

Reporting Requirements

Current as of 10/6/2009

Ideal Standard / Dashboard Report

1. Total spend by department
2. Under \$50K non-contract and contract spend, by department
3. Non-contract spend by department
4. Top 10 material group spend (all spend types and amounts)
5. Top 10 vendor spend (all spend types and amounts)
6. Top 10 vendor spend (P-card)
7. P-card spend by department
8. In-process and active bids/RFPs over \$50K
9. Awarded bids/RFPs over \$50K
10. Cost savings by department
11. Average days to award, by bid type
12. Total W/MBE spend volume, by department
13. Contracts expiring in one year, by month

Spend Analysis

Report	Drill Down Capabilities	Filter and Sort Requirements	Current SAP Status	Overall Data Status
Purchase Volume	<ul style="list-style-type: none"> ◆ <i>General knowledge</i> <ul style="list-style-type: none"> ○ Bid volume – total dollars, transactions, vendors ◆ <i>Consolidate volume</i> <ul style="list-style-type: none"> ○ Citywide dollar volume by category and material group across ALL PO types ○ Citywide dollar volume by category and material group across SROs, RO, IL, WK PO types and P-cards ○ Department dollar volume by category and material group ○ Dollar volume by category and material group by department ○ P-card dollar volume by category and material group ○ P-card transaction size (in dollars) sorted most-to-least ○ Sum of under \$50,000 transactions by material group by department – <i>for compliance purposes and potential aggregation</i> ◆ <i>Consolidate contracts and vendors</i> <ul style="list-style-type: none"> ○ Citywide # of open contracts by vendor by category and material group ○ P-card dollar volume by vendor ◆ <i>Negotiation opportunities</i> <ul style="list-style-type: none"> ○ Vendors with high dollar volume or transaction volume ○ Unit prices and volumes by material group and category for commodities – <i>to compare against prevailing market rates</i> ○ OAs for service contracts by dollar volume – <i>reach out to departments for evaluations of service to find low performance levels for renegotiation or leverage</i> 	<ul style="list-style-type: none"> ◆ Dollar volume (i.e. over or under \$50,000) ◆ Transactions ◆ Department (4-digit code) ◆ Category, material group, and material number ◆ Vendor number ◆ OA ◆ PO type (SRO, RO, CP, PO, IL, WK, stock transfers) and P-card ◆ Date range 	<ul style="list-style-type: none"> ◆ Report: ME80FN ◆ Provides basics for this requirement. ◆ Enhancements: Add Vendor Name, Purchasing Group Name, Unit Cost and Purchase Requisition Number and Item No., Cost Center ◆ Revise list to display in alpha order in Dynamics Selections drop down. 	<ul style="list-style-type: none"> ◆ Source: SAP, P-card (from Chase Bank) ◆ Integrity: Flexible SAP fields result in variable behaviors: <ul style="list-style-type: none"> - Material Number not utilized - Some instances of missing Material Group - P-card data from Chase, cannot be fully integrated into SAP - All consolidated depts show as "COH"; difficult to determine actual department spend ◆ Gaps: <ul style="list-style-type: none"> - SAP reports do not include all required fields - Drill-down inflexible in SAP - No built-in sort logic for transaction size - 8-digit material number not required

Contract and Compliance Analysis

Report	Drill Down Capabilities	Filter and Sort Requirements	Current SAP Status	Overall Data Status
Spend Against Contract	<ul style="list-style-type: none"> ◆ <i>Negotiation opportunities</i> - contracts nearing spend limit to allow ample time for new contract development <ul style="list-style-type: none"> ○ OAs with contracts expiring in 6, 12, and 18 months ◆ <i>Consolidate contracts and vendors</i> - underutilized or small contracts; investigate underutilization and/or needs for updated contracts with fewer (or less expensive) requirements <ul style="list-style-type: none"> ○ SROs/ROs against OAs in place over one year ○ OAs with less than \$100,000 remaining ◆ <i>New, extended, or expanded contract needs</i> – look at “burn rate” to identify contracts that will require renewal/renegotiation prior to expected date; provide departments with strategic advice regarding contract management <ul style="list-style-type: none"> ○ OAs by total award minus spend amount, divided by years on contract to date, vs. total award divided by total contract length 	<ul style="list-style-type: none"> ◆ OA ◆ Dollar spend limit under the contract terms ◆ Dollars spent ◆ Department (4-digit code) ◆ Category, material group, and 8-digit material number ◆ Date range ◆ Contract expiration date ◆ PO type (SRO, RO, CP, PO, IL, WK, stock transfers) and P-card 	<ul style="list-style-type: none"> ◆ Report: ZMM_OACT ◆ Enhancements: Add column for Invoiced Amounts against Contract. 	<ul style="list-style-type: none"> ◆ Source: SAP ◆ Integrity: - TBD ◆ Gaps: <ul style="list-style-type: none"> - No built-in sort logic for over/under \$100K remaining, over/under departmental spend limit, over/under \$50,000 - No calculation functionality in SAP reports - Reports for contract status and roster are separate from Purchasing reports - 8-digit material number not required
Non-Contract Spend	<ul style="list-style-type: none"> ◆ <i>New contracts for material groups across departments</i> <ul style="list-style-type: none"> ○ Non-contract spend by department, by material group or number ◆ <i>Monitor for vendor non-contract compliance with existing contracts</i> <ul style="list-style-type: none"> ○ Under \$50,000 Non-contract spend by material group or number and vendor ◆ <i>Vendor non-contract compliance with legal spend limit (\$50,000)</i> <ul style="list-style-type: none"> ○ Over \$50,000 Non-contract spend by material group or number and vendor 	<ul style="list-style-type: none"> ◆ Dollar volume ◆ Transactions ◆ Department (4-digit code) ◆ Category, material group, and 8-digit material number ◆ Vendor number – <i>sorting by vendor should provide relevant detail</i> ◆ OA ◆ PO type (SRO, RO, CP, PO, IL, WK, stock transfers) and P-card ◆ Date range 	<ul style="list-style-type: none"> ◆ Report: ME80FN ◆ Additional data required: P-Card Non-Contract Spend 	
Contract Roster	<ul style="list-style-type: none"> ◆ <i>Summarize all active contracts in SAP</i> <ul style="list-style-type: none"> ○ Active Contract Roster for specified date range 	<ul style="list-style-type: none"> ◆ OA ◆ Date range ◆ Award amount by OA ◆ Spend against OA ◆ Amount remaining in OA 	<ul style="list-style-type: none"> ◆ Report: ZMM_OACT 	

Spend Limit Compliance	<ul style="list-style-type: none"> ◆ <i>Monitor compliance with SPD-imposed departmental spend limits; monitor for bid-splitting and exceeding bid limit</i> <ul style="list-style-type: none"> ○ Departmental spend between spend limit and \$50,000 ○ Departmental spend by vendor and material group 	<ul style="list-style-type: none"> ◆ Department (4-digit code) ◆ Spend limit ◆ Vendor number ◆ Category, material group, and 8-digit material number 	<ul style="list-style-type: none"> ◆ Report: ZMM_OACT 	
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Management Reports (Dashboard Components)

Report	Drill Down Capabilities	Filter and Sort Requirements	Current SAP Status	Overall Data Status
Spend by Buyer	<ul style="list-style-type: none"> ◆ <i>Review staff workloads</i> <ul style="list-style-type: none"> ○ Spend by buyer ○ # of transactions by buyer ○ # of vendors by buyer ◆ <i>Review emergency purchase order (EPO) usage</i> <ul style="list-style-type: none"> ○ Spend by buyer 	<ul style="list-style-type: none"> ◆ Buyer number ◆ Dollar volume ◆ Transactions ◆ Department (4-digit code) ◆ Material group and 8-digit material number ◆ PO type ◆ Vendor number ◆ Date range 	<ul style="list-style-type: none"> ◆ Report: MCE1 ◆ Enhancements: Add column for Purchasing Group Number Org Number (Dept), Total Number of Vendors for PO's issued. 	<ul style="list-style-type: none"> ◆ Source: SAP ◆ Integrity: <ul style="list-style-type: none"> - Some usage SPD buyer numbers for other department buyers ◆ Gaps: <ul style="list-style-type: none"> - 8-digit material number not required - TBD
Average Days to Award	<ul style="list-style-type: none"> ◆ <i>Measure performance against ideal timelines</i> <ul style="list-style-type: none"> ○ Average days to award by bid type ◆ <i>Monitor and perform post-mortems for abnormal delays</i> <ul style="list-style-type: none"> ○ Top 10 longest days to award (awarded) ○ Top 10 longest days to award (in process) 	<ul style="list-style-type: none"> ◆ By bid type (informal, RFP, formal bid, RFQ, supply contract) ◆ By timeline/milestone ◆ By status of bid (e.g. not started, in progress, awarded) ◆ By time period (e.g. fiscal year) ◆ Possible Dates (all defined in SAP, but many have no data) <ul style="list-style-type: none"> ○ Kickoff meeting Date/Date of SPD notification ○ Workshop Date ○ Conference Date ○ Recommendation to Award Date ○ Council Approval Date ○ Purchase Order Approval Date ○ Outline Agreement Approval Date 	<ul style="list-style-type: none"> ◆ Report: ZMM_RFQAVD ◆ Data is derived from the RFQ module (ME41/ME42 and ME47.) Entry of these data elements in header text is required to populate the report. ◆ E-Bid - SAP link process creates the RFQ documents upon buyer export from E-Bid to SAP. 	<ul style="list-style-type: none"> ◆ Source: TBD ◆ Integrity: <ul style="list-style-type: none"> - Multiple data entry systems - Ill-defined process tracking points and dates - No definitive criteria for when and how to calculate time to award ◆ Gaps: <ul style="list-style-type: none"> - Multiple data entry systems need to be consolidated into single entry interface - Undefined or unused SAP fields - E-Link must be adjusted to link new tracking data into SAP fields - 8-digit material number not required - RFP's not tracked in SAP or eLink - RFQ timeline only released with council motion
Cost	<ul style="list-style-type: none"> ◆ <i>Account for and drive cost savings for city departments</i> 	<ul style="list-style-type: none"> ◆ Buyer number 	<ul style="list-style-type: none"> ◆ Report does not exist in 	<ul style="list-style-type: none"> ◆ Source:

Savings	<ul style="list-style-type: none"> ○ Cost savings by department ◆ <i>Investigate buyer-specific cost savings performance</i> <ul style="list-style-type: none"> ○ Cost savings by buyer ◆ <i>Track department-specific budget savings and cost avoidance</i> <ul style="list-style-type: none"> ○ Cost avoidance by department ○ Budget savings by department ◆ <i>Investigate negotiation strength areas and benchmark category and vendor negotiation opportunities</i> <ul style="list-style-type: none"> ○ Cost savings by material group or number ○ Cost savings by vendor 	<ul style="list-style-type: none"> ◆ Cost Savings ◆ Transaction type ◆ Department (4-digit code) ◆ Vendor number ◆ Material group and 8-digit material number ◆ Date range ◆ Type of savings (budget vs. cost avoidance) 	<p>SAP</p> <ul style="list-style-type: none"> ◆ ME49 provides a price comparison evaluation per single solicitation. 	<p>TBD</p> <ul style="list-style-type: none"> ◆ Integrity: <ul style="list-style-type: none"> - No specific rule in place to determine statistical outliers for bids - Current savings calculations are variable and ad hoc ◆ Gaps: <ul style="list-style-type: none"> - 8-digit material number not required - Need standardized, official methodology for calculating savings for all bid types: <ul style="list-style-type: none"> ◆ Standard Line Items Bid Group ◆ Catalog Percent Bid Group ◆ Cost of Materials (Group %) Bid Group ◆ Service Contract Bid Group ◆ Discount Percent ◆ Cost of Materials (Line %) Bid Group ◆ Service Contract Bid Group (w/o Month)
M/WDBE	<ul style="list-style-type: none"> ◆ <i>Track performance against the M/WBE ordinance</i> <ul style="list-style-type: none"> ○ # of M/WBE vendors with spend against each ○ Dollar volume of M/WBE vendors ○ % M/WBE award for contracts over a dollar threshold 	<ul style="list-style-type: none"> ◆ By OA ◆ By Vendor 	<ul style="list-style-type: none"> ◆ Report: ZMM_MWDBE_COM_T OTAL ◆ Summary report by business area. 	<ul style="list-style-type: none"> ◆ Source: SAP, TBD ◆ Integrity: TBD ◆ Gaps: TBD

Process Reports

Report	Drill Down Capabilities	Filter and Sort Requirements	Current SAP Status	Overall Data Status
Bid and RFP Tracking	<ul style="list-style-type: none"> ◆ <i>Quick, clear status reporting on active bids</i> <ul style="list-style-type: none"> ○ Bid and vendor compliance status for individual bids ○ Active Bids/transactions report 	<ul style="list-style-type: none"> ◆ Buyer number ◆ Department (4-digit code) ◆ Category, material group, and 8-digit material number ◆ Timeline / milestone ◆ Presence of compliance forms and requirements (e.g. Certificate of Insurance, tax affidavit) 	<ul style="list-style-type: none"> ◆ SAP contains some tracking fields, eBid system others 	<ul style="list-style-type: none"> ◆ Source: eBid, SAP ◆ Integrity: <ul style="list-style-type: none"> - Multiple entry points like tracker log system, SAP ◆ Gaps: <ul style="list-style-type: none"> - eBid does not require formal timeline tracking; held in free-text tracker log - eLink does not populate SAP fields with timeline data - SAP fields for timeline data unidentified - SAP does not provide user-friendly forms management capabilities - 8-digit material number not required
Requisition Status	<ul style="list-style-type: none"> ◆ <i>Quick, clear status reporting on open requisitions</i> <ul style="list-style-type: none"> ○ Status report for open requisitions, including time elapsed since request ○ Active requisitions queue, by buyer and/or department ◆ <i>Avoiding sole source procurement</i> <ul style="list-style-type: none"> ○ Active bids with less than two notified, interested, or submitted vendors/bids 	<ul style="list-style-type: none"> ◆ Buyer number ◆ Department (4-digit code) ◆ Category, material group, and 8-digit material number ◆ Timeline / milestone <ul style="list-style-type: none"> ○ Creation date ○ Release date (to DPU) ○ Assign date (in SPD) ○ Approval date 	<ul style="list-style-type: none"> ◆ Requisitions can be pulled; headers contain limited date and status information 	<ul style="list-style-type: none"> ◆ Source: TBD ◆ Integrity: TBD ◆ Gaps: <ul style="list-style-type: none"> - Some timeline/milestone dates are in header text; requires manual retrieval