

BUDGET FUNCTION: Division of Purchasing

Develop this staff resource allocation spreadsheet up from zero base on a cost center by cost center basis. This

Agency: 200 **CURRENT LEVEL STAFF RESOURCE ALLOCATION TO COST CENTERS**
 Code: _____ **(IN FULL TIME POSITIONS)**

| Job Title | DEDICATED | | | | | GENERAL | |
|--------------|--------------------|-------------------|----------------------------|--------------------|-------------------------------|-------------------|-------------------|
| | 0450 Purchasing | 0450 Postal | 0450 Records Management | 0450 Quick Copy | 0456 Federal Surplus Prop. | Purchasing | Postal |
| FTP | 7.78 | 4.57 | 2.2 | 3.2 | 2.2 | 7.02 | 8.03 |
| Employee 1 | 34,618.98 | | 4,945.57 | 4,945.57 | 4,945.57 | 44,510.12 | 4,945.57 |
| Employee 2 | | 29,909.43 | 11,806.35 | 11,806.35 | 11,806.35 | | 13,380.53 |
| Employee 3 | 12,562.23 | | | | | 24,385.51 | |
| Employee 4 | 17,315.40 | | | | | 33,612.25 | |
| Employee 5 | 21,804.24 | | | | | 42,325.88 | |
| Employee 6 | 12,630.37 | | | | | 24,517.78 | |
| Employee 7 | 21,564.67 | | | | | 41,860.83 | |
| Employee 8 | 43,670.71 | | | | | 45,453.19 | |
| Employee 9 | 25,754.21 | | | | | 49,993.47 | |
| Employee 10 | 12,400.41 | | | | | 24,071.38 | |
| Employee 11 | 25,054.53 | | | | | 45,587.60 | |
| Employee 12 | 23,484.52 | | | | | 44,759.43 | |
| Employee 13 | 25,498.23 | | | | | 49,496.57 | |
| Employee 14 | 22,050.38 | | | | | 42,803.67 | |
| Employee 15 | 21,223.36 | | | | | 41,181.73 | |
| Employee 16 | | 26,180.83 | | | | | 33,212.77 |
| Employee 17 | | 16,027.76 | | | | | 20,398.97 |
| Employee 18 | | 17,019.53 | | | | | 22,865.96 |
| Employee 19 | | 16,837.31 | | | | | 21,429.30 |
| Employee 20 | | 17,110.96 | | | | | 21,777.58 |
| Employee 21 | | 15,423.46 | | | | | 19,629.85 |
| Employee 22 | | 15,890.94 | | | | | 20,224.83 |
| Employee 23 | | 15,799.72 | | | | | 20,108.74 |
| Employee 24 | | 17,236.38 | | | | | 21,937.21 |
| Employee 25 | | 35,338.36 | | | | | |
| Employee 26 | | 37,074.58 | | | | | |
| Employee 27 | | 33,550.32 | | | | | |
| Employee 28 | 33,000.00 | | | | | | |
| Employee 29 | | | | | | | 48,787.56 |
| Employee 30 | | | | | | | 53,310.98 |
| Employee 31 | | | 53,232.95 | | | | |
| Employee 32 | | | 32,764.27 | | | | |
| Employee 33 | | | | 47,543.09 | | | |
| Employee 34 | | | | 39,365.82 | | | |
| Employee 25 | | | | 45,273.22 | | | |
| TOTAL | 352,632.24 | 293,399.58 | 102,749.14 | 148,934.05 | 118,850.46 | 554,559.41 | 219,911.31 |

Agency Purchasing

Code: _200

Decision Package Title: Purchasing

Cost Center Description

This program supports state agencies in the procurement or lease of goods, services, parts, supplies, and equipment within state purchasing requirements. It also provides training for agency purchasing personnel.

For this decision package, please thoroughly answer, on a separate sheet, the following three questions with as much detail as is necessary:

1. Why is this service/activity performed and why is it performed in this manner?

State Purchasing exists to purchase goods and services by securing maximum value for the tax dollar and to provide service to state agencies and the public in a timely and courteous manner through ethical and impartial relations with vendors and state personnel. Continuous training is also provided to both state agencies and the business community.

2. How does this service/activity and this base level of funding support your agency's strategic plan and fulfill legal mandates?

This base fulfills requirements of the agency's statutory mandate to fulfill requirements set forth in Idaho Code Title 67 Chapter 57. It allows the Division to execute competitive bids in acquisitions of property and to maximize competition and the value received by the State. It allows the Division to actively train internal and agency buyers in systems, procedures and processes to enhance productivity, professionalism and best practice knowledge. It supports the Department's efforts to implement statewide IT enterprise philosophies by supporting the OCIO on related contracts and procurement. One of the Department's goals is to implement recommendations of the Purchasing Review Team for enhancing the state's procurement processes. The Division of Purchasing will be responsible for reviewing and implementing the recommendations. This function supports the mission of the Department to provide cost effective business solutions to agencies so they can concentrate on fulfilling their own missions.

3. What adjustments would be made if this cost center were eliminated?

a. The function could be outsourced. This would require significant internal management control to ensure the fulfillment of all legal and financial processes.

b. If agencies procured on their own, the following would happen:

**Agencies would either need to procure their own products (capabilities and staff would have to increase to do so) or outsource their purchasing functions.

**Integration with agencies and a 3rd party contractor would be considerably difficult and time exhaustive.

**Cost and management may be prohibitive. Legal exposure would be increased. No consistency would exist in the application of statutes and related supporting systems/processes.

**Potential loss in leveraging of state spending through state contracts and/or multistate contracts. Example: the current IT equipment contract for a standard desktop PC has saved the State \$462 each or a 44% reduction from retail through a multistate WSCA contract with a State of Idaho addendum.

c. If purchasing was outsourced it would require significant internal management control to ensure the fulfillment of all legal and financial processes. Additional program leadership for consolidation of programs would be lost such as the vehicle fleet management program. This program is led by the Division of Purchasing with expected results that decrease the size of the statewide fleet, apply central management, utilize vehicles wiser, provide ease in required governmental reporting, provide for better maintenance tracking, and yield higher vehicle resale values. If this program of centralized management through a lead agency or a third party, additional funding resources (outside of this budget) would be required for its support i.e. internal labor, material, overhead to manage the program and the 3rd party (if applicable).

| Expenditure Category | Amount | | | Explanation (include details to justify basis for the calculated attach a separate sheet if needed) |
|--|-------------------|-------------------|---------------------|--|
| | 0001 | 0450 | Total | |
| 4000 Total Salary & Benefits | 554,559.41 | 352,632.24 | 907,191.65 | Based on 2009 exit wages. |
| 5001 Subtotal Communication | 0.00 | 15,374.00 | 15,374.00 | Maintenance of eProcurement system, training to agency personnel, and administrative supplies. |
| 5051 Subtotal Employee Development | 1,200.00 | 41,480.00 | 42,680.00 | Training is used to increase the effectiveness of agency personnel to execute competitive bidding requirements when delegated the authority. This includes quarterly workshops, certification classes, e-procurement training, and classes through the National Institute of Government Procurement. Some vendor seminars are also done. |
| 5101 Subtotal General Services | 0.00 | 0.00 | 0.00 | |
| 5151 Subtotal Professional Services | 80.00 | 7,600.00 | 7,680.00 | |
| 5201 Subtotal Repair & Maint Services | 170.00 | 49,674.00 | 49,844.00 | Contraxx and Sicomm system maintenance fees |
| 5251 Subtotal Administrative Service | 510.00 | 1,500.00 | 2,010.00 | |
| 5301 Subtotal Computer services | 0.00 | 0.00 | 0.00 | |
| 5351 Subtotal Employee Travel | 0.00 | 13,600.00 | 13,600.00 | In-state agency training/travel |
| 5401 Subtotal Administrative Supplies | 2,040.00 | 4,260.00 | 6,300.00 | |
| 5451 Subtotal Fuel & Lubricants | 0.00 | 550.00 | 550.00 | |
| 5501 Subtotal Mfg & Merch Costs | 0.00 | 0.00 | 0.00 | |
| 5551 Subtotal Computer supplies | 1,900.00 | 185,000.00 | 186,900.00 | |
| 5601 Subtotal Repair & Maint Supplies | 0.00 | 100.00 | 100.00 | |
| 5651 Subtotal Instit & Resid supplies | 0.00 | 0.00 | 0.00 | |
| 5701 Subtotal Specific use supplies | 0.00 | 500.00 | 500.00 | |
| 5751 Subtotal Insurance | 0.00 | 4,400.00 | 4,400.00 | |
| 5851 Subtotal utility charges | 0.00 | 0.00 | 0.00 | |
| 5901 Subtotal Rentals & Operating leases | 0.00 | 74,530.00 | 74,530.00 | |
| 5961 Subtotal Misc Expenditures | 0.00 | 211,112.00 | 211,112.00 | Government overhead |
| 5000 Total Operating Expenses | 5,900.00 | 609,680.00 | 615,580.00 | |
| 6000 Capital Outlay | | | 0.00 | |
| 7000 Trustee/Benefits | | | 0.00 | |
| TOTAL EXPENDITURES | 560,459.41 | 962,312.24 | 1,522,771.65 | |

| Alternatives | Cost Description (use separate sheet of paper if necessary) | Benefit Description (use separate sheet of paper if necessary) |
|---|---|--|
| The Preferred Budget, illustrated above, is the program's base budget. | | |

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Agency Administration

Code: _ 200

Decision Package Title: Central Postal Services (CPS)

Cost Center Description

Central Postal Services provides full-spectrum mailing services to state agencies in Ada County. Services include processing and delivery of inbound mail, processing of outbound mail, pre-sort and barcode of outbound mail, bulk mail processing, and package handling for incoming and outbound packages/parcels. The program provides these services via 7 mail routes that cover the Ada County area.

For this decision package, please thoroughly answer, on a separate sheet, the following three questions with as much detail as is necessary:

1. Why is this service/activity performed and why is it performed in this manner?

State agencies require responsive, cost effective, and timely support services to support their missions. The Central Postal Services (CPS) function effectively meets this need by providing a central mail facility for the majority of state agencies within Ada County. Through this central facility, agencies are able to realize discounted mail rates via our barcode equipment, and timely pick up and delivery of mail pieces. Staff members of our CPS are well-trained to help agencies determine the best methods to mail material and design mail pieces so US Postal Services (USPS) requirements are met.

2. How does this service/activity and this base level of funding support your agency's strategic plan and fulfill legal mandates?

Timely, effective handling of mail is a base requirement to state agency business. The CPS function enables agencies to meet this requirement and to adhere to US Postal Service regulations. Additionally, the CPS administers the USPS postal permits used by all agencies. This function supports the Department's mission to provide cost effective business solutions to other agencies so they can concentrate on their own missions.

3. What adjustments would be made if this cost center were eliminated?

a. This function could be de-centralized; however, the following would happen:

--Each agency would be responsible for getting its mail picked up and delivered, requiring additional time and resources by those agencies.

--Multi-tenant state buildings such as the Towers Building would receive one delivery to each street address instead of a delivery to each floor or program office which is currently provided by our operation. Additional time and resources would be required by agencies to disperse the mail.

--Agencies would need to acquire individual postal permit accounts with the USPS.

--Discounted barcoding provided by our central program would be eliminated causing statewide postal costs to increase.

--Inter-office mail would be eliminated which would add to agency postal costs and time in delivery.

b. Purchasing is in the process of looking at consolidation with other state postal functions to possibly eliminate duplicative state efforts and equipment. To date, discussions have been initiated with the Tax Commission and ITD to discuss pros and cons of consolidation.

c. This function could be outsourced, although someone within the Department would need to provide oversight to the contractors. The cost of outsourcing and administering the outsourcing is unknown.

Develop this decision package by reconstructing the cost center's operation up from zero base according to what is absolutely needed to fulfill your agency's legal requirements in the most efficient and effective way. Critical to this step is the identification and analysis of alternative approaches to how business is currently undertaken within this cost center (please identify opportunities to do the job differently and better). This reconstruction should reflect the preferred alternative (from the alternative box below) to the current structure.

| Expenditure Category | Amount | | Total | sheet if needed) |
|--|------------|------------|------------|--|
| | 0001 | 0450 | | |
| 4000 Total Salary & Benefits | 219,911.31 | 293,399.58 | | Moved .5 FTE from Records for delivery consolidation |
| 5001 Subtotal Communication | | 8,837.00 | | |
| 5051 Subtotal Employee Development | | 80.00 | | |
| 5101 Subtotal General Services | | 0.00 | | |
| 5151 Subtotal Professional Services | | 4,000.00 | | |
| 5201 Subtotal Repair & Maint Services | | 31,596.00 | | |
| 5251 Subtotal Administrative Service | | 125.00 | | |
| 5301 Subtotal Computer services | | 100.00 | | |
| 5351 Subtotal Employee Travel | | 3,000.00 | | |
| 5401 Subtotal Administrative Supplies | | 374.00 | | |
| 5451 Subtotal Fuel & Lubricants | | 8,573.00 | | Increase of \$2,500-delivery consolidation w/Records which resulted in a decrease in Records Management's budget |
| 5501 Subtotal Mfg & Merch Costs | | 0.00 | | |
| 5551 Subtotal Computer supplies | | 27,663.00 | | |
| 5601 Subtotal Repair & Maint Supplies | | 2,000.00 | | |
| 5651 Subtotal Instit & Resid supplies | | 254.00 | | |
| 5701 Subtotal Specific use supplies | | 1,100.00 | | |
| 5751 Subtotal Insurance | | 216.00 | | |
| 5851 Subtotal utility charges | | 0.00 | | |
| 5901 Subtotal Rentals & Operating leases | | 105,534.00 | | |
| 5961 Subtotal Misc Expenditures | | 206,143.00 | | |
| 5000 Total Operating Expenses | | 399,595.00 | | |
| 6000 Capital Outlay | | 27,346.00 | | Equipment leases |
| 7000 Trustee/Benefits | | | | |
| TOTAL EXPENDITURES | 219,911.31 | 720,340.58 | 940,251.89 | |

| Alternatives | Cost Description (use separate sheet of paper if necessary) | Benefit Description (use separate sheet of paper if necessary) |
|--|---|--|
| The Preferred Budget , illustrated above, is the program's base budget. | | |

Agency Administration

Code: _ 200

Decision Package Title: State Record Center

Cost Center Description

This function is the State Record Center activities that includes storage of inactive business records for state agencies, records management consultation, training, delivery, storage, and rotation of computer back-up media.

For this decision package, please thoroughly answer, on a separate sheet, the following three questions with as much detail as is necessary:

1. Why is this service/activity performed and why is it performed in this manner?

The State Records Center provides state agencies with consultation, training, and cost-effective storage, delivery, maintenance and disposition of State business records as required by law. Our Center provides a secure, low cost warehouse environment for storage of inactive business records.

2. How does this service/activity and this base level of funding support your agency's strategic plan and fulfill legal mandates?

This function provides training and leadership to state agencies in efficient record management practices. This function supports the Department's mission to provide cost-effective business solutions to other agencies so they can concentrate on fulfilling their own missions.

3. What adjustments would be made if this cost center were eliminated?

This function could be outsourced although someone within Administration would need to provide oversight to the contract. This option has been studied, and as a result management determined it would be too expensive. In addition, many records stored in our facility fall under federal requirements that prohibit storage in a private facility. As such, we do not recommend outsourcing this function. Nevertheless, we are currently working to downsize our warehouse needs by working with agencies to aggressively dispose of records that have reached their retention requirements and/or have permanent value and should be transferred to the State Historic Archives.

Develop this decision package by reconstructing the cost center's operation up from zero base according to what is absolutely needed to fulfill your agency's legal requirements in the most efficient and effective way. Critical to this step is the identification and analysis of alternative approaches to how business is currently undertaken within this cost center (please identify opportunities to do the job differently and better). This reconstruction should reflect the preferred alternative (from the alternative box below) to the current structure. Alternatives may include the need to, for example, propose legislation to eliminate low value or out-of-date mandates, reorganize or re-engineer work processes, further exploit information technology applications, including system consolidation, outsource services to contractors, share or transfer work responsibilities to other cost centers, programs, or agencies.

| Expenditure Category | Amount | | | | Explanation |
|--|-------------------|--------|--------|-------|--|
| | 0450 | Fund 2 | Fund 3 | Total | |
| 4000 Total Salary & Benefits | 102,749.14 | | | | .5 FTP moved to Postal for delivery consolidation |
| 5001 Subtotal Communication | 2,237.00 | | | | |
| 5051 Subtotal Employee Development | 0.00 | | | | |
| 5101 Subtotal General Services | 0.00 | | | | |
| 5151 Subtotal Professional Services | 4,017.00 | | | | |
| 5201 Subtotal Repair & Maint Services | 6,722.00 | | | | |
| 5251 Subtotal Administrative Service | 120.00 | | | | |
| 5301 Subtotal Computer services | 0.00 | | | | |
| 5351 Subtotal Employee Travel | 1,032.00 | | | | |
| 5401 Subtotal Administrative Supplies | 781.00 | | | | |
| 5451 Subtotal Fuel & Lubricants | 300.00 | | | | This is a reduction of \$2,500 as a result of delivery consolidation with Postal |
| 5501 Subtotal Mfg & Merch Costs | 10,648.00 | | | | |
| 5551 Subtotal Computer supplies | 0.00 | | | | |
| 5601 Subtotal Repair & Maint Supplies | 1,500.00 | | | | |
| 5651 Subtotal Instit & Resid supplies | 0.00 | | | | |
| 5701 Subtotal Specific use supplies | 116.00 | | | | |
| 5751 Subtotal Insurance | 72.00 | | | | |
| 5851 Subtotal utility charges | 5,574.00 | | | | This total will be reduced once one of the storage locations is vacated 12/09. |
| 5901 Subtotal Rentals & Operating leases | 95,852.00 | | | | This total will be reduced once one of the storage locations is vacated 12/09. |
| 5961 Subtotal Misc Expenditures | 20,817.00 | | | | |
| 5000 Total Operating Expenses | 149,788.00 | | | | |
| 6000 Capital Outlay | | | | | |
| 7000 Trustee/Benefits | | | | | |
| TOTAL EXPENDITURES | 252,537.14 | | | | |

| Alternatives | Cost Description (use separate sheet of paper if necessary) | Benefit Description (use separate sheet of paper if necessary) |
|--|---|--|
| The Preferred Budget , illustrated above, is the program's base budget. | | |

Agency Administration

Code: _ 200

Decision Package Title: State Copy Center

Cost Center Description

The Copy Center function provides networked printing and photocopying services, workshops, and assistance in the procurement of printed materials, to all state agencies.

For this decision package, please thoroughly answer, on a separate sheet, the following three questions with as much detail as is necessary:

1. Why is this service/activity performed and why is it performed in this manner?

The State Copy Center offers state agencies quality products at competitive pricing while utilizing state-of-the-art digital equipment. Services include black/white copies, color copies, custom orders, pick-up and delivery, complete copy and binding, including a variety of text and cover paper options. The Center also collaborates with State Postal Services to accomplish agencies' copy/mail projects.

2. How does this service/activity and this base level of funding support your agency's strategic plan and fulfill legal mandates?

The role of this cost center supports our strategic plan by providing responsive, cost effective, and timely print and copy services to state agencies. This function supports the Department's mission to provide cost-effective business solutions to other agencies so they can concentrate on fulfilling their own missions.

3. What adjustments would be made if this cost center were eliminated?

This function could be outsourced; however, the control over producing sensitive and confidential material (such as legislation and budgets) would be lost. Also lost would be the convenient proximity the Copy Center has with Capitol Mall tenants, and the collaboration it enjoys with the Central Postal Services in filling agencies' copy/mail orders. The Department is in the process of looking at consolidation options with other state printing functions to possibly eliminate duplicative efforts and equipment. To date it has initiated discussion with the Tax Commission and ITD to discuss pros and cons of consolidation. Meetings have also been held with Correctional Industries to consider partnering with them as well.. Recently, Administration successfully combined its copy operations with those at the Department of Education.

Develop this decision package by reconstructing the cost center's operation up from zero base according to what is absolutely needed to fulfill your agency's legal requirements in the most efficient and effective way. Critical to this step is the identification and analysis of alternative approaches to how business is currently undertaken within this cost center (please identify opportunities to do the job differently and better). This reconstruction should reflect the preferred alternative (from the alternative box below) to the current structure. Alternatives may include the need to, for example, propose legislation to eliminate low value or out-of-date mandates, reorganize or re-engineer work processes, further exploit information technology applications, including system consolidation, outsource services to contractors, share or transfer work responsibilities to other cost centers, programs, or agencies.

| Expenditure Category | Amount | | Explanation |
|--|-------------------|-------|------------------|
| | 0450 | Total | |
| 4000 Total Salary & Benefits | 148,934.05 | | |
| 5001 Subtotal Communication | 1,554.00 | | |
| 5051 Subtotal Employee Development | 200.00 | | |
| 5101 Subtotal General Services | 0.00 | | |
| 5151 Subtotal Professional Services | 6,815.00 | | |
| 5201 Subtotal Repair & Maint Services | 6,850.00 | | |
| 5251 Subtotal Administrative Service | 0.00 | | |
| 5301 Subtotal Computer services | 0.00 | | |
| 5351 Subtotal Employee Travel | 0.00 | | |
| 5401 Subtotal Administrative Supplies | 430.00 | | |
| 5451 Subtotal Fuel & Lubricants | 0.00 | | |
| 5501 Subtotal Mfg & Merch Costs | 85,243.00 | | |
| 5551 Subtotal Computer supplies | 363.00 | | |
| 5601 Subtotal Repair & Maint Supplies | 112.00 | | |
| 5651 Subtotal Instit & Resid supplies | 0.00 | | |
| 5701 Subtotal Specific use supplies | 0.00 | | |
| 5751 Subtotal Insurance | 0.00 | | |
| 5851 Subtotal utility charges | 0.00 | | |
| 5901 Subtotal Rentals & Operating leases | 29,427.00 | | |
| 5961 Subtotal Misc Expenditures | 20,746.00 | | |
| 5000 Total Operating Expenses | 151,740.00 | | |
| 6000 Capital Outlay | 120,023.00 | | leased equipment |
| 7000 Trustee/Benefits | | | |
| TOTAL EXPENDITURES | 420,697.05 | | |

| Alternatives | Cost Description (use separate sheet of paper if necessary) | Benefit Description (use separate sheet of paper if necessary) |
|--|---|--|
| The Preferred Budget , illustrated above, is the program's base budget. | | |

Agency Administration

Code: _ 200

Decision Package Title: Federal Surplus Property

Cost Center Description

This cost center works with the General Services Administration (GSA) to connect agencies with properties deemed surplus by the federal government. It distributes the properties through acquisition to interested state agencies, local governments, and other no-profit entities.

For this decision package, please thoroughly answer, on a separate sheet, the following three questions with as much detail as is necessary:

1. Why is this service/activity performed and why is it performed in this manner?

Federal surplus properties are made available to state and public agencies and certain non-profit organizations via this cost center working with the GSA. GSA requires a single point of contact with each state for this activity. In the past, properties were retrieved by the Department and maintained in a warehouse or yard. This past year, as part of the Zero-Based Budgeting process, the Department determined that it would utilize technology to change the way of doing business. As a result, the program is moving into a smaller leased warehouse and yard which reduces overhead, and reduced staff from 3 to 2.

2. How does this service/activity and this base level of funding support your agency's strategic plan and fulfill legal mandates?

The function connects agencies with cost effective alternative for property. This function supports the Department's mission to provide cost effective business solutions to state agencies so they can concentrate on fulfilling their own missions.

3. What adjustments would be made if this cost center were eliminated?

If this program were eliminated, the section of Code that authorized the state's Federal Surplus Properties program would need to be repealed and the Federal Government would have to reclaim and distribute its own surplus properties. As mentioned above, we are presently downsizing the physical size of this program's warehouse and working towards brokering more transactions. By doing this the Department anticipates savings in transaction costs and overhead expenses totaling about one-third of today's expenses.

Develop this decision package by reconstructing the cost center's operation up from zero base according to what is absolutely needed to fulfill your agency's legal requirements in the most efficient and effective way. Critical to this step is the identification and analysis of alternative approaches to how business is currently undertaken within this cost center (please identify opportunities to do the job differently and better). This reconstruction should reflect the preferred alternative (from the alternative box below) to the current structure. Alternatives may include the need to, for example, propose legislation to eliminate low value or out-of-date mandates, reorganize or re-engineer work processes, further exploit information technology applications, including system consolidation, outsource services to contractors, share or transfer work responsibilities to other cost centers, programs, or agencies.

| Expenditure Category | Amount | | sheet if needed) |
|--|---------------------|-------|--|
| | 0456 | Total | |
| 4000 Total Salary & Benefits 2.2 FTE (was 3.1 FY09) | 118,850.46 | | |
| 5001 Subtotal Communication | 7,642.00 | | |
| 5051 Subtotal Employee Development | 0.00 | | |
| 5101 Subtotal General Services | 700.00 | | |
| 5151 Subtotal Professional Services | 50,000.00 | | Contractor service to view/prep items for shipment |
| 5201 Subtotal Repair & Maint Services | 2,106.00 | | |
| 5251 Subtotal Administrative Service | 20,000.00 | | Hauling fee to customer site(s) from fed site(s) |
| 5301 Subtotal Computer services | 0.00 | | |
| 5351 Subtotal Employee Travel | 1,000.00 | | |
| 5401 Subtotal Administrative Supplies | 200.00 | | |
| 5451 Subtotal Fuel & Lubricants | 2,500.00 | | |
| 5501 Subtotal Mfg & Merch Costs | 1,203.00 | | |
| 5551 Subtotal Computer supplies | 0.00 | | |
| 5601 Subtotal Repair & Maint Supplies | 807.00 | | |
| 5651 Subtotal Instit & Resid supplies | 372.00 | | |
| 5701 Subtotal Specific use supplies | 0.00 | | |
| 5751 Subtotal Insurance | 1,087.00 | | |
| 5851 Subtotal utility charges | 7,258.00 | | |
| 5901 Subtotal Rentals & Operating leases | 39,200.00 | | Moving costs to a smaller facility |
| 5961 Subtotal Misc Expenditures | 20,772.00 | | Primarily government overhead |
| 5000 Total Operating Expenses | 154,847.00 | | |
| 6000 Capital Outlay | | | |
| 7000 Trustee/Benefits | | | |
| TOTAL EXPENDITURES | \$273,697.46 | | |

| Alternatives | Cost Description (use separate sheet of paper if necessary) | Benefit Description (use separate sheet of paper if necessary) |
|--|---|--|
| The Preferred Budget , illustrated above, is the program's base budget and reflects relocation into a smaller facility with one less FTP. | | |

MANAGEMENT RANKING LIST

Agency: Department of Administration -Division of Purchasing
 Code: 200

This ranking spreadsheet is designed to capture the total priority ranking and associated costs of the decision packages. The expenditure total should reflect the newly reconstructed cost for the entire program. Prioritize and rank each decision package according to the degree to which they accomplish your core mission, fulfill your strategic plan and statutory authority, and meet performance expectations.

(DOLLARS)

(1 = Top)

| Priority Rank | Decision Packages | Full Time Positions | | General Fund | | Dedicated | | Federal | | Other | | TOTAL \$\$ |
|---------------|---|---------------------|-------|--------------|---------|------------|-----------|------------|----------|------------|-------|------------------|
| | | Cumulative | | Cumulative | | Cumulative | | Cumulative | | Cumulative | | |
| | | Increment | Total | Increment | Total | Increment | Total | Increment | Total | Increment | Total | |
| 1 | Purchasing | 14.8 | 14.80 | 560,459 | 560,459 | 962,312 | 962,312 | - | - | - | - | |
| 2 | Postal | 12.60 | 27.40 | 219,911 | 780,371 | 720,341 | 1,682,653 | - | - | - | - | |
| 3 | Records | 2.20 | 29.60 | | 780,371 | 252,537 | 1,935,190 | - | - | - | - | |
| 4 | Copy Center | 3.20 | 32.80 | | 780,371 | 420,697 | 2,355,887 | - | - | - | - | |
| 5 | Federal Surplus Program | 2.20 | 35.00 | | 780,371 | - | 2,355,887 | 273,697 | 273,697 | - | - | |
| 6 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 7 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 8 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 9 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 10 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 11 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| 12 | | | 35.00 | | 780,371 | | 2,355,887 | | 273,697 | | - | |
| | Total Reconstruction Expenditures | | 35 | | 780,371 | | 2,355,887 | | 273,697 | | - | 3,409,955 |
| | Total FY 2011 Projected Base Appropriation | | 40.7 | | 790,000 | | 2,270,800 | | 410,600 | | 0 | 3,471,400 |
| | Based on 2010 appropriation | | | | | | | | | | | |
| | Difference | | -5.70 | | -9,629 | | 85,087 | | -136,903 | | 0 | -61,445 |