

State of Alaska FY2011 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

- This section is responsible for establishing, updating and enforcing statewide department procurement policies and procedures, and conducting professional services and services procurements, term contracts and spot market purchases for the delivery of commodities and services. This includes contract administration/management, property control for all regions of DOT&PF, as well as responsibility for the overall management and administration of the department's e-procurement program.
- The Southeast Procurement Section 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. They perform regional user and vendor administration/maintenance tasks associated with the department's e-procurement system and maintain remote databases on AMHS vessels.

Key Component Challenges

- This office must continue to manage resources and staff efficiently to administer the department's e-procurement program and utilize the full-range of functionality. As part of this effort, we will improve and update self-paced training material and quick guides for e-procurement department users and vendors, provide web based training via the department's web site, and promote the e-procurement system to the vendor community, encouraging participation through user friendly training. Ongoing evaluation of the department's historical procurement of contracting data will ensure that goods and services continue to be provided in a timely and efficient manner at the lowest possible cost to the state, in accordance with the state procurement code, and federal regulations and guidelines. In FY11, the department faces the challenge of implementing a new reporting function for its e-procurement system. Further efficiencies and cost savings are anticipated with this system as full functionality is achieved.

Significant Changes in Results to be Delivered in FY2011

No changes in results delivered.

Major Component Accomplishments in 2009

- The department implemented a major upgrade of its e-procurement program, including integration of a reporting module. The upgrade consisted of enhancements to most system functions and full integration of inventory processes. The integration of the reporting module provides reporting functionality to procurement staff, managers, and select administrative users.
- Within the e-procurement system during FY09, the department end users created and submitted 17,273 electronic (paperless) requisitions for electronic (paperless) approval by managers, which were processed by purchasing staff to purchase orders, inventory stock issues, or contracts. The e-procurement database currently has 3,600 registered vendors.

Statutory and Regulatory Authority

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

Contact Information

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**Statewide Procurement
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,036.5	1,240.7	1,240.7
72000 Travel	3.7	9.9	9.9
73000 Services	83.2	75.7	75.7
74000 Commodities	7.2	6.0	6.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,130.6	1,332.3	1,332.3
Funding Sources:			
1004 General Fund Receipts	384.6	571.4	571.4
1026 Highways/Equipment Working Capital Fund	56.5	57.7	57.7
1027 International Airport Revenue Fund	54.2	55.4	55.4
1076 Marine Highway System Fund	635.3	647.8	647.8
Funding Totals	1,130.6	1,332.3	1,332.3

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor***All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	571.4	0.0	760.9	1,332.3
FY2011 Governor	571.4	0.0	760.9	1,332.3

**Statewide Procurement
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	14	14	Annual Salaries	729,451
Part-time	0	0	Premium Pay	94,158
Nonpermanent	0	0	Annual Benefits	453,357
			<i>Less 2.84% Vacancy Factor</i>	<i>(36,266)</i>
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	1,240,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Procurement Spec I	0	0	4	0	4
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	14	0	14

Component Detail All Funds
Department of Transportation/Public Facilities

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

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	1,036.5	1,245.4	1,240.7	1,240.7	1,240.7	0.0	0.0%
72000 Travel	3.7	9.9	9.9	9.9	9.9	0.0	0.0%
73000 Services	83.2	75.7	75.7	75.7	75.7	0.0	0.0%
74000 Commodities	7.2	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	1,130.6	1,337.0	1,332.3	1,332.3	1,332.3	0.0	0.0%
Fund Sources:							
1004 Gen Fund	384.6	573.4	571.4	571.4	571.4	0.0	0.0%
1026 Hwy Capitl	56.5	57.7	57.7	57.7	57.7	0.0	0.0%
1027 Int Airprt	54.2	55.4	55.4	55.4	55.4	0.0	0.0%
1076 Marine Hwy	635.3	650.5	647.8	647.8	647.8	0.0	0.0%
General Funds	384.6	573.4	571.4	571.4	571.4	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	746.0	763.6	760.9	760.9	760.9	0.0	0.0%
Positions:							
Permanent Full Time	14	14	14	14	14	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

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

Component: Statewide Procurement (2851)

RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
ConfCom		1,337.0	1,245.4	9.9	75.7	6.0	0.0	0.0	0.0	14	0	0
1004 Gen Fund		573.4										
1026 Hwy Capitl		57.7										
1027 Int Airprt		55.4										
1076 Marine Hwy		650.5										
ADN 25-0-7487 Reverse Funding for FY2010 LTC BU Agreement Terms, per Ch. 12, SLA 2009, Sec. 24(c)												
SalAdj		-4.7	-4.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.0										
1076 Marine Hwy		-2.7										
The FY2010 wage and health insurance increases applicable to this component : \$4.7												
Subtotal		1,332.3	1,240.7	9.9	75.7	6.0	0.0	0.0	0.0	14	0	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
Subtotal		1,332.3	1,240.7	9.9	75.7	6.0	0.0	0.0	0.0	14	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
Totals		1,332.3	1,240.7	9.9	75.7	6.0	0.0	0.0	0.0	14	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2011 Governor (7749)
Component: Statewide Procurement (2851)
RDU: Administrative Services (361)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
25-0051	Procurement Spec V	FT	A	SS	Juneau	2A	21E / F	12.0		77,952	0	0	39,220	117,172	64,445
25-0053	Procurement Spec III	FT	A	GP	Juneau	2A	18C	12.0		55,896	0	0	31,599	87,495	61,247
25-0055	Procurement Spec III	FT	A	GP	Juneau	2A	18B	12.0		54,036	0	0	30,927	84,963	59,474
25-2247	Procurement Spec III	FT	A	SS	Juneau	2A	18K / L	12.0		71,066	0	0	36,730	107,796	21,559
25-2248	Procurement Spec I	FT	A	GP	Juneau	2A	14E / F	12.0		45,935	0	13,938	33,037	92,910	18,582
25-2250	Stock & Parts Svcs Lead	FT	A	LL	Juneau	2A	53B	12.0		50,720	0	11,704	33,019	95,443	47,722
25-3083	Procurement Spec I	FT	A	GP	Juneau	2A	14A / B	12.0		40,440	0	12,132	30,398	82,970	16,594
25-3087	Procurement Spec I	FT	A	GP	Juneau	2A	14C / D	12.0		43,533	0	12,972	31,820	88,325	17,665
25-3100	Supply Technician II	FT	A	GP	Juneau	2A	12D / E	12.0		38,711	0	11,724	29,625	80,060	16,012
25-3101	Procurement Spec I	FT	A	GP	Juneau	2A	14A / B	12.0		40,440	0	12,132	30,398	82,970	16,594
25-3102	Stock & Parts Svcs Journey	FT	A	LL	Juneau	2A	55B	12.0		44,948	0	10,372	30,451	85,771	42,886
25-3103	Stock & Parts Svcs Sub Journey	FT	A	LL	Juneau	2A	57B	12.0		39,800	0	9,184	28,161	77,145	19,286
25-3155	Procurement Spec II	FT	A	GP	Juneau	2A	16E / F	12.0		53,959	0	0	30,899	84,858	22,913
25-3326	Procurement Spec IV	FT	A	SS	Juneau	2A	20E / F	12.0		72,015	0	0	37,073	109,088	68,824

Total Positions				New	Deleted	Total Salary Costs:			729,451
Full Time Positions:	14	0	0	0	0	Total COLA:			0
Part Time Positions:	0	0	0	0	0	Total Premium Pay::			94,158
Non Permanent Positions:	0	0	0	0	0	Total Benefits:			453,357
Positions in Component:	14	0	0			Total Pre-Vacancy:			1,276,966
						Minus Vacancy Adjustment of 2.84%:			(36,266)
						Total Post-Vacancy:			1,240,700
						Plus Lump Sum Premium Pay:			0
Personal Services Line 100:									1,240,700

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	493,801	479,777	38.67%
1026 Highways/Equipment Working Capital Fund	59,375	57,689	4.65%
1027 International Airport Revenue Fund	57,025	55,406	4.47%
1076 Marine Highway System Fund	666,765	647,829	52.21%
Total PCN Funding:	1,276,966	1,240,700	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: Administrative Services (361)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		3.7	9.9	9.9
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			3.7	9.9	9.9
72110	Employee Travel (Instate)	Instate employee travel for procurement staff.	2.1	9.9	9.9
72400	Out Of State Travel	Out of state travel	1.6	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

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

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		83.2	75.7	75.7
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			83.2	75.7	75.7
73025		Education Services Conferences and training for procurement staff.	1.3	1.8	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.	36.9	32.2	28.5
73156		Telecommunication Long distance and telephone equipment charges	2.5	2.4	2.4
73225		Delivery Services	0.1	0.0	0.0
73665		Rentals/Leases (Non IA-Struct/Infs/Land)	0.1	0.0	0.0
73675		Equipment/Machinery Copier and fax maintenance agreements.	3.8	1.5	1.5
73805	IT-Non-Telecommnctns	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.	3.3	3.3	5.8
73806	IT-Telecommunication	Enterprise Technology Services Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	15.3	16.6	17.6
73809	Mail	Central Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	1.4	1.5	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

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			83.2	75.7	75.7
73812	Legal	Transportation Section Legal services.	0.1	0.0	0.0
73815	Financial	Finance Chargeback fees for AKSAS and AKPAY.	0.8	0.8	0.8
73816	ADA Compliance	Americans With Disabilities Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.0	0.2	0.2
73818	Training (Services-IA Svcs)	Finance Department of Administration - Finance training classes.	1.4	0.0	0.0
73819	Commission Sales (IA Svcs)	State Travel Office Processing fees charged by the State Travel Office.	0.1	0.0	0.0
73848	State Equip Fleet	State Equipment Fleet State equipment fleet vehicle charges.	15.8	15.0	15.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

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

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		7.2	6.0	6.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000 Commodities Detail Totals			7.2	6.0	6.0
74200	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	7.2	6.0	6.0

Inter-Agency Services
Department of Transportation/Public Facilities

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010		
				FY2009 Actuals	Management Plan	FY2011 Governor
73805	IT-Non-Telecommnctns 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	3.3	3.3	5.8
73805 IT-Non-Telecommnctns subtotal:				3.3	3.3	5.8
73806	IT-Telecommunication Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	Inter-dept	Enterprise Technology Services	15.3	16.6	17.6
73806 IT-Telecommunication subtotal:				15.3	16.6	17.6
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	1.4	1.5	2.4
73809 Mail subtotal:				1.4	1.5	2.4
73810	Human Resources Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.3	0.4	0.4
73810 Human Resources subtotal:				0.3	0.4	0.4
73812	Legal Legal services.	Inter-dept	Transportation Section	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	0.8	0.8	0.8
73815 Financial subtotal:				0.8	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	0.0	0.2	0.2
73816 ADA Compliance subtotal:				0.0	0.2	0.2
73818	Training (Services-IA Svcs) Department of Administration - Finance training classes.	Inter-dept	Finance	1.4	0.0	0.0
73818 Training (Services-IA Svcs) subtotal:				1.4	0.0	0.0
73819	Commission Sales (IA Svcs) Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.1	0.0	0.0
73819 Commission Sales (IA Svcs) subtotal:				0.1	0.0	0.0
73848	State Equip Fleet State equipment fleet vehicle charges.	Intra-dept	State Equipment Fleet	15.8	15.0	15.0
73848 State Equip Fleet subtotal:				15.8	15.0	15.0
Statewide Procurement total:				38.5	37.8	42.2
Grand Total:				38.5	37.8	42.2