Metro Procurement Nashville

3rd Quarter FY2018 - Key Performance Indicators

Procurement Activity

Request for Proposals (RFP)	21
Invitation to Bid (ITB)	25
Professional Services (A&E)	6
Sole Source (<$250k) Approved	20
Sole Source (>$250k) Approved	2
Sole Brand Approved	9
Emergency	12
Cooperative	0

Transactions

		Amount	Avg Days to Complete
Total Purchase Orders	5,897	$204,289,844	
Purchase Orders from Solicitations	14	$862,972	58
Other Purchase Orders	5,883	$203,426,872	
Contracts	58	$100,967,905	135
Contract Amendments	29	$11,639,176	58

Paper Consumption

Reams of Virgin Paper	41,431
Virgin Paper Cost	$101,119
Reams of Recycled Paper	4,210
Recycled Paper Cost	$11,199

Training

iProcurement Requisition Entry Training	8
iProcurement Buyer Training	1
iProcurement Approver Training	3
iSupplier Training	3

Procurement Activity

Pie chart legend: RFP 22%, ITB 26%, A&E 6%, Sole Source <250K Approved 21%, Sole Source >$250K Approved 2%, Sole Brand Approved 10%, Emergency 13%, Cooperative 0%

5/3/2018
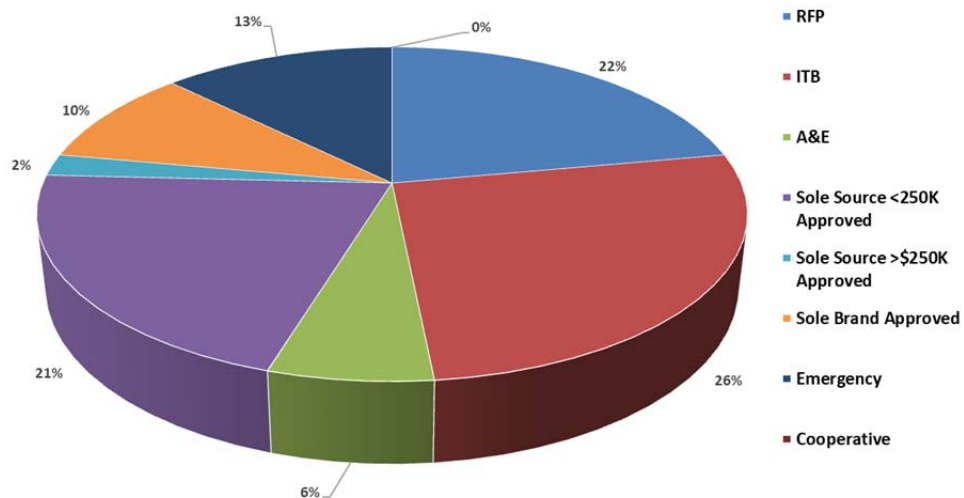
3rd Quarter FY2018 - Key Performance Indicators (KPI) Data for Procurement

KPI DETAILS	RFP	ITB	A&E	Sole Source <250K Approved	Sole Source >$250K Approved	Sole Brand Approved	Emergency	Cooperative	Purchase Orders	PO's Amount	Avg Days to Complete POs	Contracts	Contracts Amount	Avg Days to Complete Contracts	Amendments	Amendments Amount	Avg Days to Complete Amendments
3RD QTR — January	4	9	1	2	0	1	5	0	7	$418,021	46	14	$27,200,000	102	13	$3,263,524	68
February	6	5	3	9	1	5	4	0	1	$78,785	84	19	$31,678,203	180	8	$694,757	65
March	11	11	2	9	1	3	3	0	6	$366,166	45	25	$42,089,702	123	8	$7,680,895	42
Total	21	25	6	20	2	9	12	0	14	$862,972	58	58	$100,967,905	135	29	$11,639,176	58
JANUARY — DCSO				1													
General Services		4	1				2		3	$174,722	68	5	$21,600,000	75	4	$1,784,820	109
Human Resources	1											2	$215,000	143			
ITS	1			1								1	$85,000	187			
Library	1											1	$1,700,000	120			
NCAC	1											2	$500,000	81	4	$156,839	59
Police		2				1	1		2	$120,277	7						
Public Works							1								3	$425,000	24
Sports Authority												1	$100,000	34			
Water Services		3				1			2	$123,022	64	2	$3,000,000	77	2	$896,865	81
Total	4	9	1	2	0	1	5	0	7	$418,021	46	14	$27,200,000	102	13	$3,263,524	68
FEBRUARY — Finance	1											1	$1,000,000	343			
General Services	3	1		2								6	$13,559,915	162			
General Sessions			1												1	$0	49
Human Relations															1	$0	133
Human Resources															2	$0	52
Legal	1											1	$500,000	76	1	$180,000	44
ITS				1			2										
NCAC															2	$345,000	98
Parks						1			1	$78,785	84						
Police				4	1		1										
Public Defender				1													
Public Works		2		1		1	1					2	$5,500,000	148			
Water Services	1	2	2			3						9	$11,118,288	171	1	$169,757	16
Total	6	5	3	9	1	5	4	0	1	$78,785	84	19	$31,678,203	180	8	$694,757	65
MARCH — Codes		1							2	$54,750	164						
DCSO															1	$0	27
Fairgrounds	1						1					1	Revenue Generating	159			
Fire							1										
General Services	3	6							1	$216,820	72	8	$25,724,933	127			
General Sessions Court	1											2	$1,347,900	109			
Health				1													
Human Resources	1	1					1		1	$19,843	36	1	$125,000	157			
ITS			3														
Legal															2	$0	33
Library	2											2	$2,393,777	42			
NCAC	2											4	$1,238,418	49	1	$100,000	26
Parks	1					1						2	$10,000,000	201	2	$7,580,895	27
Police		3		4	1	2			2	$74,752	68	2	$471,832	96			
Public Works															2	$0	96
Water Services			2	1								3	$787,843	165			
Total	11	11	2	9	1	3	3	0	6	$366,166	45	25	$ 42,089,702	123	8	$7,680,895	42

5/8/2018

3rd Quarter FY2018 - Key Performance Indicators (KPI) Data for Procurement

3rd Quarter Paper Consumption	Reams of Virgin Paper	Virgin Paper Cost	Reams of Recycled Paper	Recycled Paper Cost
January	31,155	$76,088.50	2260	$6,011.60
February	3,711	$9,047.42	1090	$2,899.40
March	6,565	$15,983.30	860	$2,287.60
Total 3rd Quarter Paper Consumption	**41431**	**$101,119**	**4210**	**$11,199**

3rd Quarter Training Sessions Conducted	iProcurement Requisition Entry Training	iProcurement Buyer Training	iProcurement Approver Training	iSupplier Training
January	1	1	0	0
February	7	0	3	3
March	0	0	0	0
Total 3rd Quarter Training Sessions Conducted	**8**	**1**	**3**	**3**