

# **State of Alaska FY2015 Governor's Operating Budget**

## **Department of Administration Purchasing Component Budget Summary**

**Component: Purchasing****Contribution to Department's Mission**

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

**Results**

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

**Core Services**

- 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.

**Measures by Core Service**

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

- 1. Establish cost-effective multi-agency term contracts for high use supplies and services needed by all agencies.**
- 2. Provide training to client agencies on the application of the State Procurement Code (AS 36.30, 2 AAC 12) and the Alaska Administrative Manual.**

**Major Component Accomplishments in 2013**

- The Universal Public Purchasing Certification Council Agency Certification Excellence achievement award was received for the fifth consecutive year. To receive this award, all eligible Division purchasing staff members must possess a Certified Professional Public Buyer (CPPB) from the Universal Public Procurement Certification Council.
- Senate Bill 12, which streamlined and modernized the state procurement code, was passed by the Legislature and enacted by the Governor. Procurement regulations were also updated and modernized as a result.
- Several staff members attained Best Value Certification through the Performance Based Research Studies Group at Arizona State University. This certification is based on the Best Value Procurement method that introduces a new and innovative process to procure commodities and services. The Best Value method was utilized by the state for the Administrative Systems Replacement project. In addition, the Division is also working cooperatively with the Department of Corrections to utilize this process for the procurement of an Electronic Health Records System for the prison institutions.
- Participated with multiple other states to adopt new statewide contracts for school furniture, data communications equipment, telephone interpreter services, artificial external defibrillators, fire protection, and life safety protection.
- New contracts were developed for fuel delivery, paper, and educational training services.
- The division settled claims with a major office supply vendor regarding overcharges resulting in over \$900,000 being returned to the state and political subdivisions of the state.
- Renewal amendments were developed for various commodities and services, including copier paper, pleading paper, HP toner cartridges, microfiche, add-on office furniture, office supplies, local office moves, vehicle lifts, breast pumps, ESRI and Landesk software, helicopter charters, land fuels and marine diesel fuel.
- The division presented 32 procurement training courses to 385 attendees.
- 160 Requests for Alternate Procurement with a total value over \$175 million were processed. In addition, the division provided statewide procurement consulting services.
- A small number of waivers were authorized to permit agencies to award contracts to vendors located outside of the United States, reduce the percentage allocated to cost for a Request for Proposal, and solicit out-of-state were approved.
- The division manages over 250 statewide contracts used by the state and its political subdivisions representing a diverse mix of supplies and services; such as automobile tires, hazardous incident response equipment, radios,

satellite phones, microcomputers, rental cars, dairy products, fuel, drug testing, and automated external defibrillators. The total annual dollar value of orders placed on General Service's statewide contracts is approximately \$150 million. The total savings for FY2012 was \$46,691,337.

- The purchasing section provided procurement 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.

### **Key Component Challenges**

**Increase Services with Current Staff Levels** - The division is working to: automate systems and procurement methods using the internet to foster improved efficiency for state agencies; improve access for Alaska vendors to state business; enhance 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; and, improve outreach to state political subdivisions to ensure rural communities and other State of Alaska subdivisions have access to cost effective and efficient contracts.

### **Significant Changes in Results to be Delivered in FY2015**

No significant changes in results to be delivered in FY2015.

### **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              |

| <b>Contact Information</b>  |
|---|
| <p><b>Contact:</b> Tom Mayer, Division Director, General Services<br/><b>Phone:</b> (907) 465-5677<br/><b>Fax:</b> (907) 465-2198<br/><b>E-mail:</b> tom.mayer@alaska.gov</p> |

**Purchasing  
Component Financial Summary**

*All dollars shown in thousands*

|                                | FY2013 Actuals | FY2014<br>Management Plan | FY2015 Governor |
|--------------------------------|----------------|---------------------------|-----------------|
| <b>Non-Formula Program:</b>    |                |                           |                 |
| <b>Component Expenditures:</b> |                |                           |                 |
| 71000 Personal Services        | 1,294.4        | 1,323.1                   | 1,324.3         |
| 72000 Travel                   | 25.1           | 2.1                       | 2.1             |
| 73000 Services                 | 85.9           | 90.7                      | 90.7            |
| 74000 Commodities              | 7.9            | 7.1                       | 7.1             |
| 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             |
| <b>Expenditure Totals</b>      | <b>1,413.3</b> | <b>1,423.0</b>            | <b>1,424.2</b>  |
| <b>Funding Sources:</b>        |                |                           |                 |
| 1004 General Fund Receipts     | 1,385.6        | 1,423.0                   | 1,424.2         |
| 1007 Interagency Receipts      | 27.7           | 0.0                       | 0.0             |
| <b>Funding Totals</b>          | <b>1,413.3</b> | <b>1,423.0</b>            | <b>1,424.2</b>  |

**Estimated Revenue Collections**

| Description                     | Master<br>Revenue<br>Account | FY2013 Actuals | FY2014<br>Management Plan | FY2015 Governor |
|---------------------------------|------------------------------|----------------|---------------------------|-----------------|
| <b>Unrestricted Revenues</b>    |                              |                |                           |                 |
| Unrestricted Fund               | 68515                        | 11.2           | 0.0                       | 0.0             |
| <b>Unrestricted Total</b>       |                              | <b>11.2</b>    | <b>0.0</b>                | <b>0.0</b>      |
| <b>Restricted Revenues</b>      |                              |                |                           |                 |
| Interagency Receipts            | 51015                        | 27.7           | 0.0                       | 0.0             |
| <b>Restricted Total</b>         |                              | <b>27.7</b>    | <b>0.0</b>                | <b>0.0</b>      |
| <b>Total Estimated Revenues</b> |                              | <b>38.9</b>    | <b>0.0</b>                | <b>0.0</b>      |

**Summary of Component Budget Changes  
From FY2014 Management Plan to FY2015 Governor**

*All dollars shown in thousands*

|  | <u>Unrestricted<br/>Gen (UGF)</u> | <u>Designated<br/>Gen (DGF)</u> | <u>Other Funds</u> | <u>Federal<br/>Funds</u> | <u>Total Funds</u> |
|--|-----------------------------------|---------------------------------|--------------------|--------------------------|--------------------|
| <b>FY2014 Management Plan</b>  | <b>1,423.0</b>                    | <b>0.0</b>                      | <b>0.0</b>         | <b>0.0</b>               | <b>1,423.0</b>     |
| <b>Adjustments which will<br/>continue current level of<br/>service:</b>   |                                   |                                 |                    |                          |                    |
| -Reverse Alaska State<br>Employees Association<br>One-Time Payment Sec22f<br>Ch14 SLA2013 (HB65) and<br>Sec12 Ch15 SLA2013<br>(HB66) | -6.6                              | 0.0                             | 0.0                | 0.0                      | -6.6               |
| -FY2015 Health Insurance<br>and Working Reserve Rate<br>Reductions   | -4.0                              | 0.0                             | 0.0                | 0.0                      | -4.0               |
| -FY2015 Salary Increases   | 11.8                              | 0.0                             | 0.0                | 0.0                      | 11.8               |
| <b>FY2015 Governor</b>   | <b>1,424.2</b>                    | <b>0.0</b>                      | <b>0.0</b>         | <b>0.0</b>               | <b>1,424.2</b>     |

**Purchasing  
Personal Services Information**

| Authorized Positions |   |                                  | Personal Services Costs          |                  |
|----------------------|---|----------------------------------|----------------------------------|------------------|
|                      | <u>FY2014</u><br><u>Management</u><br><u>Plan</u> | <u>FY2015</u><br><u>Governor</u> |                                  |                  |
| Full-time            | 15  | 15                               | Annual Salaries                  | 860,428          |
| Part-time            | 0   | 0                                | COLA                             | 11,668           |
| Nonpermanent         | 0   | 0                                | Premium Pay                      | 976              |
|                      |   |                                  | Annual Benefits                  | 501,430          |
|                      |   |                                  | <i>Less 3.65% Vacancy Factor</i> | (50,202)         |
|                      |   |                                  | Lump Sum Premium Pay             | 0                |
| <b>Totals</b>        | <b>15</b>   | <b>15</b>                        | <b>Total Personal Services</b>   | <b>1,324,300</b> |

**Position Classification Summary**

| Job Class Title             | Anchorage | Fairbanks | Juneau    | Others   | Total     |
|-----------------------------|-----------|-----------|-----------|----------|-----------|
| Accountant III              | 0         | 0         | 1         | 0        | 1         |
| Accounting Tech II          | 0         | 0         | 1         | 0        | 1         |
| Administrative Assistant II | 0         | 0         | 1         | 0        | 1         |
| Administrative Officer II   | 0         | 0         | 1         | 0        | 1         |
| Chief Procurement Off       | 0         | 0         | 1         | 0        | 1         |
| Contracting Officer II      | 0         | 0         | 1         | 0        | 1         |
| Contracting Officer III     | 0         | 0         | 4         | 0        | 4         |
| Contracting Officer IV      | 0         | 0         | 1         | 0        | 1         |
| Division Director           | 0         | 0         | 1         | 0        | 1         |
| Division Operations Manager | 0         | 0         | 1         | 0        | 1         |
| Office Assistant I          | 0         | 0         | 1         | 0        | 1         |
| Publications Tech II        | 0         | 0         | 1         | 0        | 1         |
| <b>Totals</b>               | <b>0</b>  | <b>0</b>  | <b>15</b> | <b>0</b> | <b>15</b> |

**Component Detail All Funds**  
**Department of Administration**

**Component:** Purchasing (AR11778) (60)  
**RDU:** General Services (17)

|                                   | <b>FY2013 Actuals</b> | <b>FY2014 Conference Committee</b> | <b>FY2014 Authorized</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> | <b>FY2014 Management Plan vs FY2015 Governor</b> |             |
|-----------------------------------|-----------------------|------------------------------------|--------------------------|-------------------------------|------------------------|--|-------------|
| 71000 Personal Services           | 1,294.4               | 1,308.2                            | 1,323.1                  | 1,323.1                       | 1,324.3                | 1.2  | 0.1%        |
| 72000 Travel                      | 25.1                  | 2.1                                | 2.1                      | 2.1                           | 2.1                    | 0.0  | 0.0%        |
| 73000 Services                    | 85.9                  | 90.7                               | 90.7                     | 90.7                          | 90.7                   | 0.0  | 0.0%        |
| 74000 Commodities                 | 7.9                   | 7.1                                | 7.1                      | 7.1                           | 7.1                    | 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%        |
| <b>Totals</b>                     | <b>1,413.3</b>        | <b>1,408.1</b>                     | <b>1,423.0</b>           | <b>1,423.0</b>                | <b>1,424.2</b>         | <b>1.2</b>                                       | <b>0.1%</b> |
| <b>Fund Sources:</b>              |                       |                                    |                          |                               |                        |  |             |
| 1004Gen Fund (UGF)                | 1,385.6               | 1,408.1                            | 1,423.0                  | 1,423.0                       | 1,424.2                | 1.2  | 0.1%        |
| 1007I/A Rcpts (Other)             | 27.7                  | 0.0                                | 0.0                      | 0.0                           | 0.0                    | 0.0  | 0.0%        |
| <b>Unrestricted General (UGF)</b> | <b>1,385.6</b>        | <b>1,408.1</b>                     | <b>1,423.0</b>           | <b>1,423.0</b>                | <b>1,424.2</b>         | <b>1.2</b>                                       | <b>0.1%</b> |
| <b>Designated General (DGF)</b>   | <b>0.0</b>            | <b>0.0</b>                         | <b>0.0</b>               | <b>0.0</b>                    | <b>0.0</b>             | <b>0.0</b>                                       | <b>0.0%</b> |
| <b>Other Funds</b>                | <b>27.7</b>           | <b>0.0</b>                         | <b>0.0</b>               | <b>0.0</b>                    | <b>0.0</b>             | <b>0.0</b>                                       | <b>0.0%</b> |
| <b>Federal Funds</b>              | <b>0.0</b>            | <b>0.0</b>                         | <b>0.0</b>               | <b>0.0</b>                    | <b>0.0</b>             | <b>0.0</b>                                       | <b>0.0%</b> |
| <b>Positions:</b>                 |                       |                                    |                          |                               |                        |  |             |
| Permanent Full Time               | 15                    | 14                                 | 14                       | 15                            | 15                     | 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 Administration**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| Scenario/Change Record Title   | Trans Type | Totals         | Personal Services | Travel     | Services    | Commodities | Capital Outlay | Grants, Benefits | Miscellaneous | Positions |          | NP       |
|--|------------|----------------|-------------------|------------|-------------|-------------|----------------|------------------|---------------|-----------|----------|----------|
|  |            |                |                   |            |             |             |                |                  |               | PFT       | PPT      |          |
| ***** Changes From FY2014 Conference Committee To FY2014 Authorized *****  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>FY2014 Conference Committee</b>   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund  | ConfCom    | 1,408.1        | 1,308.2           | 2.1        | 90.7        | 7.1         | 0.0            | 0.0              | 0.0           | 14        | 0        | 0        |
|  |            | 1,408.1        |                   |            |             |             |                |                  |               |           |          |          |
| <b>Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund  | Atrin      | 6.6            | 6.6               | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| The Alaska State Employees Association, representing the general government unit, negotiated a lump sum payment of \$755 less mandatory deductions, per employee in pay status on July 1, 2013. The lump sum will be paid in the second pay period of August 2013.   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Compensation of Non-Covered Employees Ch47 SLA2013 (SB95) (Sec2 Ch14 SLA2013 P43 L10 (HB65) and Sec2 Ch15 P8 L10 (HB66))</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund  | FisNot     | 8.3            | 8.3               | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| SB95 relates to the compensation, allowances, geographic differentials in pay, and leave of certain public officials, officers, and employees not covered by collective bargaining agreements, and relates to certain petroleum engineers and petroleum geologists employed by the Department of Administration.   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Subtotal</b>  |            | <b>1,423.0</b> | <b>1,323.1</b>    | <b>2.1</b> | <b>90.7</b> | <b>7.1</b>  | <b>0.0</b>     | <b>0.0</b>       | <b>0.0</b>    | <b>14</b> | <b>0</b> | <b>0</b> |
| ***** Changes From FY2014 Authorized To FY2014 Management Plan *****   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Add Division Director (02-5182) for the Division of General Services</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
|  | PosAdj     | 0.0            | 0.0               | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 1         | 0        | 0        |
| A new partially exempt Division Director, range 27, in Juneau was created in the Division of General Services. This position will manage operations of statewide purchasing, cooperative purchasing, leasing, facilities, central mail, and surplus property. Ensure appropriate recording and reporting of financial information for the Alaska Public Building Fund. Ensure compliance with cost allocation and administration of federal programs. Serve in a leadership role for statewide program/policy development, develop programs and implement statewide initiatives for executive branch agencies. |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Subtotal</b>  |            | <b>1,423.0</b> | <b>1,323.1</b>    | <b>2.1</b> | <b>90.7</b> | <b>7.1</b>  | <b>0.0</b>     | <b>0.0</b>       | <b>0.0</b>    | <b>15</b> | <b>0</b> | <b>0</b> |
| ***** Changes From FY2014 Management Plan To FY2015 Governor *****   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund  | OTI        | -6.6           | -6.6              | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees Association, in pay status on July 1, 2013.  |            |                |                   |            |             |             |                |                  |               |           |          |          |

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Administration**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| Scenario/Change Record Title  | Trans Type | Totals         | Personal Services | Travel     | Services    | Commodities | Capital Outlay | Grants, Benefits | Miscellaneous | Positions |          | NP       |
|---|------------|----------------|-------------------|------------|-------------|-------------|----------------|------------------|---------------|-----------|----------|----------|
|   |            |                |                   |            |             |             |                |                  |               | PFT       | PPT      |          |
| <b>FY2015 Health Insurance and Working Reserve Rate Reductions</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund   | SalAdj     | -4.0           | -4.0              | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-4.0                         |            |                |                   |            |             |             |                |                  |               |           |          |          |
| Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-3.3 |            |                |                   |            |             |             |                |                  |               |           |          |          |
| AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.7  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>FY2015 Salary Increases</b>  |            |                |                   |            |             |             |                |                  |               |           |          |          |
| 1004 Gen Fund   | SalAdj     | 11.8           | 11.8              | 0.0        | 0.0         | 0.0         | 0.0            | 0.0              | 0.0           | 0         | 0        | 0        |
| Cost of living allowance for certain bargaining units: \$11.8   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| Year two cost of living allowance for non-covered employees - 1%: \$2.2   |            |                |                   |            |             |             |                |                  |               |           |          |          |
| Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$7.0                              |            |                |                   |            |             |             |                |                  |               |           |          |          |
| Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$2.6                                    |            |                |                   |            |             |             |                |                  |               |           |          |          |
| <b>Totals</b>   |            | <b>1,424.2</b> | <b>1,324.3</b>    | <b>2.1</b> | <b>90.7</b> | <b>7.1</b>  | <b>0.0</b>     | <b>0.0</b>       | <b>0.0</b>    | <b>15</b> | <b>0</b> | <b>0</b> |

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2015 Governor (11059)  
**Component:** Purchasing (60)  
**RDU:** General Services (17)

| 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 |
|---------|-----------------------------|-------------|-------------|-----------|----------|--------------|--------------|-------------|---------------|-----------------|-------|-------------|-----------------|-------------|-----------|
| 02-5001 | Division Operations Manager | FT          | A           | SS        | Juneau   | 205          | 24A          | 4.6         | **            | 34,730          | 468   | 0           | 18,405          | 53,603      | 53,603    |
| 02-5005 | Chief Procurement Off       | FT          | A           | XE        | Juneau   | N05          | 25A / B      | 10.0        | **            | 84,230          | 1,134 | 0           | 42,914          | 128,278     | 128,278   |
| 02-5009 | Contracting Officer IV      | FT          | A           | SS        | Juneau   | 205          | 22J / K      | 12.0        |               | 97,521          | 1,313 | 0           | 50,409          | 149,243     | 149,243   |
| 02-5012 | Contracting Officer III     | FT          | A           | GP        | Juneau   | 205          | 19K / L      | 12.0        |               | 84,642          | 1,140 | 0           | 46,125          | 131,907     | 131,907   |
| 02-5017 | Contracting Officer II      | FT          | A           | GP        | Juneau   | 205          | 16A / B      | 12.0        |               | 52,054          | 701   | 0           | 34,840          | 87,595      | 87,595    |
| 02-5019 | Contracting Officer III     | FT          | A           | GP        | Juneau   | 205          | 19D / E      | 12.0        |               | 70,665          | 951   | 0           | 41,285          | 112,901     | 112,901   |
| 02-5046 | Mail Services Manager       | FT          | A           | SS        | Juneau   | 205          | 15J          | 0.6         | *             | 3,134           | 42    | 0           | 1,917           | 5,093       | 5,093     |
| 02-5068 | Accounting Clerk            | FT          | A           | GP        | Juneau   | 205          | 10E          | 3.4         | *             | 11,024          | 148   | 0           | 8,582           | 19,754      | 19,754    |
| 02-5108 | Administrative Officer II   | FT          | A           | SS        | Juneau   | 205          | 19E          | 4.8         | **            | 29,664          | 399   | 0           | 16,928          | 46,991      | 46,991    |
| 02-5126 | Contracting Officer III     | FT          | A           | GP        | Juneau   | 205          | 19D / E      | 12.0        |               | 71,027          | 956   | 0           | 41,410          | 113,393     | 113,393   |
| 02-5128 | Contracting Officer III     | FT          | A           | GP        | Juneau   | 205          | 19C / D      | 12.0        |               | 67,587          | 910   | 0           | 40,219          | 108,716     | 108,716   |
| 02-5138 | Administrative Assistant II | FT          | 1           | GP        | Juneau   | 205          | 14C          | 10.8        | **            | 42,478          | 572   | 0           | 29,843          | 72,893      | 72,893    |
| 02-5139 | Publications Tech II        | FT          | 1           | GP        | Juneau   | 205          | 13B / C      | 12.0        |               | 43,632          | 588   | 65          | 31,946          | 76,231      | 76,231    |
| 02-5146 | Accounting Tech I           | FT          | A           | GP        | Juneau   | 205          | 12G          | 3.4         | *             | 13,311          | 179   | 0           | 9,374           | 22,864      | 22,864    |
| 02-5155 | Accounting Tech II          | FT          | A           | GP        | Juneau   | 205          | 14G          | 2.4         | **            | 10,812          | 196   | 0           | 7,107           | 18,115      | 18,115    |
| 02-5158 | Accountant III              | FT          | 1           | GP        | Juneau   | 205          | 18B          | 3.0         | **            | 15,249          | 205   | 0           | 9,484           | 24,938      | 24,938    |
| 02-5162 | Accountant IV               | FT          | A           | SS        | Juneau   | 205          | 20K          | 1.2         | *             | 9,728           | 131   | 0           | 5,033           | 14,892      | 14,892    |
| 02-5170 | Accountant IV               | FT          | 1           | SS        | Juneau   | 205          | 20B / C      | 2.4         | *             | 14,777          | 199   | 0           | 8,445           | 23,421      | 23,421    |
| 02-5173 | Office Assistant I          | FT          | A           | GP        | Juneau   | 205          | 8K           | 6.0         | **            | 19,734          | 299   | 911         | 15,556          | 36,500      | 36,500    |
| 02-5182 | Division Director           | FT          | A           | XE        | Juneau   | N05          | 27C          | 9.0         | **            | 84,429          | 1,137 | 0           | 41,608          | 127,174     | 127,174   |

|                                 |    |                |   |           |
|---------------------------------|----|----------------|---|-----------|
| <b>Total Positions</b>          |    |                | <b>Total Salary Costs:</b>                | 860,428   |
| <b>Full Time Positions:</b>     | 15 | <b>New</b>     | <b>Total COLA:</b>                        | 11,668    |
| <b>Part Time Positions:</b>     | 0  | <b>Deleted</b> | <b>Total Premium Pay::</b>                | 976       |
| <b>Non Permanent Positions:</b> | 0  |                | <b>Total Benefits:</b>                    | 501,430   |
| <b>Positions in Component:</b>  | 15 |                | <b>Total Pre-Vacancy:</b>                 | 1,374,502 |
|                                 |    |                | <b>Minus Vacancy Adjustment of 3.65%:</b> | (50,202)  |
|                                 |    |                | <b>Total Post-Vacancy:</b>                | 1,324,300 |
|                                 |    |                | <b>Plus Lump Sum Premium Pay:</b>         | 0         |
|                                 |    |                | <b>Personal Services Line 100:</b>        | 1,324,300 |

| PCN Funding Sources:       | Pre-Vacancy      | Post-Vacancy     | Percent        |
|----------------------------|------------------|------------------|----------------|
| 1004 General Fund Receipts | 1,374,502        | 1,324,300        | 100.00%        |
| <b>Total PCN Funding:</b>  | <b>1,374,502</b> | <b>1,324,300</b> | <b>100.00%</b> |

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 Administration**  
**Travel**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| <b>Line Number</b> | <b>Line Name</b> | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|--------------------|------------------|-----------------------|-------------------------------|------------------------|
| 72000              | Travel           | 25.1                  | 2.1                           | 2.1                    |

| <b>Expenditure Account</b>        | <b>Servicing Agency</b>        | <b>Explanation</b>                                 | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|-----------------------------------|--------------------------------|--|-----------------------|-------------------------------|------------------------|
| <b>72000 Travel Detail Totals</b> |                                |  | <b>25.1</b>           | <b>2.1</b>                    | <b>2.1</b>             |
| 72110                             | Employee Travel (Instate)      | Employee instate travel<br>Employee instate travel | 22.5                  | 2.1                           | 2.1                    |
| 72410                             | Employee Travel (Out of state) | Employee out of state travel                       | 2.6                   | 0.0                           | 0.0                    |

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| Line Number                         | Line Name                  |  | FY2013 Actuals | FY2014 Management Plan | FY2015 Governor |
|-------------------------------------|----------------------------|--|----------------|------------------------|-----------------|
| 73000                               | Services                   |  | 85.9           | 90.7                   | 90.7            |
| Expenditure Account                 | Servicing Agency           | Explanation  | FY2013 Actuals | FY2014 Management Plan | FY2015 Governor |
| <b>73000 Services Detail Totals</b> |                            |  | <b>85.9</b>    | <b>90.7</b>            | <b>90.7</b>     |
| 73025                               |                            | Education Services Employee training and conference fees   | 0.6            | 1.1                    | 1.4             |
| 73150                               |                            | Information Technlgy Information technology services costs   | 4.1            | 4.5                    | 4.5             |
| 73156                               |                            | Telecommunication Telecommunication services costs   | 1.6            | 1.5                    | 1.0             |
| 73450                               |                            | Advertising & Promos Advertising and promotion costs   | 0.0            | 0.8                    | 1.0             |
| 73650                               |                            | Struc/Infstruct/Land   | 3.5            | 3.5                    | 3.5             |
| 73675                               |                            | Equipment/Machinery Service fees for equipment repair and maintenance  | 4.0            | 4.0                    | 4.0             |
| 73750                               |                            | Other Services (Non IA Svcs) Other external services   | 26.8           | 27.0                   | 27.0            |
| 73805                               | IT-Non-Telecommunication   | Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services                                | 8.3            | 8.3                    | 8.3             |
| 73806                               | IT-Telecommunication       | Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs      | 13.2           | 13.2                   | 13.2            |
| 73809                               | Mail                       | Central Mail Costs for central mail room services  | 5.7            | 6.1                    | 6.1             |
| 73814                               | Insurance                  | Risk Management Services provided by Risk Management   | 0.3            | 0.3                    | 0.3             |
| 73815                               | Financial                  | Finance Chargeback costs from the Division of Finance  | 0.4            | 0.4                    | 0.4             |
| 73816                               | ADA Compliance             | Personnel ADA Compliance charges from the Department of Admin, Division of Personnel                                 | 0.1            | 0.1                    | 0.1             |
| 73819                               | Commission Sales (IA Svcs) | E-Travel US Travel service fees  | 0.3            | 0.1                    | 0.1             |
| 73979                               | Mgmt/Consulting (IA Svcs)  | Admin Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services | 17.0           | 19.8                   | 19.8            |

**Line Item Detail**  
**Department of Administration**  
**Commodities**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| <b>Line Number</b>         | <b>Line Name</b>        |  | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|----------------------------|-------------------------|--|-----------------------|-------------------------------|------------------------|
| 74000                      | Commodities             |  | 7.9                   | 7.1                           | 7.1                    |
| <b>Expenditure Account</b> | <b>Servicing Agency</b> | <b>Explanation</b>   | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|                            |                         | <b>74000 Commodities Detail Totals</b>   | <b>7.9</b>            | <b>7.1</b>                    | <b>7.1</b>             |
| 74200                      | Business                | Business and office supplies for internal use and supplies used for procurement training | 7.9                   | 7.1                           | 7.1                    |
|                            |                         | Business and office supplies for internal use and supplies used for procurement training |                       |                               |                        |

**Unrestricted Revenue Detail**  
**Department of Administration**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| <b>Master Account</b>     | <b>Revenue Description</b> |                  |                         |                   | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|---------------------------|----------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------|------------------------|
| 68515                     | Unrestricted Fund          |                  |                         |                   | 11.2                  | 0.0                           | 0.0                    |
| <b>Detail Information</b> |                            |                  |                         |                   |                       |                               |                        |
| <b>Revenue Amount</b>     | <b>Revenue Description</b> | <b>Component</b> | <b>Collocation Code</b> | <b>AKSAS Fund</b> | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
| 65395                     | Minimum Royalty            |                  |                         |                   | 11.2                  | 0.0                           | 0.0                    |

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| <b>Master Account</b>     | <b>Revenue Description</b> |                  |                         |                   | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
|---------------------------|----------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------|------------------------|
| 51015                     | Interagency Receipts       |                  |                         |                   | 27.7                  | 0.0                           | 0.0                    |
| <b>Detail Information</b> |                            |                  |                         |                   |                       |                               |                        |
| <b>Revenue Amount</b>     | <b>Revenue Description</b> | <b>Component</b> | <b>Collocation Code</b> | <b>AKSAS Fund</b> | <b>FY2013 Actuals</b> | <b>FY2014 Management Plan</b> | <b>FY2015 Governor</b> |
| 51015                     | Interagency Receipts       | Statewide        | 2509302                 | 11100             | 27.7                  | 0.0                           | 0.0                    |

**Inter-Agency Services**  
**Department of Administration**

**Component:** Purchasing (60)  
**RDU:** General Services (17)

| Expenditure Account                               | Service Description        | Service Type   | Servicing Agency | FY2014                         |                 |                 |             |
|---|----------------------------|--|------------------|--------------------------------|-----------------|-----------------|-------------|
|   |                            |  |                  | FY2013 Actuals                 | Management Plan | FY2015 Governor |             |
| 73805   | IT-Non-Telecommunication   | Enterprise Productivity Rate (EPR) - Computer Services   | Intra-dept       | Enterprise Technology Services | 8.3             | 8.3             | 8.3         |
| <b>73805 IT-Non-Telecommunication subtotal:</b>   |                            |  |                  |                                | <b>8.3</b>      | <b>8.3</b>      | <b>8.3</b>  |
| 73806   | IT-Telecommunication       | Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs                               | Intra-dept       | Enterprise Technology Services | 13.2            | 13.2            | 13.2        |
| <b>73806 IT-Telecommunication subtotal:</b>       |                            |  |                  |                                | <b>13.2</b>     | <b>13.2</b>     | <b>13.2</b> |
| 73809   | Mail                       | Costs for central mail room services   | Intra-dept       | Central Mail                   | 5.7             | 6.1             | 6.1         |
| <b>73809 Mail subtotal:</b>                       |                            |  |                  |                                | <b>5.7</b>      | <b>6.1</b>      | <b>6.1</b>  |
| 73814   | Insurance                  | Services provided by Risk Management   | Intra-dept       | Risk Management                | 0.3             | 0.3             | 0.3         |
| <b>73814 Insurance subtotal:</b>                  |                            |  |                  |                                | <b>0.3</b>      | <b>0.3</b>      | <b>0.3</b>  |
| 73815   | Financial                  | Chargeback costs from the Division of Finance  | Intra-dept       | Finance                        | 0.4             | 0.4             | 0.4         |
| <b>73815 Financial subtotal:</b>                  |                            |  |                  |                                | <b>0.4</b>      | <b>0.4</b>      | <b>0.4</b>  |
| 73816   | ADA Compliance             | ADA Compliance charges from the Department of Admin, Division of Personnel                                     | Intra-dept       | Personnel                      | 0.1             | 0.1             | 0.1         |
| <b>73816 ADA Compliance subtotal:</b>             |                            |  |                  |                                | <b>0.1</b>      | <b>0.1</b>      | <b>0.1</b>  |
| 73819   | Commission Sales (IA Svcs) | US Travel service fees   | Intra-dept       | E-Travel                       | 0.3             | 0.1             | 0.1         |
| <b>73819 Commission Sales (IA Svcs) subtotal:</b> |                            |  |                  |                                | <b>0.3</b>      | <b>0.1</b>      | <b>0.1</b>  |
| 73979   | Mgmt/Consulting (IA Svcs)  | Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services | Intra-dept       | Admin                          | 17.0            | 19.8            | 19.8        |
| <b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>  |                            |  |                  |                                | <b>17.0</b>     | <b>19.8</b>     | <b>19.8</b> |
| <b>Purchasing total:</b>                          |                            |  |                  |                                | <b>45.3</b>     | <b>48.3</b>     | <b>48.3</b> |
| <b>Grand Total:</b>                               |                            |  |                  |                                | <b>45.3</b>     | <b>48.3</b>     | <b>48.3</b> |