

Metro Procurement Nashville

2nd Quarter FY2019 - Key Performance Indicators

Procurement Efficiency

Procurement Activity	Avg Days to Complete			
Request for Proposals (RFP)	24	56	Sole Source (Exempt)	3
Invitation to Bid (ITB)	25	34	Sole Source (Denied)	1
Professional Services (A&E)	0	0	Sole Source (DPA)*	12
Sole Source (< \$250k) Submitted	15		Sole Source (< \$250k) Approved	16
Sole Source (> \$250k) Submitted	2		Sole Source (> \$250k) Approved	1
Sole Brand	12		Percentage of Sole Source Requests Approved	97%
Emergency Submitted	6		Emergency Approved	7
Cooperative Submitted	6		Cooperative Approved	5

Transactions	Avg Days to Complete		Amount
Total Number of Purchase Orders	5,681		\$ 386,116,850
Purchase Orders from Solicitations	8	16	\$ 1,084,379
Other Purchase Orders	5,673		\$ 385,032,471
Contracts	48	61	\$ 157,094,185
Contract Amendments	17	14	\$ 49,967,618

Cost Savings/Avoidance

Organizational Budget (per quarter)	\$ 301,550	Negotiated Cost Reductions	\$ 1,230,021
Percentage of Spend Through Cooperative Purchasing	0.02%	Total Procurement Spend	\$ 386,116,850

Vendor Related

Completed Contracts Greater than \$1 Million	17	Average Number of Suppliers Responding	2
Active Suppliers with Contracts Greater than \$1 Million	485	Number of Disadvantaged Suppliers Responding to Competitive Solicitations	12
		SBE	5
		MBE	23
		WBE	

Professional Development

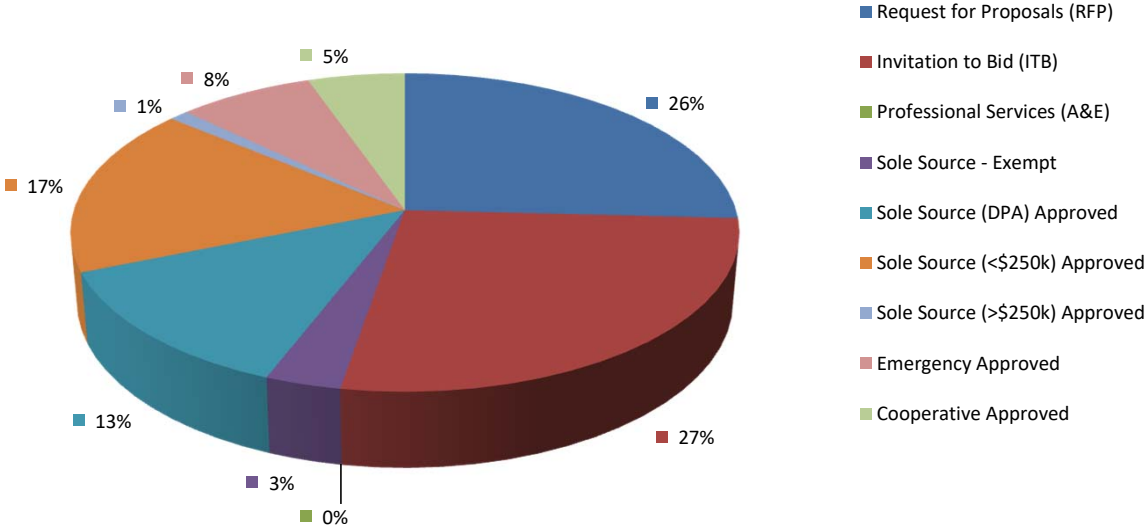
		Number of Attendees	Hours to Complete
Employees with Certifications	0	iProcurement Requisition Entry Training	14
Spend per Employee on PD/Training	0	iProcurement Approver Training	1
Procurement Office Training	6	iProcurement Buyer Training	4
		iSupplier Training	0

Other

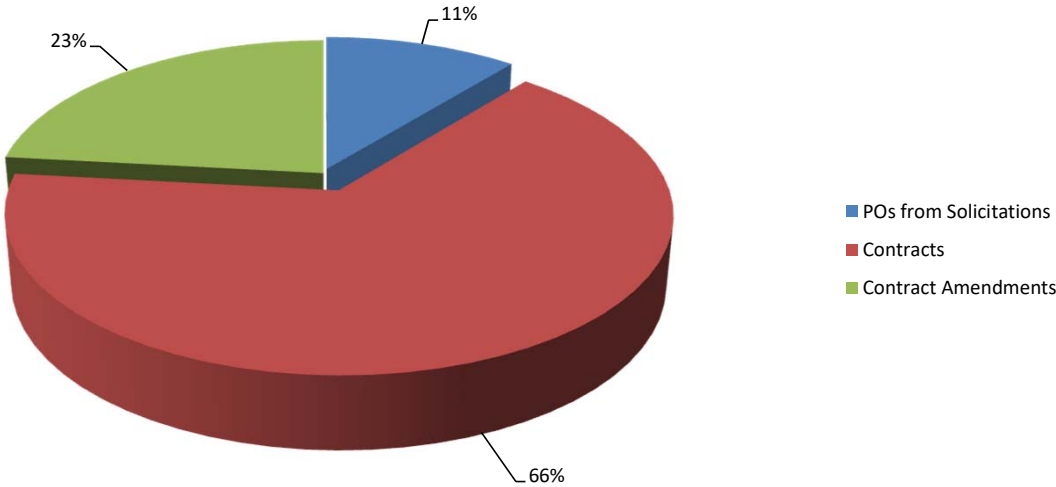
Paper Consumption	
Reams of Virgin Paper	28,090
Virgin Paper Cost	\$ 67,978
Reams of Recycled Paper	3,920
Recycled Paper Cost	\$ 10,427

2nd Quarter FY 2019 - Procurement Activity

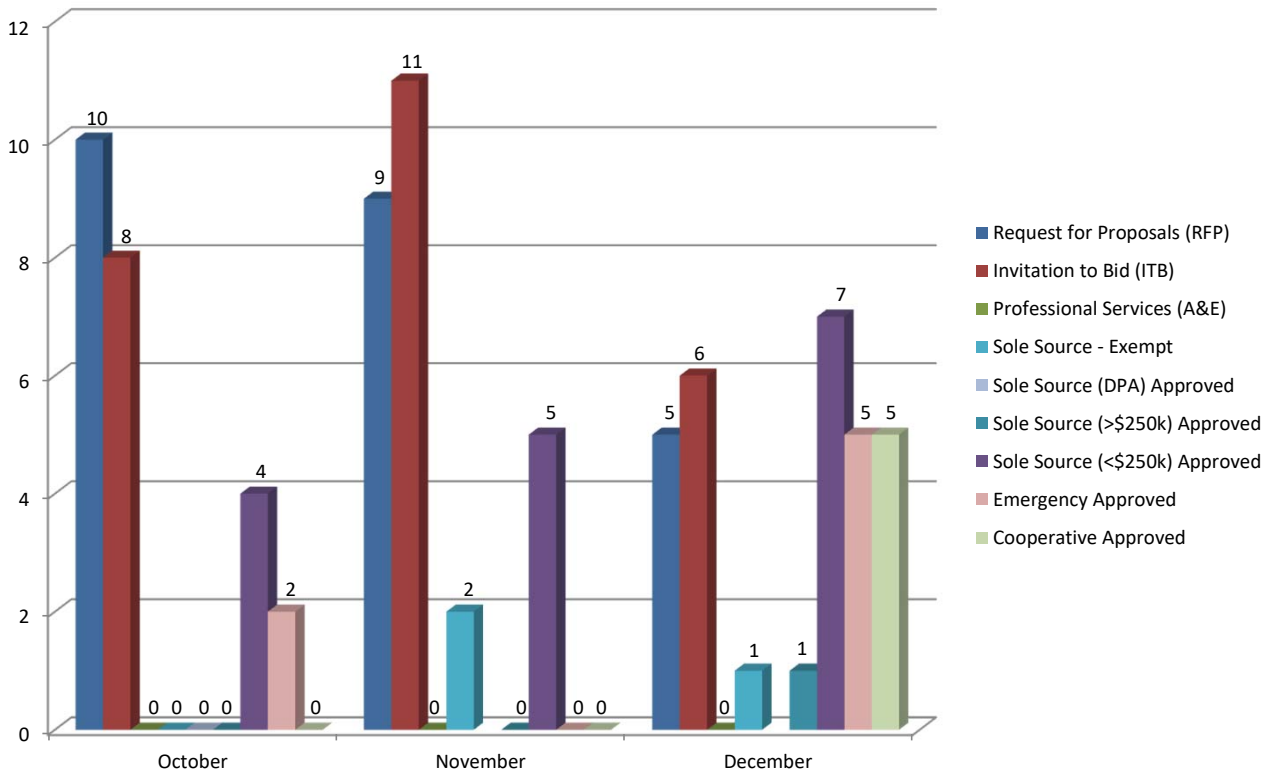
Overall Procurement Activity for Quarter



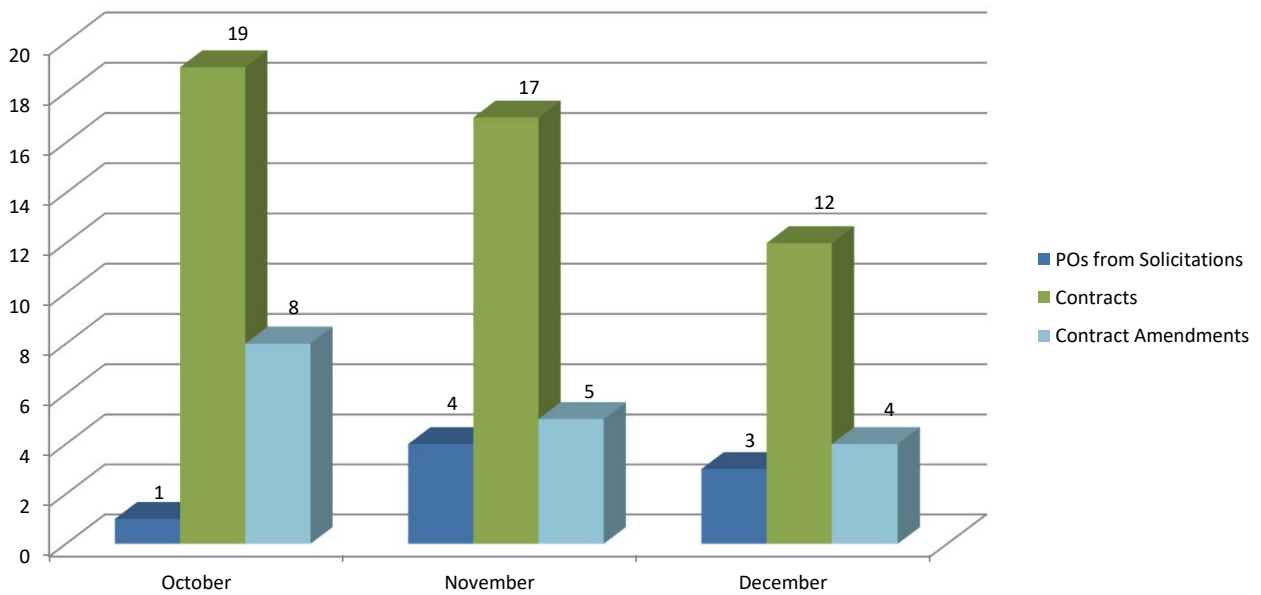
Procurement Division Transactional Activity for Quarter



Procurement Activity By Month



Procurement Divisional Transactional Activity By Month



2nd Quarter FY2019 - Key Performance Indicators (KPI) Data for Procurement

KPI Details	Procurements										Transactions								
	RFP	ITB	A&E	Sole Source Exempt Approved	Sole Source DPA Approved	Sole Source <250K Approved	Sole Source >250K Approved	Emergency Approved	Cooperative Approved	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	
2nd QTR	October	10	8	0	0	3	4	0	2	0	1	\$ 267,700	10	19	\$ 88,377,638	55	8	\$ 19,374,805.85	14
	November	9	11	0	2	4	5	0	0	0	4	\$ 545,139	19	17	\$ 37,879,177	54	5	\$ 30,409,672.24	12
	December	5	6	0	1	5	6	2	5	5	3	\$ 271,540	20	12	\$ 30,837,370	74	4	\$ 183,140.26	17
		24	25	0	3	12	15	2	7	5	8	\$ 1,084,379	16	48	\$ 157,094,185	61	17	\$ 49,967,618.35	14
OCTOBER	Finance	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 265,000	92	1	\$ 75,000	19	
	Fire	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ 15,000	63	
	General Services	2	1	0	0	0	0	0	0	0	\$ -	0	3	\$ 8,733,500	41	0	\$ -	0	
	Health	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 500,000	29	0	\$ -	0	
	Human Resources	0	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 800,000	90	0	\$ -	0	
	ITS	2	1	0	0	0	0	0	0	0	\$ -	0	4	\$ 42,305,897	54	1	\$ -	6	
	Library	0	0	0	0	1	1	0	0	0	\$ -	0	4	\$ -	0	1	\$ 44,000	6	
	Parks	0	2	0	0	0	0	0	1	0	\$ 267,700	10	1	\$ 1,000,000	42	2	\$ 4,000,000	0	
	Planning	0	0	0	0	1	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Police	0	2	0	0	0	1	0	1	0	\$ -	0	2	\$ 750,000	48	0	\$ -	0	
	Public Defender	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Public Works	0	0	0	0	1	0	0	0	0	\$ -	0	1	\$ -	0	0	\$ -	0	
	Sheriff	1	1	0	0	0	0	0	0	0	\$ -	0	2	\$ 18,050,000	96	0	\$ -	0	
	State Trial Courts	0	0	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Water Services	3	1	0	0	0	1	0	0	0	\$ -	0	4	\$ 15,973,241	40	2	\$ 15,240,806	11	
			10	8	0	0	3	4	0	2	0	\$ 267,700	10	19	\$ 88,377,638.30	55	8	\$ 19,374,805.85	14
NOVEMBER	Arts	0	0	0	1	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Fairgrounds	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	2	\$ 28,945,000	15	
	Finance	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 553,920	63	0	\$ -	0	
	Fire	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	General Services	3	4	0	0	1	1	0	0	0	\$ -	0	7	\$ 23,475,000	48	0	\$ -	0	
	General Sessions Court	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 815,000	28	0	\$ -	0	
	Health	0	0	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	ITS	2	0	0	0	0	0	0	0	0	\$ -	0	2	\$ 2,520,000	42	0	\$ -	0	
	Library	0	0	0	0	2	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	NCAC	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ 904,320	21	
	OEM	0	1	0	0	0	0	0	0	0	\$ 57,549	1	0	\$ -	0	0	\$ -	0	
	Parks	0	2	0	0	0	0	0	0	0	\$ -	0	2	\$ 625,000	38	2	\$ 560,352	5	
	Police	0	0	0	0	0	1	0	0	0	\$ -	0	1	\$ 455,000	189	0	\$ -	0	
	Public Works	0	1	0	0	0	0	0	0	0	\$ -	0	1	\$ 3,000,000	29	0	\$ -	0	
	Sheriff	0	0	0	1	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	State Trial Courts	0	0	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
Water Services	2	3	0	0	1	1	0	0	0	\$ 487,590	24	2	\$ 6,435,257	55	0	\$ -	0		
		9	11	0	2	4	5	0	0	4	\$ 545,139	19	17	\$ 37,879,177.00	54	5	\$ 30,409,672.24	12	
DECEMBER	Arts	0	0	0	0	0	0	1	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Family Safety	0	0	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0	
	Finance	0	0	0	0	0	0	0	0	0	\$ -	0	1	\$ -	356	0	\$ -	0	
	General Services	2	2	0	0	2	1	0	0	0	\$ 231,592	22	2	\$ 18,500,000	82	1	\$ -	21	
	Health	1	0	0	0	2	1	0	0	1	\$ -	7	1	\$ 400,000	8	0	\$ -	0	
	Human Resources	0	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	1	
	ITS	0	0	0	0	0	0	0	1	0	\$ -	0	1	\$ 7,500,000	0	0	\$ -	0	
	Legal	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 688,620	43	0	\$ -	0	
	Library	0	1	0	0	1	0	0	0	0	\$ -	0	1	\$ 43,750	36	0	\$ -	0	
	Metro-wide	1	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 500,000	76	0	\$ -	0	
	Parks	0	1	0	0	0	0	0	0	0	\$ 39,948	9	0	\$ -	0	0	\$ -	0	
	Police	0	0	0	1	0	1	0	1	3	\$ -	8	0	\$ -	0	0	\$ -	0	
	Public Works	0	1	0	0	0	1	1	3	0	\$ -	14	3	\$ 2,955,000	66	0	\$ -	0	
	Sheriff	0	0	0	0	0	1	0	0	1	\$ -	0	0	\$ -	0	0	\$ -	0	
	Water Services	0	1	0	0	0	0	0	0	0	\$ -	0	1	\$ 250,000	4	2	\$ 183,140	23	
			5	6	0	1	5	6	2	5	5	\$ 271,540	20	12	\$ 30,837,370	74	4	\$ 183,140.26	17

2nd Quarter FY2019 - Key Performance Indicators (KPI) Data for Procurement

2nd Quarter Paper Consumption	Reams of Virgin Paper	Virgin Paper Cost	Reams of Recycled Paper	Recycled Paper Cost	2nd Quarter Training Sessions Conducted	iProcurement Requisition Entry Training	iProcurement Buyer Training	iProcurement Approver Training	iSupplier Training
October	3,650	\$ 8,833.00	540	\$ 1,436.40	October	3	1	0	0
November	3,430	\$ 8,300.60	760	\$ 2,021.60	November	2	0	0	0
December	21,010	\$ 50,844.20	2,620	\$ 6,969.20	December	9	3	0	1
Total 2nd Quarter Paper Consumption	28,090	\$ 67,978	3,920	\$ 10,427	Total 2nd Quarter Training Sessions Conducted	14	4	0	1