

# **State of Alaska FY2018 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, and facility use agreements for the AMHS.
- Establish professional services and services contracts for the department.
- Manage the department property control program.
- Provide warehouse services including maintaining and managing inventory stock, receiving, distributing and logistics for Southcoast maintenance and operations, headquarters and the AMHS.

**Major Component Accomplishments in 2016**

- Provided contract administration/management for approximately 280 contracts and agreements.
- Processed 14,639 purchase orders through the Integrated Resources Information System (IRIS).
- Awarded approximately 110 contracts and agreements.
- Successfully transitioned to the state's new finance and procurement system, IRIS.

**Key Component Challenges**

- Increasing employee proficiency and their ability to function efficiently while fully leveraging the new statewide accounting and procurement system, IRIS.
- Ensuring timely training for updates to the IRIS system for all affected employees.

**Significant Changes in Results to be Delivered in FY2018**

- Results Based Alignment will be used to fine tune performance measures that quantify outcomes (not activities), drive decision making, and determine program and service priorities.
- Continuing to learn and use the finance, procurement, and human resource modules in IRIS.
- Participate in department-wide organizational review and implement organizational changes.

**Statutory and Regulatory Authority**

AS 44.42.010-900 Powers and Duties of DOT&PF  
AS 36.30 Procurement

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Statewide Procurement Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2017 Management Plan	FY2018 Governor		
Full-time	12	12	Annual Salaries	760,254
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	491,912
			<i>Less 4.02% Vacancy Factor</i>	(50,366)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>12</b>	<b>12</b>	<b>Total Personal Services</b>	<b>1,201,800</b>

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
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>

**Component Detail All Funds**  
**Department of Transportation/Public Facilities**

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

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	1,020.5	1,166.5	1,166.5	1,166.5	1,201.8	35.3	3.0%
72000 Travel	0.4	4.5	4.5	4.5	4.5	0.0	0.0%
73000 Services	55.2	59.6	59.6	59.6	35.7	-23.9	-40.1%
74000 Commodities	2.0	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%
<b>Totals</b>	<b>1,078.1</b>	<b>1,236.6</b>	<b>1,236.6</b>	<b>1,236.6</b>	<b>1,248.0</b>	<b>11.4</b>	<b>0.9%</b>
<b>Fund Sources:</b>							
1004Gen Fund (UGF)	336.7	381.7	381.7	381.7	303.2	-78.5	-20.6%
1026Hwy Capitl (Other)	56.9	68.8	68.8	68.8	69.4	0.6	0.9%
1027Int Airprt (Other)	54.7	66.3	66.3	66.3	66.9	0.6	0.9%
1061CIP Rcpts (Other)	15.4	18.9	18.9	18.9	100.9	82.0	433.9%
1076Marine Hwy (DGF)	614.4	700.9	700.9	700.9	707.6	6.7	1.0%
<b>Unrestricted General (UGF)</b>	<b>336.7</b>	<b>381.7</b>	<b>381.7</b>	<b>381.7</b>	<b>303.2</b>	<b>-78.5</b>	<b>-20.6%</b>
<b>Designated General (DGF)</b>	<b>614.4</b>	<b>700.9</b>	<b>700.9</b>	<b>700.9</b>	<b>707.6</b>	<b>6.7</b>	<b>1.0%</b>
<b>Other Funds</b>	<b>127.0</b>	<b>154.0</b>	<b>154.0</b>	<b>154.0</b>	<b>237.2</b>	<b>83.2</b>	<b>54.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	12	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 FY2017 Conference Committee To FY2017 Authorized *****												
<b>FY2017 Conference Committee</b>												
	ConfCom	1,236.6	1,166.5	4.5	59.6	6.0	0.0	0.0	0.0	12	0	0
1004 Gen Fund		381.7										
1026 Hwy Capitl		68.8										
1027 Int Airprt		66.3										
1061 CIP Rcpts		18.9										
1076 Marine Hwy		700.9										
<b>Subtotal</b>		<b>1,236.6</b>	<b>1,166.5</b>	<b>4.5</b>	<b>59.6</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
<b>FY2018 Salary and Health Insurance Increases</b>												
	SalAdj	5.4	5.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.7										
1026 Hwy Capitl		0.3										
1027 Int Airprt		0.3										
1076 Marine Hwy		3.1										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$5.4												
FY2018 PS Health Ins.: \$3.0												
FY2018 PS Health Ins.: \$2.4												
<b>Maintain Existing Programs With Capital Improvement Project Receipt Authority</b>												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-81.1										
1061 CIP Rcpts		81.1										
In an effort to budget more efficiently and work within existing resources the department is replacing general funds in those components that indirectly support the completion of capital projects. The Department of Transportation and Public Facilities will utilize a fund source change from general funds to capital improvement project receipt authority.												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
	LIT	0.0	23.9	0.0	-23.9	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from the services line to the personal services line to comply with vacancy factor guidelines. The Statewide Procurement component will have close to the maximum allowable vacancy factor after this transfer.												
Authority is available to transfer due to the replacement of annual maintenance and support costs for Buyspeed (eProcurement) by the state's new Integrated												

**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	
Resource Information System (IRIS).												
<b>Supervisory Unit 15 Hour Furlough Contract Terms</b>												
	SalAdj	-1.2	-1.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.2										
1026 Hwy Capitl		-0.1										
1027 Int Airprt		-0.1										
1061 CIP Rcpts		-0.2										
1076 Marine Hwy		-0.6										
Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.												
<b>FY2018 Alaska Care &amp; PSEA Health Insurance Increase</b>												
	SalAdj	7.2	7.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.1										
1026 Hwy Capitl		0.4										
1027 Int Airprt		0.4										
1061 CIP Rcpts		1.1										
1076 Marine Hwy		4.2										
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$7.2												
<b>Totals</b>		<b>1,248.0</b>	<b>1,201.8</b>	<b>4.5</b>	<b>35.7</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>

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

**Scenario:** FY2018 Governor (13956)  
**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 / O	12.0		110,867	0	0	60,088	170,955	26,652
25-0053	Procurement Spec III	FT	A	GP	Juneau	205	18G	12.0		73,728	0	0	44,241	117,969	18,384
25-2247	Procurement Spec III	FT	A	SS	Juneau	205	18J	12.0		76,908	0	0	47,456	124,364	19,376
25-2248	Procurement Spec I	FT	A	GP	Juneau	205	14B / C	12.0		48,570	0	0	34,882	83,452	28,657
25-2250	Stock and Parts Services IV	FT	A	LL	Juneau	2AA	53L	12.0		61,074	0	0	39,945	101,019	34,751
25-3083	Procurement Spec I	FT	A	GP	Juneau	205	14G / J	12.0		56,249	0	0	37,738	93,987	29,598
25-3087	Procurement Spec I	FT	A	GP	Juneau	205	14D / E	12.0		50,977	0	0	35,777	86,754	30,069
25-3100	Supply Technician II	FT	A	GP	Juneau	205	12C / D	12.0		42,745	0	0	32,715	75,460	26,154
25-3102	Stock and Parts Services II	FT	A	LL	Juneau	2AA	55A / B	12.0		41,860	0	0	32,798	74,658	25,877
25-3103	Stock and Parts Services I	FT	A	LL	Juneau	2AA	57A / B	12.0		37,250	0	0	31,083	68,333	23,684
25-3155	Procurement Spec II	FT	A	GP	Juneau	205	16G	12.0		64,488	0	0	40,803	105,291	16,408
25-3326	Procurement Spec IV	FT	A	SS	Juneau	205	20L / M	12.0		95,538	0	0	54,386	149,924	23,508

	Total Positions	New	Deleted
Full Time Positions:	12	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
<b>Positions in Component:</b>	<b>12</b>	<b>0</b>	<b>0</b>

<b>Total Salary Costs:</b>	760,254
<b>Total COLA:</b>	0
<b>Total Premium Pay:</b>	0
<b>Total Benefits:</b>	491,912
<b>Total Pre-Vacancy:</b>	1,252,166
<b>Minus Vacancy Adjustment of 4.02%:</b>	(50,366)
<b>Total Post-Vacancy:</b>	1,201,800
<b>Plus Lump Sum Premium Pay:</b>	0
<b>Personal Services Line 100:</b>	1,201,800

**Total Component Months:** 144.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	303,117	290,924	24.21%
1026 Highways/Equipment Working Capital Fund	69,434	66,642	5.55%
1027 International Airport Revenue Fund	66,921	64,229	5.34%
1039 U/A Indirect Cost Recovery	105,271	101,037	8.41%
1076 Marine Highway System Fund	707,423	678,969	56.50%
<b>Total PCN Funding:</b>	<b>1,252,166</b>	<b>1,201,800</b>	<b>100.00%</b>

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 (1676)**  
**Department of Transportation/Public Facilities**  
**Travel**

**Component:** Statewide Procurement (2851)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		0.4	4.5	4.5
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>2000 Travel Detail Totals</b>			<b>0.4</b>	<b>4.5</b>	<b>4.5</b>
2000	In-State Employee Travel	In-state employee travel.	0.4	4.5	4.5

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Statewide Procurement (2851)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		55.2	59.6	35.7
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>			<b>55.2</b>	<b>59.6</b>	<b>35.7</b>
3000	Education Services	Conferences and training for procurement staff (excluding IT training).	0.7	0.7	0.7
3001	Financial Services	Uncleared P-Card transactions.	-0.3	0.0	0.0
3002	Legal and Judicial Services	Settlement legal fees.	7.0	7.0	3.0
3003	Information Technology	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.	3.9	3.9	1.0
3004	Telecommunications	Television, long distance, internet, data, network usage and cellular phone charges.	0.5	0.5	0.5
3006	Delivery Services	Postage, courier or freight charges.	0.1	0.1	0.1
3010	Equipment/Machinery	Copier maintenance agreements.	1.4	1.4	0.9
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide 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.	4.8	5.5	3.2
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunication services provided by the Department of Administration, Enterprise	13.9	15.7	9.2

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Statewide Procurement (2851)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor	
<b>3000 Services Detail Totals</b>			<b>55.2</b>	<b>59.6</b>	<b>35.7</b>	
		Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.				
3021	Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.9	1.0	0.9
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	11.2	12.0	7.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	0.8	0.8	0.8
3029	Inter-Agency Education/Training	Admin - Department-wide	Procurement training classes.	0.9	0.9	0.9
3037	State Equipment Fleet	Trans - State Equipment Fleet (2791)	State equipment fleet vehicle charges.	9.4	10.1	7.5

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Commodities**

**Component:** Statewide Procurement (2851)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		2.0	6.0	6.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>4000 Commodities Detail Totals</b>			<b>2.0</b>	<b>6.0</b>	<b>6.0</b>
4000	Business	Office supplies, educational material, subscriptions and information technology equipment under \$5,000 each.	1.9	4.5	4.5
4020	Equipment Fuel	Vehicle fuel.	0.1	1.5	1.5

**Revenue Detail (1681)**  
**Department of Transportation/Public Facilities**

**Component:** Statewide Procurement (2851)

Revenue Type (OMB Fund Code)				FY2017	
Revenue Source	Component	Comment	FY2016 Actuals	Management Plan	FY2018 Governor
<b>5061 CIP Rcpts (1061 CIP Rcpts)</b>			<b>15.4</b>	<b>18.9</b>	<b>100.9</b>
5351 Capital Improvement Project Inter-Agency		Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).	15.4	18.9	100.9

**Inter-Agency Services (1682)**  
**Department of Transportation/Public Facilities**

**Component:** Statewide Procurement (2851)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>Component Totals</b>				<b>41.9</b>	<b>46.0</b>	<b>29.5</b>
With Department of Administration				21.3	23.9	15.0
With Department of Law				11.2	12.0	7.0
With Department of Transportation/Public Facilities				9.4	10.1	7.5
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide 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.	4.8	5.5	3.2	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunication 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.	13.9	15.7	9.2	
3021	Inter-Agency Mail	Admin - Department-wide Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.9	1.0	0.9	
3024	Inter-Agency Legal	Law - Department-wide Legal services provided by the Department of Law.	11.2	12.0	7.0	
3027	Inter-Agency Financial	Admin - Department-wide Chargeback fees for AKPAY/IRIS/ALDER.	0.8	0.8	0.8	
3029	Inter-Agency Education/Training	Admin - Department-wide Procurement training classes.	0.9	0.9	0.9	
3037	State Equipment Fleet	Trans - State Equipment Fleet (2791) State equipment fleet vehicle charges.	9.4	10.1	7.5	