Overview of project status

	07/29	08/05	08/12	08/19	08/26	09/02	09/09	09/16	09/23	09/30	10/07	10/14	10/21	10/28

1. Spend Analytics
- Facilitate workshops with SPD Team
- Refresh Spend Analysis Dashboard
- Develop Training Documentation on function/use of Dashboard
- Current State Analysis and Opportunity Identification -

2. Category Management
- Category Management Process and procedures per category
- Interview Key Dept Heads to understand pain points
- Category structure and key code identification
- Category Vision Session
- Category Strategy Alignment

3. Procurement Performance Mgmt
- Top Vendor analysis and classification
- Document updated Category Metrics/ KPIs
- Facilitate Initial Governance Workshop and Training

4. Strategic Source
- Identify Category Governance Model and Structure Implementation
- Facilitate inter-departmental workshops for category councils

Status summary

- ⚫ Not Started
- 🟢 On Track/ Update Requesting PO Date Data
- 🟢 On Track
- 🟢 Currently being Leveraged in Strategic sourcing
- 🟢 On Track
- ⚫ Not started- Will be conducted at next on-site
- 🟢 On Track – Identifying key vendors by category
- 🟢 On Track – Current Category Research will be leveraged in Category Vision
- 🟢 On Track – Current Gov/Op Models being reviewed with CoH Team
- 🟢 On Track – Initial identification of MSA opportunities
- 🟢 On started – Prioritized metrics being review and applied at Category Level
- ⚫ Not Started- COH working to finalize Category Committees
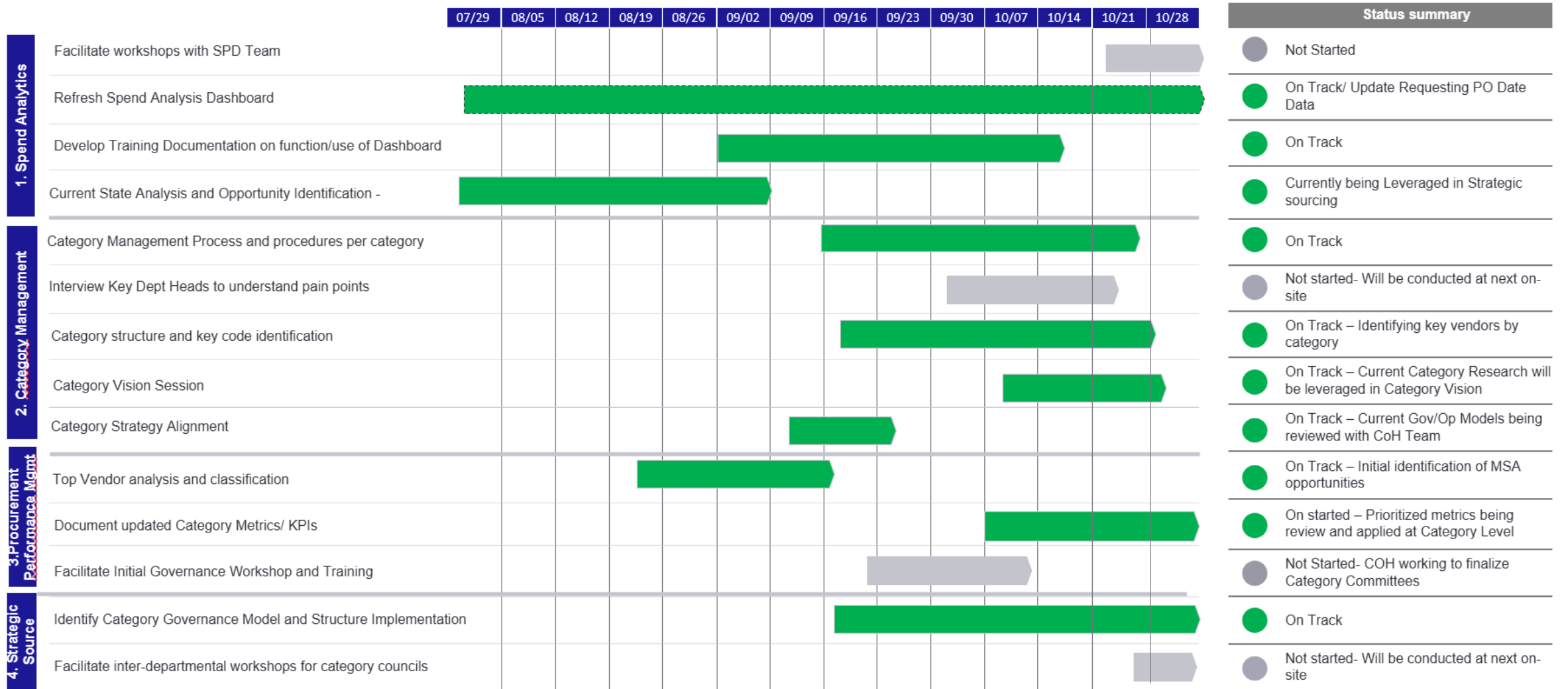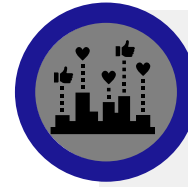- 🟢 On Track
- ⚫ Not started- Will be conducted at next on-site

The 7 Master Categories

Fleet Management, Equipment, and Public Safety

- Vehicle Purchases and Rental
- Vehicle Parts, Repair Services, and Supplies
- Fuel
- Disaster Preparedness
- Armor and Ammo
- GPS Tracking and Telematics
- Agricultural Equipment
- Used Oil & Solvent Services
- Protective Gear and Equipment
- PPE
- Pharmaceuticals
- Vehicle Enforcement

Facilities and Management Operations

- Building Maintenance and Supplies (Equipment)
- HVAC, Plumbing, and Electrical
- Cleaning and Janitorial
- Security Services
- Uniforms and Apparel
- Appliances and Services
- Office Supplies
- General Equipment and Services
- Furniture and Accessories
- Print Services and Supplies
- Landscape Services and Supplies
- Airport Operations and Services
- Waste Management, Recycling, and Debris Removal

Public Works, Industrial Products, and Services

- Water & Wastewater Systems and Equipment
- Water Treatment Chemicals
- Street and Utility Maintenance
- Hazardous Waste Services
- Traffic Equipment and Services
- Industrial and Specialty Gases & Equipment
- Maintenance, Repair, and Operations
- Meter Equipment and Services

Information Technology

- Telecommunication Systems and Components
- Software and Hardware
- IT Professional Services
- General Electronics and Services
- Multifunctional Devices
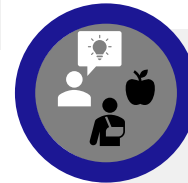- Cyber Security and Data Protection
- Cloud Computing and Storage

Professional Engineering & Design Services

- Engineering Services
- Architectural Services

Professional Services and Human Services

- Consulting Services
- Legal Services
- Insurance Services
- Accounting/Finance
- Communications Services
- Environmental Services and Equipment
- Library Materials
- Animal Services
- HR Services and Benefits
- Staffing
- Management Services
- Education and Training
- Electricity and Gas
- Laboratory and Medical Equipment and Services
- Food
- Human Services
- Language Services

Construction Services

- Facility Construction
- Infrastructure Construction

Overview

Spend Analysis is the process of categorizing and analyzing an Organization's payments made for goods and services over a specified time period (e.g. fiscal year) into a standardized category taxonomy.

Steps

1. Collect payment records from SAP (Invoice/P-Card)
2. Develop a standardized category/sub-category taxonomy to organize the data
3. Normalize vendor names
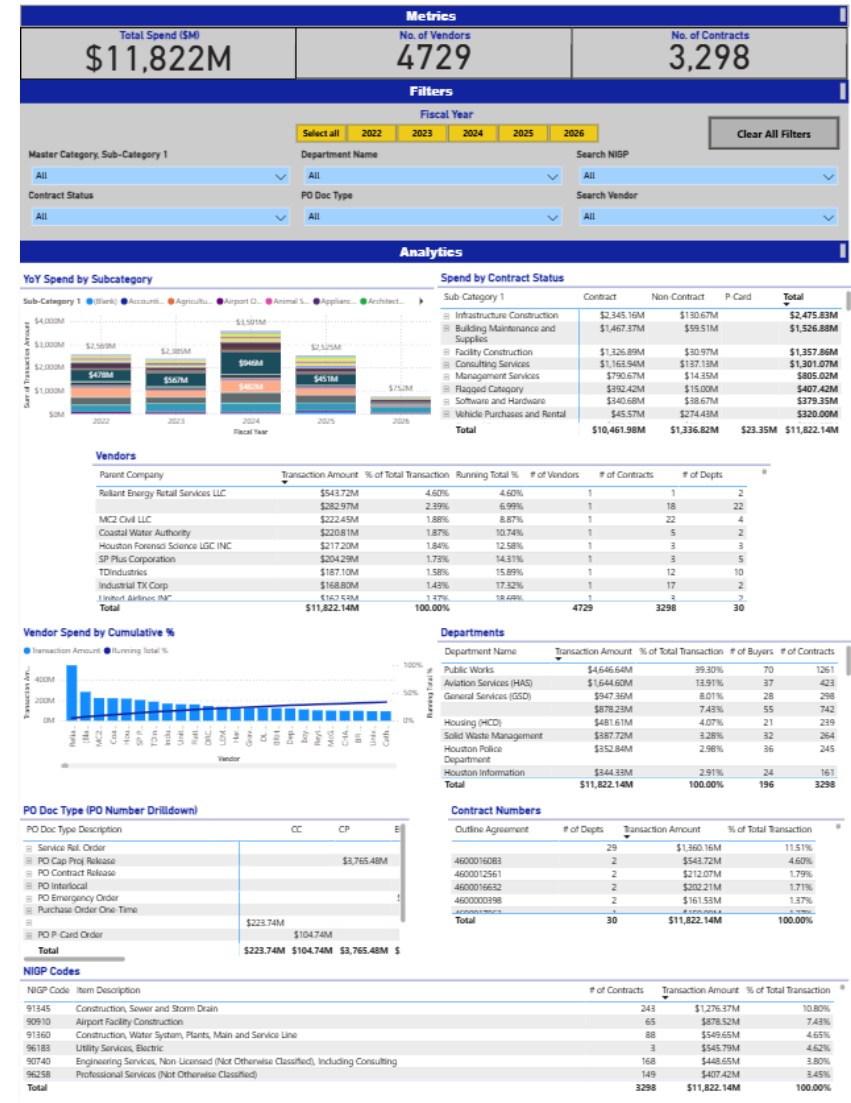4. Normalize spend by analyzing payments by vendor, region, year, etc.

Outputs

▶ Completed Spend Analysis
▶ Finalized Category Taxonomy
▶ Master Vendor List

The spend analysis provides insights that support the creation of strategies aimed at reducing procurement costs, identifying operational efficiencies, and supporting spend compliance.

Questions to consider when looking at the spend data / dashboard

- **Top Vendor Spend by Category and sub-category**

- **Top Vendor Spend by NIGP Code**

- **Which departments have the highest spend**

- **Spend Over Time by Category**

- **Contract vs. Non-Contract Spend**

Dashboard Link

Total Estimated Potential Yearly Savings/Cost Avoidance and (or) Credit Opportunity

Across all Master Categories

Master Category	Estimated Potential Yearly Savings/Cost Avoidance and (or) Credit Opportunity:
Fleet Management, Equipment & Public Safety	$1.8M - $3.4M
Public Works, Industrial Products and Services	$686K - $1.2M
Facilities and Management Operations	$4.8M - $8M
Information Technology	$1.8M - $2.9M
Public Safety and Human Services	$348K - $540K
Construction	$2.9M - $3.8M
Professional Services & Human Services	$2.3M - $3.9M
Professional Engineering and Design Services	-
Estimated Potential Yearly Savings/Cost Avoidance and (or) Credit Opportunity:	**~ $14M - $23M**

*Dollar amounts are estimates and not final