

State of Alaska FY2015 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 220 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 Southeast Maintenance and Operation, Headquarters and the AMHS.

Major Component Accomplishments in 2013

- Processed a total of 13,566 purchase orders through the department's eProcurement system.
- No major problems or complaint with any procurements.
- Awarded approximately 160 contracts and agreements.

Key Component Challenges

- Increased workload.
- Preparing for the implementation of the new state accounting system.

Significant Changes in Results to be Delivered in FY2015

No significant changes are anticipated.

Statutory and Regulatory Authority

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

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**Statewide Procurement
Component Financial Summary**

All dollars shown in thousands

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,251.2	1,278.1	1,282.9
72000 Travel	0.0	9.7	4.7
73000 Services	83.2	94.6	94.6
74000 Commodities	10.5	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	1,344.9	1,388.4	1,388.2
Funding Sources:			
1004 General Fund Receipts	530.0	545.0	545.0
1026 Highways/Equipment Working Capital Fund	66.4	67.5	67.5
1027 International Airport Revenue Fund	63.9	65.0	65.0
1061 Capital Improvement Project Receipts	5.5	18.9	18.9
1076 Marine Highway System Fund	679.1	692.0	691.8
Funding Totals	1,344.9	1,388.4	1,388.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2013 Actuals	FY2014 Management Plan	FY2015 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	5.5	18.9	18.9
Restricted Total		5.5	18.9	18.9
Total Estimated Revenues		5.5	18.9	18.9

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

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2014 Management Plan	545.0	692.0	151.4	0.0	1,388.4
Adjustments which will continue current level of service:					
-FY2015 Salary Increases	3.9	5.8	1.2	0.0	10.9
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	-2.5	-4.2	-0.6	0.0	-7.3
-FY2015 Health Insurance and Working Reserve Rate Reductions	-1.4	-1.8	-0.6	0.0	-3.8
FY2015 Governor	545.0	691.8	151.4	0.0	1,388.2

Statewide Procurement Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	13	13	Annual Salaries	800,089
Part-time	0	0	COLA	11,046
Nonpermanent	0	0	Premium Pay	6,565
			Annual Benefits	515,723
			<i>Less 3.79% Vacancy Factor</i>	<i>(50,523)</i>
			Lump Sum Premium Pay	0
Totals	13	13	Total Personal Services	1,282,900

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: Administration and Support (333)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor	
71000 Personal Services	1,251.2	1,270.8	1,278.1	1,278.1	1,282.9	4.8	0.4%
72000 Travel	0.0	9.7	9.7	9.7	4.7	-5.0	-51.5%
73000 Services	83.2	94.6	94.6	94.6	94.6	0.0	0.0%
74000 Commodities	10.5	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	1,344.9	1,381.1	1,388.4	1,388.4	1,388.2	-0.2	0.0%
Fund Sources:							
1004Gen Fund (UGF)	530.0	542.5	545.0	545.0	545.0	0.0	0.0%
1026Hwy Capitl (Other)	66.4	67.2	67.5	67.5	67.5	0.0	0.0%
1027Int Airprt (Other)	63.9	64.7	65.0	65.0	65.0	0.0	0.0%
1061CIP Rcpts (Other)	5.5	18.9	18.9	18.9	18.9	0.0	0.0%
1076Marine Hwy (DGF)	679.1	687.8	692.0	692.0	691.8	-0.2	0.0%
Unrestricted General (UGF)	530.0	542.5	545.0	545.0	545.0	0.0	0.0%
Designated General (DGF)	679.1	687.8	692.0	692.0	691.8	-0.2	0.0%
Other Funds	135.8	150.8	151.4	151.4	151.4	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: 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 FY2014 Conference Committee To FY2014 Authorized *****												
FY2014 Conference Committee												
ConfCom		1,381.1	1,270.8	9.7	94.6	6.0	0.0	0.0	0.0	13	0	0
1004 Gen Fund		542.5										
1026 Hwy Capitl		67.2										
1027 Int Airprt		64.7										
1061 CIP Rcpts		18.9										
1076 Marine Hwy		687.8										
Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
Atrin		7.3	7.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.5										
1026 Hwy Capitl		0.3										
1027 Int Airprt		0.3										
1076 Marine Hwy		4.2										
Subtotal		1,388.4	1,278.1	9.7	94.6	6.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
Subtotal		1,388.4	1,278.1	9.7	94.6	6.0	0.0	0.0	0.0	13	0	0
***** Changes From FY2014 Management Plan To FY2015 Governor *****												
FY2015 Salary Increases												
SalAdj		10.9	10.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		3.9										
1026 Hwy Capitl		0.6										
1027 Int Airprt		0.6										
1076 Marine Hwy		5.8										

Cost of living allowance for certain bargaining units: \$10.9

Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$5.3

Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$3.6

Year two cost of living allowance for Labor, Trades and Crafts Unit - 1%: \$2.0

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	
Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
	OTI	-7.3	-7.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.5										
1026 Hwy Capitl		-0.3										
1027 Int Airprt		-0.3										
1076 Marine Hwy		-4.2										
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.												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	5.0	-5.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Statewide Procurement is a small component with only 13 positions and little or no staff turnover. Authority is being transferred from support lines in order to meet the required vacancy factor.												
Authority is available in travel due to anticipated expenditures being less than budgeted.												
FY2015 Health Insurance and Working Reserve Rate Reductions												
	SalAdj	-3.8	-3.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-1.4										
1026 Hwy Capitl		-0.3										
1027 Int Airprt		-0.3										
1076 Marine Hwy		-1.8										
FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-3.8												
Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-3.1												
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.7												
Totals		1,388.2	1,282.9	4.7	94.6	6.0	0.0	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2015 Governor (11059)
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	GF Amount
25-0051	Procurement Spec V	FT	A	SS	Juneau	205	21K	12.0		94,440	1,293	0	51,533	147,266	107,574
25-0053	Procurement Spec III	FT	A	GP	Juneau	205	18A / B	12.0		59,356	813	0	38,746	98,915	69,221
25-0055	Procurement Spec III	FT	A	GP	Juneau	205	18G	12.0		71,208	975	0	43,125	115,308	80,866
25-2247	Procurement Spec III	FT	A	SS	Juneau	205	18M / N	12.0		86,106	1,179	0	48,454	135,739	135,739
25-2248	Procurement Spec I	FT	A	GP	Juneau	205	14B / C	12.0		46,724	640	0	34,078	81,442	81,442
25-2250	Stock & Parts Svcs Lead	FT	A	LL	Juneau	2AA	53J / K	12.0		58,286	844	3,362	39,464	101,956	101,956
25-3083	Procurement Spec I	FT	A	GP	Juneau	205	14E / F	12.0		50,720	695	0	35,555	86,970	86,970
25-3087	Procurement Spec I	FT	A	GP	Juneau	205	14E / F	12.0		51,269	702	0	35,758	87,729	87,729
25-3100	Supply Technician II	FT	A	GP	Juneau	205	12G / J	12.0		47,888	656	0	34,508	83,052	83,052
25-3102	Stock & Parts Svcs Journey I	FT	A	LL	Juneau	2AA	55C / D	12.0		44,782	636	1,668	33,848	80,934	80,934
25-3103	Stock & Parts Svcs Sub Journey	FT	A	LL	Juneau	2AA	57A / B	12.0		37,187	530	1,535	30,993	70,245	70,245
25-3155	Procurement Spec II	FT	A	GP	Juneau	205	16J	12.0		64,872	888	0	40,784	106,544	106,544
25-3326	Procurement Spec IV	FT	A	SS	Juneau	205	20J / K	12.0		87,251	1,195	0	48,877	137,323	103,434

Total Positions	13	0	0	Total Salary Costs:	800,089
Full Time Positions:	13	0	0	Total COLA:	11,046
Part Time Positions:	0	0	0	Total Premium Pay::	6,565
Non Permanent Positions:	0	0	0	Total Benefits:	515,723
Positions in Component:	13	0	0	Total Pre-Vacancy:	1,333,423
				Minus Vacancy Adjustment of 3.79%:	(50,523)
				Total Post-Vacancy:	1,282,900
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,282,900

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	476,661	458,600	35.75%
1026 Highways/Equipment Working Capital Fund	70,159	67,500	5.26%
1027 International Airport Revenue Fund	67,560	65,000	5.07%
1076 Marine Highway System Fund	719,044	691,800	53.92%
Total PCN Funding:	1,333,423	1,282,900	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel		0.0	9.7	4.7
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000 Travel Detail Totals			0.0	9.7	4.7
72110	Employee Travel (Instate)	Instate employee travel for procurement staff.	0.0	9.7	4.7

Line Item Detail
Department of Transportation/Public Facilities
Services

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

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor	
73000	Services		83.2	94.6	94.6	
Expenditure Account			FY2013 Actuals	FY2014 Management Plan	FY2015 Governor	
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor	
73000 Services Detail Totals			83.2	94.6	94.6	
73025	Education Services	Conferences and training for procurement staff (excluding IT training).	0.8	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.	42.8	47.4	47.4	
73156	Telecommunication	Long distance and telephone equipment charges	1.3	2.4	2.4	
73225	Delivery Services	Freight, courier and postage for Information Systems group.	0.3	0.0	0.0	
73675	Equipment/Machinery	Copier and fax maintenance agreements.	1.3	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.	3.6	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.	14.4	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).	0.7	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

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Procurement (2851)

RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			83.2	94.6	94.6
73812	Legal	Transportation Section Legal services provided by the Department of Law.	0.7	0.0	0.0
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).	0.2	0.2	0.2
73818	Training (Services-IA Svcs)	Purchasing Procurement training classes.	0.9	0.0	0.0
73848	State Equip Fleet	State Equipment Fleet State equipment fleet vehicle charges.	15.3	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		10.5	6.0	6.0
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000 Commodities Detail Totals			10.5	6.0	6.0
74200	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	10.5	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				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51200	Capital Improvement Project Receipts				5.5	18.9	18.9
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).				5.5	18.9	18.9

Inter-Agency Services
Department of Transportation/Public Facilities

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2013 Actuals	FY2014		
					Management Plan	FY2015 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	3.6	5.8	5.8
				73805 IT-Non-Telecommunication subtotal:	3.6	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	14.4	17.6	17.6
				73806 IT-Telecommunication subtotal:	14.4	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	0.7	2.4	2.4
				73809 Mail subtotal:	0.7	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	0.3	0.4	0.4
				73810 Human Resources subtotal:	0.3	0.4	0.4
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	0.7	0.0	0.0
				73812 Legal subtotal:	0.7	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	0.2	0.2	0.2
				73816 ADA Compliance subtotal:	0.2	0.2	0.2
73818	Training (Services-IA Svcs)	Procurement training classes.	Inter-dept	Purchasing	0.9	0.0	0.0
				73818 Training (Services-IA Svcs) subtotal:	0.9	0.0	0.0
73848	State Equip Fleet	State equipment fleet vehicle charges.	Intra-dept	State Equipment Fleet	15.3	15.0	15.0
				73848 State Equip Fleet subtotal:	15.3	15.0	15.0
				Statewide Procurement total:	36.7	42.2	42.2
				Grand Total:	36.7	42.2	42.2