Call-off contracts — 12 contracts reconciled

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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2,340 attached invoices · fictional document

Fictional document — demonstration example
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Fictional document, produced for the demonstration. **The usage of each contract is up to date the same day, not in December** — and that lag decides whether a tender is prepared over four months or over three weeks.

The commitment is the reservation of budget decided by the authorising officer before the expense; the call-off order executes it as needs arise; the invoice is what the supplier then presents. Reconciliation checks that the three say the same thing.

The reconciliation over the 2,340 invoices

Result	Volume	What is prepared
Reconciled with no discrepancy	**2,333**	Ready for the payment order
Overruns of the contract's maximum amount	**2**	**Stopped before the payment order — those are the two that count**
Invoices with no attachable call-off order	3	Request sent to the spending department

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Result	Volume	What is prepared
Closed call-off orders still carrying an expected invoice	2	Reconciliation handed to the contracts officer
Total discrepancies	**7**	**All documented, with the document alongside**

What is handed over on each contract, and existed nowhere

Data	Source	Frequency
Amount committed	Contract award document	On signature
Amount used and balance available	**Call-off orders and attached invoices**	**Daily**
Date of the last order	Call-off orders	Daily
Usage projection at term	**Actual pace of the last twelve months**	**Monthly**

What the projection already shows

Finding	Volume	What it opens up
Contracts more than 90 % used before their term	**3 out of 12**	**Time to prepare a tender**
including grounds maintenance	**96 % on 30 September for a term ending 31 December**	**Four months to relaunch, instead of three weeks**

A tender prepared over four months attracts more bids than a tender prepared in a rush — and that is the best protection of public money: **a market price requires real competition, which requires time.**

The proposed alert

Threshold	Recipients	What three replayed financial years show
80 % usage of a contract	**The contracts officer and the spending department concerned**	**The alert would have gone out 9 times; 4 of the 9 contracts were renewed in a rush**

> **An overrun of a contract's maximum amount is the only alert raised without waiting for the monthly statement** — because an overrun once paid cannot be undone, and an overrun stopped before the payment order costs no one anything.

For the authority to settle

Usage alert threshold chosen: ______ %

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