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# CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Administrator  
P. Lamont Ewell  
Interim City Administrator

(510) 238-3301

June 14, 2011

Finance and Management Committee  
Oakland, California

Chair De La Fuente and Members of the Finance and Management Committee

RE: **Supplemental Report on the Discussion and Possible Action on the  
Contracting Process and Timeline for Various Agencies**

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## SUMMARY

This supplemental report provides additional information on the payment timelines for contracts executed by City departments. Based upon a review of sample payments for contracts funded through the Oakland Fund for Children and Youth and Community Development Block Grant programs, the average timeframe from invoice date to payment date is 21 calendar days and 14 working days. See **Attachment A**.

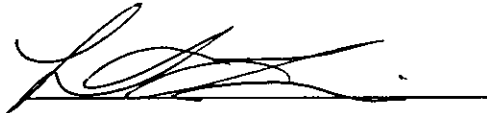
It should be noted that the dates on the "Invoice Date" column reflect the date provided by the contractor on the invoice. In some cases these dates are not the actual dates when City staff received the invoice.

In addition, it takes an average of 20 calendar days and 14 working days to process new contracts into the City's Procure to Pay (P2P) system. This timeline is from the date that

Item: \_\_\_\_\_  
Finance and Management  
June 14, 2011

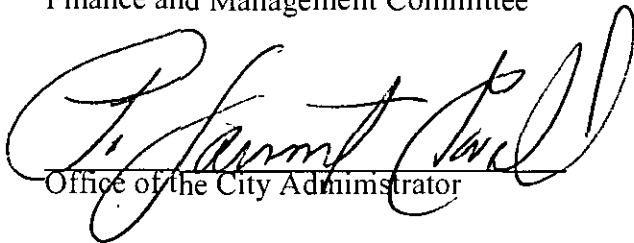
the requisition is submitted to the date that the purchase order (PO) is approved. See Attachment A.

Respectfully submitted,



Margaretta Lin  
Deputy City Administrator

APPROVED AND FORWARDED TO THE  
Finance and Management Committee

  
Office of the City Administrator

Attachment A

Reviewed by:  
Deborah Barnes  
Director  
Department of Contracting and Purchasing

James Bondi  
Agenda Coordinator  
Community & Economic Development Agency

Sandy Taylor  
Children and Youth Services Manager  
Department of Human Services

Item: \_\_\_\_\_  
Finance and Management  
June 14, 2011

Attachment A

| Department | Contract Type | Contractor's Name                | Req Submit Date | PO Approval Date | Total Calendar Days | Total Working Days | Invoice Date* | Payment Date | Total Calendar Days | Total Working Days |
|------------|---------------|----------------------------------|-----------------|------------------|---------------------|--------------------|---------------|--------------|---------------------|--------------------|
| DHS        | OFCY          | AIDS PROJECT OF THE EAST BAY     | 8/12/2010       | 9/23/2010        | 42                  | 26                 | 10/4/2010     | 10/7/2010    | 3                   | 3                  |
|            |               |                                  |                 |                  |                     |                    | 11/15/2010    | 11/30/2010   | 15                  | 8                  |
|            |               |                                  |                 |                  |                     |                    | 1/15/2011     | 2/3/2011     | 19                  | 13                 |
|            |               |                                  |                 |                  |                     |                    | 4/15/2011     | 5/3/2011     | 18                  | 12                 |
| DHS        | OFCY          | FIRST PLACE FUND FOR YOUTH       | 8/16/2010       | 8/30/2010        | 14                  | 10                 | 9/7/2010      | 9/15/2010    | 8                   | 8                  |
|            |               |                                  |                 |                  |                     |                    | 10/15/2010    | 10/29/2010   | 14                  | 10                 |
|            |               |                                  |                 |                  |                     |                    | 1/13/2011     | 2/3/2011     | 21                  | 14                 |
|            |               |                                  |                 |                  |                     |                    | 4/15/2011     | 5/3/2011     | 18                  | 12                 |
| DHS        | OFCY          | JUMPSTART FOR YOUNG CHILDREN INC | 9/14/2010       | 10/1/2010        | 17                  | 13                 | 10/14/2010    | 11/1/2010    | 18                  | 12                 |
|            |               |                                  |                 |                  |                     |                    | 1/14/2011     | 2/16/2011    | 33                  | 22                 |
| DHS        | OFCY          | Alameda Family Services          | 8/12/2010       | 8/27/2010        | 15                  | 10                 | 10/22/2010    | 11/9/2010    | 18                  | 12                 |
|            |               |                                  |                 |                  |                     |                    | 1/14/2011     | 2/3/2011     | 20                  | 13                 |
|            |               |                                  |                 |                  |                     |                    | 4/14/2011     | 5/3/2011     | 19                  | 13                 |
| DHS        | OFCY          | East Side Arts Alliance          | 8/16/2010       | 8/27/2010        | 11                  | 9                  | 10/4/2010     | 10/7/2010    | 3                   | 3                  |
|            |               |                                  |                 |                  |                     |                    | 11/15/2010    | 12/10/2010   | 25                  | 16                 |
|            |               |                                  |                 |                  |                     |                    | 1/26/2011     | 2/9/2011     | 14                  | 10                 |
| CEDA       | CDBG          | ALAMEDA COUNTY HOUSING AND DEV   | 9/14/2010       | 9/30/2010        | 16                  | 12                 | 9/9/2010      | 10/13/2010   | 34                  | 21                 |
|            |               |                                  |                 |                  |                     |                    | 10/11/2010    | 11/16/2010   | 36                  | 24                 |
|            |               |                                  |                 |                  |                     |                    | 12/7/2010     | 12/21/2010   | 14                  | 10                 |
|            |               |                                  |                 |                  |                     |                    | 12/7/2010     | 12/21/2010   | 14                  | 10                 |
|            |               |                                  |                 |                  |                     |                    | 1/7/2011      | 1/21/2011    | 14                  | 9                  |
|            |               |                                  |                 |                  |                     |                    | 2/7/2011      | 2/18/2011    | 11                  | 9                  |
|            |               |                                  |                 |                  |                     |                    | 3/7/2011      | 3/22/2011    | 15                  | 11                 |
|            |               |                                  |                 |                  |                     |                    | 4/6/2011      | 4/27/2011    | 21                  | 15                 |
| CEDA       | CDBG          | ALZHEIMERS SERVICES              | 9/22/2010       | 10/15/2010       | 23                  | 18                 | 10/21/2010    | 11/8/2010    | 18                  | 12                 |
|            |               |                                  |                 |                  |                     |                    | 10/21/2010    | 11/8/2010    | 18                  | 12                 |
|            |               |                                  |                 |                  |                     |                    | 10/21/2010    | 11/8/2010    | 18                  | 12                 |
|            |               |                                  |                 |                  |                     |                    | 11/30/2010    | 1/3/2011     | 34                  | 19                 |
|            |               |                                  |                 |                  |                     |                    | 12/6/2010     | 12/21/2010   | 15                  | 11                 |
|            |               |                                  |                 |                  |                     |                    | 1/13/2011     | 2/7/2011     | 25                  | 16                 |

\*Invoice date does not necessarily reflect the actual date that City staff received the invoice.

Attachment A

| Department | Contract Type | Contractor's Name        | Req Submit Date | PO Approval Date | Total Calendar Days | Total Working Days | Invoice Date* | Payment Date | Total Calendar Days | Total Working Days |
|------------|---------------|--------------------------|-----------------|------------------|---------------------|--------------------|---------------|--------------|---------------------|--------------------|
|            |               |                          |                 |                  |                     |                    | 2/28/2011     | 3/15/2011    | 15                  | 11                 |
|            |               |                          |                 |                  |                     |                    | 3/11/2011     | 4/5/2011     | 25                  | 14                 |
| CEDA       | CDBG          | OAKLAND PARENTS TOGETHER | 10/5/2010       | 10/27/2010       | 22                  | 15                 | 10/25/2010    | 11/19/2010   | 25                  | 13                 |
|            |               |                          |                 |                  |                     |                    | 11/18/2010    | 12/22/2010   | 34                  | 21                 |
|            |               |                          |                 |                  |                     |                    | 1/3/2011      | 2/15/2011    | 43                  | 30                 |
|            |               |                          |                 |                  |                     |                    | 3/8/2011      | 4/27/2011    | 50                  | 34                 |
| Averages   |               |                          |                 |                  | 20                  | 14.125             | Average       |              | 21                  | 13.75              |

\*Invoice date does not necessarily reflect the actual date that City staff received the invoice.