

State of Alaska FY2004 Governor's Operating Budget

Department of Administration Purchasing Component Budget Summary

Component: Purchasing

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Component Mission

To assist state agencies and political subdivisions to achieve their public mission and reduce costs by providing professional procurement services.

(Mission statement for this component was not provided in CH124, SLA2002).

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 the State Procurement Code (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 in and facilitate 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 WEB-BASED PROCUREMENT TOOLS

- Maintain and enhance the DGS's on-line procurement resources for use by state agencies and vendors.

PROVIDE PROCUREMENT LEADERSHIP THAT FOSTERS A COMPETITIVE ACQUISITION PROCESS THROUGH TRAINING, CONSULTATION, AND GUIDANCE TO AGENCIES

- Maintain and enhance the Web-based statewide procurement officer certification and training program to ensure competent, trained individuals conduct state 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.
- Provide ongoing consulting services to customer agencies.

Key Component Issues for FY2003 – 2004

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 the statewide procurement officer certification and training program;
- Maintain and enhance the Web-based 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 in 2002

- Implemented DGS' statewide procurement officer certification program
- Certified 1,858 state employees

- Launched DGS' online certification and training web site which allows users to view program requirements, register for training online, view their training history and download documents; managers use the system as a tool to view employee training history, certification levels and manage procurement delegations
- Created the first training CD as part of DGS' Distance Learning Program. The program received the National Association of State Procurement Officers, Cronin Club Gold Medal for procurement innovation
- Developed two new procurement courses to augment DGS' training curriculum
- Presented 29 procurement training courses to 545 attendees
- Worked with the Legislature to revise the state procurement code to exempt travel agency services and established single fee transaction limits for travel
- Updated procurement regulations regarding public notice, qualified bidders, conditioned bids, and definitions
- Established a multi-state cooperative agreement contract for industrial supplies
- Awarded contracts for forensic toxicology testing, pleading paper, drug and alcohol testing, copiers, CAD products, and air freight
- Provided consultative services to all departments - reviewed advanced level procurement work and provided direction regarding complex solicitations, requests for alternate procurement, protests, appeals, violations and unique procurement situations
- Awarded contracts for carpet replacement, office and warehouse leases, design consultants and various construction projects on behalf of the Leasing and Facilities section
- Administered various statewide contracts covering supplies and services such as microcomputers, software, express package delivery services, industrial supplies, office supplies, fax machines, heating fuel, bakery goods, groceries, meats, car rental, copiers, laboratory equipment and supplies and pharmaceuticals which resulted in significant savings to the State

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 44.21.020(1),(4)	Duties of the Department
AS 44.99.200-240	State Publications
2 AAC 12	Procurement
2 AAC 15	Purchasing

Purchasing
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	861.9	830.4	806.6
72000 Travel	33.9	4.4	4.4
73000 Contractual	109.0	153.6	178.6
74000 Supplies	71.5	14.6	14.6
75000 Equipment	0.0	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	1,076.3	1,003.0	1,004.2
Funding Sources:			
1004 General Fund Receipts	999.7	1,003.0	1,004.2
1007 Inter-Agency Receipts	76.6	0.0	0.0
Funding Totals	1,076.3	1,003.0	1,004.2

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Proposed Changes in Levels of Service for FY2004

None.

Summary of Component Budget Changes

From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	1,003.0	0.0	0.0	1,003.0
Adjustments which will continue current level of service:				
- \$75 per Month Health Insurance Increase for Non-covered Staff	1.2	0.0	0.0	1.2
FY2004 Governor	1,004.2	0.0	0.0	1,004.2

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Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u>	<u>FY2004</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	13	13	Annual Salaries	599,155
Part-time	0	0	Premium Pay	26,732
Nonpermanent	0	0	Annual Benefits	209,377
			<i>Less 3.43% Vacancy Factor</i>	(28,664)
			Lump Sum Premium Pay	0
Totals	13	13	Total Personal Services	806,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Administrative Svcs Mgr	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
Publications Tech II	0	0	1	0	1
Totals	0	0	13	0	13