

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 925 funded positions provide services to state agencies through the recruitment, selection, and retention of state employees; administration, design, construction, and renovation of state-owned buildings; procurement of goods and services; management of state property; coordination and promotion of equal access to state employment and contracting opportunities; negotiation and interpretation of the state's collective bargaining contracts; and provision of statewide oversight, leadership, and direction for all activities related to information technology.

DAS plays an integral role in lowering the cost of running state government by providing enterprise-wide business services. The agency manages more than 30 program areas that serve its Ohio government customers, which in turn directly serve the interests of Ohio citizens. To provide these services, DAS is organized into four operating divisions: Equal Opportunity, General Services, Human Resources, and Collective Bargaining. In addition, housed within the department is the Office of Information Technology (OIT), which includes the Service Delivery Division and the Investment and Governance Division. There is also a division that provides administrative support.

In the past, both the director of DAS and the director of OIT have been members of the Governor's cabinet. However, the Executive Budget includes provisions to move OIT to the Office of Budget and Management (OBM) in fiscal year 2009.

More information regarding the Department of Administrative Services is available at <http://www.das.ohio.gov/>.



Turnaround Ohio Initiatives

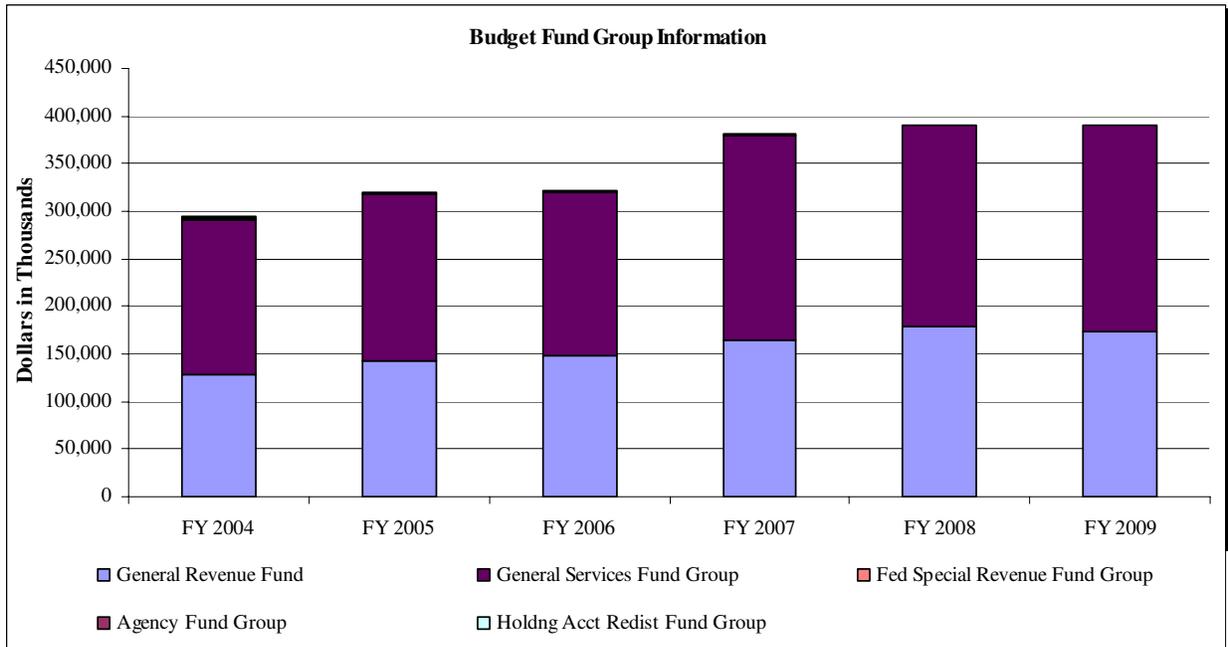
- Develop energy services, policies, and standards for state government that will set an example for energy efficiency in the state.
- Develop a results-oriented state government procurement system that includes in-state bulk purchases, multi-state contracts, and opportunities for other governmental units to join enterprise procurement contracts on a voluntary basis.
- Migrate the state's existing data network, more commonly referred to as Ohio.gov, to OSCnet.
- Continue to expand the online services, including municipal tax functionality, of the Ohio Business Gateway to reduce the administrative compliance burden government places on businesses to free more of their resources to create jobs.
- Provide easy access to tools for better metrics development for state agencies.
- Continue coordination of spatial data activities between all levels of government, academia, and the private sector to minimize redundant mapping efforts and save taxpayers dollars.
- Continue providing access to spatial data as a foundation to improve demographic, location, and site analysis for infrastructure planning and economic development.

Agency Priorities

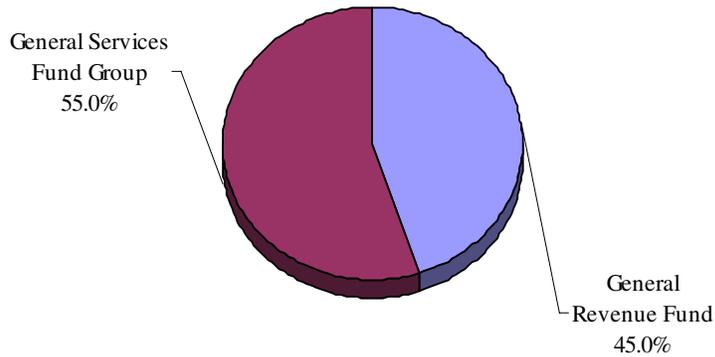
- Continue to support the integration and implementation of the Ohio Administrative Knowledge System (OAKS) to improve the efficiency and effectiveness of the State of Ohio's administrative processes.
- Increase centralized procurement of supplies and services for state agencies.
- Provide quality, efficient printing services for the state by operating a network of copy centers.
- Oversee the state's fleet of vehicles by providing agencies with a centralized fleet management system and vehicles available for long-term lease or short-term rental.
- Employ proven risk management strategies to reduce the \$20 million annually paid out in claims against the state.

- Continue to provide a statewide asset management system and centralized policy and oversight to ensure uniform compliance with the inventory and financial reporting requirements of the Revised Code.
- Enhance the management of DAS-owned and -managed buildings by providing centralized building operations and maintenance services through both DAS staff and contracted services based on cost-effectiveness.
- Provide mechanisms to enable Ohio’s mobile workforce to interact and communicate with state agency offices and legacy systems.
- Provide an integrated human resources system that enables agency customers to conduct HR operations efficiently and effectively.
- Efficiently process the state’s payroll, which includes the generation of approximately 61,000 payroll checks every two weeks and distribution of approximately \$4.0 billion in wages and employee benefits annually.
- Implement innovative health management programs to increase the cost-effectiveness of state employee benefits, including promoting healthy lifestyles and maximizing the use of preventive healthcare services.
- Maintain and promote the Encouraging Diversity, Growth & Equity and Minority Business Enterprise programs to facilitate access to state contracts for minority and economically disadvantaged vendors.

Summary of Budget History and Recommendations

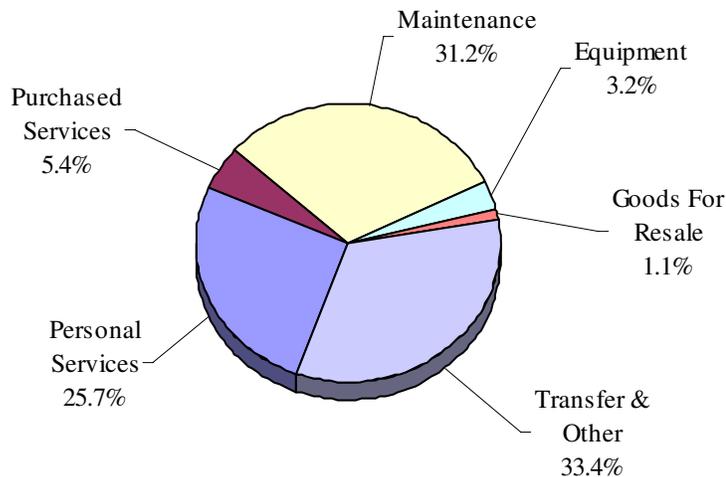


**FY 2008-09 Biennial Appropriation
by Budget Fund Group**



(In thousands) BUDGET FUND GROUP	ACTUAL			ESTIMATE	%	RECOMMENDED			
	FY 2004	FY 2005	FY 2006	FY 2007	FY 06-07	FY 2008	% CHANGE	FY 2009	% CHANGE
General Revenue Fund	128,899	143,416	147,574	164,010	11.1	178,301	8.7	173,534	(2.7)
General Services Fund Group	162,944	175,485	172,859	215,566	24.7	212,347	(1.5)	217,219	2.3
Fed Special Revenue Fund Group	24	172	699	1,390	99.0	0	(100.0)	0	.0
Agency Fund Group	2,649	0	0	0	.0	0	.0	0	.0
Holdng Acct Redist Fund Group	6	6	0	20	19,900.0	0	(100.0)	0	.0
TOTAL	294,522	319,078	321,131	380,986	18.6	390,648	2.5	390,753	.0

**FY 2008-09 Biennial Appropriation
by Expense Category**



State of Ohio
Department of Administrative Services

(In thousands) OBJECT OF EXPENSE	ACTUAL			ESTIMATE	%	RECOMMENDED			
	FY 2004	FY 2005	FY 2006	FY 2007	CHANGE	FY 2008	%	FY 2009	%
Personal Services	67,481	66,562	67,987	81,648	20.1	98,225	20.3	102,688	4.5
Purchased Services	15,757	18,692	20,512	30,185	47.2	22,419	(25.7)	19,802	(11.7)
Maintenance	96,007	93,523	96,176	119,533	24.3	119,654	.1	123,949	3.6
Equipment	5,484	16,408	8,481	13,248	56.2	12,328	(6.9)	12,491	1.3
Subsidy	54	9	0	0	.0	0	.0	0	.0
Goods For Resale	5,706	2,055	3,463	7,590	119.1	4,445	(41.4)	4,171	(6.2)
Capital Improvements	182	40	89	50	(43.6)	49	(2.2)	48	(2.9)
Transfer & Other	103,851	121,789	124,424	128,732	3.5	133,528	3.7	127,605	(4.4)
TOTAL	294,522	319,078	321,131	380,986	18.6	390,648	2.5	390,753	.0

PROGRAM SERIES 01: General Services Programs

This program series consists of six programs providing various services such as construction management, procurement, printing and copying, vehicle fleets, insurance coverage, and property management to state agencies as customers.

Program 01.01: State Architect

The State Architect's Office consists of three functions that provide architectural, engineering, and construction management services, as well as space planning and interior design services for state public improvement projects. (1) Capital Project Management Services manages the design and construction of all projects for any agency, board, commission, or institution that requests its services. Further, it develops and maintains the processes and procedures for the qualifications-based selection of associate architects, engineers, and construction managers on state projects and produces the protocol used in the "lowest and best bidder" method for state construction contracts. All state agencies except the Departments of Transportation and Natural Resources and certain commissions are subject to DAS oversight of capital projects. (2) Space Planning and Interior Design provides space-planning and interior design services to tenants of buildings owned or managed by DAS or the Ohio Building Authority (OBA), as well as agencies in commercially leased space. Services include maintenance of a space density database that includes space plans to ensure that the occupancy plans accurately calculate square footage in DAS and OBA buildings and that the plans are reviewed for code compliance. (3) Energy Services facilitates the cost-effective, efficient use of energy 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, -supported, or -leased facilities.

The Executive Recommendation will:

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

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- Provide direct space-planning services to tenants of DAS buildings located in Columbus (includes the North High complex, Department of Education building, and DAS's General Services building), OBA buildings (includes the James A. Rhodes State Office Tower – Columbus, the Vern Riffe Center for Government and 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;
- Support the development of stacking plans, space and occupancy surveys, and maintenance of a space density database to ensure effective usage of facility space; and
- Allow state government buildings to be more energy efficient through energy audits, retrofit projects, and new design standards, as required by H.B. 251 and Executive Order 2007-02S.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-421	OAKS Project Implementation	172,769	160,244
GRF	GRF	130-321	State Agency Support Services	561,125	482,872
GSF	131	100-639	State Architect's Office	7,348,483	7,544,164
TOTAL FOR PROGRAM				8,082,377	8,187,280

Program 01.02: Procurement Services

The Procurement Services Program consists of four functions 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. (1) State Purchasing provides term contracts and schedules to state agencies, state colleges and universities, and political subdivisions. In fiscal year 2006, state agencies purchased \$435 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. (2) Cooperative Purchasing 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. In fiscal year 2006, political subdivisions purchased \$162 million in goods and services from State Purchasing contracts. (3) Competitive Sealed Proposals procures services that are not conducive to traditional bidding on behalf of state agencies—for example, building maintenance services. This procurement method involves issuing Requests for Proposals (RFPs) to solicit bids that are evaluated on the basis of factors that include, but are not limited to, price. (4) Procurement from Community Rehabilitation Programs is responsible for establishing contracts for supplies and services with sheltered work centers serving the developmentally disabled.

The Executive Recommendation will:

- Provide for the centralized competitive bidding for supplies and services for state agencies. Approximately \$400 million, or 20 percent, of the state's \$2 billion worth of purchased supplies and services are competitively bid by State Purchasing;
- Allow over 1,600 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;
- Provide for an alternative competitive process when the competitive sealed bid process is not possible or advantageous to the state; and
- Establish contracts for supplies and services with sheltered work centers employing Ohio residents with work-limiting disabilities.

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FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-404	Comm Rehab Procurement Program	262,277	262,277
GSF	117	100-644	General Services Div-Operating	5,323,934	5,422,263
TOTAL FOR PROGRAM				5,586,211	5,684,540

Program 01.03: Printing and Document Management Services

This program consists of four functions that allow agencies to copy, print, distribute, store, and retrieve written information. (1) Document Reproduction operates a network of six copy centers that provides a wide range of printing services for state agencies, boards, and commissions. (2) Commercial Printing 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 are responsible for managing printing projects from design through procurement and production. For each printing project, program staff determine which contract mechanism, term contracts, one-time bids, or direct-purchase quotes will secure the best product at the best cost. (3) Records and Forms Management responsibilities include establishing standards, reviewing disposal requests, and establishing general schedules and guidelines for retaining the records and administering the forms of all state agencies. Records and Forms Management develops policies and procedures to manage the retention and disposal of both paper and electronic records. (4) State Mail Services provides inter-departmental mail delivery, metering, pre-sorting services, and flat-sorting services to state agencies.

The Executive Recommendation will:

- Operate a network of one main and five satellite copy centers that provide copying and printing services to state agencies;
- Procure 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;
- Purchase services and products related to the production of printing such as typesetting and color separations;
- Establish consistent records management standards to be employed by state agencies;
- Review disposal requests and the development of records retention schedules for all state agencies for paper and electronic documents;
- Support the transition of state warrant printing and mailing operations from the Department of Job and Family Services (JFS) and OIT to DAS;
- Fund the processing of 70 million pieces of presort mail and provide mail metering services to customer agencies with 90 separate accounts utilizing the program, saving an estimated \$5 million annually in postage costs with total savings for all state mail programs greater than \$7 million a year;
- Support inter-office mail delivery between agencies; and
- Ensure security of statewide mail operations through the use of federally mandated equipment.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	130-321	State Agency Support Services	4,195,087	4,427,919
GSF	201	100-653	Gen Srvcs Resale Merch	1,553,000	1,553,000
GSF	210	100-612	State Printing	5,681,421	5,436,421
TOTAL FOR PROGRAM				11,429,508	11,417,340

Program 01.04: Fleet Management Services

Fleet Management Services consists of two functions that support the state's motor vehicle fleet management program and provide guidance on vehicle purchases, assignment, usage, maintenance, operation, management analysis, and disposal. (1) Statewide Fleet Services provides customer agencies with an online fleet management information system—named FleetOhio—that provides comprehensive vehicle management reports and vehicle

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inventory data for all state agencies. Fleet Services also performs a technical review process on all customer requests for the purchase or lease of motor vehicles; develops policies, procedures, and administrative rules; provides fleet oversight; and provides a fleet card for payment of fuel and maintenance expenses that is convenient to agency customers because it is widely accepted by most major oil companies and maintenance vendors. (2) Vehicle Lease and Rental Services maintains a supply of vehicles available for state agency use through long-term leases or short-term rentals.

The Executive Recommendation will:

- Provide vehicle management reports and inventory review to assist DAS and user agencies with the development of agency-specific fleet plans including maintenance management;
- Continue the central administration of the state's Voyager Fleet Card Payment program;
- Provide 60 customer agencies with vehicles available for long-term lease or short-term rental and provide for the maintenance and replacement of these vehicles;
- Maintain the state's fleet management information system (FleetOhio); and
- Oversee the state's alternative fuel program including monitoring federal activity, providing a credit banking and selling program, and statewide reporting.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	122	100-637	Fleet Management	2,182,968	2,032,968
TOTAL FOR PROGRAM				2,182,968	2,032,968

Program 01.05: Risk Management Services

This program consists of two functions that coordinate insurance coverage to protect the state's assets from major loss and to insure agencies against losses that would adversely impact their financial stability. This is accomplished through a combination of self-funding and insurance agreements. (1) Vehicle Liability Services 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 reduce the cost of processing accident claims involving state vehicles. (2) Property, Casualty, and Bonding Services procures property and casualty insurance coverage through private insurers on behalf of state agencies. Insurance policies are also procured and carried for fidelity bonds and other miscellaneous product lines.

The Executive Recommendation will:

- Provide vehicle liability insurance for 14,200 vehicles from 58 state agencies and act as a liaison between agencies and private firms to reduce the cost of processing claims against vehicles;
- Recover payments from at-fault parties or their insurance carriers when vehicles are damaged; and
- Provide state agencies with professional risk management services through the provision of property and casualty insurance from private vendors.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	130	100-606	Risk Management Reserve	2,568,548	2,568,548
TOTAL FOR PROGRAM				2,568,548	2,568,548

Program 01.06: Properties and Facilities Management

This program consists of six functions that support the activities of state government by providing accommodations for state agencies' space needs and building management services. (1) State and Federal Surplus cost-effectively processes excess and surplus property from state agencies to obtain the maximum benefit to the state. Through this

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program, excess property (beyond the needs of the state-agency owner) and surplus property (beyond the needs of any state agency) is processed for reuse or disposition. Property that is declared as surplus is generally sold through public auction. (2) Real Estate Services supports most state agencies in real estate matters throughout Ohio's 88 counties. Included in these services is the negotiation of commercial leases, appraisal review, preparation and processing of easements involving state property, and the purchase and sale of real property for the state. (3) Safety and Security Services provides security officers and electronic monitoring at the following state-owned buildings: 25 South Front Street (Department of Education); 246 North High Street and 35 East Chestnut Street (predominantly Department of Health); 4200 Surface Road (DAS General Services Division); 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. (4) Facilities Management provides centralized building operations and maintenance services for buildings managed by DAS. (5) Skilled Trades supplies specialized maintenance and repair services such as HVAC, electrical, plumbing, and carpentry to DAS-managed building facilities. Skilled Trades also offers a variety of cost-effective minor construction services to other state agencies. (6) Asset Management Services 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.

The Executive Recommendation will:

- Dispose of surplus property through its sale to other state agencies or governmental entities and private entities;
- Provide for auctioneer services and internet marketing of the surplus material;
- Administer real estate services provided to state agencies, universities, and colleges. Services include real estate appraisal review, commercial leasing, easements, purchase and sale of real estate, and resolution of issues related to land and building management;
- Provide 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;
- Provide 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;
- Provide services within state-owned buildings at the request of occupant agencies. These services are typically more extensive in scope than those provided through Facilities Management;
- Provide centralized policy and oversight to ensure uniform compliance with the inventory and financial reporting requirements of the Revised Code;
- Maintain and provide web access to the state's FAMS; and
- Advance efforts to develop and implement the fixed asset management components of OAKS, the state's new Enterprise Resource Planning (ERP) system.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-421	OAKS Project Implementation	229,237	241,761
GRF	GRF	100-734	Major Maint - State Bldgs	48,925	47,500
GRF	GRF	130-321	State Agency Support Services	472,206	489,694
GSF	117	100-644	General Services Div-Operating	762,335	819,813
GSF	132	100-631	DAS Building Management	9,716,228	10,166,228
GSF	427	100-602	Investment Recovery	5,683,564	5,683,564
GSF	5C3	100-608	Skilled Trades Services	934,982	934,982
TOTAL FOR PROGRAM				17,847,477	18,383,542

Program 01.07: General Services Program Management

This program provides centralized management of DAS programs in the General Services Program Series.

The Executive Recommendation will:

Provide for overall management of six General Services programs, including program leadership and oversight, human resources support, and financial management.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	130-321	State Agency Support Services	574,341	598,056
GSF	117	100-644	General Services Div-Operating	2,209,503	2,298,696
TOTAL FOR PROGRAM				2,783,844	2,896,752

PROGRAM SERIES 02: Human Resources

The Human Resources Program Series consists of four programs designed to meet the human resources needs of state government.

Program 02.01: State Personnel

This program provides human resource services to state agencies. (1) Payroll Administration processes payroll for state agencies, boards, and commissions; collects and distributes agency and employee contributions to entities such as federal, state, and municipal taxing authorities, retirement programs, credit unions, and healthcare and employee benefit providers; and is responsible for annual employee wage reporting. (2) The Human Resources Support Center provides support and services to state agencies to conduct personnel functions such as the approval of personnel actions and position descriptions; maintenance of certification eligible lists; and administration of civil service exams, provisional tests, and proficiency tests. The center maintains personnel records of state and county agencies. This section also coordinates Ohio's compliance with all provisions of the federal Drug-Free Workplace Act. (3) The Classification and compensation plan, assists agencies with personnel recruitment including maintenance of an online recruitment and Compensation section oversees the creation and maintenance of the employee classification system, performs testing services, and provides human resource services to county agencies. (4) Training and Development offers educational and development programs such as an administrative and professional support curriculum, supervisory and management development programs, project management, leadership, distance learning opportunities, and skill assessment programs. (5) The Information Resources Center disseminates human resource policy and procedure updates to state agencies through conferences, roundtables, newsletters, a website, and payroll inserts.

The Executive Recommendation will:

- Provide for the planning, integration, and implementation of OAKS to improve the efficiency and effectiveness of the State of Ohio's human resource and business process;
- Process the state's payroll, which includes generating an average of 61,000 payroll checks every two weeks, distributing approximately \$4 billion in wages and employee benefits annually, and performing annual employee wage and benefit enrollment data reports;
- Provide centralized recruitment, including an on-line employment application process and civil service testing of prospective state employees;
- Administer and maintain the job classification and compensation plan;
- Create and maintain certification eligible lists, lay-off records, and recall lists and process approvals/disapprovals of personnel actions for centralized and decentralized agencies;
- Issue statewide policies pertaining to human resources and provide information and assistance to agencies and employees related to proposed and current legislation affecting public employment in Ohio;
- Plan, administer, and evaluate the statewide drug testing program;
- Coordinate and offer general and customized training to all state employees focused on enhancing administrative, technical, supervisory, and management/leadership skills; and
- Continue maintenance of the official personnel records for employees of state and county agencies.

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FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-406	County & Univ Human Res Svcs	893,000	893,000
GSF	125	100-622	Human Resources Division-Operating	12,994,811	13,605,736
TOTAL FOR PROGRAM				13,887,811	14,498,736

Program 02.02: Benefits Administration

This program administers benefits programs including health care; long-term care; dental, vision, and life insurance; COBRA; unemployment benefits; dependent care programs; and workers' compensation for all state employees, pursuant to various statutes and collective bargaining agreements. Benefits Administration monitors the performance of health plans and conducts data analysis and research to provide state agencies and employees with the most cost-effective benefit programs. It manages contracts with all health vendors and provides support to the open enrollment process. This program operates a customer support team to assist state agencies and employees with participation in benefit programs. It oversees a communications program for all employee health, mental health, and substance abuse programs to educate state employees regarding health care-related matters. It administers and adjudicates claims for the disability leave benefit program and oversees absence management functions. This program administers statewide wellness programs, providing resources and guidance to state agencies and employees to promote wellness programs and coordinating special events such as conferences, wellness fairs, and the Governor's annual fitness challenge.

The Executive Recommendation will:

- Administer benefits programs for state employees including health care, long-term care, dental, vision and life insurance, dependent care programs, and workers' compensation;
- Handle administration of Consolidated Omnibus Reconciliation Act (COBRA) health care programs;
- Adjudicate claims for the self-insured, state-administered disability leave benefit program;
- Oversee statewide absence management and wellness initiatives; and
- Manage contracts with benefit providers through rate negotiations, vendor performance audits, and analysis and identification of health care industry trends.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	125	100-622	Human Resources Division-Operating	5,603,332	5,603,332
TOTAL FOR PROGRAM				5,603,332	5,603,332

Program 02.03: Exempt Employee Educational Programs

This program provides tuition reimbursement, professional development education and training, and computer purchase loans for employees who are exempt from collective bargaining.

The Executive Recommendation will:

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

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	5L7	100-610	Professional Development	3,900,000	3,900,000
TOTAL FOR PROGRAM				3,900,000	3,900,000

Program 02.04: Non-Exempt Employee Educational Programs

This program includes five tuition and seminar 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 (OSTA). Each plan has negotiated reimbursement levels for approved classes and seminars. In addition, this program includes the Workforce Development Program, which was created to enhance the job skills of eligible bargaining unit employees through training and educational opportunities. The Workforce Development program under DAS management has been dismantled under the current Ohio Civil Service Employees Association (OCSEA) collective bargaining agreement. The program will be maintained in the Human Resources Division until final obligations for education programs, vendor services, and computer purchase loans incurred under DAS management are paid.

The Executive Recommendation will:

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

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	5D7	100-621	Workforce Development	70,000	0
GSF	5V6	100-619	Employee Edu Development	936,129	936,129
TOTAL FOR PROGRAM				1,006,129	936,129

Program 02.05: Human Resources Program Management

This program provides services, guidance, and oversight to programs in the Human Resources Program Series. These functions include personnel services, fiscal support services, coordination of quality initiatives, performance measures, and workplace mediation services.

The Executive Recommendation will:

- Provide for overall management of four Human Resources programs, including program leadership and oversight, human resources support, and financial management.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	125	100-622	Human Resources Division-Operating	1,292,471	1,351,546
TOTAL FOR PROGRAM				1,292,471	1,351,546

PROGRAM SERIES 03: 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 series is responsible for collective bargaining agreements with five unions representing 15 bargaining units. The five unions are OCSEA; District 1199 (which includes the Health Care and Social Service Union, Service Employees International Union); State Council of Professional Educators (SCOPE); Fraternal Order of Police (FOP); and OSTA. More than 42,000 state employees are covered by these agreements.

Program 03.01: Contract Administration

This program is responsible for interpreting collective bargaining contract language, providing 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.

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The Executive Recommendation will:

- Support administration of six collective bargaining agreements with five unions;
- Support coordination and review of mid-term changes in collective bargaining agreements; and
- Ensure effective contract administration by supporting development and provision of training on labor-management cooperatives, arbitration advocacy, supervision, administrative investigations, and pre-disciplinary meetings.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	128	100-620	Collective Bargaining	1,741,797	1,939,798
TOTAL FOR PROGRAM				1,741,797	1,939,798

Program 03.02: Conflict Resolution Services

This program assists state agencies in resolving employee grievances through the selection and scheduling of mediation and arbitration services. In addition, the program provides for representation in issues before the State Employment Relations Board. This service is provided for all agencies with unionized employees under the appointing authority of the Governor.

The Executive Recommendation will:

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

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	128	100-620	Collective Bargaining	1,180,589	1,180,589
TOTAL FOR PROGRAM				1,180,589	1,180,589

Program 03.03: Contract Negotiation

This program provides representation to state agencies 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.

The Executive Recommendation will:

- Support negotiation, including fact-finding and conciliation hearings, of six collective bargaining agreements with five unions that will take place principally in fiscal year 2009;
- Support other statewide elected office holders in negotiations with up to four collective bargaining agreements and three unions that will take place over the biennium; and
- Support development of cost estimates for proposed collective bargaining changes, statistical analysis of labor market trends, and labor costs for dispute resolution.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	128	100-620	Collective Bargaining	542,147	542,147
TOTAL FOR PROGRAM				542,147	542,147

PROGRAM SERIES 04: 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 and contracting opportunities. These programs help minority and economically disadvantaged vendors gain access to and obtain contracts with the state. These programs also provide services to state employees and minority communities.

Program 04.01: 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 in compliance with 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.

The Executive Recommendation will:

- Provide 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				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	188	100-649	Equal Opportunity Div-Operating	360,339	374,558
TOTAL FOR PROGRAM				360,339	374,558

Program 04.02: MLK Commission

The MLK Commission 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.

The Executive Recommendation will:

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

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-451	Minority Affairs	52,927	52,927
TOTAL FOR PROGRAM				52,927	52,927

Program 04.03: Construction Compliance

This 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 issuing 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.

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The Executive Recommendation will:

- Ensure that contractors on state and state-assisted construction projects comply with laws and regulations pertaining to equal employment opportunity.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	102-321	Construction Compliance	1,167,099	1,167,099
TOTAL FOR PROGRAM				1,167,099	1,167,099

Program 04.04: EO Certification Programs

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 in obtaining 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.

The Executive Recommendation will:

- Assist minority businesses with obtaining state government contracts through a set-aside procurement program for goods and services; and
- Provide 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				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-439	Equal Opportunity Cert Program	750,236	750,236
TOTAL FOR PROGRAM				750,236	750,236

Program 04.05: Equal Opportunity Program Management

This program provides centralized management of DAS programs in the Equal Opportunity Program Series.

The Executive Recommendation will:

- Provide for overall management of four Equal Opportunity programs, including program leadership and oversight, human resources support, and financial management.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	188	100-649	Equal Opportunity Div-Operating	487,070	510,092
TOTAL FOR PROGRAM				487,070	510,092

PROGRAM SERIES 05: Information Technology

The Information Technology Program Series is home to the senior leadership and strategic direction-setting body for the State of Ohio on information technology (IT) issues. The program series also includes an enterprise-wide structure for managing technology acquisition, policy, planning, and project management to support agencies, boards, and commissions in their acquisition and use of IT. In addition, it provides a variety of services such as network infrastructure, data storage, and maintenance of operating system environments.

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The Executive Budget includes provisions to move this program series to OBM in fiscal year 2009.

Program 05.01: Enterprise IT Leadership

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

The Executive Recommendation will:

- Fund 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				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-418	Web Sites and Business Gateway	91,335	98,749
GSF	229	100-630	IT Governance	1,436,095	1,682,137
TOTAL FOR PROGRAM				1,527,430	1,780,886

Program 05.02: Digital Government

This program is responsible for coordinating the state's efforts for delivery of online services to the public. Digital Government manages the state's primary web site, Ohio.gov, and provides website hosting to state agencies. This program is also responsible for overseeing the development and operation of the Ohio Business Gateway (OBG), a web-based application that allows businesses to file reports for and pay 27 different taxes and fees at one Internet location. The system continues to expand to enable other transactions between the state and the public and since 2002 has accepted over \$5 billion in electronic payments.

The Executive Recommendation will:

- Provide an internet portal by which businesses can transact business with the State of Ohio, 24 hours a day seven days a week. In 2006, \$2.1 billion in electronic payments for over 880,000 transactions was accepted; and
Provide funding for the state portal, which hosts the State of Ohio website that receives over 33,000 visits a day.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-418	Web Sites and Business Gateway	3,179,138	3,171,334
GSF	229	100-630	IT Governance	1,188,287	1,296,720
GSF	5X3	100-634	Centralized Gateway Enhancemnt	974,023	974,023
TOTAL FOR PROGRAM				5,341,448	5,442,077

Program 05.03: IT Governance and Research Services

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 IT. Associated responsibilities include developing and evaluating bid documents and proposals, developing and managing policies and standards, monitoring the status of large IT projects being conducted statewide, and compiling the state's comprehensive IT plans. This program also 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.

The Executive Recommendation will:

- Execute statutory and federal rule responsibilities, obligations, and regulatory oversight with regard to the State's \$600 million annual procurement of information technology;
- Yield savings across all state agency IT purchases in excess of \$40 million annually. These savings are more than twice the amount of the annual budget of the entire program series;
- Provide IT research and advisory services that are currently utilized by over 40 state agencies;
- Offer publications, onsite briefings, conferences, and consulting services (for example, Gartner, Columbus Technology Council, and NOREX) for use by state agencies to address the latest technologies, industry trends, and business challenges; and
- Improve IT decision making through the use of expert advice and the application of proven best practices.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	229	100-630	IT Governance	14,484,164	14,129,689
TOTAL FOR PROGRAM				14,484,164	14,129,689

Program 05.04: Enterprise Computing

This program 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 provides support and tools enabling customers to develop systems that seamlessly cross platform boundaries. This program operates as a means of providing cost-effective enterprise-wide computing services. Customers benefit by being able to develop applications unique to each agency, while utilizing the economies of enterprise-class hardware and software services. Enterprise Computing has been providing statewide computing services to agencies for decades, beginning and continuing with mainframe system services, multi-platform open systems services, email services, enterprise print services and database administration support. Enterprise Computing Services supports the state's Central Accounting System (CAS) as well as payroll, welfare, child support, unemployment, job matching, and Medicaid systems to name a few.

The Executive Recommendation will:

- Provide a disaster recovery program in support of the state's mission-critical core business applications;
- Consolidate the current, multiple help desk services for each computing platform operating today into a centralized operation;
- Provide various mainframe and open system platforms and associated technology, computer operations, data storage options, enterprise printing, technical assistance, database administration services, and Exchange/Outlook e-mail service;
- Provide technical support and tools enabling customers to develop systems that seamlessly cross platform boundaries; and
- Provide cost-effective, enterprise-wide computing services to agencies in support of agency-specific applications such as welfare, child support and unemployment systems, job matching, and Medicaid systems.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	133	100-607	IT Service Delivery	35,248,116	37,932,959
GSF	4N6	100-617	Major IT Purchases	3,687,931	3,857,371
TOTAL FOR PROGRAM				38,936,047	41,790,330

Program 05.05: Unified Network Services

This program has two major components: Network Administration and the Multi-Agency Radio Communications System (MARCS). Network Administration provides network connectivity, network infrastructure management for wide area and local area network connectivity, video connectivity, and network security. System engineering prepares network design, supports network security functions, and provides recommended solutions to resolve complex network connectivity issues. The program also provides local, long distance, and other associated telephone services. Master contracts for services are negotiated at the lowest possible cost. 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 the fiscal year 2008–2009 biennium include the Departments of Highway Safety, Rehabilitation and Correction, Natural Resources, Youth Services, Agriculture, Transportation, and Health; Emergency Management Agency; Attorney General’s Bureau of Criminal Identification and Investigation; Supreme Court; local police and fire departments; National Guard; and Life Flight.

The Executive Recommendation will:

- Deliver voice, video, and data services of higher quality and lower cost than what state agencies could obtain independently;
- Support management of the state's network backbone, including acting as the state's internet service provider;
- Manage MARCS; and
- Provide the state’s data center network infrastructure to deliver critical OIT enterprise services including the state’s mainframe, Ohio Business Gateway, OAKS, and other critical agency applications.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-419	It Security Infrastructure	816,456	816,456
GSF	133	100-607	IT Service Delivery	19,143,213	20,587,361
GSF	4N6	100-617	Major IT Purchases	3,807,788	3,638,348
GSF	5C2	100-605	MARCS Administration	11,069,291	11,069,291
TOTAL FOR PROGRAM				34,836,748	36,111,456

Program 05.06: Enterprise Shared Services

Enterprise Shared Services (ESS) supports multi-agency functions and services, including electronic commerce, electronic filing, and geographic information services (GIS). ESS is the service provider for OBG, web hosting services, and the Ohio Portal for the Digital Government Program. ESS also manages the state’s Central e-Payment Engine for the Office of Budget and Management (OBM), which is used by numerous state agencies. ESS hosts and manages the Enterprise Cognos Business Intelligence and Reporting platform that supports a variety of reporting requirements for OIT, OBM, and OAKS. ESS also houses the state’s GIS coordinating body, the Ohio Geographically Referenced Information Program (OGRIP), which oversees the Location Based Response System (LBRS) and the Ohio Statewide Imagery Program (OSIP). These programs support numerous state agencies’ applications associated with homeland security, homeland defense, public safety, and economic development. ESS also supports the development of the Mobile Transaction Gateway that will serve as a mechanism for the secure delivery of state data to wireless and mobile devices for state government, citizens, and businesses.

The Executive Recommendation will:

- Provide an enterprise approach for electronic commerce, electronic filing, ePayment, business intelligence and reporting, application integration, data exchange, communication/collaboration, and Geographic Information System (GIS) services and expertise;
- Provide easy access to tools for better metrics development, dashboarding, and scorecarding for state agencies;

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- Manage the hardware and software infrastructure and upkeep of the state's web presence for approximately 150 agency web sites, as service provider for the Ohio Business Gateway and Ohio.gov portal;
- Provide mechanisms to enable Ohio's mobile workforce to interact and communicate with state agency offices and legacy systems; and
- Continue to provide access to spatial data as a foundation to improve demographic, location, and site analysis for infrastructure planning and economic development.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-419	It Security Infrastructure	737,979	737,979
GSF	133	100-607	IT Service Delivery	10,124,039	9,966,414
TOTAL FOR PROGRAM				10,862,018	10,704,393

Program 05.07: Information Technology Services Program Management

This program provides centralized management of DAS/OIT programs in the Information Technology Program Series.

The Executive Recommendation will:

- Provide centralized management of OIT programs in the Information Technology Program Series.
- Maintain OAKS application support as it moves from its current, developmental phase supported by the state program management office and contractors into a "steady state" organization.
- Support a new organization within OIT to support the application, data management, and other increased IT functions related to support of OAKS.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	133	100-607	IT Service Delivery	8,024,519	7,361,215
GSF	5EB	100-635	OAKS Support Organization	19,132,671	19,132,671
TOTAL FOR PROGRAM				27,157,190	26,493,886

PROGRAM SERIES 06: State Support Services

The State Support Services Program Series consists of five programs that provide centralized support services to various entities.

Program 06.01: Central Service Agency

The Central Service Agency (CSA) provides accounting, budgeting, personnel and payroll services for 32 boards and commissions. Use of CSA-provided services allows small agencies to expend their limited resources more efficiently.

The Executive Recommendation will:

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

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FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GSF	115	100-632	Central Service Agency	860,878	928,403
TOTAL FOR PROGRAM				860,878	928,403

Program 06.02: State Buildings – Rent and Operations

This program provides for the payment of building debt service, operating, and maintenance costs for the Rhodes Tower, Riffe Center, and SOCC in Columbus; Lausche Building in Cleveland; DiSalle Center in Toledo; and Ocasek Building in Akron. In addition, this program also supports rent for GRF-funded state agencies, veterans groups that occupy space in DAS-owned buildings, vacant space and space undergoing renovation, and tenants relocated due to building renovations, as well as the cost of appraisals and other evaluations.

The Executive Recommendation will:

- Support payment of scheduled debt service for the five state office towers, the State of Ohio Computer Center, Administrative Building Fund capital projects including the Statehouse and Judicial Center, and estimated debt on new fiscal year 2007-2008 biennium capital appropriations;
- Fund OAKS system lease payments; and
- Fund the operation and maintenance of the five state office towers and the computer center.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-415	OAKS Lease Payments	14,162,000	14,165,000
GRF	GRF	100-433	State of Ohio Computer Center	5,092,502	5,007,502
GRF	GRF	100-447	OBA - Building Rent Payments	112,294,800	106,476,400
GRF	GRF	100-448	OBA - Bldg Operating Payments	26,457,000	27,303,000
GRF	GRF	100-449	DAS - Bldg Operating Payments	3,769,510	3,834,871
TOTAL FOR PROGRAM				161,775,812	156,786,773

Program 06.03: 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 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, statewide elected officials, Ohio House, and Ohio Senate—do not pay for their audits. Instead, DAS is statutorily responsible for the payment.

The Executive Recommendation will:

- Support 5,200 audit hours in fiscal year 2008 and 4,952 audit hours in fiscal year 2009 for those state agencies audited on a biennial basis.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-405	Agency Audit Expenses	312,550	312,550
TOTAL FOR PROGRAM				312,550	312,550

Program 06.04: Veterans' Records System

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

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county veterans service offices and federal agencies—such as the Social Security Administration, Department of Veterans Affairs, and National Records Center—as required documentation to re-enlist or to claim benefits including retirement, disability, pension, health care, and burial.

The Executive Recommendation will:

- Maintain the Veterans’ Records System including software, server, server connections, data storage, and tape backup;
- Provide for scanning into the system approximately 90,000 new military records of Ohio veterans in fiscal year 2008; and
- Fund the replacement of the Veterans’ Records System server in fiscal year 2009.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-410	Veterans’ Records Conversion	46,170	46,171
TOTAL FOR PROGRAM				46,170	46,171

Program 06.05: Public School Employee Benefits

This program supports the activities of the School Employees Health Care Board and the Public Schools Health Care Advisory Committee, which is comprised of interested parties to advise the board. These entities were created in Am. Sub. H.B. 66, the operating budget bill for the 2006-2007 biennium, to analyze the health care environment for non-teaching public school employees, make recommendations for pooling this group for centralized health plan administration to save money for school districts, and implement and administer such a program if approved by the legislature.

The Executive Recommendation will:

- Support the activities of the School Employees Health Care Board and the Public Schools Health Care Advisory Committee, established in Revised Code Section 9.901;
- Support development of recommendations to the Governor and legislature regarding the design and administration of medical plans for public school employees;
- Provide for an assessment of the feasibility of designing medical plans for public institutions of higher education;
- Fund consultant services for data collection and analysis activities; and
- Fund the design and implementation of medical plans as ultimately approved by the legislature.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	100-403	Pub School Employee Benefits	1,425,000	1,425,000
TOTAL FOR PROGRAM				1,425,000	1,425,000

PROGRAM SERIES 07: DAS Program Management

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

Program 07.01: DAS Program Management

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

The Executive Recommendation will:

- Support overall departmental management;
- Provide for information technology support of statewide programs housed within DAS, including fleet management, state procurement, labor negotiations, and joint labor-management committees; and
- Provide information technology support for the development, implementation, and maintenance of DAS systems that will be developed during the fiscal year 2008-2009 biennium to “bolt on” to OAKS, including the capital improvement management, benefits adjudication, family and medical leave administration, and vendor notification systems.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2008	FY 2009
GRF	GRF	130-321	State Agency Support Services	537,456	565,760
GSF	112	100-616	DAS Administration	5,299,427	5,299,427
GSF	4P3	100-603	DAS Information Services	4,793,190	4,958,218
TOTAL FOR PROGRAM				10,630,073	10,823,405

Appropriation Line Item Analyses for Fiscal Years 2008 and 2009

Line Item Restructuring Analysis

Line item 100-627, Vehicle Liability Insurance, is consolidated into 100-606, Risk Management Reserve, for administrative efficiencies. The combined line item is reduced to more nearly reflect actual expenditures.

To illustrate changes in funding levels due to this restructuring, estimated fiscal year 2007 spending in the following table is converted from the previous line-item structure to the current line-item structure.

Fund	ALI	ALI Title	Estimated	Recommended			
			FY 2007	FY 2008	% Change	FY 2009	% Change
130	100-606	Risk Management Reserve	3,568,548	2,568,548	-28.0%	2,568,548	0.0%
127	100-627	Vehicle Liability Insurance	-	-	-	-	-

Line Item Notes

100-415, OAKS Lease Payments: This is a new GRF line item to make lease payments on the certificates of participation that have financed OAKS development costs. For additional information, please refer to Program 06.02, State Buildings - Rent and Operations.

100-603, DAS Information Services: This line item is reduced to more nearly reflect actual expenditures. For additional information, please refer to Program 07.01, DAS Program Management.

100-608, Skilled Trades Services: This line item is reduced to more nearly reflect actual expenditures. For additional information, please refer to Program 01.06, Properties and Facilities Management.

100-610, Professional Development: This professional development line item for exempt state employees is increased to more nearly reflect actual service levels and expenditures. For additional information, please refer to Program 02.03, Exempt Employee Educational Programs.

100-617, Major IT Purchases: This line item is reduced to more nearly reflect actual expenditures. For additional information, please refer to Program 05.04, Enterprise Computing, and Program 05.05, Unified Network Services.

100-621, Workforce Development: Pursuant to the current contract, this professional development program for OCSEA employees has been turned over to the union for management and administration. Only some final close-out costs for the state-administered program remain for DAS. For additional information, please refer to Program 02.04, Non-Exempt Employee Educational Programs.

100-635, OAKS Support Organization: This is a new line item for a new OIT program that will support day-to-day OAKS operations as the project transitions from development phase in the fiscal year 2008-2009 biennium. For additional information, please refer to Program 05.07, Information Technology Services Program Management.

100-637, Fleet Management: This line item is reduced to more nearly reflect actual expenditures. For additional information, please refer to Program 01.04, Fleet Management Services.

130-321, State Agency Support Services: This line item includes costs for the transition of state warrant printing and mailing operations from JFS and OIT to DAS. For additional information, please refer to Program 01.03, Printing and Document Management Services.

LINE ITEM SUMMARY - Administrative Services

FUND	ALI	ALI TITLE	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ESTIMATE	FY 2008 RECOMMENDED	% CHANGE	FY 2009 RECOMMENDED	% CHANGE
GRF	100-402	Unemployment Compensation	85,396	9,720	0	0	0	.0	0	.0
GRF	100-403	Pub School Employee Benefits	0	0	74,070	1,500,000	1,425,000	(5.0)	1,425,000	.0
GRF	100-404	Comm Rehab Procurement Program	0	0	251,616	268,040	262,277	(2.2)	262,277	.0
GRF	100-405	Agency Audit Expenses	347,524	162,374	186,857	329,000	312,550	(5.0)	312,550	.0
GRF	100-406	County & Univ Human Res Svcs	417,433	458,762	181,282	940,000	893,000	(5.0)	893,000	.0
GRF	100-409	Departmental Information Services	25,099	0	0	0	0	.0	0	.0
GRF	100-410	Veterans' Records Conversion	33,016	21,456	58,680	48,600	46,170	(5.0)	46,171	.0
GRF	100-414	Ohio Geog. Referenced Info Program	53,041	0	0	0	0	.0	0	.0
GRF	100-415	OAKS Lease Payments	0	0	0	0	14,162,000	**	14,165,000	**
GRF	100-416	Strategic Technology Devlpmnt Prgs	936,864	0	0	0	0	.0	0	.0
GRF	100-417	MARCS	893,369	564,108	198,061	0	0	.0	0	.0
GRF	100-418	Web Sites and Business Gateway	3,135,526	2,217,925	3,978,081	3,275,280	3,270,473	(.1)	3,270,083	.0
GRF	100-419	It Security Infrastructure	1,805,070	1,650,116	993,637	1,636,247	1,554,435	(5.0)	1,554,435	.0
GRF	100-421	OAKS Project Implementation	442,956	353,539	476,797	410,839	402,006	(2.2)	402,005	.0
GRF	100-433	State of Ohio Computer Center	5,011,160	5,131,423	5,190,443	4,991,719	5,092,502	2.0	5,007,502	(1.7)
GRF	100-439	Equal Opportunity Cert Program	616,100	582,552	619,033	728,384	750,236	3.0	750,236	.0
GRF	100-447	OBA - Building Rent Payments	83,978,669	97,148,564	107,241,389	116,091,300	112,294,800	(3.3)	106,476,400	(5.2)
GRF	100-448	OBA - Bldg OPerating Payments	23,179,819	27,318,351	21,440,485	25,647,183	26,457,000	3.2	27,303,000	3.2
GRF	100-449	DAS - Bldg OPerating Payments	3,995,368	4,176,511	3,055,002	4,170,623	3,769,510	(9.6)	3,834,871	1.7
GRF	100-451	Minority Affairs	37,600	33,804	50,087	47,000	52,927	12.6	52,927	.0
GRF	100-734	Major Maint - State Bldgs	38,092	40,433	88,713	50,000	48,925	(2.2)	47,500	(2.9)
GRF	102-321	Construction Compliance	969,024	957,142	1,005,415	1,206,779	1,167,099	(3.3)	1,167,099	.0
GRF	130-321	State Agency Support Services	2,898,129	2,589,188	2,484,003	2,668,985	6,340,215	**	6,564,301	3.5
TOTAL General Revenue Fund			128,899,255	143,415,968	147,573,651	164,009,979	178,301,125	8.7	173,534,357	(2.7)
112	100-616	DAS Administration	4,429,802	4,566,120	4,375,967	5,299,427	5,299,427	.0	5,299,427	.0
115	100-632	Central Service Agency	941,906	929,472	740,132	860,878	860,878	.0	928,403	7.8
117	100-644	General Services Div-Operating	4,645,453	5,114,726	6,902,793	8,145,773	8,295,772	1.8	8,540,772	3.0
122	100-637	Fleet Management	1,500,778	1,469,632	2,222,038	4,032,968	2,182,968	**	2,032,968	(6.9)
125	100-622	Human Resources Division-Operating	15,388,783	15,721,789	15,795,254	19,220,614	19,890,614	3.5	20,560,614	3.4
127	100-627	Vehicle Liability Insurance	2,005,039	1,701,329	1,770,238	3,344,644	0	**	0	.0
128	100-620	Collective Bargaining	2,655,153	2,901,219	2,946,867	3,410,952	3,464,533	1.6	3,662,534	5.7
130	100-606	Risk Management Reserve	196,411	191,699	205,032	223,904	2,568,548	**	2,568,548	.0
131	100-639	State Architect's Office	5,816,486	4,767,250	5,093,670	7,047,427	7,348,483	4.3	7,544,164	2.7
132	100-631	DAS Building Management	8,650,757	8,819,665	8,822,696	11,066,228	9,716,228	(12.2)	10,166,228	4.6
133	100-607	IT Service Delivery	72,691,058	81,949,006	65,507,430	80,345,563	72,539,887	(9.7)	75,847,949	4.6
188	100-649	Equal Opportunity Div-Operating	805,889	800,403	695,536	1,010,255	847,409	(16.1)	884,650	4.4
201	100-653	Gen Svcs Resale Merch	1,348,893	942,184	1,523,421	1,553,000	1,553,000	.0	1,553,000	.0
210	100-612	State Printing	4,777,923	5,166,286	4,907,618	5,931,421	5,681,421	(4.2)	5,436,421	(4.3)

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

Executive Budget For Fiscal YEARS 2008 AND 2009

LINE ITEM SUMMARY - Administrative Services

FUND	ALI	ALI TITLE	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ESTIMATE	FY 2008 RECOMMENDED	% CHANGE	FY 2009 RECOMMENDED	% CHANGE
229	100-630	IT Governance	0	0	13,705,157	20,117,555	17,108,546	(15.0)	17,108,546	.0
4N6	100-617	Major IT Purchases	232,317	3,423,458	1,914,378	10,617,166	7,495,719	**	7,495,719	.0
4P3	100-603	DAS Information Services	3,935,717	3,828,890	3,803,695	6,117,004	4,793,190	**	4,958,218	3.4
427	100-602	Investment Recovery	5,418,384	5,037,088	5,092,616	5,683,564	5,683,564	.0	5,683,564	.0
5AB	100-624	Non-Federal Info Technology Grants	1,313	17,442	241	0	0	.0	0	.0
5C2	100-605	MARCS Administration	6,458,686	9,000,187	8,313,204	11,069,291	11,069,291	.0	11,069,291	.0
5C3	100-608	Skilled Trades Services	1,197,231	863,313	723,129	1,434,982	934,982	**	934,982	.0
5D7	100-621	Workforce Development	16,543,124	14,274,238	13,510,856	5,397,619	70,000	**	0	**
5EB	100-635	OAKS Support Organization	0	0	0	0	19,132,671	**	19,132,671	**
5L7	100-610	Professional Development	2,685,719	3,403,208	3,553,289	2,700,000	3,900,000	**	3,900,000	.0
5V6	100-619	Employee Edu Development	616,716	596,359	733,971	936,129	936,129	.0	936,129	.0
5X3	100-634	Centralized Gateway Enhancemt	0	0	0	0	974,023	.0	974,023	.0
TOTAL General Services Fund Group			162,943,538	175,484,963	172,859,228	215,566,364	212,347,283	(1.5)	217,218,821	2.3
3AJ	100-623	Federal In Tech Grants	23,666	1,299	448,183	82,048	0	(100.0)	0	.0
3AL	100-625	MARCS Grants	0	87,252	154,327	308,000	0	(100.0)	0	.0
3AM	100-626	Homeland Security Grants	0	83,280	95,992	0	0	.0	0	.0
3H6	100-609	Federal Grants OGRIP	0	0	0	1,000,000	0	(100.0)	0	.0
TOTAL Fed Special Revenue Fund Group			23,666	171,831	698,502	1,390,048	0	(100.0)	0	.0
113	100-628	Unemployment Comp Pass Through	2,648,824	0	0	0	0	.0	0	.0
TOTAL Agency Fund Group			2,648,824	0	0	0	0	.0	0	.0
R08	100-646	General Services Refunds	6,370	5,580	100	20,000	0	(100.0)	0	.0
TOTAL Holdng Acct Redist Fund Group			6,370	5,580	100	20,000	0	(100.0)	0	.0
TOTAL Dept of Administrative Svcs			294,521,653	319,078,342	321,131,481	380,986,391	390,648,408	2.5	390,753,178	.0

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