

State of Alaska FY2017 Governor's Operating Budget

Department of Administration General Services Results Delivery Unit Budget Summary

General Services Results Delivery Unit

Contribution to Department's Mission

The General Services RDU provides professional procurement services to state agencies and political subdivisions, manages executive branch property assets, provides agencies in Juneau with daily mail processing services, pays state lease costs for office/parking space, and administers management and maintenance of 15 state-owned facilities.

Core Services

- Establish cost effective multi-agency term contracts for high use supplies and services needed by all agencies.
- Coordinate statewide reutilization efforts to locate and transfer available excess property items to state agencies.
- Daily mail posting, interagency receipt, sorting, distribution and post office delivery.
- Manage space and administer over 550 leases with the private sector and leases in State owned facilities.
- Provide space standards recommendations and contract guidance for all State owned office facilities.
- Provide for the day to day long term management and operations of 11 Public Building Fund (PBF) facilities and 4 non PBF buildings.

Major RDU Accomplishments in 2015

- Managed 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.
- Improved marketing capabilities for the State and federal surplus property programs by using electronic media tools, improved property data-management tracking systems, and increased communication efforts with State agencies, non-profit organizations, eligible program participants (federal surplus property), and the general public.
- Renegotiated multiple expiring leases below market rates.
- Identified and managed methods to reduce energy consumption and utility expenses.
- Administered and managed contracts for the renovation of the Douglas Island Building and Nome State Office Building full remodel projects. Both projects were substantially completed in FY15.
- Completed the renovation of the Geological Materials Center for the Department of Natural Resources with the Division of Geological & Geophysical Surveys taking occupancy in FY15.

Key RDU Challenges

Efficiency - Improve the State's ability to reduce postage costs and processing resources, by continuing to work with state agencies to barcode their outgoing mail and to use electronic services for all accountable mail.

Space Efficiency – Continue to identify Public Building Fund facilities, Non-Public Building Fund facilities, and private leases where the use of space efficiency processes would be fiscally responsible while also identifying possible agencies to relocate from private leases into Public Building Fund facilities with vacant space to further reduce lease costs.

Increase Services with Current Staff Levels - The division continues to work towards: automating systems and procurement methods using the recently implemented IRIS system to foster improved efficiency for state agencies; improve access for Alaska vendors to state business; enhanced reporting on state purchasing activities; improve the statewide procurement officer certification and training program; maintain and enhance the web-based system to track state procurement officer certifications, training records, and delegations of purchasing authority; increase employee access to procurement laws, regulations, and policies via mobile device applications; 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.

Marketing – Improving marketing strategies for State and federal surplus property to increase reutilization of excess property with State agencies and eligible program participants, and increase sales from the State surplus warehouses in Anchorage and Juneau.

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Significant Changes in Results to be Delivered in FY2017

Electronic Auctions - Use only electronic auctions to sell items to the general public.

Facility Management - General Services continued the responsibility for several major building renovations, as well as the day-to-day maintenance and operations of all buildings in the DOA/DGS portfolio. General Services will also continue to identify potential tenants to fill the spaces vacated to maximize space efficiencies and improve co-location of agencies within the facilities.

Contract Management - The division will identify and orchestrate cost effective changes with State's professional service contracts in the management of the Public Building Fund and Non-Public Building Fund facilities, specifically the Robert B. Atwood Building, Linny Pacillo Parking Garage, Palmer State Office Building, and the Geological Materials Center Building.

Private Leased Space - In order to achieve overall lease cost savings a number of strategies will continue in FY2017. In addition to reducing the number of leased facilities, space efficiency standards will be used to ensure space is being utilized in an effective manner. Expanded boundaries and revised lease solicitation documents will be used to increase the lessor's requirements and ensure maximized space efficiency is achieved through improved space management.

Security Assessment - A security assessment for key Public Building Fund facilities will be conducted to identify additional security measures, and provide information on upgrades to existing security measures.

Contact Information
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General Services
RDU Financial Summary by Component

All dollars shown in thousands

	FY2015 Actuals				FY2016 Management Plan				FY2017 Governor			
	UGF+DGF Funds	Other Funds	Federal Funds	Total Funds	UGF+DGF Funds	Other Funds	Federal Funds	Total Funds	UGF+DGF Funds	Other Funds	Federal Funds	Total Funds
Formula Expenditures												
None.												
Non-Formula Expenditures												
Purchasing	1,412.1	457.5	0.0	1,869.6	964.1	590.3	0.0	1,554.4	964.1	590.3	0.0	1,554.4
Property Management	422.5	0.0	245.9	668.4	595.9	0.0	411.2	1,007.1	362.8	0.0	326.0	688.8
Central Mail	26.4	2,709.1	0.0	2,735.5	0.0	3,647.1	0.0	3,647.1	0.0	3,147.1	0.0	3,147.1
Leases	0.0	49,617.8	0.0	49,617.8	0.0	50,132.7	0.0	50,132.7	0.0	48,738.2	0.0	48,738.2
Lease Administration	0.0	1,392.8	0.0	1,392.8	0.0	1,674.8	0.0	1,674.8	0.0	1,607.3	0.0	1,607.3
Facilities	1,072.0	14,768.1	0.0	15,840.1	292.2	17,116.2	0.0	17,408.4	230.1	17,116.2	0.0	17,346.3
Facilities Administration	21.3	1,737.7	0.0	1,759.0	0.0	1,965.3	0.0	1,965.3	0.0	1,931.3	0.0	1,931.3
NPBF Facilities	602.9	1,686.2	0.0	2,289.1	506.5	216.6	0.0	723.1	481.2	216.6	0.0	697.8
Totals	3,557.2	72,369.2	245.9	76,172.3	2,358.7	75,343.0	411.2	78,112.9	2,038.2	73,347.0	326.0	75,711.2

General Services
Summary of RDU Budget Changes by Component
From FY2016 Management Plan to FY2017 Governor

All dollars shown in thousands

	<u>Unrestricted</u> <u>Gen (UGF)</u>	<u>Designated</u> <u>Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal</u> <u>Funds</u>	<u>Total Funds</u>
FY2016 Management Plan	1,822.1	536.6	75,343.0	411.2	78,112.9
Adjustments which continue current level of service:					
-Property Management	0.0	-230.1	0.0	0.0	-230.1
-Facilities	0.0	230.1	0.0	0.0	230.1
Proposed budget decreases:					
-Property Management	-3.0	0.0	0.0	-85.2	-88.2
-Central Mail	0.0	0.0	-500.0	0.0	-500.0
-Leases	0.0	0.0	-1,394.5	0.0	-1,394.5
-Lease Administration	0.0	0.0	-67.5	0.0	-67.5
-Facilities	-292.2	0.0	0.0	0.0	-292.2
-Facilities Administration	0.0	0.0	-34.0	0.0	-34.0
-NPBF Facilities	-25.3	0.0	0.0	0.0	-25.3
FY2017 Governor	1,501.6	536.6	73,347.0	326.0	75,711.2