



PhillyStat



Procurement Department
January 4, 2012



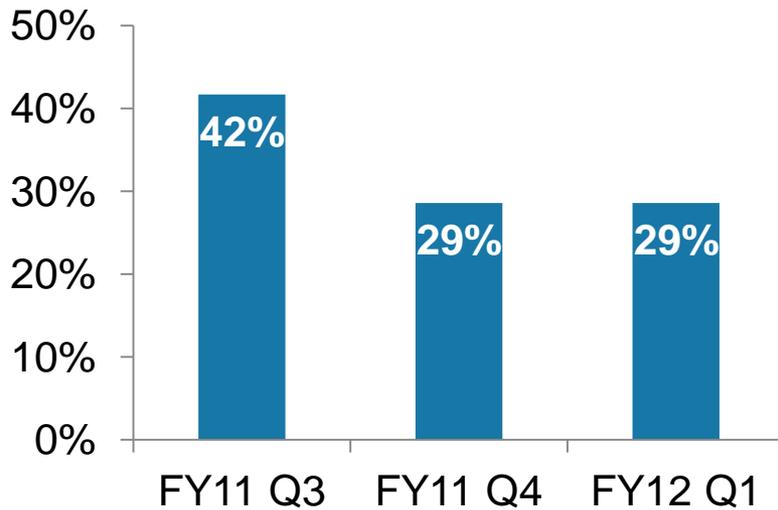
The Procurement Department takes pride in achieving its core objective which is contributing to Philadelphia government working efficiently, effectively, with integrity and with responsiveness.

Procurement works as a team to obtain quality goods, services and construction in an open, timely, and cost-effective manner by a competitive, fair and socially responsible process in accordance with the law. Procurement is constantly improving its performance through enhanced customer service and continuous performance management.

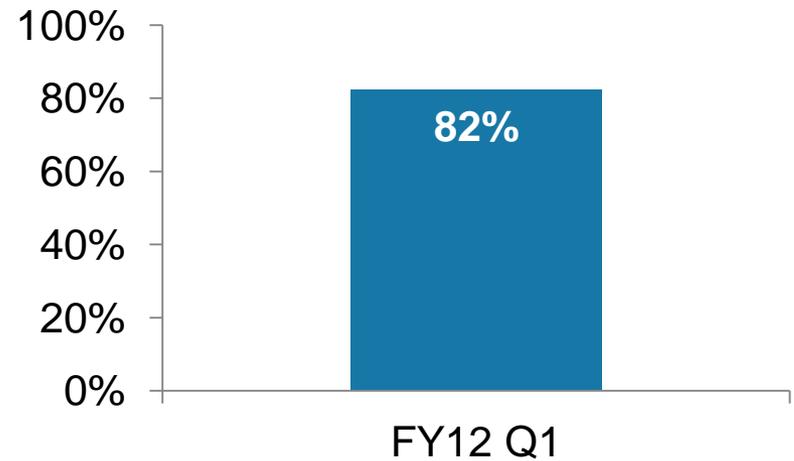
- The Procurement Department continues to provide quality service while improving its operations:
 - Short term:
 - Streamlining processes with the tools already available
 - Instituting charter changes
 - Continuing to grow our team’s analytic and critical thinking capacity
 - Long term:
 - Transforming how the City purchases
 - Identifying further legislative solutions
 - Modernizing the systems used to purchase on a comprehensive citywide level

- The Procurement Department is continuously focused on the Mayor's 4th and 5th goals – Philadelphia becomes the Greenest City in America; and Philadelphia's Government Works Better for Everyone
- Since its previous PhillyStat session the Department has expanded the cooperative purchasing program, placed into production the Purchase Order Imaging system Citywide, begun overall review of city contracting, and participated in the predevelopment process for the anticipated ERP (Enterprise Resource Planning).

1.1 Percent of **Departmental** Competitive Bids (Greater than 30K) Awarded and Processed in 90 Days or Less



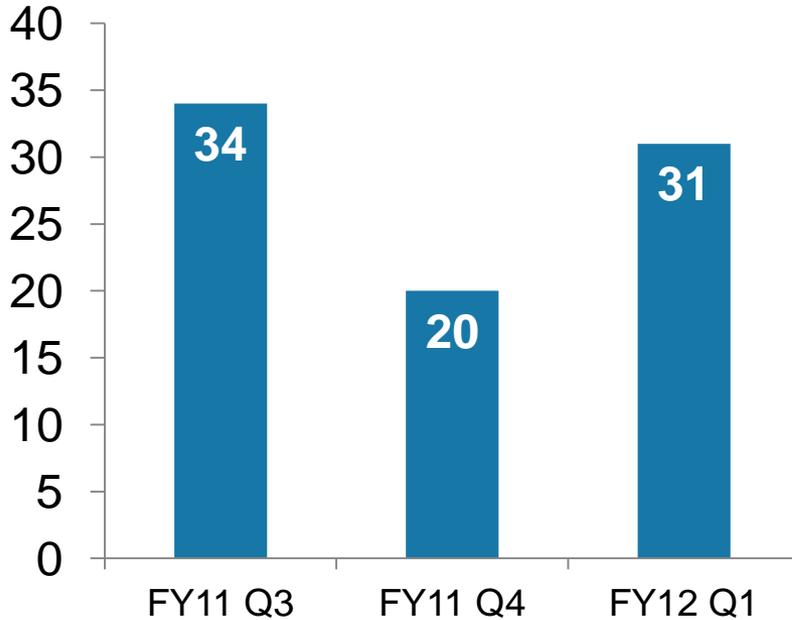
1.2 Percent of **Citywide** Competitive Bids (Greater than 30K) with Established Contracts Before Expiration of Prior Contract *



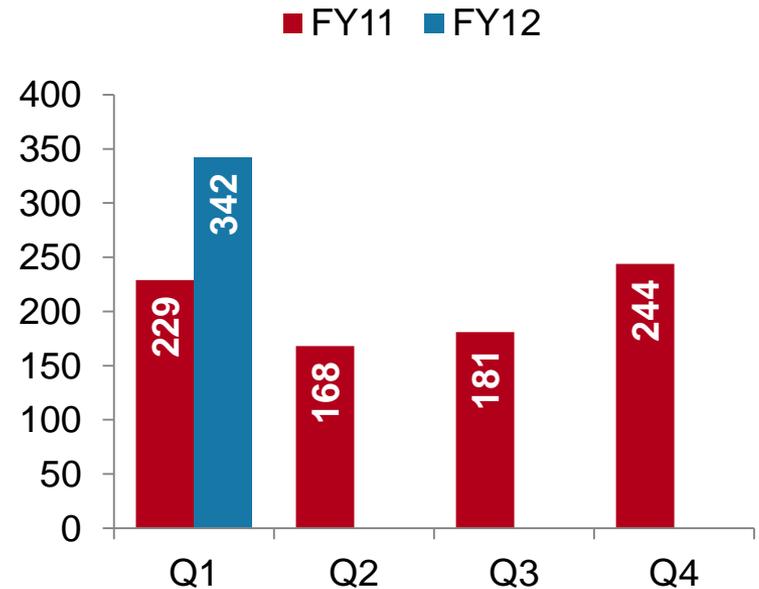
1.1 Due to data integrity issues, we are unable to show previous quarter data before FY11 Q3. Excludes sole source bids.

* 1.2 Procurement began tracking this metric in FY12 Q1.

1.3 Total Competitive Bids (Greater than \$30K) By Quarter



1.4 Number of Small Order Purchases by Quarter FY11 and FY12 By Quarter

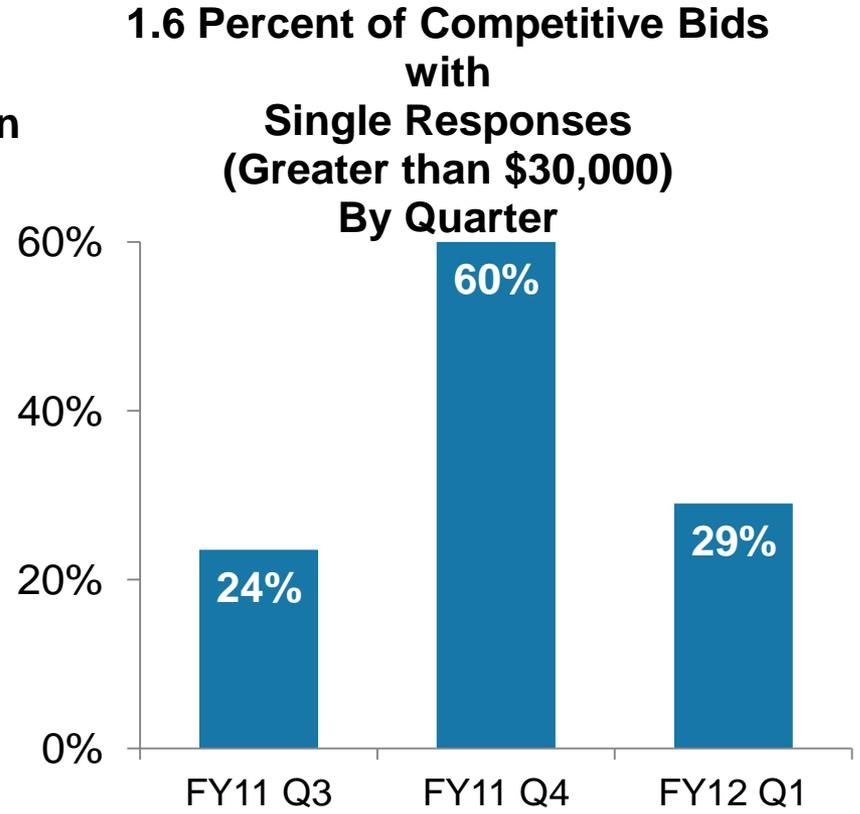
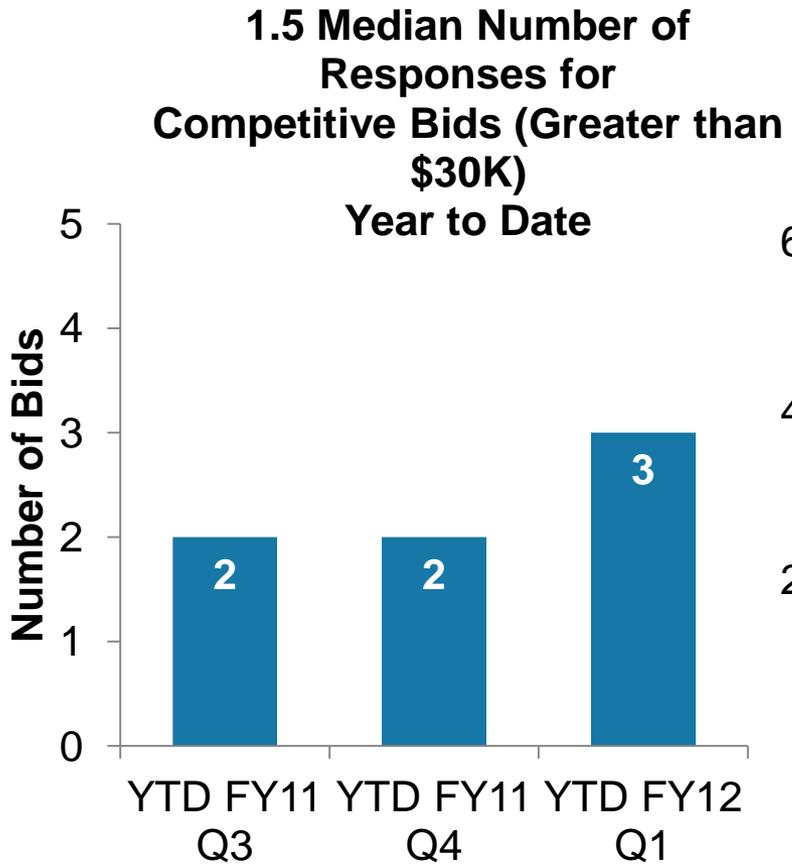


1.3 Total includes all departmental and citywide bids. Due to data integrity issues, we are unable to show previous quarter data before FY11 Q3.

Competitive bids with the longest amount of time, from requisition to award.

Bid No. FY12 Q1	Respondents	Number of Days
S2XL8100	2	325
S2Z57140	7	297
S1Z57240	4	287
S2Z57390	3	258
T1YB6250	3	220

Note: Excludes sole source bids.



Note: 1.4 and 1.5 exclude sole source bids.

Sources: Office of Innovation and Technology and Procurement Department SPEED

- The Procurement Department is implementing its customer service plan with help from the PhillyStat and 3-1-1 teams:
 - Procurement Department performed a customer service survey through the Survey Monkey tool
 - Procurement obtained Focus group feedback
 - Managers and Supervisors were set up by 3-1-1 staff on the TTN service for training; with further classes selected for their staff
 - 11 Staff sent to the 3-1-1 Customer Service Academy
 - Additional Procurement Workshop conducted on 12/5/11

- Procurement Department

- Focus Group Feedback:

In response to the question; Are there ways that Procurement can serve you better?

- N/A
- N/A
- No
- Great so Far
- Provide Updated Buyer Lists
- Provide inventory on-line – Do Inventory on-line verify and send electronically

Procurement			
FINANCE	FY12	FY12 Q1	% of FY12 Approp. Spent, YTD
General Fund Appropriations/Obligations, Current			
Total target appropriations	4,103,436	1,140,520	-
Total obligations	-	1,140,520	28%
<i>Class 100</i>			
Target Budget	2,236,253	452,881	
Obligations	-	452,881	20%
<i>Class 200</i>			
Target Budget	1,818,129	679,237	
Obligations*	-	679,237	37%
<i>Class 300</i>			
Target Budget	39,554	8,402	
Obligations	-	8,402	21%
<i>Class 400</i>			
Target Budget	9,500	0	
Obligations	-	0	0%
General Fund Overtime			
Total target overtime appropriations	5,000	182	-
Total target overtime obligations	-	182	4%
General Fund Revenues			
Total target revenues	868,000	190,885	% of FY12 target collected, YTD
Total actual revenues	-	190,885	22%
Other Funds Appropriations/Obligations, Current			
Water Fund			
Total target appropriations	69,028	14,812	
Total obligations	-	14,812	21%

Total obligations stand at 28% of annual appropriations.

% of annual appropriations spent, FY12 Q1	
25% and below	
26-50%	
51% and above	

*Advertising comprises 99% of Class 200 obligations.



Procurement’s technology goals are to move towards more electronic and automated processes, while developing the capacity to support legacy systems in the interim.

Project Name	Next Steps	Target Delivery Date	Status
Citywide Enterprise Solutions (phila.gov, Document Management)	Discovery	TBD	Pending Prioritization
Purchase Order Imaging System	Complete		In Production
SPEED (Requisition to Contract) System Replacement	Determine Scope of replacement application.	TBD	Pending Prioritization
Vendor Portal (Phila.gov 3.0)	Business Requirements complete.	Vendor Portal Initial Release Q3 FY 2012	Design in progress
ADPICS Knowledge Transfer and Documentation	Process Mapping.	On Hold	ERP Road Mapping expected soon.

Procurement FY12 Q1				
<i>HUMAN RESOURCES</i>		FY12 Target	FY12 Q1	% Diff. from Target
Total Budgeted Positions		51	47	-8%
	General Fund	49	45	-8%
	Water Fund	2	2	0%
Number of Vacancies				
	General Fund		4	
	Water Fund		0	
Undocumented Sick Leave				
	Procurement, All Funds, In Days		0.51	
	City, In Days		0.97	
Retirement Eligible (Not in DROP)				
	General Fund		1	
	Water Fund		1	
Retirement Eligible (Enrolled in DROP)				
	General Fund		11	
	Water Fund		0	

Phase	Description	Date	Status/Comments
Phase I	Identifying Critical Positions	1/15/11	Complete
Phase II	Determine Core Competencies for Critical Positions	3/15/11	Complete
Phase III	Identify and Evaluate Potential Successors	4/15/11	Complete
Phase IV	Generate and Implement Development Plans	Spring 2012	Spring 2012
Phase V	Develop, Monitor, Review	Ongoing	

Source: Office of Human Resources, Deferred Retirement Options Plan (DROP) numbers

- Cooperative Purchasing
 - Estimated savings of over \$1 million
 - 10 contracts certified for various items with 5 cooperative contracting associations (including the state)
 - Various items certified: playground equipment, vehicles, sodium chloride, IT software/hardware, office supplies, copiers, etc
- P.O. Imaging:
 - Reduced Printed POs from 516 to 115 per day (approx 104K less sheets of paper annually)
 - \$8,566 est. annual savings: paper savings and employee hours (reallocated)
 - No interoffice mail  all electronic
 - Depts have Immediate access to POs after batching overnight
 - Using Depts can email and order same day
 - Future possibilities: Automated distribution via Purchase Order portal
- Staff Transitions

- Staff Transitions
- Continuing and Ongoing Technology Improvements:
 - Web registration for vendors
 - Electronic notification
 - Electronic workflow
 - Electronic bidding
 - Data integrity



The Procurement Department would like to honor **Betty Cunningham** as the Employee of the Quarter.

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For more information about PhillyStat:

- Check us out on Facebook at www.facebook.com/phillystat
- Follow us on Twitter @PhillyStat
- Find us online at www.phila.gov/phillystat
- Email us at phillystat@phila.gov

Operations

- The City of Philadelphia **fiscal year** runs from July 1st to June 30th.
- **Competitive bids** are greater than \$30,000. Sole source bids, bids in which one company/organization can provided services needed, are excluded.
- **Small order purchases** are purchases of \$30,000 or less.
- **Median** number shows a distribution of 50% above and 50% below a group of items (e.g. competitive bids, bid responses).

Finance

- **Total appropriations/Adopted budget** are the total funds allocated to departments, as approved by City Council.
- **Target budget** is the budget amount departments anticipate spending, given their total appropriations, (i.e. fiscal quarter year to date, fiscal year). Targets are set by departments and the Budget Department in partnership. Annual targets are set after annual budget is adopted.

Finance (cont.)

- **Obligation** is the total of department expenditures and encumbrances. Encumbrances are funds dedicated towards contract services.
- **Spending classes** included are Class 100 (Personnel), Class 200 (Purchase of services), Class 300 (Materials and supplies) and Class 400 (Equipment).
- **Overtime** includes regular and holiday overtime.

Human Resources

- **Number of full-time employees** includes all funds.
- **Undocumented sick leave, average days** is calculated as the total of paid and unpaid, undocumented sick leave divided by the number of employees, divided by 8 (hours in a full work day). Citywide number of employees excludes Fire, Police, First Judicial District, District Attorney, Register or Wills, City Controller, Sheriff and City Commissioner.