

State of Alaska FY2011 Governor's Operating Budget

Department of Transportation/Public Facilities Contracting and Appeals Component Budget Summary

Component: Contracting and Appeals

Contribution to Department's Mission

To effectively carry out the Department of Transportation & Public Facilities (DOT&PF) Commissioner's statutory responsibility to procure the planning, design, and construction of public works (including state buildings).

Core Services

- Oversee departmental and customer agency compliance with federal and state laws, regulations, and policies governing procurements and contract administration.
- Develop, implement, and maintain policies, procedures, and operational standards that assure all transportation modes, regions, engineering services, highway construction and maintenance groups, and those state agencies with a DOT&PF delegation of construction authority, receive responsive and consistent guidance in the administration of procurements and contracts.
- Administer the statewide Construction Contracting Warrant System. This system trains and certifies individuals on construction procurement requirements.
- Assist in the resolution of contract and procurement claims and disputes before they are elevated to the Commissioner's Office as appeals.
- Administer the construction contracts protest and claim appeal adjudication process.
- Administer the airport lease appeal adjudication process.

Key Component Challenges

Providing the most efficient construction programs within the constraints of state and federal laws is a major goal of this department. To achieve that goal, constant review and improvement of the construction procurement processes must take place. The following are areas that staff continue to work on to improve the procurement processes:

- In addition to providing direct and immediate support to the regions and customer agencies on procurement/contract matters, we will continue to further assist staff by developing regulations for innovative procurements. These actions will serve to ensure uniform and consistent procurement and contract administration.
- We will continue to actively listen and work with contractors and construction industry representatives on changes to statutes, regulations, policies, procedures, and terms and conditions important to all parties. The eventual goal to be achieved by this activity is the reduction in frequency, duration, and cost of resolving contractual disputes, reduction in project costs and improving delivery time.
- Continue to encourage regions to establish multiple award term contracts. Once established, these term contracts will improve project delivery by reducing the delays in acquiring professional services contractors.

Significant Changes in Results to be Delivered in FY2011

No significant change anticipated.

Major Component Accomplishments in 2009

- Provided advice on construction contracting to regions and delegated agencies (10).
- Conducted on-line and in-house training for the Construction Warrant Program and Design Build Procurement in Juneau, Anchorage, Fairbanks and Ketchikan.
- Updated or developed department-wide policies, procedures and Contracting Officer Bulletins.
- Acted as liaison between the Associated General Contractors of Alaska and DOT&PF to resolve issues and conflicts.
- Processed procurement waivers and claims/protest appeals for the commissioner.

Statutory and Regulatory Authority

U.S.C. Title 23

AS Title 02, Aeronautics
AS Title 19, Highways and Ferries
AS Title 35, Public Buildings, Works and Improvements
AS Title 36, (Procurement Code)
AS Title 44, (Applicable Portions)
2 AAC 12, Procurement Regulations
AAM (Alaska Administrative Manual)
Delegation from the Department of Administration to the DOT&PF Commissioner

Contact Information
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**Contracting and Appeals
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	167.1	252.6	252.6
72000 Travel	14.3	19.5	19.5
73000 Services	24.7	33.0	33.0
74000 Commodities	2.6	2.0	2.0
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	208.7	307.1	307.1
Funding Sources:			
1004 General Fund Receipts	9.5	9.5	9.5
1007 Inter-Agency Receipts	33.8	38.7	38.7
1061 Capital Improvement Project Receipts	165.4	258.9	258.9
Funding Totals	208.7	307.1	307.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	33.8	0.0	0.0	38.7	38.7
Capital Improvement Project Receipts	51200	165.4	0.0	0.0	258.9	258.9
Restricted Total		199.2	0.0	0.0	297.6	297.6
Total Estimated Revenues		199.2	0.0	0.0	297.6	297.6

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor***All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	9.5	0.0	297.6	307.1
FY2011 Governor	9.5	0.0	297.6	307.1

**Contracting and Appeals
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	2	2	Annual Salaries	174,094
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	85,368
			<i>Less 2.64% Vacancy Factor</i>	<i>(6,862)</i>
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	252,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Chief Contracts Officer	0	0	1	0	1
Procurement Spec IV	0	0	1	0	1
Totals	0	0	2	0	2

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	167.1	252.6	252.6	252.6	252.6	0.0	0.0%
72000 Travel	14.3	19.5	19.5	19.5	19.5	0.0	0.0%
73000 Services	24.7	33.0	33.0	33.0	33.0	0.0	0.0%
74000 Commodities	2.6	2.0	2.0	2.0	2.0	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	208.7	307.1	307.1	307.1	307.1	0.0	0.0%
Fund Sources:							
1004 Gen Fund	9.5	9.5	9.5	9.5	9.5	0.0	0.0%
1007 I/A Rcpts	33.8	38.7	38.7	38.7	38.7	0.0	0.0%
1061 CIP Rcpts	165.4	258.9	258.9	258.9	258.9	0.0	0.0%
General Funds	9.5	9.5	9.5	9.5	9.5	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	199.2	297.6	297.6	297.6	297.6	0.0	0.0%
Positions:							
Permanent Full Time	2	2	2	2	2	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: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
ConfCom		307.1	252.6	19.5	33.0	2.0	0.0	0.0	0.0	2	0	0
1004 Gen Fund		9.5										
1007 I/A Rcpts		38.7										
1061 CIP Rcpts		258.9										
Subtotal		307.1	252.6	19.5	33.0	2.0	0.0	0.0	0.0	2	0	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
Subtotal		307.1	252.6	19.5	33.0	2.0	0.0	0.0	0.0	2	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
Totals		307.1	252.6	19.5	33.0	2.0	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2011 Governor (7749)
Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount	
18-7189	Chief Contracts Officer	FT	A	SS	Juneau	2A	23M / N	12.0		105,318	0	0	49,112	154,430	9,729	
25-0184	Procurement Spec IV	FT	A	GP	Juneau	2A	20E / F	12.0		68,776	0	0	36,256	105,032	0	
													Total Salary Costs:	174,094		
													Total COLA:	0		
													Total Premium Pay::	0		
													Total Benefits:	85,368		
Total Positions		New	Deleted													
Full Time Positions:		2	0	0												
Part Time Positions:		0	0	0												
Non Permanent Positions:		0	0	0												
Positions in Component:		2	0	0												
Total Component Months:		24.0														
													Total Pre-Vacancy:	259,462		
													Minus Vacancy Adjustment of 2.64%:	(6,862)		
													Total Post-Vacancy:	252,600		
													Plus Lump Sum Premium Pay:	0		
													Personal Services Line 100:	252,600		

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	9,729	9,472	3.75%
1007 Inter-Agency Receipts	21,250	20,688	8.19%
1039 U/A Indirect Cost Recovery	228,483	222,441	88.06%
Total PCN Funding:	259,462	252,600	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: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		14.3	19.5	19.5
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			14.3	19.5	19.5
72100	Instate Travel	Instate travel for hearings, coordination and administration.	12.4	16.5	16.5
72400	Out Of State Travel	Out of state travel for hearings, coordination and administration.	1.9	3.0	3.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		24.7	33.0	33.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			24.7	33.0	33.0
73025	Education Services	Employee training.	0.0	3.0	3.5
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.	0.2	0.3	0.0
73225	Delivery Services	Courier and Freight charges.	0.4	0.2	0.1
73401	Long Distance	Long distance telephone charges.	0.0	0.5	0.3
73403	Data/Network	Data/Network charges while traveling.	0.0	0.0	0.1
73404	Cellular Phones	Cell phone and blackberry charges.	0.6	0.0	1.5
73650	Struc/Infstruct/Land		1.8	0.0	0.0
73753	Program Mgmt/Consult		0.0	1.1	0.0
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.	0.5	0.6	1.1
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.	2.0	2.5	2.2
73809	Mail	Central Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	0.1	0.2	0.2
73810	Human Resources	Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.1	0.2	0.3

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			24.7	33.0	33.0
73812	Legal	Transportation Section Legal services provided by the Department of Law.	2.7	4.0	3.0
73815	Financial	Finance Chargeback fees for AKSAS and AKPAY.	0.1	0.3	0.3
73816	ADA Compliance	Americans With Disabilities Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.0	0.1	0.2
73818	Training (Services-IA Svcs)	Centralized HR Employee training offered by Department of Administration, Division of Personnel and Division of Finance on human resources, payroll and finance.	0.0	0.3	0.3
73819	Commission Sales (IA Svcs)	State Travel Office Processing fees charged by the State Travel Office.	0.4	0.7	0.9
73822	Construction (IA Svcs)	Central Design & Eng Svcs Engineering support provided by Central Region Construction and CIP Component, Public Facilities Branch, for the Sister Agency Delegation of Construction Authority program.	15.8	19.0	19.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		2.6	2.0	2.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000 Commodities Detail Totals			2.6	2.0	2.0
74229	Business Supplies	Office Supplies.	2.6	1.0	0.5
74233	Info Technology Equip	Printer, monitor upgrades.	0.0	1.0	1.0
74236	Subscriptions	Subscription to Construction Claims Monthly.	0.0	0.0	0.5

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	33.8	38.7	38.7

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts		Transportation		33.8	38.7	38.7
	Sister Agency Delegation of Construction Authority receipts, in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Capital Improvement Project Receipts	165.4	258.9	258.9

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59465	Indirect CIP Receipts				165.4	258.9	258.9
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010		
				FY2009 Actuals	Management Plan	FY2011 Governor
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	0.5	0.6	1.1
73805 IT-Non-Telecommnctns subtotal:				0.5	0.6	1.1
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	2.0	2.5	2.2
73806 IT-Telecommunication subtotal:				2.0	2.5	2.2
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	0.1	0.2	0.2
73809 Mail subtotal:				0.1	0.2	0.2
73810	Human Resources Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.1	0.2	0.3
73810 Human Resources subtotal:				0.1	0.2	0.3
73812	Legal Legal services provided by the Department of Law.	Inter-dept	Transportation Section	2.7	4.0	3.0
73812 Legal subtotal:				2.7	4.0	3.0
73815	Financial Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	0.1	0.3	0.3
73815 Financial subtotal:				0.1	0.3	0.3
73816	ADA Compliance Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.0	0.1	0.2
73816 ADA Compliance subtotal:				0.0	0.1	0.2
73818	Training (Services-IA Svcs) Employee training offered by Department of Administration, Division of Personnel and Division of Finance on human resources, payroll and finance.	Inter-dept	Centralized HR	0.0	0.3	0.3
73818 Training (Services-IA Svcs) subtotal:				0.0	0.3	0.3
73819	Commission Sales (IA Svcs) Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.4	0.7	0.9
73819 Commission Sales (IA Svcs) subtotal:				0.4	0.7	0.9
73822	Construction (IA Svcs) Engineering support provided by Central Region Construction and CIP Component, Public Facilities Branch, for the Sister Agency Delegation of Construction Authority program.	Inter-dept	Central Design & Eng Svcs	15.8	19.0	19.0
73822 Construction (IA Svcs) subtotal:				15.8	19.0	19.0

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

<u>Expenditure Account</u>	<u>Service Description</u>	<u>Service Type</u>	<u>Servicing Agency</u>	<u>FY2009 Actuals</u>	<u>FY2010 Management Plan</u>	<u>FY2011 Governor</u>
			Contracting and Appeals total:	21.7	27.9	27.5
			Grand Total:	21.7	27.9	27.5