

State of Alaska FY2002 Governor's Operating Budget

Department of Administration
Purchasing
Component

Component: Purchasing

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Component Mission

To provide centralized support services for procurement.

Component Services Provided

- Establish cost-effective multi-agency term contracts for high use supplies and services needed by all agencies.
- Provide training to client agencies on the application of AS 36.30, 2 AAC 12 and the Alaska Administrative Manual.
- Provide consultation to client agencies to assist them in their procurement of supplies, services and professional services.
- Participate and facilitate in cooperative purchases with qualified public procurement units to increase buying power and leverage limited resources.
- Provide guidance and leadership in procurement by supplying procurement information, policy manuals, automated procurement tools and other necessary information.

Component Goals and Strategies

Provide procurement leadership through the use of on-line internet-based procurement tools.

- Continue development and deployment of the Web based on-line procurement system for state agencies and vendors.

Provide procurement leadership that fosters a competitive acquisition process through training, consultation, and guidance to agencies.

- Implement a statewide procurement officer certification program to ensure competent, trained individuals conduct all procurements.
- Effectively manage staff and resources to increase service levels to customers by offering new and updated training classes to agency staff.
- Effectively manage staff and resources to add new term contract awards for use by all state agencies.

Key Component Issues for FY2001 – 2002

Increase the current level of services while utilizing the same staff resources to:

- Automate systems and procurement methods using the Internet to foster improved efficiency for state agencies, improved access for Alaska vendors to state business, and enhanced reporting on state purchasing activities;
- Improve statewide procurement training through the addition and modification of training classes and continuing the statewide procurement officer certification program;
- Develop and implement on-line registrar system to track state procurement officer certifications, training records, and delegations of purchasing authority;
- Increase the number of statewide term contracts available for all state agencies and political subdivisions.

Major Component Accomplishments for FY2000

- Developed a state procurement curriculum and a training program for state employees. More than 550 state employees received this training during 2000.
- Re-bid contracts for security and parking enforcement for the Juneau state office buildings.
- Conducted quarterly meats and grocery bids for three state facilities.
- Rebid the natural gas contract for Anchorage and Mat-Su Valley.
- Awarded a new contract for express package delivery service.

- Rebid the software contract which provides for the purchase, license, and maintenance and support of a variety of software for all state agencies.
- Established new statewide term contracts for paper fax machines.
- Administered the various statewide contracts covering supplies and services such as microcomputers, office supplies, heating fuel, bakery goods, groceries, meats, car rental, copiers, laboratory equipment, laundry supplies, and pharmaceuticals which resulted in significant savings to the State.

Statutory and Regulatory Authority

AS 36.30
 AS 44.21.020 (1), (4)
 2 AAC 12

Key Performance Measures for FY2002

Measure: The number of violations of procurement codes.
(Added by Legislature in FY2001 version.)

Measure: The money saved through the use of master contracts.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> • The number of violations of procurement codes. • The money saved through the use of master contracts. 			X X		

Purchasing
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	824.4	821.0	851.2
72000 Travel	26.3	4.4	4.4
73000 Contractual	197.6	163.5	132.8
74000 Supplies	11.1	14.6	14.6
75000 Equipment	27.4	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,086.8	1,003.5	1,003.0
Funding Sources:			
1004 General Fund Receipts	1,059.2	997.4	1,003.0
1007 Inter-Agency Receipts	27.6	0.0	0.0
1053 Investment Loss Trust Fund	0.0	6.1	0.0
Funding Totals	1,086.8	1,003.5	1,003.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	106.4	25.3	25.3	40.0	50.0
Unrestricted Total		106.4	25.3	25.3	40.0	50.0
Restricted Revenues						
Investment Loss Trust Fund	51393	0.0	6.1	6.1	0.0	0.0
Restricted Total		0.0	6.1	6.1	0.0	0.0
Total Estimated Revenues		106.4	31.4	31.4	40.0	50.0

Purchasing**Proposed Changes in Levels of Service for FY2002**

None anticipated.

**Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,003.5	0.0	0.0	1,003.5
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-0.5	0.0	0.0	-0.5
FY2002 Governor	1,003.0	0.0	0.0	1,003.0

Purchasing

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	14	14	Annual Salaries	661,143
Part-time	0	0	COLA	11,362
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	232,075
			<i>Less 5.90% Vacancy Factor</i>	<i>(53,380)</i>
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	851,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Administrative Assistant	1	0	0	0	1
Administrative Clerk III	0	0	2	0	2
Administrative Manager IV	0	0	1	0	1
Chief Procurement Off	0	0	1	0	1
Contracting Officer III	0	0	5	0	5
Contracting Officer IV	0	0	1	0	1
Division Director	0	0	1	0	1
Totals	1	0	13	0	14