

# DTSS - STATEWIDE SHARED SERVICES

## State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2020

None

### Employment Summary

|                         | Male | Female | Total | %     |
|-------------------------|------|--------|-------|-------|
| White Employees         | 24   | 53     | 77    | 70 %  |
| Black Employees         | 6    | 23     | 29    | 26 %  |
| Other Racial Minorities | 2    | 2      | 4     | 4 %   |
| Total Minorities        |      |        | 33    | 30 %  |
| Total Employees         |      |        | 110   | 100 % |

### Publications

#### A.C.A. 25-1-201 et seq.

| Name | Statutory Authorization | Required for |                  | # of Copies | Reason(s) for Continued Publication and Distribution | Unbound Black & White Copies Produced During the Last Two Years | Cost of Unbound Copies Produced During the Last Two Years |
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|      |                         | Governor     | General Assembly |             |  |   |   |
| N/A  | None                    | N            | N                | 0           | N/A  | 0   | 0.00  |

## Department Appropriation Summary

| Appropriation                           | Historical Data   |           |                   |            |                   |            | Agency Request and Executive Recommendation |            |                   |            |                   |            |                   |            |
|---|-------------------|-----------|-------------------|------------|-------------------|------------|---|------------|-------------------|------------|-------------------|------------|-------------------|------------|
|   | 2019-2020         |           | 2020-2021         |            | 2020-2021         |            | 2021-2022                                   |            |                   |            | 2022-2023         |            |                   |            |
|   | Actual            | Pos       | Budget            | Pos        | Authorized        | Pos        | Agency                                      | Pos        | Executive         | Pos        | Agency            | Pos        | Executive         | Pos        |
| Z55 Statewide SS-OPM OSP Operations     | 5,617,829         | 40        | 6,212,257         | 77         | 6,899,726         | 89         | 5,995,638                                   | 73         | 5,995,638         | 73         | 6,001,296         | 73         | 6,001,296         | 73         |
| Z56 Statewide SS-OPM OSP EBD Misc Cash  | 1,212,134         | 21        | 4,309,205         | 23         | 4,335,470         | 23         | 4,500,187                                   | 24         | 4,500,187         | 24         | 5,002,154         | 24         | 5,002,154         | 24         |
| Z57 Statewide SS OPM Pcard/Tcard Prog   | 2,166,724         | 0         | 4,000,000         | 0          | 4,000,000         | 0          | 4,000,000                                   | 0          | 4,000,000         | 0          | 4,000,000         | 0          | 4,000,000         | 0          |
| Z58 Statewide SS OSP Marketing & Redist | 933,553           | 18        | 1,218,431         | 16         | 1,225,238         | 16         | 1,444,746                                   | 19         | 1,444,746         | 19         | 1,444,746         | 19         | 1,444,746         | 19         |
| Z59 Statewide SS EBD Operations         | 2,338,459         | 14        | 3,097,991         | 15         | 3,185,761         | 31         | 3,180,919                                   | 30         | 3,180,919         | 30         | 3,182,395         | 30         | 3,182,395         | 30         |
| Z81 DTSS IT Expenses                    | 0                 | 0         | 600,000           | 0          | 600,000           | 0          | 600,000                                     | 0          | 600,000           | 0          | 600,000           | 0          | 600,000           | 0          |
| <b>Total</b>                            | <b>12,268,699</b> | <b>93</b> | <b>19,437,884</b> | <b>131</b> | <b>20,246,195</b> | <b>159</b> | <b>19,721,490</b>                           | <b>146</b> | <b>19,721,490</b> | <b>146</b> | <b>20,230,591</b> | <b>146</b> | <b>20,230,591</b> | <b>146</b> |

  

| Funding Sources                |         | %                 |              | %                 |              | %                 |              | %                 |              | %                 |              | %                 |              |
|--------------------------------|---------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|
| Fund Balance                   | 4000005 | 4,019,572         | 24.8         | 3,923,518         | 17.6         | 2,882,101         | 13.0         | 2,882,101         | 13.0         | 2,437,168         | 11.0         | 2,437,168         | 11.0         |
| State Central Services         | 4000035 | 7,956,288         | 49.1         | 9,910,248         | 44.4         | 9,776,557         | 44.1         | 9,776,557         | 44.1         | 9,783,691         | 44.0         | 9,783,691         | 44.0         |
| Non-Revenue Receipts           | 4000040 | 2,317,186         | 14.3         | 3,235,227         | 14.5         | 4,000,000         | 18.1         | 4,000,000         | 18.1         | 4,000,000         | 18.0         | 4,000,000         | 18.0         |
| Cash Fund                      | 4000045 | 1,193,277         | 7.4          | 2,616,104         | 11.7         | 2,500,000         | 11.3         | 2,500,000         | 11.3         | 3,000,000         | 13.5         | 3,000,000         | 13.5         |
| Miscellaneous Revolving        | 4000350 | 705,894           | 4.4          | 1,134,888         | 5.1          | 1,500,000         | 6.8          | 1,500,000         | 6.8          | 1,500,000         | 6.8          | 1,500,000         | 6.8          |
| Transfer from DHS              | 4000510 | 0                 | 0.0          | 1,500,000         | 6.7          | 1,500,000         | 6.8          | 1,500,000         | 6.8          | 1,500,000         | 6.8          | 1,500,000         | 6.8          |
| <b>Total Funds</b>             |         | <b>16,192,217</b> | <b>100.0</b> | <b>22,319,985</b> | <b>100.0</b> | <b>22,158,658</b> | <b>100.0</b> | <b>22,158,658</b> | <b>100.0</b> | <b>22,220,859</b> | <b>100.0</b> | <b>22,220,859</b> | <b>100.0</b> |
| Excess Appropriation/(Funding) |         | (3,923,518)       |              | (2,882,101)       |              | (2,437,168)       |              | (2,437,168)       |              | (1,990,268)       |              | (1,990,268)       |              |
| <b>Grand Total</b>             |         | <b>12,268,699</b> |              | <b>19,437,884</b> |              | <b>19,721,490</b> |              | <b>19,721,490</b> |              | <b>20,230,591</b> |              | <b>20,230,591</b> |              |

## **Analysis of Budget Request**

**Appropriation:** Z55 - Statewide SS-OPM OSP Operations

**Funding Sources:** HSC - State Central Services

This State Central Services funded appropriation provides for operations of the Department of Shared Services and Transformation - Offices of Personnel Management and State Procurement. These offices provide state agencies with assistance and expertise in personnel, purchasing, and administering statutorily required controls.

With the exception of Regular Salaries and Personal Services Matching, continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$5,995,639 in FY22 and \$6,001,296 in FY23.

The Agency Request includes the following changes:

- Transfer of (10) positions and associated (\$556,112) in Regular Salaries and (\$181,740) in Personal Services Matching appropriation in FY22 and (\$556,912) in Regular Salaries and (\$181,923) in Personal Services Matching appropriation in FY23 to the Department of Transformation and Shared Services - Administrative Services (BA 9914 - FC Z77) to provide department wide administrative services.
- Transfer of (2) positions and associated (\$148,649) in Regular Salaries and (\$44,945) in Personal Services Matching appropriation in each year of the biennium to the Department of Transformation and Shared Services - Office of the Secretary appropriation (BA 9914 - FC Z77) to serve as the Department's Chief Legal Counsel and Executive Assistant.

The Executive Recommendation provides for the Agency Request and titles changes for 35 positions and reclassification of 24 positions.

## Appropriation Summary

**Appropriation:** Z55 - Statewide SS-OPM OSP Operations

**Funding Sources:** HSC - State Central Services

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                |         | 2019-2020        | 2020-2021        | 2020-2021        | 2021-2022        |                  | 2022-2023        |                  |
|--------------------------------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                |         | Actual           | Budget           | Authorized       | Agency           | Executive        | Agency           | Executive        |
| Regular Salaries               | 5010000 | 3,915,884        | 4,352,808        | 4,879,074        | 4,176,992        | 4,176,992        | 4,181,592        | 4,181,592        |
| <b>#Positions</b>              |         | <b>40</b>        | <b>77</b>        | <b>89</b>        | <b>73</b>        | <b>73</b>        | <b>73</b>        | <b>73</b>        |
| Extra Help                     | 5010001 | 11,469           | 11,512           | 11,512           | 11,512           | 11,512           | 11,512           | 11,512           |
| <b>#Extra Help</b>             |         | <b>1</b>         | <b>9</b>         | <b>9</b>         | <b>9</b>         | <b>9</b>         | <b>9</b>         | <b>9</b>         |
| Personal Services Matching     | 5010003 | 1,310,210        | 1,395,337        | 1,556,540        | 1,354,534        | 1,354,534        | 1,355,592        | 1,355,592        |
| Operating Expenses             | 5020002 | 379,704          | 426,500          | 426,500          | 426,500          | 426,500          | 426,500          | 426,500          |
| Conference & Travel Expenses   | 5050009 | 562              | 17,600           | 17,600           | 17,600           | 17,600           | 17,600           | 17,600           |
| Professional Fees              | 5060010 | 0                | 8,500            | 8,500            | 8,500            | 8,500            | 8,500            | 8,500            |
| Data Processing                | 5090012 | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| Capital Outlay                 | 5120011 | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| <b>Total</b>                   |         | <b>5,617,829</b> | <b>6,212,257</b> | <b>6,899,726</b> | <b>5,995,638</b> | <b>5,995,638</b> | <b>6,001,296</b> | <b>6,001,296</b> |
| <b>Funding Sources</b>         |         |                  |                  |                  |                  |                  |                  |                  |
| State Central Services         | 4000035 | 5,617,829        | 6,212,257        |                  | 5,995,638        | 5,995,638        | 6,001,296        | 6,001,296        |
| <b>Total Funding</b>           |         | <b>5,617,829</b> | <b>6,212,257</b> |                  | <b>5,995,638</b> | <b>5,995,638</b> | <b>6,001,296</b> | <b>6,001,296</b> |
| Excess Appropriation/(Funding) |         | 0                | 0                |                  | 0                | 0                | 0                | 0                |
| <b>Grand Total</b>             |         | <b>5,617,829</b> | <b>6,212,257</b> |                  | <b>5,995,638</b> | <b>5,995,638</b> | <b>6,001,296</b> | <b>6,001,296</b> |

Variance in number of positions in Authorized and Agency Request due to single salary section in appropriation act.

## **Analysis of Budget Request**

**Appropriation:** Z56 - Statewide SS-OPM OSP EBD Misc Cash

**Funding Sources:** NFB- DTSS Miscellaneous Paying - Cash in Treasury

This appropriation is used to provide spending authority for various activities such as the Department of Transformation and Shared Services (DTSS) Office of Personnel Management - Inter-Agency Training Program, DTSS Office of State Procurement seminars, vendor fees and rebates, and DTSS - Employee Benefits Division. The source of funding for this appropriation is registration fees collected from participants attending training sessions, seminars, payment of vendor fees, and other miscellaneous reimbursements and revenues.

Expenditure of appropriation is contingent upon available funding.

With the exception of Regular Salaries and Personal Services Matching, continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$4,500,187 in FY22 and \$5,002,154 in FY23.

The Agency Request includes the following changes:

- Increase of \$100,000 in Extra Help and related \$10,000 in Personal Services Matching appropriation in each year of the biennium. This appropriation will provide for the utilization of extra help positions to assist with Statewide Shared Services Projects.
- For FY23, a total increase of \$500,000 is requested to provide sufficient appropriation for the Department to increase utilization of cash revenue and reduce the Department's reliance on State Central Services funding. These increases include:
  - Regular Salaries appropriation increase of \$300,000;
  - Personal Services Matching appropriation increase of \$96,000;
  - Operating Expenses appropriation increase of \$100,000; and
  - Professional Fees appropriation increase of \$4,000.

The Executive Recommendation provides for the Agency Request and title changes for 7 positions.

## Appropriation Summary

**Appropriation:** Z56 - Statewide SS-OPM OSP EBD Misc Cash  
**Funding Sources:** NFB- DTSS Miscellaneous Paying - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                       | 2019-2020          | 2020-2021          | 2020-2021        | 2021-2022          |                    | 2022-2023          |                    |
|---------------------------------------|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|                                       | Actual             | Budget             | Authorized       | Agency             | Executive          | Agency             | Executive          |
| Regular Salaries 5010000              | 759,800            | 838,061            | 858,790          | 892,790            | 892,790            | 1,194,390          | 1,194,390          |
| <b>#Positions</b>                     | <b>21</b>          | <b>23</b>          | <b>23</b>        | <b>24</b>          | <b>24</b>          | <b>24</b>          | <b>24</b>          |
| Extra Help 5010001                    | 0                  | 0                  | 0                | 100,000            | 100,000            | 100,000            | 100,000            |
| <b>#Extra Help</b>                    | <b>0</b>           | <b>0</b>           | <b>0</b>         | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           |
| Personal Services Matching 5010003    | 295,586            | 308,422            | 313,958          | 344,675            | 344,675            | 441,042            | 441,042            |
| Operating Expenses 5020002            | 47,990             | 853,222            | 853,222          | 853,222            | 853,222            | 953,222            | 953,222            |
| Conference & Travel Expenses 5050009  | 0                  | 71,800             | 71,800           | 71,800             | 71,800             | 71,800             | 71,800             |
| Professional Fees 5060010             | 0                  | 20,000             | 20,000           | 20,000             | 20,000             | 24,000             | 24,000             |
| Data Processing 5090012               | 0                  | 0                  | 0                | 0                  | 0                  | 0                  | 0                  |
| Refunds/Reimbursements 5110014        | 108,758            | 717,700            | 717,700          | 717,700            | 717,700            | 717,700            | 717,700            |
| Capital Outlay 5120011                | 0                  | 0                  | 0                | 0                  | 0                  | 0                  | 0                  |
| External Consultant Contracts 5900046 | 0                  | 1,500,000          | 1,500,000        | 1,500,000          | 1,500,000          | 1,500,000          | 1,500,000          |
| <b>Total</b>                          | <b>1,212,134</b>   | <b>4,309,205</b>   | <b>4,335,470</b> | <b>4,500,187</b>   | <b>4,500,187</b>   | <b>5,002,154</b>   | <b>5,002,154</b>   |
| <b>Funding Sources</b>                |                    |                    |                  |                    |                    |                    |                    |
| Fund Balance 4000005                  | 3,094,059          | 3,075,202          |                  | 2,882,101          | 2,882,101          | 2,381,914          | 2,381,914          |
| Cash Fund 4000045                     | 1,193,277          | 2,616,104          |                  | 2,500,000          | 2,500,000          | 3,000,000          | 3,000,000          |
| Transfer from DHS 4000510             | 0                  | 1,500,000          |                  | 1,500,000          | 1,500,000          | 1,500,000          | 1,500,000          |
| <b>Total Funding</b>                  | <b>4,287,336</b>   | <b>7,191,306</b>   |                  | <b>6,882,101</b>   | <b>6,882,101</b>   | <b>6,881,914</b>   | <b>6,881,914</b>   |
| <b>Excess Appropriation/(Funding)</b> | <b>(3,075,202)</b> | <b>(2,882,101)</b> |                  | <b>(2,381,914)</b> | <b>(2,381,914)</b> | <b>(1,879,760)</b> | <b>(1,879,760)</b> |
| <b>Grand Total</b>                    | <b>1,212,134</b>   | <b>4,309,205</b>   |                  | <b>4,500,187</b>   | <b>4,500,187</b>   | <b>5,002,154</b>   | <b>5,002,154</b>   |

Variance in number of positions in Authorized and Agency Request due to single salary section in appropriation act.  
 Expenditure of appropriation is contingent upon available funding.

## **Analysis of Budget Request**

**Appropriation:** Z57 - Statewide SS OPM Pcard/Tcard Prog

**Funding Sources:** MPC - Purchase & Travel Card Program Fund

This appropriation is funded by a miscellaneous revolving fund and is used for rebates from vendor banks, distribution to participating agencies and for operating expenses connected with the administration of the Purchase and Corporate Travel Card Program.

### Arkansas Agency Travel Card Program

The Department of Transformation and Shared Services (DTSS) - Office of State Procurement (OSP), State Agencies and Institutions of Higher Education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business related travel expenses. The Office of State Procurement has responsibility for the development of policy and procedures. Agencies and Higher Education Institutions are responsible for the development of procedures consistent with State policies implementing the program.

Card holders use the card for any authorized travel related expense at any establishment or merchant that accepts the VISA card. The Arkansas Travel Regulations govern most aspects of the State Travel Card Program.

### Arkansas Purchasing Card Program

The State of Arkansas and participating organizations utilize the Arkansas Purchasing Card Program (P-Card) with a Bank of America VISA Purchasing Card to simplify, streamline, and facilitate the purchase and payment process.

The P-Card is a fast, flexible purchasing tool offering an enhancement to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies with a total maximum per cycle limit that will be determined on an individual basis. The default maximum charges per individual card holder are \$2,000 per cycle. The P-Card is to be used only for official business purchases for the State of Arkansas. Any attempt to use the P-Card for a purchase in excess of the set card limit will result in the purchase being rejected by the bank and the vendor.

Continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting to continue appropriation in the amount of \$4,000,000 in each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** Z57 - Statewide SS OPM Pcard/Tcard Prog

**Funding Sources:** MPC - Purchase & Travel Card Program Fund

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                | 2019-2020        | 2020-2021        | 2020-2021        | 2021-2022        |                  | 2022-2023        |                  |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                | Actual           | Budget           | Authorized       | Agency           | Executive        | Agency           | Executive        |
| Refunds/Reimbursements 5110014 | 2,166,724        | 4,000,000        | 4,000,000        | 4,000,000        | 4,000,000        | 4,000,000        | 4,000,000        |
| <b>Total</b>                   | <b>2,166,724</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> |
| <b>Funding Sources</b>         |                  |                  |                  |                  |                  |                  |                  |
| Fund Balance 4000005           | 614,311          | 764,773          |                  | 0                | 0                | 0                | 0                |
| Non-Revenue Receipts 4000040   | 2,317,186        | 3,235,227        |                  | 4,000,000        | 4,000,000        | 4,000,000        | 4,000,000        |
| <b>Total Funding</b>           | <b>2,931,497</b> | <b>4,000,000</b> |                  | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> |
| Excess Appropriation/(Funding) | (764,773)        | 0                |                  | 0                | 0                | 0                | 0                |
| <b>Grand Total</b>             | <b>2,166,724</b> | <b>4,000,000</b> |                  | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> | <b>4,000,000</b> |

## **Analysis of Budget Request**

**Appropriation:** Z58 - Statewide SS OSP Marketing & Redist

**Funding Sources:** MPH - Property Sales Holding Fund

This appropriation provides for operation of the Department of Transformation and Shared Services- State Wide Shared Services - Marketing and Redistribution (M&R) Program. State agencies are required to dispose of furnishings, equipment, vehicles and other inventory items through M&R. State and public agencies have first option to purchase these items. Funding for this service is provided via fees charged for goods and services offered through the M&R Warehouse.

With the exception of Regular Salaries, Personal Services Matching and Capital Outlay, continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$1,444,746 in each year of the biennium.

The Agency Request includes the following changes:

- Restoration of previously authorized Capital Outlay appropriation of \$120,000 in each year of the biennium to provide for equipment replacement and upgrades.

The Executive Recommendation provides for the Agency Request and title changes for 2 positions and reclassification of 3 positions.

## Appropriation Summary

**Appropriation:** Z58 - Statewide SS OSP Marketing & Redist

**Funding Sources:** MPH - Property Sales Holding Fund

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                |         | 2019-2020        | 2020-2021        | 2020-2021        | 2021-2022        |                  | 2022-2023        |                  |
|--------------------------------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                |         | Actual           | Budget           | Authorized       | Agency           | Executive        | Agency           | Executive        |
| Regular Salaries               | 5010000 | 558,090          | 511,347          | 516,503          | 677,529          | 677,529          | 677,529          | 677,529          |
| <b>#Positions</b>              |         | <b>18</b>        | <b>16</b>        | <b>16</b>        | <b>19</b>        | <b>19</b>        | <b>19</b>        | <b>19</b>        |
| Extra Help                     | 5010001 | 0                | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            |
| <b>#Extra Help</b>             |         | <b>0</b>         | <b>1</b>         | <b>1</b>         | <b>1</b>         | <b>1</b>         | <b>1</b>         | <b>1</b>         |
| Personal Services Matching     | 5010003 | 227,377          | 198,479          | 200,130          | 258,612          | 258,612          | 258,612          | 258,612          |
| Operating Expenses             | 5020002 | 143,086          | 358,605          | 358,605          | 358,605          | 358,605          | 358,605          | 358,605          |
| Conference & Travel Expenses   | 5050009 | 0                | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            |
| Professional Fees              | 5060010 | 0                | 24,000           | 24,000           | 24,000           | 24,000           | 24,000           | 24,000           |
| Data Processing                | 5090012 | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| Capital Outlay                 | 5120011 | 5,000            | 120,000          | 120,000          | 120,000          | 120,000          | 120,000          | 120,000          |
| <b>Total</b>                   |         | <b>933,553</b>   | <b>1,218,431</b> | <b>1,225,238</b> | <b>1,444,746</b> | <b>1,444,746</b> | <b>1,444,746</b> | <b>1,444,746</b> |
| <b>Funding Sources</b>         |         |                  |                  |                  |                  |                  |                  |                  |
| Fund Balance                   | 4000005 | 311,202          | 83,543           |                  | 0                | 0                | 55,254           | 55,254           |
| Miscellaneous Revolving        | 4000350 | 705,894          | 1,134,888        |                  | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Total Funding</b>           |         | <b>1,017,096</b> | <b>1,218,431</b> |                  | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,555,254</b> | <b>1,555,254</b> |
| Excess Appropriation/(Funding) |         | (83,543)         | 0                |                  | (55,254)         | (55,254)         | (110,508)        | (110,508)        |
| <b>Grand Total</b>             |         | <b>933,553</b>   | <b>1,218,431</b> |                  | <b>1,444,746</b> | <b>1,444,746</b> | <b>1,444,746</b> | <b>1,444,746</b> |

Variance in number of positions in Authorized and Agency Request due to single salary section in appropriation act.

## **Analysis of Budget Request**

**Appropriation:** Z59 - Statewide SS EBD Operations

**Funding Sources:** HSC - State Central Services

The Department of Transformation and Shared Services - Employees Benefit Division (EBD) manages the group health and life insurance programs, other select benefit programs for active and retired state and public school employees, and builds quality programs that operate in an efficient manner to ensure responsive customer service, promote product education, affordability and accessibility.

With the exception of Regular Salaries and Personal Services Matching, continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting appropriation in the amount of \$3,180,919 in FY22 and \$3,182,395 in FY23.

The Agency Request includes the following changes:

- Transfer of one (1) position and associated (\$77,862) in Regular Salaries appropriation and (\$23,284) in Personal Services Matching appropriation to the Department of Transformation and Shared Services - Administrative Services appropriation (BA 9914 - FC Z77) to provide department wide administrative services in each year of the biennium.

The Executive Recommendation provides for the Agency Request and title changes for 11 positions and reclassification of 3 positions.

## Appropriation Summary

**Appropriation:** Z59 - Statewide SS EBD Operations

**Funding Sources:** HSC - State Central Services

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                |         | 2019-2020        | 2020-2021        | 2020-2021        | 2021-2022        |                  | 2022-2023        |                  |
|--------------------------------|---------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                |         | Actual           | Budget           | Authorized       | Agency           | Executive        | Agency           | Executive        |
| Regular Salaries               | 5010000 | 1,223,104        | 1,425,048        | 1,491,229        | 1,483,702        | 1,483,702        | 1,484,902        | 1,484,902        |
| <b>#Positions</b>              |         | <b>14</b>        | <b>15</b>        | <b>31</b>        | <b>30</b>        | <b>30</b>        | <b>30</b>        | <b>30</b>        |
| Personal Services Matching     | 5010003 | 431,144          | 479,682          | 501,271          | 503,956          | 503,956          | 504,232          | 504,232          |
| Overtime                       | 5010006 | 34               | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            |
| Operating Expenses             | 5020002 | 683,987          | 1,130,172        | 1,130,172        | 1,130,172        | 1,130,172        | 1,130,172        | 1,130,172        |
| Conference & Travel Expenses   | 5050009 | 190              | 4,000            | 4,000            | 4,000            | 4,000            | 4,000            | 4,000            |
| Professional Fees              | 5060010 | 0                | 54,089           | 54,089           | 54,089           | 54,089           | 54,089           | 54,089           |
| Data Processing                | 5090012 | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| Capital Outlay                 | 5120011 | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| <b>Total</b>                   |         | <b>2,338,459</b> | <b>3,097,991</b> | <b>3,185,761</b> | <b>3,180,919</b> | <b>3,180,919</b> | <b>3,182,395</b> | <b>3,182,395</b> |
| <b>Funding Sources</b>         |         |                  |                  |                  |                  |                  |                  |                  |
| State Central Services         | 4000035 | 2,338,459        | 3,097,991        |                  | 3,180,919        | 3,180,919        | 3,182,395        | 3,182,395        |
| Total Funding                  |         | 2,338,459        | 3,097,991        |                  | 3,180,919        | 3,180,919        | 3,182,395        | 3,182,395        |
| Excess Appropriation/(Funding) |         | 0                | 0                |                  | 0                | 0                | 0                | 0                |
| <b>Grand Total</b>             |         | <b>2,338,459</b> | <b>3,097,991</b> |                  | <b>3,180,919</b> | <b>3,180,919</b> | <b>3,182,395</b> | <b>3,182,395</b> |

## **Analysis of Budget Request**

**Appropriation:** Z81 - DTSS IT Expenses

**Funding Sources:** HSC - State Central Services

This appropriation provides for data processing, development, implementation, enhancement, and operation of information technology within the Department of Transformation and Shared Services (DTSS).

This appropriation was transferred to the Department in FY21 from the Department of Finance and Administration (DFA) to support the Technology expenses associated with the offices that the Department received from DFA. Expenditures for FY20 are reflected in the DFA Information Technology appropriation (BA 0610 - FC 279).

Continuing level of appropriation is the FY2021 Authorized.

The Agency is requesting to continue appropriation in the amount of \$600,000 in each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** Z81 - DTSS IT Expenses

**Funding Sources:** HSC - State Central Services

### Historical Data

### Agency Request and Executive Recommendation

| Commitment Item                        | 2019-2020 | 2020-2021 | 2020-2021  | 2021-2022 |           | 2022-2023 |           |
|--|-----------|-----------|------------|-----------|-----------|-----------|-----------|
|  | Actual    | Budget    | Authorized | Agency    | Executive | Agency    | Executive |
| Information Technology Service 5900044 | 0         | 600,000   | 600,000    | 600,000   | 600,000   | 600,000   | 600,000   |
| Total                                  | 0         | 600,000   | 600,000    | 600,000   | 600,000   | 600,000   | 600,000   |
| Funding Sources                        |           |           |            |           |           |           |           |
| State Central Services 4000035         | 0         | 600,000   |            | 600,000   | 600,000   | 600,000   | 600,000   |
| Total Funding                          | 0         | 600,000   |            | 600,000   | 600,000   | 600,000   | 600,000   |
| Excess Appropriation/(Funding)         | 0         | 0         |            | 0         | 0         | 0         | 0         |
| Grand Total                            | 0         | 600,000   |            | 600,000   | 600,000   | 600,000   | 600,000   |