

COVID-19 Procurement and Documentation

Departmental Requirements
for Federal Reimbursement

City of Detroit





Agenda

1 | Introduction

2 | Background

3 | Process

4 | Questions

Introductions



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Background

Why is this important?

Training Objectives

- Address best practices to mitigate the risk of noncompliance with federal and state reporting requirements due to improper documentation;
- Provide departments with guidance on documentation review and approval for the vendors or contracts they manage.

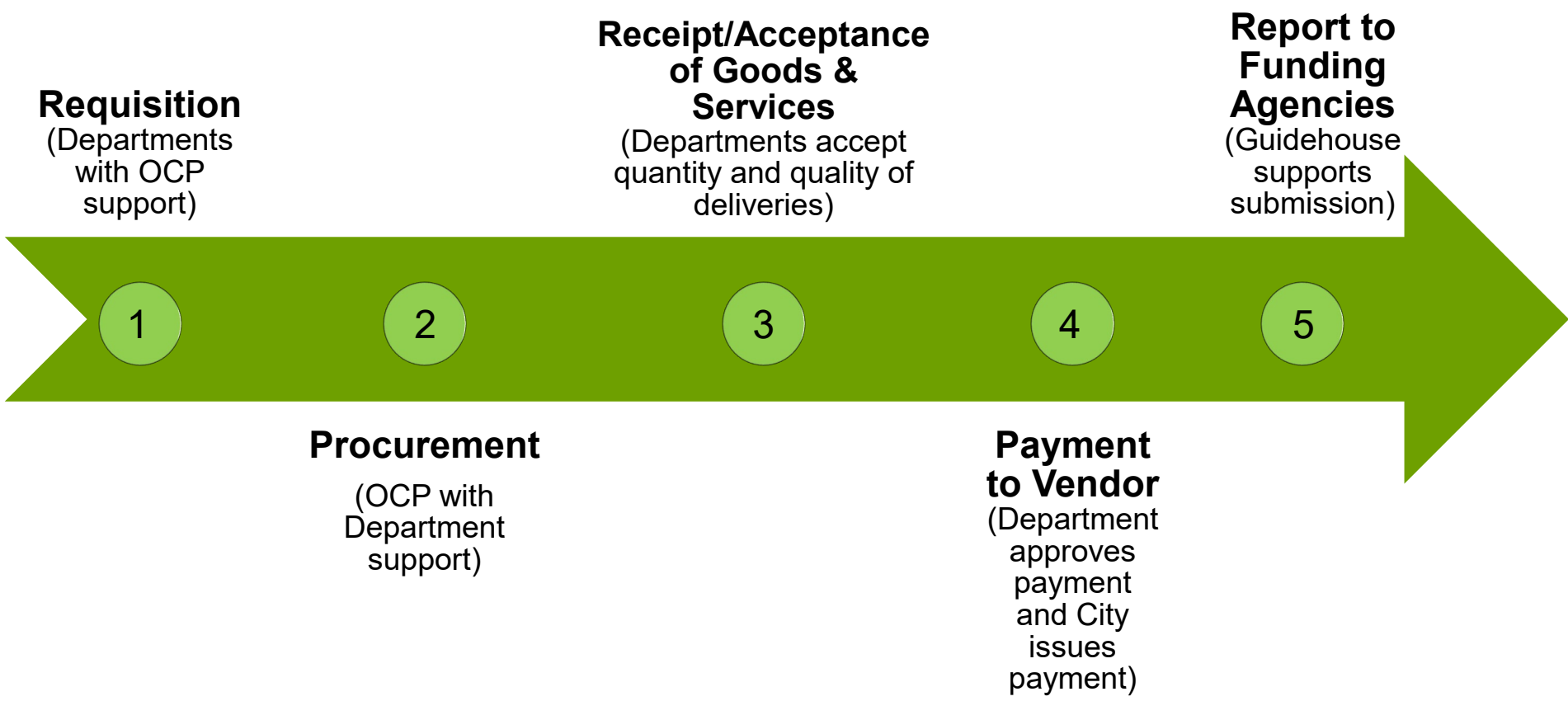
Intended Outcomes

- Ensure a streamlined reporting process that can maximizing federal reimbursement;
- Coordinate roles and responsibilities to eliminate duplication of efforts or documentation oversight;
- Reduce financial impact to the City's budget.



High-Level Process Overview

If It's Not Documented, It Didn't Happen



COVID-19 Vaccination Planning

Keeping Track of Expenses Separately

- In the eyes of the Federal government, COVID-19 response, COVID-19 Testing, and COVID-19 Vaccination are different activities.
- For this reason, they have established different sources of funding for each of these programs.
- In line with the Federal delineation of funding, City expenses should also be categorized as:
 - COVID-19
 - COVID-19: Testing
 - COVID-19: Vaccination
- **All requisitions, purchase orders, invoices & receipts**, must include one of the categories above.

If any items you are ordering will be used by the City in its effort to vaccinate staff or members of the community, these expenses need to:

1. Be identified as **“COVID-19 – Vaccination”**
2. Have their own contract or PO
3. Be submitted in their own invoice (or equivalent documentation)

Remember:

“If it’s not documented, it didn’t happen.”



Roles: Who is Involved

Department

- Scope of Work
- Review and approval of receipts

ODFS/OGA

- PRF review
- Req. creation

OCP

- Procurement
- Creation & amendment of POs/Contracts



Roles & Responsibilities - Department

The Department is responsible for drafting the scope of work for OCP to procure for goods & services. The Scope of Work and PRF need to be specific so OCP can properly procure and document the goods and services in the PO/contract. The Department reviews the content of the Contract/PO to ensure it has the agreed upon details for goods/services provided. Documentation for receipting submitted by the Department must be specific, *i.e.*, the packing/delivery slips indicate the QTY received, date received, and signature of person reviewing the documentation to be used to enter the receipt and documentation into Oracle. If the Department makes any changes to the agreed upon services, the Department will need to coordinate with OCP to update the Contract/PO. For example, if a Department approves OT for services provided but the Contract/PO does not include that OT services and the associated OT rates, then this invoice for OT is technically non-compliant.



- **Creation of a Scope of Work**
 - Ensure that the Scope of Work and included PRF are specific.
- **Review content of Contract/PO**
 - Ensure that the Contract/PO fulfills the needs laid out in the Scope of Work.



- **Review invoices/supporting documentation** to ensure that they are complete, correct, and submit within 5 business days to ODFS for receipting.
 - The invoices can be reviewed after vendor uploads invoices to system through PO or AP Inquiry or by requesting invoices from vendor.



- **Changes to Scope of Work** require coordination with OCP.
 - Work cannot continue until changes to PO and Contracts are confirmed.
 - This includes rates, service delivery dates, locations, etc.



Roles & Responsibilities - ODFS/ODG

ODFS/ODG is responsible for the creation of requisitions. (The department's involvement is the submission of the SOW and PRF).

If there are any issues with the creation of requisitions ODFS will coordinate with Department (some examples of issues include- additional details needed on what is being requested, where goods/services will be used, length of time services are needed etc.). This should be on PFR - ODFS is responsible for making sure that the PRF is filled out completely before it is attached to the requisition.



- **Creation of Requisitions**
 - Utilize Scope of Work with completed PRF/PRQ from Department



- **ODFS will coordinate with Department.=**
 - Coordinate any additional details needed on what is being requested, where goods/services will be used, length of time services are needed etc.



Roles & Responsibilities - OCP

OCP is responsible for procuring of the goods/services, finalizing the POs/Contracts, and amending them as needed. OCP is also responsible for ensuring that the Department and vendors are following the City's procurement processes and documentation requirements.



- **Finalize the POs/Contracts** and amend them as needed.
- Ensure that the Department and Vendors are **following the City's procurement processes** and documentation requirements.
- **Cost analysis for procurements over \$250k** for compliance to FEMA guidelines.



- **Limit the use of NSP forms**
 - They should only be used for requests for sole source procurements. A cost analysis is required. Emergencies are handled per Ordinance, Section 18-5-21 whereby the Chief Procurement Officer or its designee can declare an emergency procurement without City Council approval. **Instances of urgent needs due to lack of planning will not be classified as emergencies.**



- **Handle Change Orders** for any necessary changes to the agreed upon Scope of Work.

Upcoming Vendor Trainings



Guidehouse & OCP will train Vendors

Trainings with current vendors to be held in late January or Early February.

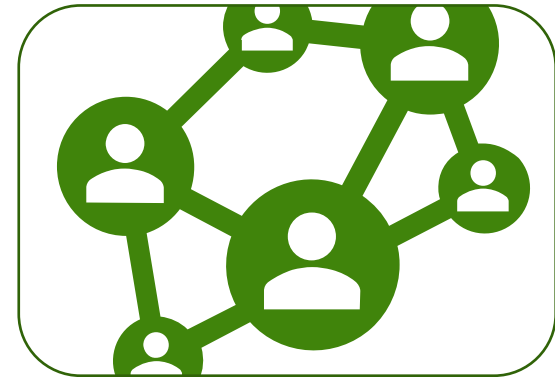
Documentation requirements will be included with all RFPs/RFQs going forward.

Contract language to be revised to include “lack of adherence to requirements could delay payment.”



Documentation Requirements will be publicly available

Trainings & resources will be made available on the City’s website.



Coordination between OCP & Departments

Ensure that vendors are aware of resources that are available.

For questions or comments vendors will be able to email procurementinthecloud@detroitmi.gov or call 313-224-1500.

Checklists



Materials & Supplies

Contractual Services

Deliverable Based Contracts

Checklists

Materials & Supplies

COVID-19 Invoice Review - City Internal

FOR USE REVIEWING MATERIALS AND SUPPLIES INVOICES

This checklist outlines required information for any invoice submitted for payment to the City for COVID-related services. These requirements also apply to departments that are incurring COVID related expenses. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment to OGA. For document retention purposes please forward all reviewed invoices (or equivalent documentation) to ODFS for upload to Oracle.

We look forward to your support as we comply with Federal requirements for COVID-19 recovery.

SECTION 1 - BASIC INVOICE REVIEW

- | | |
|--|--|
| <input type="checkbox"/> Sales Tax
The City of Detroit is a sales-tax exempt entity. Please review that no sales tax has been charged on invoices. | <input type="checkbox"/> Dates
All invoices submitted must be within the contract performance period. Please review all invoice dates against contracts on file. |
|--|--|

SECTION 2 - MATERIALS AND SUPPLIES: PRICES AND FEES

- | | |
|--|--|
| <input type="checkbox"/> Scope of Contract/PO
Please confirm that invoices received from vendors match with the scope of the Requisitions and POs in the system. | <input type="checkbox"/> Reconciliation of Charges
Please verify that all charges on the invoice match the rates established in the PO/Contract with the vendor. |
| <input type="checkbox"/> Shipping Costs and Customs
Shipping costs are allowable as a stand-alone item. Additional charges, such as customs fees, are also eligible as long as its itemized on the PO. | <input type="checkbox"/> Description of Supplies
All supplies should be detailed and itemized on the invoice. Cleaning supplies must be listed by brand name. |

SECTION 3 - ADDITIONAL DOCUMENTATION

- | | |
|--|---|
| <input type="checkbox"/> Shipping Slip/Bill of Lading
Please attach the shipping slip or bill of lading certifying that all items have been received. This is especially important for PPE purchases. Department representatives should sign and date the receipt to confirm quantities. | <input type="checkbox"/> Administrative Charges
Please request that any lines for <i>Administrative Costs</i> are itemized. This can be done once per PO/Contract. (See Section 4 for information about employee time). |
|--|---|

SECTION 4 - PERSONNEL TIME

- | | |
|--|---|
| <input type="checkbox"/> Basic Information
All timesheets should include an employee's name, dates worked, and a manager's date/signature. | <input type="checkbox"/> Description of Activities
The description of activities reported on timesheets needs to match the scope of work in the vendor's contract. |
| <input type="checkbox"/> Rate Sheets
Any rates in a vendor invoice need to be double-checked against timesheets and rate sheets on file to ensure contract compliance. | <input type="checkbox"/> Signatures
Timesheets must be certified by the employee and a manager. The name, signature, and signature date must be legible and clear.
<small>* A sample timesheet with notes has been provided for review</small> |



Material & Supplies Checklist



SECTION 1 - BASIC INVOICE REVIEW

Sales Tax

The City of Detroit is a sales-tax exempt entity. Please review that no sales tax has been charged on invoices.

Dates

All invoices submitted must be within the contract performance period. Please review all invoice dates against contracts on file.



SECTION 2 - MATERIALS AND SUPPLIES: PRICES AND FEES

Scope of Contract/PO

Please confirm that invoices received from vendors match with the scope of the Requisitions and POs in the system.

Reconciliation of Charges

Please verify that all charges on the invoice match the rates established in the PO/Contract with the vendor.

Shipping Costs and Customs

Shipping costs are allowable as a stand-alone item. Additional charges, such as customs fees, are also eligible as long as its itemized on the PO.

Description of Supplies

All supplies should be detailed and itemized on the invoice. Cleaning supplies must be listed by brand name.



Material & Supplies Checklist



SECTION 3 – ADDITIONAL DOCUMENTATION

Shipping Slip/Bill of Lading

Please attach the shipping slip or bill of lading certifying that all items have been received. This is especially important for PPE purchases. Department representatives should sign and date the receipt to confirm quantities.

Administrative Charges

Please request that any lines for *Administrative Costs* are itemized. This can be done once per PO/Contract. (See Section 4 for information about employee time).



SECTION 4 – PERSONNEL TIME

Basic Information

All timesheets should include an employee's name, dates worked, and a manager's date/signature.

Description of Activities

The description of activities reported on timesheets needs to match the scope of work in the vendor's contract.

Rate Sheets

Any rates in a vendor invoice need to be double-checked against timesheets and rate sheets on file to ensure contract compliance.

Signatures

Timesheets must be certified by the employee and a manager. The name, signature, and signature date must be legible and clear.

** A sample timesheet with notes has been provided for review*

Materials & Supplies Example



COVID-19 Receipt

GRAINGER Click: www.grainger.com | Call: 1-800-GRAINGER (472-4643) Page 1 of 1

PACKING LIST

BOX ID U853770 427-A

11200 E. 210 Highway
Kansas City MO 64161

Ship To:
MPD ADMIN

1600 W Lafayette Blvd
Detroit MI 48216 1928
ATTN: RAINA BAXTER

Sold To:
C. OF D MUNICIPAL PARKING

1600 W LAFAYETTE BLVD
DETROIT MI 48216-1928

PO Number	3042569
A/P Delivery Number	6463773321
Grainger Account Number	0842277014
Caller	LOLA CLARK
PO Release Number	
Project / Job Number	
Department	
Order Date & Time	03/13/2020
Ship Date	03/13/2020
Requisitioner	
Vendor Number	
Employee Contact	TTU0285
Carrier	UPS GROUND
Order Type	SH
Debit / Credit Code	Z045
Customs in this Shipment	1

Please reference A/P DELIVERY NUMBER 6463773321 on all remittance and correspondence.

Your Order Number is: 1377891947

PO Line	Item #	Item Description	Quantity Shipped	Shipped from other location	Back-Ordered	Tax	Unit Price	Total
10	3LFX7	PK5 Preprintd Trgr Spray Btl 24 oz.	5	0	0	E	13.54	69.70
	WWG3LFX7							

Grainger Part Nbr: 3LFX7 Customer UOM: EA TK39337857T Preprinted Trigg

RECEIVED MAR 19 REC'D
Raina Baxter
3-20-20

Activity: Additional Cleaning / Disinfection Support and Services
Location: 1600 W Lafayette Blvd, Detroit, MI 48216



- Packing slip is clear and labeled properly
- Department signoff with date
 - Location where are items are being used
 - Quoted rates match contract or PO
 - *Packing slips do NOT need prices. But any information needs to be consistent.
 - If a Bill of Lading, we need to see quantity and description.

Materials & Supplies Example



CITY of DETROIT

Sold To City of Detroit
COLEMAN A YOUNG MUNICIPAL
CENTER
2 WOODWARD AVENUE , STE 1200
DETROIT, MI 48226

Bill To FIN Acct Pay
2 WOODWARD AVE
ATTN: ACCTS PAYABLE
DETROIT, MI 48226
UNITED STATES

Notes USD = US Dollar

Contract Purchase Agreement for the purpose of Catalog Punch Out Process

Purchase Order	3043453
Purchase Order Date	23/APR/2020
Change Order	0
Revision	0
Contract Agreement	6000576
Purchase Order Amount	54.78 USD

Supplier STAPLES BUSINESS ADVANTAGE
Cathy Peterson-Jennings
DEPT DET
P.O. BOX 83689
CHICAGO, IL 60696

Ship To GSD RECREATION-Door Dock
GSD RECREATION - DOOR DOCK
100 ELIOT - DOOR DOCK
DETROIT, MI 48201
UNITED STATES

Procurement Specialist	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
Ayesha Harris 1-313-628-0207	2828	Net 30			Lowest Cost Carrier

Line	Item	DeliveredTo	Price	Quantity	UOM	Ordered
1	Interplast 21"H x 11.5"W Shopping Bags, White, 900/Carton (THW1VAL)	Steward, Bianca	27.39	2	EA	54.78
	Supplier Item	721668				
	Supplier Configuration ID	721668				

Note:

Requisitions need to have different goods on separate lines. They cannot be grouped onto a single line.



Procurement Request Form

1. DEPARTMENT	GSD	5. PROCUREMENT REQUEST	
2. DIVISION	Recreation	6. REQUEST FOR PROPOSAL (RFP)	
3. REQUESTOR	Erin Casey	7. REQUEST FOR QUOTATION (RFQ)	
4. PHONE NUMBER		8. BLANKET PURCHASE AGREEMENT (BPA) (EX. STAPLES)	x
9. DESCRIPTION OF REQUIRED GOODS/SERVICE		COVID: Plastic Grocery Bags to be used for emergency food distribution.	
Please attach Scope of Work and/or Specifications.		2 boxes of 900 ct. grocery bags.	



Suggested Revisions

- Shopping bags were used for the MDE food program (Who)
- Shopping bags were used for food distribution (What)
- Shopping bags were used at food distribution centers – add locations (Where)
- Shopping bags were used five days a week from April – June (When)

Q&A

Checklist

Contractual Services

COVID-19 Expense Review – City Internal

FOR USE REVIEWING GRANT FUNDED CONTRACTUAL SERVICES

This checklist outlines required information for any invoice submitted for payment to the City for COVID-related services. These requirements also apply to departments that are incurring COVID related expenses. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment to OGA. We look forward to your support as we comply with Federal requirements for COVID-19 recovery.



SECTION 1 - BASIC INVOICE (OR EQUIVALENT DOCUMENTATION) REVIEW

- | | |
|---|--|
| <input type="checkbox"/> Supporting Documentation
Departments should review all line items in an invoice and ensure they can answer the question: "What are we paying for?" Department are entitled to request additional documents from the vendors. | <input type="checkbox"/> Description of Work & Dates
Please ensure that the description of work completed matches the scope of the vendor contract and is within the contract performance period. Please review all invoice dates against contracts on file prior to approval for payment. |
| <input type="checkbox"/> Sales Tax
The City of Detroit is a sales-tax exempt organization. Please review that no sales tax is charged on invoices. | <input type="checkbox"/> Document Retention
After reviewing vendor submission ensuring that all documentation submitted is forwarded to ODFS for upload into Oracles receiving module. |



SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES

- | | |
|---|--|
| <input type="checkbox"/> Subcontractors
Documentation requirements are passed down to subcontractors. Please request supporting documentation from primary vendor. | <input type="checkbox"/> Administrative Charges
Please request that any lines for <i>Administrative Costs</i> are itemized. This can be done once per PO/Contract. (See Section three for guidance on labor). |
| <input type="checkbox"/> Profit Rates and Mark-up Cost
If an invoice includes a separate line for profits or mark-ups on expenses, please double-check this has been negotiated in the vendor contract. If not negotiated, please contact the Office of Contracting and Procurement immediately. | <input type="checkbox"/> Supply Charges
Any items vendors purchase to complete their work must be itemized and an allocation of the cost to the City must be provided with no mark-up. For disinfection supplies, please review that a brand name was provided. |
| <input type="checkbox"/> Invoice Rate Units
The rate units on the invoices need to match contract rate units. For example, "per hour" or "sq. ft." This is especially important for disinfection contracts. | <input type="checkbox"/> Employee Premiums
If the vendor has included payroll premiums in their billing, please double-check this has been negotiated in the vendor contract. If not negotiated, please contact the Office of Contracting and Procurement immediately. E.g. Emergency Pay or Overtime Pay. |
| <input type="checkbox"/> Mobilization, Fuel, Mileage
Check that this is a billable item previously negotiated in the vendor's contract. Charges related to travel and mobilization to service locations will only be reimbursed by FEMA at the GSA established rate of \$0.575/mile (as of 12/18/2020). | <input type="checkbox"/> Locations & Travel
Please ensure that vendors are providing support for the mileage charges on their invoices. A Google Maps/MapQuest print out showing distances traveled with departure/arrival addresses and dates is required.
<i>*A sample travel log with notes has been provided for review</i> |

Contractual Checklist



SECTION 1 - BASIC INVOICE (OR EQUIVALENT DOCUMENTATION) REVIEW



Supporting Documentation

Departments should review all line items in an invoice and ensure they can answer the question: "What are we paying for?"
Department are entitled to request additional documents from the vendors.



Description of Work & Dates

Please ensure that the description of work completed matches the scope of the vendor contract and is within the contract performance period. Please review all invoice dates against contracts on file prior to approval for payment.



Sales Tax

The City of Detroit is a sales-tax exempt organization. Please review that no sales tax is charged on invoices.



Document Retention

After reviewing vendor submission ensuring that all documentation submitted is forwarded to ODFS for upload into Oracles receiving module.

Contractual Checklist



SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES

Subcontractors

Documentation requirements are passed down to subcontractors. Please request supporting documentation from primary vendor.

Profit Rates and Mark-up Cost

If an invoice includes a separate line for profits or mark-ups on expenses, please double-check this has been negotiated in the vendor contract. If not negotiated, please contact the Office of Contracting and Procurement immediately.

Invoice Rate Units

The rate units on the invoices need to match contract rate units. For example, "per hour" or "sq. ft." This is especially important for disinfection contracts.

Mobilization, Fuel, Mileage

Check that this is a billable item previously negotiated in the vendor's contract. Charges related to travel and mobilization to service locations will only be reimbursed by FEMA at the GSA established rate of \$0.575/mile (as of 12/18/2020).

Administrative Charges

Please request that any lines for *Administrative Costs* are itemized. This can be done once per PO/Contract. (See Section three for guidance on labor).

Supply Charges

Any items vendors purchase to complete their work must be itemized and an allocation of the cost to the City must be provided with no mark-up. For disinfection supplies, please review that a brand name was provided.

Employee Premiums

If the vendor has included payroll premiums in their billing, please double-check this has been negotiated in the vendor contract. If not negotiated, please contact the Office of Contracting and Procurement immediately. E.g. Emergency Pay or Overtime Pay.

Locations & Travel

Please ensure that vendors are providing support for the mileage charges on their invoices. A Google Maps/MapQuest print out showing distances traveled with departure/arrival addresses and dates is required.

**A sample travel log with notes has been provided for review*

Contractual Checklist



SECTION 3 - TIMESHEETS & TIME TRACKING

- Basic Information**
All timesheets should include employee name, dates worked, and manager date/signature.
- Rate Sheets**
Any rates in a vendor invoice need to be double-checked against timesheets rate sheets on file to ensure contract compliance.
- Signatures**
Any timesheets must be certified by the employee and a manager. The name, signature, and signature date must legible and clear.
** A sample timesheet with notes has been provided for review*
- Time Reconciliations**
Before submitting for payment, please ensure hours billed reconcile with total hours on timesheets.
- Description of Activities**
The description of activities reported on timesheets needs to match the scope of work in the vendor's contract.
- Certification of Work**
If you have any concerns about the quality of work, or whether the work was completed, please contact the Office of Contracting and Procurement immediately. For all claimed work in City facilities, please reconcile against any building sign-in sheets.

Timesheet Needs Summary

- Timesheets
 - Sign-in and sign-out with hours worked
 - Activities done if there is variation within the PO
 - Name
 - Position (if needed to determine rate)
 - Representative from Vendor must sign timesheets verifying the hours have been completed
- Invoice
 - Itemized list of individuals with total hours for each, rate, and total amount billed
 - Must reconcile with Timesheet
 - Invoice signed by COD representative ensuring that the hours were work and they were within the Scope of Work
- PO/Contract
 - Rates for each worker
 - Scope of Work: Time of Service, Activities, Locations

Contractual Example- I



Description of required goods/service	COVID-19;Vendor to provide shredding services and pick up of sensitive files from the State Fairground COVID-19 Testing Location							
Attached Scope of Work, Specifications or Quote/Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
Purpose for procurement	Testing results need to be securely picked up and disposed of from the State Fairground Testing Location. The City of Detroit will apply for reimbursement from a federal COVID-19 funding source.							
One time or ongoing purchase	One time							
Current Contract? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Contract #:							
Suggested Vendor? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Grosse Pointe Storage/Security Archives							
Sole Source/Emergency? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If Yes, attach copy of Non Standard Form							
When are goods/services needed?	As soon as possible.							
Grant Funded? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes attach copy of Approved Grant Budget							
Funding Plan <i>reclass to state testing grant, appn TBD</i>								
FUND	APPRN	COST CENTER	OBJECT CODE	PROJECT	ACTIVITY	INTRAFUND	FUTURE	DOLLAR VALUE
1003	20785	350011	617900	350999	00000	0000	000000	\$1,650.00
Approvals								
Department Approval						8-6-2020		
						Date		
						<i>katerli bounds</i> 8/28/2020		
OGM Approval (if grant funded)						Date		

ORACLE

Requisition 483139 (1,650 USD) Report Date 11/24/20 10:07 PM
Page 1 of 2

Requisitioning BU CoD BU
Entered By DEBORAH COLEMAN
Status Approved
Description FY 21; COVID-19; GROSSE
POINTE STORAGE/SECURITY
ARCHIVES; SHREDDING
AND DISPOSAL OF
MEDICAL RECORDS AT
STATE FAIR GROUNDS
TESTING SITE; WILL APPLY
FOR REIMBURSEMENT
FROM COVID-19 FEDERAL
FUNDING SOURCE

Requisition Amount 1,650 USD
Approval Amount 1,650 USD
Procurement Card
Justification FY 21; COVID-19; GROSSE
POINTE STORAGE/SECURITY
ARCHIVES; SHREDDING AND
DISPOSAL OF MEDICAL
RECORDS AT STATE FAIR
GROUNDS TESTING SITE; WILL
APPLY FOR REIMBURSEMENT
FROM COVID-19 FEDERAL
FUNDING SOURCE (SEE
ATTACHMENTS)

Emergency Requisition No Funds Status Liquidated

Attachments

Title	File Name or URL	Description
Grosse Pointe Storage - quote.	Grosse Pointe Storage - quote.pdf	
Grosse Pointe Storage - PRF 8-	Grosse Pointe Storage - PRF 8-6-2020-signedKB.pdf	

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		FY 21; COVID-19; GROSSE POINTE STORAGE/SECURITY ARCHIVES; SHREDDING AND DISPOSAL OF MEDICAL RECORDS AT STATE FAIR GROUNDS TESTING SITE; WILL APPLY FOR REIMBURSEMENT FROM COVID-19 FEDERAL FUNDING SOURCE	962.69 Records Management and Disposal			USD	1,650	Approved	Liquidated

Contractual Example- I

Review of Statement of Work

City of Detroit (State Fair 19 Dest)
 Attn: Leonard Jones
 2 Woodward Avenue
 Detroit, MI 48226

City of Detroit (State Fair 19 Dest) - Weekly Bin Rotation @ \$25 per bin

- July Invoice #0000822 (outstanding) \$400.00
- August Services - 4 bins \$400.00
- September Services - 2 bins \$250.00
- October Services - 2 bins \$200.00
- November Services - 2 bins \$200.00
- December Services - 2 bins \$250.00

Bin Rotation Service Total \$1,650.00



Bin quantities do not tally
 – unclear if quote is for
 weekly/ monthly services



Purchase Order : 3045162

Date : 09/01/2020



CITY of DETROIT

Sold To City of Detroit
 COLEMAN A YOUNG MUNICIPAL
 CENTER
 2 WOODWARD AVENUE , STE 1200
 DETROIT, MI 48226

Purchase Order	3045162
Purchase Order Date	01/SEP/2020
Change Order	0
Revision	0
Purchase Order Amount	1,650.00 USD

Supplier Grosse Pointe Storage/Security Archives

11850 EAST JEFFERSON
 DETROIT, MI 48214

Bill To FIN Acct Pay
 2 WOODWARD AVE
 ATTN: ACCTS PAYABLE
 DETROIT, MI 48226
 UNITED STATES

Ship To GSD Admin
 18100 MEYERS
 DETROIT, MI 48235
 UNITED STATES

Notes USD = US Dollar

O for payment of FY 21; COVID-19; GROSSE POINTE STORAGE/SECURITY ARCHIVES; SHREDDING AND DISPOSAL OF MEDICAL RECORDS AT STATE FAIR GROUNDS TESTING SITE; WILL APPLY FOR REIMBURSEMENT FROM COVID-19 FEDERAL FUNDING SOURCE. See attached

Procurement Specialist	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
SHDE GENTRY	2042549	Net 30	Account of Seller	Delivered	Lowest Cost Carrier

Attachments			
Type	File Name or URL	Title	Description
File	Grosse Pointe Storage - quote.pdf	Grosse Pointe Storage - quote.	

Line	Item	DeliveredTo	Price	Quantity	UOM	Ordered
1	FY 21; COVID-19; GROSSE POINTE STORAGE/SECURITY ARCHIVES; SHREDDING AND DISPOSAL OF MEDICAL RECORDS AT STATE FAIR GROUNDS TESTING SITE; WILL APPLY FOR REIMBURSEMENT FROM COVID-19 FEDERAL FUNDING SOURCE	COLEMAN, DEBORAH	1,650.00			1,650.00

Contractual Example- I



City of Detroit (State Fair 19 Dest)
 Attn: Leonard Jones
 2 Woodward Avenue
 Detroit, MI 48226

City of Detroit (State Fair 19 Dest) - Weekly Bin Rotation @ \$25 per bin


- July Invoice #0000822 (outstanding) \$400.00
- August Services – 4 bins \$400.00
- September Services – 2 bins \$250.00
- October Services – 2 bins \$200.00
- November Services – 2 bins \$200.00
- December Services – 2 bins \$250.00

Bin Rotation Service Total

\$1,650.00

Discrepancies between Invoice & SOW

- Multiple locations on invoice
- # of bins on invoice does not match # of bins being billed on SOW
- What quantity should be billed- per week or per bin or per month



COVID-19 Receipt

SECURITY ARCHIVES

a division of Grosse Pointe Storage

City Of Detroit (FIN Acct Pay Covid 19 Dest.)

Attn: Ayesha Harris
 Service Location Williams Recreation Center
 8431 Rosa Parks Blvd.
 Detroit, MI 48226

Invoice

11850 East Jefferson
 Detroit, MI 48214
 313-822-4400
 btague@securityarchives1.com

Date: 09/30/2020
 Invoice #: 0001540
 Customer #: 2032
 PO #: 3045162
 Terms: 30 DAYS
 Total Amount Due: 250.00
 Total Enclosed:

NOTE: Services rendered at Woodward State Fairgrounds (1120 W. State Fair 8 Mile, Detroit MI) from 9/1/20-9/27/20 and at Williams Recreation Center (8431 Rosa Parks Blvd, Detroit, MI) from 9/28/20-9/30/20.

SERVICE DESCRIPTION	RATE	QUANTITY	TAX	FEE
SERVICES				
Rotate Destruction Console	\$ 25.0000	10.00	N	\$ 250.0000
SUB-TOTAL				\$ 250.00
TAX				\$ 0.00
INVOICE TOTAL				\$ 250.00

WO Code - Due Date

0002947 - 09/02/2020	0003052 - 09/09/2020	0003155 - 09/16/2020	0003198 - 09/23/2020
0003253 - 09/30/2020			

Contractual Example- II



Procurement Request Form

1. DEPARTMENT Covid-19 Funding	HEALTH Budget Period: 6/1/20-6/30/20	5. PROCUREMENT REQUEST	X
2. DIVISION	OPERATIONS	6. REQUEST FOR PROPOSAL (RFP)	
3. REQUESTOR	Angelique Rodriguez-Edge	7. REQUEST FOR QUOTATION (RFQ)	
4. PHONE NUMBER	313-876-4306	8. BLANKET PURCHASE AGREEMENT (BPA) (EX. STAPLES)	
9. DESCRIPTION OF REQUIRED GOODS/SERVICE Please <u>attach</u> Scope of Work and/or Specifications		Funding is intended to support medical support services deployed to manage the Detroit Health Department's quarantine/isolation sites, rapid clinic, and drive thru testing sites in various capacities including RNs, LPNS, and MAs.	
10. FREQUENCY?			
11. DATE GOODS/SERVICES NEEDED?	As soon as possible		
12. CURRENT CONTRACT?	YES NO	Contract #	
13. SUGGESTED VENDOR?	YES NO	Arrow Strategies	
14. NON-STANDARD?	YES NO	If yes, please <u>attach</u> Request for Non-Standard Procurement.	
15. GRANT FUNDED?	YES NO		
16. FEDERAL SUBAWARD?	YES NO		

CITY of DETROIT

Purchase Order	3042921
Purchase Order Date	07/APR/2020
Change Order	3
Change Order Date	12/JUN/2020
Revision	3
Purchase Order Amount	1,339,009.00 USD

Sold To: City of Detroit
COLEMAN A YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, STE 1200
DETROIT, MI 48226

Supplier: Arrow Strategies, LLC
Kimberly Knapp
27777 FRANKLIN STE 1200
SOUTHFIELD, MI 48034
+1 (248) 502-2500 x2506

Bill To: FIN Acct Pay
2 WOODWARD AVE
ATTN: ACCTS PAYABLE
DETROIT, MI 48226
UNITED STATES
Notes USD = US Dollar

Ship To: HEA Admin
100 MACK AVE
3RD FLOOR
DETROIT, MI 48201
UNITED STATES

Appending COVID General Terms as Required by FEMA for all related COVID purchases

Due to the COVID-19 emergency, SPO issued to provide nurses to do wellness checks at 21 homeless shelters for the next 10 weeks. Payment terms approved at Net 15 by CFO & CPO.

Procurement Specialist	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
Kelly Trammel	2048170	NET 15	Account of Seller	Delivered	Lowest Cost Carrier

Type	File Name or URL	Title	Description
File	COVID 19 Template Contract Language_3april2020.pdf	COVID 19 Template Contract Lan	


Line	Item	DeliveredTo	Price	Quantity	UOM	Ordered
1	Medical Professionals due to COVID-19	Ewell, Rasaan	1.00	259000	EA	259,000.00
		Delivery Date		259,000	EA	259,000.00

Suggested Revisions

- Locations should be attached to the PO
- The rates for RNs, LPNs and Mas should also be included specific to the locations served

Contractual Example- II





CITY of DETROIT

Sold To City of Detroit
COLEMAN A YOUNG MUNICIPAL
CENTER
2 WOODWARD AVENUE , STE 1200
DETROIT, MI 48226

Bill To FIN Acct Pay
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Line	Item	DeliveredTo	Price	Quantity	UOM	Ordered
1	Medical Professionals due to COVID-19	Ewell, Rasaan	1.00	259000	EA	259,000.00
Delivery Date				259,000	EA	259,000.00



COVID-19

BILL TO
City of Detroit, M I - Shelter Rounds 526 Caymc Detroit , Michigan 48226

MAKE PAYABLE TO
Arrow Strategies LLC PO Box 673519 Detroit, MI 48267


Invoice

DATE	INVOICE #
06/30/2020	52719-3
TERMS	DUE DATE
Net 15	07/15/2020

AMOUNT DUE	PO Number
\$42,315.22	3042921

Please detach top portion and return with your payment.

Date Ending	Description	Quantity	Rate	Amount
06/27/2020	Nursing Outreach	585	\$70.00	\$40,950.00
06/27/2020	Expense-Mileage	1	\$1,365.22	\$1,365.22



Suggested Revisions

- Timesheets should be included noting who provided Nursing Outreach- are these RNs, LPNs or MAs?
- Timesheet should include where services were provided, for example Monday June 22nd, Shelter A- Address- 2LPNS, 3 RNs

Contractual Example- II



Arrow Strategies Rate and Fee Agreement

3/16/2020 Initial Quote

"... 12 Clinical Nurses for your Outreach project starting tomorrow morning {3/17/2020}. For complete transparency we are compensating our clinicians at \$50 hourly, with mileage reimbursement and a Stipend of \$125 to replace any clothing that will be discarded after this outreach project. I am also asking for a 1-time administrative fee of \$1,500 that will cover the cost of our expenses. You have also agreed to reimburse our staff the cost for a "no touch thermometer" should they purchase one that they would like to use, at their local drug store this evening."

3/23/2020 Next Rate Change

\$70 per/hr for clinical nurses based on Net 15 days payment terms
\$125 stipend one-time fee per nurse
Mileage

3/27/2020 Medical Assistants

\$30 per/hour
No Stipend or mileage

7/1/2020 Contract Pricing

RN \$70 per/hr for clinical nurses
LPN \$65 per/hr for clinical nurses
MA \$30 per/hr for clinical nurses



Suggested Revisions

- Admin fee: A breakdown of what makes up this cost will need to be provided- for example: legal fees, payroll processing etc., timesheets can be used to support this cost (as applicable)
- For supplies receipts are needed before the City reimburses for these costs
- Need to identify how long stipend is considered as an eligible expense
- Mileage report will be needed and will need to be based on GSA fuel rates.

Checklist

Deliverable Based Contracts

COVID-19 Invoice Review – City Internal

FOR USE REVIEWING DELIVERABLE SERVICES INVOICES

This checklist outlines required information for any invoice submitted for payment to the City for COVID-related deliverables. These requirements also apply to departments that are incurring COVID related expenses. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment to OGA.

We look forward to your support as we comply with Federal requirements for COVID-19 recovery.



SECTION 1 – STATEMENT OF WORK REVIEW

- Scope of Work**
Please ensure that the scope of work is clear, complete, and matches the vendor contract.
- Description of Work & Dates**
For deliverable based contracts, please include percentage of task completed and the correlated amount spent. All invoices submitted must be within the contract performance period. Please review invoice dates against the original contract. Invoice and contract reconciliation are required before payment is issued by the City.
- Supporting Documentation**
Departments should review all line items in the invoice to ensure they can answer the question: "What are we paying for?" Departments are entitled to request additional documents from the vendors if there are any doubts.
- Document Retention**
After reviewing vendor submission ensure that all documentation submitted is forwarded to ODFS for upload into Oracles receiving module.



SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES

- Detailed Budget**
The budget provides an overall project cost and an itemized cost per task. Charges in the invoice must match the detailed budget agreed to in the contract.
- Invoice**
Each invoice must display the contract/PO number and the period of performance for reference. Invoices are only approved once signed and dated by the department, confirming satisfaction with task progress or confirmation of received deliverables.
- Incidentals**
If negotiated in the contract, additional expenses, for example travel and printing, will require supporting documentation. Departments are entitled to request additional documents from the vendors if there are any doubts.
- Administration and Other Charges**
Any administrative charges on an invoice must be itemized and documented. Unless negotiated and approved in the vendor contract, mark-up on prices is strictly prohibited. If you have any questions regarding pricing contact your contract manager in the Office of Contracting and Procurement for support.

Deliverable Based Contract Checklist



SECTION 1 – STATEMENT OF WORK REVIEW



Scope of Work

Please ensure that the scope of work is clear, complete, and matches the vendor contract.



Description of Work & Dates

For deliverable based contracts, please include percentage of task completed and the correlated amount spent. All invoices submitted must be within the contract performance period. Please review invoice dates against the original contract. Invoice and contract reconciliation are required before payment is issued by the City.



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Document Retention

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Deliverable Based Contract Checklist



SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES



Detailed Budget

The budget provides an overall project cost and an itemized cost per task. Charges in the invoice must match the detailed budget agreed to in the contract.



Invoice

Each invoice must display the contract/PO number and the period of performance for reference. Invoices are only approved once signed and dated by the department, confirming satisfaction with task progress or confirmation of received deliverables.



Incidentals

If negotiated in the contract, additional expenses, for example travel and printing, will require supporting documentation. Departments are entitled to request additional documents from the vendors if there are any doubts.



Administration and Other Charges

Any administrative charges on an invoice must be itemized and documented. Unless negotiated and approved in the vendor contract, mark-up on prices is strictly prohibited. If you have any questions regarding pricing contact your contract manager in the Office of Contracting and Procurement for support.



Confirmation of Delivery

Confirmation of task and deliverable completion must be signed and dated by the receiving department. The date should be the day the deliverable is received. For printed materials a link to the deliverable should be provided.



Monitoring Report

This report provides a status update on the project's deliverable. The report should summarize the work completed by the vendor during the invoicing period and show the percentage of the task remaining.

Deliverable Based Contract Checklist



SECTION 3 – TEAM MEMBERS AND PERSONNEL



Staff Members

Departments should ensure that time records are provided and rates for employees match the original contract. If there are any discrepancies, please notify your contract manager in the Office of Contracting and Procurement.



Sub-Consultants/Sub-contractors

Departments must review time records and rates for any contracted personnel. Time sheets must provide the name of the employee, their hourly rate, hours worked and should be signed and dated by a supervisor or manager. Rates must align with the original contract.



SECTION 4 – PERSONNEL TIMESHEETS & TIME TRACKING (IF APPLICABLE)



Basic Information

All timesheets should include employee name, dates worked, and manager date/signature.



Time Reconciliations

Before submitting for payment, please ensure hours billed reconcile with total hours on timesheets.



Rate Sheets

Any rates in a vendor invoice need to be double-checked against timesheets rate sheets on file to ensure contract compliance.



Description of Activities

The description of activities reported on timesheets needs to match the scope of work in the vendor's contract.



Signatures

Any timesheets must be certified by the employee and a manager. The name, signature, and signature date must legible and clear.

** A sample timesheet with notes has been provided for review*



Certification of Work

If you have any concerns about the quality of work, or whether the work was completed, please contact the Office of Contracting and Procurement immediately. For all claimed work in City facilities, please reconcile against any building sign-in sheets.

Deliverable Based Contract Example- I



Procurement Request Form

Department	General Services	Procurement Request	X
Division	Building Services	RFP	
Requestor	Nick Payne	RFQ	
Phone Number	313-268-1860	Staples/Grainger	

Description of required goods/service	COVID-19; Custodial Services for Testing Site at State Fairgrounds for July 1 thru Sept 30.
Attached Scope of Work, Specifications or Quote/Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Purpose for procurement	To clean and sanitize the State Fairground COVID-19 testing site. City will apply for reimbursement from federal COVID-19 funding source.
One time or ongoing purchase	One time
Current Contract? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Contract #:
Suggested Vendor? <input checked="" type="checkbox"/> YES	Xtream Total Care
Sole Source/Emergency? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If Yes, attach copy of Non Standard Form
When are goods/services needed?	July 1 st , 2020
Grant Funded? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes attach copy of Approved Grant Budget

submit to FEMA - if approved, reclass to 3922, appn 20786 - ensure PO includes FEMA clauses

FUND	APPRN	COST CENTER	OBJECT CODE	PROJECT	ACTIVITY	INTRAFUND	FUTURE	DOLLAR VALUE
1003	20785	350011	617900	350999	00000	0000	000000	\$65,000.00

Xtream Total Care LLC
5742 Putnam Dr.
West Bloomfield MI.
48323

248.910.7209 O
248.778.7237 D

COVID-19 Invoice

INVOICE

Invoice # 0000364D
P.O. # 3045364
Invoice Date 10/10/2020
Due Date 10/17/2020

CITY OF DETROIT
COLEMAN A YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE
DETROIT, MI. 48226

Item	Description	Unit Price	Quantity	Amount
Service	CITY OF DETROIT COVID -WILLIAMS CENTER TESTING SITE 8431 ROSA PARKS BLVD. DET MI. 48206	1800.00	1.00	1,800.00
COVID 19 MIDIGATION & CLEANING				

JANITORIAL SCOPE OF WORK- STATE FAIRGROUNDS

The City of Detroit intends to establish a contract for a vendor to provide Janitorial services at the City's Coronavirus Testing Facility. **Janitorial staff** will be responsible for the continuous **cleaning and disinfecting of the Testing Facility.** The City of Detroit is requesting services be provided Monday - Saturday beginning at 8:30am and ending hour following the completion of all activities at the testing facility.



Locations do not align:

The SOW: Testing Facility; Invoice: Williams Center;
PRF: State Fairground

- The SOW states that a weekly invoice should be \$7,000
- Invoice is for \$1,800

Pricing:
Average price per week: \$7,000.00
Number of weeks: 24
Total: \$168,000.00

Deliverable Based Contract- Example II



KRISTEL GROUP, INC 136 S. ROCHESTER RD. CLAWSON, MI 48017		<h2>INVOICE</h2>	
		Date	Invoice #
		3/6/2020	7871
Bill To CITY OF DETROIT - FINANCE DEPARTMENT ACCOUNTS PAYABLE DIVISION ROOM #1006, COLEMAN A YOUNG MUNICIPAL CTR 2 WOODWARD AVENUE DETROIT, MI 48226		Ship To GENERAL SERVICES DEPARTMENT 18100 MEYERS DETROIT, MI 48235	
		P.O. No.	
		3036022	
Description		Amount	
JANITORIAL SERVICES FEBRUARY 2020		39,620.00	
POLICE DEPARTMENT FACILITIES		3,350.00	
ELECTION COMMISSIONS		5,005.00	
FIRE DEPARTMENT		1,685.00	
HEALTH DEPARTMENT -ANIMAL CONTROL		2,780.00	
PUBLIC LIGHTING DEPARTMENT		9,285.00	
DEPARTMENT OF PUBLIC WORKS BUILDINGS		22,780.00	
RECREATION DEPARTMENT FACILITIES		2,575.00	
CITY AIRPORT		4,540.00	
MUNICIPAL PARKING- ADMIN & MAINTENANCE		750.00	

Cleaning and Custodial Services	
Daily = D, Weekly = W, Monthly = M, Semi-Annual = SA, Annual = A, QRLY = Quarterly	
As Needed = AN (When AN is in conjunction with another frequency requirement, it means perform the frequency requirement AND more often as needed.)	
Area and Task	Frequency
Offices, Auditorium, and Shop Area During Operating Hours	
a. Empty waste receptacles, damp wipe receptacles and replace plastic liners when soiled.	D
b. Spot-clean glass in doors and partitions and on the inside of windows to remove smudges.	D
c. Empty pencil sharpeners.	D
d. Spot-clean walls, doors and ledges as needed.	D
e. Vacuum clean the traffic patterns on any carpets (four days each week) and check for spot cleaning. One day each week vacuum the whole carpet.	D
f. Dust mop smooth floors. Sweep rough wood or concrete floors.	D
g. Spot-mop floors as necessary, except in carpeted areas.	D
h. Clean sinks and replenish paper towels.	D
i. Spot clean carpets.	D
j. Rearrange furniture as needed.	D
k. Thoroughly mop smooth flooring surfaces with a mild sanitizing solution.	D
l. Completely vacuum carpeted areas, moving all furniture and rearranging as needed.	D
m. Damp wipe doors.	D
n. Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot-clean them to remove heavy soil, heavy markings or graffiti.	W
Service Location: Tow Lot 6311 Caniff St. Hamtramck, MI Janitorial Cleaning Services of the tow lot – Vendor staffing 1 person, 2 times per week Dusting Mopping Vacuuming Trash Removal Stripping And Waxing Floors – 4 times per year	



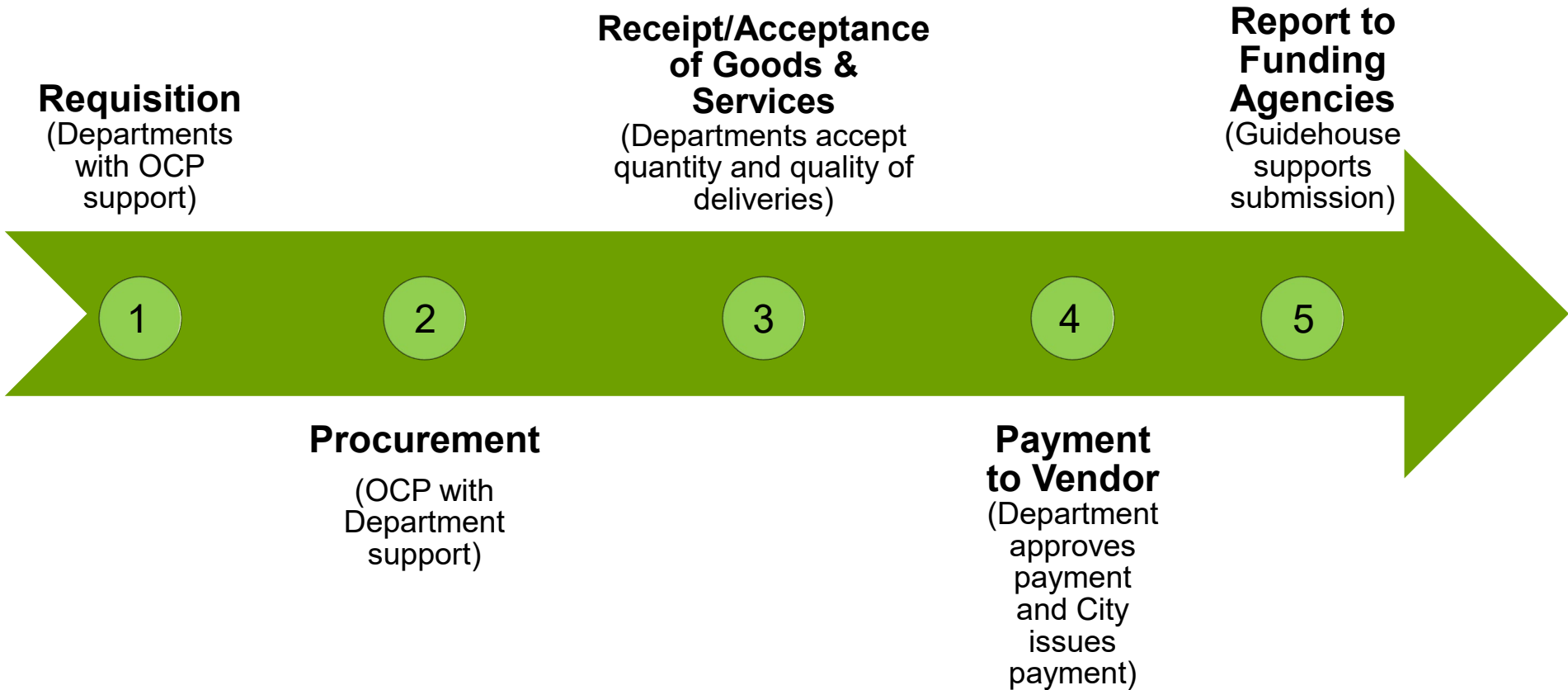
- Locations are listed
- Contract shows the cost of cleaning per location
- Contract also notes the scope and frequency of cleaning services being provided

Summary



High-Level Process Overview

If It's Not Documented, It Didn't Happen





Documenting Receipt

Check Before You Accept

Goods, Materials & Supplies

- The person receiving the items must compare the item type and quantity against the order and purchase order using the shipper or bill of lading.
- All items should be received in good condition.

Services

- The contract manager or person supervising the provision of a service must monitor that the contractor is satisfactorily doing the work they have been contracted to do by reconciling the invoice (or equivalent) with the negotiated SOW.

** If there are any issues with the items or quality of services, try to resolve with vendor and contact OCP.*



Backing Up Vendor Charges

What Are We Paying For?



Itemized Invoices



Locations



Supply Lists



Travel Logs



Timesheets



Description of
Additional Costs



Approving Vendor Payments

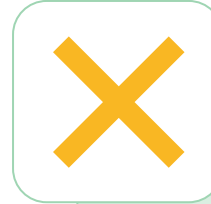
Final Approvals and Checks Out the Door



- If all invoiced items have been received as expected and in good quality;
- **OR** all invoiced services have been rendered and deliverables met;
- **AND** all documentation has been provided by the vendor;

THEN

Payment can be made to vendors



- If the vendor is invoicing the City of Detroit for items not received;
- **OR** if invoiced services have not been completed per the vendor contract or PO;
- **OR** the vendor has not submitted required;

THEN

Payment should not be issued

** If there are any issues with the items or quality of services, try to resolve with vendor and OCP.*

Q&A