

Internal Audit Report #2020-002
Cooperative Endeavor and Intergovernmental Agreements
Contract Management
Release Date: May 29, 2020



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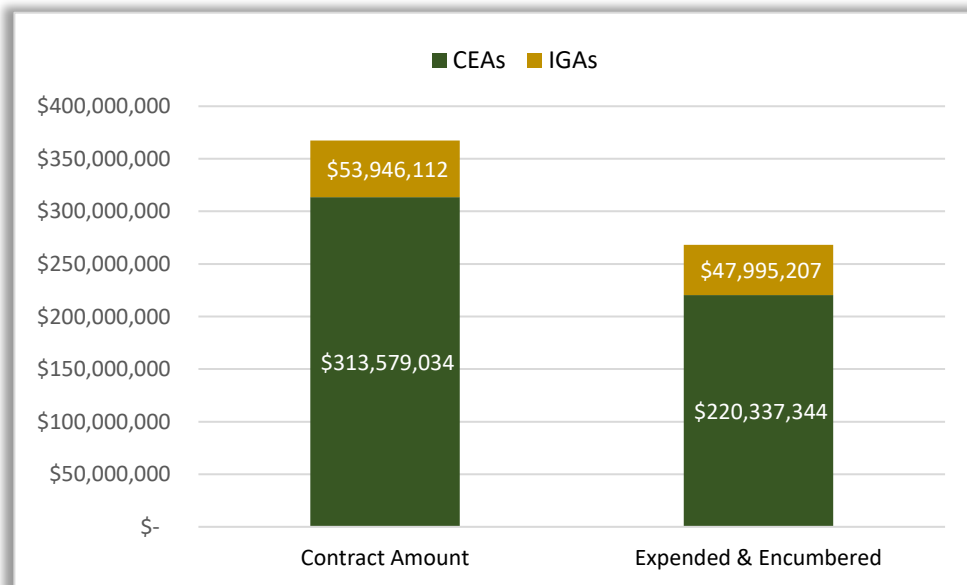
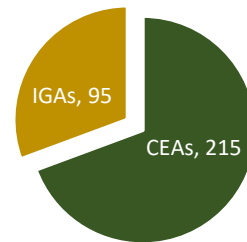
OVERVIEW

BACKGROUND

Jefferson Parish contracts with various non-profits, civic organizations, governmental agencies, political subdivisions, and the like through both Cooperative Endeavor Agreements (CEAs) and Intergovernmental Agreements (IGAs). These agreements are designed to provide a mechanism to receive goods and services from which the citizens of the Parish will benefit. Such goods and services include but are not limited to the following:

COOPERATIVE ENDEAVOR AGREEMENTS	INTERGOVERNMENTAL AGREEMENTS
Security at the Parish Government Buildings	Prison Feeding, Keeping and Transportation
Coastal Protection and Restoration	Promotion of Arts and Culture
Services to Senior Citizens	Street Improvements
Bus Services	Levee Maintenance and Restoration
Economic Development Services	Walking Trails
Community Festivals	Provision of Fire Equipment and Services

As of January 31, 2020, the Parish had two hundred fifteen (215) active CEAs and ninety-five (95) IGAs for a total of three hundred ten (310) agreements in place. See Attachments A and B, respectively.



The CEA contracts amounts totaled \$313,579,034, while the IGAs totaled \$53,946,112 for a grand total of \$367,525,146.

The amount expended and encumbered for the CEAs were \$220,337,344, and \$47,995,207 for the IGAs for a grand total of \$268,332,551.

OBJECTIVE

The Objective of this engagement was to determine if the Parish is monitoring CEAs and IGAs to ensure receipts of deliverables as per the agreements.

SCOPE

The engagement included all CEAs and IGAs active as of January 31, 2020, and the review approach included:

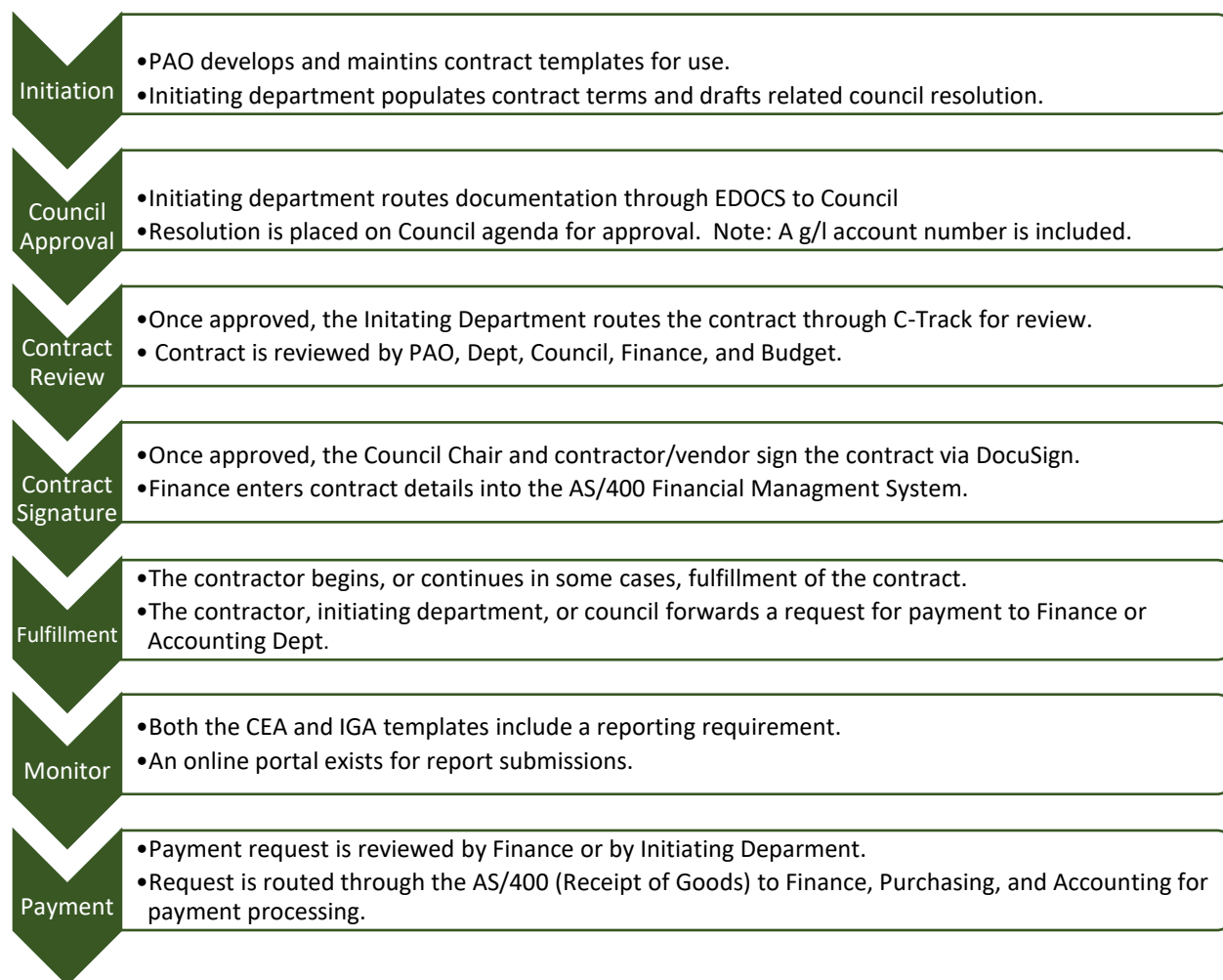
- Obtaining a listing of all active CEAs and IGAs, along with contracted amounts, expensed, and encumbered amounts.
- Selecting a sample of agreements and reviewing payment processing documentation.
- Determining the process flow of CEAs and IGAs from contract creation through payment processing.
- Determining monitoring processes and procedures currently in place.
- Reviewing written policies and procedures.
- Interviewing key Parish personnel involved in the process, including personnel in Parish Attorney's Office, the Council Clerk, the Research & Budget Director, and the Departments of Finance, Purchasing, Budget, and Accounting.

The engagement covers only the areas, as indicated in the Objective stated above.



POLICIES AND PROCEDURES

Internal Audit queried the Departments of Accounting, Budget, Finance, Purchasing, Information Technology, Council Clerk, Research and Budget, and Parish Attorney's Office. The objectives were to obtain any written policies and procedures in place related to CEA and IGA contract creation/initiation, determine what monitoring mechanisms are in place, and learn what electronic systems are used in the processes. See Attachment C for process flow, systems used, and responsible departments. Below is an overview of the processes and procedures from contract creation to payment processing.



Internal Audit did not locate any written policies and procedures for the overall process; however, some written documentation is maintained by parish departments. There is a "Signature Route Checklist" maintained by the Parish Attorney's Office (See Attachment D), who oversees that part of the process. Additionally, there is a "Payment Processing Requirements Policy (See Attachment E) maintained by the Department of Accounting. To the parish's credit, most processes are achieved by the use of electronic systems such as EDOCS, C-Track, DocuSign, and the AS/400 Financial Management System.

The contract review process includes seven (7) signoffs from five (5) different departments. This process should be explored to see if efficiencies can be gained while still performing an effective review.

COOPERATIVE ENDEAVOR AGREEMENTS

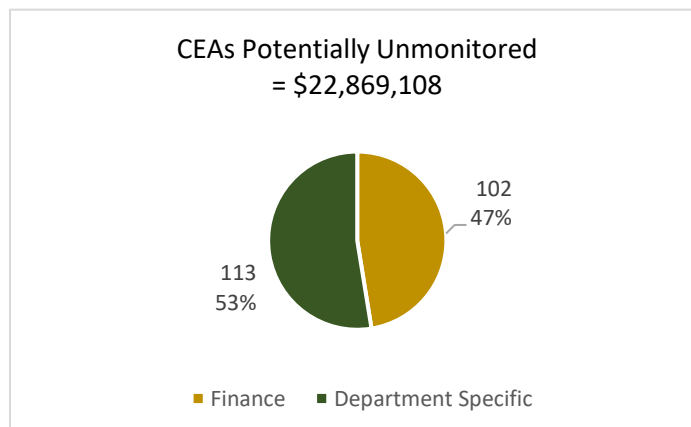
As previously indicated, there were two hundred-fifteen (215) active CEA's as of January 31, 2020. This listing was generated from the AS/400 Financial Management system. The Parish also maintains a searchable database of contracts on their Intranet. Such database indicated that there were two hundred-six (206) active CEA's as of that same period, that is to say, nine (9) contracts were missing from the Intranet site. Internal Audit notified both the Department of IT and the Department of Finance (who enters CEA and IGA contracts into the AS/400 once approved by Council.) As of the timing of this report, the discrepancy had not been resolved.

Internal Audit examined a sample of twenty (20) contracts and noted the following. (See Attachment J.)

Contract Deliverables – Contract deliverables reside in Section 2.0 “Deliverables” of a standard CEA Agreement (See Attachment F). In some cases, the deliverable was not specific and measurable, as written in the contract. For example, contract #'s 55-18447 and 55-17522 with Café Hope, Inc. state the deliverables as “Provide education and job training programs to at-risk young adults in the restaurant and hospitality industries through the operation of Café Hope, a restaurant specializing in home-cooked meals and catering.” The deliverables are silent as to the number of at-risk young adults to be served, or that the participants need to be residents of Jefferson Parish.

Payment – Internal Audit examined payment request documentation processed for payment, and found that it generally adhered to the Payments Processing Requirements Policy maintained by the Department of Accounting. However, Internal Audit noted that twelve (12) of the twenty (20) reviewed were approved by the Department of Finance. A member of the Finance team reviewed the documentation for mathematical accuracy, meaning that invoices or other applicable documentation did not total more than the authorized contract amount. Also, Finance questions anything that is obviously not in line with the contract. Once Finance determined that the pay request was reasonable and within the contract amount, a Receipt of Goods was initiated in the AS/400, which starts the payment processing cycle. (See Attachment C for process flow.) There was no evidence that deliverables were confirmed or verified as part of the process. This brings the element of contract monitoring into question.

Contract Monitoring – Internal Audit obtained data from the AS/400 on who initiated Receipt of Goods (which starts the payment process) for all 215 active CEA's as of January 31, 2020. In total, payments for 102 of the 215, or 47%, were initiated by the Department of Finance/Accounting. This represents disbursements totaling \$22,869,108.



Ideally, a department/position with a relevant skillset should monitor the contract and verify that specific and measurable contract deliverables were or are being met. That same department should also review the pay request from the contractor and initiate the Receipt of Goods/Payment Processing. The Department of Finance should not be performing these functions since they are not monitoring the contract. Additionally, according to the Jefferson Parish Code of Ordinances Section 2-925.1(b)(2), iii, “Budgets [submitted by the contractor as part of the payment process] shall be approved at least annually by the internal auditor for [the] parish.” This language will need to be changed to coincide with new processes and procedures.

The standard CEA agreement requires the contracting organization to furnish narrative reports to the Internal Auditor quarterly, annually, or within 30 days of the event taking place. These reports should be received and reviewed by the Department responsible for contract monitoring. Note that Internal Audit has a record of five (5) organizations submitting the required reports.

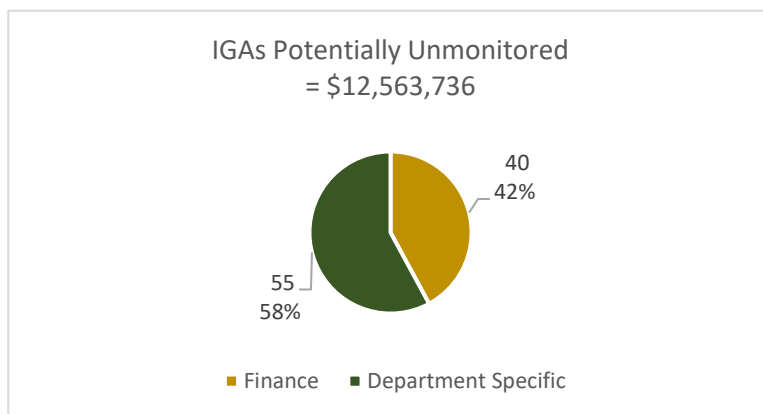
Risks - The risks of not having specific and measurable deliverables (goals) is that contracts cannot be effectively monitored, and Jefferson Parish Citizens may not receive the value and benefits for the taxpayer funds spent.

INTERGOVERNMENTAL AGREEMENTS

The Parish had ninety-five (95) active IGAs as of January 31, 2020. Internal Audit examined a sample of eight (8) contracts and found similar results as the CEA sample. (See Attachment J.)

- ❖ Contract deliverables need to be more specific and measurable.
- ❖ There was no evidence that deliverables were confirmed or verified as part of the payment process. A designated contract monitor and actual contract monitoring was not apparent.
- ❖ The Department of Finance initiated payment processing for forty-two percent (42%) of the entire population of IGA contracts active, or forty (40) of the ninety-five (95) contracts. This represents disbursements totaling \$12,563,736.

The IGA standard agreement requires submission of reports to the Internal Auditor versus a designated contract monitor. Note that Internal Audit has a record of one (1) organization submitting the required reports.



FINDINGS AND RECOMMENDATIONS

1. Many CEAs and IGAs in place do not consistently contain specifically defined and measurable deliverables. Apply Locke and Latham's Goal Setting Theory¹ to contract creation by utilizing the "SMART" method of goal setting. The focus should be on clearly defining the deliverables and ensuring that they are specific, measurable, attainable, realistic, and timely. See Attachment H for more details.
2. The current contract review process includes seven (7) signoffs from five (5) different departments. (See Attachment C for the CEA/IGA process flow chart.) Consider streamlining the current process to be more efficient while still performing an effective review. See 2a through 2c for a suggested process.
 - a. The Initiating Department could verify that the contract meets the intended objectives and that the contract includes SMART deliverables, as suggested in #1 above.
 - b. The Parish Attorney's Office could review for compliance with laws, rules, regulations, and consistency with other CEA/IGA contracts in place.
 - c. The Budget Department could review for the appropriate account number from which funding is available.
3. The Parish does not have a contract monitoring policy that assigns a responsible person to monitor each contract. The Administration should develop Parishwide policies and procedures for contract monitoring, which calls for the function to be resident in an Initiating Department or otherwise assigned to a position with the appropriate skill set. (See Attachment I for examples of Contract Monitoring Policies in place at other organizations.) The contract monitoring policy should include procedures for such monitoring. Additionally, a process needs to be put in place to ensure all contracts currently in place are assigned a contract monitor. The Jefferson Parish Code of Ordinance Section 2-925.1(b)(2),iii, needs to be amended to reflect changes as relates to the receipt of documents required for payment processing.
4. Current CEA-IGA contract templates call for the contracting organization to furnish narrative reports to the Internal Auditor quarterly, annually, or within 30 days of the event taking place. (See Contract Templates at Attachments F and G – "Reports.") An electronic reporting mechanism is in place via the parish website at <https://www.jeffparish.net/departments/internal-audit/cea--iga-reporting-form>. The Parish Attorney's Office should alter the contract language to specify that the contract monitor is to receive such reports. The online platform can still be utilized for online report submission. The Department of Internal Audit will include any necessary review of the reports as part of the annual risk-based audit plan.
5. The Resolutions presented to the Parish Council for CEAs and IGAs include the account number to which the funds should be charged. The Initiating Department and the Parish Attorneys' Office should also include the position or Department designated as the contract monitor. This procedure should also be included in the Contract Monitoring Policies and Procedures.

¹ Locke, Edwin & Latham, Gary. (1991). A Theory of Goal Setting & Task Performance. The Academy of Management Review. 16. 10.2307/258875.

SUMMARY

The Parish does many things well in its processes and procedures to initiate and negotiate Cooperative Endeavor Agreements and Intergovernmental Agreements that provide for valuable products and services to the citizens of Jefferson Parish. There are various levels of review in place in creating the contracts, automated systems are in place to route the contracts for approval and signature, and there are controls in place for payment documentation review and payment processing.

There are, however, key elements missing from the process. Contract deliverables could be enhanced in many cases to include verbiage that is clear, specific, and measurable. A specific person needs to be designated to monitor each contract. The assignment of responsibility should be on a case-by-case basis for each contract based on the defined contract deliverable. Parishwide Policies and Procedures for formal contract monitoring need to be developed and implemented.

REPORT WRAP UP

The Department of Internal Audit would like to thank the various departments who were consulted in obtaining information for this report. They were all very responsive and exhibited the utmost professionalism throughout the process of this engagement.

Internal Audit obtained responses from the Jefferson Parish Administration, which can be found in Attachment #2, immediately following this report. The subject matter and recommendations are Parishwide; therefore, a response from a specific Department is not warranted.

******END******



ATTACHMENT A

COOPERATIVE ENDEAVOR AGREEMENTS AS OF JAN. 31, 2020

CEAs APPROVED BY FINANCE – INCLUDED ON INTRANET = 102

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description	Dept charged to
5500017596	ALL THAT FOR KIDS/ THE YOUTH	\$10,000.00	\$10,000.00	\$0.00	\$0.00	7/13/2018	7/12/2019	YOUTH ENRICHMENT SUMMER CAMP	CD VIDEO POKER
5500017620	AMERICAN RED CROSS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	7/16/2018	7/16/2019	SOUND THE ALARM CAMPAIGN	CD VIDEO POKER
5500018147	AMERICAN RED CROSS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	4/3/2019	4/3/2019	SOUND THE ALARM CAMPAIGN 2019	CONS PLYGRD #2
5500018020	AUDUBON NATURE INSTITUTE	\$100,000.00	\$100,000.00	\$0.00	\$0.00	1/16/2021	1/16/2021	NATURE FACILITY AT AUDUBON INSTITUTE	JP CONSOL LIGHT
5500018568	AVONDALE VOLUNTEER FIRE CO	\$100,000.00	\$100,000.00	\$0.00	\$0.00	7/26/2019	7/25/2020	PURCHASE ESSENTIAL FIRE FIGHTING EQUIP	CD RIVERBOAT
5500018161	BECEL, KONRAD	\$26,500.00	\$23,209.02	\$0.00	\$3,290.98	3/20/2019	3/19/2020	WALKING PARK	CD RIVERBOAT
5500017274	BOYS & GIRLS CLUB OF SOUTHEAST	\$20,000.00	\$20,000.00	\$0.00	\$0.00	2/20/2018	2/20/2020	ELECTRICAL IMPROVEMENTS	CD VIDEO POKER
5500018670	BOYS & GIRLS CLUB OF SOUTHEAST	\$80,000.00	\$10,743.00	\$0.00	\$69,257.00	11/13/2019	11/12/2020	REPAIRS AND IMPROVEMENTS TO FACILITY	COUNCIL DIST PROJECTS
5500018483	BRIDGE CITY VOL FIRE CO	\$150,000.00	\$150,000.00	\$0.00	\$0.00	5/31/2019	5/31/2020	PURCHASE OF NEW PUMPER TRUCK	CD RIVERBOAT
5500017522	CAFE HOPE INC	\$50,000.00	\$50,000.00	\$0.00	\$0.00	5/10/2018	9/9/2019	TRAINING FOR AT-RISK YOUTH	CD RIVERBOAT
5500018447	CAFE HOPE INC	\$175,000.00	\$175,000.00	\$0.00	\$0.00	8/6/2019	8/5/2020	TRAINING FOR AT-RISK YOUTH	CD RIVERBOAT
5500017605	CENTER FOR THE INNOVATIVE	\$17,500.00	\$17,500.00	\$0.00	\$0.00	7/6/2018	7/6/2019	SUMMER CAMP 2018	CD RIVERBOAT
5500018214	CENTER FOR THE INNOVATIVE	\$20,000.00	\$20,000.00	\$0.00	\$0.00	4/30/2019	4/30/2020	SUMMER CAMP 2019	CD RIVERBOAT
5500018368	CHEER UP MISSIONS INC	\$3,000.00	\$3,000.00	\$0.00	\$0.00	7/15/2019	7/14/2020	HEROES IN ACTION DAY	CD VIDEO POKER
5500016418	COMMUNITY VISIONS UNLIMITED	\$20,250.00	\$20,250.00	\$0.00	\$0.00	10/18/2016	10/18/2020	PAINT UTILITY BOXES	CD TOURISM
5500017759	COMMUNITY VISIONS UNLIMITED	\$7,500.00	\$7,500.00	\$0.00	\$0.00	9/14/2018	9/14/2019	PAINT TEN UTILITY BOXES	CD RIVERBOAT
5500018333	DAWN BUSTERS OF METAIRIE	\$75,000.00	\$75,000.00	\$0.00	\$0.00	4/24/2019	4/24/2020	READING FOR LIFE PROGRAM CD 1 & 2	CD RIVERBOAT
5500018521	EASTBANK LITTLE LEAGUE	\$30,000.00	\$30,000.00	\$0.00	\$0.00	4/9/2019	4/8/2020	TEAM TRAVEL TO TOURNAMENTS	CD VIDEO POKER
5500017705	ECONOMIC NATIONAL	\$5,000.00	\$5,000.00	\$0.00	\$0.00	7/23/2019	7/23/2019	CAREER DEVELOPMENT AND WORKSHOPS	CD VIDEO POKER
5500017885	FORE KIDS FOUNDATION	\$75,000.00	\$75,000.00	\$0.00	\$0.00	11/19/2018	11/19/2019	HOSTING ZURICH CLASSIC 2018	CD TOURISM
5500018218	FORE KIDS FOUNDATION	\$30,000.00	\$30,000.00	\$0.00	\$0.00	5/3/2019	5/3/2020	HOSTING ZURICH CLASSIC 2019	CD TOURISM
5500015490	FRIENDS OF JEFFERSON THE BEAUT	\$25,000.00	\$19,000.00	\$0.00	\$6,000.00	12/10/2015	12/9/2025	PAINT MURAL ON BULKHEAD WALL	COUNCIL DIST PROJECTS
5500017693	FRIENDS OF JEFFERSON THE BEAUT	\$2,500.00	\$2,500.00	\$0.00	\$0.00	8/10/2018	8/9/2020	TREE SCHOOL	CD TOURISM
5500017947	FRIENDS OF PREP SPORTS	\$75,000.00	\$75,000.00	\$0.00	\$0.00	12/21/2018	12/21/2019	2019 ALLSTATE SUGAR BOWL NATIONAL PREP	ALARIO CENTER
5500018682	FRIENDS OF PREP SPORTS	\$75,000.00	\$75,000.00	\$0.00	\$0.00	12/4/2019	12/3/2020	2020 ALLSTATE SUGAR BOWL NATIONAL PREP	ALARIO CENTER
5500017434	FRIENDS OF RIVERTOWN	\$100,000.00	\$100,000.00	\$0.00	\$0.00	4/30/2018	4/29/2020	FREEDOM FEST AT THE LAKE	CD TOURISM
5500013896	GRAND ISLE VOL EMERGENCY SERV	\$2,907,856.00	\$2,916,879.00	\$0.00	(\$9,023.00)	10/17/2013	10/16/2023	PROVIDE AMBULANCE SERVICE	GENERAL FUND
5500018478	GREATER MOUNT CALVARY CHURCH	\$5,000.00	\$5,000.00	\$0.00	\$0.00	9/4/2019	9/3/2020	AFTER SCHOOL TUTORIAL ENRICHMENT PROGRAM	CD RIVERBOAT
5500018233	GREATER NEW ORLEANS DISTRICT	\$17,500.00	\$17,500.00	\$0.00	\$0.00	1/1/2019	1/10/2020	EMPLOYMENT OF A PROGRAM DIRECTOR	SENIOR SERVICES
5500017690	GREATER NEW ORLEANS FOUNDATION	\$86,000.00	\$83,526.00	\$0.00	\$2,472.00	8/10/2018	12/13/2018	DISTRICT 5 MARKET REVITALIZATION	CD TOURISM
5500017221	GREATER NEW ORLEANS INC	\$270,000.00	\$270,000.00	\$0.00	\$0.00	3/5/2018	2/4/2020	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOP
5500018129	GREATER ZIONFIELD FULL GOSPEL	\$5,000.00	\$5,000.00	\$0.00	\$0.00	3/20/2019	3/19/2020	SUMMER ENRICHMENT PROGRAM	CD RIVERBOAT
5500017634	GREINA ECONOMIC DEVELOPMENT	\$100,000.00	\$100,000.00	\$0.00	\$0.00	7/17/2018	7/16/2020	PROMOTE TOURISM AND/OR ECONOMIC DEVELOP	CD VIDEO POKER
5500018474	GREINA ECONOMIC DEVELOPMENT	\$100,000.00	\$100,000.00	\$0.00	\$0.00	8/19/2019	8/18/2020	PROMOTE TOURISM AND/OR ECONOMIC DEVELOP	COUNCIL DIST PROJECTS
5500018668	HARAHAN ATHLETIC ASSOCIATION	\$90,000.00	\$90,000.00	\$0.00	\$0.00	11/25/2019	11/25/2020	HARAHAN PLAYGROUND IMPROVEMENTS	CD VIDEO POKER
5500018775	HARAHAN RIVER RIDGE CARNIVAL	\$25,000.00	\$20,300.00	\$0.00	\$4,700.00	12/30/2019	12/30/2020	CARNIVAL PARADE	CD TOURISM
5500018529	HARVEY VOL FIRE CO 2	\$150,000.00	\$70,551.52	\$0.00	\$79,448.48	8/23/2019	8/23/2020	ESSENTIAL FIRE-FIGHTING EQUIPMENT	CD BP SETTLEMENT
5500018163	HOSANNA FELLOWSHIP CHURCH OF	\$7,000.00	\$7,000.00	\$0.00	\$0.00	2/27/2019	2/26/2020	SUMMER ENRICHMENT CAMP	CD OFF TRACK BET
5500017653	INTERNATIONAL GRAND ISLE	\$25,000.00	\$25,000.00	\$0.00	\$0.00	7/31/2018	7/30/2019	2018 GRAND ISLE TARPON RODEO	CD TOURISM
5500018391	INTERNATIONAL GRAND ISLE	\$25,000.00	\$25,000.00	\$0.00	\$0.00	7/24/2019	7/23/2020	2019 GRAND ISLE TARPON RODEO	CD TOURISM
5500016098	JEFF PERFORMING ARTS SOCIETY	\$300,000.00	\$300,000.00	\$0.00	\$0.00	7/1/2016	12/31/2019	2016/2017 CULTURAL SEASON	GENERAL FUND
5500018130	JEFFERSON ART GUILD	\$1,000.00	\$1,000.00	\$0.00	\$0.00	3/19/2019	3/18/2021	MAGNOLIA CTR HOLIDAY CELEBRATION	CD VIDEO POKER
5500018340	JEFFERSON ART GUILD	\$2,100.00	\$2,100.00	\$0.00	\$0.00	6/21/2019	6/20/2020	PAINTING UTILITY BOX CD2	CD TOURISM
5500017519	JEFFERSON BEAUTIFICATION	\$74,000.00	\$52,145.00	\$0.00	\$21,855.00	5/30/2018	5/29/2019	DISTRICT 1 - LANDSCAPING, ETC	CD RIVERBOAT
5500017646	JEFFERSON BEAUTIFICATION	\$50,000.00	\$33,336.73	\$0.00	\$16,663.27	7/25/2018	7/25/2020	DISTRICT 2 - ENHANCE GREEN SPACE	CD TOURISM
5500018386	JEFFERSON BEAUTIFICATION	\$18,890.00	\$18,890.00	\$0.00	\$0.00	7/24/2019	7/24/2020	ENHANCE GREEN SPACE IN BUCKTOWN	CD TOURISM
5500018551	JEFFERSON CHAMBER OF COMMERCE	\$50,000.00	\$49,948.85	\$0.00	\$51.15	9/6/2019	9/6/2021	2019 TOUR DE JEFFERSON	CD RIVERBOAT
5500015186	JEFFERSON CONVENTION &	\$7,018,356.92	\$6,747,980.51	\$0.00	\$270,376.41	7/27/2015	7/26/2020	TOURISM ACTIVITIES PARISHWIDE	GENERAL FUND
5500016269	JEFFERSON COUNCIL ON AGING INC	\$1,921,470.45	\$1,763,139.25	\$0.00	\$158,331.20	10/29/2016	8/7/2020	SENIOR CENTER FACILITIES	CD VIDEO POKER
5500017856	JEFFERSON PARISH PUBLIC SCHOOL	\$5,000.00	\$5,000.00	\$0.00	\$0.00	10/15/2018	10/15/2019	FOOTBALL UNIFORMS, EQUIPMENT, ETC	CD RIVERBOAT
5500018217	JEFFERSON PARISH PUBLIC SCHOOL	\$3,500.00	\$3,500.00	\$0.00	\$0.00	5/3/2019	5/3/2020	LW JIGGINS - BASKETBALL/BASEBALL EQUIP	CD RIVERBOAT
5500018005	JEFFERSON PARISH SCHOOL BOARD	\$4,466.00	\$3,042.32	\$0.00	\$1,423.68	9/14/2018	9/14/2019	TWO ASSISTANT BASKETBALL COACH STIPENDS	CD RIVERBOAT
5500018137	JEFFERSON PARISH SCHOOL BOARD	\$5,000.00	\$5,000.00	\$0.00	\$0.00	3/26/2019	3/26/2020	LADY PATRIOTS SOFTBALL TEAM	CD RIVERBOAT
5500018559	JEFFERSON PARISH SCHOOL BOARD	\$5,000.00	\$4,939.06	\$0.00	\$60.94	10/7/2019	10/6/2020	HELEN COX FOOTBALL UNIFORMS	CD RIVERBOAT
5500018333	JEFFERSON PARISH SCHOOL BOARD	\$6,900.00	\$6,900.00	\$0.00	\$0.00	10/18/2019	10/17/2020	JOHN EHRET FOOTBALL HELMETS	CD RIVERBOAT
5500017906	JEFFERSON SPCA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	11/13/2018	11/13/2019	PET FEST	CD VIDEO POKER
5500017429	JPRD BULLDOGS	\$14,195.00	\$14,164.94	\$0.00	\$30.06	4/11/2018	4/10/2020	FOOTBALL HELMETS	CD VIDEO POKER
5500017910	JPRD FOOTBALL LLC	\$3,500.00	\$3,500.00	\$0.00	\$0.00	11/30/2018	11/30/2019	FOOTBALL HELMETS	CD VIDEO POKER
5500016480	KENNER ITALIAN HERITAGE INC	\$30,000.00	\$30,000.00	\$0.00	\$0.00	12/22/2016	12/21/2019	ITALIAN HERITAGE FESTIVAL	CD TOURISM
5500018160	KENNER ITALIAN HERITAGE INC	\$30,000.00	\$30,000.00	\$0.00	\$0.00	3/29/2019	3/28/2020	ITALIAN HERITAGE FESTIVAL 2019	CD VIDEO POKER
5500018069	KREW OF ADONIS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	3/6/2019	2/6/2020	CARNIVAL PARADE 2019	CD RIVERBOAT
5500018065	KREW OF ATHENA CARNIVAL CLUB	\$10,000.00	\$10,000.00	\$0.00	\$0.00	2/27/2019	2/27/2020	CARNIVAL PARADE	CD TOURISM

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description	Dept charged to
5500018066	KREWE OF ATHENA CARNIVAL CLUB	\$10,000.00	\$8,000.00	\$0.00	\$2,000.00	2/12/2019	2/26/2020	LADIES NIGHT POST-PARADE PARTY	CD TOURISM
5500007432	LA DEPT OF HEALTH & HOSPITALS		\$4,195,667.77	\$0.00	\$35,294.13	2/14/1981	2/14/2020	FUNDING FOR THE JEFFERSON PARISH HEALTH UNIT AS MANDATED BY THE LOUISIANA CONSTITUTION, FOR THE DEPT OF THE HEALTH UNIT	GENERAL FUND
5500018445	LAFITTE-BARATARIA-CROWN POINT	\$104,245.00	\$104,245.00	\$0.00	\$0.00	8/15/2019	3/30/2020	EQUIPMENT FUNDING	CD RIVERBOAT
5500018219	LOUISIANA PHILHARMONIC	\$16,365.00	\$16,365.00	\$0.00	\$0.00	4/1/2019	3/30/2020	ORCHESTRAL CONCERT AT LAFRENIERE PARK	CD TOURISM
5500017424	LSU AGCENTER	\$150,714.50	\$150,714.50	\$0.00	\$0.00	7/1/2017	1/17/2020	COOPERATIVE EXTENSION SERVICES	GENERAL FUND
5500018308	MARINE MISSIONARY BAPTIST	\$15,000.00	\$15,000.00	\$0.00	\$0.00	6/17/2019	6/16/2020	SUMMER ENRICHMENT PROGRAM	CD VIDEO POKER
5500018030	MARKET UMBRELLA ORG	\$90,000.00	\$59,315.32	\$0.00	\$30,684.68	11/30/2018	1/4/2021	FARMER'S MARKET MARKETING	CD TOURISM
5500018517	MARRERO RAGUSA VFC #3	\$150,000.00	\$149,618.00	\$0.00	\$82.00	8/6/2019	8/5/2020	PURCHASE FIRE FIGHTING EQUIPMENT	CD BP SETTLEMENT
5500018575	MARRERO-HARVEY VOL FIRE	\$100,000.00	\$59,264.00	\$0.00	\$41,736.00	7/26/2019	7/25/2020	ASSIST MHHVFC PURCHASE FIRE EQUIPMENT	CD BP SETTLEMENT
5500017920	MARTIN LUTHER KING JR TASK	\$61,500.00	\$60,489.96	\$0.00	\$1,010.04	12/12/2018	7/21/2019	MARTIN LUTHER KING 2019 CELEBRATION	CD RIVERBOAT
5500018648	MARTIN LUTHER KING JR TASK	\$67,200.00	\$30,328.92	\$0.00	\$36,871.08	11/21/2019	7/20/2020	MARTIN LUTHER KING 2019 CELEBRATION	CD RIVERBOAT
5500017139	METAIRIE ART GUILD	\$7,500.00	\$7,500.00	\$0.00	\$0.00	11/8/2017	11/7/2019	PAINT TEN UTILITY BOXES	COUNCIL DIST PROJECTS
5500017412	METAIRIE BUSINESS &	\$400,000.00	\$350,000.00	\$0.00	\$50,000.00	4/18/2018	12/31/2019	ECONOMIC DEVELOPMENT ACTIVITIES	METAIRIE CBD
5500017950	METAIRIE ROAD BUSINESS ASSOC	\$11,748.00	\$11,744.00	\$0.00	\$4.00	11/29/2018	11/28/2019	HOLIDAY LIGHTS AND DECORATIONS	CD TOURISM
5500016776	NEW GROWTH ECONOMIC	\$665,053.91	\$472,020.88	\$0.00	\$193,033.03	8/18/2017	7/26/2019	WESTBANK HERITAGE FESTIVAL 2017	CD TOURISM
5500017986	NEW GROWTH ECONOMIC	\$35,000.00	\$31,007.98	\$0.00	\$3,992.02	1/10/2019	1/10/2020	RECREATIONAL AND CULTURAL PROGRAMS	CD TOURISM
5500018373	NEW GROWTH ECONOMIC	\$4,503.00	\$4,503.00	\$0.00	\$0.00	7/17/2019	7/17/2020	DECORATIVE BANNERS	CD RIVERBOAT
5500018395	NEW GROWTH ECONOMIC	\$405,000.00	\$375,834.39	\$0.00	\$29,165.61	7/17/2019	7/17/2021	ECONOMIC DEVELOPMENT	COUNCIL DIST PROJECTS
5500017714	NEW HOPE COMMUNITY DEVELOPMENT	\$18,000.00	\$16,779.53	\$0.00	\$1,220.47	8/23/2018	8/22/2019	EDUCATIONAL AND CULTURAL ENRICHMENT	CD VIDEO POKER
5500018312	NEW HOPE COMMUNITY DEVELOPMENT	\$18,000.00	\$17,985.43	\$0.00	\$14.57	6/17/2019	6/17/2020	EDUCATION AND CULTURAL ENRICHMENT	CD VIDEO POKER
5500018128	NEW ORLEANS TRACK CLUB	\$5,000.00	\$5,000.00	\$0.00	\$0.00	2/14/2019	3/3/2020	MARDI GRAS SK RUN	CD TOURISM
5500018317	NINE MILE POINT VOL FIRE	\$150,000.00	\$106,251.31	\$0.00	\$41,748.69	6/14/2019	6/14/2020	ESSENTIAL FIRE EQUIPMENT	CD RIVERBOAT
5500018374	OLD METAIRIE GARDEN CLUB	\$58,000.00	\$11,657.82	\$0.00	\$46,342.18	7/19/2019	7/18/2021	VARIOUS ACTIVITIES	CD TOURISM
5500018546	PARAMOUNT ORGANIZATION INC	\$40,000.00	\$40,000.00	\$0.00	\$0.00	9/27/2019	10/9/2019	WHO DAT NATION RALLY AND MUSIC FESTIVAL	CD TOURISM
5500017738	PARTRONS OF LAFRENIERE PARK INC	\$220,000.00	\$183,315.85	\$0.00	\$36,684.15	8/28/2018	12/27/2020	UNCLE SAM JAM 2018, 2019, & ADMIN ASST	CD VIDEO POKER
5500013999	PLANTATION ESTATES CIVIC ASSOC	\$740,403.00	\$1,165,013.57	\$0.00	\$424,610.57	3/26/2011	12/31/2020	SECURITY ENHANCEMENT SERVICES	SECURITY ENHANCE DIS
5500017613	SECOND ZION BAPTIST CHURCH	\$5,000.00	\$5,000.00	\$0.00	\$0.00	7/13/2018	7/13/2019	SUMMER ENRICHMENT PROGRAM	CD RIVERBOAT
5500018655	SERVANT'S HEART OUTREACH	\$41,000.00	\$7,932.91	\$2,772.34	\$30,294.75	9/23/2019	9/22/2020	PRISON RE-ENTRY WORK PROGRAM	CD RIVERBOAT
5500017706	SIXTH JUSTICE OF THE PEACE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	8/20/2018	8/20/2024	OFFICE EQUIPMENT FUNDING	CD VIDEO POKER
5500018221	TERRYTOWN BOXING CLUB INC	\$10,000.00	\$6,657.29	\$0.00	\$3,342.71	4/30/2019	4/30/2021	BOXING PROGRAM	CD RIVERBOAT
5500017967	TERRYTOWN ECONOMIC DEVELOPMENT	\$50,000.00	\$49,072.11	\$0.00	\$927.89	1/16/2019	1/16/2020	FOOTDRUCK 2019, BEAUTIFICATION, POLICE	CD RIVERBOAT
5500017905	THIRD DISTRICT COMMUNITY ASSOC	\$2,335.00	\$2,335.00	\$0.00	\$0.00	11/16/2018	11/16/2019	KENNEDY HEIGHTS SUBDIV ENTRANCE SIGN	CD RIVERBOAT
5500018502	TOWN OF GRAND ISLE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	9/4/2019	9/4/2020	COASTAL EROSION/FLOOD PROTECTION	CD1 COASTAL RESTORE
5500014606	TOWN OF JEAN LAFITTE	\$852,000.00	\$852,000.00	\$0.00	\$0.00	4/25/2013	4/25/2097	DEVELOP LAFITTE SEAFOOD PAVILION	CD RIVERBOAT
5500017837	URBAN LAND INSTITUTE	\$25,000.00	\$24,336.33	\$0.00	\$663.67	10/19/2018	10/18/2019	DEVELOP AND DESIGN FAT CITY	COUNCIL DIST PROJECTS
5500016530	VIETNAMESE AMERICAN TUTORING &	\$40,000.00	\$40,000.00	\$0.00	\$0.00	5/4/2017	8/9/2019	SCHOOL TUTORING PROGRAM	CD RIVERBOAT
5500018344	WESTWEGO VOLUNTEER FIRE CO	\$10,000.00	\$9,788.00	\$0.00	\$212.00	6/10/2019	6/10/2020	LOUISIANA STATE FIREMEN'S ASSOC 2019	CD TOURISM
5500018536	WESTWEGO VOLUNTEER FIRE CO	\$100,000.00	\$87,637.05	\$0.00	\$12,362.95	8/19/2019	8/19/2020	ESSENTIAL FIRE-FIGHTING EQUIPMENT	CD BP SETTLEMENT
5500018313	YMCA OF GREATER NEW ORLEANS	\$25,000.00	\$24,840.00	\$0.00	\$160.00	6/14/2019	6/13/2020	WATER SAFETY AND SWIMMING CLASSES	CD RIVERBOAT
5500018343	YMCA OF GREATER NEW ORLEANS	\$25,000.00	\$24,840.00	\$0.00	\$160.00	6/19/2019	6/19/2020	WATER SAFETY AND SWIMMING CLASSES	CD RIVERBOAT

ATTACHMENT A

COOPERATIVE ENDEAVOR AGREEMENTS AS OF JAN. 31, 2020

CEAs APPROVED BY FINANCE – MISSING FROM INTRANET = 4

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description	Dept charged to
5500018515	Third District Vol Fire	\$16,900.00	\$16,900.00	\$0.00	\$0.00	9/11/2019	9/11/2020	Washer and Dryer	CD OFF TRACK BET
5500017997	YMCA of Greater New Orleans	\$10,000.00	\$6,309.75	\$0.00	\$3,690.25	7/4/2019	7/4/2020	Phone basics for Boomers class	CD VIDEO POKER
5500038419	Martinez-Haley Vol Fire	\$18,000.00	\$15,058.00	\$0.00	\$2,942.00	7/1/2019	7/1/2020	Washer and Dryer	CD RIVERBOAT
5500016978	JEDCO	\$158,330.00	\$158,330.00	\$0.00	\$0.00	8/24/2017	2/1/2020	Select Comfort Corporation	ECONOMIC DEVELOP

ATTACHMENT A

COOPERATIVE ENDEAVOR AGREEMENTS AS OF JAN. 31, 2020

CEAs APPROVED BY OTHER DEPARTMENTS – MISSING FROM INTRANET = 5

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description
5500015687	JP Sheriff's Office	\$0.01	\$0.00	\$0.00	\$0.01	3/22/2016	6/30/2020	Operation and Maintenance of 911 center
5500017698	JP Sheriff's Office	\$10,000.00	\$0.00	\$0.00	\$10,000.00	11/1/2018	10/31/2019	Part time Employee to Assist CIA
5500018654	Jefferson SPCA	\$0.01	\$0.00	\$0.00	\$0.01	12/27/2017	12/27/2021	Low/no cost Spay/Neuter
5500018729	Jefferson Chamber Foundation	\$50,000.00	\$0.00	\$0.00	\$50,000.00	9/6/2019	9/5/2021	Tour De Jefferson
5500018791	Metropolitan District Law	\$32,000.00	\$0.00	\$0.00	\$32,000.00	1/1/2020	12/31/2021	Staff Services from CIA

ATTACHMENT A

COOPERATIVE ENDEAVOR AGREEMENTS AS OF JAN. 31, 2020

CEAs APPROVED BY OTHER DEPARTMENTS – INCLUDED ON INTRANET = 104

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description
5500004513	SEWERAGE & WATER BOARD OF N O	\$13,885,028.00	\$11,213,812.91	\$0.00	\$2,671,215.09	1/1/2001	12/31/2019	DRAINAGE IMPROVEMENTS TO THE 17TH STREET CANAL AND PUMPING STATION SK, FOR THE DEPT OF DRAINAGE
5500007180	JP SHERIFF'S OFFICE	\$1,000,000.00	\$911,743.03	\$0.00	\$88,256.97	1/1/2005	12/31/2019	ARMED UNIFORMED OFFICERS FOR PARADES TAKING PLACE IN JEFFERSON PARISH, FOR THE DEPT OF CITIZENS' AFFAIRS
5500007453	JP SHERIFF'S OFFICE	\$2,879,371.99	\$2,810,262.93	\$21,480.00	\$47,629.06	6/1/1999	5/31/2020	DETAIL POLICE SERVICES FOR A VARIETY OF PUBLIC VENUES AND EVENTS, PARISHWIDE
5500007947	EAST JEFFERSON GENERAL HOSPITA	\$1.00	\$0.00	\$0.00	\$1.00	4/11/2006	4/11/2009	EMERGENCY PARKING DURING DISASTER
5500007949	WEST JEFFERSON MEDICAL CENTER	\$0.01	\$0.00	\$0.00	\$0.01	4/11/2006	4/11/2009	EMERGENCY PARKING DURING NATURAL DISASTE
5500007979	SECOND PARISH COURT	\$0.01	\$0.00	\$0.00	\$0.01	5/2/2006	5/2/2009	MANPOWER & EQUIPMENT OF THE PAYROLL DIV
5500008239	NATIONWIDE RETIREMENT SOLUTION	\$0.01	\$0.00	\$0.00	\$0.01	1/1/2006	12/31/2020	PROFESSIONAL SERVICES TO ADMINISTER A DEFERRED COMPENSATION PLAN FOR JEFFERSON PARISH EMPLOYEES, FOR THE DEPT OF FINANCE
5500008297	DELTA DENTAL	\$0.01	\$0.00	\$0.00	\$0.01	1/1/2007	12/31/2020	DENTAL COVERAGE
5500008519	TOWN OF GRAND ISLE	\$0.01	\$0.00	\$0.00	\$0.01	2/6/2007	2/25/2020	CONSOLIDATION OF WATERWORKS DISTRICT 1
5500010909	JP SHERIFF'S OFFICE	\$81,285.00	\$66,375.00	\$580.00	\$14,330.00	1/1/2009	12/31/2020	CHAPLAIN SERVICES: DEPT OF JUVENILE SERV
5500011395	TOWN OF JEAN LAFITTE	\$157,456.74	\$157,453.74	\$0.00	\$3.00	3/1/2010	12/31/2019	REIMBURSEMENT TO THE TOWN OF JEAN LAFITTE FOR A PORTION OF THE OPERATING EXPENSES OF THE LAFITTE MULTI-PLEX, BY THE DEPT OF THE LIBRARY
5500011758	CITY OF GREINA	\$10,354,457.16	\$9,741,681.62	\$543,229.01	\$69,546.53	4/18/2011	4/18/2020	SECURITY SERVICES AT THE JP GENERAL GOVERNMENT BLDG AND AT THE LIBERTO BLDG, AS WELL AS 24/7 MONITORING OF CAMERAS AND ALARMS, FOR THE DEPT OF COMMUNITY JUSTICE
5500012029	FAO.B2, USACE MYN	\$31,045,505.43	\$31,042,994.44	\$0.00	\$2,510.99	1/16/2009	12/31/2020	COASTAL PROTECTION AND RESTORATION PROJECT, FOR THE DEPT OF ENGINEERING
5500012473	JEFFERSON FACILITIES INC	\$0.01	\$0.00	\$0.00	\$0.01	1/24/2001	9/1/2021	CONSTRUCTION OF PARKING GARAGE
5500012586	TOWN OF JEAN LAFITTE	\$230,000.00	\$0.00	\$0.00	\$230,000.00	4/10/2012	4/10/2022	GARBAGE COLLECTION SERVICES AND IMPROVEMENTS IN THE TOWN OF JEAN LAFITTE, BY THE DEPT OF ENVIRONMENTAL AFFAIRS
5500012745	JEFF PARISH HUMAN SERVICES	\$0.01	\$0.00	\$0.00	\$0.01	2/1/2012	1/31/2017	USE OF SPACE ON THE WEST BANK EXPRESSWAY FOR THE JEFFERSON PARISH HUMAN SERVICES AUTHORITY, BY THE OFFICE OF THE COUNCIL
5500013146	NEW ORLEANS AVIATION BOARD	\$63,315.78	\$0.00	\$0.00	\$63,315.78	12/19/2012	12/19/2022	MAINTAIN THE LANDSCAPING FROM AIRLINE DRIVE/JUS 61 TO VETERANS BLVD AND I-10 FROM WILLIAMS BLVD TO VETERANS
5500013196	GRAND ISLE VOL FIRE	\$0.01	\$0.00	\$0.00	\$0.01	1/31/2013	1/31/2023	ONE SURPLUS 2010 POLARIS ATV FOR FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES
5500013249	RICKEY JACKSON COMMUNITY HOPE	\$395,000.00	\$395,000.00	\$0.00	\$0.00	2/18/2013	2/18/2020	REFUGE FOR ABUSED AND AT-RISK YOUTH FROM THE GREATER NEW ORLEANS AREA FOR MENTORING, ACADEMIC ENRICHMENT, LEADERSHIP DEVELOPMENT AND CAREER PATH DEVELOPMENT
5500014061	ALERE TOXICOLOGY SERVICES	\$150,000.00	\$102,136.23	\$0.00	\$47,863.77	1/1/2014	12/31/2022	DRUG AND ALCOHOL TESTING
5500014062	WASTE CONNECTIONS BAYOU INC	\$213,262,572.01	\$129,622,014.99	\$0.00	\$83,640,557.02	1/1/2014	12/31/2024	COLLECTION OF SOLID WASTE & RECYCLABLES
5500014470	EAST JEFFERSON GENERAL HOSPITA	\$0.01	\$0.00	\$0.00	\$0.01	8/20/2014	8/19/2020	TEMPORARY HOUSING FOR ESSENTIAL DUTY
5500014471	CITY OF KENNER	\$1,160,310.64	\$1,061,395.84	\$0.00	\$98,914.80	8/18/2014	8/18/2020	KENNER LOOP BUS SERVICE
5500014697	OCHSNER CLINIC FOUNDATION	\$0.01	\$0.00	\$0.00	\$0.01	12/17/2015	12/18/2020	TEMPORARY HOUSING DURING STATE OF EMERG
5500015494	TULANE UNIVERSITY	\$81,000.00	\$61,225.00	\$19,475.00	\$0.00	12/17/2015	12/31/2019	ACADEMIC INVESTIGATION FOR FAT CITY
5500015739	JEFFERSON PARISH PUBLIC SCHOOL	\$0.01	\$0.00	\$0.00	\$0.01	4/6/2016	5/31/2020	ALLOW SPECIAL NEEDS STUDENTS TO WORK
5500015905	JEFFERSON PARISH FINANCE	\$2,520,996.19	\$2,520,976.19	\$0.00	\$20.00	6/22/2016	6/30/2020	FIRST TIME HOME BUYERS PROGRAM
5500016000	JEFFERSON PARISH SCHOOL BOARD	\$745,000.00	\$738,885.24	\$0.00	\$16,114.76	8/18/2016	8/18/2020	EARLY CHILD CARE CLASSROOMS IN LAFITTE
5500016017	JP SHERIFF'S OFFICE	\$25,000.00	\$24,270.00	\$0.00	\$430.00	7/11/2016	7/11/2019	LICENSE PLATE RECOGNITION CAMERA
5500016113	CREATIVE KIDZ	\$772,972.00	\$614,454.98	\$13,776.42	\$144,690.60	8/24/2016	6/30/2021	HEAD START B-5 CHILD CARE
5500016116	KIDS HOUSE OF LEARNING INC	\$777,844.00	\$645,178.02	\$0.00	\$132,665.98	9/16/2016	6/30/2021	HEADSTART B-5 CHILDREN PARTNERSHIP
5500016117	ALPHABET PRE SCHOOL	\$384,000.00	\$208,000.00	\$0.00	\$176,000.00	9/16/2016	6/30/2021	HEADSTART B-5 PROGRAM
5500016388	STONEBRIDGE PROPERTY OWNERS	\$351,027.00	\$0.00	\$0.00	\$351,027.00	1/1/2017	12/31/2025	SECURITY ENHANCEMENT SERVICE
5500016446	PLAQUEMINES PARISH GOVERNMENT	\$123,399.23	\$95,290.40	\$28,108.83	\$0.00	7/5/2016	2/17/2020	ROW ACQUISITION FOR PETERS RD BRIDGE
5500016573	JP SHERIFF'S OFFICE	\$66,403.19	\$66,403.19	\$0.00	\$0.00	9/1/2016	8/31/2019	STATE HOMELAND SECURITY
5500016690	JP SHERIFF'S OFFICE	\$66,403.19	\$0.00	\$0.00	\$66,403.19	9/1/2016	8/31/2019	TACTICAL BLANKET SYSTEM
5500017152	JP SHERIFF'S OFFICE	\$52,520.00	\$48,125.00	\$60.00	\$4,335.00	1/1/2018	1/1/2021	SECURITY SERVICES FOR WALKERTOWN
5500017170	PRIMESTEP ENTERPRISES INC	\$974,976.00	\$407,904.00	\$0.00	\$567,072.00	11/15/2017	6/30/2021	DELEGATE AGENCY CHILD CARE SERVICES
5500017326	BLOOD CENTER OF SOUTHEAST LA	\$0.01	\$0.00	\$0.00	\$0.01	3/12/2018	3/13/2023	BLOOD DRIVE
5500017508	SECOND HARVESTERS OF GREATER N	\$18,000.00	\$17,527.16	\$0.00	\$472.84	1/24/2018	1/23/2020	BACK-UP STORAGE FACILITY & SUPPORT SERV
5500017559	HILL'S PET NUTRITION SALES	\$200,000.00	\$195,922.25	\$5,535.00	\$58,544.75	6/18/2018	6/30/2020	PET FOOD PRODUCTS
5500017578	JP SHERIFF'S OFFICE	\$360,000.00	\$253,197.58	\$0.00	\$106,802.42	7/2/2018	6/30/2020	SECURITY FOR PARISH PRESIDENT
5500017579	JP SHERIFF'S OFFICE	\$915,203.46	\$680,046.45	\$216,000.00	\$19,157.01	7/12/2018	6/30/2020	SECURITY SERVICES AT YENNI BLDG
5500017581	CITY OF KENNER	\$51,751.00	\$49,232.89	\$0.00	\$2,518.11	9/9/2019	9/9/2019	STATE OF LA EMERGENCY SOLUTIONS GRANT
5500017597	LAKE PONTCHARTRAIN BASIN FOUND	\$17,000.00	\$0.00	\$0.00	\$17,000.00	6/26/2018	6/25/2021	VEGETATION MANAGEMENT PLAN

ATTACHMENT B

INTERGOVERNMENTAL AGREEMENTS AS OF JAN. 31, 2020

IGAs APPROVED BY FINANCE = 40

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description	Dept charged to
5500017828	CITY OF GRETN	\$100,000.00	\$100,000.00	\$0.00	\$0.00	10/11/2018	10/11/2019	ARTS AND CULTURAL PROGRAMS	CD VIDEO POKER
5500017945	CITY OF GRETN	\$75,000.00	\$75,000.00	\$0.00	\$0.00	11/19/2018	11/18/2019	PURCHASE AND INSTALL OF STREET SIGNS	CD OFF TRACK BET
5500018120	CITY OF GRETN	\$687,010.00	\$610,000.00	\$0.00	11/4/2110	3/13/2019	44269	TOURISM/ECONOMIC DEVELOPMENT	CD VIDEO POKER
5500017952	CITY OF GRETN POLICE DEPT	\$570,000.00	\$570,000.00	\$0.00	\$0.00	2/20/2019	2/19/2020	MAJOR CRIMES TASK FORCE	CRIMINAL JUSTICE
5500018466	CITY OF GRETN POLICE DEPT	\$150,000.00	\$150,000.00	\$0.00	\$0.00	8/26/2019	8/25/2020	INSTALL AND MONITOR SECURITY CAMERAS	CD RIVERBOAT
5500018166	CITY OF HARAHAN	\$75,000.00	\$75,000.00	\$0.00	\$0.00	2/8/2019	2/7/2020	ESSENTIAL FIRE EQUIPMENT	CD OFF TRACK BET
5500018360	CITY OF HARAHAN	\$250,000.00	\$250,000.00	\$0.00	\$0.00	7/8/2019	7/7/2020	VARIOUS STREET IMPROVEMENTS	CD VIDEO POKER
5500018605	CITY OF HARAHAN	\$40,000.00	\$40,000.00	\$0.00	\$0.00	10/17/2019	10/1/2020	BREATHING APPARATUS	CD BP SETTLEMENT
5500018606	CITY OF HARAHAN	\$45,000.00	\$45,000.00	\$0.00	\$0.00	10/1/2019	10/1/2020	WILSON DRIVE SEWER REPAIRS	CD BP SETTLEMENT
5500018608	CITY OF HARAHAN	\$300,000.00	\$300,000.00	\$0.00	\$0.00	6/20/2019	6/20/2020	NEW FIRE TRUCK	CD VIDEO POKER
5500018681	CITY OF HARAHAN	\$125,000.00	\$125,000.00	\$0.00	\$0.00	12/3/2019	12/3/2020	SEWER LINE MAINTENANCE	CD BP SETTLEMENT
5500018766	CITY OF HARAHAN	\$15,000.00	\$15,000.00	\$0.00	\$0.00	1/7/2020	1/7/2021	LICENSE PLATE RECOGNITION CAMERAS	CD BP SETTLEMENT
5500018767	CITY OF HARAHAN	\$99,306.19	\$99,306.19	\$0.00	\$0.00	1/7/2020	1/7/2021	ESSENTIAL LAW ENFORCEMENT EQUIPMENT	CD VIDEO POKER
5500017993	CITY OF KENNER	\$20,000.00	\$20,000.00	\$0.00	\$0.00	1/24/2019	1/24/2020	KENNER CHRISTMAS VILLAGE	CD OFF TRACK BET
5500018406	CITY OF KENNER	\$200,000.00	\$200,000.00	\$0.00	\$0.00	7/26/2019	7/25/2020	FREEDOM FEST AT THE LAKE	CD VIDEO POKER
5500018454	CITY OF KENNER	\$10,000.00	\$10,000.00	\$0.00	\$0.00	6/20/2019	6/19/2020	UNIFORMS AND EQUIPMENT	CD VIDEO POKER
5500018630	CITY OF KENNER	\$50,000.00	\$50,000.00	\$0.00	\$0.00	11/12/2019	11/11/2023	TRAFFIC CONTROL - LOYOLA AVE TO VETERANS	CD OFF TRACK BET
5500018099	CITY OF WESTWEGO	\$6,392.00	\$6,392.00	\$0.00	\$0.00	3/7/2019	3/6/2020	PURCHASE OF TRASH CANS	CD OFF TRACK BET
5500018165	CITY OF WESTWEGO	\$250,000.00	\$250,000.00	\$0.00	\$0.00	2/27/2019	2/26/2020	CONSTRUCTION OF WATER LINE	CD VIDEO POKER
5500018574	CITY OF WESTWEGO	\$35,000.00	\$35,000.00	\$0.00	\$0.00	9/5/2019	9/4/2020	TANGLEWOOD DR MAINTEN/IMPROV ROADWAY	CD OFF TRACK BET
5500018581	CITY OF WESTWEGO	\$80,000.00	\$80,000.00	\$0.00	\$0.00	9/5/2019	9/4/2020	HONOR PARK CONSTRUCTION AND IMPROVEMENTS	CD TOURISM
5500018616	CITY OF WESTWEGO	\$20,000.00	\$20,000.00	\$0.00	\$0.00	9/23/2019	9/22/2020	UNIFORMS AND SPORTS EQUIPMENT	CD VIDEO POKER
5500018164	JEDCO	\$90,000.00	\$90,000.00	\$0.00	\$0.00	3/18/2019	3/18/2020	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOP
5500018097	JEFF PARISH HUMAN SERVICES	\$1,897,000.00	\$1,897,000.00	\$0.00	\$0.00	1/1/2019	12/31/2019	BEHAVIORAL HEALTH PROGRAMS	HUMAN SVCS AUTH
5500018783	JEFFERSON PARISH PUBLIC SCHOOL	\$30,000.00	\$30,000.00	\$0.00	\$0.00	1/10/2020	1/10/2021	HAYNES ACADEMY AND PERFORMING ARTS	CD TOURISM
5500018019	JEFFERSON PARISH SCHOOL BOARD	\$50,000.00	\$50,000.00	\$0.00	\$0.00	2/5/2019	2/5/2020	TOT LOT AT RUDOLPH MATIAS ELEMENTARY	CD VIDEO POKER
5500018096	JEFFERSON PARISH SCHOOL BOARD	\$10,000.00	\$10,000.00	\$0.00	\$0.00	3/6/2019	3/6/2020	IMPROVE SCHOOL BASEBALL FIELD	CD VIDEO POKER
5500017651	LAFITTE AREA INDEPENDENT LEVEE	\$3,763,538.00	\$1,763,538.00	\$0.00	\$2,000,000.00	7/20/2018	7/19/2021	FOUR WHEEL DRIVE VEHICLE	COUNCIL DIST PROJECTS
5500017894	LAFITTE AREA INDEPENDENT LEVEE	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	11/8/2018	11/8/2019	RING LEVEES PROJECT	COUNCIL DIST PROJECTS
5500018764	LAFITTE AREA INDEPENDENT LEVEE	\$4,000,000.00	\$4,000,000.00	\$0.00	\$0.00	1/7/2020	1/7/2024	GOMESA PROJECTS	JP MITIGATION FUND
5500017650	TOWN OF GRAND ISLE	\$200,000.00	\$200,000.00	\$0.00	\$0.00	7/19/2018	7/18/2019	ROOF REPAIRS TO GRAND ISLE	PLYGRD DIST 16
5500017880	TOWN OF GRAND ISLE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	10/26/2018	10/25/2019	HOOPS ON THE ISLE	CD TOURISM
5500018093	TOWN OF GRAND ISLE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	3/17/2019	2/28/2020	HOOPS ON THE ISLE BASKETBALL CLASSIC	CD TOURISM
5500018094	TOWN OF GRAND ISLE	\$30,000.00	\$30,000.00	\$0.00	\$0.00	3/17/2019	2/28/2020	PROMOTE TOURISM AND/OR OTHER ECONOMIC	CD TOURISM
5500018095	TOWN OF GRAND ISLE	\$2,500.00	\$2,500.00	\$0.00	\$0.00	3/1/2019	2/28/2020	RODEO PAVILLION	CD TOURISM
5500018631	TOWN OF GRAND ISLE	\$35,000.00	\$35,000.00	\$0.00	\$0.00	11/4/2019	11/4/2020	POLICE CRUISER	COUNCIL DIST PROJECTS
5500018632	TOWN OF GRAND ISLE	\$200,000.00	\$200,000.00	\$0.00	\$0.00	11/4/2019	11/4/2020	MULTIPLEX CENTER RENOVATIONS	General Fund
5500018402	TOWN OF JEAN LAFITTE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	6/19/2019	6/18/2020	PURCHASE AND INSTALL SECURITY CAMERA	CD VIDEO POKER
5500018635	TOWN OF JEAN LAFITTE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	10/29/2019	10/28/2020	PROMOTION OF ECONOMIC DEVELOPMENT	CD VIDEO POKER
5500017840	WESTWEGO POLICE DEPT	\$55,000.00	\$55,000.00	\$0.00	\$0.00	10/23/2018	10/22/2019	WESTBANK CRIME TASK FORCE	CD TOURISM

ATTACHMENT B

INTERGOVERNMENTAL AGREEMENTS AS OF JAN. 31, 2020

IGAs APPROVED BY OTHER DEPARTMENTS = 55

Contract#	Contractor Name	Contract Amount	Expensed	Encumbered	Remaining	Start Date	End Date	Description
5500017608	24TH JUDICIAL DISTRICT COURT	\$65,000.00	\$29,019.40	\$0.00	\$35,980.60	8/1/2018	7/31/2019	DRUG SCREENING SERVICES
5500018456	24TH JUDICIAL DISTRICT COURT	\$65,000.00	\$13,043.00	\$0.00	\$51,957.00	8/1/2019	7/31/2020	DRUG SCREENING SERVICES
5500017498	CALCASIEU PARISH POLICE JURY	\$0.01	\$0.00	\$0.00	\$0.01	12/1/2017	11/30/2020	SECURE YOUTH DURING DECLARED EMERGENCY
5500016357	CITY OF GREINA	\$47,240.18	\$47,240.18	\$0.00	\$0.00	1/6/2017	1/6/2020	CLOSED CIRCUIT TV CAMERAS AND VIDEO REC
5500017835	CITY OF GREINA	\$100,000.00	\$0.00	\$0.00	10/14/2173	10/11/2018	43748	PROMOTION OF ARTS AND CULTURE
5500017951	CITY OF GREINA	\$831,376.70	\$831,376.15	\$0.55	\$0.55	11/20/2018	11/20/2019	HOME INCARCERATION PROGRAM
5500018736	CITY OF GREINA	\$793,960.00	\$138,562.80	\$50,749.00	\$604,648.20	11/20/2019	11/19/2020	HOME INCARCERATION PROGRAM
5500017228	CITY OF GREINA POLICE DEPT	\$200,000.00	\$168,491.25	\$1,581.00	\$29,927.75	2/16/2018	2/16/2021	SECURITY AT ROY WILTY BUS TERMINAL
5500018039	CITY OF GREINA POLICE DEPT	\$1,510.00	\$0.00	\$0.00	\$1,510.00	9/1/2017	2/28/2020	ISSUING BALLISTIC HELMETS
5500008983	CITY OF KENNER	\$3,621,259.23	\$2,869,953.84	\$0.00	\$751,305.39	1/1/2005	12/31/2020	CDBG HOME CONSORTIUM PROGRAM WITH THE CITY OF
5500016092	CITY OF KENNER	\$28,000.00	\$0.00	\$0.00	\$28,000.00	8/11/2016	8/11/2019	KENNER, BY THE DEPT OF COMMUNITY DEVELOPMENT
5500017016	CITY OF KENNER	\$2,500.00	\$0.00	\$0.00	\$2,500.00	8/25/2017	8/25/2019	LICENSE PLATE RECOGNITION CAMERAS
5500018021	CITY OF KENNER	\$0.01	\$0.00	\$0.00	\$0.01	10/8/2018	10/8/2020	TEN UTILITY BOXES
5500018077	CITY OF KENNER	\$155,000.00	\$0.00	\$0.00	\$155,000.00	10/10/2018	10/10/2021	USE PARISH-OWNED SURPLUS EXCAVATOR
5500018352	CITY OF KENNER	\$0.01	\$0.00	\$0.00	\$0.01	6/20/2019	6/20/2020	VINTAGE DRIVE WALKING TRAIL
5500018467	CITY OF KENNER	\$0.01	\$0.00	\$0.00	\$0.01	8/20/2019	8/20/2020	USE PARISH-OWNED SURPLUS VEHICLES
5500018571	CITY OF KENNER	\$3,500.00	\$0.00	\$0.00	\$3,500.00	7/26/2019	7/25/2020	LEASE TWO PARISH-OWNED VEHICLES
5500017452	CITY OF WESTWEGO	\$19,403.91	\$0.00	\$0.00	\$19,403.91	9/1/2017	2/28/2020	PATIO COVER AT GREENWALT ADULT DAY CARE
5500018100	CITY OF WESTWEGO	\$0.01	\$0.00	\$0.00	\$0.01	3/7/2019	3/6/2024	RESCUE EQUIPMENT
5500018471	CITY OF WESTWEGO	\$6,650.00	\$0.00	\$0.00	\$6,650.00	7/30/2019	7/29/2020	USE FORD F-550 TRUCK
5500018573	CITY OF WESTWEGO	\$200,000.00	\$0.00	\$0.00	\$200,000.00	7/30/2019	6/30/2020	STREET NAME SIGNS AND INSTALLATION
5500018723	CITY OF WESTWEGO	\$5,000.00	\$0.00	\$0.00	\$5,000.00	12/13/2019	12/12/2020	WATER PLANT IMPROVEMENTS
5500017779	DISTRICT ATTORNEY'S OFFICE	\$20,000.00	\$20,000.00	\$0.00	\$0.00	9/24/2018	9/23/2019	MARDI GRAS BALL
5500017824	DISTRICT ATTORNEY'S OFFICE	\$30,000.00	\$26,046.44	\$0.00	\$3,953.56	10/8/2018	10/7/2019	SUPPORT AND MAINTAIN TRUANCY PROGRAM
5500018074	DISTRICT ATTORNEY'S OFFICE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	9/24/2018	9/23/2019	RESTORATIVE JUSTICE AND PRACTICES
5500018075	DISTRICT ATTORNEY'S OFFICE	\$30,000.00	\$0.00	\$0.00	\$30,000.00	10/8/2018	10/7/2019	TRUANCY ASSESSMENT SERVICES
5500015587	EAST JEFFERSON LEVEE DISTRICT	\$0.01	\$0.00	\$0.00	\$0.01	7/12/2015	7/1/2019	RESTORATIVE JUSTICE AND PRACTICES
5500017692	EAST JEFFERSON LEVEE DISTRICT	\$3,316.00	\$0.00	\$0.00	\$3,316.00	9/1/2017	2/28/2020	CAMERA TO MONITOR CRIMINAL ACTIVITY
5500016239	GRAND ISLE VOL FIRE	\$0.01	\$0.00	\$0.00	\$0.01	11/3/2016	11/3/2019	SURFACE WATER OPERATIONS EQUIPMENT
5500018334	HOUSING AUTHORITY OF JP	\$0.01	\$0.00	\$0.00	\$0.01	6/6/2019	12/6/2019	DELL LAPTOPS
AC00000010	JEFF PARISH CLERK OF COURT	\$2,750,000.00	\$2,624,000.00	\$0.00	\$126,000.00	1/1/2009	12/31/2021	ADMIN ASSIST TO HOUSING AUTHORITY
AC00000011	JEFF PARISH CLERK OF COURT	\$30,000.00	\$25,845.00	\$0.00	\$4,155.00	1/1/2009	12/31/2020	COURT ATTENDANCE
5500015669	JEFF PARISH HUMAN SERVICES	\$300,000.00	\$299,999.99	\$0.00	\$0.01	3/14/2016	12/31/2021	24TH JUDICIAL DISTRICT COURT APPEALS
5500017155	JEFF PARISH HUMAN SERVICES	\$293,150.00	\$270,034.07	\$0.00	\$23,115.93	1/8/2018	8/16/2019	RENOVATE PROPERTY AT 5001 EXPVY
5500018098	JEFF PARISH HUMAN SERVICES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	3/2/2019	3/1/2020	PHASE II RENOVATE 5001 WB EXPVY
5500018025	JEFFERSON PARISH FINANCE	\$0.01	\$0.00	\$0.00	\$0.01	9/13/2018	9/13/2019	BUNCH OF FUN HEALTH AND WELLNESS FEST
5500018706	JEFFERSON PARISH FINANCE	\$250,000.00	\$0.00	\$0.00	\$250,000.00	11/21/2019	11/20/2020	PAYMASTER AND ADMIN SERVICES
5500018169	JEFFERSON PARISH PUBLIC SCHOOL	\$50,000.00	\$0.00	\$0.00	\$50,000.00	2/5/2019	2/5/2020	REVITALIZE HOUSING STOCK IN TERRYTOWN
AC00000002	JP SHERIFF'S OFFICE	\$19,000,000.00	\$18,391,132.04	\$129,520.59	\$479,347.37	1/1/2009	12/31/2020	TOT LOT AT RUDOLPH MATAS
AC00000014	JP SHERIFF'S OFFICE	\$4,700,000.00	\$4,141,820.21	\$0.02	\$58,179.77	1/1/2008	12/31/2020	PRISON FEEDING, KEEPING AND TRANSPORTION
5500016182	KENNER POLICE	\$28,000.00	\$28,000.00	\$0.00	\$0.00	8/11/2016	8/11/2019	JPSO COURT SECURITY
AC00000034	LOUISIANA DEPT OF LABOR	\$2,686,500.00	\$2,527,500.80	\$0.00	\$158,999.20	1/1/2008	12/31/2020	LICENSE PLATE RECOGNITION SYSTEM CAMERAS
AC00000085	LSU FIREMEN TRAINING PROGRAM	\$160,000.00	\$114,395.51	\$26,903.00	\$18,701.49	12/1/2009	12/31/2020	UNEMPLOYMENT COMPENSATION
AC00000099	LUBA	\$200,000.00	\$140,025.00	\$2,742.00	\$57,233.00	1/1/2010	12/31/2021	LSU FIRE AND EMERGENCY TRAINING PROGRAM
5500018582	NEW ORLEANS PUBLIC LIBRARY	\$0.01	\$0.00	\$0.00	\$0.01	1/13/2020	1/13/2022	24TH JDC WORKER'S COMP (EMPLOYEES ONLY)
5500017774	REGIONAL TRANSIT AUTHORITY	\$0.01	\$0.00	\$0.00	\$0.01	8/7/2018	8/6/2019	RECIPROCAL BORROWING
AC00000004	ST CHARLES SHERIFF'S OFFICE	\$200,000.00	\$186,859.03	\$0.00	\$13,140.97	1/1/2008	12/31/2021	ALLOW INTER-PARISH PASS
5500016768	TOWN OF GRAND ISLE	\$50,000.00	\$50,000.00	\$0.00	\$0.00	8/14/2017	8/13/2021	ST CHARLES PARISH HOUSING INMATES
5500017713	TOWN OF GRAND ISLE	\$0.01	\$0.00	\$0.00	\$0.01	8/27/2018	8/27/2021	FURTHERING ECONOMIC DEVELOPMENT
5500018779	TOWN OF GRAND ISLE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	1/13/2020	1/12/2021	PREPLACED EMERGENCY CONTRACT
5500017014	TOWN OF JEAN LAFFITE	\$2,820,000.00	\$2,247,973.31	\$8,657.57	\$563,369.12	10/16/2017	9/30/2020	LIGHTING AND SCOREBOARD IMPROVEMENTS
5500017521	TOWN OF JEAN LAFFITE	\$0.01	\$0.00	\$0.00	\$0.01	5/31/2018	5/30/2022	DRAINAGE IMPROVEMENTS
5500017654	TOWN OF JEAN LAFFITE	\$8,000.00	\$0.00	\$0.00	\$8,000.00	7/20/2018	7/19/2020	USE OF TWENTY PASSENGER VEHICLE
5500017775	TOWN OF JEAN LAFFITE	\$0.01	\$0.00	\$0.00	\$0.01	7/20/2018	7/19/2021	PROMOTION OF ECONOMIC DEVELOPMENT
5500018076	TOWN OF JEAN LAFFITE	\$20,000.00	\$20,000.00	\$0.00	\$0.00	10/17/2018	12/31/2020	USE JP PREPLACED EMERGENCY CONTRACTS
								LAFITTE SENIOR CENTER

ATTACHMENT C

CEA AND IGA PROCESS FLOW – CONTRACT INITIATION TO PAYMENT

System Used	Process Description	PAO/Legal	Department	Council	Contractor	Finance	Purchasing	Budget	Accounting
MS Word	Develops IGA/CEA Contract Templates	X							
MS Word	Populates key contract terms	X	X						
MS Word	Drafts Resolution, which includes account number to be charged	X	X						
EDOCS	Council approves resolution and contract	X	X	X		X			
C-Track: Entry	Starts routing process in C-Track (contract signature part of process)		X						
C-Track: Director	Reviews & Approves contract, resolution and required docs		X						
C-Track: Finance Review	Reviews & Approves contract, resolution and required docs								X
C-Track: Finance Approval	Reviews & Approves contract, resolution and required docs					X			
C-Track: Legal Review	Reviews & Approves contract, resolution and required docs	X							
C-Track: Certification	Reviews & Approves contract, resolution and required docs	X							
C-Track: COS Review	Reviews & Approves contract, resolution and required docs			X					
C-Track: COS Approval	Reviews & Approves contract, resolution and required docs			X					
C-Track: Fully Approved	Ensures process is complete	X							
DocuSign	Sets up in DocuSign for signature			X					
DocuSign	Signs document through DocuSign			X	X				
Paper Document	Sends executed contract to Finance			X					
AS/400	Enters contract information into AS/400					X			
Manual process	Monitors contract deliverables								
Paper Document	Makes request for either advanced payments or reimbursement			X	X				
AS/400:Contract Purchase Order	Reviews request and enters into AS/400; forwards for approval					X			
AS/400:Contract Purchase Order	Reviews request and approves in AS/400; forwards for add'l approval						X		
AS/400:Contract Purchase Order	Reviews request and approves in AS/400; forwards for final approval					X			
AS/400: Receipt of Goods	Creates Receipt of Goods in AS/400					X			
Paper Document	Forwards request, submitted docs, po, receipt of goods, etc. for payment					X			
Paper Document	If payment is more than \$25,000, approved by Accounting Director								X
AS/400	Accounts Payable creates payment batch; prints check or ACH payment								X

Notes:

The “Department” column is meant to include all JP Departments including Research & Budget.

The “Council” column includes both the Parish Council along with the Council Clerk.

There was no evidence that a formal contract monitoring process is in place.

ATTACHMENT D

CONTRACT SIGNATURE ROUTE CHECKLIST (EXCERPTS)

Signature Route Checklist

The Packet

Coversheet

- Properly filled out (all information)
- Signed by director & finance
- 4 copies of all documents except coversheet

All Resolutions

- Certified copy of Resolution
- Authorizes the contract to be signed
- Scope of contract matches resolution authorization
- All Resolution number and dates match contract

All Contracts

- Current Council Chairman
- All attachments are included (if exhibits referenced, must be there)
- If agreement is signed by vendor all 4 copies must be original signatures
- Fill in resolution number and ratification date if blank

CEA/IGA

1. Resolution to Approve/Execute CEA or IGA
2. Resolution/Contract have matching term commencement dates
3. CEA Affidavit (Affidavit not required for IGA or governmental entity)
4. Agreement
 - a. Standard Terms
5. Insurance Certificate (standard unless changed in agreement)
 - a. Auto: 1 Million per occurrence
 - b. General Commercial Liability: 1 Million per occurrence
 - c. Workers Comp. 500K per occurrence; if over Water 1 Million
 - d. JP listed as Certificate Holder
 - e. JP listed as Additional Insured for general and auto liability

ATTACHMENT E

PAYMENT PROCESSING REQUIREMENTS (EXCERPT)

Parish Payment Processing Requirements - Overview

Items for payment shall be sent to the Accounting Department for review and processing. Payables are set up for payment on Monday's and Wednesday's of each week. Payments are available on Tuesday's and Thursday's via check or direct deposit. Adequate lead time must be considered when submitting an item for payment. That is, if an item is received by the Accounting Department on Monday then it will likely not be available as a payment on Tuesday. The items must generally be accompanied by a Receipt Post Listing which includes the Purchase Order Number; Contract Number, when applicable; Account Number; Project Number, when applicable, Invoice, and any other relevant supporting documentation. Specific expenditure types are listed below, and specific documentation requirements are shown in the attached Payment Processing – Required Documentation Table.

Purchases of \$1000 or less may be processed by Department Purchase Order provided guidelines, instructions and prohibitions in the Purchasing Manual are followed. Refer to Ref# 1 of the Payment Processing Table for documentation requirements.

All items over \$1,000 need to be competitively bid with the following exceptions which were taken from the [Purchasing Procurement Overview](#): Cooperative Purchasing (Piggy Back), State Contracts, Requests for Proposals, Statement of Qualifications, Sole Source Procurement and Emergency Purchases.

More information on the [Uniform Purchasing Procedures](#) can be found in the [Parish Code of Ordinances](#) and in the Parish [Purchasing Manual](#). Both documents can be found on the Parish Intranet. Additionally, the Parish Attorney's office has a [Guide to Processing Bid Contracts](#) on the Intranet.

Refer to reference numbers (Ref#) 2 through 4 of the Payment Processing Table for documentation requirements of items over \$1,000.

Items under contract may be processed by Contract Purchase Orders (CPO), and State Contract Purchase Orders (SPO). Additional documentation is required for various different contract types such as: Construction Projects and/or Public Works, Professional Services, Release of Retainage, Services provided under a Cooperative Endeavor Agreement (CEA) or Intergovernmental Agreement (IGA), Sub-recipient Agreements, and Multi-Vendor Contracts. Refer to Ref# 5 through 12 of the Payment Processing Table for documentation requirements.

Specific Policies & Procedures are in place for the following: Travel & Training Expenditures, Mileage Reimbursements, Petty Cash, and Postage. Such policies can be found on the Intranet. Refer to Ref# 13 through 17 of the Payment Processing Table for documentation requirements.

Other Expenditures not listed above can be found under Ref# 18 through 22.

In providing excellent services to its citizens, Jefferson Parish has many different scenarios that would necessitate payment processing. All possible scenarios cannot be referenced here. If you have any questions as to payment documentation required then feel free to contact the Accounting Department.

Effective 04/01/15

PAYMENT PROCESSING TABLE - REQUIRED DOCUMENTATION

Ref#	\$ Threshold or Type of Expenditure/Contract	Processing Method / PO Type	Documentation needed for approval and payment																			
			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Contract Types:																						
1	\$0.01 to \$1,000.00	Department Purchase Order (DEPO)		A	B		D	E	F													
2	\$1,000.01 to \$5,000.00	Standard Purchase Order (PO)		A	B		D	E	F													
3	\$5,000.01 to \$30,000.00	Standard Purchase Order (PO)		A	B		D	E	F													
4	\$30,000.01 and greater	Standard Purchase Order (PO)		A	B		D	E	F													
Contract Types:																						
5	Construction Projects and/or Public Works (CONS)	Contract Purchase Order (CPO)		A	B	C	D	E	F			K								Q		
6	Professional Services (ARCH, AREN, ENGR, INSP, LEGL, PROF)	Contract Purchase Order (CPO)		A	B	C	D	E	F			J									R	
7	Release of Retainage (CONS)	Contract Purchase Order (CPO)			C	D	E	F					L	M					Q			
8	Services provided under CEA or IGA (CEA)	Contract Purchase Order (CPO)		A	B	C	D	E	F			I								Q or R		
9	State Contract Purchases (SPO)	State Contract Purchase Order (SPO)		A	B	C	D	E	F													
10	Sub-recipient Agreement (SUBA)	Contract Purchase Order (CPO)		A	B	C	D	E	F													
11	Multi-Vendor Contract (MULV)	Contract Purchase Order (CPO)		A	B	C	D	E	F			I								Q or R	T	
12	Housing Elevation and Reconstruction (HSEL, HSRE)	Contract Purchase Order (CPO)		A	B	C	D	E	F			I										
Requirements vary - typically the same as #5 or #6; call for guidance																						
13	All Other Contract Types	Contract Purchase Order (CPO)		A	B	C	D	E	F			I								R		
Items under Specific Policy																						
13	Travel and Training expenditures: post travel/training	DE - Travel and Training Expense Voucher		A		D		F												P		
14	Travel and Training expenditures: pre-travel/training	DE - Request for Travel and Training Authorization			D															O		
15	Mileage Reimbursement	Mileage Reimbursement Form - not via AS400			D	E	F															
16	Petty Cash	Petty Cash Voucher - not via AS400			D	E	F															
17	Postage	Direct Expenditure (DE)		A		D	E	F	G											O		
Other Expenditures																						
18	Capital Acquisitions	Purchase Order (PO)		A	B	C	D	E	F													
19	Emergency Purchases	Emergency Purchase Order (EPO)		A	B		D	E	F													
20	Grant	Any method previously listed, as applicable					D	E	F										N		Q or R	
21	Utility bills (electricity, gas)	Express pay - send directly to Accounts Payable					D		F													
22	All Other - not previously listed	Direct Expenditure (DE)		A		D	E	F													S	

Documentation References:

A - Receipt Post Listing	K - Affidavit After First Application for Payment %
B - Purchase Order Number	L - Clear Lien & Privilege Certificate
C - Contract Number	M - Council Resolution accepting project as complete *
D - Account Number	N - Documentation as required by Processing Method
E - Project Number, if applicable	O - Quotes
F - Invoice / Receipts	P - Authorized Request for Travel and Training
G - Postage Request Form	Q - Certificate of Payment and Statement of Account Services
H - (if removed)	R - Request for Payment of Professional Services
I - Documentation as required by contract payment terms &	S - Direct Expenditure Form
J - Acknowledgement of No Additional Subcontractors @	T - Council Resolution authorizing agreement or expenditure ~

& Documentation typically includes: payroll registers, timesheets, receipts, cancelled checks, bank statements, etc.

@ Required along with Statement of Qualifications Affidavit (and attachments). Not required if user the affidavit dated 2.8.2012 that includes the subcontractor language at the bottom.

% Not required if using the G702 document which includes the verbiage above where the contractor signs

* Not required for owner-occupied housing rehab projects (Community Development)

~ Required for Emergency Purchases over \$30,000

ATTACHMENT F

CEA CONTRACT TEMPLATE – AS OF FEBRUARY 20, 2020

**COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN
THE PARISH OF JEFFERSON
AND
(NAME OF ORGANIZATION)**

This Agreement is made and entered into as of the date of full execution by the parties, as evidenced by the electronic signatures, by and between the Parish of Jefferson, State of Louisiana, (hereinafter, referred to as "PARISH") represented herein by **INSERT NAME**, Council Chairperson of the Jefferson Parish Council, the Parish's governing authority, duly authorized to act pursuant to Resolution No. _____ adopted on the _____ day of _____, 20____, and **Organization name**, (hereinafter called "**ORGANIZATION**") represented by **Legal name of representative**, its **title of representative**. PARISH and **ORGANIZATION** may be referred to herein as "PARTY," individually, and "PARTIES," collectively.

WHEREAS, Art. VII, Sec. 14(C) of the Louisiana Constitution of 1974 provides that for a public purpose, the State and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private organization, corporation or individuals; and

WHEREAS, Art. VII, Sec. 14(B) of the Louisiana Constitution of 1974 provides that public funds may be used for programs of social welfare for the aid and support of the citizens of Jefferson Parish; and **Remove this section if the public funds/Parish property is not being used for programs of social welfare for the aid and support of the citizens of the Parish.**

WHEREAS, PARISH is authorized by _____ to enter into this Agreement for _____; and **Depending on the nature of the Agreement, the Parish will be authorized by Revised Statutes, the La. Constitution, or the Charter/Code of Ordinances. Example: The PARISH is authorized by Art. 1. Sec. 1 of the Louisiana Constitution to enter into this Agreement to promote the happiness and general welfare of the people. OR The PARISH is authorized by Section 1.01(15) of the Jefferson Parish Charter to enter into this Agreement for development and administration of recreational facilities.**

WHEREAS, the public purpose of the Project is described as _____; and

WHEREAS, PARISH has a reasonable expectation of receiving a benefit or value of _____ which is at least equivalent to the _____ provided for in this Agreement; and

WHEREAS, the transfer or expenditure of public funds or property is not a gratuitous donation; and

WHEREAS, the citizens of Jefferson Parish will benefit from the efforts of these parties working together; and

WHEREAS, PARISH desires to cooperate with **ORGANIZATION** in the implementation of the project as hereinafter provided.

NOW, THEREFORE, PARISH and **ORGANIZATION** hereby agree as follows:

1.0 **Services.** **ORGANIZATION** shall _____

PARISH shall _____

2.0 **Deliverables.** **ORGANIZATION** shall _____

PARISH shall _____

3.0 **Payment.** In consideration of the services described above, PARISH hereby agrees to pay **ORGANIZATION** a maximum amount of \$ _____. Payment will be made on a reimbursement basis in accordance with Code of Ordinance, Jefferson Parish, Louisiana, § 2-925.1.

OR

There are no direct costs associated with this agreement. **Use this language when PARISH is providing use of property or equipment and no funding is provided.**

4.0 **Term of Agreement.** Except in the case of earlier termination, as hereafter specifically provided, the term of this Agreement shall commence on the date of execution and end at

Page 1 of 6
Resolution No.
Contract Name

midnight of the date immediately preceding the _____ anniversary.

5.0 **Termination.** The terms of this Agreement shall be binding upon the PARTIES hereto until the work has been completed and accepted by PARISH, but this Agreement may be terminated under any or all of the following conditions:

- a. By mutual agreement and consent of the PARTIES hereto.
- b. By PARISH as a consequence of the failure of ORGANIZATION to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of ORGANIZATION, provided PARISH will give ORGANIZATION written notice of any such failure and ten (10) days to cure any such failure.
- c. By either PARTY upon failure of the other PARTY to fulfill its obligation as set forth in the Agreement.
- d. By PARISH for cause by issuing ORGANIZATION thirty (30) days written notice.
- e. By PARISH for convenience by issuing ORGANIZATION thirty (30) days written notice.

ORGANIZATION shall be entitled to payment for deliverables in progress to the extent work has been performed satisfactorily.

6.0 **Force Majeure.** Neither PARTY to this Agreement shall be responsible to the other PARTY hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.

7.0 **Independent Contractor.** While in the performance of services or carrying out the obligations under this agreement, ORGANIZATION shall be acting in the capacity of independent contractor and not as employee of PARISH, and not as partner of, or joint venturer of PARISH. PARISH shall not be obliged to any person, firm or corporation for any obligations of ORGANIZATION arising from the performance of their services under this Agreement.

The PARTIES hereto acknowledge and agree that PARISH shall not:

- a. withhold federal or state income taxes;
- b. withhold federal social security tax (FICA);
- c. pay federal or state unemployment taxes for the account of ORGANIZATION; or
- d. pay worker's compensation insurance premiums for coverage of ORGANIZATION.

ORGANIZATION agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes.

ORGANIZATION agrees to indemnify and hold PARISH harmless from any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from PARISH's treatment of ORGANIZATION as an independent contractor. ORGANIZATION further agrees to reimburse PARISH for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

8.0 **Indemnification.** ORGANIZATION shall indemnify and hold harmless PARISH against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any person, firm or organization for loss of life or injury or damages to person or property in connection with the services required to be performed by ORGANIZATION under this Agreement.

Further, ORGANIZATION hereby agrees to indemnify PARISH for all reasonable expenses and attorney's fees incurred by or imposed upon PARISH in connection therewith for any loss, damage, injury or other casualty pursuant to this section. ORGANIZATION further agrees to pay all reasonable expenses and attorney's fees incurred by PARISH in establishing the right to indemnity pursuant to the provisions of this Section.

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Resolution No.
Contract Name

9.0 **Insurance.** **ORGANIZATION** shall secure and maintain at its expense such insurance that will protect it, and PARISH, from claims under the Worker's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this Agreement. All certificates of insurance shall be furnished to PARISH and shall provide that insurance shall not be cancelled without thirty (30) days prior notice of cancellation given to PARISH, in writing, on all of the required coverage provided to PARISH. All notices will name **ORGANIZATION**, and identify the Council Resolution approving the terms of the contract. PARISH may examine the policies at any time and without notice.

All Policies and Certificates of Insurance of the Organization Shall Contain the Following Clauses:

- a. **ORGANIZATION** insurers will have no right of recovery or subrogation against PARISH, it being the intention of the parties that the insurance policy so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
- b. PARISH shall be named as additional insured as regards to general liability and automobile liability with respect to negligence by **ORGANIZATION**.
- c. The insurance company(ies) issuing the policy or policies shall have no recourse against PARISH for payment of any premiums or for assessments under any form of policy.
- d. Any and all deductibles in the below described insurance policies shall be assumed by and be at the sole risk of **ORGANIZATION**.
- e. **ORGANIZATION** shall include all subcontractors as additional insureds under its policies or shall furnish specific certificates of insurance for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein for **ORGANIZATION**.

Prior to the execution of this Agreement, **ORGANIZATION** shall provide at its own expense, proof of the following insurance coverages required by the contract to PARISH by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best Rating of no less than A:VI.

- a. In the event **ORGANIZATION** hires workers within the State of Louisiana it shall obtain Worker's Compensation Insurance. As required by State Statute exception, employer's liability, Section B, shall be at least \$1,000,000.00 per occurrence when work is to be over water and involves maritime exposures, otherwise this limit shall be no less than \$500,000.00 per occurrence.
- b. Commercial General Liability Insurance with a Combined Single Limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage.
- c. In the event **ORGANIZATION** owns or leases automobiles it shall obtain Comprehensive Automobile Liability insurance with a Combined Single Limit of \$1,000,000.00 per occurrence for bodily injury and property damage.
- d. No insurance required herein shall include a deductible greater than \$10,000.00. The cost of the deductible shall be borne by **ORGANIZATION**.
- e. Umbrella Liability coverage or excess liability coverage may be used to meet the minimum requirements.

All policies of insurance shall meet the requirements of PARISH prior to the commencing of any work. PARISH has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time any of the said policies shall be or becomes unsatisfactory to PARISH as to form or substance or if a company issuing any such policy shall be or become unsatisfactory to PARISH, **ORGANIZATION** shall promptly obtain a new policy, submit the same to PARISH for approval and submit a certificate thereof as provided above.

Upon failure of **ORGANIZATION** to furnish, to deliver and maintain such insurance as above described, this contract, at the election of PARISH, may be forthwith

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Resolution No.
Contract Name

declared suspended, discontinued or terminated. Failure of **ORGANIZATION** to take out and/or to maintain insurance shall not relieve **ORGANIZATION** from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of **ORGANIZATION** concerning indemnification.

10.0 Reports. **ORGANIZATION** shall furnish narrative reports to the Jefferson Parish Internal Auditor on the amounts and reasons for all expenditures of funds allocated under this Agreement. Agreements for amounts that are less than \$100,000.00 require annual narrative reporting and such reports shall be furnished by the end of the calendar year in which the Agreement is executed. Agreements for amounts of \$100,000.00 or greater require quarterly narrative reporting. Narrative reports for Agreements of less than 1 year in duration must be furnished within 30 days of the event taking place.

11.0 Cost and Collection Records. PARISH shall be entitled to audit the books, documents, papers and records of **ORGANIZATION** and any subcontractors which are reasonably related to this Agreement. **ORGANIZATION** and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to funds collected and shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from date of final payment under this Agreement, for inspection by PARISH, and copies thereof shall be furnished if requested.

12.0 Notice. All notices and correspondence required to be sent shall be by U.S. Certified Mail – Return Receipt Requested, or via nationally recognized overnight courier service addressed as follows:

PARISH: **INSERT NAME**
COUNCIL CHAIRPERSON
Jefferson Parish Council
200 Derbigny Street, Suite 6200
Gretna, Louisiana 70053

ORGANIZATION: (name)
(title)
(address)

13.0 Assignment. This Agreement shall be binding upon the successors and assigns for the PARTIES hereto. This Agreement shall not be assigned or subcontracted in whole or in part by **ORGANIZATION** as to the services to be performed hereunder without the written consent of PARISH.

14.0 Legal Compliance. PARISH and **ORGANIZATION** shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*) in carrying out the provisions of this Agreement and Legislative Auditor's authority to audit (R.S. 24:513) in order to monitor and evaluate the use of the funds to ensure effective achievement of project goals and objectives.

15.0 Employment of Parish Personnel. **ORGANIZATION** certifies that it has not employed and will not employ any person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of PARISH.

16.0 Covenant against Contingent Fees. **ORGANIZATION** warrants that it has not employed or retained any entity or person, other than a bona fide employee working solely for **ORGANIZATION**, to solicit or secure this Agreement, and that it has not paid or agreed to pay any entity or person, other than a bona fide employee working solely for **ORGANIZATION** any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, PARISH shall have the right to annul this Agreement without liability or, in PARISH's discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

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Resolution No.
Contract Name

- 17.0 Discrimination Clause.** **ORGANIZATION** agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. **ORGANIZATION** agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by **ORGANIZATION**, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.
- 18.0 Annual Appropriation.** Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.
- 19.0 Jurisdiction.** This Agreement shall be deemed to be made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. **ORGANIZATION** hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The PARTIES hereto agree that the sole and exclusive jurisdiction and venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.
- 20.0 Severability.** If any provision of this Agreement is held invalid by a Court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provisions of this Agreement.
- 21.0 Inspector General.** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- 22.0 Entire Agreement.** This Agreement constitutes the entire Agreement between PARISH and **ORGANIZATION**, and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both PARISH, through its Council Chairman and **ORGANIZATION** by its authorized representative.

This Agreement is fully executed on the latest date indicated below.

DATE:

PARISH OF JEFFERSON

BY: _____
Insert name, Council Chairperson
Jefferson Parish Council

DATE:

insert ORGANIZATION name

BY: _____
insert representative's name
title

Page 6 of 6
Resolution No.
Contract Name

ATTACHMENT G

IGA CONTRACT TEMPLATE – AS OF FEBRUARY 20, 2020

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE PARISH OF JEFFERSON
AND
GOVERNMENTAL ENTITY**

This Agreement is made and entered into as of the date of full execution by the parties, as evidenced by the electronic signatures, by and between the Parish of Jefferson, State of Louisiana, (hereinafter, referred to as "PARISH") represented herein by **insert name**, Council Chairperson of the Jefferson Parish Council, the Parish's governing authority, duly authorized to act pursuant to Resolution No. _____ adopted on the _____ day of _____, 20____, and **Governmental Entity** (hereinafter called "**City**" or **whatever governmental title is appropriate**) represented by **Legal name of representative, its title of representative**. PARISH and **GOVERNMENTAL ENTITY** may be referred to herein as "PARTY," individually, and "PARTIES," collectively.

WHEREAS, Art. VII, Sec. 14(C) of the Louisiana Constitution of 1974 provides that for a public purpose, the State and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private organization, corporation or individuals; and

WHEREAS, Art. VII, Sec. 14(B) of the Louisiana Constitution of 1974 provides that public funds may be used for programs of social welfare for the aid and support of the citizens of Jefferson Parish; and **Remove this section if the public funds/Parish property is not being used for programs of social welfare for the aid and support of the citizens of the Parish.**

WHEREAS, PARISH is a constitutionally and statutorily-created local political body of the State of Louisiana with the constitutional and statutory authority to contract, including entering into intergovernmental agreements; and

WHEREAS, **GOVERNMENTAL ENTITY** is a constitutionally and statutorily-created local political body of the State of Louisiana with the constitutional and statutory authority to contract, including entering into intergovernmental agreements; and

WHEREAS, PARISH and **GOVERNMENTAL ENTITY** are authorized to enter into this Intergovernmental Agreement pursuant to La. R.S. 33:1324 which permits any parish, municipality or political subdivision of the state, or any combination thereof, to make agreements between or among themselves for _____; and

WHEREAS, PARISH is authorized by _____ to enter into this Agreement for _____; and **Depending on the nature of the Agreement, the Parish will be authorized by Revised Statutes, the La. Constitution, or the Charter/Code of Ordinances.**

WHEREAS, the public purpose of the Project is described as _____; and

WHEREAS, PARISH has a reasonable expectation of receiving a benefit or value of _____ which is at least equivalent to the _____ provided for in this Agreement; and

WHEREAS, the transfer or expenditure of public funds or property is not a gratuitous donation; and

WHEREAS, the citizens of Jefferson Parish will benefit from the efforts of these parties working together; and

WHEREAS, PARISH desires to cooperate with **GOVERNMENTAL ENTITY** in the implementation of the project as hereinafter provided.

NOW, THEREFORE, PARISH and **GOVERNMENTAL ENTITY** hereby agree as follows:

1.0 Services. **GOVERNMENTAL ENTITY** shall _____

PARISH shall _____

2.0 Deliverables. **GOVERNMENTAL ENTITY** shall _____

PARISH shall _____

3.0 Payment. In consideration of the services described above, PARISH hereby agrees to pay **GOVERNMENTAL ENTITY** a maximum amount of \$ _____. Payment will be made on a reimbursement basis in accordance with Code of Ordinance, Jefferson Parish, Louisiana, § 2-925.1. **OR**

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Resolution No.
Contract Name

There are no direct costs associated with this agreement. Use this language when PARISH is providing use of property or equipment and no funding is provided.

- 4.0 **Term of Agreement.** Except in the case of earlier termination, as hereafter specifically provided, the term of this Agreement shall commence on the date of execution and end on midnight of the date immediately preceding the _____ anniversary.
- 5.0 **Termination.** The terms of this Agreement shall be binding upon the PARTIES hereto until the work has been completed and accepted by PARISH, but this Agreement may be terminated under any or all of the following conditions:
- a. By mutual agreement and consent of the PARTIES hereto.
 - b. By PARISH as a consequence of the failure of **GOVERNMENTAL ENTITY** to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of **GOVERNMENTAL ENTITY**, provided PARISH will give **GOVERNMENTAL ENTITY** written notice of any such failure and ten (10) days to cure any such failure.
 - c. By either PARTY upon failure of the other PARTY to fulfill its obligation as set forth in the Agreement.
 - d. By PARISH for cause by issuing **GOVERNMENTAL ENTITY** thirty (30) days written notice.
 - e. By PARISH for convenience by issuing **GOVERNMENTAL ENTITY** thirty (30) days written notice.

GOVERNMENTAL ENTITY shall be entitled to payment for deliverables in progress to the extent work has been performed satisfactorily. **[THIS SENTENCE CAN BE DELETED IF NO FUNDING IS PROVIDED]**

- 6.0 **Force Majeure.** Neither PARTY to this Agreement shall be responsible to the other PARTY hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.
- 7.0 **Indemnification.** **GOVERNMENTAL ENTITY** shall indemnify and hold harmless PARISH against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any person, firm or organization for loss of life or injury or damages to person or property, in connection with the services required to be performed by **GOVERNMENTAL ENTITY** under this Agreement.

Further, **GOVERNMENTAL ENTITY** hereby agrees to indemnify PARISH for all reasonable expenses and attorney's fees incurred by or imposed upon PARISH in connection therewith for any loss, damage, injury or other casualty pursuant to this section. **GOVERNMENTAL ENTITY** further agrees to pay all reasonable expenses and attorney's fees incurred by PARISH in establishing the right to indemnity pursuant to the provisions of this Section.

[THE "REPORTS" AND "RECORDS" SECTIONS BELOW CAN BE DELETED IF NO FUNDING IS PROVIDED]

- 8.0 **Reports.** **GOVERNMENTAL ENTITY** shall furnish narrative reports to the Jefferson Parish Internal Auditor on the amounts and reasons for all expenditures of funds allocated under this Agreement. Agreements for amounts that are less than \$100,000.00 require annual narrative reporting and such reports shall be furnished by the end of the calendar year in which the Agreement is executed. Agreements for amounts of \$100,000.00 or greater require quarterly narrative reporting. Narrative reports for Agreements of less than 1 year in duration must be furnished within 30 days of the event taking place.
- 9.0 **Cost and Collection Records.** PARISH shall be entitled to audit the books, documents, papers and records of **GOVERNMENTAL ENTITY** and any subcontractors which are reasonably related to this Agreement. **GOVERNMENTAL ENTITY** and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence

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Resolution No.
Contract Name

pertaining to funds collected and shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from date of final payment under this Agreement, for inspection by PARISH, and copies thereof shall be furnished if requested.

- 10.0 **Notice.** All notices and correspondence required to be sent shall be by U.S. Certified Mail – Return Receipt Requested, or via nationally recognized overnight courier service addressed as follows:

PARISH: **Council Chairperson**
COUNCIL CHAIRPERSON
Jefferson Parish Council
200 Derbigny Street, Suite 6200
Gretna, Louisiana 70053

GOVERNMENTAL ENTITY: (name)
(title)
(address)

- 11.0 **Assignment.** This Agreement shall be binding upon the successors and assigns for the PARTIES hereto. This Agreement shall not be assigned or subcontracted in whole or in part by **GOVERNMENTAL ENTITY** as to the services to be performed hereunder without the written consent of PARISH.

- 12.0 **Employment of Parish Personnel.** **GOVERNMENTAL ENTITY** certifies that it has not employed and will not employ any person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of PARISH.

[THE SECTION "ANNUAL APPROPRIATION" CAN BE DELETED IF NO FUNDING PROVIDED]

- 13.0 **Annual Appropriation.** Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

- 14.0 **Jurisdiction.** This Agreement shall be deemed to be made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. **GOVERNMENTAL ENTITY** hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The PARTIES hereto agree that the sole and exclusive jurisdiction and venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

- 15.0 **Severability.** If any provision of this Agreement is held invalid by a Court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provisions of this Agreement.

- 16.0 **Inspector General.** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting

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Contract Name

with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

17.0 Entire Agreement. This Agreement constitutes the entire Agreement between PARISH and **GOVERNMENTAL ENTITY**, and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both PARISH, through its Council Chairman, and **GOVERNMENTAL ENTITY** by its authorized representative.

This Agreement is fully executed on the latest date indicated below.

DATE:

PARISH OF JEFFERSON

BY: _____

insert name, Council Chairperson
Jefferson Parish Council

DATE:

insert GOVERNMENTAL ENTITY name

BY: _____

insert representative's name
title

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SMART GOALS

Setting Goals

The research shows that specific and challenging goals lead to better performance (Locke, 1968). In this lesson we will be working on designing a plan and creating SMART goals to help us achieve a healthier lifestyle.



You goal should be as specific as possible and answer the questions: **What** is your goal? **How** often or how much? **Where** will it take place?



How will you measure your goal? Measurement will give you **specific feedback** and hold you accountable.



Goals should push you, but it is important that they are **achievable**. Are your goals attainable?



Is your **goal and timeframe** **realistic** for the goal you have established?



Do you have a **timeframe** listed in your SMART goal? This helps you be **accountable** and helps in **motivation**.

EXAMPLE OF CONTRACT MONITORING POLICIES AND PROCEDURES



Administrative Policies and Procedures Manual - Policy 2015: Contract Monitoring

Date Originally Issued: 07-01-2011

Revised: 11-01-2011, 12-12-2016

Authorized by RPM 7.8 ("Signature Authority for Contracts").

Process Owner: Executive Vice President for Administration

1. General

Monitoring the performance of contractors is a key function of proper contract management and administration. The purpose of contract monitoring is to ensure that the contractor is performing all duties in accordance with the contract, the financial interests of the University are protected, and the University is aware of and addresses any developing problems or issues on a timely basis. When a contract is executed in accordance with Section 5.4 of UAP 2010 ("Contracts Signature Authority and Review"), a UNM employee is appointed as the contract monitor and is responsible for monitoring the contract for proper execution and performance from the start date of the contract through completion and final payment. For the purposes of this policy, a "contract" is defined as a written agreement between two (2) or more parties intended to have legal effect, including Memorandums of Understanding, Memorandums of Agreement, Nondisclosure Agreements, and Letters of Understanding. Requests to exempt contracts from the requirements of this policy must be approved in writing by the Executive Vice President for Administration. This Policy does not apply to research, clinical, and sponsored project contracts or agreements which are monitored in accordance with applicable rules, regulations, and policies.

2. Contract Monitor

2.1. Role and Responsibilities

The contract monitor is responsible for monitoring that contract requirements are satisfied, goods and services are delivered in a timely manner, safety and risk issues are addressed, and required payments are approved. The contract monitor is also responsible for striving to resolve discrepancies and timely reporting of any unresolved discrepancies and/or problems to the administrator who signed the contract or agreement.

2.2. Monitoring Procedures

Contracts should be monitored for performance to ensure goods and services conform to the contract requirements. The contract monitor should report the status on all open contracts at the close of each fiscal year and upon completion of the contract.

The contract monitor should review the contract to identify deliverables and develop a monitoring plan/checklist for each contract taking into account the level of risk. General factors used to assess the level of risk include, but are not limited to:

- the dollar amount of contract;
- negative impact to the University's safety and/or reputation if the contract is not executed properly and on time;
- the contractor's past performance; and
- how experienced the contractor is with the type of work to be performed.

At a minimum, the contract monitor should perform the following contract monitoring procedures:

- Monitoring the contractor's progress and performance to ensure goods and services conform to the contract requirements. Depending on the nature of the contract the contract monitor may need to conduct one or more site visits.
- Documenting required contractor visits, tests, and significant events, if relevant.
- Reviewing required reports submitted by the contractor demonstrating compliance.
- Resolving disputes in a timely manner.
- Verifying receipt of contract deliverables in accordance with the contract terms and maintaining detailed supporting documentation.
- Reviewing contractor's invoices and reconciling and verifying payments consistent with the contract terms and maintaining proper documentation.
- Reviewing compliance with applicable laws, regulations, and policies and consulting with the applicable University department if there are any concerns (such as Purchasing, University Counsel, Safety and Risk Services, Human Resources

2.3. Poor or Under Performance by Contractor

If a contract monitor determines that the contractor's performance is not acceptable, the contract monitor should notify the responsible UNM administrator identified on the contract review form. This administrator in consultation with the Purchasing Department will determine the appropriate action, which may include withholding some or all of payment.

3. Reporting

The contract monitor is responsible for reporting the following information on a timely basis to the administrator who signed the contract or agreement.

- any unresolved discrepancies and/or problems;
- status reports at reasonable intervals; and
- a final report when the contract is completed.

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Texas Higher Education Coordinating Board

Contract Monitoring Policy & Procedures

Contract Administration

Contract Administrator's Responsibilities

- Participating in developing the solicitation and writing the draft documents. Contract administration must be considered during this process.
- Consulting with the Office of General Counsel to address any legal concerns and/or issues.
- During solicitation development determine if the contractor's compensation structure is appropriate for the work.
- Serving as the point of contact for disseminating the instructions regarding the work to the contractor.
- Performing the risk analysis in the first instance.
- Receiving and responding to communications between THECB and the contractor.
- Managing, approving, and documenting any changes to the contract.
- Managing any state property used in contract performance, e.g., computers, telephones, identification badges, etc.
- Identify and resolve disputes with contractor in a timely manner.
- Implementing a quality control/assurance process.
- Maintaining appropriate records.
- Documenting significant events.
- Monitoring the contractor's progress and performance to ensure goods and/or services conform to the contract requirements.
- Monitoring the budgeting/accounting process to ensure sufficient funds are available
- Verify accuracy of invoices and authorize payments consistent with the contract terms.
- Exercising state remedies, as appropriate, when a contractor's performance is deficient.
- Inspecting and approving the final product/services by submitting a written document accepting the deliverables.
- Performing contract closeout process ensuring the contract file contains all necessary contract documentation, formal acceptance documented, and document lessons learned.
- Reports to CPA re: contractor performance, if applicable, through Contract Management in office of General Counsel.

Monitoring Policy

Monitoring the performance of the contractor is a key function of proper contract administration. The purpose is to ensure that the contractor is performing all duties in accordance with the contract and for the contract administrator to be aware of and address any developing problems or issues.

Small dollar value or less complex contracts normally require little monitoring. However, that does not preclude the possibility of more detailed monitoring if deemed necessary by THECB. Conversely, large dollar contracts may need little monitoring if the items or services purchased are not complex, and THECB is comfortable with the contractor's performance and the level of risk associated with the contract.

Texas Higher Education Coordinating Board

Contract Monitoring Policy & Procedures

Contract Monitoring

Review the statement of work and other contract terms, including contractor compliance requirements. All of these requirements are deliverables that the contractor agreed to when the contract was executed or the purchase order was issued. Design the monitoring program to focus on items that are most important. Generally, this means to focus the monitoring on the outcomes that result from the contract.

If the contract is a cost reimbursement contract wherein THECB pays for the contractor's cost plus a percentage of overhead and profit, contract administrator needs to consider the following monitoring reviews:

- Was the item billed really purchased by the contractor?
- Was the item billed used for the purpose of the contract?
- Was the item necessary and reasonable for the purpose of the contract?
- Was the item of the quality and quantity specified in the contract?
- Was the item duplicated in either overhead or profit?
- Was the item listed in the contractor's budget and approved by THECB?

These are items that should also be considered in any other type of contract.

Monitoring Types

SITE VISITS

More complex contracts and contracts that the contract administrator perceives as having a higher degree of risk may require both reviews and visits to whenever the contractor is performing the work, including the contractor's facilities, to ensure progress is in accordance with the contract schedule. Site visits can be used to verify actual performance against scheduled or reported performance. These can ensure the contractor is dedicating sufficient resources and appropriate personnel to the contract. Site visits reinforce the importance of the contract from the agency's perspective to the contractor, as well as provide the opportunity to enhance communications with the contractor.

Desk Review

Typically these are reviews of reports submitted by the contractor to THECB. Contract Administrator should review the reports for the following:

- Compare the actual performance against the contract requirements. Is the contractor performing in accordance with the contract requirements?
- Compare actual expenditures to the approved budget. Is the contractor following their approved budget plan?
- Compare the current period to prior periods. Are there any unexplained trends? Is the contractor performing work significantly different from the last period or the last year that was not anticipated in the contract?

Texas Higher Education Coordinating Board

Contract Monitoring Policy & Procedures

- If applicable, compare what the current contractor is doing in comparison with other contractors performing similar work.

Example of a Contract Monitoring Sheet

Contractor /Type of Contract	Specific Monitoring Activities to be Performed	Performance Method including information sources to be used	Responsible individual for each monitoring activity	Monitoring activity frequency	Monitoring activity documentation method	Results of monitoring	Communicated to
ACME Consult Consulting contract	Review of Draft reports for contract compliance	Compare report to contract requirements	Jane Doe	Quarterly	Email	Terminate consultant for nonperformance	Board/ Executive Staff

ATTACHMENT J

SAMPLE SELECTIONS

CEA SAMPLE

Contract#	Contractor Name	Vendor #	Check/ACH #	Date	Amount	Dept charged to	Dept approved by
5500018020	AUDUBON NATURE INSTITUTE	160863	A1128711	9/17/2019	\$ 50,000.00	Cons Plygrnd #2	Finance
5500018020	AUDUBON NATURE INSTITUTE	160863	A1132667	1/14/2020	\$ 50,000.00	Cons Plygrnd #2	Finance
5500017274	BOYS & GIRLS CLUB OF SOUTHEAST	148976	C1214802	3/8/2018	\$ 20,000.00	Council - Video Poker	Finance
5500018447	CAFE HOPE INC	277468	A1130793	11/14/2019	\$ 37,264.32	Council - OTB	Finance
5500017522	CAFE HOPE INC	277468	A1128514	9/12/2019	\$ 11,134.18	Council - Riverboat	Finance
5500017581	CITY OF KENNER	24249	A1128309	9/10/2019	\$ 24,397.00	US Misc Grants	Community Development
5500017221	GREATER NEW ORLEANS INC	171052	C1235684	2/14/2019	\$ 180,000.00	Economic Development	Finance
5500016978	JEDCO	28571	A1104652	11/2/2017	\$ 158,330.00	Economic Development	Finance
5500015186	JEFFERSON CONVENTION &	130932	A1133129	1/28/2020	\$ 104,388.57	General Fund	Finance
5500016269	JEFFERSON COUNCIL ON AGING INC	28443	A1116541	10/11/2018	\$ 4,496.17	Senior Services	Citizens Affairs
5500017743	JEFFERSON COUNCIL ON AGING INC	28443	A1130078	10/24/2019	\$ 3,912.52	Senior Services	Citizens Affairs
5500018733	JEFFERSON PARISH SCHOOL BOARD	236355	C1255198	1/16/2020	\$ 6,900.00	Council - Riverboat	Finance
5500007180	JP SHERIFF'S OFFICE	28462	C1240646	5/9/2019	\$ 152,487.38	General Fund	Citizens Affairs
5500016017	JP SHERIFF'S OFFICE	28460	C1180823	10/11/2016	\$ 24,570.00	Homeland Security	Emergency Management
5500016480	KENNER ITALIAN HERITAGE INC	289397	C1193915	4/25/2017	\$ 30,000.00	Heath Premium Return	Finance
5500018517	MARRERO RAGUSA VFC #3	30764	A1128843	9/19/2019	\$ 149,618.00	Council - BP Settle	Finance
5500017412	METAIRIE BUSINESS &	293164	A1131804	12/12/2019	\$ 50,000.00	Metairie CBD Econ Dev	Finance
5500018417	ON A MISSION LLC	315918	C1249114	9/24/2019	\$ 12,000.00	EBCF	Fire
5500017508	SECOND HARVESTERS OF GREATER N	40759	C1221130	6/14/2018	\$ 17,527.16	Parish Misc Grants	Public Safety Grants
5500018515	Third District Vol Fire	36019	A1128686	9/17/2019	\$ 16,900.00	Council - OTB	Finance

IGA SAMPLE

Contract#	Contractor Name	Vendor #	Check/ACH #	Date	Amount	Dept charged to	Dept approved by
5500018120	CITY OF GRETN	24241	A1132928	1/23/2020	\$ 125,000.00	Council District Projects	Finance
5500018630	CITY OF KENNER	24249	C1252965	11/16/2019	\$ 50,000.00	Council District OTB	Finance
5500018616	CITY OF WESTWEGO	24257	C1252146	11/14/2019	\$ 40,000.00	Council District Projects	Finance
AC00000010	JEFF PARISH CLERK OF COURT	26854	A1125243	6/18/2019	\$ 19,840.00	General Fund	Community Justice Agency
5500015669	JEFF PARISH HUMAN SERVICES	28424	A1098167	4/26/2017	\$ 112,247.45	CDBG	Community Development
5500017650	TOWN OF GRAND ISLE	34576	A1131054	11/21/2019	\$ 200,000.00	General Fund	Finance
5500018076	TOWN OF JEAN LAFITTE	34578	A1122303	3/28/2019	\$ 20,000.00	Senior Services	Senior Services
5500017014	TOWN OF JEAN LAFITTE	34578	A1129545	10/10/2019	\$ 266,287.27	CDBG	Community Development

ATTACHMENT #1

AUDITOR INDEPENDENCE STATEMENT

According to Ordinance No. 25549 (April 4, 2018), Sec.2-162.2(d), the Director of Internal Audit “shall engage in audit activities and complete audits in an independent manner, free of any organizational or personal impairment. The Director shall attest in writing that all audit activity was concluded with independence, free from organizational or personal impairment.”

Sec.2-162.2-Independence and Objectivity; Professional Standards.

(a) The Department function must be independent to retain objectivity, and the Department's independence allows the Director to make assessments impartially and without bias while avoiding conflicts of interest. In furtherance of the operation of an independent and objective Department, the Department shall use the following standards in the completion of all audits and in the conduct of all activity:

- (1) The Standards and Code of Ethics produced by the Institute of Internal Auditors and published in the Professional Practices Framework;
- (2) The Standards and Principles produced by the Government Accountability Office and published in the Government Auditing Standards; and
- (3) the professional and ethical standards issued by the American Institute of Certified Public Accountants.

(d) The Director shall engage in audit activities and complete audits in an independent manner, free of any organizational or personal impairment. The Director shall attest in writing that all audit activity was concluded with independence, free from organizational or personal impairment. Any impairment to independence, organizational or personal, shall be reported in writing to the Council and copied to the Parish President and the Inspector General within seven (7) days of discovering the impairment, organizational or personal.

The following is the required attestation meant to comply with both professional standards and Jefferson Parish Ordinance No. 25549.

ATTESTATION:

Internal Audit Report #2020-002 was conducted with independence and free from organizational or personal impairment.



TARA HAZELBAKER, CPA
DIRECTOR OF INTERNAL AUDIT

ATTACHMENT #2

RESPONSE FROM PARISH ADMINISTRATION



JEFFERSON PARISH

OFFICE OF THE PRESIDENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

May 28, 2020

Via Electronic Mail

Tara Hazelbaker, Director
Internal Audit Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 306
Jefferson, LA 70123

RE: Internal Audit Report #2020-002
Cooperative Endeavor and Intergovernmental Agreements
Contract Management

Dear Ms. Hazelbaker:

In accordance with Sec. 2-162.5(b), Jefferson Parish Code of Ordinances, the Administration provides the following response to Internal Audit Report #2020-002 ("Report"): Cooperative Endeavor and Intergovernmental Agreements Contract Management, received by the Administration on May 5, 2020.

Preliminarily, as noted in the audit, a sample of twenty (20) CEA's and eight (8) IGA's of the 310 Agreements in place as of January 31, 2020 were examined. The Report Summary provides: "The Parish does many things well in its processes and procedures to initiate and negotiate Cooperative Endeavor Agreements and Intergovernmental Agreements that provide for valuable products and services to the citizens of Jefferson Parish." The Report also contains five "Findings and Recommendations" each of which is addressed below.

Finding 1. Many CEAs and IGAs in place do not consistently contain specifically defined and measurable deliverables. Apply Locke and Latham's Goal Setting Theory to contract creation by utilizing the "SMART" method of goal setting. The focus should be on clearly defining the deliverables and ensuring that they are specific, measurable, attainable, realistic, and timely. See Attachment H for more details.

Response: Monitoring is a key function of prudent contract administration and we agree the Parish would benefit from more clearly defined Agreement deliverables including that they are specific, measurable, attainable within a reasonable time, and realistic. The Office of the Parish Attorney will consider an effort to revise the CEA and IGA templates contained on the Parish Intranet for departmental and administrative use to facilitate more clearly defined deliverables which are specific, measurable, attainable within a reasonable time, and realistic.

Finding 2. The current contract review process includes seven (7) signoffs from five (5) different departments. (See Attachment C for the CEA/IGA process flow chart.). Consider streamlining the current process to be more efficient while still performing an effective review. See 2a through 2c for a suggested process.

a. The Initiating Department could verify that the contract meets the intended objectives and that the contract includes SMART deliverables, as suggested in #1 above.

b. The Parish Attorney's Office could review for compliance with laws, rules, regulations, and consistency with other CEA/IGA contracts in place.

c. The Budget Department could review for the appropriate account number from which funding is available.

Response: Jefferson Parish recently implemented an electronic signature routing system and the Administration is committed to effectively routing Agreements for approval and signature while maintaining controls to ensure consistency, legal compliance, meaningful deliverables, and proper payment documentation, review, and processing. The present seven signoff and five departmental review process will be considered in determining whether some of those signoffs or departmental reviews may be eliminated or merged without compromising the Parish's commitment to programmatic success and financial and legal compliance.

Finding 3. The Parish does not have a contract monitoring policy that assigns a responsible person to monitor each contract. The Administration should develop Parish-wide policies and procedures for contract monitoring, which calls for the function to be resident in an Initiating Department or otherwise assigned to a position with the appropriate skill set. (See Attachment I for examples of Contract Monitoring Policies in place at other organizations.) The contract monitoring policy should include procedures for such monitoring. Additionally, a process needs to be put in place to ensure all contracts currently in place are assigned a contract monitor.

Response: The Administration has reviewed Attachment I, EXAMPLE OF CONTRACT MONITORING POLICIES AND PROCEDURES, and agrees the adoption of similar guidelines may benefit the Parish and the public. The Office of the Parish Attorney, EIS, Finance, Accounting, and it is suggested Research and Budget all play extensive roles in the Agreement approval and monitoring process and will work together to confect a draft set of policies and procedures for Agreement monitoring including identifying or establishing positions prospectively, as Agreement monitors. Should it be determined it appears additional positions are necessary to address the 315 Agreement monitoring function, the Personnel Department may also be consulted. The Office of the Parish Attorney will also be consulted as to the necessity for amendment, if any, to any Section of the Code of Ordinances including and not limited to, Section 2-925.1(b)(2) iii, Jefferson Parish Code of Ordinances.

Finding 4. Current CEA-IGA contract templates call for the contracting organization to furnish narrative reports to the Internal Auditor quarterly, annually, or within 30 days of the event taking place (See Contract Templates at Attachments F and G – "Reports."). An electronic reporting mechanism is in place via the parish website at <https://www.jeffparish.net/departments/internal-audit/cea---iga-reporting-form>. The Parish Attorney's Office should alter the contract language to specify that the contract monitor is to receive such reports. The online platform can still be utilized for online report submission. The Department of Internal Audit will include any necessary review of the reports as part of the annual risk-based audit plan.

Response: This Finding will be considered in confecting a draft set of policies and procedures for Agreement monitoring as indicated in Response to Finding 3 above.

Finding 5. The Resolutions presented to the Parish Council for CEAs and IGAs include the account number to which the funds should be charged. The Initiating Department and the Parish Attorneys' Office should also include the position or Department designated as the contract monitor. This procedure should also be included in the Contract Monitoring Policies and Procedures.

Response: This Finding will be considered in confecting a draft set of policies and procedures for Agreement monitoring as indicated in Response to Finding 3 above.

Thank you for your assistance, and for providing us an opportunity to respond.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



Cynthia Lee Sheng
Parish President

cc: Honorable Ricky Templet, Councilman at Large, Div. A
Honorable Scott Walker, Councilman at Large, Div. B
Honorable Marion Edwards, Councilman, Dist. 1
Honorable Deano Bonano, Councilman, Dist. 2
Honorable Byron Lee, Councilman, Dist. 3
Honorable Dominick Impastato, Councilman, Dist. 4
Honorable Jennifer Van Vrancken, Councilwoman, Dist. 5

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