

State of Alaska FY2017 Governor's Operating Budget

Department of Transportation/Public Facilities Statewide Procurement Component Budget Summary

Component: Statewide Procurement

Contribution to Department's Mission

Providing professional and effective procurement administration.

Core Services

- Manage the department's 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 (AMHS).
- 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 AMHS.
- Establish professional services and services contracts for the department.
- Provide contract administration/management for approximately 271 contracts and agreements.
- Manage the department property control program.
- Manage and administer the department's online eProcurement system, including user training, database management and vendor administration.
- Provide warehouse services including maintaining and managing inventory stock, receiving, distributing and logistics for Southcoast maintenance and operation, headquarters and the AMHS.

Major Component Accomplishments in 2015

- Processed 12,205 purchase orders through the department's eProcurement system
- Awarded approximately 112 contracts and agreements.

Key Component Challenges

- Increased workload with fewer staff.
- Implementation of the new Integrated Resources Information System.

Significant Changes in Results to be Delivered in FY2017

- Results Based Budgeting will be used to develop performance measures that quantify outcomes (not activities) as well as determine priorities.

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 Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	12	12	Annual Salaries	743,298
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	473,336
			<i>Less 3.91% Vacancy Factor</i>	(47,534)
			Lump Sum Premium Pay	0
Totals	12	12	Total Personal Services	1,169,100

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	2	0	2
Procurement Spec IV	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
Stock and Parts Services I	0	0	1	0	1
Stock and Parts Services II	0	0	1	0	1
Stock and Parts Services IV	0	0	1	0	1
Supply Technician II	0	0	1	0	1
Totals	0	0	12	0	12

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,246.2	1,134.1	1,134.1	1,154.1	1,169.1	15.0	1.3%
72000 Travel	0.3	4.5	4.5	4.5	4.5	0.0	0.0%
73000 Services	87.8	94.6	94.6	74.6	59.6	-15.0	-20.1%
74000 Commodities	13.4	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	1,347.7	1,239.2	1,239.2	1,239.2	1,239.2	0.0	0.0%
Fund Sources:							
1004Gen Fund (UGF)	523.4	383.3	383.3	383.3	383.3	0.0	0.0%
1026Hwy Capitl (Other)	67.5	68.9	68.9	68.9	68.9	0.0	0.0%
1027Int Airprt (Other)	65.0	66.3	66.3	66.3	66.3	0.0	0.0%
1061CIP Rcpts (Other)	0.0	18.9	18.9	18.9	18.9	0.0	0.0%
1076Marine Hwy (DGF)	691.8	701.8	701.8	701.8	701.8	0.0	0.0%
Unrestricted General (UGF)	523.4	383.3	383.3	383.3	383.3	0.0	0.0%
Designated General (DGF)	691.8	701.8	701.8	701.8	701.8	0.0	0.0%
Other Funds	132.5	154.1	154.1	154.1	154.1	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	13	12	12	12	12	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: 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 FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
ConfCom		1,239.2	1,134.1	4.5	94.6	6.0	0.0	0.0	0.0	12	0	0
1004 Gen Fund		383.3										
1026 Hwy Capitl		68.9										
1027 Int Airprt		66.3										
1061 CIP Rcpts		18.9										
1076 Marine Hwy		701.8										
Subtotal		1,239.2	1,134.1	4.5	94.6	6.0	0.0	0.0	0.0	12	0	0
***** Changes From FY2016 Authorized To FY2016 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	20.0	0.0	-20.0	0.0	0.0	0.0	0.0	0	0	0
Statewide Procurement is a small component with minimal staff turnover. Authority is being transferred from the services line to meet the required vacancy factor.												
Authority is available in the services line due to anticipated expenditures being less than budgeted.												
Subtotal		1,239.2	1,154.1	4.5	74.6	6.0	0.0	0.0	0.0	12	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
SalAdj		9.9	9.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		9.9										
Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.												
Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request												
SalAdj		-9.9	-9.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-9.9										
Cost of living adjustment for certain bargaining units: \$23.1												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$13.4												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$9.7												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	15.0	0.0	-15.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from the services line to the personal services line to bring personal services within vacancy factor guidelines. The Statewide Procurement												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
component will have close to the maximum allowable vacancy factor after this transfer.												
Authority is available from the services line due to the elimination of procurement software licensing maintenance costs which were eliminated when the software was replaced by the state's new accounting software.												
	Totals	1,239.2	1,169.1	4.5	59.6	6.0	0.0	0.0	0.0	12	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2017 Governor (12995)
Component: Statewide Procurement (2851)
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	UGF Amount
25-0051	Procurement Spec V	FT	A	SS	Juneau	205	21N	12.0		106,584	0	0	55,539	162,123	50,909
25-0053	Procurement Spec III	FT	A	GP	Juneau	205	18B / C	12.0		63,414	0	0	40,137	103,551	32,524
25-2247	Procurement Spec III	FT	A	SS	Juneau	205	18B / C	12.0		66,156	0	0	40,670	106,826	33,554
25-2248	Procurement Spec I	FT	A	GP	Juneau	205	14A / B	12.0		46,988	0	0	34,096	81,084	25,469
25-2250	Stock and Parts Services IV	FT	A	LL	Juneau	2AA	53K / L	12.0		61,074	0	0	39,148	100,222	31,480
25-3083	Procurement Spec I	FT	A	GP	Juneau	205	14G	12.0		55,956	0	0	37,394	93,350	29,321
25-3087	Procurement Spec I	FT	A	GP	Juneau	205	14C / D	12.0		49,165	0	0	34,897	84,062	26,404
25-3100	Supply Technician II	FT	A	GP	Juneau	205	12B	12.0		41,256	0	0	31,988	73,244	23,006
25-3102	Stock and Parts Services II	FT	A	LL	Juneau	2AA	55E / F	12.0		48,438	0	0	34,501	82,939	26,051
25-3103	Stock and Parts Services I	FT	A	LL	Juneau	2AA	57C / D	12.0		40,240	0	0	31,485	71,725	22,529
25-3155	Procurement Spec II	FT	A	GP	Juneau	205	16K / L	12.0		71,498	0	0	43,111	114,609	35,999
25-3326	Procurement Spec IV	FT	A	SS	Juneau	205	20K / L	12.0		92,529	0	0	50,370	142,899	44,885

	Total Positions	New	Deleted
Full Time Positions:	12	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	12	0	0

Total Salary Costs:	743,298
Total COLA:	0
Total Premium Pay:	0
Total Benefits:	473,336
Total Pre-Vacancy:	1,216,634
Minus Vacancy Adjustment of 3.91%:	(47,534)
Total Post-Vacancy:	1,169,100
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	1,169,100

Total Component Months: 144.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	382,130	367,200	31.41%
1026 Highways/Equipment Working Capital Fund	68,683	66,000	5.65%
1027 International Airport Revenue Fund	66,082	63,500	5.43%
1076 Marine Highway System Fund	699,739	672,400	57.51%
Total PCN Funding:	1,216,634	1,169,100	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Transportation/Public Facilities
Travel

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		0.3	4.5	4.5
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			0.3	4.5	4.5
72110	Employee Travel (Instate)	Instate employee travel for procurement staff.	0.3	4.5	4.5

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		87.8	74.6	59.6
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			87.8	74.6	59.6
73025	Education Services	Conferences and training for procurement staff (excluding IT training).	1.3	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.	44.4	27.4	12.4
73156	Telecommunication	Long distance and telephone equipment charges	1.0	2.4	2.4
73675	Equipment/Machinery	Copier and fax maintenance agreements.	2.2	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.	5.2	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.	7.6	17.6	17.6
73809	Mail	Central Mail Chargeback fees for central mail services such as mailing vendor payments from the state accounting system (AKSAS) and payroll warrants from the state payroll system (AKPAY).	0.8	2.4	2.4
73810	Human Resources	Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.0	0.4	0.4
73812	Legal	Transportation Section Legal services provided by the Department of Law.	4.0	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)

RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			87.8	74.6	59.6
73815	Financial	Finance Chargeback fees for the state accounting system (AKSAS) and the state payroll system (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).	0.1	0.2	0.2
73818	Training (Services-IA Svcs)	Purchasing Procurement training classes.	0.6	0.0	0.0
73848	State Equip Fleet	State Equipment Fleet State equipment fleet vehicle charges.	20.0	15.0	15.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		13.4	6.0	6.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			13.4	6.0	6.0
74200	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	13.4	6.0	6.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51200	Capital Improvement Project Receipts				0.0	18.9	18.9
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59465	Indirect CIP Receipts				0.0	18.9	18.9
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

Interagency Services
Department of Transportation/Public Facilities

Component: Statewide Procurement (2851)
RDU: Administration and Support (333)

Expenditure Account		Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 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	5.2	5.8	5.8
73805 IT-Non-Telecommunication subtotal:					5.2	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	7.6	17.6	17.6
73806 IT-Telecommunication subtotal:					7.6	17.6	17.6
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments from the state accounting system (AKSAS) and payroll warrants from the state payroll system (AKPAY).	Inter-dept	Central Mail	0.8	2.4	2.4
73809 Mail subtotal:					0.8	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	0.0	0.4	0.4
73810 Human Resources subtotal:					0.0	0.4	0.4
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	4.0	0.0	0.0
73812 Legal subtotal:					4.0	0.0	0.0
73815	Financial	Chargeback fees for the state accounting system (AKSAS) and the state payroll system (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	0.1	0.2	0.2
73816 ADA Compliance subtotal:					0.1	0.2	0.2
73818	Training (Services-IA Svcs)	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	20.0	15.0	15.0
73848 State Equip Fleet subtotal:					20.0	15.0	15.0
Statewide Procurement total:					38.9	42.2	42.2
Grand Total:					38.9	42.2	42.2