

State of Alaska
FY2013 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 construction 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 boundaries 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. Staff continues to work on improving the procurement processes in the following areas:

- In addition to providing direct and immediate support to the regions and customer agencies on construction 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 construction 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 FY2013

No significant change anticipated.

Major Component Accomplishments in 2011

- Provided advice on construction contracting to DOT&PF regions and 10 delegated agencies.
- 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
81 & 82 AAM Procurement-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

	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	265.0	278.5	292.8
72000 Travel	12.7	15.3	15.3
73000 Services	18.5	27.9	27.9
74000 Commodities	0.0	7.3	7.3
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	296.2	329.0	343.3
Funding Sources:			
1004 General Fund Receipts	17.4	10.3	10.9
1007 Inter-Agency Receipts	37.0	40.5	41.6
1061 Capital Improvement Project Receipts	241.8	278.2	290.8
Funding Totals	296.2	329.0	343.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	37.0	40.5	41.6
Capital Improvement Project Receipts	51200	241.8	278.2	290.8
Restricted Total		278.8	318.7	332.4
Total Estimated Revenues		278.8	318.7	332.4

**Summary of Component Budget Changes
From FY2012 Management Plan to FY2013 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>
FY2012 Management Plan	10.3	0.0	318.7	0.0	329.0
Adjustments which will continue current level of service:					
-FY2013 Salary Increases	0.5	0.0	11.8	0.0	12.3
-FY2013 Health Insurance Increases	0.1	0.0	1.9	0.0	2.0
FY2013 Governor	10.9	0.0	332.4	0.0	343.3

Contracting and Appeals Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	2	2	Annual Salaries	191,696
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	104,202
			<i>Less 1.05% Vacancy Factor</i>	(3,098)
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	292,800

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)

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	265.0	283.8	283.8	278.5	292.8	14.3	5.1%
72000 Travel	12.7	15.3	15.3	15.3	15.3	0.0	0.0%
73000 Services	18.5	27.9	27.9	27.9	27.9	0.0	0.0%
74000 Commodities	0.0	2.0	2.0	7.3	7.3	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	296.2	329.0	329.0	329.0	343.3	14.3	4.3%
Fund Sources:							
1004 Gen Fund (UGF)	17.4	10.3	10.3	10.3	10.9	0.6	5.8%
1007 I/A Rcpts (Other)	37.0	40.5	40.5	40.5	41.6	1.1	2.7%
1061 CIP Rcpts (Other)	241.8	278.2	278.2	278.2	290.8	12.6	4.5%
Unrestricted General (UGF)	17.4	10.3	10.3	10.3	10.9	0.6	5.8%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	278.8	318.7	318.7	318.7	332.4	13.7	4.3%
Federal Funds	0.0	0.0	0.0	0.0	0.0	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 FY2012 Conference Committee To FY2012 Authorized *****												
FY2012 Conference Committee												
ConfCom		329.0	283.8	15.3	27.9	2.0	0.0	0.0	0.0	2	0	0
1004 Gen Fund		10.3										
1007 I/A Rcpts		40.5										
1061 CIP Rcpts		278.2										
Subtotal		329.0	283.8	15.3	27.9	2.0	0.0	0.0	0.0	2	0	0
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	-5.3	0.0	0.0	5.3	0.0	0.0	0.0	0	0	0
Transfer of authority needed to bring personal services within vacancy factor guidelines. Authority will be utilized in the commodities line for business supplies and equipment. ADN 25-2-7747												
Subtotal		329.0	278.5	15.3	27.9	7.3	0.0	0.0	0.0	2	0	0
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
FY2013 Salary Increases												
SalAdj		12.3	12.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.5										
1007 I/A Rcpts		1.0										
1061 CIP Rcpts		10.8										
FY2013 Salary Increases: \$12.3												
FY2013 Health Insurance Increases												
SalAdj		2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.1										
1007 I/A Rcpts		0.1										
1061 CIP Rcpts		1.8										
FY2013 Health Insurance Increases: \$2.0												
Totals		343.3	292.8	15.3	27.9	7.3	0.0	0.0	0.0	2	0	0

Department of Transportation/Public Facilities

Scenario: FY2013 Governor (9494)
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 Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
18-7189	Chief Contracts Officer	FT	A	SS	Juneau	205	23N / O	12.0		121,733	0	0	61,167	182,900	159,580
25-0184	Procurement Spec IV	FT	A	GP	Juneau	205	20B / C	12.0		69,963	0	0	43,035	112,998	112,998
													Total Salary Costs:	191,696	
													Total COLA:	0	
													Total Premium Pay:	0	
													Total Benefits:	104,202	
													Total Pre-Vacancy:	295,898	
													Minus Vacancy Adjustment of 1.05%:	(3,098)	
													Total Post-Vacancy:	292,800	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	292,800	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	10,846	10,732	3.67%
1007 Inter-Agency Receipts	23,320	23,076	7.88%
1039 U/A Indirect Cost Recovery	261,732	258,992	88.45%
Total PCN Funding:	295,898	292,800	100.00%

Line Item Detail
Department of Transportation/Public Facilities
Travel

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		12.7	15.3	15.3
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000 Travel Detail Totals			12.7	15.3	15.3
72100	Instate Travel	Instate travel for hearings, coordination and administration.	12.3	12.3	12.3
72400	Out Of State Travel	Out of state travel for hearings, coordination and administration.	0.4	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			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services			18.5	27.9	27.9
				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Expenditure Account	Servicing Agency	Explanation				
73000 Services Detail Totals				18.5	27.9	27.9
73025	Education Services	Employee training.		0.6	0.6	2.6
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.		0.6	0.6	0.4
73156	Telecommunication	Data network and long distance charges.		0.1	0.4	0.0
73225	Delivery Services	Courier and Freight charges.		0.0	0.1	0.1
73401	Long Distance	Long distance telephone charges.		0.0	0.0	0.3
73403	Data/Network	Data/Network charges while traveling.		0.0	0.0	0.1
73404	Cellular Phones	Cell phone and blackberry charges.		0.0	0.6	0.7
73756	Print/Copy/Graphics	Print/Copy/Graphics services.		0.3	0.1	0.0
73805	IT-Non-Telecommunication	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.	0.8	1.1	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	2.2	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	0.3	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	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			18.5	27.9	27.9
73812	Legal	Transportation Section Legal services provided by the Department of Law.	0.0	1.5	2.5
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	0.2	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.	0.3	0.7	0.7
73822	Construction (IA Svcs)	Statewide Public Facilities Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	12.7	18.7	15.9
73979	Mgmt/Consulting (IA Svcs)	Data Processing Programming of the Department of Labor and Workforce Development On-Line Certified Payroll System to automatically populate with data from the DOT&PF Notice of Award electronic system.	0.8	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		0.0	7.3	7.3
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000 Commodities Detail Totals			0.0	7.3	7.3
74229	Business Supplies	Office Supplies.	0.0	3.8	3.8
74233	Info Technology Equip	Printer, monitor upgrades.	0.0	3.0	3.0
74236	Subscriptions	Subscription to Construction Claims Monthly.	0.0	0.5	0.5

Restricted Revenue Detail
Department of Transportation/Public Facilities

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

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts				37.0	40.5	41.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts Sister Agency Delegation of Construction Authority receipts, in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.		Transportation		0.0	40.5	41.6
59020	Administration Sister Agency Delegation of Construction Authority receipt for the Department of Administration; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	General Svcs Facilities Maint.			3.9	0.0	0.0
59050	Education Sister Agency Delegation of Construction Authority receipt for the Department of Education and Early Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Mt. Edgecumbe Boarding School			1.9	0.0	0.0
59060	Health & Social Svcs Sister Agency Delegation of Construction Authority receipt for the Department of Health and Social Services; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			2.9	0.0	0.0
59070	Labor Sister Agency Delegation of Construction Authority receipt for the Department of Labor and Workforce Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	AVTEC			2.3	0.0	0.0
59080	Commrc & Econmc Dev Sister Agency Delegation of Construction Authority receipt for the Department of Commerce and Economic Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	AIDEA			8.3	0.0	0.0
59090	Military & Vet Affrs Sister Agency Delegation of Construction Authority receipt for the Department of Military and Veterans Affairs; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			3.0	0.0	0.0
59100	Natural Resources Sister Agency Delegation of Construction Authority receipt for the Department of Natural Resources; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			5.5	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

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

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts				37.0	40.5	41.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
59110	Fish & Game Sister Agency Delegation of Construction Authority receipt for the Department of Fish and Game; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Administrative Services			2.7	0.0	0.0
59120	Public Safety Sister Agency Delegation of Construction Authority receipt for the Department of Public Safety; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			1.8	0.0	0.0
59180	Environmental Consvn Sister Agency Delegation of Construction Authority receipt for the Department of Environmental Conservation; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	DEC Bldgs Maint & Operations			1.9	0.0	0.0
59200	Corrections Sister Agency Delegation of Construction Authority receipt for the Department of Corrections; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			2.8	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

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

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51200	Capital Improvement Project Receipts				241.8	278.2	290.8
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
59465	Indirect CIP Receipts				241.8	278.2	290.8
	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	FY2011 Actuals	FY2012		
					Management Plan	FY2013 Governor	
73805	IT-Non-Telecommunication	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	0.8	1.1	1.1
73805 IT-Non-Telecommunication subtotal:				0.8	1.1	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	2.2	2.2
73806 IT-Telecommunication subtotal:				2.0	2.2	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	0.3	0.3
73810 Human Resources subtotal:				0.1	0.3	0.3	
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	0.0	1.5	2.5
73812 Legal subtotal:				0.0	1.5	2.5	
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	0.2	0.2
73816 ADA Compliance subtotal:				0.0	0.2	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	0.3	0.7	0.7
73819 Commission Sales (IA Svcs) subtotal:				0.3	0.7	0.7	
73822	Construction (IA Svcs)	Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	Intra-dept	Statewide Public Facilities	12.7	18.7	15.9
73822 Construction (IA Svcs) subtotal:				12.7	18.7	15.9	
73979	Mgmt/Consulting (IA Svcs)	Programming of the Department of Labor and Workforce Development On-Line Certified Payroll	Inter-dept	Data Processing	0.8	0.0	0.0

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	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
	System to automatically populate with data from the DOT&PF Notice of Award electronic system.					
			73979 Mgmt/Consulting (IA Svcs) subtotal:	0.8	0.0	0.0
			Contracting and Appeals total:	16.9	25.5	23.7
			Grand Total:	16.9	25.5	23.7