

State of Alaska
FY2017 Governor's Operating Budget

Department of Transportation/Public Facilities
Contracting and Appeals
Component Budget Summary

Component: Contracting and Appeals

Contribution to Department's Mission

To effectively carry out the Department of Transportation & Public Facilities (DOT&PF) Commissioner's statutory responsibility to procure the planning, design, and construction of public works (including state buildings).

Core Services

- Oversee departmental and customer agency compliance with federal and state laws, regulations, and policies governing construction procurements and contract administration.
- Develop, implement, and maintain policies, procedures, and operational standards that assure all transportation modes, regions, engineering services, highway construction and maintenance groups, and those state agencies with a DOT&PF delegation of construction authority, receive responsive and consistent guidance in the administration of procurements and contracts.
- Delegate and administer statutory construction authority for all executive branch agencies.
- Administer the statewide Construction Contracting Warrant System which trains and certifies individuals on construction procurement requirements.
- Administer the construction contracts protest and claim appeal adjudication process.
- Administer the airport lease appeal adjudication process.
- Review and approve request for alternate procurements for the Department of Administration's approval.
- Review and approve procurement waivers for DOT&PF Commissioner approval.
- Review and approve Public Interest Findings.
- Review and approve design/build and Construction Manager/General Contractor requests.
- Review and approve cancellations of solicitations and construction-related Foreign Outsourcing Waivers.
- Adjudicate suspected procurement code violations.
- Prepare and report annually all departments' construction procurements for the legislature.

Major Component Accomplishments in 2015

- Conducted on-line and in-house training for the Construction Warrant Program and Design Build Procurement in Juneau, Anchorage and Fairbanks.

Key Component Challenges

Meeting deadlines and federal requirements.

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

U.S.C. Title 23
AS Title 02, Aeronautics
AS Title 19, Highways and Ferries
AS Title 35, Public Buildings, Works and Improvements
AS Title 36, Procurement Code
AS Title 44, Applicable Portions
2 AAC 12, Procurement Regulations
81 & 82 AAM Procurement-Alaska Administrative Manual
Delegation from the Department of Administration to the DOT&PF Commissioner

Contact Information

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Contracting and Appeals Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	2	2	Annual Salaries	190,936
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	103,378
			<i>Less 1.02% Vacancy Factor</i>	(3,014)
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	291,300

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Chief Contracts Officer	0	0	1	0	1
Procurement Spec IV	0	0	1	0	1
Totals	0	0	2	0	2

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
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	269.1	291.5	291.5	291.3	291.3	0.0	0.0%
72000 Travel	3.4	12.1	12.1	12.1	12.1	0.0	0.0%
73000 Services	24.8	31.4	31.4	31.6	31.6	0.0	0.0%
74000 Commodities	2.9	5.8	5.8	5.8	5.8	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	300.2	340.8	340.8	340.8	340.8	0.0	0.0%
Fund Sources:							
1004Gen Fund (UGF)	19.0	17.8	17.8	17.8	17.8	0.0	0.0%
1007I/A Rcpts (Other)	48.5	42.5	42.5	42.5	42.5	0.0	0.0%
1061CIP Rcpts (Other)	232.7	280.5	280.5	280.5	280.5	0.0	0.0%
Unrestricted General (UGF)	19.0	17.8	17.8	17.8	17.8	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	281.2	323.0	323.0	323.0	323.0	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	2	2	2	2	2	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: Contracting and Appeals (2355)
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	340.8	291.5	12.1	31.4	5.8	0.0	0.0	0.0	2	0	0
1004 Gen Fund		17.8										
1007 I/A Rcpts		42.5										
1061 CIP Rcpts		280.5										
Subtotal		340.8	291.5	12.1	31.4	5.8	0.0	0.0	0.0	2	0	0
***** Changes From FY2016 Authorized To FY2016 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
	LIT	0.0	-0.2	0.0	0.2	0.0	0.0	0.0	0.0	0	0	0
The Contracting and Appeals component has two employees with no anticipated vacancies. This transfer will allow the component to budget a 0% vacancy factor.												
Authority is available from the services line due to a planned reduction in spending in order to meet personal services needs.												
Subtotal		340.8	291.3	12.1	31.6	5.8	0.0	0.0	0.0	2	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
	SalAdj	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.4										
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	-0.4	-0.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.4										
Cost of living adjustment for certain bargaining units: \$6.3												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$2.7												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$3.6												
Totals		340.8	291.3	12.1	31.6	5.8	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2017 Governor (12995)
Component: Contracting and Appeals (2355)
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
18-7189	Chief Contracts Officer	FT	A	SS	Juneau	205	23J / K	12.0		108,884	0	0	56,385	165,269	15,122
25-0184	Procurement Spec IV	FT	A	GP	Juneau	205	20F / G	12.0		82,052	0	0	46,993	129,045	0
													Total Salary Costs:	190,936	
													Total COLA:	0	
													Total Premium Pay:	0	
													Total Benefits:	103,378	
													Total Pre-Vacancy:	294,314	
													Minus Vacancy Adjustment of 1.02%:	(3,014)	
													Total Post-Vacancy:	291,300	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	291,300	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	15,122	14,967	5.14%
1007 Interagency Receipts	26,939	26,663	9.15%
1039 U/A Indirect Cost Recovery	252,253	249,670	85.71%
Total PCN Funding:	294,314	291,300	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: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		3.4	12.1	12.1
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			3.4	12.1	12.1
72100	Instate Travel	Instate travel for hearings, coordination and administration.	3.4	9.1	9.1
72400	Out Of State Travel	Out of state travel for hearings, coordination and administration.	0.0	3.0	3.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		24.8	31.6	31.6
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			24.8	31.6	31.6
73025	Education Services	Employee training.	0.4	4.6	4.6
73075	Legal & Judicial Svc	Legal review.	0.9	0.0	0.0
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.	0.5	0.4	0.4
73156	Telecommunication	Cell phone services	0.6	0.0	0.0
73225	Delivery Services	Courier and freight charges.	0.0	0.1	0.1
73401	Long Distance	Long distance telephone charges.	0.0	0.3	0.3
73403	Data/Network	Data/Network charges while traveling.	0.0	0.5	0.5
73404	Cellular Phones	Cell phone and blackberry charges.	0.0	0.5	0.5
73675	Equipment/Machinery	Shared copier cost	0.1	0.0	0.0
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.	0.8	1.1	1.1
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 conference.	2.0	2.2	2.2
73809	Mail	Central Mail			
		Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	0.1	0.2	0.2
73810	Human Resources	Personnel			
		Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.0	0.3	0.3

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)

RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			24.8	31.6	31.6
73812	Legal	Transportation Section Legal services provided by the Department of Law.	5.9	4.0	4.0
73815	Financial	Finance Chargeback fees for AKSAS and AKPAY.	0.1	0.3	0.3
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)	Centralized HR Employee training offered by Department of Administration, Division of Personnel and Division of Finance on human resources, payroll and finance.	0.0	0.3	0.3
73819	Commission Sales (IA Svcs)	State Travel Office Processing fees charged by the State Travel office.	0.1	0.7	0.7
73821	Hearing/Mediation (IA Svcs)	Administrative Hearings Contract dispute review by the Office of Administrative Hearings.	5.8	0.0	0.0
73822	Construction (IA Svcs)	Statewide Public Facilities Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	7.5	15.9	15.9

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		2.9	5.8	5.8
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			2.9	5.8	5.8
74229	Business Supplies	Office supplies.	0.0	2.3	2.3
74233	Info Technology Equip	Information technology equipment/supplies, printer, monitor upgrades.	2.6	3.0	3.0
74236	Subscriptions	Subscription to Construction Claims Monthly.	0.3	0.5	0.5

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				48.5	42.5	42.5
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts Sister Agency Delegation of Construction Authority receipts, in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.				0.0	42.5	42.5
59020	Administration Sister Agency Delegation of Construction Authority receipts for the Department of Administration; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	General Svcs Facilities Maint.			5.0	0.0	0.0
59050	Education Sister Agency Delegation of Construction Authority receipts for the Department of Education and Early Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Mt. Edgecumbe Boarding School			1.7	0.0	0.0
59060	Health & Social Svcs Sister Agency Delegation of Construction Authority receipts for the Department of Health and Social Services; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			4.5	0.0	0.0
59070	Labor Sister Agency Delegation of Construction Authority receipts for the Department of Labor and Workforce Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	AVTEC			2.2	0.0	0.0
59080	Commrc & Econmc Dev Sister Agency Delegation of Construction Authority receipts for the Department of Commerce and Economic Development; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	AIDEA			6.0	0.0	0.0
59090	Military & Vet Affrs Sister Agency Delegation of Construction Authority receipts for the Department of Military and Veterans Affairs; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	Department-wide			3.1	0.0	0.0
59100	Natural Resources Sister Agency Delegation of Construction Authority receipts for the Department of Natural Resources; in	Department-wide			6.5	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Master Account	Revenue Description		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor		
51015	Interagency Receipts		48.5	42.5	42.5		
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
	accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						
59110	Fish & Game	Administrative Services			2.8	0.0	0.0
	Sister Agency Delegation of Construction Authority receipts for the Department of Fish and Game; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						
59120	Public Safety	Department-wide			1.9	0.0	0.0
	Sister Agency Delegation of Construction Authority receipts for the Department of Public Safety; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						
59180	Environmental Consvn	DEC Bldgs Maint & Operations			11.7	0.0	0.0
	Sister Agency Delegation of Construction Authority receipts for the Department of Environmental Conservation; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						
59200	Corrections	Department-wide			3.1	0.0	0.0
	Sister Agency Delegation of Construction Authority receipts for the Department of Corrections; in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.						

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Master Account	Revenue Description		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor		
51200	Capital Improvement Project Receipts		232.7	280.5	280.5		
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59021	CIP Receipts from Dept of Administration RSA with Office of Admin Hearings for claims dispute.				0.9	0.0	0.0
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).				231.8	280.5	280.5

Interagency Services
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
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	0.8	1.1	1.1
73805 IT-Non-Telecommunication subtotal:					0.8	1.1	1.1
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 conference.	Inter-dept	Enterprise Technology Services	2.0	2.2	2.2
73806 IT-Telecommunication subtotal:					2.0	2.2	2.2
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	0.1	0.2	0.2
73809 Mail subtotal:					0.1	0.2	0.2
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.0	0.3	0.3
73810 Human Resources subtotal:					0.0	0.3	0.3
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	5.9	4.0	4.0
73812 Legal subtotal:					5.9	4.0	4.0
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	0.1	0.3	0.3
73815 Financial subtotal:					0.1	0.3	0.3
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)	Employee training offered by Department of Administration, Division of Personnel and Division of Finance on human resources, payroll and finance.	Inter-dept	Centralized HR	0.0	0.3	0.3
73818 Training (Services-IA Svcs) subtotal:					0.0	0.3	0.3
73819	Commission Sales (IA Svcs)	Processing fees charged by the State Travel office.	Inter-dept	State Travel Office	0.1	0.7	0.7
73819 Commission Sales (IA Svcs) subtotal:					0.1	0.7	0.7
73821	Hearing/Mediation (IA Svcs)	Contract dispute review by the Office of Administrative Hearings.	Inter-dept	Administrative Hearings	5.8	0.0	0.0
73821 Hearing/Mediation (IA Svcs) subtotal:					5.8	0.0	0.0
73822	Construction (IA Svcs)	Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	Intra-dept	Statewide Public Facilities	7.5	15.9	15.9

Interagency Services
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
				7.5	15.9	15.9
		73822 Construction (IA Svcs) subtotal:		7.5	15.9	15.9
		Contracting and Appeals total:		22.3	25.2	25.2
		Grand Total:		22.3	25.2	25.2