

OFFICE OF INSPECTOR GENERAL
CITY OF NEW ORLEANS



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**CITY FAILED TO IMPLEMENT MONITORING AND ACCOUNTABILITY SYSTEM FOR
PROFESSIONAL SERVICE CONTRACTORS**

The New Orleans Office of Inspector General (OIG) today released a report titled "[City Evaluation of Professional Service Contractors.](#)" The OIG found the City failed to follow monitoring and evaluation requirements of an Executive Order issued in May 2010 establishing the City's competitive selection procedure for procurement and award of professional service contracts.

The City did not implement a formal system to distribute, collect, and monitor progress and evaluation forms called for in [Executive Order MJL 10-05](#). The process was designed to provide information to future selection committees reviewing contract proposals to identify contractors who have either exceeded or failed to meet expectations. A standardized form to capture the required information was created in August 2013 in response to Executive Order MJL 10-05 but no system was put in place to communicate or enforce its use. In May 2015, the Chief Procurement Officer told the OIG she had no interim progress reports and only one completed post-contract evaluation on file.

The OIG recommended that the City develop a systematic method of distribution, collection, and monitoring of progress and evaluation forms and direct contract managers in City departments to file written, standardized progress and evaluation reports with the Procurement Office.

The report also found the City's professional service contractors did not submit post-contract disclosures to the Procurement Office as required by Executive Order MJL 10-05. The City's solicitations and contracts did not include the provision so the City did not have legal authority to require contractor cooperation.

The OIG recommended that the City develop a standardized post-contract disclosure and revise its solicitation and contract forms to require contractors to submit the relevant information to the Procurement Office.

The OIG had professional service contracts in effect during this time period but did not learn of the evaluation form until May 2015.

"This is an important piece of procurement management," stated Inspector General Ed Quatrevaux. "The City needs to implement it now so that contractors who underperformed aren't awarded additional contracts."

The OIG also issued a [brief](#) with a summary of the report. All reports issued by the OIG can be found on the website nola.oig.org.

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