# State of Alaska FY2014 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**

- 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.
- 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 agreements.
- 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.

#### Major Component Accomplishments in 2012

- The department's three regional procurement offices processed a total of 13,698 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 140 contracts and agreements.
- Completed upgrade of the e-procurement software from version 8.2 to version 9.5.

#### **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 FY2014

No significant changes are anticipated.

#### **Statutory and Regulatory Authority**

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

#### **Contact Information**

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	tewide Procureme nent Financial Sur		
Compon			dollars shown in thousands
	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,186.4	1,255.0	1,259.1
72000 Travel	1.3	9.7	9.7
73000 Services	93.3	94.6	94.6
74000 Commodities	11.4	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
<b>Expenditure Totals</b>	1,292.4	1,365.3	1,369.4
Funding Sources:			
1004 General Fund Receipts	519.0	537.0	537.8
1026 Highways/Equipment Working Capital Fund	63.1	66.4	66.4
1027 International Airport Revenue Fund	60.7	63.9	63.9
1061 Capital Improvement Project Receipts	0.0	18.9	18.9
1076 Marine Highway System Fund	649.6	679.1	682.4
Funding Totals	1,292.4	1,365.3	1,369.4

Estimated Revenue Collections											
Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor							
Unrestricted Revenues											
None.		0.0	0.0	0.0							
Unrestricted Total		0.0	0.0	0.0							
Restricted Revenues Capital Improvement Project Receipts	51200	0.0	18.9	18.9							
Restricted Total		0.0	18.9	18.9							
Total Estimated Revenues		0.0	18.9	18.9							

From	n FY2013 Mana	gement Plan	to FY2014 Gove		shown in thousand
	Unrestricted Gen (UGF)	Designated Gen (DGF)	Other Funds	Federal Funds	Total Funds
FY2013 Management Plan	537.0	679.1	149.2	0.0	1,365.3
Adjustments which will continue current level of service:					
-FY2014 Salary and Health Insurance Increases	0.8	3.3	0.0	0.0	4.1
FY2014 Governor	537.8	682.4	149.2	0.0	1,369.4

	Statewide Procurement Personal Services Information										
	<b>Authorized Positions</b>		Personal Services	Costs							
	FY2013										
	Management	FY2014									
	Plan	Governor	Annual Salaries	776,564							
Full-time	<u></u>	13	COLA	1,983							
Part-time	0	0	Premium Pay	6,378							
Nonpermanent	0	0	Annual Benefits	515,395							
			Less 3.17% Vacancy Factor	(41,220)							
			Lump Sum Premium Pay	Ó							
Totals	13	13	Total Personal Services	1,259,100							

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	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 (AR57636) (2851)

RDU: Administrative Services (361)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Manageme FY2014	ent Plan vs Governor
71000 Personal Services	1,186.4	1,255.0	1,255.0	1,255.0	1,259.1	4.1	0.3%
72000 Travel	1.3	9.7	9.7	9.7	9.7	0.0	0.0%
73000 Services	93.3	75.7	75.7	94.6	94.6	0.0	0.0%
74000 Commodities	11.4	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	1,292.4	1,346.4	1,346.4	1,365.3	1,369.4	4.1	0.3%
Fund Sources:							
1004 Gen Fund (UGF)	519.0	537.0	537.0	537.0	537.8	0.8	0.1%
1026 Hwy Capitl (Other)	63.1	66.4	66.4	66.4	66.4	0.0	0.0%
1027 Int Airprt (Other)	60.7	63.9	63.9	63.9	63.9	0.0	0.0%
1061 CIP Rcpts (Other)	0.0	0.0	0.0	18.9	18.9	0.0	0.0%
1076 Marine Hwy (DGF)	649.6	679.1	679.1	679.1	682.4	3.3	0.5%
Unrestricted General (UGF)	519.0	537.0	537.0	537.0	537.8	0.8	0.1%
Designated General (DGF)	649.6	679.1	679.1	679.1	682.4	3.3	0.5%
Other Funds	123.8	130.3	130.3	149.2	149.2	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	13	13	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)

										Po	sitions	
Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	PFT	PPT	NP
•	******	******	***** Changes F	rom FY2013 Co	onference Cor	nmittee To FY2	013 Authorized	******	******	***		
FY2013 Conference	Committee		3									
	ConfCom	1,346.4	1,255.0	9.7	75.7	6.0	0.0	0.0	0.0	13	0	0
1004 Gen Fund	53	37.0										
1026 Hwy Capitl	6	66.4										
1027 Int Airprt	6	3.9										
1076 Marine Hwy	67	9.1										
	Subtotal	1,346.4	1,255.0	9.7	75.7	6.0	0.0	0.0	0.0	13	0	0
	*****	******	******* Change	s From FY2013	Authorized To	o FY2013 Mana	nement Plan *	******	******			
Transfer from South	neast Region Pla	nning for eProcu	•		Addition20d I	o i i zoio mana,	gomont i ian					
	Trin	18.9	0.0	0.0	18.9	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts	1	8.9										-
annual maintenand	ce and support tha	at was once share	ority which is needed ed by the Alaska Mar ost of this annual ma	rine Highway Syst	em when they ha	ad servers installed	l aboard their Mari	ine Highway				

The transfer of PCN 25-2340, Planner I/II/III, from Southeast Region Planning to Southeast Region Design and Engineering Services to increase staff capacity in the Environmental section has resulted in excess personal services budget authority within Southeast Region Planning. As a result, personal services Capital Improvement Program receipts budget authority for PCN 25-2340 is available to transfer to Statewide Procurement.

	Subtotal	1,365.3	1,255.0	9.7	94.6	6.0	0.0	0.0	0.0	13	0	0
FY2014 Salary and He	******************		****** Changes	From FY2013 N	lanagement Pla	n To FY2014 Go	vernor *******	*******	*****			
1004 Gen Fund 1076 Marine Hwy	SalAdj 0. 3.		4.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

FY2014 Salary and Health Insurance increase: \$4.1

FY2014 Salary Increase of 1% LTC: \$2.0

FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month LTC: \$2.1

Totals	1,369.4	1,259.1	9.7	94.6	6.0	0.0	0.0	0.0	13	0	0

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### Personal Services Expenditure Detail Department of Transportation/Public Facilities

Salary Range / Comp Split /

Annual

COLA Premium

Annual

**Total Costs GF Amount** 

Scenario: FY2014 Governor (10289)
Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

Time

Retire Barg Location

**Job Class Title** 

**PCN** 

_																
			Status	Code	Unit		Sched	Step	Months	Count	Salaries		Pay	Benefits		
25-0051	Procurement Spec	V	FT	Α	SS	Juneau	205	21J / K	12.0		91,116	0	0	51,111	142,227	103,812
25-0053	Procurement Spec	Ш	FT	Α	GP	Juneau	205	18B / C	12.0		59,799	0	0	39,585	99,384	69,542
25-0055	Procurement Spec	Ш	FT	Α	GP	Juneau	205	18F / G	12.0		68,979	0	0	43,112	112,091	78,609
25-2247	Procurement Spec	III	FT	Α	SS	Juneau	205	18M	12.0		82,548	0	0	47,819	130,367	130,367
25-2248	Procurement Spec	I	FT	Α	GP	Juneau	205	14A / B	12.0		44,752	0	0	33,804	78,556	78,556
25-2250	Stock & Parts Svcs	Lead	FT	Α	LL	Juneau	2AA	53J	12.0		55,614	814	3,208	39,267	98,903	98,903
25-3083	Procurement Spec	I	FT	Α	GP	Juneau	205	14D / E	12.0		48,458	0	0	35,228	83,686	83,686
25-3087	Procurement Spec	I	FT	Α	GP	Juneau	205	14D / E	12.0		48,965	0	0	35,423	84,388	84,388
25-3100	Supply Technician I	II	FT	Α	GP	Juneau	205	12G	12.0		46,524	0	0	34,485	81,009	81,009
25-3102	Stock & Parts Svcs	Journey	FT	Α	LL	Juneau	2AA	55B / C	12.0		42,879	616	1,596	33,755	78,846	78,846
	1															
25-3103	Stock & Parts Svcs	Sub	FT	Α	LL	Juneau	2AA	57B / C	12.0		38,404	553	1,574	32,028	72,559	72,559
	Journey															
25-3155	Procurement Spec	II	FT	Α	GP	Juneau	205	16G / J	12.0		64,130	0	0	41,249	105,379	105,379
25-3326	Procurement Spec	IV	FT	Α	SS	Juneau	205	20J	12.0		84,396	0	0	48,529	132,925	100,099
		Total											Total S	alary Costs:	776,564	
		<b>Positions</b>	N	lew	Dele	eted								Total COLA:	1,983	
Fu	II Time Positions:	13		0	(	)							Total Pre	emium Pay::	6,378	
Pai	rt Time Positions:	0		0	(	)								tal Benefits:	515,395	
Non Perr	nanent Positions:	0		0	(	)										
Position	ns in Component:	13		0	(	)					•		Total P	re-Vacancy:	1,300,320	
	•											Minus Vacano	y Adjustme	nt of 3.17%:	(41,220)	
											•		Total Po	st-Vacancy:	1,259,100	
Total Co	mponent Months:	156.0										Plus Lu		emium Pay:	0	
	•												-	•		
											•	Pers	onal Service	es Line 100:	1,259,100	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	461,014	446,400	35.45%
1026 Highways/Equipment Working Capital Fund	68,574	66,400	5.27%
1027 International Airport Revenue Fund	65,992	63,900	5.08%
1076 Marine Highway System Fund	704,740	682,400	54.20%
Total PCN Funding:	1,300,320	1,259,100	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.

## Department of Transportation/Public Facilities Travel

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel			1.3	9.7	9.7
Expendi	ture Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			72000 Travel Detail Totals	1.3	9.7	9.7
72110	Employee Travel (Instate)		Instate employee travel for procurement staff.	0.7	9.7	9.7
72400	Out Of State Travel		Out of state employee travel for procurement staff.	0.6	0.0	0.0

# Department of Transportation/Public Facilities Services

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services			93.3	94.6	94.6
Expendit	ure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
			73000 Services Detail Totals	93.3	94.6	94.6
73025	Education Services		Conferences and training for procurement staff (excluding IT training).	1.2	1.1	1.1
73150	Information TechnIgy		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.	45.6	47.4	47.4
73156	Telecommunication		Long distance and telephone equipment charges	2.1	2.4	2.4
73650	Struc/Infstruct/Land		Repair of pallet jack at Southeast Procurement warehouse.	0.2	0.0	0.0
73675	Equipment/Machinery		Copier and fax maintenance agreements.	4.6	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.	3.7	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.	16.5	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
73812	Legal	Law	Legal services.	0.1	0.0	0.0
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# Department of Transportation/Public Facilities Services

Expendi	ture Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
			73000 Services Detail Totals	93.3	94.6	94.6	
73815	Financial	Finance	Chargeback fees for AKSAS and AKPAY.	0.7	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	Procurement training classes.	1.5	0.0	0.0	
73848	State Equip Fleet	State Equipment Fleet	State equipment fleet vehicle charges.	15.5	15.0	15.0	

# Department of Transportation/Public Facilities Commodities

Component: Statewide Procurement (2851)

RDU: Administrative Services (361)

Line Number Line	Name	FY2	2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Comr	nodities		11.4	6.0	6.0
Expenditure Ac	count Servicing Agency Expl	lanation FY2	2012 Actuals	FY2013 Management Plan	FY2014 Governor
		74000 Commodities Detail Totals	11.4	6.0	6.0
74200 Busin		re supplies, educational material, subscriptions and mation technology equipment under \$5,000 each.	11.4	6.0	6.0

## Restricted Revenue Detail Department of Transportation/Public Facilities

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

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51200	Capital Improvement P	roject Receipts			0.0	18.9	18.9
Detail Inf Revenue Amount	ormation Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 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).

# Inter-Agency Services Department of Transportation/Public Facilities

Expenditure Account		Service Description	Service Type Servicing Agency		FY2012 Actuals	FY2013 Management Plan	FY2014 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	3.7	5.8	5.8
			73805 IT-Non-T	elecommunication subtotal:	3.7	5.8	5.8
73806	IT-Telecommunication	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipmen and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	Inter-dept	Enterprise Technology Services	16.5	17.6	17.6
			73806 IT-T	elecommunication subtotal:	16.5	17.6	17.6
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrant (AKPAY).	Inter-dept ts	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.	s Inter-dept	Personnel	0.3	0.4	0.4
			73810	Human Resources subtotal:	0.3	0.4	0.4
73812	Legal	Legal services.	Inter-dept	Law _	0.1	0.0	0.0
				73812 Legal subtotal:	0.1	0.0	0.0
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	0.7	0.8	0.8
				73815 Financial subtotal:	0.7	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
				6 ADA Compliance subtotal:	0.2	0.2	0.2
73818	Training (Services-IA Svcs)	Procurement training classes.	Inter-dept	Purchasing	1.5	0.0	0.0
			•	(Services-IA Svcs) subtotal:	1.5	0.0	0.0
73848	State Equip Fleet	State equipment fleet vehicle charges.	Intra-dept	State Equipment Fleet	15.5	15.0	15.0
			73848	State Equip Fleet subtotal:	15.5	15.0	15.0
			s	tatewide Procurement total:	39.6	42.2	42.2
				Grand Total:	39.6	42.2	42.2

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