

State of Alaska FY2013 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

- Maintain department compliance with DOA (non-construction) procurement officer training and certification program.
- Manage the department's DOA (non-construction) procurement delegations.
- 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 FY2013

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

Major Component Accomplishments in 2011

- The department's three regional procurement offices processed a total of 13,376 purchase orders through the department's e-procurement system.
- All procurements were completed without any major problems, or complaints.
- The statewide contracts section awarded approximately 120 contracts and agreements.
- The planned upgrade of the BuySpeed procurement software from 8.2 to 9.0 at the end of FY11 was delayed due to departmental server failure. The upgrade is in progress right now. The data base has been upgraded and is being tested. Contractor to upgrade the reporting program and begin testing.

Statutory and Regulatory Authority

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

Contact Information
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**Statewide Procurement
Component Financial Summary**

All dollars shown in thousands

	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,108.0	1,197.8	1,248.7
72000 Travel	2.4	9.7	9.7
73000 Services	84.5	75.7	75.7
74000 Commodities	6.1	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	1,201.0	1,289.2	1,340.1
Funding Sources:			
1004 General Fund Receipts	411.7	515.8	535.8
1026 Highways/Equipment Working Capital Fund	59.7	63.1	66.4
1027 International Airport Revenue Fund	57.4	60.7	63.9
1076 Marine Highway System Fund	672.2	649.6	674.0
Funding Totals	1,201.0	1,289.2	1,340.1

**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	515.8	649.6	123.8	0.0	1,289.2
Adjustments which will continue current level of service:					
-FY2013 Salary Increases	16.5	19.5	5.5	0.0	41.5
-FY2013 Health Insurance Increases	3.5	4.9	1.0	0.0	9.4
FY2013 Governor	535.8	674.0	130.3	0.0	1,340.1

Statewide Procurement Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	13	13	Annual Salaries	783,571
Part-time	0	0	Premium Pay	6,146
Nonpermanent	0	0	Annual Benefits	507,861
			<i>Less 3.77% Vacancy Factor</i>	(48,878)
			Lump Sum Premium Pay	0
Totals	13	13	Total Personal Services	1,248,700

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Procurement Spec I	0	0	3	0	3
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	13	0	13

Component Detail All Funds
Department of Transportation/Public Facilities

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

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	1,108.0	1,271.7	1,271.7	1,197.8	1,248.7	50.9	4.2%
72000 Travel	2.4	9.7	9.7	9.7	9.7	0.0	0.0%
73000 Services	84.5	75.7	75.7	75.7	75.7	0.0	0.0%
74000 Commodities	6.1	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	1,201.0	1,363.1	1,363.1	1,289.2	1,340.1	50.9	3.9%
Fund Sources:							
1004 Gen Fund (UGF)	411.7	530.6	530.6	515.8	535.8	20.0	3.9%
1026 Hwy Capitl (Other)	59.7	63.1	63.1	63.1	66.4	3.3	5.2%
1027 Int Airprt (Other)	57.4	60.7	60.7	60.7	63.9	3.2	5.3%
1076 Marine Hwy (DGF)	672.2	708.7	708.7	649.6	674.0	24.4	3.8%
Unrestricted General (UGF)	411.7	530.6	530.6	515.8	535.8	20.0	3.9%
Designated General (DGF)	672.2	708.7	708.7	649.6	674.0	24.4	3.8%
Other Funds	117.1	123.8	123.8	123.8	130.3	6.5	5.3%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	14	14	14	13	13	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 FY2012 Conference Committee To FY2012 Authorized *****												
FY2012 Conference Committee												
ConfCom		1,363.1	1,271.7	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0
1004 Gen Fund		530.6										
1026 Hwy Capitl		63.1										
1027 Int Airprt		60.7										
1076 Marine Hwy		708.7										
Subtotal		1,363.1	1,271.7	9.7	75.7	6.0	0.0	0.0	0.0	14	0	0
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
ADN 25-2-7748 Transfer out Vacant PCN 25-3101 to Statewide Administrative Services for Web Support												
Trout		-73.9	-73.9	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
1004 Gen Fund		-14.8										
1076 Marine Hwy		-59.1										
Subtotal		1,289.2	1,197.8	9.7	75.7	6.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
FY2013 Salary Increases												
SalAdj		41.5	41.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		16.5										
1026 Hwy Capitl		2.8										
1027 Int Airprt		2.7										
1076 Marine Hwy		19.5										
FY2013 Salary Increases: \$41.5												
FY2013 Health Insurance Increases												
SalAdj		9.4	9.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		3.5										
1026 Hwy Capitl		0.5										
1027 Int Airprt		0.5										
1076 Marine Hwy		4.9										

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	
FY2013 Health Insurance Increases: \$9.4												
	Totals	1,340.1	1,248.7	9.7	75.7	6.0	0.0	0.0	0.0	13	0	0

Department of Transportation/Public Facilities

Scenario: FY2013 Governor (9494)
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	205	21J	12.0		90,132	0	0	50,147	140,279	101,932
25-0053	Procurement Spec III	FT	A	GP	Juneau	205	18D / E	12.0		65,196	0	0	41,235	106,431	74,470
25-0055	Procurement Spec III	FT	A	GP	Juneau	205	18E / F	12.0		66,618	0	0	41,772	108,390	75,971
25-2247	Procurement Spec III	FT	A	SS	Juneau	205	18L / M	12.0		82,175	0	0	47,142	129,317	129,317
25-2248	Procurement Spec I	FT	A	GP	Juneau	205	14M / N	12.0		63,335	0	0	40,532	103,867	103,867
25-2250	Stock & Parts Svcs Lead	FT	A	LL	Juneau	2AA	53F / J	12.0		54,503	0	3,144	36,773	94,420	94,420
25-3083	Procurement Spec I	FT	A	GP	Juneau	205	14C / D	12.0		46,739	0	0	34,264	81,003	81,003
25-3087	Procurement Spec I	FT	A	GP	Juneau	205	14C / D	12.0		47,239	0	0	34,452	81,691	81,691
25-3100	Supply Technician II	FT	A	GP	Juneau	205	12F / G	12.0		45,699	0	0	33,871	79,570	79,570
25-3102	Stock & Parts Svcs Journey I	FT	A	LL	Juneau	2AA	55A / B	12.0		40,639	0	1,512	30,920	73,071	73,071
25-3103	Stock & Parts Svcs Sub Journey	FT	A	LL	Juneau	2AA	57A / B	12.0		36,363	0	1,490	29,297	67,150	67,150
25-3155	Procurement Spec II	FT	A	GP	Juneau	205	16G	12.0		61,680	0	0	39,907	101,587	101,587
25-3326	Procurement Spec IV	FT	A	SS	Juneau	205	20F / J	12.0		83,253	0	0	47,549	130,802	98,130

Total Positions:	13	0	0	Total Salary Costs:	783,571
Full Time Positions:	13	0	0	Total COLA:	0
Part Time Positions:	0	0	0	Total Premium Pay::	6,146
Non Permanent Positions:	0	0	0	Total Benefits:	507,861
Positions in Component:	13	0	0	Total Pre-Vacancy:	1,297,578
				Minus Vacancy Adjustment of 3.77%:	(48,878)
				Total Post-Vacancy:	1,248,700
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,248,700

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	461,795	444,400	35.59%
1026 Highways/Equipment Working Capital Fund	69,000	66,400	5.32%
1027 International Airport Revenue Fund	66,401	63,900	5.12%
1076 Marine Highway System Fund	700,383	674,000	53.98%
Total PCN Funding:	1,297,578	1,248,700	100.00%

Line Item Detail
Department of Transportation/Public Facilities
Travel

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		2.4	9.7	9.7
Expenditure Account			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
	Servicing Agency	Explanation			
72000 Travel Detail Totals			2.4	9.7	9.7
72110	Employee Travel (Instate)	Instate employee travel for procurement staff.	2.4	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			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services			84.5	75.7	75.7
				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Expenditure Account	Servicing Agency	Explanation		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals				84.5	75.7	75.7
73025	Education Services	Conferences and training for procurement staff.		2.8	1.1	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.		35.2	28.5	28.5
73156	Telecommunication	Long distance and telephone equipment charges		2.2	2.4	2.4
73675	Equipment/Machinery	Copier and fax maintenance agreements.		4.1	1.5	1.5
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.	5.3	5.8	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.	15.8	17.6	17.6
73809	Mail	Central Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	1.1	2.4	2.4
73810	Human Resources	Personnel	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.3	0.4	0.4
73815	Financial	Finance	Chargeback fees for AKSAS and AKPAY.	0.6	0.8	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
73818	Training (Services-IA Svcs)	Purchasing	Department of Administration - Procurement training	0.6	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			84.5	75.7	75.7
73848	State Equip Fleet	State Equipment Fleet classes. State equipment fleet vehicle charges.	16.3	15.0	15.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		6.1	6.0	6.0
			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Expenditure Account	Servicing Agency	Explanation			
74000 Commodities Detail Totals			6.1	6.0	6.0
74200	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	6.1	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	FY2012			
				FY2011 Actuals	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	5.3	5.8	5.8
73805 IT-Non-Telecommunication subtotal:					5.3	5.8	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	15.8	17.6	17.6
73806 IT-Telecommunication subtotal:					15.8	17.6	17.6
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	1.1	2.4	2.4
73809 Mail subtotal:					1.1	2.4	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	0.4	0.4
73810 Human Resources subtotal:					0.3	0.4	0.4
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	0.6	0.8	0.8
73815 Financial subtotal:					0.6	0.8	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
73818	Training (Services-IA Svcs)	Department of Administration - Procurement training classes.	Inter-dept	Purchasing	0.6	0.0	0.0
73818 Training (Services-IA Svcs) subtotal:					0.6	0.0	0.0
73848	State Equip Fleet	State equipment fleet vehicle charges.	Intra-dept	State Equipment Fleet	16.3	15.0	15.0
73848 State Equip Fleet subtotal:					16.3	15.0	15.0
Statewide Procurement total:					40.2	42.2	42.2
Grand Total:					40.2	42.2	42.2