

State of Alaska FY2023 Governor's Operating Budget

Department of Administration Statewide Contracting and Property Office Component Budget Summary

Component: Statewide Contracting and Property Office

Contribution to Department's Mission

To assist state agencies and political subdivisions to achieve their public mission and reduce costs by providing professional procurement and property management services.

Core Services

- Establish cost-effective multi-agency term contracts for high use supplies and services needed by all agencies.
- Provide training to client agencies on the application of the State Procurement Code (AS 36.30, 2 AAC 12) and the Alaska Administrative Manual.
- Provide operational training, oversight, and guidance to all State agencies for inventory, property disposition, and final approval authority of fixed assets.
- Accept, warehouse, distribute, and/or sell incoming Federal and State surplus property to eligible program recipients.
- Promote full and open competition in procurement.

Major Component Accomplishments in 2021

- The Office of Procurement and Property Management (OPPM) made progress in promoting full and open competition by minimizing Limited Competition or Single Source Request for Alternative Procurements (RAPs). RAPs decreased by 17% in FY20. Procurement training continues to be a strategic goal for OPPM. Staff presented eight procurement training courses to 120 attendees with an average student satisfaction rating of 3.77 out of 4. The number of classes presented in FY20 was reduced when compared to FY19 due to the travel freeze and COVID-19. Online training courses are being developed to accommodate those constraints.
- Transitioned all staff who met eligibility criteria to telework to mitigate COVID-19 risk.
- Reutilized 1,023 pieces of excess State property with an estimated value of \$122,966.
- Distributed 5,800 pieces of Federal surplus property to eligible recipients and re-introduced the Federal Property Fixed Price Sales program, for a total of \$309,758 in revenue.

Key Component Challenges

Statewide Contracting – The OPPM team is focused on centralized procurement consolidation, procurement support in response to COVID-19, automating procurement methods using the IRIS e-procurement system, and enhancing reporting on statewide service and commodity procurement. Improvements to procurement training and certification is also being addressed to maintain visibility on staff training and delegations of procurement authority. OPPM is dedicated to increasing the number of contracts available for State agencies and political subdivisions. Expanding outreach to rural communities and other State of Alaska subdivisions will increase access to cost effective and efficient contracts.

Efficiencies – Significant progress has been made in the procurement centralization effort. State Property Management continues seeking improvements in the program's operational efficiency, customer service, and cost effectiveness by implementing training for Department Property Officers and Custodians.

Marketing – OPPM is conducting outreach to all SOA political subdivisions to market our Master Agreements and gauge interest in forming more formal relationships to identify commodity and service contract needs across the state. A Sourcing, Cooperative, and Statewide Contracting Working Group was created to explore greater opportunities to partner with States, political subdivision, and other Group Purchasing Organizations (GPOs) to leverage buying power and achieve best in class pricing. Combined buying power will achieve greater savings for the State.

State and Federal Property Management Office continues to aggressively market state and federal surplus

property programs using GovDeals (online auction site for State surplus property), presenting at events geared toward municipal, State, tribal, and non-profit groups that are eligible to participate in the Federal Surplus Property Program, and social media sites to increase the customer base that supports this program.

Inventory Control

State and Federal Property Management Office is focused on improving inventory control by updating manuals and involving departments to identify key changes necessary to increase timely and efficient property disposition.

Significant Changes in Results to be Delivered in FY2023

Continuous Process Improvement – OPPM continues to implement process improvement techniques and measures to improve and streamline service delivery to customers and other stakeholders.

Increased Cooperative Purchasing Outreach – OPPM continues to increase efforts to reach out to political subdivisions around the state to educate and involve their procurement office on statewide contracting efforts by incorporating political subdivision staff in statewide contract planning and marketing available statewide contracts they can use.

Data Collection – Data collection continues to be a challenge for OPPM. A solution needs to be identified to allow for visibility on high volume service and commodity purchases. This data will allow for the State to enter into new cooperative contracts negotiated at higher cost savings to the State and political subdivisions.

State of Alaska Procurement Centralization – The State of Alaska is consolidating procurement functions by moving procurement staff from departments to OPPM in FY2022. Consolidation requires establishing best practices and training for incoming staff to ensure consistent procurement processes are followed, and data collection geared toward process improvement and State spending practices will be readily available for analysis. Moving procurement staff into the division will require close participation by agency administrative staff to ensure all resources are in place and delays are minimized.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 44.21.020(1), (4)	Duties of the Department
AS 44.99.200-240	State Publications
2 AAC 12	Procurement
AS 37.05.500(a)(1)	Special Funds
AS 44.68.110	Disposition of Obsolete or Surplus State Property
AS 44.68.120-140	Acquisition of Federal Surplus Property
2 AAC 20	Sale of Surplus Property

Contact Information

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Component Detail All Funds
Department of Administration

Component: Statewide Contracting and Property Office (3262)
RDU: Shared Services of Alaska (17)

Non-Formula Component

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor
71000 Personal Services	2,012.4	0.0	0.0	0.0	0.0	0.0 0.0%
72000 Travel	0.5	0.0	0.0	0.0	0.0	0.0 0.0%
73000 Services	308.1	0.0	0.0	0.0	0.0	0.0 0.0%
74000 Commodities	47.8	0.0	0.0	0.0	0.0	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	2,368.8	0.0	0.0	0.0	0.0	0.0 0.0%
Fund Sources:						
1005 GF/Prgm (DGF)	1,378.2	0.0	0.0	0.0	0.0	0.0 0.0%
1007 I/A Rcpts (Other)	716.8	0.0	0.0	0.0	0.0	0.0 0.0%
1033 Surpl Prop (Fed)	273.8	0.0	0.0	0.0	0.0	0.0 0.0%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
Designated General (DGF)	1,378.2	0.0	0.0	0.0	0.0	0.0 0.0%
Other Funds	716.8	0.0	0.0	0.0	0.0	0.0 0.0%
Federal Funds	273.8	0.0	0.0	0.0	0.0	0.0 0.0%
Positions:						
Permanent Full Time	19	0	0	0	0	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 Administration

Component: Statewide Contracting and Property Office (3262)

RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
Totals		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

Line Item Detail (1676)
Department of Administration
Travel

Component: Statewide Contracting and Property Office (3262)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000	Travel		0.5	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000 Travel Detail Totals			0.5	0.0	0.0
2005	Moving Costs	Moving and relocation costs	0.5	0.0	0.0

Line Item Detail (1676)
Department of Administration
Services

Component: Statewide Contracting and Property Office (3262)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		308.1	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals			308.1	0.0	0.0
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	4.4	0.0	0.0
3001	Financial Services	Management and consulting services	9.7	0.0	0.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	6.0	0.0	0.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	6.9	0.0	0.0
3006	Delivery Services	Freight, courier services, and postage	5.9	0.0	0.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.4	0.0	0.0
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	6.8	0.0	0.0
3011	Other Services		1.3	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	61.2	0.0	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	7.8	0.0	0.0

Line Item Detail (1676)
Department of Administration
Services

Component: Statewide Contracting and Property Office (3262)

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor	
3000 Services Detail Totals			308.1	0.0	0.0	
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	3.2	0.0	0.0
3022	Inter-Agency Human Resources		Centralized Human Resource chargeback	28.6	0.0	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	9.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	92.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	3.7	0.0	0.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	1.0	0.0	0.0
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	7.3	0.0	0.0
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	2.8	0.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.2	0.0	0.0
3037	State Equipment Fleet	Trans - Department-wide	State equipment fleet chargeback for vehicle lease, maintenance, and fuel	18.4	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)		14.2	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)		15.4	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)		1.3	0.0	0.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Statewide Contracting and Property Office (3262)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		47.8	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000 Commodities Detail Totals			47.8	0.0	0.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	46.3	0.0	0.0
4015	Parts and Supplies	Parts, supplies, maintenance and repair items	1.5	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Statewide Contracting and Property Office (3262)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5005 GF/Prgm (1005 GF/Prgm)			1,750.5	0.0	0.0
5103 Program Receipts - Charges for Services			4.4	0.0	0.0
5107 Program Receipts General Government - Sale of Surplus			504.7	0.0	0.0
5120 Program Receipts - Other Revenue			1,203.5	0.0	0.0
5125 Program Receipts - Prior Year Reimbursement Recovery			37.9	0.0	0.0
5007 I/A Rcpts (1007 I/A Rcpts)			716.9	0.0	0.0
5301 Inter-Agency Receipts			476.1	0.0	0.0
5301 Inter-Agency Receipts	Admin - Accounting (3134)		6.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)		3.0	0.0	0.0
5301 Inter-Agency Receipts	Admin - Administrative Services (46)		0.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)		2.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)		0.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Facilities Administration (2430)		0.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - Finance (59)		19.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Labor Relations (58)		0.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Lease Administration (2304)		1.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)		39.7	0.0	0.0
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)		25.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Personnel (56)		20.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Print Services (2333)		0.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)		13.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)		97.6	0.0	0.0
5301 Inter-Agency Receipts	Admin - Risk Management (71)		1.7	0.0	0.0
5301 Inter-Agency Receipts	Admin - Stwd Contracting and		1.3	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Statewide Contracting and Property Office (3262)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5301 Inter-Agency Receipts	Property (3262)				
5301 Inter-Agency Receipts	E&ED - Department-wide		2.4	0.0	0.0
5301 Inter-Agency Receipts	EnvCon - Department-wide		1.0	0.0	0.0
5301 Inter-Agency Receipts	Gov - Department-wide		1.2	0.0	0.0
5301 Inter-Agency Receipts	Health - Department-wide		1.7	0.0	0.0
5301 Inter-Agency Receipts	Labor - Department-wide		0.1	0.0	0.0
5301 Inter-Agency Receipts	NatRes - Department-wide		0.3	0.0	0.0
5301 Inter-Agency Receipts	PubSaf - Department-wide		0.1	0.0	0.0
5301 Inter-Agency Receipts	Trans - Department-wide		0.2	0.0	0.0
5302 Inter-Agency Receipts - Prior Year Reimbursement Recovery			0.2	0.0	0.0
6033 Surpl Prop (1033 Surpl Prop)			415.3	0.0	0.0
6440 Surplus Property Revolving Fund - Miscellaneous			415.3	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Statewide Contracting and Property Office (3262)

	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
Component Totals	238.1	0.0	0.0
With Department of Administration	219.7	0.0	0.0
With Department of Transportation/Public Facilities	18.4	0.0	0.0

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	61.2	0.0	0.0
3018 Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	7.8	0.0	0.0
3021 Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	3.2	0.0	0.0
3022 Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	9.3	0.0	0.0
3023 Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	92.3	0.0	0.0
3023 Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	3.7	0.0	0.0
3026 Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	1.0	0.0	0.0
3027 Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	7.3	0.0	0.0
3027 Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	2.8	0.0	0.0
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.2	0.0	0.0
3037 State Equipment Fleet	Trans - Department-wide	State equipment fleet chargeback for vehicle lease, maintenance, and fuel	18.4	0.0	0.0
3038 Inter-Agency Management/Consulting	Admin - Administrative Services (46)		14.2	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Statewide Contracting and Property Office (3262)

Object Class		Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)		15.4	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)		1.3	0.0	0.0