

Metro Procurement Nashville

4th Quarter FY2019 - Key Performance Indicators

Procurement Efficiency

Procurement Activity	Avg Days to Complete			
Request for Proposals (RFP)	39	69	Sole Source - Exempt	5
Invitation to Bid (ITB)	58	36	Sole Source (Denied)	4
Professional Services (A&E)	1	217	Sole Source (DPA)	12
Sole Source (< \$250k) Submitted	22		Sole Source (< \$250k) Approved	17
Sole Source (> \$250k) Submitted	2		Sole Source (> \$250k) Approved	2
Sole Brand Submitted/Approved	1		Percentage of Sole Source Requests Approved	90%
Emergency Submitted	14		Emergency Approved	12
Cooperative Submitted	6		Cooperative Approved	5

Transactions	Avg Days to Complete		Amount
Total Number of Purchase Orders	5,494		\$ 359,952,052
Purchase Orders from Solicitations	26	14	\$ 3,496,994
Other Purchase Orders	5,468		\$ 356,455,058
Contracts	83	120	\$ 202,751,006
Contract Amendments	26	62	\$ 23,868,549

Cost Savings/Avoidance

Organizational Budget (per quarter)	\$ 301,550	Negotiated Cost Reductions	\$ 62,690
Percentage of Spend Through Cooperative Purchasing	0.00%	Total Procurement Spend	\$ 359,952,052

Vendor Related

Completed Contracts Greater than \$1 Million	39	Average Number of Suppliers Responding to Competitive Solicitations	2
Active Suppliers with Contracts Greater than \$1 Million	513	Number of Disadvantaged Suppliers Responding to Competitive Solicitations	5
		SBE	5
		MBE	3
		WBE	1

Professional Development

Employees with Certifications	2
Spend per Employee on PD/Training	0
Total Training Hours	0

Training

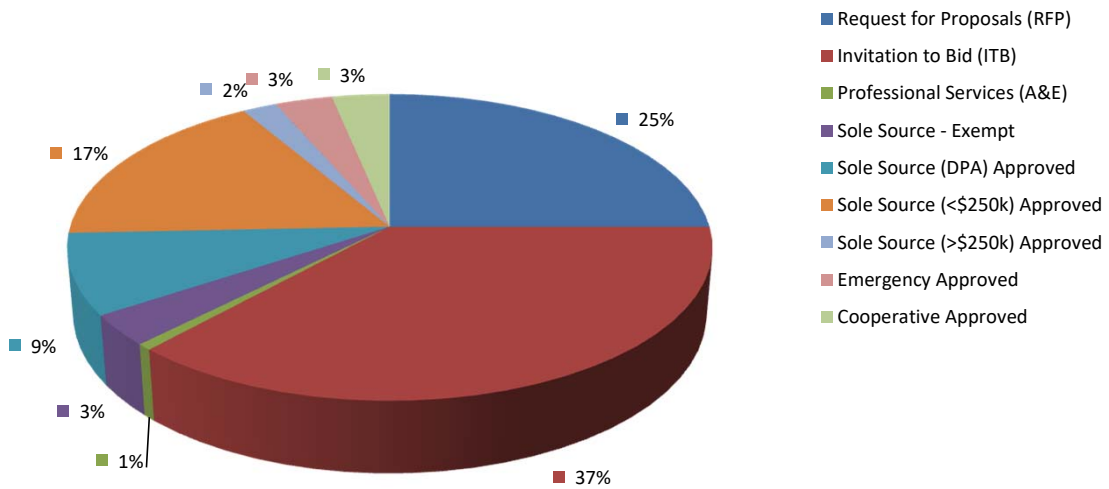
	Number of Attendees	Hours Completed
iProcurement Requisition Entry Training	5	10
iSupplier Training	2	2
iProcurement Buyer Training	1	2
iProcurement Approver Training	2	2
Procurement Office Training	0	0

Other

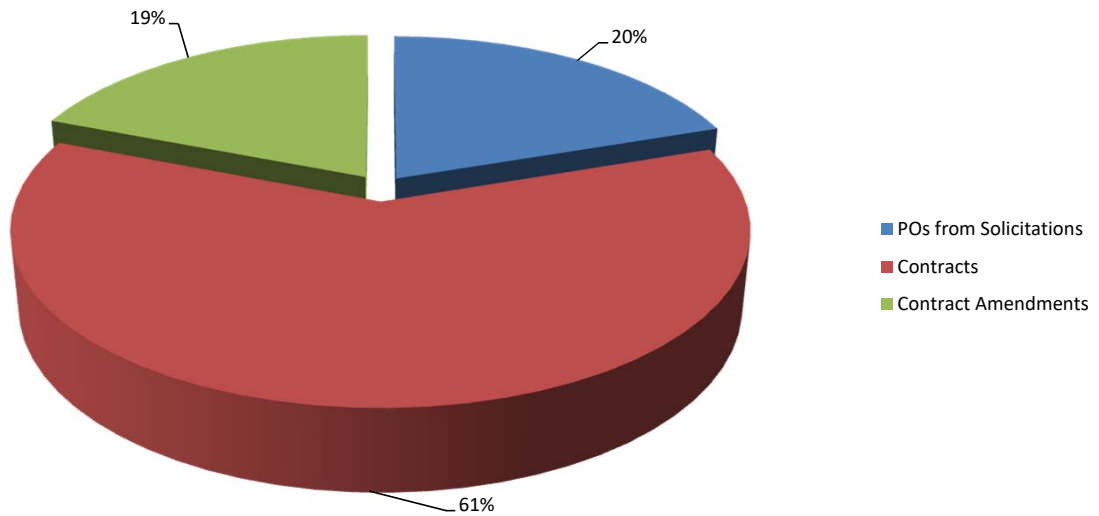
Paper Consumption	
Reams of Virgin Paper	16,140
Virgin Paper Cost	\$ 46,002
Reams of Recycled Paper	1,530
Recycled Paper Cost	\$ 4,743

4th Quarter FY 2019 - Procurement Activity

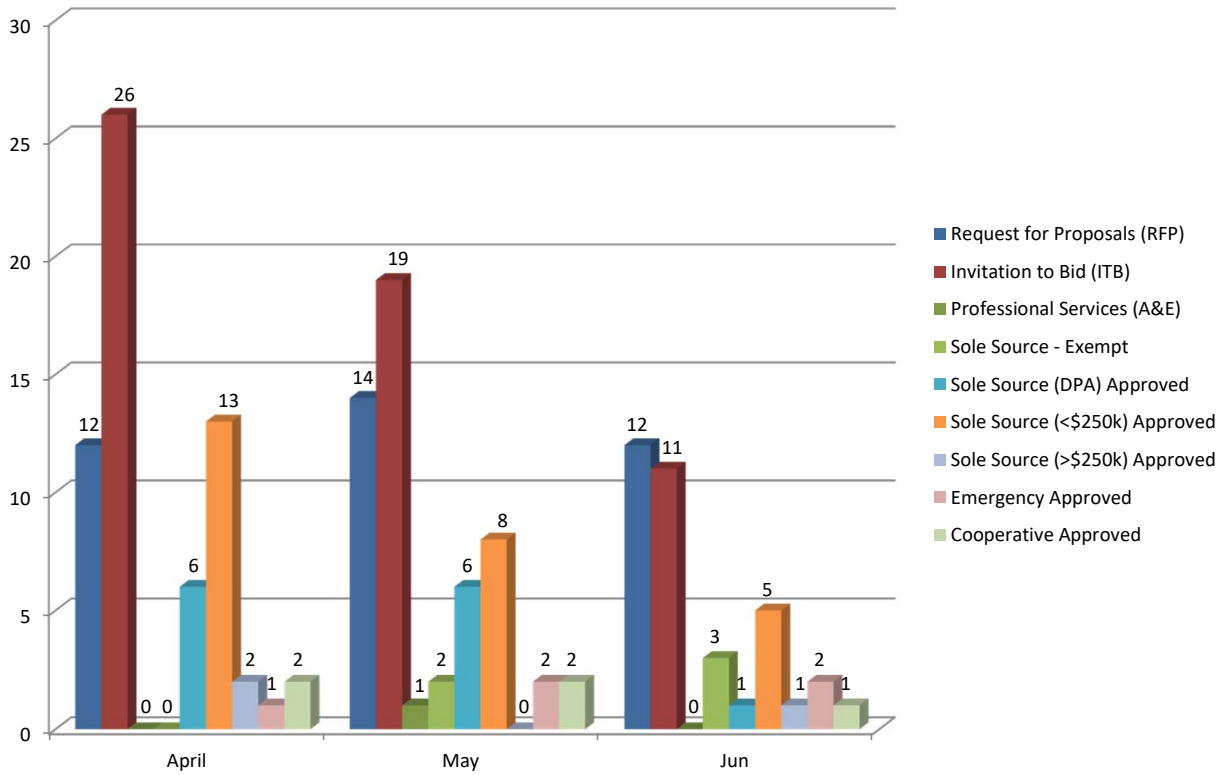
Overall Procurement Activity for Quarter



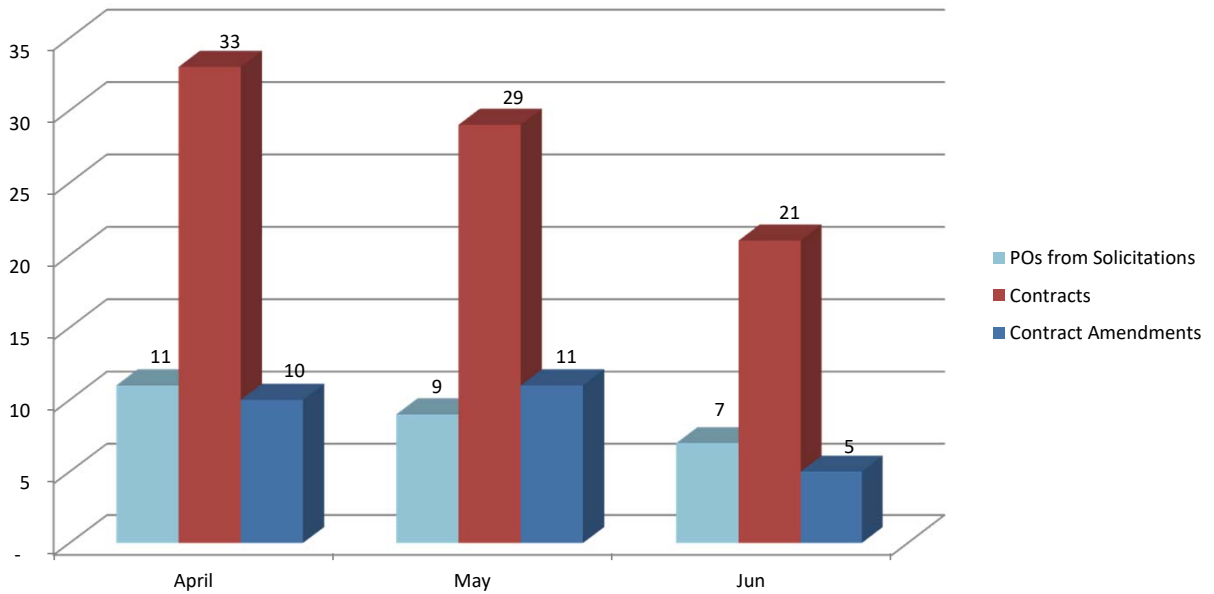
Procurement Division Transactional Activity for Quarter



Procurement Activity By Month



Procurement Divisional Transactional Activity By Month



4th Quarter FY2019 - Key Performance Indicators (KPI) Data for Procurement

KPI Details	Procurements							Transactions									
	RFP*	ITB*	A&E*	Sole Source <250K Approved	Sole Source >250K 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	
4th QTR	April	13	26	0	11	1	9	2	11	\$ 2,245,765	11	33	\$ 66,391,245	130	10	\$ 3,543,543	58
	May	14	22	1	16	0	2	2	8	\$ 762,338	19	28	\$ 56,900,500	96	11	\$ 5,025,005	65
	June	12	11	0	9	1	1	1	7	\$ 488,890	14	21	\$ 79,459,261	129	5	\$ 15,300,000	63
		39	59	1	36	2	12	5	26	\$ 3,496,994	14	82	\$ 202,751,006	120	26	\$ 23,868,548	62
APRIL	Assessor	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 1,027,265	261	0	\$ -	0
	Codes	0	1	0	0	0	0	0	1	\$ 14,460	26	0	\$ -	0	0	\$ -	0
	Election Commission	2	0	0	0	0	0	0	0	\$ -	0	2	\$ 11,178,000	52	0	\$ -	0
	Finance	1	1	0	0	0	1	0	1	\$ 88,021	1	1	\$ 750,000	77	0	\$ -	0
	Fire	0	1	0	0	0	0	0	0	\$ -	0	1	\$ 2,500,000	62	0	\$ -	0
	General Services	3	7	0	4	0	0	2	2	\$ 636,873	15	8	\$ 28,300,000	64	4	\$ 3,543,543	58
	General Sessions Court	1	0	0	0	0	0	0	0	\$ -	0	1	\$ 815,000	200	0	\$ -	0
	Health	0	0	0	2	0	2	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Human Resources	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	69
	ITS	2	0	0	0	0	3	0	0	\$ -	0	2	\$ 13,000,000	238	0	\$ -	0
	Library	0	1	0	0	0	0	0	0	\$ -	0	1	\$ 200,000	54	0	\$ -	0
	MAC	1	0	0	1	0	0	0	0	\$ -	0	1	\$ 300,000	72	0	\$ -	0
	Metro-wide	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	61
	Municipal Auditorium	1	0	0	0	0	1	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	NCAC	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	40
	Parks	0	2	0	1	0	0	0	1	\$ 78,912	10	3	\$ 631,515	110	1	\$ -	122
	Planning	0	0	0	1	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Police	1	2	0	2	1	0	0	2	\$ 52,529	2	1	\$ 375,000	111	0	\$ -	0
	Public Works	1	4	0	0	0	0	0	0	\$ -	0	6	\$ 3,540,500	64	0	\$ -	0
	Sheriff	0	2	0	0	0	0	0	2	\$ 117,000	12	1	\$ 40,469	312	0	\$ -	0
	State Trial Courts	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 183,496	215	0	\$ -	0
Water Services	0	5	0	0	0	2	0	2	\$ 1,257,970	9	3	\$ 3,550,000	53	2	\$ -	28	
	13	26	0	11	1	9	2	11	\$ 2,245,765	11	33	\$ 66,391,245	130	10	\$ 3,543,543	58	
MAY	Arts	0	0	0	0	0	0	0	0	\$ -	0	1	\$ 150,000	125	0	\$ -	0
	Circuit Court Clerk	0	2	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Fairgrounds	0	1	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ 3,966,500	28
	Finance	1	1	0	1	0	0	0	0	\$ -	0	2	\$ 3,800,000	190	0	\$ -	0
	General Services	5	5	1	3	0	1	0	4	\$ 558,274	50	8	\$ 41,529,050	229	2	\$ 1,038,320	57
	Health	0	1	0	3	0	0	0	0	\$ -	0	1	\$ 60,000	46	1	\$ -	87
	Library	0	0	0	1	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	MAC	2	4	0	1	0	0	0	0	\$ -	0	6	\$ 4,935,000	49	0	\$ -	0
	NCAC	3	0	0	0	0	0	0	0	\$ -	0	3	\$ 280,000	65	0	\$ -	0
	OEM	0	1	0	0	0	0	0	1	\$ 25,200	5	0	\$ -	0	0	\$ -	0
	Parks	1	2	0	0	0	0	2	1	\$ 29,776	24	2	\$ 746,450	38	0	\$ -	0
	Planning	0	1	0	1	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Police	1	0	0	3	0	0	0	0	\$ -	0	1	\$ 250,000	77	0	\$ -	0
	Public Works	1	0	0	1	0	0	0	0	\$ -	0	1	\$ 4,000,000	63	2	\$ 10,725	54
	Sheriff	0	1	0	1	0	0	0	1	\$ 39,379	7	0	\$ -	0	0	\$ -	0
	Social Services	0	0	0	0	0	1	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Sports Authority	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	State Trial Courts	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Trustee	0	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Water Services	0	3	0	1	0	0	0	1	\$ 109,710	8	3	\$ 1,150,000	79	5	\$ 9,460	70
	14	22	1	16	0	2	2	8	\$ 762,338	19	28	\$ 56,900,500	96	11	\$ 5,025,005	65	

4th Quarter FY2019 - Key Performance Indicators (KPI) Data for Procurement																
KPI Details	Procurements							Transactions								
	RFP*	ITB*	A&E*	Sole Source <250K Approved	Sole Source >250K 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
JUNE	Codes	0	2	0	0	0	0	2	\$ 18,442	12	0	\$ -	0	0	\$ -	0
	Fairgrounds	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	59
	Finance	3	0	0	2	0	0	0	\$ -	0	5	\$ 28,323,201	198	0	\$ -	0
	Fire	2	0	0	0	1	0	0	\$ -	0	3	\$ 24,350,000	135	0	\$ -	0
	General Services	1	4	0	0	0	0	1	\$ 112,152	15	2	\$ 6,198,657	74	0	\$ -	0
	Health	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	48
	Human Resources	1	0	0	0	0	0	0	\$ -	0	1	\$ 2,700,000	0	0	\$ -	0
	ITS	0	0	0	0	0	0	0	\$ -	0	1	\$ 500,000	64	0	\$ -	0
	Library	1	0	0	1	0	0	0	\$ -	0	1	\$ 12,802,403	90	0	\$ -	0
	MAC	0	3	0	0	0	0	0	\$ -	0	3	\$ 3,630,000	57	0	\$ -	0
	NCAC	2	0	0	0	0	0	0	\$ -	0	2	\$ 530,000	62	0	\$ -	#DIV/0!
	OEM	0	0	0	1	0	0	0	\$ -	0	0	\$ -	0	0	\$ -	0
	Parks	0	1	0	0	0	0	0	\$ 163,870	28	0	\$ -	0	0	\$ -	0
	Police	1	0	0	2	0	0	0	\$ -	0	1	\$ 375,000	166	0	\$ -	0
	Public Works	0	0	0	0	0	1	0	\$ -	0	0	\$ -	0	1	\$ 300,000	63
	Sports Authority	1	0	0	0	0	0	0	\$ -	0	1	Revenue Generating	315	0	\$ -	0
	State Trial Courts	0	0	0	0	0	0	0	\$ -	0	0	\$ -	0	1	\$ -	61
	Water Services	0	1	0	2	0	0	0	\$ 194,426	1	1	\$ 50,000	0	1	\$ 15,000,000	36
	12	11	0	9	1	1	1	7	\$ 488,890	14	21	\$ 79,459,261	129	5	\$ 15,300,000	63

4th Quarter FY2019 - Key Performance Indicators (KPI) Data for Procurement									
4th Quarter Paper Consumption	Reams of Virgin Paper	Virgin Paper Cost	Reams of Recycled Paper	Recycled Paper Cost	4th Quarter Training Sessions Conducted	iProcurement Requisition Entry Training	iSupplier Training	iProcurement Buyer Training	iProcurement Approver Training
April	7,200	\$ 20,520	610	\$ 1,891	April	1	1	0	1
May	3,310	\$ 9,437	500	\$ 1,550	May	0	0	0	0
June	5,630	\$ 16,046	420	\$ 1,302	June	4	1	1	1
Total 4th Quarter Paper Consumption	16,140	\$ 46,002	1,530	\$ 4,743	Total 4th Quarter Training Sessions Conducted	5	2	1	2