

NASCA 2007 Outstanding Program Awards Application

Program Title: Minnesota Enterprise IT Standards and Strategic Sourcing

Check One: Individual State Award State and Private Sector Partnership

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Minnesota's Drive to Excellence IT Standards Team



*Minnesota's Drive to Excellence
Strategic Sourcing Steering Team*

Indicate Individual State Award or Partnership between state and private entity.

Individual state award

Executive Summary of program

The Minnesota Enterprise IT Standardization Initiative, a part of Minnesota's Drive to Excellence government reform program, establishes standard personal computer configurations and products for all state agencies. Rather than dozens of agencies ordering potentially hundreds of models of computers from many suppliers, they now select from 12 standard models in each of six categories: desktop, laptop and tablet personal computers and three sizes of monitors. Through standardization, agencies maintain flexibility for meeting their personal computing needs, while receiving the best possible prices through volume purchasing, saving an estimated \$21 million to date.

Since its introduction in late 2005, Minnesota's Enterprise IT Standardization Initiative is also realizing additional benefits. Agency technical support staff can now concentrate on defined models and configurations. And through state-sponsored cooperative purchasing programs, other governmental entities – cities and counties, public schools and higher education – are benefiting from the same lower state-contract pricing. In fact, non-state agencies are responsible for nearly 90 percent of state contract purchases for these items.

Minnesota launched its Enterprise IT Standardization Initiative in the summer of 2005. Through an analysis of its purchasing, the state determined that it was spending approximately \$60 million annually in three specific technology categories: desktop computers, peripherals and software. Based on this information, the Department of Administration's Materials Management Division (MMD) and the newly created state Office of Enterprise Technology (OET) determined that personal computer equipment could provide an ideal first opportunity for testing the potential of enterprise-based procurement.

The two agencies agreed that a standards-driven enterprise approach – rather than aggregating all purchases with a single supplier – offered the best solution. Agencies would retain the flexibility to choose from a variety of products from multiple suppliers, yet realize the benefits of standard platforms and configurations and the lower costs of volume purchasing.

Next, several teams were formed and charged with identifying purchases and buyers, establishing standards and defining the programs necessary for implementing this new way of acquiring technology. These teams – representing multiple state agencies, local governments, the education community and MMD and OET – then combined to form a single working group: The IT Standards and Resource Management (ISRM) Team.

Although the Department of Administration and OET hold the compliance “stick” for all state Executive Branch purchasing, the team aspired to a “carrot” approach in which state agencies as well as local governments would realize the logistical and economic benefits of enterprise standards and pricing for their personal computer needs.

Focusing on desktop, laptop and tablet PCs and monitors, the ISRM Team surveyed state and local entities in order to gauge existing configurations as well as equipment age, which can indicate future replacement needs. Eighty-one organizations, with approximately 101,000 PCs in service, responded. Based on the survey results, the team began drafting enterprise-wide standards that would align with the equipment already in use by these entities.

The ISRM Team then convened a briefing for current state contract vendors, including manufacturers under contract through the Western States Contracting Alliance (WSCA – a multi-state cooperative purchasing program). The team circulated the results of the survey along with a draft of standardized specifications for seven products: desktop, high-end workstation, laptop, desktop replacement laptop, convertible tablet and 17- and 19-inch LCD monitors.

The specifications guarantee a 10-month minimum availability of configurations. Vendors may update pricing downward on a monthly basis on existing configurations. A six-month refresh cycle establishes a review/update schedule, which also allows contract vendors to submit new products for standards consideration.

Following the briefing, the team forwarded the final specifications to the prospective vendors, along with a deadline for submitting products that would meet the specifications. The contract vendors were encouraged to review information about the installed base of the 81 organizations that responded to the initial survey and the age of the hardware when submitting their discounted prices. The team asked for the vendors' normal list price, the base (WSCA or other) contract price, the price based on the standards developed and the discount offered from the base contract price.

In January 2006, the ISRM Team held a briefing about the new standards and a new online ordering process for representatives of state agencies, cities and counties, public school districts, and state colleges and universities. The meeting also offered contract vendors an opportunity to display their products.

In addition to recording all orders, the new ordering tool, named the Technology Request System (TRS), establishes a process in which purchasers can request an exception to the standards. For example, if multiple customers are requesting an exception for a similar configuration, the ISRM Team can use this information to determine whether a standard requires modification.

The initial discounts offered by some of the vendors, based on the then-current WSCA and state reseller contract prices, were aggressive:

- Up to 43 percent for a standard workstation
- Up to 35 percent for a high-end workstation
- Up to 40 percent for a standard laptop
- Up to 29 percent for a desktop replacement laptop
- Up to 17 percent for a convertible tablet
- Up to 28 percent for a 17-inch monitor
- Up to 37 percent for a 19-inch monitor

The discounts effective March 1, 2007, in comparison to the base contract prices as of Dec. 1, 2006, are just as impressive:

- Up to 36 percent for a standard workstation
- Up to 32 percent for a high-end workstation
- Up to 35 percent for a standard laptop
- Up to 35 percent for a desktop replacement laptop
- Up to 27 percent for a convertible tablet
- Up to 28 percent for a 17-inch LCD monitor
- Up to 37 percent for a 19-inch LCD monitor
- Up to 32 percent for a 20-inch LCD monitor (new standard)

Current pricing (March 2007) is listed in Appendix B.

The attached spreadsheet (Appendix A – Minnesota PC Standards Analysis) shows examples of the real buying power that these discounts represent in the ability to purchase additional workstations and laptops, or to implement or accelerate replacement schedules. Alternatively, government entities can use the money they are not spending on technology – an estimated \$21 million to date – and apply it to other critical needs. For example, one school district reported that the standards were responsible for reducing their technology costs by an amount equal to a full teaching position.

Since introducing the technology standards, Minnesota has implemented similar programs for cell phones (average of 20 percent lower cost), office chairs (40 percent lower cost), computer servers and storage devices (25-50 percent lower costs) and encryption software. The state is also researching potential standards for other products, including printers and software, and for IT professional services.

The submission should address significant innovation in solution development for state government and document the program’s effectiveness

The Minnesota Enterprise IT Standardization Initiative, as with most Drive to Excellence projects, is a true grassroots project. The individuals responsible for developing and completing the project are those who live and work with the results. The IT standards initiative was a **remarkably inclusive process**, involving nearly 100 individuals from many state agencies, plus representatives from local governments and the K-12 and higher education communities.

The IT Standardization Initiative **was accomplished without funding or the use of consultants**; team members served as “volunteers,” expected to maintain their normal job duties. Furthermore, the speed with which this massive undertaking was completed is astonishing. The standards rolled out in less than 90 days from the date of the first meeting.

In order to accommodate the needs of all potential users, the ISRM Team utilized an 80/20 approach in which the standards would be acceptable to at least 80 percent of potential users, while an exceptions process would accommodate the remainder.

Provide calculation of actual savings in short and/or long term, if applicable

An analysis of three of the standards (standard desktop, high-end desktop and laptop) realized combined savings of almost \$21.5 million on equipment with a list price of nearly \$60.6 million and a WSCA price of just under \$51.6 million. With the standards, the total amount paid is slightly over \$39 million. Although the savings rates (percentage difference between list and WSCA prices and standard prices) have declined since the introduction of the standards, they remain substantial.

Describe quantitative benefits realized by service recipients, taxpayers and/or state agencies

Since the introduction of the standards, state and local governments and the education community have purchased nearly 35,000 desktop computers and more than 7,000 laptops at a combined cost 32 percent lower than list prices and 24 percent lower than WSCA single-unit pricing.

Over and above lower prices, state agencies and other purchasers for the first time have enterprise standards for personal computer equipment. This has streamlined decision-making, ordering, inventory, maintenance and technical support. The exception process, meanwhile, provides a single approval system for equipment outside of the standards. Suppliers benefit as well because they can use the standards to manage inventory and forecast future business with government.

State agencies and other purchasers are paying less for their technology tools because of the standards. In turn, they can direct technology budget dollars toward additional equipment, shorter replacement cycles or other critical needs.

Describe applicability of use by other state, local and/or federal government organizations

The key to the success of the Minnesota Enterprise IT Standardization Initiative is the involvement of the individuals most directly affected by the standards – the line employees. Through their work, the State of Minnesota has initiated enterprise standards that are helping streamline and simplify technology procurement.

The Minnesota Enterprise IT Standardization Initiative is effective because of the large volume of technology purchased by government and the education communities in the state. Minnesota has subsequently developed and implemented state standards for cell phone equipment and service plans, office chairs, office supplies and computer storage and servers and encryption software.

The Minnesota Enterprise IT Standardization Initiative is replicable wherever high volumes of common (“standard”) products are required.

Appendix A – Minnesota PC Standards Analysis

State of Minnesota Department of Administration Drive to Excellence - PC Pricing Analysis

Minnesota PC Standards Analysis - Comparison to List and WSCA One Off (Single Unit) Price

Based on data provided to the manufacturers, the following might be the impact of the shift of Minnesota acquisition of personal computers from an agency-based model to an enterprise/standards-based model.

This analysis focuses ONLY on three standards (standard desktop, high-end desktop and laptop).

For analysis purposes, we assume that half the desktops will have 17" monitors and half will have 19" monitors. And, we assume that 1/3 of the computers over 4 years old will be replaced in a year.

[Single Unit - is the WSCA one off (single unit) price]

	Total units	State Agencies	Counties	Cities	K-12 Schools	Higher Ed
Standard Desktop	33,266	3,351	4,069	3,351	10,530	11,965
	% of Total	10.07%	12.23%	10.07%	31.65%	35.97%
High-End Desktop	1,510	91	60	211	242	906
	% of Total	6.03%	3.97%	13.97%	16.03%	60.00%
Laptop	7,262	1,516	1,263	1,200	1,705	1,579
	% of Total	20.88%	17.39%	16.52%	23.48%	21.74%

Potential Cost Differences

As of 02/01/07

	Total	State Agencies	Counties	Cities	K-12 Schools	Higher Ed
List	\$60,580,132	\$7,237,081	\$7,763,071	\$6,968,517	\$17,758,770	\$20,852,693
Single Unit	\$51,556,530	\$6,140,977	\$6,597,244	\$5,920,555	\$15,124,783	\$17,772,971
Offer	\$39,082,699	\$4,668,002	\$4,996,266	\$4,506,660	\$11,423,447	\$13,488,324
w/WSCA single unit	\$9,023,602	\$1,096,104	\$1,165,827	\$1,047,962	\$2,633,987	\$3,079,722
w/Standards added	\$12,473,831	\$1,472,975	\$1,600,978	\$1,413,895	\$3,701,336	\$4,284,647
Combined Savings	\$21,497,433	\$2,569,079	\$2,766,805	\$2,461,857	\$6,335,323	\$7,364,369
% Savings over WSCA	24.19%	23.99%	24.27%	23.88%	24.47%	24.11%
% Savings over List	35.49%	35.50%	35.64%	35.33%	35.67%	35.32%

As of 06/01/06

	Total	State Agencies	Counties	Cities	K-12 Schools	Higher Ed
List	\$59,633,467	\$7,043,742	\$7,602,728	\$6,812,409	\$17,539,947	\$20,634,641
Single Unit	\$52,441,994	\$6,270,013	\$6,736,125	\$6,022,009	\$15,409,018	\$18,004,829
Offer	\$40,626,277	\$4,844,557	\$5,204,406	\$4,665,467	\$11,923,503	\$13,988,344
w/WSCA single unit	\$7,191,473	\$773,729	\$866,603	\$790,400	\$2,130,929	\$2,629,812
w/Standards added	\$11,815,717	\$1,425,456	\$1,531,719	\$1,356,542	\$3,485,515	\$4,016,485
Combined Savings	\$19,007,190	\$2,199,185	\$2,398,322	\$2,146,942	\$5,616,444	\$6,646,297
% Savings over WSCA	22.53%	22.73%	22.74%	22.53%	22.62%	22.31%
% Savings over List	31.87%	31.22%	31.55%	31.52%	32.02%	32.21%

**As of
01/01/06**

	Total	State Agencies	Counties	Cities	K-12 Schools	Higher Ed
List	\$61,762,063	\$7,380,245	\$7,918,269	\$7,102,852	\$18,112,033	\$21,248,664
Single Unit	\$54,118,323	\$6,499,717	\$6,969,157	\$6,228,271	\$15,890,403	\$18,530,775
Offer	\$44,373,903	\$5,322,501	\$5,696,120	\$5,117,580	\$12,990,421	\$15,247,281
w/WSCA single unit	\$7,643,740	\$880,528	\$949,112	\$874,581	\$2,221,630	\$2,717,889
w/Standards added	\$9,744,420	\$1,177,216	\$1,273,037	\$1,110,691	\$2,899,982	\$3,283,494
Combined Savings	\$17,388,160	\$2,057,744	\$2,222,149	\$1,985,272	\$5,121,612	\$6,001,383
% Savings over WSCA	18.01%	18.11%	18.27%	17.83%	18.25%	17.72%
% Savings over List	28.15%	27.88%	28.06%	27.95%	28.28%	28.24%

Appendix B – PC Standards Pricing

Standard Workstation

	En Pointe / HP	En Pointe/ Lenovo	Gateway	HP	Dell	Howard	SHI	SHI	Compar	Compar	Compar	Insight / Lenovo
	HP DC 7700	ThinkCentre M55E 9632J4U	E2600S	HP DC7700	Optiplex 745	MN945S	HP dc7700	ThinkCentre M55E	ThinkCentre M55E 8810-6FU	HP dc7700 Standard	IntelliStation MPRO M50 922942U	8212-E4U-MN
List Price as of 12/01/06	\$1,045.00	\$1,039.00	\$963.00	\$1,045.00	\$948.00	\$897.00	\$1,045.00	\$1,039.00	\$1,099.00	\$1,045.00	\$1,229.00	\$1,195.00
Contract Price	\$845.00	\$886.00	\$848.00	\$845.00	\$843.70	\$745.00	\$845.00	\$850.00	\$799.00	\$845.00	\$1,249.00	\$1,015.00
3/01/07 Price	\$565.00	\$644.00	\$599.00	\$565.00	\$565.00	\$682.00	\$565.00	\$632.00	\$649.00	\$565.00	\$895.00	\$650.00
Savings	\$280.00	\$242.00	\$249.00	\$280.00	\$278.70	\$63.00	\$280.00	\$218.00	\$150.00	\$280.00	\$354.00	\$365.00
Savings Percentage	33%	27%	29%	33%	33%	8%	33%	26%	19%	33%	28%	36%

High End Workstation

	En Pointe / HP	En Pointe/ Lenovo	Gateway	HP	Dell	Howard	SHI	SHI	Compar	Compar	Compar	Insight / Lenovo
	HP DC 7700	ThinkCentre M55 8811CTO	E4610D-Tower	HP DC 7700	Optiplex 745 MiniTower	MN945H	HP dc7700	ThinkCentre M55 8811CTO	ThinkCentre M55 Tower 8811 CTO	HP dc7700 High End	IntelliStation MPRO M50 9229-62U	8831CTO-MN
List Price as of 12/01/06	\$1,532.00	\$1,549.00	\$1,578.00	\$1,532.00	\$1,486.00	\$1,412.00	\$1,532.02	\$1,549.00	\$1,499.00	\$1,539.00	\$2,339.00	\$1,375.00
Contract Price	\$1,225.00	\$1,510.00	\$1,388.00	\$1,225.00	\$1,325.21	\$1,172.00	\$1,225.00	\$1,124.00	\$1,199.00	\$1,225.00	\$2,050.00	\$1,294.00
3/01/07 Price	\$900.00	\$1,073.00	\$1,144.00	\$900.00	\$900.00	\$1,078.00	\$900.00	\$1,070.00	\$1,081.00	\$900.00	\$1,825.00	\$1,075.00
Savings	\$325.00	\$437.00	\$244.00	\$325.00	\$425.21	\$94.00	\$325.00	\$54.00	\$118.00	\$325.00	\$225.00	\$316.00
Savings Percentage	27%	29%	18%	27%	32%	8%	27%	5%	10%	27%	11%	24%

Standard Laptop

	En Pointe / HP	En Pointe/ Lenovo ThinkPad T60	Gateway	HP	Dell	Howard	SHI	SHI	Compar ThinkPad R60 9462-7AU	Compar	Insight / Lenovo
	HP nc6400	195148U	M255E	HP NC 6400	Latitude D620	MNSWS	HP nc6400	ThinkPad T60		HP nc6400 Laptop	9457G3U-MN
List Price as of 12/01/06	\$1,572.00	\$1,649.00	\$1,459.00	\$1,572.00	\$1,435.00	\$1,605.00	\$1,572.00	\$1,569.00	\$1,779.00	\$1,572.00	\$1,799.00
Contract Price	\$1,347.00	\$1,423.00	\$1,284.00	\$1,347.00	\$1,289.01	\$1,332.00	\$1,347.00	\$1,283.00	\$1,149.00	\$1,347.00	\$1,570.00
3/01/07 Price	\$1,029.00	\$1,012.00	\$1,025.00	\$1,029.00	\$999.00	\$1,230.00	\$1,029.00	\$985.00	\$999.00	\$1,029.00	\$1,015.00
Savings	\$318.00	\$411.00	\$259.00	\$318.00	\$290.01	\$102.00	\$318.00	\$298.00	\$150.00	\$318.00	\$555.00
Savings Percentage	0%	29%	20%	24%	22%	8%	24%	23%	13%	24%	35%

Desktop Replacement Laptop

	En Pointe / HP	En Pointe/ Lenovo ThinkPad Z61M	Gateway	HP	Dell	Howard	SHI	SHI	Compar ThinkPad R60 9457-CTO	Compar	HP	MPC	Insight / Lenovo
	nc8430	9453CNU	M465E	HP NC 8430	Latitude D820	MNTWH	HP nc8430	ThinkPad T60		HP nc8430 Laptop	HP NC 8430	TransPort T2400	9457G4U-MN
List Price as of 12/01/06	\$1,983.00	\$1,849.00	\$1,749.00	\$1,983.00	\$1,744.00	\$1,679.00	\$1,983.00	\$1,849.00	\$1,999.00	\$1,983.00	\$1,983.00	\$2,346.00	\$2,049.00
Contract Price	\$1,720.00	\$1,590.00	\$1,539.00	\$1,720.00	\$1,580.00	\$1,394.00	\$1,720.00	\$1,592.00	\$1,325.00	\$1,720.00	\$1,720.00	\$2,158.32	\$1,768.00
3/01/07 Price	\$1,145.00	\$1,120.00	\$1,204.00	\$1,145.00	\$1,149.00	\$1,281.00	\$1,145.00	\$1,527.00	\$1,149.00	\$1,145.00	\$1,145.00	\$1,680.00	\$1,142.00
Savings	\$575.00	\$470.00	\$335.00	\$575.00	\$431.00	\$107.00	\$575.00	\$65.00	\$176.00	\$575.00	\$575.00	\$478.32	\$626.00
Savings Percentage	33%	30%	22%	33%	27%	7%	33%	4%	13%	33%	33%	22%	35%

Convertible Tablet

	En Pointe / HP	En Pointe / Lenovo	Gateway	HP	Howard / Fujitsu	SHI	SHI	Compar	Compar	Insight / Lenovo
	HP tc4400	ThinkPad X60 636364U	M285E	HP TC4400	4215	HP tc4400	ThinkPad X60	ThinkPad X60 Tablet 6363-64U	HP tc4400 tablet	636364U-MN
List Price as of 12/01/06	\$1,940.00	\$2,499.00	\$1,659.00	\$1,940.00	\$1,979.00	\$1,940.00	\$2,399.00	\$2,299.00	\$1,940.00	\$2,499.00
Contract Price	\$1,727.00	\$2,122.00	\$1,460.00	\$1,727.00	\$1,860.00	\$1,727.00	\$1,899.00	\$2,199.00	\$1,727.00	\$2,202.00
3/01/07 Price	\$1,268.00	\$1,805.00	\$1,319.00	\$1,268.00	\$1,802.00	\$1,268.00	\$1,746.00	\$1,839.00	\$1,268.00	\$1,786.00
Savings	\$459.00	\$317.00	\$141.00	\$459.00	\$58.00	\$459.00	\$153.00	\$360.00	\$459.00	\$416.00
Savings Percentage	27%	15%	10%	27%	3%	27%	8%	16%	27%	19%

17" LCD Monitor Specifications

	En Pointe / HP	En Pointe / Lenovo	En Pointe / NEC	Gateway	HP	Dell	Howard	SHI	SHI	Compar	Compar	Compar	MPC
	HP L1740 LCD	L171P 9417HC2	740B	FPD1785	HP L1740 LCD	1707 FP	NEC 1770VK-BK	HP L1740 LCD	NEC LCD175VX	NEC LCD 175VX-BK	HP L1740 LCD	Lenovo L171P 9417-HC2	Samsung 740BX
List Price as of 12/01/06	\$249.00	\$249.00	\$370.00	\$340.00	\$249.00	\$239.00	\$294.99	\$249.00	\$259.99	\$259.99	\$249.00	\$249.00	\$280.00
Contract Price	\$235.00	\$228.00	\$305.00	\$306.00	\$235.00	\$213.90	\$233.00	\$235.00	\$239.00	\$245.00	\$235.00	\$249.00	\$247.00
3/01/07 Price	\$198.00	\$192.00	\$225.00	\$229.00	\$198.00	\$198.00	\$233.00	\$198.00	\$225.00	\$220.00	\$198.00	\$199.00	\$238.00
Savings	\$37.00	\$36.00	\$80.00	\$77.00	\$37.00	\$15.90	\$0.00	\$37.00	\$14.00	\$25.00	\$37.00	\$50.00	\$9.00
Savings Percentage	16%	16%	26%	25%	16%	7%	0%	16%	6%	10%	16%	20%	4%

19" LCD Monitor Specifications

	En Pointe / HP	En Pointe / Lenovo	En Pointe / NEC	Gateway	HP	Dell	Howard / Viewsonic	SHI	SHI	Compar	Compar	Compar	Insight / NEC
	HP LP1955 LCD	L192p 9419HC2	LCD1970VX-BK	FPD 1985	HP LP1955LCD	1907 FP	NEC 1970VK-BK	HP LP1955 LCD	NEC LCD195VX	NEC LCD195VX-BK	HP L1965 LCD	Lenovo L192P 9419-HC2	LCD1970NX-BK
List Price as of 12/01/06	\$389.00	\$369.00	\$520.00	\$420.00	\$389.00	\$309.00	\$354.99	\$389.00	\$319.99	\$319.00	\$389.00	\$369.00	\$429.00
Contract Price	\$354.00	\$338.00	\$400.00	\$378.00	\$354.00	\$276.56	\$277.00	\$354.00	\$300.00	\$299.00	\$354.00	\$295.00	\$387.00
3/01/07 Price	\$256.00	\$259.00	\$272.00	\$289.00	\$256.00	\$230.00	\$277.00	\$256.00	\$279.00	\$270.00	\$256.00	\$260.00	\$355.00
Savings	\$98.00	\$79.00	\$128.00	\$89.00	\$98.00	\$46.56	\$0.00	\$98.00	\$21.00	\$29.00	\$98.00	\$35.00	\$32.00
Savings Percentage	28%	23%	32%	24%	28%	17%	0%	28%	7%	10%	28%	12%	8%

20" LCD Monitor Specifications

	En Pointe / HP	En Pointe / Lenovo	En Pointe / NEC	Gateway	Dell	Howard	SHI	SHI	HP	Compar	Compar	Compar	MPC
	L2045w LCD	L201p 9220HB1	LCD-2070WNX-BK	FPD2285W	2007WFP	NEC LCD2070WNX-BK	HP L2045W LCD	NEC LCD2070WNX	HP L2045w LCD	NEC LCD2070WNX	HP L2045w LCD	Lenovo 22" w 6622-HB1	Samsung 204 BW
List Price as of 12/01/06	\$399.00	\$519.00	\$556.00	\$539.00	\$449.00	\$449.99	\$399.00	\$449.99	\$399.00	\$449.99	\$399.00	\$599.00	\$335.00
Contract Price	\$364.00	\$475.00	\$436.00	\$485.00	\$401.86	\$390.00	\$364.00	\$403.00	\$364.00	\$405.00	\$364.00	\$395.00	\$312.00
3/01/07 Price	\$275.00	\$354.00	\$380.00	\$414.00	\$275.00	\$390.00	\$275.00	\$380.00	\$275.00	\$335.00	\$275.00	\$355.00	\$301.00
Savings	\$89.00	\$121.00	\$56.00	\$71.00	\$126.86	\$0.00	\$89.00	\$23.00	\$89.00	\$70.00	\$89.00	\$40.00	\$11.00
Savings Percentage	24%	25%	13%	15%	32%	0%	24%	6%	24%	17%	24%	10%	4%