

## Department of Administrative Services

### Role and Overview

The Department of Administrative Services (DAS) was established in 1974 by consolidating specialized support services required to operate a state government into a single agency. The department's 841 employees assist customer agencies in the recruitment, selection, and retention of state employees; the administration, design, construction, and renovation of state-owned buildings; the procurement of goods and services; the management of state property; the coordination and promotion of equal access to state employment and contracting opportunities; the coordination of the state's information technology and telecommunications services; and the negotiation and interpretation of the state's collective bargaining contracts.

DAS plays an integral role in lowering the cost of running state government by providing enterprise-wide business services. We manage more than 30 program areas that serve our Ohio government customers, who in turn directly serve the interests of Ohio citizens. To provide these services, DAS is organized into six operating divisions: Equal Opportunity Division, General Services Division, Human Resources Division, Office of Collective Bargaining, and the Office of Information Technology (OIT) which includes the Service Delivery Division and the Investment and Governance Division. There also is a division that provides administrative support. The director of Administrative Services and the chief information officer are members of the Governor's cabinet. The Governor appoints the director of Administrative Services.

### Executive Priorities for the Department of Administrative Services

- Provide centralized services to all state agencies to take advantage of both economies of scale and specialized expertise to ensure that the efficient use of resources is maintained and duplication of effort is avoided.
- Provide integrated business systems and services that enable state agencies to operate efficiently and effectively and maintain focus on their core missions.
- Provide an integrated human resources system that enables state agencies to operate efficiently and effectively.
- Create and implement an exemplary procurement system that meets or exceeds state agencies needs.
- Improve stewardship of state property and equipment through an effective asset management system that meets or exceeds the state's needs.
- Leverage Ohio's investment in information technology by through the implementation of statewide governance in collaboration with state agencies.

### Summary of Budget History and Recommendations

(In thousands) BUDGET FUND GROUP	ACTUAL			ESTIMATE FY 2005	% CHANGE FY 04-05	RECOMMENDED			
	FY 2002	FY 2003	FY 2004			FY 2006	% CHANGE	FY 2007	% CHANGE
General Revenue Fund	144,540	142,393	128,899	143,114	11.0	160,848	12.4	161,362	.3
General Services Fund Group	163,362	154,367	162,944	216,321	32.8	216,357	.0	215,566	(.4)
Fed Special Revenue Fund Group	18	0	24	766	3,138	82	(89.3)	82	.0
Agency Fund Group	1,898,291	1,997,225	1,968,903	2,050,000	4.1	2,050,000	.0	2,050,000	.0
Holding Acct Redist Fund Group	6	3	6	20	214.0	20	.0	20	.0
<b>TOTAL</b>	<b>2,206,218</b>	<b>2,293,989</b>	<b>2,260,776</b>	<b>2,410,222</b>	<b>6.6</b>	<b>2,427,307</b>	<b>.7</b>	<b>2,427,030</b>	<b>.0</b>

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(In thousands) OBJECT OF EXPENSE	FY 2002	ACTUAL		ESTIMATE FY 2005	% CHANGE FY 04-05	RECOMMENDED			
		FY 2003	FY 2004			FY 2006	% CHANGE	FY 2007	% CHANGE
Personal Services	73,462	74,586	67,481	76,399	13.2	83,471	9.3	86,543	3.7
Purchased Services	19,082	13,986	15,757	30,915	96.2	27,723	(10.3)	24,282	(12.4)
Maintenance	101,690	88,798	96,007	115,660	20.5	109,728	(5.1)	109,509	(.2)
Equipment	9,281	6,514	5,484	16,622	203.1	16,558	(.4)	16,499	(.4)
Subsidy	95	25	54	392	627.9	580	48.0	580	.0
Goods For Resale	9,167	8,596	5,706	4,963	(13.0)	5,808	17.0	5,789	(.3)
Capital Improvements	963	253	182	42	(76.7)	50	18.2	50	.0
Transfer & Other	1,992,476	2,101,230	2,070,105	2,165,230	4.6	2,183,389	.8	2,183,779	.0
<b>TOTAL</b>	<b>2,206,218</b>	<b>2,293,989</b>	<b>2,260,776</b>	<b>2,410,222</b>	<b>6.6</b>	<b>2,427,307</b>	<b>.7</b>	<b>2,427,030</b>	<b>.0</b>

### PROGRAM SERIES 01: State Architect

The state architect program series consists of three programs that provide architectural, engineering, construction management services, and project oversight for public improvement projects.

#### Program 01.01: Capital Project Management Services

This program assists agencies with the competitive selection of associate architects, engineers, and construction managers and negotiates contracts and amendments for their services. Responsibilities include preparing bid announcements, administering bid openings, conducting field observations, assisting customers in the application of contract provisions, recommending payments for contractors and associates, participating in dispute resolutions, and collecting payroll data related to prevailing wage regulations. All state agencies, with the exception of the Departments of Transportation, Natural Resources, and certain commissions are subject to DAS oversight.

#### What the Budget Buys:

- Provides for the proper management of capital facility development for a large portion of the State's capital projects and maintains procedures and policies for effective project management for the design and construction of the state's capital projects;
- Maintains the master contractual requirements for design and construction contracts used in the development of state facilities;
- Provides guidance and support in the competitive selection and bidding process; and
- Promotes claims avoidance and alternative dispute resolution practices on capital projects.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	339,102	337,199
GSF	131	100-639	State Architect's Office	6,468,685	6,529,687
090	R08	100-646	General Services Refunds	20,000	20,000
<b>TOTAL FOR PROGRAM</b>				<b>6,827,787</b>	<b>6,886,886</b>

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## Program 01.02: Space Planning And Interior Design

This program provides space-planning services to tenants of DAS and Ohio Building Authority (OBA) managed buildings and in commercially leased space. Services include maintenance of a space density database, performance plans that are reviewed for code compliance, and occupancy plans that calculate square footages in DAS and OBA buildings. Tenant agencies use these services for space analysis and programming, the survey of existing spaces, building stacking proposals, office space planning and design concepts, performance plans, interior signage in DAS buildings, review of modular furniture specifications, and furniture and finish options.

### What the Budget Buys:

- Provides direct space-planning services to tenants of DAS buildings located in Columbus (includes the North High Complex, Education Department Building, and DAS's General Services Building), OBA buildings (includes the James A. Rhodes State Ohio Tower – Columbus, the Vern Riffe Center for Government & the Arts – Columbus, the Frank J. Lausche State Office Building – Cleveland, Michael V. DiSalle Government Center – Toledo, and the Oliver R. Ocasek Government Center – Akron), and those in commercially leased space; and
- Supports the development of stacking plans, space and occupancy surveys, and maintenance of a space density database to ensure effective usage of facility space.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	130-321	State Agency Support Services	589,000	523,000
GSF	117	100-644	General Services Division-Operating	31,810	40,043
GSF	131	100-639	State Architect's Office	78,579	80,467
<b>TOTAL FOR PROGRAM</b>				<b>699,389</b>	<b>643,510</b>

## Program 01.03: Energy Services

This program facilitates the cost-effective, efficient use of energy resources in state government operations and facilities through the use of performance-based contracts and capital improvement funds. DAS assists agencies with the integration of energy efficient measures in the design, construction, renovation, and use of state-owned, -assisted, or -leased facilities.

### What the Budget Buys:

- Encourages cost savings through assistance to agencies in reducing utility bills through the use of energy conservation measures, often through the use of performance contracts where the contractor is paid out of the actual energy savings generated by the project.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	130-321	State Agency Support Services	100,000	100,000
GSF	117	100-644	General Services Division-Operating	25,031	25,022
GSF	131	100-639	State Architect's Office	430,010	437,273
<b>TOTAL FOR PROGRAM</b>				<b>555,041</b>	<b>562,295</b>

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## PROGRAM SERIES 02: Procurement Services

The procurement services program series consists of three programs that provide centralized procurement of supplies and services used in the daily operations of most state agencies, with the exception of data and telecommunication products and services.

### Program 02.01: State Purchasing

This program provides term contracts and schedules to state agencies, state colleges and universities, and to political subdivisions. In fiscal year 2004, state agencies purchased approximately \$285 million in goods and services from State Purchasing contracts. Responsibilities include vendor registration, development and distribution of bid solicitation documents, evaluation of bid responses, preparation of contract documents, monitoring activity against contracts, and assisting agencies and vendors in resolving contract compliance issues.

#### What the Budget Buys:

- Provides for the centralized competitive bidding for supplies and services for state agencies. Approximately \$300 million or 15 percent of the state's \$2 billion worth of purchased supplies and services are competitively bid by State Purchasing.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-421	OAKS Project Implementation	239,392	202,815
GRF	GRF	130-321	State Agency Support Services	213,318	217,078
GSF	117	100-644	General Services Division-Operating	2,960,534	3,065,638
<b>TOTAL FOR PROGRAM</b>				<b>3,413,244</b>	<b>3,485,531</b>

### Program 02.02: Cooperative Purchasing

The Cooperative Purchasing program prepares procurement contracts used by local governments, school districts, and universities to meet their purchasing needs. Cooperative purchasing provides the contracting expertise of the state that may not be readily available to other public entities and helps realize savings through volume purchases. Some examples of items available through cooperative purchasing are: fire engines, fire fighting equipment, school and library furniture, law enforcement equipment, and underground pipe systems.

#### What the Budget Buys:

- Allows over 1,700 Ohio counties, townships, municipalities, school districts, public libraries, regional transit authorities, park districts, and other authorities to buy supplies and services through state government contracts.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	255,424	263,710
<b>TOTAL FOR PROGRAM</b>				<b>255,424</b>	<b>263,710</b>

### Program 02.03: Competitive Sealed Proposals

The Competitive Sealed Proposal program procures services that are not conducive to traditional bidding on behalf of state agencies, for example, building maintenance services. This procurement method employs the issuance of Request for Proposals (RFP) for the solicitation of Competitive Sealed Proposals which are evaluated on the basis of factors that include but are not limited to price.

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### What the Budget Buys:

- Provides for an alternative competitive selection process when the competitive sealed bid process is not possible or advantageous to the state.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	1,046,396	1,305,060
<b>TOTAL FOR PROGRAM</b>				<b>1,046,396</b>	<b>1,305,060</b>

### PROGRAM SERIES 03: Document Management

This program series consists of five programs that allow agencies to copy, print, distribute, store, and retrieve written information.

#### Program 03.01: Printing – Document Reproduction

This program operates a network of copy centers that provide a wide range of printing services for state agencies, boards, and commissions.

### What the Budget Buys:

- Operates a network of one main and six satellite copy centers that provide copying and printing services to state agencies.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	184,457	184,961
GSF	210	100-612	State Printing	4,649,755	4,615,062
<b>TOTAL FOR PROGRAM</b>				<b>4,834,212</b>	<b>4,800,023</b>

#### Program 03.02: Printing -- Commercial Printing

This program procures printing services on a contract basis from commercial printers on behalf of state agencies when it is not cost effective for DAS to provide such services through its own copy centers. The program staff is responsible for managing printing projects from the design through procurement and manufacturing. For each printing project, program staff determines which contract mechanism, term contracts, one time bids, or direct purchase quotes will secure the best product at the best cost.

### What the Budget Buys:

- Procures printed products for Ohio's state agencies. Printed products include multi-part forms, continuous forms, books, pamphlets, letterheads, envelopes, newsletters, maps, promotional items, and magazines; and
- Purchases services and products related to the production of printing such as typesetting and color separations.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	95,332	95,582
GSF	210	100-612	State Printing	1,273,701	1,308,163
<b>TOTAL FOR PROGRAM</b>				<b>1,369,033</b>	<b>1,403,745</b>

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### Program 03.03: Records Management

Responsibilities include the establishment of standards, review of disposal requests, and establishment of general schedules for retention of the records of all state agencies. Records Management develops policies and procedures to manage the retention and disposal of records, both paper and electronic.

#### What the Budget Buys:

- Establishes consistent records management standards to be employed by state agencies; and
- Reviews disposal requests and the development of records retention schedules for all state agencies for paper and electronic documents.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	130-321	State Agency Support Services	101,230	103,624
GSF	117	100-644	General Services Division-Operating	8,513	8,534
GSF	210	100-612	State Printing	7,965	8,196
<b>TOTAL FOR PROGRAM</b>				<b>117,708</b>	<b>120,354</b>

### Program 03.04: State Mail Services

This program provides inter-departmental mail delivery, metering, pre-sort services, and flat sorting services to state agencies. State Mail Services also serves as the front-line mail security for tenants in the Riffe Center and Rhodes Tower.

#### What the Budget Buys:

- Funds the processing of 35 million pieces of presort mail and provides mail metering services to customer agencies with ninety-seven (97) separate accounts utilizing the program, saving an estimated \$300,000 annually in postage costs with total savings for all state mail programs greater than \$4 million a year; and
- Supports inter-office mail delivery between agencies; and
- Ensures security of statewide mail operations through the use of federally mandated equipment.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	130-321	State Agency Support Services	732,350	751,350
GSF	117	100-644	General Services Division-Operating	55,689	55,815
GSF	122	100-637	Fleet Management	99,474	100,160
GSF	201	100-653	General Services Resale Merchandise	1,553,000	1,553,000
<b>TOTAL FOR PROGRAM</b>				<b>2,440,513</b>	<b>2,460,325</b>

### PROGRAM SERIES 04: Fleet Management

The fleet management program series consists of two programs that support the state's motor vehicle fleet management functions and provides guidance on vehicle purchases, assignment, usage, maintenance, operation, and disposal.

#### Program 04.01: Statewide Fleet Services

Statewide Fleet Services provides customer agencies with an online fleet management information system named FleetOhio that provides vehicle management reports and vehicle inventory data for the state. Fleet Services also performs a technical review process on all customer requests for the purchase or lease of motor vehicles; develops policies, procedures, and provides oversight; and arranges for fleet fuel cards accepted by major oil companies.

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## What the Budget Buys:

- Provides vehicle management reports and inventory review to assist DAS and user agencies with the development of agency-specific fleet plans including maintenance management; and
- Continues the central administration of the state's Voyager Fleet Card Payment program.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	53,276	51,878
GSF	122	100-637	Fleet Management	806,184	826,855
<b>TOTAL FOR PROGRAM</b>				<b>859,460</b>	<b>878,733</b>

## Program 04.02: Vehicle Lease And Rental Services

This program maintains a supply of vehicles available for state agency use through long-term leases or short-term rentals.

## What the Budget Buys:

- Provides 58 customer agencies with vehicles available for long-term (lease) or short-term (rent) and provides for the maintenance and replacement of these vehicles.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	18,947	19,629
GSF	122	100-637	Fleet Management	3,119,385	3,105,953
<b>TOTAL FOR PROGRAM</b>				<b>3,138,332</b>	<b>3,125,582</b>

## PROGRAM SERIES 05: Risk Management

The risk management program series consists of two programs that coordinate insurance coverage to protect the state's assets from major loss and to ensure agencies against losses that would adversely impact their financial stability. This is accomplished through a combination of self-funding and insurance agreements.

## Program 05.01: Vehicle Liability Services

This program administers the state's self-insured vehicle liability program, which covers a wide variety of vehicles, including emergency units. The program provides vehicle liability insurance for state agencies and acts as a liaison between agencies and private firms to enable agencies to reduce the cost of processing claims against vehicles.

## What the Budget Buys:

- Provides vehicle liability insurance for 17,900 vehicles from fifty-one state agencies and acts as a liaison between agencies and private firms to reduce the cost of processing claims against vehicles; and
- Recovers payments from at-fault parties or their insurance carrier when vehicles are damaged.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	35,517	35,619
GSF	127	100-627	Vehicle Liability Insurance	3,344,644	3,344,644
<b>TOTAL FOR PROGRAM</b>				<b>3,380,161</b>	<b>3,380,263</b>

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### Program 05.02: Property, Casualty, and Bonding Services

This program procures property and casualty insurance coverage through private insurers on behalf of state agencies. Insurance policies also are procured and carried for fidelity bonds and other miscellaneous product lines.

#### What the Budget Buys:

- Provides state agencies with professional risk management services through the provision of property and casualty insurance from private vendors.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	21,785	22,001
GSF	130	100-606	Risk Management Reserve	223,904	223,904
<b>TOTAL FOR PROGRAM</b>				<b>245,689</b>	<b>245,905</b>

### PROGRAM SERIES 06: Property/Facilities Management

The property/facilities management program series consists of six programs that support the activities of state government by providing accommodations for state agencies' space needs and building management services.

#### Program 06.01: State and Federal Surplus

This program receives excess property from state agencies and offers it to eligible recipients for sale. Through this program, excess (beyond the needs of the state agency owner) and surplus (beyond the needs of any state agency) state property is reused or disposed. Surplus property is generally sold by public auction.

#### What the Budget Buys:

- Disposes of surplus property through the sale either to other state agencies or other governmental entities and private entities; and
- Provides for auctioneer services and Internet marketing of the surplus material.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	63,202	63,368
GSF	132	100-631	DAS Building Management	31,995	32,796
GSF	427	100-602	Investment Recovery	4,879,734	4,971,608
<b>TOTAL FOR PROGRAM</b>				<b>4,974,931</b>	<b>5,067,772</b>

#### Program 06.02: Real Estate Services

This program supports most state agencies in real estate matters throughout the 88 counties. Included in these services are leasing of commercial facilities for state agency use; state property appraisal review; preparation and processing of easements involving state property; and the purchase and sale of real estate for the state.

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## What the Budget Buys:

- Administers real estate services provided to state agencies, universities, and colleges. Services include real estate appraisal review, commercial leasing, easements, the purchase and sale of real estate, and the resolution of issues related to land and building management.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	130-321	State Agency Support Services	429,920	439,526
GSF	117	100-644	General Services Division-Operating	890,091	921,690
GSF	132	100-631	DAS Building Management	82,068	84,122
<b>TOTAL FOR PROGRAM</b>				<b>1,402,079</b>	<b>1,445,338</b>

## Program 06.03: Safety and Security Services

This program provides security officers and electronic monitoring at the following state-owned buildings: 25 South Front Street (Ohio Department of Education), 246 North High Street and 35 East Chestnut Street (predominantly the Department of Health), 4200 Surface Road (DAS General Services Division), the State of Ohio Computer Center (SOCC); and commercially leased space occupied by the Environmental Protection Agency, Ohio Network Print Services, and Department of Health Vital Statistics.

## What the Budget Buys:

- Provides safety and security services in five state-owned agency facilities in Columbus through the use of both DAS staff and contracted services based on cost-effectiveness.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	91,634	91,871
GSF	132	100-631	DAS Building Management	1,127,529	1,165,219
<b>TOTAL FOR PROGRAM</b>				<b>1,219,163</b>	<b>1,257,090</b>

## Program 06.04: Facilities Management

This program provides centralized building operations and maintenance services for DAS-owned and -managed buildings.

## What the Budget Buys:

- Provides centralized building operations and maintenance services for DAS owned and managed buildings. Services provided include: custodial, preventive maintenance, HVAC operations, maintenance and repairs, major remodeling and renovations, snow removal and landscaping. These services are provided by both DAS staff and contracted services based on cost-effectiveness.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-734	Major Maintenance - State Buildings	50,000	50,000
GSF	117	100-644	General Services Division-Operating	516,051	517,480
GSF	132	100-631	DAS Building Management	9,366,674	9,665,862
<b>TOTAL FOR PROGRAM</b>				<b>9,932,725</b>	<b>10,233,342</b>

## Program 06.05: Skilled Trades

This program supplies maintenance and repair services such as HVAC, electrical, plumbing, and carpentry in DAS-managed facilities. Skilled trades staff also provides alteration and renovation work in other state-owned facilities, as requested by owner agencies.

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### What the Budget Buys:

- Provides services within state owned buildings upon the request of occupant agencies. These services are typically more extensive in scope than those provided through the Facilities Management program.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	117	100-644	General Services Division-Operating	73,740	73,326
GSF	132	100-631	DAS Building Management	113,164	118,229
GSF	5C3	100-608	Skilled Trades	1,406,278	1,434,982
<b>TOTAL FOR PROGRAM</b>				<b>1,593,182</b>	<b>1,626,537</b>

### Program 06.06: Fixed Asset Management

This program maintains the state's Fixed Asset Management System (FAMS). It also provides guidance on state inventory and capital (fixed) asset financial reporting. This fulfills the statutory requirement (Ohio Revised Code 125.16) to maintain, report, and certify inventories of agencies' state owned assets.

### What the Budget Buys:

- Provides centralized policy and oversight to ensure uniform compliance with the inventory and financial reporting requirements of the Revised Code; and
- Maintains and provides web access to the state's fixed assets management system; and
- Advances efforts to development and implement the fixed asset management components of the Ohio Administrative Knowledge System (OAKS), the state's Enterprise Resource Planning (ERP) system.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-421	OAKS Project Implementation	244,608	208,024
GSF	117	100-644	General Services Division-Operating	67,716	67,346
GSF	427	100-602	Investment Recovery	700,474	711,956
<b>TOTAL FOR PROGRAM</b>				<b>1,012,798</b>	<b>987,326</b>

### PROGRAM SERIES 07: Enterprise Information Technology

This program series is home to the senior leadership and strategic direction setting body for the State of Ohio on issues of Information Technology. Responsibilities of this program series include provision of the state's Internet presence via the Ohio.gov portal, the state's computer networks, telecommunications, and the development and maintenance of the Ohio Business Gateway.

### Program 07.01: Enterprise It Leadership

The state chief information officer is responsible for the strategic direction and efficient use of information technology across the state and for oversight of state activities related to information technologies. This program area supports planning, research, communication, and collaboration among government entities.

### What the Budget Buys:

- Funds senior staff and technical experts to make informed, strategic decisions about the current use and future plans for Ohio's approach to information technology.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	229	100-630	IT GOVERNANCE	675,182	673,587
<b>TOTAL FOR PROGRAM</b>				<b>675,182</b>	<b>673,587</b>

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## Program 07.02: Digital Government

This program is responsible for the management of the state’s Internet portal and providing Internet site hosting to state agencies. This program is also responsible for oversight of the development and operation the Ohio Business Gateway, which is a web-based application designed to permit businesses to file and pay various taxes and fees at one single internet location. The system will be expanded to enable other transactions between the state and the public. The Appalachian Broadband project, another Digital Government initiative, evaluates opportunities to leverage state infrastructure to extend high-speed Internet access into underserved areas of the Appalachian region to promote economic development.

### What the Budget Buys:

- Provides an internet portal by which taxpayers can conduct business with the State of Ohio twenty four hours a day and seven days a week;
- Provides funding for the State Portal, which hosts the State of Ohio website, that receives over 38,000 hits a day; and
- Provides a 50-50 match with a federal grant to coordinate the broadband efforts in the Appalachian region.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-418	WEB SITES AND BUSINESS GATEWAY	3,275,280	3,275,280
GSF	229	100-630	IT GOVERNANCE	680,465	673,229
FED	3AJ	100-623	Information Technology Grants	82,048	82,048
<b>TOTAL FOR PROGRAM</b>				<b>4,037,793</b>	<b>4,030,557</b>

## PROGRAM SERIES 08: Information Technology Governance

The information technology governance program series consists of two programs that provide enterprise-wide structure for management in the area of technology acquisition, policy, planning, project management, and project portfolio management to support agencies, boards, and commissions in their acquisition and use of information technology.

### Program 08.01: Superintendence

This program provides enterprise-wide management and oversight in the areas of statewide technology policy, acquisition, planning, and project management to support all state agencies, boards, and commissions in their acquisition and use of information. Superintendence responsibilities include development and evaluation of bid documents and proposals, development and management of policies and standards, monitoring the status of large IT projects being conducted statewide, and compilation of the state’s comprehensive IT plans.

### What the Budget Buys:

- Executes statutory and federal rule responsibilities, obligations, and regulatory oversight with regard to the State’s \$600 million annual investment in technology; and
- Yields savings across all state agencies in excess of \$50 million annually on IT purchases. These savings are nearly three times the annual budget of the entire program series.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	229	100-630	IT GOVERNANCE	12,236,690	11,635,377
<b>TOTAL FOR PROGRAM</b>				<b>12,236,690</b>	<b>11,635,377</b>

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### Program 08.02: Research And Advisory Services

This program provides IT research and advisory services for state agencies. Through contracted services, agencies can receive research, advice, and insights to support IT-related decision-making. These services are accessible via the Internet, telephone, and e-mail as well as in-person.

#### What the Budget Buys:

- Provides IT research and advisory services which are currently utilized by over 40 state agencies;
- Offers publications, onsite briefings, conferences, and consulting services (for example, Gartner, META, Columbus Technology Council and NOREX) for use by state agencies to address the latest technologies, industry trends, and business challenges; and
- Improved IT decision making through the use of expert advice and the application of proven best practices.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	229	100-630	IT GOVERNANCE	2,133,622	2,116,762
<b>TOTAL FOR PROGRAM</b>				<b>2,133,622</b>	<b>2,116,762</b>

### PROGRAM SERIES 09: Information Technology Services

The information technology services program series consists of three programs that provide a variety of services including network infrastructure, data storage, and maintenance of operating system environments.

#### Program 09.01: Enterprise Computing

This program (formerly known as the Ohio Data Network) offers a wide complement of data center services across various mainframe and open platforms. This program provides computing platforms, associated technology, computer operations, data storage options, technical assistance, and database administration services. In addition, Enterprise Computing Services provides support and tools enabling customers to develop systems that seamlessly cross platform boundaries.

#### What the Budget Buys:

- Expands the Disaster Recovery program to include support for all of the core business applications;
- Consolidates and centralizes the current multiple help desk services for each computing platform operating today into a centralized operation; and
- Supports an initiative to centralize agencies' e-mail applications to eliminate the need for individual agencies to have their own servers and achieve other economies of scale.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	133	100-607	IT Service Delivery	44,242,783	42,983,664
GSF	229	100-630	IT Governance	1,475,225	1,303,008
GSF	4N6	100-617	Major IT Purchases	10,417,166	10,617,166
<b>TOTAL FOR PROGRAM</b>				<b>56,135,174</b>	<b>54,903,838</b>

## Department of Administrative Services

### Program 09.02: Unified Network Services

This program has two major components: Network Administration and the Multi Agency Radio Communication System (MARCS). Network Administration provides network connectivity, network infrastructure management for wide area and local area network connectivity, video connectivity, and network security. The program also provides local, long distance, and other associated telephone services. MARCS is a computer and communications network that provides voice and data communication statewide across a secure, interference-free radio system to support mobile voice, data, vehicle location services, and computer-aided dispatching for public safety and service entities. Users of the MARCS system in fiscal years 2006 – 2007 include the Departments of Highway Safety, Rehabilitation and Corrections, Natural Resources, Youth Services, Agriculture, Transportation, Health, the Emergency Management Agency, the Attorney General's Bureau Criminal Investigations, the Supreme Court, local police and fire departments, the National Guard, and Life Flight.

#### What the Budget Buys:

- Delivers network and telecommunication services of higher quality and lower cost than what state agencies could obtain independently;
- Supports management of the State's network backbone, including acting as the State's Internet Service Provider;
- Manages the State's Multi-Agency Radio Communications System (MARCS), the State's \$272 million capital investment in the MARCS system that is now in operation; and
- Provides video network connectivity and support services to agencies.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-419	IT Security Infrastructure	859,605	859,426
GSF	133	100-607	IT Service Delivery	29,432,544	30,323,177
GSF	229	100-630	IT Governance	1,094,208	1,003,689
GSF	4N6	100-617	Major IT Purchases	200,000	0
GSF	5C2	100-605	MARCS Administration	9,268,178	9,268,178
<b>TOTAL FOR PROGRAM</b>				<b>40,854,535</b>	<b>41,454,470</b>

### Program 09.03: Enterprise Shared Services

Enterprise Shared Services supports multi-agency functions and services, including electronic commerce, electronic filing, and geographic information services (GIS). Enterprise Shared Services is the service provider for the Ohio Business Gateway and the Ohio Portal. In the three years since the inception of the Ohio Business Gateway, more than three billion dollars in state obligations have been filed through the Ohio Business Gateway.

#### What the Budget Buys:

- Provides statewide geocoding services for state agencies which has resulted in cost savings of over \$800,000 per year;
- Provides electronic payment, electronic data exchange, data transformation, data delivery, and electronic commerce consulting services to state agencies; and
- As service provider for the Ohio Business Gateway and Ohio portal, manages the hardware and software infrastructure and upkeep of the state's web presence for over 80 agency web sites.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-419	IT Security Infrastructure	776,642	776,821
GSF	133	100-607	IT Service Delivery	7,743,105	7,038,723
GSF	229	100-630	IT Governance	236,420	196,060
<b>TOTAL FOR PROGRAM</b>				<b>8,756,167</b>	<b>8,011,604</b>

# Department of Administrative Services

## PROGRAM SERIES 10: Human Resources

The human resources program series consists of six programs designed to meet the human resources needs of state government.

### Program 10.01: State Personnel

This program provides human resources services including the state's payroll processing, maintenance of the state merit standards program, development and dissemination of state personnel policies, employment processing, recruitment, statewide training design, and personnel records maintenance.

#### What the Budget Buys:

- Processes the state's payroll which includes the generation of approximately 59,000 payroll checks every two weeks, distribution of approximately \$3.5 billion in wages and employee benefits annually, performance of annual employee wage reports, and benefit enrollment data reports;
- Provides centralized recruitment, including an on-line employment application process and civil service testing of prospective state employees;
- Administers and maintains the job classification plan and certification processes; and
- Continues the maintenance of personnel records.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-406	County & University Human Resources Services	60,000	60,000
GSF	125	100-622	Human Resources Division-Operating	12,526,441	12,352,806
<b>TOTAL FOR PROGRAM</b>				<b>12,586,441</b>	<b>12,412,806</b>

### Program 10.02: Benefits Administration

This program administers benefits programs including health care, long term care, dental, vision and life insurance, COBRA, unemployment benefits, dependent care programs, disability leave, and workers' compensation for all state employees pursuant to various statutes and collective bargaining agreements. This program series provides communications programs for all employee health plans as well as mental health and substance abuse programs. It also administers the statewide wellness program pursuant to Governor Taft's executive order.

#### What the Budget Buys:

- Administers benefits programs for state employees including health care, long term care, dental, vision and life insurance, dependent care programs, and workers' compensation;
- Handles the administration of unemployment and Consolidated Omnibus Reconciliation Act (COBRA) health care programs;
- Adjudicates claims for the self-insured, self-administered disability leave benefit program;
- Oversees statewide absence management and wellness initiatives; and
- Manages contracts with benefit providers through the negotiation of rates, the conduct of performance audits of vendors and analysis and identification of health care industry trends.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	125	100-622	Human Resources Division-Operating	5,671,420	5,760,273
<b>TOTAL FOR PROGRAM</b>				<b>5,671,420</b>	<b>5,760,273</b>

## Department of Administrative Services

### Program 10.03: OCSEA Workforce Development

Workforce Development is a benefit created through the collective bargaining agreement between the State of Ohio and the Ohio Civil Service Employees Association (OCSEA). This program is designed to develop the job skills and abilities of all eligible union employees. The program offers tuition assistance, tuition reimbursement, professional development programs, career counseling, grants, labor-management training, pre-retirement seminars, conferences, and other developmental activities as determined necessary by the Workforce Development Steering Committee.

#### What the Budget Buys:

- Provides tuition assistance, reimbursement, professional development programs, career counseling, grants, labor-management training, pre-retirement seminars, conferences, computer purchase program for all eligible union employees in accordance with current bargaining agreements.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	125	100-622	Human Resources Division-Operating	32,569	33,120
GSF	5D7	100-621	Workforce Development	12,000,000	12,000,000
<b>TOTAL FOR PROGRAM</b>				<b>12,032,569</b>	<b>12,033,120</b>

### Program 10.04: Exempt Employees Professional Development

This program provides for such programs as tuition reimbursement, computer purchase loan program and other professional development education and training for employees who are exempt from collective bargaining.

#### What the Budget Buys:

- Provides tuition reimbursement, computer purchase loan program, and other professional development education and training for exempt employees.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	125	100-622	Human Resources Division-Operating	59,364	60,367
GSF	5L7	100-610	Professional Development	2,700,000	2,700,000
<b>TOTAL FOR PROGRAM</b>				<b>2,759,364</b>	<b>2,760,367</b>

### Program 10.05: Employee Educational Development

This program is comprised of five tuition reimbursement plans created as the result of collective bargaining agreements with the Service Employees International Union (District 1199), the State Council of Professional Educators (OEA/NEA), the Fraternal Order of Police (Ohio Labor Council Unit 2), and the Ohio State Troopers Association. Each plan has negotiated reimbursement levels for approved classes and seminars.

#### What the Budget Buys:

- Provides tuition reimbursement for 1199, OEA, OSTA (two units), and FOP bargaining unit members.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	125	100-622	Human Resources Division-Operating	4,127	4,196
GSF	5V6	100-619	Employee Educational Development	936,129	936,129
<b>TOTAL FOR PROGRAM</b>				<b>940,256</b>	<b>940,325</b>

# Department of Administrative Services

## Program 10.06: Payroll Deductions

For processing efficiencies, agency and employee payroll deductions are collected into a single fund. Transfers or payments for approximately 1,000 payroll deductions are then made to other funds, government jurisdictions, and vendors. Payments are made for retirement, insurance, deferred compensation, and credit union account deposits as well as federal, state, and local taxes.

### What the Budget Buys:

- Administers a pass-thru fund to centralize the payment of all state agency and employee payroll deductions including retirement, health, dental, vision and life insurance, union dues, deferred compensation, credit unions, and federal, state, local, and school district income taxes.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2006	FY 2007
AGY	124	100-629	Payroll Deductions	2050,000,000	2050,000,000
<b>TOTAL FOR PROGRAM</b>				<b>2,050,000,000</b>	<b>2,050,000,000</b>

## PROGRAM SERIES 11: Collective Bargaining

The collective bargaining program series consists of three programs that support the collective bargaining process with union-represented state employees on behalf of the governor. This program is responsible for collective bargaining agreements with five unions representing 15 bargaining units. The five unions include: the Ohio Civil Service Employees Association (OCSEA); District 1199 (includes the Health Care and Social Service Union, the Service Employees International Union); the State Council of Professional Educators; the Fraternal Order of Police (SCOPE); and the Ohio State Troopers Association (OSTA). More than 42,000 state employees are covered by these agreements.

### Program 11.01: Contract Administration

This program is responsible for the interpretation of collective bargaining contract language, provision of guidance for statewide consistency in contract administration matters, and providing guidance when contract language may conflict with provisions of the Revised Code or other law. This service is provided for all agencies with unionized employees under the appointing authority of the governor.

### What the Budget Buys:

- Administration of six collective bargaining agreements with five unions;
- Coordination and review of mid-term changes in collective bargaining agreements; and
- Development and provision of training to staff on arbitration advocacy, supervision, administrative investigations, and pre-disciplinary meetings to ensure effective contract administration.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2006	FY 2007
GSF	128	100-620	Collective Bargaining	1,159,381	1,214,381
<b>TOTAL FOR PROGRAM</b>				<b>1,159,381</b>	<b>1,214,381</b>

### Program 11.02: Conflict Resolution Services

This program provides state agencies assistance in the resolution of employee grievances through the selection and scheduling of mediation and arbitration services. In addition, the program provides for representation in issues before the State Employees Relation Board. This service is provided for all agencies with unionized employees under the appointing authority of the governor.

# Department of Administrative Services

## What the Budget Buys:

- Representation of the state in the resolution of approximately 2,500 employee grievances per year; and
- Representation of the state before the State Employment Relations Board in approximately 100 unfair labor practice charges and unit determinations.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	128	100-620	Collective Bargaining	1,293,833	1,317,583
<b>TOTAL FOR PROGRAM</b>				<b>1,293,833</b>	<b>1,317,583</b>

## Program 11.03: Contract Negotiation

This program provides state agencies representation in contract negotiations. It also develops cost estimates of proposed changes to collective bargaining agreements, statistical analysis of labor market trends, labor costs for dispute resolution and contract negotiations, and statewide or agency payroll cost analysis when requested by the governor, the legislature, or state agencies.

## What the Budget Buys:

- Negotiation, including fact-finding and conciliation hearings, of six collective bargaining agreements with five unions that will take place principally in fiscal 2006; and
- Development of cost estimates of proposed collective bargaining changes, statistical analysis of labor market trends, and labor costs for dispute resolution.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	128	100-620	Collective Bargaining	957,738	878,988
<b>TOTAL FOR PROGRAM</b>				<b>957,738</b>	<b>878,988</b>

## PROGRAM SERIES 12: Equal Opportunity Programs

The equal opportunity program series consists of four programs that assist state agencies with the promotion of equal access to state employment opportunities and state contracting opportunities. These programs assist minority and economically disadvantaged vendors to gain access to and obtain contracts with the state. These programs also provide services to state employees and minority communities.

## Program 12.01: AA/EEO Compliance

This program directs and manages the state employee discrimination complaint procedure program. The discrimination complaint procedure provides a vehicle for any state employee to address and resolve perceived employment discrimination issues and ensures complaints are processed within state and federal laws or regulations governing those activities. The program provides guidelines, procedures, and expertise to state agencies, boards, and commissions in the development and implementation of strategic planning for equal employment opportunity programming within their departments.

## Department of Administrative Services

### What the Budget Buys:

- Provides leadership and guidance to state agencies, boards, and commissions to operate equal opportunity programs through the management of the state employee discrimination complaint procedure program.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	188	100-649	Equal Opportunity Division-Operating	547,866	558,008
<b>TOTAL FOR PROGRAM</b>				<b>547,866</b>	<b>558,008</b>

### Program 12.02: Minority Affairs

The Minority Affairs program provides liaison services to the Ohio Dr. Martin Luther King, Jr. Holiday Commission. The commission has three major programming initiatives: sponsorship of the Ohio Dr. Martin Luther King, Jr. Commemorative Celebration; publication of a yearly calendar to educate and enlighten Ohioans about equality-related topics and the legacy of Dr. King; and sponsorship of a statewide oratorical contest for Ohio youth that promotes awareness of the importance of providing opportunities for equal employment and economic development.

### What the Budget Buys:

- Provides liaison services, funding, budget preparation, and clerical support to the Ohio Dr. Martin Luther King, Jr. Holiday Commission.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-451	Minority Affairs	47,000	47,000
GSF	188	100-649	Equal Opportunity Division-Operating	3,506	3,559
<b>TOTAL FOR PROGRAM</b>				<b>50,506</b>	<b>50,559</b>

### Program 12.03: Construction Compliance

The construction compliance program is responsible to ensure that construction contractors on state or state-assisted construction projects comply with laws and regulations pertinent to equal employment opportunity. A major responsibility of the program is issuance of certificates of compliance that permit contractors to conduct business on state or state-assisted contracts. This certifies that the contractor has not violated any affirmative action program requirements during the last five years.

### What the Budget Buys:

- Ensures that construction contractors on state and/or state-assisted construction projects comply with laws and regulations pertinent to equal employment opportunity.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	102-321	Construction Compliance	1,190,959	1,206,779
GSF	188	100-649	Equal Opportunity Division-Operating	285,713	290,032
<b>TOTAL FOR PROGRAM</b>				<b>1,476,672</b>	<b>1,496,811</b>

# Department of Administrative Services

## Program 12.04: Equal Opportunity Certification

This program is designed to facilitate access to state government contracts and business services for underrepresented Ohio businesses. This program provides certification for Ohio businesses interested in participating in the Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) programs. The MBE program assists minority businesses to obtain state government contracts through a set-aside procurement program for goods and services. The EDGE program is a business development program for small socially and economically disadvantaged businesses.

### What the Budget Buys:

- Assists minority businesses with obtaining state government contracts through a set aside procurement program for goods and services; and
- Provides a business development program for small socially and economically disadvantaged businesses to facilitate access to state government contracts of various types and business services for EDGE certified businesses.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-439	Equal Opportunity Certification Program	726,481	728,384
GSF	188	100-649	Equal Opportunity Division-Operating	156,293	158,657
<b>TOTAL FOR PROGRAM</b>				<b>882,774</b>	<b>887,041</b>

## PROGRAM SERIES 13: State Support Services

The statewide support services program series consists of four programs that provide centralized support services to various state entities.

### Program 13.01: Central Service Agency

Central Service Agency (CSA) provides accounting, budgeting, and payroll services for approximately 30 boards and commissions. Use of CSA-provided services allows small agencies to expend their limited resources more efficiently.

### What the Budget Buys:

- Continues accounting, budgeting and payroll services for boards and commissions;
- Provides for the maintenance and coordination of the state's standard license renewal system that is shared by the professional licensing boards; and
- Funds the cost of communication lines and shared office equipment, including a copier, printer, and fax, used by boards and commissions located in the Riffe Center.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GSF	115	100-632	Central Service Agency	466,517	485,178
<b>TOTAL FOR PROGRAM</b>				<b>466,517</b>	<b>485,178</b>

### Program 13.02: State-Owned Buildings – Rent and Operations

This program provides for the payment of building debt service, building operating costs, and certain rent payments for state-owned buildings. These payments fund the maintenance of the Rhodes Tower, Riffe Center, Lausche Building, DiSalle Center, Ocasek Building, and operating and maintenance costs of the State of Ohio Computer Center. This program also supports rent for GRF-funded state agencies and veterans' groups that occupy space in DAS-owned buildings; the cost of vacant space and space undergoing renovation; rent expenses of tenants relocated due to building renovations; and the cost of appraisals and other evaluations.

# Department of Administrative Services

## What the Budget Buys:

- Provides for payment of scheduled debt service on the five state office towers, the State of Ohio Computer Center, and Administrative Building Fund Projects, including the Statehouse and Judicial Center renovations and estimated debt on new fiscal year 05-06 capital appropriations; and
- Funds the operation and maintenance of the five state office towers and the Computer Center.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-433	State of Ohio Computer Center	4,991,719	4,991,719
GRF	GRF	100-447	OBA - Building Rent Payments	115,740,400	116,091,300
GRF	GRF	100-448	OBA - Building Operating Payments	25,393,250	25,647,183
GRF	GRF	100-449	DAS - Building Operating Payments	4,160,383	4,170,623
<b>TOTAL FOR PROGRAM</b>				<b>150,285,752</b>	<b>150,900,825</b>

## Program 13.03: Agency Audit Expenses

This program provides funding for DAS to pay the Auditor of State for state agency audits conducted on a biennial basis. Section 117.13 of the Ohio Revised Code requires that the Auditor of State bill for all audits conducted and specifies who is to be billed for each audit. State agencies that are audited on an annual basis, including all the major executive branch agencies, are required to pay for annual audits from agency operating budgets. State agencies that are audited on a biennial basis, including state boards, commissions, elected officials, the Ohio House, and the Ohio Senate do not pay for their audits and instead, DAS is statutorily responsible for the payment.

## What the Budget Buys:

- Supports 5,520 audit hours in fiscal year 2006 and supports 5,298 audit hours in fiscal year 2007.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-405	Agency Audit Expenses	329,000	329,000
<b>TOTAL FOR PROGRAM</b>				<b>329,000</b>	<b>329,000</b>

## Program 13.04: Veterans' Records Conversion

This program supports the Governor's Office of Veterans' Affairs to digitize copies of original certificates of discharge and separation for Ohio veterans. Copies of these military service records may be provided to the 88 Ohio county veterans service offices and federal agencies, such as the Social Security Administration, Department of Veterans Affairs, and the National Records Center as required documentation to re-enlist or to claim benefits including retirement, disability, pension, health care, and burial.

## What the Budget Buys:

- Maintains the Veterans Records System, including software, server, server connections, data storage, and tape backup for the entire biennium;
- Provides for scanning approximately 20,000 new military discharges (Ohio Veterans) into the system during fiscal years 2006 and 2007; and
- Funds the replacement of the Veterans' Records System server in fiscal year 2006.

FUND GROUP	FUND	ALI	ALI NAME	RECOMMENDED	
				FY 2006	FY 2007
GRF	GRF	100-410	Veterans' Records Conversion	69,000	48,600
<b>TOTAL FOR PROGRAM</b>				<b>69,000</b>	<b>48,600</b>

# Department of Administrative Services

## **PROGRAM SERIES 14: DAS Program Management**

This program series provides centralized shared services, guidance, and oversight to DAS' operating divisions and offices. Services are provided through the Directors' Office and the following seven specialized support offices: Office of Chief Legal Counsel, Office of Finance, Office of Employee Services, Office of Communications, Office of Legislative Affairs, Office of Quality, and Management Information Systems.

### **Program 14.01: Program Management**

This program provides services, guidance, and oversight to all of DAS' operating divisions and offices. These services include legal counsel, finance, human resources, communications, legislative relations, and MIS support.

#### **What the Budget Buys:**

- Maintains departmental management; and
- Supports statewide initiatives including upgrades to state fleet services, procurement program improvements, labor negotiations and joint labor-management committees, and the implementation of the procurement, asset management, capital improvement project tracking, and human resources modules of the Ohio Administrative Knowledge System (OAKS).

<b>FUND</b>				<b>RECOMMENDED</b>	
<b>GROUP</b>	<b>FUND</b>	<b>ALI</b>	<b>ALI NAME</b>	<b>FY 2006</b>	<b>FY 2007</b>
GRF	GRF	130-321	State Agency Support Services	527,970	534,408
GSF	112	100-616	DAS Administration	5,221,393	5,299,427
GSF	4P3	100-603	DAS INFORMATION SERVICES	5,902,099	6,117,004
<b>TOTAL FOR PROGRAM</b>				<b>11,651,462</b>	<b>11,950,839</b>

# Department of Administrative Services

## Appropriation Line Item Analyses for FYs 2006 and 2007

### **Line Item Restructuring Analysis**

Information Technology Fund/607 is divided into two lines, the original line item remaining, as well as IT Governance/630 to better distinguish the roles of two distinct areas of the Office of Information Technology (OIT). The new line item funds OIT's governance duties, while the existing line item, 100-607 will fund service delivery functions.

To illustrate changes in funding levels due to this restructuring, estimated fiscal year 2005 spending in the following table is converted from the previous line-item structure to the current line-item structure.

			Estimated	Recommended			
Fund	ALI	ALI Title	FY 2005	FY 2006	% Change	FY 2007	% Change
133	100-607	Information Technology Fund	85,183,301	81,418,438	-4.4%	80,345,564	-1.3%
229	100-630	IT Governance	17,089,538	18,531,812	8.4%	17,601,712	-5.0%

### **Line Item Notes**

MARCS/417: This program has become self-sufficient through the use of fees and no longer requires GRF support. For additional information, please refer to program 09.03 Enterprise Shared Services.

IT Security Infrastructure/419: Funding is increased to support the Office of Information Technology 's efforts to develop a more robust statewide security infrastructure. For more information, please refer to program 09.02 Unified Network Services and program 09.03 Enterprise Shared Services.

Fleet Management/637: HB 95 of the 125<sup>th</sup> General Assembly (the fiscal year 2004-2005 operating budget bill) expanded the role of the DAS fleet management program in an effort to further reduce the state's fleet. This recommendation funds continuation of this process begun in fiscal year 2004 which effectively led and continues to lead to an increased usage of DAS's centralized fleet. For more information, please refer to program 04.01 Statewide Fleet Services, and program 04.02 Vehicle Lease and Rental Services.

## LINE ITEM SUMMARY - Administrative Services

FUND	ALI	ALI TITLE	FY 2002 ACTUAL	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ESTIMATE	FY 2006 RECOMMENDED	% CHANGE	FY 2007 RECOMMENDED	% CHANGE
GRF	100-402	Unemployment Compensation	111,679	144,673	85,396	0	0	.0	0	.0
GRF	100-405	Agency Audit Expenses	484,958	803,211	347,524	329,000	329,000	.0	329,000	.0
GRF	100-406	County & University Human Res Svcs	775,157	413,684	417,433	400,000	60,000	(85.0)	60,000	.0
GRF	100-409	Departmental Information Services	721,219	756,740	25,099	0	0	.0	0	.0
GRF	100-410	Veterans' Records Conversion	435,904	8,473	33,016	44,296	69,000	55.8	48,600	(29.6)
GRF	100-414	Ohio Geog. Referenced Info Program	895,982	400,788	53,041	0	0	.0	0	.0
GRF	100-416	Strategic Technology Devlpmnt Prgs	5,155,654	2,383,555	936,864	0	0	.0	0	.0
GRF	100-417	MARCS	4,357,979	2,533,996	893,369	700,000	0	**	0	.0
GRF	100-418	Web Sites and Business Gateway	1,253,427	3,363,716	3,135,526	3,275,279	3,275,280	.0	3,275,280	.0
GRF	100-419	IT SECURITY INFRASTRUCTURE	4,809,683	2,003,732	1,805,070	936,248	1,636,247	**	1,636,247	.0
GRF	100-420	Innovation Ohio	114,949	9,865	0	0	0	.0	0	.0
GRF	100-421	OAKS Project Implementation	520,594	577,274	442,956	423,000	484,000	14.4	410,839	(15.1)
GRF	100-433	State of Ohio Computer Center	4,512,246	4,508,077	5,011,160	4,991,719	4,991,719	.0	4,991,719	.0
GRF	100-439	Equal Opportunity Certification Prg	512,885	491,630	616,100	641,839	726,481	13.2	728,384	.3
GRF	100-447	OBA - Building Rent Payments	86,817,974	95,626,591	83,978,669	97,491,809	115,740,400	18.7	116,091,300	.3
GRF	100-448	OBA - Building Operating Payments	22,932,224	19,759,115	23,179,819	26,003,250	25,393,250	(2.3)	25,647,183	1.0
GRF	100-449	DAS - Building Operating Payments	4,659,905	4,106,167	3,995,368	4,163,472	4,160,383	(.1)	4,170,623	.2
GRF	100-451	Minority Affairs	547,643	53,156	37,600	47,000	47,000	.0	47,000	.0
GRF	100-734	Major Maintenance - State Bldgs	22,167	78,577	38,092	42,300	50,000	18.2	50,000	.0
GRF	102-321	Construction Compliance	1,183,265	986,248	969,024	1,103,000	1,190,959	8.0	1,206,779	1.3
GRF	130-321	State Agency Support Services	3,714,885	3,383,514	2,898,129	2,522,001	2,693,788	6.8	2,668,986	(.9)
<b>TOTAL General Revenue Fund</b>			<b>144,540,379</b>	<b>142,392,782</b>	<b>128,899,255</b>	<b>143,114,213</b>	<b>160,847,507</b>	<b>12.4</b>	<b>161,361,940</b>	<b>.3</b>
112	100-616	DAS Administration	4,483,568	4,363,442	4,429,802	4,889,854	5,221,393	6.8	5,299,427	1.5
115	100-632	Central Service Agency	513,528	2,027,576	941,906	918,813	466,517	(49.2)	485,178	4.0
117	100-644	General Services Division-Operating	5,893,793	5,650,444	4,645,453	6,899,932	6,834,247	(1.0)	7,245,772	6.0
122	100-637	Fleet Management	1,336,397	1,305,840	1,500,778	2,815,135	4,025,043	**	4,032,968	.2
125	100-622	Human Resources Division-Operating	16,319,493	15,995,137	15,388,783	17,779,815	18,293,921	2.9	18,210,762	(.5)
127	100-627	Vehicle Liability Insurance	1,471,404	1,753,214	2,005,039	3,344,644	3,344,644	.0	3,344,644	.0
128	100-620	Collective Bargaining	2,392,826	2,426,124	2,655,153	3,410,952	3,410,952	.0	3,410,952	.0
130	100-606	Risk Management Reserve	154,467	187,986	196,411	223,904	223,904	.0	223,904	.0
131	100-639	State Architect's Office	6,920,425	5,640,502	5,816,486	6,189,959	6,977,274	12.7	7,047,427	1.0
132	100-631	DAS Building Management	10,715,747	9,893,968	8,650,757	10,721,430	10,721,430	.0	11,066,228	3.2
133	100-607	IT Service Delivery	74,145,322	66,504,666	72,691,058	102,272,839	81,418,432	**	80,345,564	(1.3)
188	100-649	Equal Opportunity Division-Operatng	867,848	773,192	805,889	1,103,697	993,378	(10.0)	1,010,256	1.7
201	100-653	General Services Resale Merchandise	1,505,552	942,534	1,348,893	1,553,000	1,553,000	.0	1,553,000	.0
210	100-612	State Printing	6,058,680	5,368,457	4,777,923	5,072,991	5,931,421	16.9	5,931,421	.0
229	100-630	IT Governance	0	0	0	0	18,531,812	**	17,601,712	(5.0)
4N6	100-617	Major IT Purchases	2,744,333	2,161,817	232,317	10,617,166	10,617,166	.0	10,617,166	.0
4P3	100-603	DAS Information Services	2,951,038	2,486,802	3,935,717	6,233,638	5,902,099	(5.3)	6,117,004	3.6
427	100-602	Investment Recovery	5,529,010	4,840,391	5,418,384	5,580,208	5,580,208	.0	5,683,564	1.9

\*\*Please see the Appropriation Line Item analysis for further detail.

## Executive Budget For Fiscal Years 2006 and 2007

## LINE ITEM SUMMARY - Administrative Services

FUND	ALI	ALI TITLE	FY 2002 ACTUAL	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 ESTIMATE	FY 2006 RECOMMENDED	% CHANGE	FY 2007 RECOMMENDED	% CHANGE
5AB	100-624	Non-Federal Info Technology Grants	0	0	1,313	8,433	0	(100.0)	0	.0
5A8	100-614	Energy Grants	65,000	0	0	0	0	.0	0	.0
5C2	100-605	MARCS Administration	927,573	2,142,196	6,458,686	9,268,178	9,268,178	.0	9,268,178	.0
5C3	100-608	Skilled Trades	1,377,696	991,007	1,197,231	1,905,655	1,406,278	(26.2)	1,434,982	2.0
5D7	100-621	Workforce Development	12,783,583	17,236,196	16,543,124	12,000,000	12,000,000	.0	12,000,000	.0
5L7	100-610	Professional Development	2,093,090	1,675,742	2,685,719	2,700,000	2,700,000	.0	2,700,000	.0
5M6	100-615	E-Government Development	2,112,076	0	0	0	0	.0	0	.0
5V6	100-619	Employee Educational Development	0	0	616,716	811,129	936,129	15.4	936,129	.0
<b>TOTAL General Services Fund Group</b>			<b>163,362,449</b>	<b>154,367,233</b>	<b>162,943,538</b>	<b>216,321,372</b>	<b>216,357,426</b>	<b>.0</b>	<b>215,566,238</b>	<b>(.4)</b>
3AJ	100-623	Information Technology Grants	0	0	23,666	581,058	82,048	(85.9)	82,048	.0
3AL	100-625	MARCS Grants	0	0	0	43,626	0	(100.0)	0	.0
3AM	100-626	Homeland Security Grants	0	0	0	141,800	0	(100.0)	0	.0
3H6	100-609	Federal Grants OGRIP	16,802	0	0	0	0	.0	0	.0
307	100-633	Federal Grants-Energy	1,354	0	0	0	0	.0	0	.0
<b>TOTAL Fed Special Revenue Fund Group</b>			<b>18,156</b>	<b>0</b>	<b>23,666</b>	<b>766,484</b>	<b>82,048</b>	<b>(89.3)</b>	<b>82,048</b>	<b>.0</b>
113	100-628	Unemployment Comp Pass Through	3,573,261	4,436,064	2,648,824	0	0	.0	0	.0
124	100-629	Payroll Deductions	1894,717,358	1992,789,254	1966,254,440	2050,000,000	2050,000,000	.0	2050,000,000	.0
<b>TOTAL Agency Fund Group</b>			<b>1898,290,619</b>	<b>1997,225,318</b>	<b>1968,903,264</b>	<b>2050,000,000</b>	<b>2050,000,000</b>	<b>.0</b>	<b>2050,000,000</b>	<b>.0</b>
R08	100-646	General Services Refunds	6,420	3,480	6,370	20,000	20,000	.0	20,000	.0
<b>TOTAL Holdng Acct Redist Fund Group</b>			<b>6,420</b>	<b>3,480</b>	<b>6,370</b>	<b>20,000</b>	<b>20,000</b>	<b>.0</b>	<b>20,000</b>	<b>.0</b>
<b>TOTAL Dept of Administrative Svcs</b>			<b>2206,218,023</b>	<b>2293,988,813</b>	<b>2260,776,093</b>	<b>2410,222,069</b>	<b>2427,306,981</b>	<b>.7</b>	<b>2427,030,226</b>	<b>.0</b>

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