

DTSS - STATEWIDE SHARED SERVICES

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2022

None

Employment Summary

	Male	Female	Total	%
White Employees	24	37	61	66 %
Black Employees	7	20	27	29 %
Other Racial Minorities	1	3	4	5 %
Total Minorities			31	34 %
Total Employees			92	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
		Governor	General Assembly				
NA	NA	N	N	0	NA	0	0.00

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2021-2022		2022-2023		2022-2023		2023-2024				2024-2025			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
AS2 Dept of Transform/Shard Svs-EBD Commis	0	0	100,000	0	100,000	0	100,000	0	100,000	0	100,000	0	100,000	0
Z55 Statewide SS-OPM OSP Operations	5,262,802	66	6,317,813	67	5,627,994	66	7,479,614	74	6,880,293	74	7,533,142	74	6,933,316	74
Z56 Statewide SS-OPM OSP EBD Misc Cash	1,117,415	21	4,742,278	22	4,907,046	22	4,938,478	22	3,438,478	22	4,952,998	22	3,452,998	22
Z57 Statewide SS OPM Pcard/Tcard Prog	1,187,942	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	812,711	16	1,452,719	17	1,407,332	18	1,438,879	17	1,307,941	17	1,450,099	17	1,319,161	17
Z59 Statewide SS EBD Operations	2,180,092	23	3,191,156	27	3,032,816	27	3,209,370	26	3,159,597	26	3,228,497	26	3,178,724	26
Z81 DTSS IT Expenses	588,910	0	600,000	0	600,000	0	600,000	0	600,000	0	600,000	0	600,000	0
Total	11,149,872	126	20,403,966	133	19,675,188	133	21,766,341	139	19,486,309	139	21,864,736	139	19,584,199	139

Funding Sources			%		%		%		%		%		%		
Fund Balance	4000005	5,624,209	33.7	5,536,593	22.8			3,857,290	16.6	3,857,290	16.7	3,246,623	14.3	3,671,244	15.9
State Central Services	4000035	7,920,000	47.5	10,208,969	42.1			10,900,902	46.8	10,784,569	46.6	10,969,023	48.3	10,857,379	47.1
Cash Fund	4000045	1,777,432	10.7	2,515,694	10.4			2,515,694	10.8	2,515,694	10.9	2,515,694	11.1	2,515,694	10.9
Inter-agency Fund Transfer	4000316	(452,981)	(2.7)	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0
M & R Sales	4000340	(3,164,130)	(19.0)	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0
Miscellaneous Revolving	4000350	5,130,807	30.7	6,000,000	24.7			6,000,000	25.8	6,000,000	25.9	6,000,000	26.4	6,000,000	26.0
Other	4000370	2,773	0.0	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0
Transfers to Agencies	4000695	(151,645)	(0.9)	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0
Total Funds		16,686,465	100.0	24,261,256	100.0			23,273,886	100.0	23,157,553	100.0	22,731,340	100.0	23,044,317	100.0
Excess Appropriation/(Funding)		(5,536,593)		(3,857,290)				(1,507,545)		(3,671,244)		(866,604)		(3,460,118)	
Grand Total		11,149,872		20,403,966				21,766,341		19,486,309		21,864,736		19,584,199	

FY23 Budget amount in FC Z55 - Statewide SS-OPM OSP Operations, FC Z58 - Statewide SS OSP Marketing & Redist, and FC Z59 - Statewide SS EBD Operations exceeds the authorized amount due to salary and matching rate adjustments during the 2021-2023 Biennium.

Budget Number of Positions may exceed the Authorized Number due to single salary section in appropriation act.

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

Variance in fund balance is due to unfunded appropriation.

Analysis of Budget Request

Appropriation: AS2 - Dept of Transform/Sharad Svs-EBD Commiss

Funding Sources: HSC - State Central Services

This appropriation provides for payment of stipends and mileage to commission members of the Public School Employee Health Benefit Advisory Commission and the State Employee Health Benefit Advisory Commission.

This appropriation is funded by State Central Services.

Continuing level of appropriation is FY2023 Authorized.

The Agency is requesting to continue appropriation in the amount of \$100,000 in each year of the biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: AS2 - Dept of Transform/Shard Svs-EBD Commiss

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2021-2022	2022-2023	2022-2023	2023-2024		2024-2025	
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Public School Employee	5900046	0	50,000	50,000	50,000	50,000	50,000	50,000
State Employee	5900047	0	50,000	50,000	50,000	50,000	50,000	50,000
Total		0	100,000	100,000	100,000	100,000	100,000	100,000
Funding Sources								
State Central Services	4000035	0	100,000		100,000	100,000	100,000	100,000
Total Funding		0	100,000		100,000	100,000	100,000	100,000
Excess Appropriation/(Funding)		0	0		0	0	0	0
Grand Total		0	100,000		100,000	100,000	100,000	100,000

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 FY2023 Authorized.

The Agency is requesting appropriation in the amount of \$7,479,614 in FY24 and \$7,533,142 in FY25.

The Agency Request includes the following changes:

- Discontinuation of one (1) position with a decrease in Regular Salaries of (\$36,155) in both years of the biennium and Personal Services Matching of (\$15,235) in FY24 and (\$15,895) in FY25, as required by Ark. Code Ann. § 21-5-226.
- Transfer of three (3) positions from the Department of Transformation and Shared Services - Division of Information Systems (BA 0470 - FC 2QX), with an increase in Regular Salaries of \$185,943 in both years of the biennium and Personal Services Matching of \$63,520 in FY24 and \$65,500 in FY25.
- Transfer of five (5) positions from the Department of Finance and Administration - Management Services (BA 0610 - FC 272), including an increase in Regular Salaries of \$371,369 in FY24 and \$371,669 in FY25 and Personal Services Matching of \$119,991 in FY24 and \$123,360 in FY25. The positions are necessary to help build and support new systems.
- Increase of Regular Salaries and Personal Services Matching appropriation associated with position reclassifications.

The Executive Recommendation provides for the Agency Request with the exception of reclassifications and associated appropriation. These changes will be placed on hold for the new administration to review and recommend.

Appropriation Summary

Appropriation: Z55 - Statewide SS-OPM OSP Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2021-2022	2022-2023	2022-2023	2023-2024		2024-2025	
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Regular Salaries	5010000	3,633,826	4,416,664	3,908,760	5,283,878	4,799,925	5,287,278	4,803,325
#Positions		66	67	66	74	74	74	74
Extra Help	5010001	7,680	11,512	11,512	11,512	11,512	11,512	11,512
#Extra Help		1	6	9	6	6	6	6
Personal Services Matching	5010003	1,227,925	1,437,037	1,255,122	1,731,624	1,616,256	1,781,752	1,665,879
Operating Expenses	5020002	393,371	426,500	426,500	426,500	426,500	426,500	426,500
Conference & Travel Expenses	5050009	0	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
Total		5,262,802	6,317,813	5,627,994	7,479,614	6,880,293	7,533,142	6,933,316

Funding Sources								
Fund Balance	4000005	233,851	90,189		90,189	90,189	0	90,189
State Central Services	4000035	5,100,000	6,317,813		6,996,626	6,880,293	7,044,960	6,933,316
Inter-agency Fund Transfer	4000316	16,958	0		0	0	0	0
M & R Sales	4000340	1,119	0		0	0	0	0
Other	4000370	1,063	0		0	0	0	0
Total Funding		5,352,991	6,408,002		7,086,815	6,970,482	7,044,960	7,023,505
Excess Appropriation/(Funding)		(90,189)	(90,189)		392,799	(90,189)	488,182	(90,189)
Grand Total		5,262,802	6,317,813		7,479,614	6,880,293	7,533,142	6,933,316

FY23 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2021-2023 Biennium.

Budget Number of Positions may exceed the Authorized Number due to single salary section in appropriation act.

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

Analysis of Budget Request

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

Funding Sources: NFB - Statewide SS OPM Boards & Comm Seminar

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.

With the exception of Personal Services Matching, continuing level of appropriation is the FY2023 Authorized.

The Agency is requesting to continue appropriation in the amount of \$4,938,478 in FY24 and \$4,952,998 in FY25.

The Executive Recommendation provides for the Agency Request with the exception of reducing External Consultant Contracts appropriation in the amount of (\$1,500,000).

Appropriation Summary

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

Funding Sources: NFB - Statewide SS OPM Boards & Comm Seminar

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2021-2022	2022-2023	2022-2023	2023-2024		2024-2025	
	Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Regular Salaries 5010000	571,777	977,550	1,125,830	1,125,830	1,125,830	1,125,830	1,125,830
#Positions	21	22	22	22	22	22	22
Extra Help 5010001	13,421	100,000	100,000	100,000	100,000	100,000	100,000
#Extra Help	2	0	0	3	3	3	3
Personal Services Matching 5010003	265,422	398,006	414,494	445,926	445,926	460,446	460,446
Operating Expenses 5020002	78,542	953,222	953,222	953,222	953,222	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	24,000	24,000	24,000	24,000	24,000	24,000
Data Processing 5090012	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	188,253	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	0	1,500,000	0
Total	1,117,415	4,742,278	4,907,046	4,938,478	3,438,478	4,952,998	3,452,998
Funding Sources							
Fund Balance 4000005	2,787,041	3,303,089		1,076,505	1,076,505	0	153,721
Cash Fund 4000045	1,777,432	2,515,694		2,515,694	2,515,694	2,515,694	2,515,694
Inter-agency Fund Transfer 4000316	7,676	0		0	0	0	0
Transfers to Agencies 4000695	(151,645)	0		0	0	0	0
Total Funding	4,420,504	5,818,783		3,592,199	3,592,199	2,515,694	2,669,415
Excess Appropriation/(Funding)	(3,303,089)	(1,076,505)		1,346,279	(153,721)	2,437,304	783,583
Grand Total	1,117,415	4,742,278		4,938,478	3,438,478	4,952,998	3,452,998

Analysis of Budget Request

Appropriation: Z57 - Statewide SS OPM Pcard/Tcard Prog

Funding Sources: MPC - Purchase & Corporate 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 FY2023 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 & Corporate Travel Card Program Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2021-2022	2022-2023	2022-2023	2023-2024		2024-2025		
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive	
Refunds/Reimbursements	5110014	1,187,942	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	
Total		1,187,942	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	
Funding Sources									
Fund Balance	4000005	1,655,249	799,433		799,433	799,433	799,433	799,433	
Inter-agency Fund Transfer	4000316	(482,988)	0		0	0	0	0	
Miscellaneous Revolving	4000350	815,114	4,000,000		4,000,000	4,000,000	4,000,000	4,000,000	
Total Funding		1,987,375	4,799,433		4,799,433	4,799,433	4,799,433	4,799,433	
Excess Appropriation/(Funding)		(799,433)	(799,433)		(799,433)	(799,433)	(799,433)	(799,433)	
Grand Total		1,187,942	4,000,000		4,000,000	4,000,000	4,000,000	4,000,000	

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 Personal Services Matching and Capital Outlay, continuing level of appropriation is the FY2023 Authorized.

The Agency is requesting appropriation in the amount of \$1,438,879 in FY24 and \$1,450,099 in FY25.

The Agency Request includes an increase of Regular Salaries and Personal Services Matching appropriation associated with position reclassifications.

The Executive Recommendation provides for the Agency Request with the exception of the position reclassifications and associated appropriation. These changes will be placed on hold for the new administration to review and recommend.

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		Historical Data			Agency Request and Executive Recommendation		Agency Request and Executive Recommendation	
		2021-2022 Actual	2022-2023 Budget	2022-2023 Authorized	2023-2024		2024-2025	
					Agency	Executive	Agency	Executive
Regular Salaries	5010000	418,458	680,354	651,495	757,974	651,495	757,974	651,495
#Positions		16	17	18	17	17	17	17
Extra Help	5010001	0	5,000	5,000	5,000	5,000	5,000	5,000
#Extra Help		0	1	1	1	1	1	1
Personal Services Matching	5010003	197,294	263,760	247,232	292,300	267,841	303,520	279,061
Operating Expenses	5020002	196,959	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	0	120,000	120,000	0	0	0	0
Total		812,711	1,452,719	1,407,332	1,438,879	1,307,941	1,450,099	1,319,161

Funding Sources								
Fund Balance	4000005	841,900	1,182,925		1,730,206	1,730,206	2,291,327	2,422,265
Inter-agency Fund Transfer	4000316	2,573	0		0	0	0	0
M & R Sales	4000340	(3,165,298)	0		0	0	0	0
Miscellaneous Revolving	4000350	4,315,693	2,000,000		2,000,000	2,000,000	2,000,000	2,000,000
Other	4000370	768	0		0	0	0	0
Total Funding		1,995,636	3,182,925		3,730,206	3,730,206	4,291,327	4,422,265
Excess Appropriation/(Funding)		(1,182,925)	(1,730,206)		(2,291,327)	(2,422,265)	(2,841,228)	(3,103,104)
Grand Total		812,711	1,452,719		1,438,879	1,307,941	1,450,099	1,319,161

FY23 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2021-2023 Biennium. Variance in number of positions in Authorized and Agency Request is 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 FY2023 Authorized.

The Agency is requesting appropriation in the amount of \$3,209,370 in FY24 and \$3,228,497 in FY25.

The Agency Request includes the following changes:

- Transfer of two (2) positions from the Department of Transformation and Shared Services - Division of Information Systems (BA 0470 - FC 2QX), with an increase in Regular Salaries of \$120,286 in both years of the biennium and Personal Services Matching of \$41,502 in FY24 and \$42,822 in FY25. The positions are necessary to help build and support new systems.
- Discontinuation of three (3) positions with a decrease in Regular Salaries of (\$108,465) in both years of the biennium and Personal Services Matching of (\$45,705) in FY24 and (\$47,685) in FY25, as required by Ark. Code Ann. § 21-5-226.
- Increase of Regular Salaries and Personal Services Matching appropriation associated with position reclassifications.

The Executive Recommendation provides for the Agency Request with the exception of reclassifications and associated appropriation. These changes will be placed on hold for the new administration to review and recommend.

Appropriation Summary

Appropriation: Z59 - Statewide SS EBD Operations

Funding Sources: HSC - State Central Services

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2021-2022	2022-2023	2022-2023	2023-2024		2024-2025		
		Actual	Budget	Authorized	Agency	Executive	Agency	Executive	
Regular Salaries	5010000	1,137,990	1,485,904	1,376,437	1,492,338	1,451,862	1,493,938	1,453,462	
#Positions		23	27	27	26	26	26	26	
Personal Services Matching	5010003	427,052	511,991	463,118	523,771	514,474	541,298	532,001	
Overtime	5010006	0	5,000	5,000	5,000	5,000	5,000	5,000	
Operating Expenses	5020002	615,025	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172	1,130,172	
Conference & Travel Expenses	5050009	25	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	
Total		2,180,092	3,191,156	3,032,816	3,209,370	3,159,597	3,228,497	3,178,724	
Funding Sources									
Fund Balance	4000005	23,865	97,564		97,564	97,564	92,470	142,243	
State Central Services	4000035	2,250,000	3,191,156		3,204,276	3,204,276	3,224,063	3,224,063	
Inter-agency Fund Transfer	4000316	2,800	0		0	0	0	0	
M & R Sales	4000340	49	0		0	0	0	0	
Other	4000370	942	0		0	0	0	0	
Total Funding		2,277,656	3,288,720		3,301,840	3,301,840	3,316,533	3,366,306	
Excess Appropriation/(Funding)		(97,564)	(97,564)		(92,470)	(142,243)	(88,036)	(187,582)	
Grand Total		2,180,092	3,191,156		3,209,370	3,159,597	3,228,497	3,178,724	

FY23 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2021-2023 Biennium.

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).

Continuing level of appropriation is the FY2023 Authorized.

The Agency is requesting to continue appropriation in the amount of \$600,000 in both years 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	2021-2022	2022-2023	2022-2023	2023-2024		2024-2025	
	Actual	Budget	Authorized	Agency	Executive	Agency	Executive
Information Technology Services 5900044	588,910	600,000	600,000	600,000	600,000	600,000	600,000
Total	588,910	600,000	600,000	600,000	600,000	600,000	600,000
Funding Sources							
Fund Balance 4000005	82,303	63,393		63,393	63,393	63,393	63,393
State Central Services 4000035	570,000	600,000		600,000	600,000	600,000	600,000
Total Funding	652,303	663,393		663,393	663,393	663,393	663,393
Excess Appropriation/(Funding)	(63,393)	(63,393)		(63,393)	(63,393)	(63,393)	(63,393)
Grand Total	588,910	600,000		600,000	600,000	600,000	600,000