

State of Alaska FY2012 Governor's Operating Budget

Department of Transportation/Public Facilities Statewide Procurement Component Budget Summary

Component: Statewide Procurement

Contribution to Department's Mission

The component contributes to the department's operations with professional and effective procurement administration.

Core Services

- Establish, update and enforce statewide department procurement policies and procedures.
- Provide consultation and guidance to the department's regional procurement offices.
- Establish and manage marine vessel maintenance overhaul and repair contracts for the Alaska Marine Highway System
- Establish term contracts and spot market purchases for high use supplies, commodities and materials needed on a statewide basis.
- Establish professional services contracts, service contracts, term contracts, lease/leasing agreements, facility use agreements for the Alaska Marine Highway System.
- Establish professional services and services contracts for the department.
- Provide contract administration/management for approximately 200 contracts and agreement.
- Manage the department property control program.
- Manage and administer the department's online e-Procurement program, including user training, database management and vendor administration.
- The Southeast Procurement Section of Statewide Procurement is responsible for the day-to-day procurement of commodities, parts, equipment and services for Southeast Maintenance and Operations, Southeast and Headquarters core services, and the Alaska Marine Highway System. The section provides warehouse services including maintaining and managing inventory stock, receiving, distributing and logistics. It also performs regional property control tasks.

Key Component Challenges

Continue to manage staff and resources efficiently while maintaining a professional level of service to:

- Perform procurement and contracting tasks,
- Provide procurement training and guidance throughout the department, and
- Maintain the department's e-procurement program and enhance its reporting program.

Significant Changes in Results to be Delivered in FY2012

Upgrade the department's e-procurement reporting program and make reports available to key users and managers.

Major Component Accomplishments in 2010

- The department implemented a major upgrade of its e-procurement program. The upgrade consisted of enhancements to most system functions and full integration of inventory processes.
- The department's regional procurement offices processed a total of 12,464 purchase orders through the e-procurement system during FY10.

Statutory and Regulatory Authority

AS 44.42.010-900 Powers and Duties of DOT&PF
AS 36 Procurement

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**Statewide Procurement
Component Financial Summary**

All dollars shown in thousands

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,052.8	1,292.8	1,271.7
72000 Travel	0.0	9.7	9.7
73000 Services	132.2	75.7	75.7
74000 Commodities	16.1	6.0	6.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,201.1	1,384.2	1,363.1
Funding Sources:			
1004 General Fund Receipts	443.5	591.8	530.6
1026 Highways/Equipment Working Capital Fund	57.7	60.3	63.1
1027 International Airport Revenue Fund	55.4	57.9	60.7
1076 Marine Highway System Fund	644.5	674.2	708.7
Funding Totals	1,201.1	1,384.2	1,363.1

**Summary of Component Budget Changes
From FY2011 Management Plan to FY2012 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2011 Management Plan	591.8	674.2	118.2	0.0	1,384.2
Adjustments which will continue current level of service:					
-FY 2012 Personal Services increases	26.5	36.5	6.7	0.0	69.7
-FY 2011 Over/Understated GGU/SU salary adjustments	-2.7	-2.0	-1.1	0.0	-5.8
-Transfer funding to Statewide Administrative Services to Stay Within Vacancy Factor Guidelines	-85.0	0.0	0.0	0.0	-85.0
FY2012 Governor	530.6	708.7	123.8	0.0	1,363.1

**Statewide Procurement
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2011 Management Plan	FY2012 Governor		
Full-time	14	14	Annual Salaries	776,035
Part-time	0	0	COLA	5,268
Nonpermanent	0	0	Premium Pay	20,184
			Annual Benefits	519,388
			<i>Less 3.72% Vacancy Factor</i>	<i>(49,175)</i>
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	1,271,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Procurement Spec I	0	0	4	0	4
Procurement Spec II	0	0	1	0	1
Procurement Spec III	0	0	3	0	3
Procurement Spec IV	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
Stock & Parts Svcs Journey I	0	0	1	0	1
Stock & Parts Svcs Lead	0	0	1	0	1
Stock & Parts Svcs Sub Journey	0	0	1	0	1
Supply Technician II	0	0	1	0	1
Totals	0	0	14	0	14

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	1,052.8	1,292.8	1,292.8	1,292.8	1,271.7	-21.1	-1.6%
72000 Travel	0.0	9.7	9.7	9.7	9.7	0.0	0.0%
73000 Services	132.2	75.7	75.7	75.7	75.7	0.0	0.0%
74000 Commodities	16.1	6.0	6.0	6.0	6.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	1,201.1	1,384.2	1,384.2	1,384.2	1,363.1	-21.1	-1.5%
Fund Sources:							
1004 Gen Fund	443.5	591.8	591.8	591.8	530.6	-61.2	-10.3%
1026 Hwy Capitl	57.7	60.3	60.3	60.3	63.1	2.8	4.6%
1027 Int Airprt	55.4	57.9	57.9	57.9	60.7	2.8	4.8%
1076 Marine Hwy	644.5	674.2	674.2	674.2	708.7	34.5	5.1%
Unrestricted General (UGF)	443.5	591.8	591.8	591.8	530.6	-61.2	-10.3%
Designated General (DGF)	644.5	674.2	674.2	674.2	708.7	34.5	5.1%
Other Funds	113.1	118.2	118.2	118.2	123.8	5.6	4.7%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	14	14	14	14	14	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2011 Conference Committee (Final) To FY2011 Authorized *****												
FY2011 Conference Committee												
ConfCom		1,384.2	1,292.8	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0
1004 Gen Fund		591.8										
1026 Hwy Capitl		60.3										
1027 Int Airprt		57.9										
1076 Marine Hwy		674.2										
Subtotal		1,384.2	1,292.8	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
Subtotal		1,384.2	1,292.8	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0
***** Changes From FY2011 Management Plan To FY2012 Governor *****												
FY 2012 Personal Services increases												
SalAdj		69.7	69.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		26.5										
1026 Hwy Capitl		3.4										
1027 Int Airprt		3.3										
1076 Marine Hwy		36.5										

This change record includes the following personal services increases:
: \$69.7

Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs : \$15.6

Labors, trades and Crafts (LTC) FY2012 Health Insurance Increased Costs : \$5.6

Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs : \$5.6

Alaska State Employees Association (GGU) FY 12 COLA increases
: \$12.4

Labor, Trades and Crafts (LTC) FY 12 COLA increases
: \$5.5

Alaska Public Employees Association (SU) FY 12 COLA increases
: \$6.1

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Alaska State Employees Association - ASEA Geographic Differential for GGU												
: \$12.7												
Alaska Public Employees Association - APEA Geographic Differential for SU												
: \$6.2												
FY 2011 Over/Understated GGU/SU salary adjustments												
	SalAdj	-5.8	-5.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.7										
1026 Hwy Capitl		-0.6										
1027 Int Airprt		-0.5										
1076 Marine Hwy		-2.0										
When the SU and GGU salary adjustments were calculated, errors were made that understated some GGU amounts and overstated some SU amounts. This change record identifies the over and under stated amounts associated with these calculations.: \$-5.8												
Transfer funding to Statewide Administrative Services to Stay Within Vacancy Factor Guidelines												
	Trout	-85.0	-85.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-85.0										
Personal services is available to transfer out of Statewide Procurement due to lower pay steps through attrition, reclassification, and reduction in overtime. The funding is needed in Statewide Administrative Services to meet staff costs and stay within vacancy factor guidelines.												
Totals		1,363.1	1,271.7	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2012 Governor (8665)
Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
25-0051	Procurement Spec V	FT	A	SS	Juneau	202	21F / J	12.0		83,631	0	0	47,074	130,705	60,293
25-0053	Procurement Spec III	FT	A	GP	Juneau	202	18C / D	12.0		60,076	0	0	38,557	98,633	69,093
25-0055	Procurement Spec III	FT	A	GP	Juneau	202	18B / C	12.0		58,088	0	0	37,798	95,886	67,207
25-2247	Procurement Spec III	FT	A	SS	Juneau	202	18L	12.0		75,780	0	0	44,077	119,857	23,971
25-2248	Procurement Spec I	FT	A	GP	Juneau	202	14M	12.0		59,304	0	0	38,262	97,566	19,513
25-2250	Stock & Parts Svcs Lead	FT	A	LL	Juneau	2A	53F	12.0		51,266	2,043	7,887	37,585	98,781	19,756
25-3083	Procurement Spec I	FT	A	GP	Juneau	202	14B / C	12.0		43,034	0	0	32,050	75,084	15,017
25-3087	Procurement Spec I	FT	A	GP	Juneau	202	14B / C	12.0		43,457	0	0	32,212	75,669	15,134
25-3100	Supply Technician II	FT	A	GP	Juneau	202	12E / F	12.0		42,085	0	0	31,688	73,773	14,755
25-3101	Procurement Spec I	FT	A	GP	Juneau	202	14A / B	12.0		42,144	0	0	31,711	73,855	14,771
25-3102	Stock & Parts Svcs Journey I	FT	A	LL	Juneau	2A	55F	12.0		45,552	1,816	7,008	35,067	89,443	16,214
25-3103	Stock & Parts Svcs Sub Journey	FT	A	LL	Juneau	2A	57A / B	12.0		35,487	1,409	5,289	30,568	72,753	14,551
25-3155	Procurement Spec II	FT	A	GP	Juneau	202	16F / G	12.0		58,659	0	0	38,016	96,675	26,267
25-3326	Procurement Spec IV	FT	A	SS	Juneau	202	20F	12.0		77,472	0	0	44,723	122,195	79,649

	Total Positions	New	Deleted
Full Time Positions:	14	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	14	0	0

Total Component Months: 168.0

Total Salary Costs:	776,035
Total COLA:	5,268
Total Premium Pay:	20,184
Total Benefits:	519,388
Total Pre-Vacancy:	1,320,875
Minus Vacancy Adjustment of 3.72%:	(49,175)
Total Post-Vacancy:	1,271,700
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	1,271,700

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	456,189	439,206	34.54%
1026 Highways/Equipment Working Capital Fund	65,581	63,139	4.96%
1027 International Airport Revenue Fund	63,028	60,682	4.77%
1076 Marine Highway System Fund	736,076	708,673	55.73%
Total PCN Funding:	1,320,875	1,271,700	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Transportation/Public Facilities
Travel

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel		0.0	9.7	9.7
			FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Expenditure Account	Servicing Agency	Explanation			
72000 Travel Detail Totals			0.0	9.7	9.7
72110	Employee Travel (Instate)	Instate employee travel for procurement staff.	0.0	9.7	9.7

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000	Services		132.2	75.7	75.7
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			132.2	75.7	75.7
73025	Education Services	Conferences and training for procurement staff.	3.7	3.0	1.1
73150	Information Technlgy	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement and implementing the web based online procurement system.	74.3	28.5	28.5
73156	Telecommunication	Long distance and telephone equipment charges	2.8	2.4	2.4
73675	Equipment/Machinery	Copier and fax maintenance agreements.	4.7	3.2	1.5
73805	IT-Non-Telecommnctns	Enterprise Technology Services Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	4.7	4.6	5.8
73806	IT-Telecommunication	Enterprise Technology Services Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	16.6	16.6	17.6
73809	Mail	Central Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	1.3	1.3	2.4
73810	Human Resources	Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.3	0.3	0.4
73815	Financial	Finance Chargeback fees for AKSAS and AKPAY.	0.6	0.6	0.8
73816	ADA Compliance	Americans With Disabilities Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.2	0.2	0.2
73848	State Equip Fleet	State Equipment State equipment fleet vehicle charges.	23.0	15.0	15.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
		73000 Services Detail Totals	132.2	75.7	75.7
	Fleet				

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		16.1	6.0	6.0
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000 Commodities Detail Totals			16.1	6.0	6.0
74200	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	16.1	6.0	6.0

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011		FY2012 Governor
					Management Plan		
73805	IT-Non-Telecommnctns	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	Inter-dept	Enterprise Technology Services	4.7	4.6	5.8
73805 IT-Non-Telecommnctns subtotal:					4.7	4.6	5.8
73806	IT-Telecommunication	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	Inter-dept	Enterprise Technology Services	16.6	16.6	17.6
73806 IT-Telecommunication subtotal:					16.6	16.6	17.6
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	1.3	1.3	2.4
73809 Mail subtotal:					1.3	1.3	2.4
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.3	0.3	0.4
73810 Human Resources subtotal:					0.3	0.3	0.4
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	0.6	0.6	0.8
73815 Financial subtotal:					0.6	0.6	0.8
73816	ADA Compliance	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.2	0.2	0.2
73816 ADA Compliance subtotal:					0.2	0.2	0.2
73848	State Equip Fleet	State equipment fleet vehicle charges.	Intra-dept	State Equipment Fleet	23.0	15.0	15.0
73848 State Equip Fleet subtotal:					23.0	15.0	15.0
Statewide Procurement total:					46.7	38.6	42.2
Grand Total:					46.7	38.6	42.2