document them to the procurement file. They will document the file to justify any decision not to accept the lowest received quote.

[a] In procurements valued less than \$10,000 per year Procuring Officials may accept a single quotation where reasonable and documented efforts have not produced the required response.

[b] **Local Preference:** For procurements valued less than \$10,000 per year, Procuring Officials will endeavor to obtain the needed quotations from persons or businesses resident in New Orleans.

(ii) **Formal Competitive Bid Procedure:** The Purchasing Bureau will conduct formal bid competitions for new procurements valued \$20,000 or more per year. It will require and receive written bid submissions specific to the stated need, except that the Purchasing Bureau may accept electronic bids on-line according to procedures established by the City.

(e) The following table shows competitive bid procedures in different procurement categories:

	MOVABLES			NON-PROFESSIONAL SERVICES	
	Less than \$10K	\$10K to \$19,999	\$20K & more	Less than \$20K	\$20K & more
Written Specification	Required	Required	Required	Required	Required
Bid Invitation & Advertising	Not Required	Not Required	Required	Not Required	Required
Competitive Bids	Informal ≥ 3 phone/ fax/email	Informal ≥ 3 phone/ fax/email	Formal	Informal ≥ 3 phone/ fax/email	Formal

(Shaded: see La. Revised Statute 38:2212.1)

(2) Selection and Award:

(a) Responses to City Bid Solicitations: Procuring officials will receive and carefully account for all responses to formal and informal bid solicitations. They will carefully safeguard submissions, and related documents and information pending, during, and after bid openings and through any award and contract execution. They will open no sealed submissions in formal competitions until the bid opening. Procuring officials will mark all responses and submissions to confirm the date and time received.

(b) Bid Opening: The Purchasing Bureau will conduct a formal, public bid opening for movables and non-professional services procurements valued \$20,000 or more per year. Bid openings will comply with bid instructions, specifically including date and time deadlines. It will permit only designated City employees to handle bid documents at bid openings.

(c) Responsiveness Review and Bid Tabulation: Following the time and date stated for the receipt of bids, the Purchasing Bureau will carefully examine bid submissions for responsiveness to bid instructions and requirements. It will prepare a signed written bid tabulation and responsiveness review, reporting all bids timely received, bid amounts, and responsiveness failures, and identifying the lowest responsive bidder.

(i) For solicitations valued less than \$20,000 per year, the Informal Bid Quote Form or on-line Open Market Requisition Quote will serve as bid tabulation.

(ii) Waiver: Except as follows, Procuring Officials may waive non-substantive failures to satisfy bid instructions. "Non-substantive failures" are departures from bid instructions that do not compromise a fair and equal price comparison. Officials may NOT waive deviations from bid instructions in bid submissions for materials or supplies purchases valued \$20,000 or more. Procuring

officials may not waive substantive failures to satisfy bid instructions. The Bid tabulation and Responsiveness Review will report and explain all waived departures from bid instructions.

(d) Selection: Procuring officials will submit the bid tabulation and responsiveness review for review and approval by the sponsoring department.

(i) If the Department Director disapproves the initial selection, he or she will supply to the Purchasing Bureau a written, merit-based disqualification and identify the next-lowest approved responsive bidder to serve the specified need. If the Department Director cancels the solicitation, he or she will supply a written, merit-based justification.

(ii) Procuring Officials will communicate the selection or cancellation. They will send an award letter to the selected bidder. They will report responsiveness failures or disqualifications to rejected bidders. Notice of selection results on the City's Purchasing website is sufficient general communication of the selection or cancellation.

E. Contracts and Entry into Use: Where not otherwise required, the City will secure formal contracts for City movables and services procurements according to complexity, duration and business need. For example, a purchase order will serve for a single, simple purchase without additional terms or conditions. A purchase with multiple special delivery requirements or unique specifications will usually require a contract. Requirements/Price Protection arrangements require written contracts. Departments will consult with the City Attorney for guidance on contracting questions. CAO Policy Memorandum 42R requires the City to complete written contracts for emergency purchases where the cost exceeds \$5,000.

(1) If the selection does not require a contract, the Purchasing Bureau will enter the selection into the City's procurement system and render it available for use.

(2) If the selection requires a contract, the Purchasing Bureau will submit the procurement package to Law Department for contract preparation. The package will include copies of:

- (a) the approved procurement request,
- (b) the solicitation with all attachments,
- (c) the selected bidder's complete bid submission,
- (d) the signed written bid tabulation and responsiveness review,
- (e) the departmental selection approval,
- (f) the award letter, and
- (g) all rejection letters.

Law Department will prepare the contract, obtain needed documents, fees, approvals, and signatures, and distribute executed originals to the Purchasing Bureau and the selected bidder. Law Department will retain an executed original, together with the complete procurement package, in permanent Law Department records. The Purchasing Bureau will enter the received contract into the City's procurement system and render it available for use.

(3) Use: To obtain needed movable property and services, City Departments will search the City financial purchasing system ("BuySpeed") for procured or otherwise available movable property and services. They will enter and approve a requisition to complete the transaction and obtain the needed property or service.

F. Additional Provisions:

(1) City Code Section 2-8 provides that the City may not enter into or make payments under a contract with any person, corporation, or entity delinquent in City taxes. Solicitations for movables and non-professional services procurements by written contract will state the restriction. The Department of Finance will not complete contracts with vendors or providers without tax clearances.

(2) All City movables and non-professional services solicitations will bear a discrete number assigned by the Purchasing Bureau.

(3) Procuring officials will not divide movables or services procurements to influence competition, advertising, or contracting requirements.

(4) The maximum sum payable under procurements obtained by informal means is \$19,999.99. The City will not use procurements obtained by informal means beyond the maximum sum payable. For example, a services contract projected to cost less than \$20,000 and obtained by telephone quotes is not available for use as a contract procured by formal bid process.

(5) Grants: Except that he/she may not waive Charter competition requirements, the Finance Director may approve departures from the procedures described in this policy memorandum to accommodate grant requirements.

(6) Emergencies: The Director of Finance may delegate needed movable and services procurement authority to City Departments during declared emergencies. City Code articles 70-428 and 70-429 and Chief Administrative Officer Policy Memorandum 42(R) direct procurement practice for discrete emergencies.


Policy Memorandum 24R

(7) Exceptions: The following operating expenses do not require procurement. City departments will pay such expenses by request for payment authorization or voucher, regardless of amount

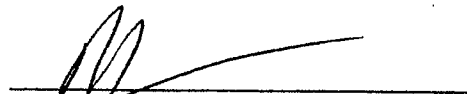
Claims
Refunds
Travel
Petty Cash Reimbursements
Advertisements

Interagency Transfers
Newspaper Advertisements
Licenses and Permits
Dues and Subscriptions
Radio/Television Announcements

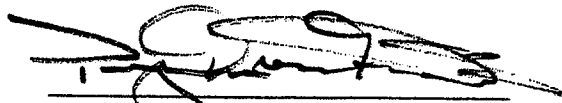
Postage
Court Costs
Newspaper
Utilities



Brenda G. Hatfield, Ph.D.
Chief Administrative Officer



Reginald E. Zeno
Director, Department of Finance




Penya Moses-Fields
City Attorney

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 21 (R)

May 15, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda Hatfield, Ph. D., Chief Administrative Officer 

SUBJECT: AUTO ALLOWANCE AND MILEAGE REIMBURSEMENT

I. PURPOSE.

This memorandum is republished and revised to increase the auto allowance rate for approved employees that use their private vehicle for official business conducted on behalf of the City of New Orleans.

II. PROCEDURE.

- A. Auto allowances must be applied for via the Auto Allowance Add/Delete Form (**See attached**). The form must be signed by the employee and the appointing authority and approved by the Chief Administrative Officer. Approval to receive allowances will remain in effect until employee terminates from the city or employee changes to a position that affects its auto usage privileges.
- B. Employees receiving an auto allowance must complete an Auto Allowance Mileage Log (**See attached**) each month. The log must be signed by the employee and the appointing authority, and submitted to the department Human Resource/Personnel Director, vehicle coordinator or other staff as assigned by the appointing authority by the 20th of the following month. Failure to submit accurate logs in a timely manner may result in termination of allowance privileges and/or reimbursement privileges. Copies of the completed logs should be retained by the department and should not be sent to the Chief Administrative Office unless specifically requested.
- C. Departmental Personnel Directors, vehicle coordinators or other staff as assigned by the Director shall enter the mileage in an Auto Allowance Mileage Report. This report must be electronically forwarded in an excel spreadsheet format to the Chief Administrative Office each month by emailing autoallowance@cityofno.com with the subject line "Monthly Mileage Report." Only the total mileage reported per month per employee should be recorded on the spreadsheet. Grant funded programs may require proof of distance, and, therefore required verification must be provided, i.e., Map Quest, Google, etc. for any mileage reimbursement.
- D. Report templates are available by sending an email request to the autoallowance@cityofno.com with the subject line: "auto allowance mileage report template request."

POLICY MEMORANDUM No. 21 (R)

May 15, 2009

- E. Allowances may be adjusted by the Chief Administrative Office periodically based on a review of Auto Allowance or Reimbursement Mileage Logs. The Chief Administrative Office has the authority to increase, decrease or revoke any allowance that is not supported by the average monthly mileage logged.

III. TEMPORARY REDUCTIONS IN MILEAGE

- A. In order to continue receiving an auto allowance during a temporary reduction in mileage utilization, employees must continue to submit Auto Allowance Mileage Logs (even when mileage is reduced to zero), along with an explanation for the temporary reduction in mileage signed by the appointing authority. Departmental Personnel Directors shall forward copies of these logs to the Chief Administrative Office, autoallowance@cityofno.com with the subject line "Temporary Reductions in Mileage."
- B. Temporary reductions in auto mileage due to sick leave, annual leave, non-automobile business travel or other authorized reason will not result in immediate loss or reduction of auto allowance.

IV. INFREQUENT VEHICLE USE

- A. If employees require infrequent transportation within the City or metropolitan area for official business, they should use City pool vehicles. Refer to Policy Memorandum No. 5 (R) which outlines the procedures for securing a pool motor vehicle.
- B. If employees must use their personal vehicle, reimbursement may be requested at the rate of \$0.585 cents per mile and must use mileage reimbursement form. (See attached)

V. RATE

- A. The allowance rate shall be set at \$0.585 per mile.
- B. Employees currently receiving allowances based on the prior rate must complete a new Auto Allowance Add/Delete Form that establishes the auto allowance which will be adjusted accordingly. Failure to complete the new forms will terminate the employee's auto allowance.

VI. INQUIRIES

Any questions regarding this policy should be directed to autoallowance@cityofno.com with the subject line "Inquiry". The current coordinator will receive the message and respond. If you do not receive a response, please contact the Chief Operations Manager, Personnel Management Division at (504) 658-8631.

BGH, Ph.D./PMRC/rth

Attachments

**CITY OF NEW ORLEANS
MILEAGE REIMBURSEMENT FORM**

This form is to be completed by employees who use their privately owned vehicle for official business conducted on behalf of the City of New Orleans. This form must be signed by both the employee and the appointing authority and forwarded to the Department of Finance, Bureau of Accounting for approval.

EMPLOYEE NAME: _____ SS# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT: _____ ORG CODE _____

Please select applicable type (s) of reimbursement and attach mileage log:

- Mileage
- Parking Fee
- Toll Fee
- Meter Fee

Signature of Employee

Signature of Appointing Authority

**CITY OF NEW ORLEANS
AUTO ALLOWANCE ADD/DELETE FORM**

This form is to be completed by each employee requesting an auto allowance for approved use of a personal vehicle. The form must be signed by both the employee and the appointing authority and forwarded to the Chief Administrative Office for approval, with a copy placed in the employee's personnel folder. Send completed, signed original to Chief Operations Manager, Room 9E06 Attn: Auto Allowance

ADD AUTHORIZATION

DELETE AUTHORIZATION

EMPLOYEE NAME: _____ SS# _____

DEPARTMENT: _____ ORG CODE: _____

VEHICLE ID # _____ ODOMETER READING _____

AVERAGE MONTHLY MILAGE (ESTIMATED): _____

TO ADD ALLOWANCE ONLY

Employee must initial next to all questions below (failure to complete may terminate allowance privileges)

_____ I acknowledge receipt to CAO Circular Memorandum No. 21 (R).

_____ I acknowledge that I have been authorized to use a personal vehicle for approved City business.

EMPLOYEE SIGNATURE: _____ DATE: _____

APPOINTING AUTHORITY
APPROVAL / SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE CHIEF ADMINISTRATIVE OFFICE

REVIEWED BY: _____ CAO OFFICE _____ DATE: _____
(Initials)

Allowance Set At: _____ miles per month

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 113

MAY 21, 2008

To: All Departments, Boards, Agencies, Commissions and Corporations

From: Brenda G. Hatfield, Ph.D., Chief Administrative Officer



Subject: PROCUREMENT OF PUBLIC WORKS AND CONSTRUCTION SERVICES

I. PURPOSE

The purpose of this policy is to provide administrative guidance, detailing policies and procedures relative to the City obtaining construction services and public works projects. It defines the requirements and authorities for procurement and contract activities associated with the construction, reconstruction and remodeling of City facilities and public works projects valued less than \$100,000 and those projects of \$100,000 and more.

II. POLICY - GENERAL

- A. Except as provided below, pursuant to Charter Section 6-301, the City will procure construction and public works services by competitive bid. The transaction is completed with a purchase order or contract awarded to the lowest responsible bidder.
- B. Procurement Responsibility: City departments will obtain construction and public works services only through means established and maintained by the Department of Finance's Purchasing Bureau.
- C. Bid Authorization: The Chief Administrative Officer's approval is required to release construction and public works bids whether formal or informal.
- D. The Purchasing Bureau will prepare and issue any formal bids on all public works and construction services procurements.
- E. Funding: Funding sources will be identified and authorized for use prior to release of any bid, by formal or informal means. No work is authorized without funding committed by encumbrance, in advance, by signed purchase order issued by the Purchasing Bureau.
- F. All construction and public works projects shall conform to applicable state and municipal laws, codes, executive orders, and policies.

G. This policy does not address declared emergency procurements by City Council action as covered in Policy Memorandum 42(R).

H. Contractor Licensing

1. All construction and public works projects of \$50,000 or more shall be awarded only to properly licensed contractors.
 - a. When formal bids are received in writing, the contractor's license number is required on the outside of the envelope.
2. Contractors must be licensed according to the type or types of Louisiana State Licensing Classifications (contract classifications) in which they may perform.
3. Contractors must be licensed by the State of Louisiana for Hazardous Materials with certification from the Louisiana Department of Environmental Quality to perform asbestos removal and abatement work.

I. Prevailing Wages: The advertised specifications for every contract in excess of \$25,000.00, to which the city is a party, for construction, alteration or repair of public buildings or public works of the city, shall contain a provision stating that prevailing wages are to be paid to workmen, laborers and mechanics employed on the job based on wage determination by the United States Department of Labor in accordance with Article VI, Chapter 3, Section 70-416 of the City's Municipal Code.

J. Procurement requirements for federally funded or other programs shall comply with the additional requirements in Section V.

K. Departments will support the Purchasing Bureau's efforts to develop, prepare and approve plans and specifications.

III. POLICY FOR PROJECTS LESS THAN \$100,000

A. All construction of public buildings and public works projects with an estimated value of less than \$100,000 shall conform to City Charter 6-301, applicable state contracting requirements and City policy provisions herein.

B. Approved procurement shall be by competitive bid, through either informal or formal means, documenting the transaction and agreement by contract or documenting the transaction and agreement by an approved requisition entered in the City's financial system or by documenting the funding source.

C. The City may reject any and all bids for the following reasons:

1. The City's unavailability of funds sufficient for the construction of the proposed public work.

2. A substantial change by the City in the scope or design of the proposed public work.
 3. If the lowest responsive bid received is \$100,000 or more, the City will cancel the bid and rebid according to Public Bid Laws and City requirements.
 4. The disqualification by the City of all bidders.
- D. Formal bids shall be advertised and received either electronically through the City's website's purchasing portal, via fax, telephone, e-mail or written for no less than three (3) days. Formal bids must be distributed electronically or otherwise to at least three (3) vendors. Only one (1) formal bid is required to be received in order to issue an award of bid.
- E. Informal bids shall be solicited and received either electronically through the City's website's purchasing portal, via fax, telephone, e-mail or written and require completion of Informal Bid Form attached. At least three (3) quotations (no-bids are acceptable) must be received on the City's online purchasing system or by telephone, fax, email, or email submission.
- F. Change Orders for alterations, deviations, additions, or omissions to a construction or public work contracts shall not exceed \$100,000 unless approved by the Chief Administrative Officer.

IV. POLICY FOR PROJECTS EQUAL TO OR GREATER THAN \$100,000:

Public Works and Construction with estimated value of \$100,000 or more: When undertaken by the City, the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used or leased by the City, or any public works project equal to or greater than \$100,000 shall conform to the requirements of the Public Bid Law LA. R.S.38: Chapter 10, for Public Works LA R.S 38:2212-2296, the Contractor Licensing Law for public works and construction contracts, and the applicable sections of the City Charter and Ordinance.


V. ADDITIONAL CONTRACT REQUIREMENTS

- A. Contract procurement requirements for federally funded projects or other programs shall comply with the additional requirements in this section. All contracts for public works and construction projects shall be competitively bid and in compliance with Louisiana Public Bid Laws in addition to the requirements described herein.
- B. Projects using HUD and Community Development Block Grants (CDBG) Funding: Procurement procedures shall conform to 24 CFR 85.36 and all other specific program requirements. Construction contracts shall include all contractual provisions as applicable.

C. Projects Using FEMA Public Assistance Funding: Procurement procedures shall conform to Title 44 CFR and all other requirements of the Stafford Act. Construction contracts shall include all contractual provisions as are applicable.

VI. INQUIRIES

Policy questions should be addressed to the Chief Administrative Office. Operational questions should be addressed to the Department of Finance, Bureau of Purchasing.


Brenda G. Hatfield, Ph.D.
Chief Administrative Officer

Attachment

BGH/rm

THIS FORM AND ATTACHMENTS MUST BE COMPLETED AND RETURNED TO THE PURCHASING BUREAU, CITY HALL, ROOM 4W07, PHONE 658-1550

**CITY OF NEW ORLEANS
DEPARTMENT OF FINANCE
PURCHASING BUREAU**

Requisition/Proposal No.

INFORMAL BID QUOTE FORM

**DEPARTMENTS MUST ATTACH WRITTEN CONFIRMATION OF THE ACCEPTED OFFER (VIA FAX, EMAIL OR MAIL)
AND REASONS FOR NOT ACCEPTING THE LOWEST QUOTE.**

Date of Quote(s):	Organization Code
Department Name	Organization Code

Detailed Specifications:

Delivery Time, Performance, Warranty & Other Requirements:

How Solicited? ADDITIONAL INFORMATION:

(Check One)

Phone

Fax

Email

***JUSTIFICATION IF LOWEST PRICE NOT SELECTED:**

Quotes Received:			
QUOTE NO.	BUSINESS NAME	NAME OF PERSON PROVIDING THE QUOTE	COMPLETE ADDRESS, PHONE NUMBER FAX NO. & EMAIL ADDRESS IF USED
		FEDERAL TAX ID NO. FOR SELECTED QUOTE	\$ DOLLAR QUOTE
1			
2			
3			
4			

Add additional sheet if needed for quotes.

PRINTED NAME OF CONTACT PERSON DEPARTMENT HEAD	CONTACT PHONE NUMBER	SIGNATURE OF
-----------------------------------------------------------	-----------------------------	---------------------

*City agencies will select the vendor quoting the lowest price for the specified materials, supplies, equipment or equipment lease. Organizations will enter a requisition in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order for the quoted price. For good cause and with Bureau of Purchasing approval, City agencies may reject lowest quotes. In such cases, the sponsoring agency must provide a written justification as noted above.

Revised 5/14/2008

CONTENTS SUBJECT TO PERIODIC AUDIT

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 117

June 9, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Chief Administrative Officer 

SUBJECT: UNCLAIMED CHECKS

I. PURPOSE

The purpose of this memorandum is to establish the processes and procedures for the proper disposition of unclaimed checks.

II. STATE LAW

The State of Louisiana requires that a report of all unclaimed checks valued at fifty dollars or more issued one year prior to July 1 be sent to and the checks escheated to the State no later than November 1 of that year. Written notification must be sent to the last known address of the payee no less than 60 days or more than 120 days before filing the report.

III. POLICY GUIDELINES

Any Department, Board, Agency or Commission holding unclaimed checks must adhere to the following policy guidelines:

- A. An effort shall be made to notify the payee(s) of any unclaimed payroll and/or vendor check(s) which has been held for 90 days or more.
- B. Formal written notification must be sent to the last known address of the payee no later than August 30 for checks issued prior to July 1 of the preceding year.
- C. Any Department, Board, Agency or Commission holding unclaimed checks must prepare a list of the unclaimed checks, including the following, if known or readily ascertainable:
 - 1. Name of the payee
 - 2. Last known address
 - 3. Social security or taxpayer identification number
 - 4. The date the check was issued.

POLICY MEMORANDUM No. 117

June 9, 2009

- D. Each department's list along with all corresponding unclaimed checks must be delivered to the Bureau of Treasury by September 30 of the current year.
- E. The City Treasurer shall take the necessary steps to escheat the funds to the State by November 1 of each year.

IV. INQUIRIES

Questions regarding this policy should be addressed to the City Treasurer or the Assistant Treasurer at (504) 658-1517.

BGH, Ph.D./PMRC/rth

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 118

June 17, 2009

To: All Departments, Boards, Agencies, Commissions and Corporations

From: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

**Subject: PROFESSIONAL SERVICES CONTRACTS FUNDED BY THE
COMMUNITY DEVELOPMENT BLOCK GRANT "CDBG" PROGRAM:
PROTOCOL FOR SELECTION OF A VENDOR (S).**

I. PURPOSE

In an effort to further promote transparency and continue to provide effective and efficient administrative guidance, this policy memorandum is created for the purpose of implementing a protocol for providing supporting information on the selection of a vendor (s) not highly ranked during the evaluation of proposals received in response to a Request for Proposals (RFP).

This policy is to be utilized when the proposed services are funded by Community Development Block Grant (CDBG) Entitlement and Disaster program funds. The CDBG program is a flexible program that provides communities (such as the City of New Orleans) with resources to address a wide range of unique community development needs. Additionally, the U.S. Office of Housing and Urban Development (HUD) provides flexible grants to help cities, counties, and States recover from Presidentially declared disasters, especially in low-income areas, subject to availability of supplemental appropriations.

The City of New Orleans continues to be afforded the opportunity to utilize these funds during its recovery from Hurricane Katrina and is an important tool for helping the City tackle challenges facing its communities.

II. GOVERNING AUTHORITY

- A. Section 4-302(5) authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."
- B. Section 6-308(5)(b) of the Home Rule Charter of the City of New Orleans (Charter) requires that the Mayor establish, by executive order, a competitive selection process for the procurement of professional services, and allows a threshold amount for use of the competitive selection process to be set by ordinance.

- C. In accordance with the Charter, the Mayor has the authority to select contractors for professional services for the City except those administered by the City Council. Mayoral Executive Order CRN 09-01 (CRN 09-01) establishes the competitive selection process for procuring professional services as directed by the Charter.
- D. In accordance with CRN 09-01, the Chief Administrative Officer is ordered to design and formulate rules and regulations to effectuate the spirit, intent and purpose of said order.

III. DESCRIPTION OF PROCESS

A. Advertising an RFP

CRN 09-01 states that the procedure for preparing and advertising an RFP as well as the final selection is outlined below:

- i.) A City department, board or other agency identifies a professional need;
- ii.) A City department, board or other agency prepares the RFP and submits it to the Chief Administrative Officer and City Attorney, respectively, for approval and the RFP is advertised;
- iii.) The proposals are evaluated by the Executive (Chief Administrative Officer, City Attorney or Executive Director of ORDA) under which the RFP was advertised. *Note: RFPs proposed by all departments/units except the City Attorney and ORDA will be evaluated by the Chief Administrative Officer;* and
- iv.) The Mayor makes the final selection of a vendor(s) to perform the needed services.

B. Evaluating Proposals

The Executive considers various factors when evaluating proposals received in response to an RFP. The following are standard weighting criteria included in each RFP:

- i.) Specialized experience and technical competence;
- ii.) Performance history, including, without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines;

POLICY MEMORANDUM NO. 118

June 17, 2009

Page 3 of 4

- iii.) Maintenance of an office, residence or domicile in Orleans Parish. Preference or first consideration will be given to respondents who maintain an office, residence or domicile in any of the parishes which comprise the Regional Planning Commission (St. Bernard, Plaquemines, Jefferson and St. Tammany);
- iv.) Willingness to promote full and equal business opportunities in accordance with the City's Disadvantage Business Enterprise Program; and
- v.) Cost.

Note: An agency may propose additional criteria to be included in the RFP, but it must be approved by the Chief Administrative Officer prior to advertising said RFP.

C. Protocol for Final Selection of a Vendor (s)

In accordance with Section 8 of CRN 09-01, the Executive may submit his or her respective written or oral comments to the Mayor regarding the proposals received in response to the RFPs. Depending under which Executive the RFP was advertised, an evaluation form for each RFP will be completed based upon the selection criteria and weighting factors stated in the RFP.

The Mayor may or may not utilize the comments provided for his consideration in the selection of a contractor. The Mayor may: (a) make a selection for the award of the professional services contract from the proposals submitted; (b) make multiple selections for awards from the proposals submitted; or c) reject all proposals, in his sole discretion.

The Executive frequently submits his or her comments to the Mayor in the form of a memorandum. This memorandum confirms that the procedure established in CRN 09-01 with respect to obtaining professional services was followed, verifies DBE goal compliance and presents the ranked respondents.

In the event that a respondent not ranked as number one is selected by the Mayor to perform the needed services, the Executive shall prepare a memorandum to the file which details the following:

- a) A brief description of the needed services;
- b) The number of respondents;
- c) The weighting criteria;

POLICY MEMORANDUM NO. 118

June 17, 2009

Page 4 of 4

- d) Why the respondent satisfies said criteria in a more superior manner than the other ranked respondents. Emphasis should be placed on the selected respondent's specialized experience and performance history (i.e., previous vendor for the City and did/did not perform well);
- e) Possible or known conflicts of interest (i.e., lawsuit against the City); and
- f) An overall statement as to why the respondent was selected.

This memorandum shall be initialed by the Executive as well as the department head, board, agency or commission (depending under which Executive the RFP is advertised) and submitted with the final contract to be executed by the Mayor.

IV. INQUIRIES

Questions regarding this memorandum should be forwarded to the Chief Administrative Officer at (504) 658-8911.

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 115

July 13, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer



SUBJECT: Disability Retirement Healthcare Benefits for Public Safety Personnel Injured in the Line of Duty with less than 10 years of Consecutive Service.

I. PURPOSE

The purpose of this memorandum is to establish a policy and procedure to provide disability retirement healthcare benefits for public safety personnel injured in the line of duty with less than (10) ten years of consecutive service as **defined in Civil Service Rule I, No. 20.**

II. STATEMENT OF POLICY

It is the intent of this policy to implement the procedure and benefits assigned to public safety personnel who have been permanently and totally disabled by a catastrophic injury sustained in the line of duty while serving on behalf of the City of New Orleans and who have earned less than (10) ten years of consecutive service with the City of New Orleans. Nothing in this policy should be construed to limit an eligible employee's coverage under Worker's Compensation.

III. ELIGIBLE EMPLOYEES

Please see *Attachment I* which specifies the classifications considered eligible under this policy.

IV. DEFINITIONS

a. **Public Safety** – Involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/harm, or damage, such as crimes or disasters (natural or man-made). Core emergency service agencies which provide frontline protection include:

1. New Orleans Police Department
2. New Orleans Fire Department
3. New Orleans Emergency Medical Services

- b. **In Line of Duty** – Actively engaged in assigned, defined or designated job duties on behalf of the City of New Orleans.
- c. **Catastrophic Injury** – Injury which is devastating and usually permanent in nature that causes life-altering consequences. These injuries have a severe physical impact on the individual's life. These injuries usually occur abruptly with no warning. Any injury or condition that causes impairment of at least one vital bodily function and a permanent loss of earning capacity from the City of New Orleans is considered catastrophic. *Examples of catastrophic injuries include, but are not limited to:*
 - 1. **Brain Injury**
 - 2. **Loss of Vision or Hearing**
 - 3. **Significant Back and/ or Neck Injuries**
 - 4. **Severe Burns**
 - 5. **Spinal Cord Injury**
 - 6. **Other Neurological or Mental Disorders**
 - 7. **Loss or damage of a major organ, i.e., Lung, Spleen or Stomach**

V. APPLICATION OF DISABILITY RETIREMENT BENEFITS

This policy does not supersede any requirements or procedures which are necessary in applying for disability retirement benefits through each agency's respective retirement board.

VI. GENERAL REQUIREMENTS

- 1. The Appointing Authority of the disabled employee must provide a signed statement on department letterhead providing the following information:
 - a. The name, title and position of injured employee
 - b. Date and location of injury
 - c. Nature of injury and the cause
 - d. Departmental Investigation Report
 - e. Toxicology Report
 - f. A statement indicating if there is a position in the department in which the applicant can be placed which would entitle him/her to earn the same salary/rate of pay
- 2. A medical report from the injured employee's attending physician or specialist. The attending physician must be licensed and board certified by a state or territory of the United States. The report should address the following:

- a. The nature of the employee's injuries
- b. Physical and/or mental disabilities resulting from the injury
- c. History of pre-existing physical or mental conditions
- d. Description of treatments, including medical rehabilitative treatments that have been implemented for the employee's line-of-duty injury and the current status
- e. The stage of the employee's healing process
- f. The employee's current level of ambulatory skills and whether any assistive devices are required
- g. The employee's prognosis and the basis for medical decision
- h. The employee's residual functional capacity or level of disability
- i. The likelihood of the employee performing any type of employment within their respective agency

VII. MEDICAL DETERMINATION AND REVIEW

The City of New Orleans' Medical Reviewer will render a final decision of total disability for an injured employee. The decision will be based on review of medical information provided by the employee's medical provider and the City of New Orleans' appointed medical provider. If the employee or City disagrees with the decision rendered, either party reserves the right to seek the opinion of an independent medical reviewer to render a decision. *All expenses will be the responsibility of the requesting party.*

VIII. HEALTHCARE BENEFITS

For purposes of this policy, employees are considered active until certified permanently disabled by the City of New Orleans. If an employee exhausts all paid leave while waiting for a determination, he/she will be responsible for paying healthcare insurance premiums to the City of New Orleans. *Payments must be delivered or mailed to the Chief Administrative Office, Hospitalization Division, City of New Orleans, 1300 Perdido Street, Rm. 9E06, New Orleans, LA 70112. All payments should be made payable to the City of New Orleans.*

IX. INCLUSION

Classified and unclassified employees who are deemed essential personnel during an official state of emergency as declared by the Mayor of the City of New Orleans and who sustain catastrophic injuries while performing their assigned duties during an official state of emergency shall be covered under this policy. *Refer to Policy Memorandum No. 112, Emergency Leave and Pay Policies to see definition of official state of emergency.*

POLICY MEMORANDUM No. 115

July 13, 2009

X. INQUIRIES

Questions regarding this memorandum may be addressed to the Chief
Administrative Office Hospitalization Division at (504) 658-8615.

Refer to: Policy Memorandum No. 112, Emergency Leave and Pay Policies

Attachment

BGH, Ph.D./PMRC/rth

ATTACHMENT I

New Orleans Firefighters

U-0136 Superintendent
U-0928 Chief Deputy Superintendent of Fire
U-0111 Deputy Superintendent of Fire
C7205 Fire Education Officer
C7209 Fire Recruit
C7210 Fire Fighter 1
C7211 Fire Fighter II
C7215 Fire Apparatus Operator
C7220 Fire Lieutenant
C7221 Fire Captain
C7222 Fire District Chief
C7223 Senior Deputy Fire Chief
C2270 Fire Prevention Inspector
C2271 Senior Fire Prevention Inspector
C2272 Fire Prevention Plan Examiner
C2274 Assistant Chief of Fire Prevention
C2275 Chief of Fire Prevention
C2276 Fire Prevention Inspector, Recruit

New Orleans Police Department

U-0138 Superintendent
U-0018 Assistant Superintendent
C7108 Police Recruit – Field
C7109 Police Recruit – Academy
C7110 Police Officer I
C7132 Police Officer II
C7133 Police Officer III
C7134 Police Officer IV
C7111 Police Sergeant
C7112 Police Lieutenant
C7113 Police Captain
C7122 Police Major

New Orleans Emergency Medical Services


C5509 Director of Emergency Medical Services
C5508 Deputy Director
C5171 Emergency Medical Technician, Paramedic
C5175 Emergency Medical Technician, Intermediate
C5170 Emergency Medical Technician, Basic
C5177 Emergency Medical Coordinator
C5176 Emergency Medical Coordinator, Assistant

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 120

September 9, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

SUBJECT: INFLUENZA PRECAUTIONARY PROTOCOL FOR CITY HALL EMPLOYEES

I. PURPOSE

The purpose of this policy memorandum is to provide guidance and a protocol of actions to be taken should an employee experience Influenza-like symptoms while at the worker's designated job location.

II. INFORMATION

The Department of Health has established a Nursing Station located in the basement of City Hall. The station is open from 8:00 am -11:00 am to assess employees who become ill with Influenza-like symptoms.

INFLUENZA-LIKE SYMPTOMS ARE AS FOLLOWS:

- (1) A TEMPERATURE GREATER THAN 100.4 DEGREES FAHRENHEIT;**
- (2) CHILLS AND BODY ACHES;**
- (3) UPPER RESPIRATORY SYMPTOMS (COUGH, RUNNY NOSE, SORE THROAT); AND**
- (4) POSSIBLE VOMITING OR DIARRHEA.**

III. RECOMMENDED ACTIONS

Any city employee may visit the Nursing Station on their own or be referred by a supervisor should symptoms appear while in the workplace. If referred by a supervisor to the Nursing Station for assessment, the employee should take necessary personal belongings with him/her in the event that the assessment recommends that the employee return home.

POLICY MEMORANDUM No. 120

September 9, 2009

The Nurse will assess the health matter, and if it is determined that an employee has Influenza-like symptoms, the employee will be instructed to return home. Any employee exhibiting these symptoms may visit their primary-care physician or any City of New Orleans Health Clinic.

Any employee who is advised to return home due to Influenza-like illness is recommended to stay at home and limit exposure to others.

Any employee who the Nurse determines is **not** experiencing Influenza-like symptoms will be allowed to immediately return to their work location.

It is extremely important for any affected employee to remain at home until fever-free for 24 continuous hours without the use of fever reducing medication, such as Tylenol, Motrin, Advil, etc. Upon return to work at City Hall, the employee must first visit the Nursing Station to obtain written documentation of symptom-free status. The employee will then be provided with a copy of the form to present to his or her supervisor.

As a precautionary measure, all employees are asked to thoroughly wash hands, sneeze and cough into the inner part of the arm (elbow) and to sanitize commonly used office equipment such as telephones, computer keyboards and other equipment.

Employees with confirmed cases of H1N1 will be addressed with respect and leniency regarding sick leave usage.

IN ACCORDANCE WITH HIPPA REGULATIONS, THE CITY OF NEW ORLEANS SHALL NOT DISCUSS OR REVEAL ANY PARTICIPANT MEDICAL RECORDS WITH ANYONE OTHER THAN THE PARTICIPANT.

IV. INQUIRIES


Please address all inquiries regarding this policy to the Chief Administrative Office at 504.658.8630.

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 112

SEPTEMBER 10, 2007

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

SUBJECT: EMERGENCY LEAVE AND PAY POLICIES

I. PURPOSE:

The purpose of this memorandum is to provide standards for all Departments, Boards and Commissions of City Government to follow in regard to Emergency Pay and Emergency Leave as well as other unforeseen non-emergency circumstances that necessitate an emergency closure of City Operations.

II. ELIGIBILITY:

This policy applies to all Classified and Unclassified employees.

III. DEFINITIONS:

Official Emergency: This occurs when the Mayor of New Orleans declares that the city is in an official state of emergency due to inclement weather or other situations which threaten physical harm, safety, immediate property damage and/or structural harm.

Essential Employees: Employees who by virtue of their presence, specialized function or necessary skills, are essential to conducting the business or certain ~~operational needs of the City and are, therefore, required to report for duty.~~ Whenever possible, the Department Directors will notify employees of essential designation and report for duty requirements in advance. Designation of essential employee status may vary depending on the circumstance.

Departments should submit a list of essential personnel and contact information to the Chief Administrative Office of Emergency Preparedness.

Non-essential employees: Employees who are not required to report for duty during an emergency declaration.

Volunteer employees: Employees who are not required to report for duty during an emergency declaration, but who voluntarily report or remain at work in the preparation of an emergency.

Grant Funded employees: Employees whose salaries and benefits are funded through a federal and/or state grant(s) and by the scope of the respective grant are required and pre-determined as essential to report or remain at work in the declaration of an emergency.

Leave Day: For employees whose work week is thirty-five (35) hours, the leave day is seven (7) hours; For employees whose work week is forty (40) hours, the leave day is eight (8) hours; For non-exempt law enforcement, the leave day is eight (8) hours and thirty-three minutes; For fire employees on a "twenty-four (24) hours on - forty-eight (48) hours off" work schedule, the leave day is twelve (12) hours.

IV. GENERAL PROVISIONS:

A. OFFICIAL DECLARATION OF EMERGENCY:

The Mayor of the City of New Orleans makes the official declaration of a "State of Emergency" and issues an official Mayoral Proclamation identifying the effective date and cause of the emergency. The emergency period begins at this point and communication will be sent by the Chief Administrative Officer notifying all Departments, Boards, Agencies, and Commissions to begin necessary preparations. Employee eligibility for emergency leave and pay does not start until a notice is sent from the Chief Administrative Office that only essential employees report to work and non-essential employees remain home in accordance with Civil Service Rule IV, Section 11.1. Only those employees that have been pre-determined and assigned to work as essential by their respective department head will be eligible for emergency pay.

~~Employee eligibility for emergency leave and pay will end when the Mayor announces that the state of emergency has ended or an announcement is made that~~
~~City offices are open for business and employees are to report to work, whichever comes first. The Chief Administrative Officer will issue this announcement to all Departments, Boards, Agencies and Commissions. Only those employees that have been pre-determined and assigned to work as essential by their respective Department Head will be eligible for emergency pay.~~

Volunteers and Grant funded employees which have pre-determined and designated as essential employees in an emergency will be paid in accordance with the pay structure and eligibility requirements established by this policy. Volunteers' emergency pay will be discontinued as they are released by their respective Department Head.

B. PAY POLICY FOR ESSENTIAL EMPLOYEES:

In accordance with Civil Service Rule IV, Section 11.1, when it becomes necessary for an employee to work on any day when the Mayor has declared an official emergency and closed all other non-essential operations, then the employee will be subject to the following:

1. Essential employees (non-exempt) who report to work, the appointing authority should adjust the employee's work schedule to allow another day(s) off during the work period as a substitution. If such a substitution is not possible, then for working such time the employee shall be paid at a rate of one and one-half (1 ½) times their rate for actual hours worked.
2. Essential employees (exempt) are eligible for emergency pay of (1 ½) times their normal rate based upon their salary not an hourly rate.
3. Essential employees who do not report to work may be subject to disciplinary action in accordance with Civil Service Rules unless failure to report as scheduled is for an approved and valid reason (e.g. family emergency). In such cases, an essential employee who does not report to work as required may be allowed by the appointing authority to charge sick and annual leave as appropriate.
4. Essential employees who are on an approved scheduled leave of absence prior to the emergency may continue as such unless otherwise directed by the appointing authority.
5. During a declared emergency and subsequent closure of all non-essential City operations, an employee may be required to work extra shifts and/or make changes to the normal work schedule. Pursuant to Civil Service Rule IV, Section 1.6(d) the payment of shift differential shall apply for only those hours that the employee works on the designated shift.

C. PAY POLICY FOR NON-ESSENTIAL EMPLOYEES:

In accordance with Rule VIII, Section 11.1, when it becomes necessary for non-essential employees to remain away from work on any day when the Mayor has declared an official emergency and results in the closure of City operations, that employee will be subject to the following conditions.

1. When non-essential employees who are scheduled to work are released from duty due to an emergency, the appointing authority should adjust the employee's work schedule to allow the employee to make up the hours missed from work. If that is not possible, the remaining hours the

employee was scheduled to work will be paid in accordance with the definition of a "leave" day.

2. Non-essential employees who have a change in work schedule, such as a late opening or a release from work early, because of an emergency in the closure of City offices may be assigned an alternate work schedule to make up the missed hours or if that is not possible, the employee must be paid for hours worked and the remainder of the hours the employee was scheduled to work that day.
3. Non-essential employees who call in to report their intention to not report to work prior to an emergency closure of City operations will be required to use accrued annual leave or such leave as deemed appropriate.
4. Non-essential employees who have pre-scheduled leave arrangements on the day of emergency closure of City operations will be required to use their accrued leave throughout the scheduled leave and will not be eligible for emergency leave while on scheduled annual or sick leave.
5. Non-essential employees who normally work a compressed work week will be placed on a regular work schedule if an emergency closure of City operations occurs. In accordance with the definition of a leave day, an employee can not charge more than seven (7) hours, eight (8) hours, eight (8) hours and thirty-three minutes (33 mins.) or twelve (12) hours in their assigned work week.

D. FEDERAL EMERGENCY MANAGEMENT REPORTING REQUIREMENTS:

Because certain costs related to some emergencies may be reimbursed to the City by this agency, essential employees who are called back to duty or assigned work hours beyond their regular schedule should document their time for possible reimbursement. Careful attention should be paid to completing the time records in accordance with Federal Emergency Management Agency (FEMA) regulations.

E. NON-EMERGENCY DEPARTMENTAL CLOSURES:

Employees who report to work to find that the regularly scheduled work is not available due to an unforeseen circumstance (e.g. fire, plumbing or electrical problems) within their respective department will be subject to the following:

1. The Appointing Authority may give an alternative work assignment or have missed hours rescheduled.
2. The Appointing Authority may also release an employee from duty and if the employee is in non-exempt status, the employee will be paid for any scheduled hours he/she was unable to work due to the closure of its operations.

F. EMERGENCY CLOSURE ANNOUNCEMENT AND COMMUNICATION:

1. Announcement will be made on major television and radio stations regarding the closing of certain City operations.
2. The Chief Administrative Office will designate the business day hours that City operations will remain closed.
3. The Chief Administrative Office will contact all Department Directors of an Emergency Closure” of City operations’ order.
4. Department Directors should notify the Chief Administrative Officer of any non-emergency departmental operation closures.

V. INQUIRIES:

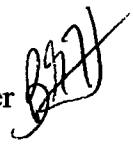
Questions concerning this memorandum may be addressed to the Chief Administrative Office at 658-8630.

BGH, Ph. D/CBB/wfl

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 116

October 1, 2008

TO: All Departments, Boards, Agencies and Commissions
FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 
RE: **CREDIT CARD ISSUANCE AND USE**

I. PURPOSE

The purpose of this memorandum is to establish an efficient and effective policy and procedure method for the use and issuance of credit cards to purchase goods and services.

II. STATEMENT OF POLICY

It is the intent of this policy to enable employees to purchase items with the convenience of a credit card, while providing management with a means of maintaining control over those purchases. It will also improve the efficiency and effectiveness associated with the purchasing of goods and services.

III. DESCRIPTION OF CREDIT CARD AND AUTHORIZED CREDIT LIMITS

The City of New Orleans shall use the City's primary credit card to purchase goods and services. The Department of Finance will be responsible for securing and issuing credit cards to assigned Departments and Personnel. Account credit limit will be established by the Chief Administrative Officer in collaboration with the Finance Director as authorized by the Bank. The credit card limit will be applicable to all Classified and Unclassified Personnel. All credit cards will be insured with fraud protection and loss coverage.

IV. REQUEST FOR ISSUANCE

Request for issuance of a credit card(s) shall be made to the Chief Administrative Officer (CAO) by a department's appointing authority or his/her designated representative. Upon approval by the CAO, the Department of Finance shall have a credit card issued in the name of the designated employee and the City of New Orleans.

V. APPOINTING AUTHORITY GUIDELINES FOR ISSUANCE, USE AND RECONCILIATION

- a. It is the responsibility of the appointing authority or designated representative to request the issuance of a credit card for employees of their department.
- b. Upon issuance, the appointing authority or designated representative must ensure that employees acknowledge receipt of the credit card as well as their role in properly caring for the card by signing or initialing a Property Issuance/Return Form (**Attachment A**) as referred to in Policy Memorandum No. 109. The credit card number, expiration date and credit limit must be recorded. A copy of this form must be retained in the employee's personnel file.
- c. The appointing authority or his/her designated representative must ensure proper maintenance of the card, prompt reconciliation of monthly statements and proper budgetary controls.
- d. The appointing authority or designated representative must ensure that all cards lost or stolen are reported in a timely manner.
- e. The appointing authority or designated representative must provide the necessary training on proper use of the credit cards.
- f. The appointing authority or designated representative must notify the Department of Finance to terminate the use of a credit card for any employee assigned a credit card who has resigned, retired or terminated from the service of the City of New Orleans.
- g. The appointing authority or designated representative shall review and approve the monthly statement as well as receipts and purchase logs to verify that purchases are for city business related expenses.
- h. Upon approval, the appointing authority or designated representative shall forward within fifteen (15) days of receipt of billing, copies of receipts and detail/purpose of expenditures to Department of Finance for payment.

VI. CARDHOLDER RESPONSIBILITIES

The cardholder will utilize the credit card for the purchase of authorized goods and services and business related expenses in strict compliance with the Policy Memorandum No. 24(R) – Services and Moveable Property Procurements and Purchases and Policy Memorandum No. 9(R) – Travel and Business Expenses.

Cardholders shall:

- a. Ensure the credit card is used for legitimate business related expenses.
- b. Maintain the credit card in a secure location at all times.
- c. Not allow other individuals access to the City's credit card.
- d. Not incur charges above the approved credit card limit.
- e. Not incur any charges for personal use.
- f. Use the credit card within the limits of CAO Policy Memorandum Nos. 24(R) and 9(R).
- g. Maintain receipts for all purchases and supporting documentation, as well as packaging receipts, ordering documents or documentation that includes the description of items and prices for purchases in which a receipt is not generated.
- h. Review monthly statement for accuracies and inaccuracies of purchases. If inaccuracies are found, cardholders shall inform the Finance Department who will contact the credit card company to review and/or attempt to resolve the matter with the vendor.
- i. Submit a signed reconciled credit card statement with receipts for each charge incurred to appointing authority or designated representative for review and approval.
- j. Immediately notify appointing authority or designated representative or the Department of Finance and the credit card company if the credit card is lost or stolen. If the credit card was stolen, a report should be filed with the New Orleans Police Department. In addition, the employee must complete a copy of **Attachment B**, Report of Lost, Damaged or Stolen Property, from Policy Memorandum No. 109.
- k. Return credit card to Appointing Authority or designated representative immediately upon termination, resignation or promotional transfer.

VI. CARD MISUSE

Any employee suspected of having misused the credit card with the intent to defraud the city will be subject to an investigation. Should the findings result in sufficient evidence of fraud, the employee will be subject to disciplinary action and/or criminal charges.

VII. ENFORCEMENT

All charges and supporting documentation are subject to review by the Chief Administrative Officer. If the charges or documentation are not acceptable, the CAO has the discretion to suspend and/or require reimbursement of any charge incurred.

VIII. INQUIRIES

Questions regarding this policy may be addressed to the Budget and Operations Management Division of the Chief Administrative Office and the Department of Finance.

For further information, please refer to Policy Memorandum 109 – Regulations Pertaining to Assignment, Usage and Care, and Return of City Property by Employees.

BGH, Ph.D./PMRC/rth

Attachments

Attachment A

**CITY OF NEW ORLEANS
PROPERTY ISSUANCE / RETURN FORM**

EMPLOYEE NAME: _____

ORG # _____

DEPARTMENT: _____

DIVISION _____

*Please initial after each assigned item.

ITEM	QTY	ID NUMBER(S)	DATE ISSUED	DATE RETURNED	NOTES
Identification Badge					
Commissioned Officer Badges / Inspection Badges / other Field Badges					
Parking Access Card					
Parking Decal / Tag					
City Vehicle					
Dash Mounted Emergency Response Lights / Sirens					
Fuel Card					
Keys / Building Access Cards					
Office					
Vehicle					
Desk / File Cabinets					
Blackberry / PDA					
Cellular Phone (specific model # _____)					
Cellular Phone Accessories (specify) _____					
Two Way Radio / Other Radio Device					
Laptop Computer (specify model _____)					
Audio / Video Recording Equipment					
Chargers / Accessories for Electronic Equipment					
Safety Goggles					
Safety Belts					
Other Safety Equipment Specify _____					
Tools, Tool Belts					
City Provided Weapons (specify) _____					
City Provided Uniforms					
City Provided Fire/Police Gear (specify) _____					
Other Property (specify)					

In accordance with CAO Policy Memorandum No. 109, it is my responsibility to carefully handle and appropriately utilize all property issued to me during the course of employment and to surrender all such property to my appointing department upon termination from service. Property that is not specifically issued to me shall not be removed from work premises except as needed to conduct City business. I understand that the City of New Orleans may seek reimbursement from an active or terminating employee for the value of any property damaged or lost due to an employee's personal neglect.

Employee Signature / Date

Issuer Signature / Date

REPORT OF LOST, DAMAGED OR STOLEN PROPERTY

The items issued to _____ have been lost, damaged or stolen.
Employee Name

	<u>Type of Property</u>	<u>I. D. Number</u>	<u>Date Items Lost Damaged or Stolen</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Acknowledgments:

I acknowledge that I had full responsibility for the above items. I further acknowledge that I may be responsible for the cost of repair and/or replacement of the items if I am found negligent in my responsibility of these items.

Date

Employee Signature

Date

**Appointing Authority or Designated
Representative Signature**

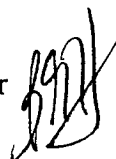
BGH, Ph. D./PMRC/rth

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 9(R)

November 1, 2008

TO: All Departments, Boards, Agencies and Commissions
FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer
SUBJECT: TRAVEL AND BUSINESS EXPENSES



I. PURPOSE.

This memorandum is republished and revised to increase the amount allowed for meals to \$58.00 per diem per day and to increase the mileage allowance to 58.5 cents per mile for travel in privately owned vehicles. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures. It is also the appointing authority's responsibility or their designated representative's responsibility to review expenditures and reimbursements for acceptability.

II. TRAVEL GUIDELINES

- A. Employees are expected to use good judgment regarding expenses and exercise care in the expenditure of City funds. Bills, receipts, and other documents must be checked for accuracy before payment or acceptance. Reimbursement should be requested only for reasonable or best available rate and necessary official expenses.
- B. Lowest possible rates must be requested on all hotel reservations and accommodations for official City travel. (e.g. Government rates, conference rates, web rates, etc.)
- C. Air fare is authorized at the lowest possible rate (e.g. economy or coach rate). Any exception must be approved by the CAO.
- D. The use of rental automobiles requires prior written approval from the Chief Administrative Officer.

III. TRAVEL AUTHORIZATION FORM.

- A. A travel request is initiated on a Travel Authorization Form, a copy of which is attached to this memorandum. The form must be signed by the employee's appointing authority or representative.

- B. All Travel Authorization forms must be signed by the Chief Administrative Officer; direct reports to the Mayor must obtain the Mayor's authorization.
- C. One copy of the Travel Authorization Form shall be retained in the department's files and one copy shall accompany the payment document for travel advance or settlement.

IV. TRAVEL ADVANCE.

- A. A travel advance may be requested using a payment document that must be accompanied by a properly signed Travel Authorization Form as explained in Section III of this memorandum. The travel advance payment document shall clearly itemize the number of days of authorized travel.
- B. The employee is allowed fifty-eight dollars (\$58.00) per diem per day of authorized travel for meals.
- C. The employee may also receive the cost of air fare in advance as part of the travel advance.
- D. The employee may receive the cost of hotel in advance.
- E. The employee may receive an advance of registration, if applicable.
- F. Travel advances must be submitted to the Department of Finance at least ten (10) work days prior to the beginning of travel.
- G. Travel advances shall be for a specific employee and a specific destination only. If changes occur in destination, travel advances must be returned.
- H. Advance checks shall not be endorsed to any employee other than the one named on the documents.

V. AIR TRAVEL INSURANCE POLICY

- A. The City provides a blanket air travel insurance policy for City employees. This policy will cover all employees who travel on City business provided that the employees receive prior approval for travel.
- B. The air travel policy covers City employees only while in transit on airplanes and only on scheduled flights of commercial airlines. The amount of coverage is \$125,000.00 per person.

- C. The estate of the City employee shall receive the insurance payments, unless the employee has designated a specific beneficiary. Designation of a specific beneficiary may be included on the Travel Authorization Form.
- D. No reimbursement shall be made by the City to any employee who purchases flight insurance.

VI. TRAVEL EXPENSE ACCOUNT FORM

- A. Travel settlements shall be accomplished using the Travel Expense Account Form, a copy of which is attached to this memorandum.
- B. Settlements shall be made no later than forty (40) days after expiration of the travel authorization period.

VII. DOCUMENTATION OF EXPENSES

- A. Expenses are documented on the Travel Expense Account Form.
- B. Transportation, taxi fares, lodging, official entertainment and any other expenses must be documented by receipts. The documentation for entertainment must include receipts for the purpose of the expense and a listing of participants, if applicable.
- C. Receipts for per diem are not required.
- D. Entertainment expenses are incurred at the employee's risk and are subject to review by the Chief Administrative Office.

VIII. MILEAGE ALLOWANCE FOR TRAVEL IN PRIVATELY OWNED VEHICLES

- A. An employee may use personal transportation such as a private automobile in lieu of air travel. In such cases, the employee is entitled to the equivalent of the lowest available air fare or a mileage allowance, whichever is lower. The mileage allowance is 58.5 cents per mile. The employee will not receive an advance or reimbursement for lodging, meals, and other expenses while traveling to and from the authorized destination. Expenses will be honored only during authorized time spent at the destination. While traveling under these circumstances, the employee shall be required to use annual leave.

- B. A mileage allowance of 58.5 cents per diem per mile is authorized for a City employee using a personal vehicle while in travel status on approved City travel.
- C. For recurring use, mileage reimbursement shall be accomplished once monthly by payment document. If employees are required to travel frequently within the City or nearby for official business they should use City vehicles or draw an auto allowance as prescribed in Policy Memorandum No. 21(R). Employees that must use a personal vehicle infrequently, reimbursement may be requested at the rate of 58.5 cents per mile.
- D. No mileage allowance shall be authorized to an employee for travel within the City limits if the employee is receiving a flat monthly automobile allowance.

IX. OFFICIAL BUSINESS EXPENSE

- A. Documentation must include the purpose of the expense and a listing of participants, if applicable.
- B. Documentation should be attached to the voucher for reimbursement.
- C. Lack of compliance to policies shall be referred to the Chief Administrative Office.

X. ENFORCEMENT

The Department of Finance, Bureau of Accounting, is responsible for reviewing travel advances and settlements for accuracy and compliance.

TRAVEL AUTHORIZATION

- 1) Name of Employee _____
- 2) Name of Agency: _____
- 3) Purpose of Travel: _____
- 4) Destination: _____
- 5) Number of Days in Travel Status: _____
- 6) Source of Funds: _____
- 7) Itinerary while in Travel Status: _____

DATE	LOCATION	TELEPHONE NUMBER

8) I do hereby designate _____, whose address is _____ and whose relationship to me is that of _____, as my beneficiary.

Signature of Employee

Signature of Director

Circle One:

Approved:
Disapproved:


Brenda G. Hatfield, Ph.D.
Chief Administrative Officer

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 5(R)

November 16, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

SUBJECT: Vehicle and Equipment Policy

1. APPLICABILITY

The purpose, spirit and intent of this policy memorandum is to state the responsibilities and accountability of each Department, Departmental Employees and Operators, and the Equipment Maintenance Division (EMD) regarding the appropriate use of City vehicles and equipment, their operations, maintenance, refueling, and the coordination of these activities. This entire policy applies to all licensed vehicles and other mobile equipment considered property of the City of New Orleans. This policy supports reduced costs, better management of City resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

2. BACKGROUND

The City's fleet is assigned to and operated by individual City Departments. Maintenance and fuel services are provided by the EMD. Optimization of fleet operations and services is best accomplished by a coordinated effort between the users (the departments and their employees) and the fleet service provider (EMD).

3. VEHICLE IDENTIFICATION

Unless exempted below, all City vehicles covered by this policy are required to have a public plate and must be identified as belonging to the City of New Orleans (La. R.S. 49:121). The City has designated an authorized eight inch decal on both front doors as the City's identification. If there are no doors, the decal will be applied to the most conspicuous place. Where applicable, the City asset number shall be affixed to the vehicle in a protected location. Any vehicle not identified in accordance with this section shall be sent to EMD to have the decals installed. The requirements in this section do not apply to vehicles exclusively used by elected officials or those vehicles operated by law enforcement personnel and exempted by State Law.

4. SECURITY

All vehicles and equipment shall be kept in a secure place when not in use. Missing vehicles and equipment shall be reported immediately to the Police Department and EMD.

All appointing authorities shall develop and implement a procedure for monitoring the storage of vehicles and equipment. This procedure is especially important for monitoring departmental pool vehicles which are not assigned to an individual employee.

Please be advised that personal property is not insured for loss or damage by the City.

5. DEPARTMENTAL RESPONSIBILITIES

Each department shall endeavor to deploy a suitable vehicle and equipment complement, emphasizing optimal utilization based on service requirements. Each department is responsible and will be held accountable for vehicles and equipment assigned to it. Each department is responsible and will be held accountable for monitoring and controlling employees operating vehicles and equipment. Each department will employ the following guidelines and/or practices:

- (A) This CAO Policy Memorandum, and any related Circular Memorandum, must be issued to each employee with vehicle use privileges and their receipt recorded.
- (B) Establish and maintain a vehicle assignment data base. This data base shall include:
 - (1) vehicle description (year, make, model and color)
 - (2) license plate number (if applicable)
 - (3) vehicle identification number (VIN)
 - (4) City asset number
 - (5) name of the employee assigned the vehicle, whether that employee is authorized for take-home use of that vehicle, and if so, the justification for the take-home assignment
 - (6) certification that the vehicle is decaled and marked in accordance with this policy

This database shall serve as the basis for the quarterly departmental vehicle inventories. Departments shall immediately notify the EMD of all new vehicle assignments and any changes in vehicle assignments and/or take-home status.

- (C) Conduct a quarterly vehicle and equipment inventory and take-home assignment inventory. The inventory shall be sent to the Chief Administrative Office in the format specified, and shall include all information detailed in 5 (B) above. The inventory shall cover all vehicles owned or leased by the City and/or under control of a City department.
- (D) The appointing authority shall assign take-home use authorization on the basis of an employee's job assignment and responsibilities in instances where it is beneficial to the City, and according to the take-home assignment criteria.
- (E) In conjunction with the assignment of take-home use, each appointing authority will ensure that the appropriate take-home vehicle reimbursement is deducted from the employees payroll check.
- (F) Provide Employee Take Home Vehicle Logs (See Attachment) to departmental employees assigned take home vehicles. Collect the completed logs and keep them as a permanent record of personal and business use for a minimum of five (5) years. These are the primary written documents as required to calculate take home vehicle use as a taxable fringe benefit.
- (G) Appoint a Departmental Vehicle Coordinator and a back-up coordinator to coordinate and monitor fleet operations policies, guidelines and practices and to act as liaison to EMD. Departments shall furnish EMD with the name, title, work address, telephone number, and any other contact information for the coordinator and the back-up

coordinator.

- (H) Establish minimum vehicle and equipment availability requirements consistent with service requirements and communicate those priorities to EMD.
- (I) Monitor departmental maintenance services and coordinate maintenance services with EMD. Ensure that required scheduled and unscheduled maintenance and related services are performed. Develop operator pre-trip inspection guidelines, which must be approved by EMD. Ensure that pre-trip vehicle inspections are performed before each shift or use cycle begins and communicate conditions requiring maintenance and/or services to EMD.
- (J) Initiate and/or conduct investigations for suspected vehicle or equipment misuse and/or abuse and take appropriate action.
- (K) Establish departmental vehicle and equipment replacement requirements and assist EMD in the formulation and preparation of specifications.
- (L) Political activity is prohibited. City vehicles and equipment shall not have political bumper stickers or signs. City vehicles and equipment shall not be used to transport political paraphernalia or promote political activity in any other manner.
- (M) Only City employees, holding the appropriate licenses, are allowed to operate City vehicles and equipment. No non-city employee, including family members, is permitted to operate City vehicles and equipment. Parking lot attendants and vehicle
- (N) maintenance personnel are exempt from this prohibition while performing the duties of their respective jobs.
- (O) The CAO is responsible for establishing a Fuel Use Policy, as set forth below, to facilitate departmental fueling operations and maintain fuel system integrity. All requests for exemptions to this policy must be made in writing on the Request for Exemption to the Fuel Policy form (see attached) and submitted to the Fuel Services Administrator.
 - (1) Each Department is responsible for the security of its fuel cards, employee PIN numbers, and all fuel transactions charged to those cards.
 - (2) In each Department, the Departmental Vehicle Coordinator is responsible for:
 - (A) Auditing all departmental fuel transactions and fuel related operations.
 - (B) Reporting any lost or stolen vehicle fuel cards and/or PIN numbers to the Fuel System Administrator by telephone and in writing immediately after discovering that any card is missing and/or PIN is compromised.
 - (C) Monitoring and auditing the fuel use reports in order to compare fuel use to departmental operations and/or to identify any discrepancies or inconsistencies that may indicate an impropriety.

- (D) Initiating and/or conducting investigations for any discrepancy, inconsistency, or impropriety suspected and taking the appropriate action as warranted by the situation.

- (P) Each Department will require that every employee with a take-home vehicle shall provide a copy of their current personal automobile insurance policy or their current personal non-owned automobile insurance policy to the appointing authority. It shall be the responsibility of each department to ensure that insurance policies or proof of insurance coverage are submitted as they are renewed. Copies shall be provided to the City's Risk Manager. Please be advised that personal vehicle usage is not covered by the City's self insurance program. Every employee with a take-home vehicle should endorse their current Personal Automobile Policy to ADD coverage for Use of Non-Owned Autos – Broad Form including Physical Damage Coverage. The following not less than minimum personal automobile insurance limits shall be required of every employee with a take-home vehicle:
 - (A) Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
 - (B) Medical Payments - \$1,000
 - (C) Uninsured Motorists – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
 - (D) Comprehensive and Collision – The deductibles will be the sole responsibility of the employee and will not be borne in any way by the City, and all property damage losses will be paid to the City.

Any employee with a take home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance policy must purchase a Personal Non-Owned – Broad Form Liability Automobile Policy, including Physical Damage coverage. The liability limits shall be at least the Mandatory State Minimum Financial Responsibility Limits.

6. TAKE-HOME VEHICLES

These additional rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- (A) *Take-home assignment criteria.* The following are the fundamental take-home vehicle assignment criteria as determined by the CAO. These are the minimum requirements that must be applied to all take-home assignments in addition to any departmental assignment criteria:
 - (1) The vehicle is used to perform a critical function that contributes to the overall operations and recovery of the City and maintenance of its infrastructure; and
 - (2) The vehicle is used to respond to critical needs on a 24-hour basis.

- (B) *Take-home vehicle use.* Take-home vehicles are to be used for the conduct of City business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, and during those times when they could be recalled to work as determined by their appointing authority.
- (C) *Take-home vehicle use charge.* Employees with take-home vehicles will be charged a fee as determined by Circular Memorandum No. 08-06 or its latest revision. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of use of the vehicle to and from the work site.
- (D) *Taxable fringe benefit.* Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with Circular Memorandum 36-86 or its latest revision and under Internal Revenue Service rules and regulations.

7. DEPARTMENTAL VEHICLE MOTOR POOLS

Departments are to establish vehicle motor pools with the basic operating procedures and protocols as described below:

- (A) The Departmental Vehicle Coordinator will have the primary responsibility of establishing and operating the departmental vehicle motor pool as best suited to the operational requirements of the department.
- (B) Departments shall designate the minimum number of departmental pool vehicles as necessary to meet operational requirements. Vehicles assigned for take-home use shall also be used as departmental pool vehicles, which will reduce the number of designated departmental pool vehicles needed.
- (C) The Departmental Vehicle Coordinator shall establish the internal procedures for the departmental motor pool operations and submit them to the Chief Administrative Office for review and approval.
- (D) Departmental pool vehicle usage and related information shall be recorded in a log that will be kept in the pool vehicles at all times. The log format will be provided by the Chief Administrative Office. Pool vehicle logs are to be kept as permanent departmental records of vehicle use. Review and assessment of pool vehicle use (logs) is the responsibility of the Departmental Vehicle Coordinator.
- (E) Departmental pool vehicles may be assigned to employees for temporary use as take-home vehicles overnight and/or during special event seasons when warranted. Temporary assignment must be approved in writing by the CAO. Employees with an extended temporary take-home vehicle assignment, e.g. two weeks or longer, will be charged a pro-rated take-home vehicle use charge.

- (F) All operators of pool vehicles are required to report vehicle problems, required maintenance, or other services to their Departmental Vehicle Coordinator. The Departmental Vehicle Coordinator is responsible for coordinating vehicle maintenance or other services with EMD.
- (G) Departmental pool vehicles are assigned a fuel card specific to that vehicle. The department may assign PIN numbers to employees as necessary to meet operational requirements of refueling vehicles. Review and assessment of fuel dispensing records for pool vehicles is the responsibility of the Departmental Vehicle Coordinator.
- (H) Coordination and assignment of departmental pool vehicle parking and storage is the responsibility of the Departmental Vehicle Coordinator in conjunction with current employee parking and storage locations, constraints, and other considerations.
- (I) Requests for the replacement of departmental pool vehicles is to be submitted with the annual vehicle and equipment replacement budget request.
- (J) Departments may request use of pool vehicles from other departments when needed. Contact EMD at 658-8600 for coordination.

8. AUTO ALLOWANCES

Policy Memorandum No. 21 (R) or its latest revision enumerates the procedure for obtaining, tracking, and calculating the amount of an auto allowance for eligible, approved use of private vehicles by City employees for business purposes. Please refer to Policy Memorandum No. 21 (R) or its latest revision for additional policies and procedures.

9. MILEAGE REIMBURSEMENT FOR BUSINESS-RELATED TRAVEL

Policy Memorandum No. 9 (R) or its latest revision establishes mileage reimbursements for employee travel in privately owned vehicles for business purposes. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures. It is also the appointing authority's responsibility to review expenditures and reimbursements for acceptability. Please refer to Policy Memorandum No. 9 (R) or its latest revision for additional policies and procedures.

10. EMPLOYEE/OPERATOR RESPONSIBILITIES

Employee/operators will be responsible and held accountable for vehicles and equipment assigned and/or operated by them. Each employee/operator will comply with the guidelines and/or practices described as follows:

- (A) Employee/operator will be responsible for operating City vehicles and equipment in a safe and courteous manner consistent with the operating limitations established by the manufacturer, and in accordance with the City's Vehicle and Equipment Policy and internal Departmental Fleet Operations Policies. The employee/operator must prove that they possess an, appropriate, valid driver's license and/or required certification to operate

the City vehicles and equipment assigned to them for operation.

- (B) Employee/operator will be responsible for performing customary operator maintenance services in the manner specified by their department. Employee/operators will perform pre-trip vehicle inspections in the manner specified by their department before each shift or use cycle begins.
- (C) Employee/operator will be responsible for ensuring that the vehicles and equipment assigned to and/or operated by them are delivered for scheduled and/or unscheduled maintenance services as required using the manufacturer's recommended maintenance schedule as a minimum and in a timely manner.
- (D) Employee/operator will be held accountable for vehicle and equipment abuse and/or misuse, and may be held accountable for repair and/or service costs resulting from their failure to obtain services and/or repairs in a timely manner.
- (E) Employee/operator will be held accountable for insuring that vehicles and equipment assigned to and/or operated by them are decaled in accordance with Louisiana State Law.
- (F) Employee/operator must comply with Circular Memorandum 07-07 which outlines the hurricane and natural disaster preparedness process.
- (G) Take-home authorization must be granted by the appointing authority and approved by the Chief Administrative Office.
- (H) Employees must receive travel authorization to conduct business-related travel in City vehicles outside the New Orleans Metropolitan Statistical Area (MSA). For travel authorization procedures, reference Policy Memorandum No. 9 (R) or its latest revision.
- (I) Employee/operators must use safety restraints in compliance with local and state laws.
- (J) Parking and/or moving violations are the personal responsibility of the employee/operator.
- (K) Employee/operator must comply with the guidelines as established in this CAO Policy, as well as any other CAO Policy Memoranda regarding fuel use.
 - (1) Employee/operator must dispense fuel from the City facilities as listed in Section 11 (K) of this policy.
 - (2) Employee/operator must use their own Employee PIN number and the correct vehicle fuel card when obtaining fuel.
 - (3) Employee/operator may not exchange or divulge their Employee PIN number to any other person.
 - (4) If a vehicle fuel card is lost or stolen the employee/operator must notify his or her

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Departmental Vehicle Coordinator immediately so that appropriate action can be taken.

- (5) If an employee is aware of, or has reason to suspect that any vehicle fuel card is lost or stolen, the employee must notify their Departmental Vehicle Coordinator immediately so that appropriate action can be taken.
- (6) If an employee is aware of, or has reason to suspect that confidentiality of his or her, or any other Employee PIN number has been compromised, the employee must notify the Departmental Vehicle Coordinator immediately so that appropriate action can be taken.
- (L) In conjunction with take-home vehicle use, employees will be responsible for obtaining, completing and submitting the Take-Home Vehicle Log (**See Attachment**). This log will provide the primary written documentation for recording the relative percentages of business and personal use, for the purpose of determining personal use- as a taxable fringe benefit. The original logs are to be submitted to the Departmental Vehicle Coordinator on a monthly basis.

11. EQUIPMENT MAINTENANCE DIVISIONS RESPONSIBILITIES

The Equipment Maintenance Division will be responsible for providing maintenance and fuel services for the City's fleet of vehicles and equipment. These responsibilities include:

- (A) Providing scheduled and unscheduled maintenance services, and the coordination of those services.
- (B) Providing emergency services and special event support.
- (C) Providing fuel and fuel services, including fuel consumption and discrepancy reports.
- (D) Notifying individual departments and the Chief Administrative Office of suspected and/or confirmed vehicle and/or equipment misuse and/or abuse.
- (E) Assisting Departments in the preparation of vehicle and equipment replacement requirements and specifications.
- (F) Coordination of new vehicle and equipment acquisition.
- (G) Coordination of the disposition of surplus vehicles and equipment.
- (H) Provide fuel system administration, operations, and services.
- (I) Establish a Fuel Services Administrator:
 - (1) The Fuel Services Administrator will prepare and administer fuel product and

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automated fuel service contracts.

- (2) The Fuel Services Administrator will operate and maintain the City fuel facilities as listed in this Policy.
- (3) The Fuel Services Administrator is responsible for evaluating all requests by departments for exemptions to any part or parts of this Policy.
- (4) The Fuel Services Administrator is responsible for distribution of the monthly fuel use reports to each department for review.
- (5) The Fuel Services Administrator will assist any department having problems with fueling operations.
- (6) The Fuel Services Administrator will deactivate vehicle fuel cards and Employee PIN numbers as required.
- (7) The Fuel Services Administrator will request and distribute Employee PIN Numbers and vehicle fuel cards as required.
- (8) The Fuel Services Administrator will maintain fuel service records.
- (J) Notify the Chief Administrative Office of suspected and/or confirmed failure of departments to comply with the City's Vehicle and Equipment Policy.
- (K) City Fuel Facilities: Subject to conditions of maintenance and repair, all City employee/operator vehicles and equipment will use the City fuel facilities listed below for all normal operational fuel services, unless otherwise authorized by the Fuel System Administrator.

MAIN FUEL FACILITIES FOR ALL DEPARTMENTS

LOCATION	HOURS OF OPERATION
Broad St. Facility 2600 North Broad St.	24 hours a day 7 days a week
C.M.G. Facility 3800 Alvar St.	24 hours a day 7 days a week
Algiers Facility 2829 Wall Blvd.	24 hours a day 7 days a week
New Orleans East Fuel Facility 10200 Gentilly Road	24 hours a day 7 days a week

SPECIFIC DEPARTMENTAL FUEL FACILITIES

Parkway Nursery Facility
2829 Gentilly Blvd.

Parkway vehicles only
Parkway schedule

NOFD Facility Diesel Dispensers
City-wide locations

NOFD vehicles only
NOFD schedule

- (L) Fuel Dispensing Exception: Under extenuating circumstances, such as a non-functioning vehicle fuel card or employee PIN, another employee may use a different vehicle fuel card and/or their PIN number to fuel the City vehicle in need of fuel. After the fueling is completed, the employee whose vehicle fuel card and/or PIN were used must complete and submit a Fuel Dispensing Exception Report (attached) to their Departmental Vehicle Coordinator by the next business day. A copy of each Fuel Dispensing Exception report is to be forwarded to the EMD Fuel Services Administrator and the original kept by the department.
- (M) All vehicle emergencies and towing needs should be addressed to EMD at (504) 915-9833, 24 hours a day, 7 days a week.

12. ACCIDENT PROCEDURES

All incidents and/or accidents, regardless of severity, that result in property damage, injury to employees or others, or damages to City vehicles must be reported. See the attached instructions for procedures to follow in the event of an incident and/or accident. An accident report form is also included in this Policy.

13. VEHICLE OPERATIONS DURING EMERGENCIES

Circular Memorandum No. 07-07 or its latest revision details how the City will protect its vehicle assets during a weather event that is category three or greater on the Saffir-Simpson Scale. Please refer to Circular Memorandum No. 07-07 or its latest revision for additional policies and procedures.

14. RECEIPT AND ACKNOWLEDGMENT REQUIREMENTS

Employees with authority to operate City Vehicles must sign a document acknowledging receipt and understanding of this policy. Copies of this policy memorandum shall be kept in all City vehicles and distributed to all employees who operate City vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the City's self-insurance letter shall also be kept in the vehicle at all times.

15. SUBSTANCE ABUSE AND TESTING

Policy Memorandum No. 89 or its latest revision provides for specific post-accident testing and states the City's commitment to a drug free workforce. The work environment of all City employees shall be free from adverse effects of drug and alcohol abuse. This includes City

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automobiles, trucks, and all other vehicles and equipment for use by authorized City employees, whether leased, owned, or used. Please refer to Policy Memorandum No. 89 or its latest revision for additional policies and procedures.

16. EXCEPTIONS

Any department, agency, board, or commission in possession of City owned property may request specific written exception to this policy memorandum as deemed applicable for exigent circumstances from the Chief Administrative Officer with concurrence of the City Attorney.

17. INQUIRIES

Questions about the general provisions of this memorandum should be addressed to the Chief Administrative Office at (504) 658-8600. Questions regarding fuel use provisions should be addressed to the EMD Fuel Services Coordinator at (504) 658-7642. N.O.P.D. personnel should contact the Command Desk at (504) 658-5000.

PMRC/msm

Attachment(s):

Accident Procedure

Vehicle or Equipment Damage Supervisor's Report Form

Take-Home Vehicle Add/Delete Form

Fuel Dispensing Exception Report

Auto Allowance Add/Delete Form

Travel Authorization Form

Departmental Pool Vehicle Log

ACCIDENT PROCEDURE

This procedure shall apply to any accident or loss involving any licensed City vehicle and all City equipment, whether owned, leased or borrowed by the City of New Orleans, or a personal vehicle of a City employee who receives auto allowance and who is on authorized City business at the time of the accident.

- A. Call Police and stay at the scene of the accident until Police arrive, unless otherwise advised by Police. (An employee should use judgment as to whether the scene is dangerous and whether to seek treatment for an injury.) Obtain the Police report item number.
- B. Report accident, damage or loss to the City's Third Party Administrator within twenty-four (24) hours.
- C. Complete Vehicle and Equipment Damage Supervisor Report Form. A copy is included with these instructions. Particular attention should be given to the following items: time, date and location of accident; description of vehicle of other person(s) involved in accident (including insurance information); description of damages or losses; name of injured person(s); description of how accident or loss occurred (detailed); names and addresses of other occupants of vehicles; diagram of accident; appropriate signatures; any witnesses.
- D. The vehicle operator must take a drug and alcohol test promptly.
- E. Accident reports are to be completed promptly in quadruplicate and distributed as follows:
 - 1) Risk Management Unit, Law Department, with the Police report item number
 - 2) City's Third Party Administrator
 - 3) Employee's own files
 - 4) Departmental Vehicle Coordinator
- F. Where death or injury has occurred from a vehicular accident, immediately notify the City's Third Party Administrator by telephone.
- G. All Police vehicles require, in addition to the above, a Supervisory Report of Accident form to be completed by the employee's immediate supervisor. This form should be forwarded as present Police Department policy indicates.

VEHICLE OR EQUIPMENT DAMAGE
SUPERVISOR'S REPORT FORM

DATE REPORT COMPLETED: _____

IMPORTANT: THE CITY'S THIRD PARTY ADMINISTRATOR MUST BE NOTIFIED WITHIN 24 HOURS OF INCIDENT.

POLICE ITEM NO: _____ CITY VEHICLE NO: _____ VEHICLE TOWED: YES/NO

WHERE PARKED: _____ STILL IN USE: YES/NO (circle one)

PARKED AT EMD AFTER ACCIDENT: YES/NO (circle one)

CITY VEHICLE DATA

YEAR _____ MAKE _____ MODEL _____ LICENSE NO _____ MILEAGE _____ COLOR _____

IF VEHICLE IS PRIVATELY OWNED, NAME AND ADDRESS OF THE OWNER: _____

DRIVER'S NAME _____ JOB CLASSIFICATION: _____
(Last) (First) MI

FULLY DESCRIBE DAMAGE TO CITY VEHICLE: _____

NUMBER OCCUPANTS & NAMES IN CITY VEHICLE: _____

NAME AND PHONE NO. OF ANY WITNESSES:

_____	_____
NAME	PHONE NO.
_____	_____
NAME	PHONE NO.

INJURED PERSON(s):

CITY VEHICLE ONLY

	NAME	ADDRESS	TELEPHONE	INJURY
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

"OTHER" VEHICLE DATA

YEAR _____ MAKE _____ MODEL _____ LICENSE NO _____ MILEAGE _____ COLOR _____

WAS VEHICLE TOWED FROM THE SCENE: YES / NO

NAME (DRIVER) _____
(Last) (First) (MI)

ADDRESS _____
(Street) (City) (Zip)

NAME (OWNER) _____
(Last) (First) (MI)

ADDRESS _____
(Street) (City) (Zip)

FULLY DESCRIBE DAMAGE TO "OTHER" VEHICLE: _____

INSURANCE CARRIER:

NAME: _____ ADDRESS: _____

TELEPHONE NUMBER: _____ POLICY NO: _____

NUMBER OCCUPANTS & NAMES IN "OTHER" VEHICLE: _____

INJURED PERSON(s):

"OTHER" VEHICLE ONLY

	NAME	ADDRESS	TELEPHONE	INJURY
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

OTHER PROPERTY DAMAGED (EQUIPMENT, HOUSE, FENCE, OWNER INFORMATION, ETC):

ACCIDENT INFORMATION:

LOCATION: _____
STREET ADDRESS CITY STATE/ZIP CODE

POLICE REPORT MADE? YES / NO NAME OF POLICE AGENCY: _____

POLICE ITEM NUMBER: _____ DATE OF ACCIDENT: _____ TIME: _____ AM/PM
MONTH/DAY/YEAR

WEATHER CONDITIONS: _____ ROAD CONDITIONS: _____

HEAD LIGHTS ON? YES/NO (circle one) SEAT BELTS WORN? YES/NO (circle one)

.....
SUPERVISOR'S ACCOUNT OF ACCIDENT

COMMENTS: _____

NAME & TITLE OF INVESTIGATOR/SUPERVISOR COMPLETING THIS REPORT:

Name (Print or Type) Title Date

SIGNATURE: _____ OFFICE NO. _____ FAX NO. _____

.....
DRAW DIAGRAM BELOW OF ACCIDENT SCENE; INCLUDE THE NUMBER OF VEHICLES INVOLVED. CITY VEHICLE ALWAYS #1

**CITY OF NEW ORLEANS
TAKE-HOME VEHICLE ADD/DELETE FORM**

This form is to be completed by each employee authorized to use and take home a City Vehicle, as well as for deleting authorizations. The form must be signed by both the employee and the appointing authority, forwarded to the Chief Administrative Office for approval, and the returned copy placed in the employee's personnel folder.

ADD AUTHORIZATION

DELETE AUTHORIZATION

EMPLOYEE NAME: _____ SS# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT: _____ ORG CODE: _____

VEHICLE ID # _____ DESCRIPTION _____

TO ADD AUTHORIZATION: EMPLOYEE MUST INITIAL NEXT TO ALL QUESTIONS BELOW (FAILURE TO COMPLETE MAY TERMINATE VEHICLE PRIVILEGES):

_____ I acknowledge receipt to CAO Circular Memorandum No. 08-06

_____ I acknowledge that I have been authorized to use a City-owned vehicle and that I am authorized to take such vehicle home.

_____ I hereby authorize payroll deductions as specified by Circular Memorandum 08-06 and any subsequent revisions.

EMPLOYEE SIGNATURE: _____ DATE: _____

APPOINTING AUTHORITY
APPROVAL / SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE CHIEF ADMINISTRATIVE OFFICE

REVIEWED BY: _____ CAO OFFICE _____ DATE: _____
(Initials)

Deduction Type: VUCHR
Deduction Plan: EXCL

4/15/09

**CITY OF NEW ORLEANS
FUEL DISPENSING EXCEPTION REPORT**

TO BE COMPLETED BY EMPLOYEE DISPENSING FUEL:

OPERATOR NAME (PRINT)

DEPARTMENT: _____ VEHICLE: _____

DATE: _____ LOCATION: _____

JUSTIFICATION AND EXPLANATION OF FUEL DISPENSING EXCEPTION REQUEST:

TO BE COMPLETED BY DEPARTMENTAL VEHICLE COORDINATOR:

DATE RECEIVED: _____ APPROVED: _____ DISAPPROVED _____

COMMENTS: _____

VEHICLE COORDINATOR SIGNATURE _____

TO BE COMPLETED BY APPOINTED AUTHORITY:

DATE RECEIVED: _____ APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

APPOINTED AUTHORIZED SIGNATURE: _____

DATE: _____ FUEL SERVICES ADMINISTRATOR: _____

**CITY OF NEW ORLEANS
AUTO ALLOWANCE ADD/DELETE FORM**

This form is to be completed by each employee authorized to use and take home a City Vehicle, as well as for deleting authorizations. The form must be signed by both the employee and the appointing authority, forwarded to the Chief Administrative Office for approval, with a copy placed in the employee's personnel folder. Send completed, signed original to City Hall, Room 9E06 Attn: Auto Allowance

ADD AUTHORIZATION

DELETE AUTHORIZATION

EMPLOYEE NAME: _____ SS# _____

DEPARTMENT: _____ ORG CODE: _____

VEHICLE ID # _____ ODOMETER READING _____

AVERAGE MONTHLY MILAGE (ESTIMATED): _____

TO ADD ALLOWANCE ONLY

Employee must initial next to all question below (failure to complete may terminate allowance privileges)

_____ I acknowledge receipt to CAO Circular Memorandum No. 21 (R).

_____ I acknowledge that I have been authorized to use a personal vehicle for approved City business.

EMPLOYEE SIGNATURE: _____ DATE: _____

APPOINTING AUTHORITY
APPROVAL / SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE CHIEF ADMINISTRATIVE OFFICE

REVIEWED BY: _____ CAO OFFICE _____ DATE: _____
(Initials)

Allowance Set At: _____ miles per month

TRAVEL AUTHORIZATION

- 1) Name of Employee: _____
- 2) Name of Agency: _____
- 3) Purpose of Travel: _____
- 4) Destination: _____
- 5) Number of Day in Travel Status: _____
- 6) Source of Funds: _____
- 7) Itinerary while in Travel Status: _____

Date	Location	Telephone Number

8) I do hereby designate: _____, whose address is _____ and whose relationship to me is that of _____, as my beneficiary.

Signature of Employee

Signature of Director

Circle One

Approved: _____
Disapproved: _____
Brenda G. Hatfield, Ph.D.
Chief Administrative Office

DUPLICATE WITHIN 40 DAYS AFTER RECEIVING TRAVEL ADVANCE, OTHERWISE THE ADVANCE SHALL BE SUBJECT TO PAYROLL DEDUCTION

Travel Expense

Name of Employee

Date

Department

Title

Travel To: _____ Period: _____ To _____
City State Date Date

Purpose: _____

(1) EXPENSE (Note if expense are supported by receipt attached)	AMOUNT
Transportation :	\$ _____
Lodging	\$ _____
Meals:	\$ _____
Tips:	\$ _____
Taxi Cabs:	\$ _____
Other Expenses:	\$ _____
(2) TOTAL EXPENSES:	\$ _____

APPROVED:

I certify that this travel expense account is Correct that the travel was performed on the Dates specified for official business only, and that the expenses were for official business

Authorized Certifying Officer

Title

Employee's Signature

(3) AMOUNT ADVANCE ON VOUCHER NO. _____ DATED _____ \$ _____

(4) LESS: Total expenses reported in Line 2 above _____

(5) DIFFERENCE \$ _____

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.

SHOULD LINE 4 EXCEED LINE 3 ABOVE, COMPLETE PARAGRAPH BELOW:

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount \$ _____ requested on Public voucher Number _____ Dated _____, 20____.

