



# City of Franklin, Tennessee

## FY 2019 Operating Budget Request

### Program Enhancement Summary

Priority	Request	Compensation	Benefits	Expenses	Total	Funded
<b>Purchasing</b>						
1	Quarterly Updates to Vendor Spend Data Processing Services for Spend Analysis	\$ -	\$ -	\$ 3,500	\$ 3,500	
2	Document Warehousing	\$ -	\$ -	\$ 1,800	\$ 1,800	
3	Spend Analysis: Spotlight on Spend (Internal Use)	\$ -	\$ -	\$ 5,500	\$ 5,500	
4	E-Procurement	\$ -	\$ -	\$ 56,000	\$ 56,000	
5	Spend Analysis: Quarterly Updates to Vendor Spend Data Processing Services	\$ -	\$ -	\$ 4,500	\$ 4,500	
6	Spend Analysis: Additional 30 Licenses for the Observatory	\$ -	\$ -	\$ 11,000	\$ 11,000	
Total		\$ -	\$ -	\$ 82,300	\$ 82,300	\$ -
		Compensation	Benefits	Expenses	Total	
<b>Total G/F Requests</b>		\$ -	\$ -	\$ 82,300	\$ 82,300	\$ -

### FranklinForward Allocations

	A Safe, Clean, Livable City	\$ -
	A Effective and Fiscally Sound City Government Providing High Quality Service	\$ 82,300
	Quality Life Experiences	\$ -
	Sustainable Growth & Economic Prosperity	\$ -

**Totals** \$ 82,300

### Traditional Allocations

	Personnel	\$ -
	Operations	\$ 82,300
	Equipment	\$ -
	Capital	\$ -
<b>Total</b>		\$ 82,300

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **1** of **6**

Department:	<b>41340 PURCHASING</b>
Division:	
<b>FranklinForward</b> Theme:	<b>A Effective and Fiscally Sound City Government Providing High Quality Service</b>
Title:	<b>Space for Surplus Property</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	<b>TOTAL FY19 Request</b>
<b><u>Compensation</u></b>			
			\$0
			\$0
<b><u>Benefits</u></b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>		\$0	\$0
<b><u>Expenses</u></b>			
85250 STORAGE RENTAL		\$3,500	\$3,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	\$0	\$3,500	\$3,500

## PURPOSE / DESCRIPTION OF REQUEST

To obtain a temporary storage area to be used as a staging area for surplus property prior to disposal through sale on GovDeals and customer pickup of items. Options include POD or off-site storage. The rental cost quoted above is for twelve months of off-site storage for a unit with the dimensions of 10' X 20'. A POD (with dimensions of 16' X 8' X 8") would be less (\$2,400 per year plus non-recurring \$210) but might be objectionable in downtown.

## SERVICE IMPLICATION

The current storage space under the City Hall garage is prone to health and safety problems. The mold, dust and extreme temperatures is a hazard for employees and citizens picking up purchased items. We have had multiple incidents where people have hit their head on the low beams.

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: 2 of 6

Department:

**41340 PURCHASING**

Division:

**FranklinForward** Theme:

**A Effective and Fiscally Sound City Government Providing High Quality Service**

Title:

**Document Warehousing**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<b>Compensation</b>			
<div></div>	<div></div>	<div></div>	\$0
<div></div>	<div></div>	<div></div>	\$0
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>			
	\$0	\$0	\$0
<b>Expenses</b>			
82230 ARCHIVING/RECORDS MANAGEMENT SERVICES		\$1,800	\$1,800
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<div></div>			\$0
<b>TOTAL</b>	\$0	\$1,800	\$1,800

## PURPOSE / DESCRIPTION OF REQUEST

To obtain the services of an office records management company for the storage of archived documents including the initial pickup of documents and delivery of retrieved documents.

## SERVICE IMPLICATION

We need a place where documents will be stored in an area free of dust and mold and may be retrieved quickly and safely. The current storage area being used in the basement of the Post Office is at risk of flooding and the dust is a health problem for employees. Access to the area is not as restricted as it should be and documents are susceptible to getting lost and thus at risk for not meeting the retention requirements. Moving the heavy boxes up and down the stairs and placed on the shelves is difficult. A records management company would pickup the boxes and take them to their clean secure facility and deliver them to us when needed.

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **3** of **6**

Department:

**41340 PURCHASING**

Division:

**FranklinForward** Theme:

**A Effective and Fiscally Sound City Government Providing High Quality Service**

Title:

**Spend Analysis: Spotlight on Spend (Internal Use)**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<b>Compensation</b>			
			\$0
			\$0
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>			
	\$0	\$0	\$0
<b>Expenses</b>			
82510 COMPUTER SERVICES		\$5,500	\$5,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$5,500</b>

## PURPOSE / DESCRIPTION OF REQUEST

Subscription for Spikes Cavell's Spotlight on Spend tool to be used for accessing a summary of vendor spend data of the City.

## SERVICE IMPLICATION

This subscription would enable additional staff to have access to a summary of vendor spend data of the City (not transaction level detail). As envisioned, this initial phase would be for internal use only, with an initial target audience of department heads and departmental purchasing agents. Eventually, this tool could be made available to the general public via the City's public website, thus allowing public transparency for this summary data.

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **4** of **6**

Department:	<b>41340 PURCHASING</b>
Division:	
FranklinForward Theme:	<b>A Effective and Fiscally Sound City Government Providing High Quality Service</b>
Title:	<b>E-Procurement</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	TOTAL FY19 Request
<b>Compensation</b>			
			\$0
			\$0
<b>Benefits</b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>		\$0	\$0
<b>Expenses</b>			
82510 COMPUTER SERVICES	5000	\$11,000	\$16,000
82510 COMPUTER SERVICES		\$10,000	\$10,000
82510 COMPUTER SERVICES		\$30,000	\$30,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$51,000</b>	<b>\$56,000</b>

## PURPOSE / DESCRIPTION OF REQUEST

Software and computer services for an e-procurement system, ideally from requisition to order but at least for process components.

Vendor Registry has quoted \$6,000 per year for the Contract Management / Tracking, Vendor Management Premium and Bid Evaluation products/tools. Subscriptions to each module may be purchased independently.

BidSync has quoted \$11,000 per year for vendor management, solicitation management, RFP evaluation, a Contract Repository (Lite) and reverse auction capabilities. The annual fee includes maintenance, support and hosting. In addition to the annual fee, there is a one-time implementation and training cost of \$5,000. Again, subscriptions to each module may be purchased independently.

Ariett, a MS Dynamics Great Plains third party vendor, has a purchase to payment offering including contracts, requisition and purchase order management, approval workflow, budget checking, receiving and invoice matching, and accounts payable automation. The Purchasing Office has not yet obtained a budget estimate from Ariett. Thus the \$10,000 per year figure above is merely a placeholder.

Bonfire has quoted an all-in cost for 2-3 seats of \$19,000 to \$25,000 per year depending on what modules are selected and includes unlimited vendors, evaluators, training, support and storage. A Contract Management module would be an extra \$5,000 for up to 500 contracts. Bonfire facilitates full evaluation with focus on drafting, advertising, submission, distribution, evaluation, decision making and contracting.

## SERVICE IMPLICATION

The goal is to improve service to departments and vendors by streamlining the process for procurements beginning with the workflow for approvals of the initial requisition and ultimately the electronic distribution of the solicitations, receipt of bids, evaluation and posting of bid tabulations, and issuing purchase orders.

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **5** of **6**

Department:

**41340 PURCHASING**

Division:

**FranklinForward** Theme:

**A Effective and Fiscally Sound City Government Providing High Quality Service**

Title:

**Spend Analysis: Quarterly Updates to Vendor Spend Data Processing Services**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	<b>TOTAL FY19 Request</b>
<b><u>Compensation</u></b>			
			\$0
			\$0
<b><u>Benefits</u></b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>			
	\$0	\$0	\$0
<b><u>Expenses</u></b>			
82510 COMPUTER SERVICES		\$4,500	\$4,500
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	\$0	\$4,500	\$4,500

## PURPOSE / DESCRIPTION OF REQUEST

Increase the frequency of updates.

## SERVICE IMPLICATION

Would allow for more timely results.

# FY2019 PROGRAM ENHANCEMENT REQUEST FORM



Department Priority: **6** of **6**

Department:

**41340 PURCHASING**

Division:

**FranklinForward** Theme:

**A Effective and Fiscally Sound City Government Providing High Quality Service**

Title:

**Spend Analysis: Additional 30 Licenses for the Observatory**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM ENHANCEMENT FUNDING

Account Description	One-Time Cost (FY19 Only)	Ongoing Annual Cost (FY19 & Future)	<b>TOTAL FY19 Request</b>
<b><u>Compensation</u></b>			
			\$0
			\$0
<b><u>Benefits</u></b>			
<i>Benefits auto-calculated at 30% of compensation --&gt;&gt;</i>			
	\$0	\$0	\$0
<b><u>Expenses</u></b>			
82510 COMPUTER SERVICES		\$11,000	\$11,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$11,000</b>

## PURPOSE / DESCRIPTION OF REQUEST

Subscription for an additional 30 licenses for the Spikes Cavell Observatory for analyzing vendor spend data of the City.

## SERVICE IMPLICATION

The thirty additional licenses would enable additional City staff to have access to the Spikes Cavell Observatory. The Observatory is a more robust tool than the Spotlight on Spend tool mentioned in program enhancement request form No. 3 and can be used by staff for more in-depth analysis of vendor spend data. Transaction level detail is available in the Observatory but not in Spotlight on Spend.