

2019-20

**DGS** CALIFORNIA DEPARTMENT OF  
**GENERAL SERVICES**

2019-20 PRICE BOOK

PRICE BOOK

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2019-20

**Who We Are**

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## Who We Are

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The Department of General Services (DGS) serves as business manager for the State of California, with more than 3,500 employees and an operating budget of \$1.2 billion. DGS helps California state government better serve the public by providing a variety of services to state agencies through innovative procurement and acquisition solutions, creative real estate management and design, environmentally friendly transportation, and funding for the construction of safe schools.

### Mission

DGS serves as the State's business manager. Our mission is to deliver results by providing timely, cost-effective services and products that support our customers while protecting the interests of the State of California.

### Vision

At DGS, our vision is excellence in the business of government. We strive to achieve excellence by providing our customers with the products and services they need in a professional manner that adds value.

### Values

At DGS, we have a set of core values that provide an important foundation for how we conduct ourselves and our business. These values are:

- **Integrity:** We do the right things for the right reasons.
- **Accountability:** We hold ourselves and each other responsible for all that we do.
- **Communication:** We listen and share information openly, honestly, and respectfully, with the goal of mutual understanding and transparency.
- **Excellence:** We strive for the best for each other and our customers.
- **Innovation:** We cultivate ideas and implement improvements throughout our organization.
- **Teamwork:** We value and respect our organizational diversity and work together to achieve great results.

2019-20

**About DGS Rates**

**PRICE BOOK**

## About DGS Rates

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Each spring, the DGS Budget and Planning Section coordinates with each DGS program to develop a cost recovery plan for the next two fiscal years. This effort begins with the program's baseline budget and includes the following adjustments to the costs to recover:

- Personal Services Budget Letters
- Pro Rata Adjustments
- FI\$Cal and 21<sup>st</sup> Century Adjustments
- Planned Position Realignment
- Budget Change Proposals
- DGS Rent Allocation
- Distributed Administration Adjustments
- Planned Vacancies

### Guiding Principles

The primary purpose of the rate setting process is to recover the full costs of providing goods or services pursuant to the State Administrative Manual (SAM) section 8752. DGS has established guiding principles to achieve full cost recovery while minimizing large fluctuations. Those principles are:

1. Limit rate increases to three to five percent per year, unless an event or situation dictates otherwise.
2. Align rates to ensure consistency with the Governor's vision for California to incentivize specific statewide efforts such as clean energy, water conservation, green building and other priority initiatives.
3. Each program should be self-sufficient.

### Rate Setting Methodology: Billable Hours

When rates are set with the goal of cost recovery, each DGS office is viewed as a separate entity. DGS develops rates for 13 major program areas with over 200 individual rates. Once an accurate cost to recover is derived for each DGS program, the programs analyze the amount of workload anticipated for each of the next two fiscal years. This is done by calculating the level of work produced over the past three fiscal years and projecting any changes to the anticipated service levels or outputs (billable hours, projected statewide spend, square footage, contracts, etc.).

Each program produces an outputs justification package describing each rate or service, the calculation of the projected outputs, and a billable hours worksheet (if applicable). For hourly rates, the program determines the number of billable positions needed to produce the projected outputs, measured as billable hours and included in the costs to recover. The DGS rates are set at a level sufficient to generate enough revenue to cover the costs of providing a particular service.

## General Material Changes to Rates Structure and/or Assumptions

### **Employer Retirement Contributions (Control Section 3.60)**

Control Section 3.60 specifies the contribution rates for the various retirement classes of state employees in the Public Employees' Retirement System (PERS). The section also authorizes the Department of Finance to adjust any appropriation in the Budget Bill as required to conform with changes in these rates. The Legislature adopts new employer retirement contribution rates that are not yet reflected in departmental base budgets. Through a Budget Letter prescribed by the Department of Finance, departmental appropriations are adjusted to accurately reflect the State's share of retirement costs through the Budget Executive Order process.

### **Employee Compensation Adjustments (Item 9800)**

Item 9800 reflects funding augmentations for state employee compensation costs, including health care, approved through the collective bargaining process. For employees excluded from the collective bargaining, it is as approved by the California Department of Human Resources. Through a Budget Letter prescribed by the Department of Finance, departmental appropriations are calculated and adjusted accordingly.

### **Statewide General Administrative Expenditures (Pro Rata)**

Pro Rata is the apportionment and recovery process of statewide general administrative costs of central service agencies, such as the Department of Finance. Through Pro Rata, costs are apportioned to all applicable special funds and recovered back to the General Fund.



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**Rates by Program**

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## Division of the State Architect

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The Division of the State Architect (DSA) offers design and construction oversight for K-12 schools, community colleges and various other state-owned/leased facilities to ensure: 1) structural, 2) access, and 3) fire and life safety compliance. DSA also develops accessibility, structural safety, and historical building codes and standards utilized in various public and private buildings throughout the state of California.

DSA rates are defined in statute by the government code that establishes the guidelines for each of its special funds. These rates can only be adjusted through an approved regulation packet, which proposes a change, addition, or deletion to existing regulations.

### DSA Rates

#### Access Compliance

DSA reviews construction plans and specifications for essential services buildings and other state-funded buildings and facilities. In addition, DSA reviews construction plans and specifications for elementary, secondary, and California Community Colleges that are funded by any California city, county, or special district. Review of these projects is necessary to ensure compliance with state accessibility requirements for persons with disabilities.

DSA also provides plan review and code analysis consulting services as required by local agencies and design professionals.

#### Fire and Life Safety

DSA reviews plans and specifications for the construction of public schools, California Community Colleges, and state-owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code).

#### Structural Safety

DSA reviews plans and specifications and inspects school building construction to ensure structural safety, as defined in the "Field Act," for public schools and California Community Colleges.

In addition, DSA reviews plans and specifications and inspects essential services building construction to ensure structural safety, as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services.

DSA also examines and reports on the structural safety of previously constructed California public school buildings.

DIVISION OF THE STATE ARCHITECT RATES		
DESCRIPTION	CY 2019-20	BY 2020-21
<b>ACCESS COMPLIANCE RATES</b>		
State funded buildings and facilities access compliance plan review	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).
Elementary, secondary, and California Community College access compliance plan review	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).
Access compliance plan review and code analysis consulting services	Estimates available upon request.	Estimates available upon request.
<b>HISTORICAL BUILDING SAFETY RATES</b>		
State historical building plan review	Estimates available upon request.	Estimates available upon request.
<b>STRUCTURAL SAFETY RATES</b>		
Public school and California Community College structural safety plan review	0.85% of the first \$1,000,000 of project cost plus 0.6% of the project cost exceeding \$1,000,000 (Minimum Fee \$250.00).	0.85% of the first \$1,000,000 of project cost plus 0.6% of the project cost exceeding \$1,000,000 (Minimum Fee \$250.00).
Essential services building structural safety plan review	1.5% of the first \$1,000,000 of project cost plus 1.25% of project cost exceeding \$1,000,000 (Minimum Fee \$250.00).	1.5% of the first \$1,000,000 of project cost plus 1.25% of project cost exceeding \$1,000,000 (Minimum Fee \$250.00).

Examination and reporting on the structural safety of previously constructed California public school buildings.	Estimates available upon request.	Estimates available upon request.
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### DSA Certification and Training Program

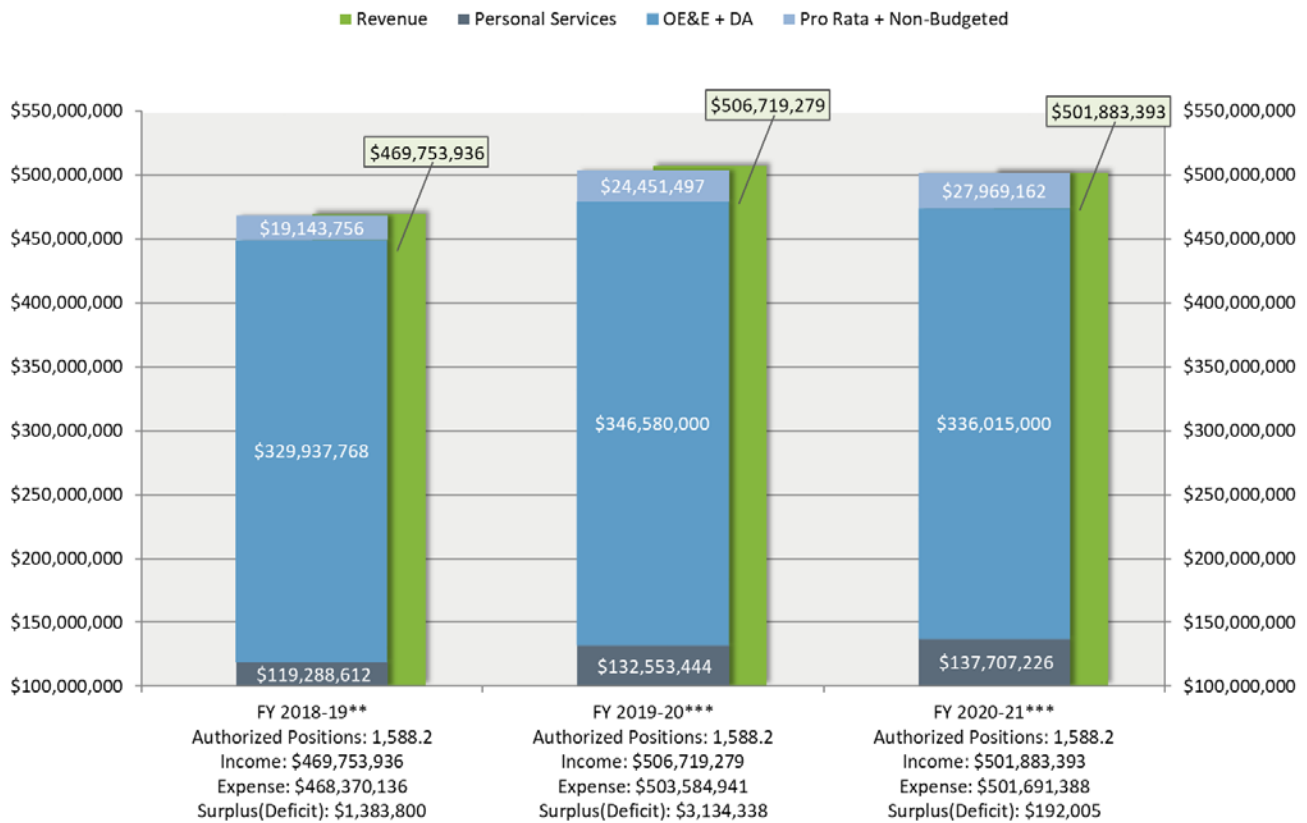
For more information on programs, including Certified Access Specialist Program (CAsp) and the Inspector Program, visit DSA's website at: [www.dgs.ca.gov/DSA](http://www.dgs.ca.gov/DSA)

## Facilities Management Division

The DGS Facilities Management Division (FMD) is the largest division within DGS and provides administrative, maintenance, and custodial services to approximately 270 buildings statewide. FMD’s oversight responsibilities extend to various office buildings, warehouses, storage locations, the state printing plant, the state’s central heating and cooling plant, stand-alone parking structures, and the state records warehouse.

FMD operates and maintains sustainable state facilities that are both energy and water-efficient and environmentally friendly. FMD has an Environmental Health and Safety Unit (E-Shop) which provides support services for meeting or exceeding regulatory compliance with asbestos, lead, chemical exposures, indoor air quality, hazardous waste, ergonomics, and other issues. FMD also provisions public work contracts and minor projects for our clients and tenants through a variety of sources and continues to ensure the safety and well-being of our assets, clients, and tenants.

**Facilities Management Division (FMD) Expenditures by Category**





## FMD Rates

### Building Rental Account (BRA) Rates

The Building Rental Account (BRA) consists of a portfolio of 22 buildings (as of FY 2018-19) that do not have bond debt obligations. The approved rates in the table below represent an all-inclusive rate that includes the expense of indirect and direct building management, operations, maintenance, custodial, groundskeeping, and repair services. The rate is derived from the full cost of operations associated with the BRA divided by the total usable square footage and separated by the type of space. Adjustments for building closures related to the Ten-Year Sequencing and Portfolio Plans have also been factored into the rates calculations.

### Santa Ana Building

The Santa Ana building tenants have been relocated into leased space. The building will become surplus property and sold. The resulting leased office space loss for FY 2019-20 is 98,650 square feet and \$2.4 million in annual revenue (based on FY 2018-19 rates). Existing partial services staff headquartered in Santa Ana will be moving to a new location to centrally provide services to partial service buildings in this region.

### Bateson Building vacant in FY 2020-21.

The Bateson building tenants are scheduled to be relocated to the new O Street Building that is currently under construction beginning December 2020. The Bateson building will be remodeled and upon recommissioning will be utilized by state agencies that are currently in the leased space. The total leased office space loss for FY 2020-21 is 205,013 square feet and \$2.5 million in revenue for the six months that the building is projected to be vacant (based on FY 2018-19 rates). Existing FMD staff assigned to this building will be moving to a new location to centrally provide services to partial service buildings in this region.

BUILDING RENTAL ACCOUNT (BRA) RATES			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Office Space	Sq. Ft.	\$2.36	\$2.55
Storage Area	Sq. Ft.	\$0.57	\$0.61

### Individual Rental Rate (IRR)

The Individual Rental Rate (IRR) is associated with a portfolio of 15 buildings (as of FY 2018-19) that have bond debt obligations. The approved rates in the table below represent an all-inclusive rate that includes the annual bond debt obligation associated with the individual buildings plus the expense of indirect and direct building management, operations, maintenance, custodial, grounds keeping, and repair services. The rate is derived from the full cost of operations associated with each building divided by the total usable square footage of the building.

INDIVIDUAL RENTAL RATES (IRR)			
REGION	UNIT	CY 2019-20	BY 2020-21
<b>Attorney General - Sacramento</b>			
Office Space	Square Ft.	\$2.61	\$2.68
Storage Area	Square Ft.	\$0.84	\$0.86
<b>Board of Equalization</b>			
Office Space	Square Ft.	\$3.89	\$3.99
Storage Area	Square Ft.	\$1.26	\$1.30
<b>Cal-Trans Dist. 3, Marysville</b>			
Office Space	Square Ft.	\$5.89	\$6.02
Storage Area	Square Ft.	\$1.93	\$1.97
<b>Cal Trans Dist. 11, San Diego</b>			
Office Space	Square Ft.	\$4.41	\$4.55
Storage Area	Square Ft.	\$1.44	\$1.48
<b>Central Plant</b>			
Usage Fee	Square Ft.	\$0.57	\$0.57
Storage Area	Square Ft.	N/A	N/A
<b>East End - Sacramento</b>			
Office Space	Square Ft.	\$3.96	\$4.05
Storage Area	Square Ft.	\$1.29	\$1.32
<b>Elihu Harris - Oakland</b>			
Office Space	Square Ft.	\$3.80	\$3.85
Storage Area	Square Ft.	\$1.23	\$1.25
<b>Food and Agriculture</b>			
Office Space	Square Ft.	\$3.25	\$3.35
Storage Area	Square Ft.	\$1.05	\$1.08
<b>Franchise Tax Board</b>			
Office Space	Square Ft.	\$2.22	\$2.29
Storage Area	Square Ft.	\$0.71	\$0.73
<b>Junipero Serra - Los Angeles</b>			
Office Space	Square Ft.	\$3.18	\$3.29
Storage Area	Square Ft.	\$1.03	\$1.06
<b>Library and Courts, 914 Capitol Mall</b>			
Office Space	Square Ft.	\$7.85	\$7.93
Storage Area	Square Ft.	\$2.58	\$2.61
<b>Office Building # 08</b>			
Office Space	Square Ft.	\$3.75	\$3.84
Storage Area	Square Ft.	\$1.22	\$1.25

INDIVIDUAL RENTAL RATES (IRR)			
REGION	UNIT	CY 2019-20	BY 2020-21
<b>Office Building # 09</b>			
Office Space	Square Ft.	\$3.75	\$3.84
Storage Area	Square Ft.	\$1.22	\$1.25
<b>Rehabilitation (OB-10)</b>			
Office Space	Square Ft.	\$3.17	\$3.32
Storage Area	Square Ft.	\$1.02	\$1.07
<b>Riverside Cal-Towers</b>			
Office Space	Square Ft.	\$5.44	\$5.65
Storage Area	Square Ft.	\$1.78	\$1.85
<b>Ronald Reagan State Building*</b>			
Office Space	Square Ft.	\$2.51	\$2.70
Storage Area	Square Ft.	\$0.57	\$0.61
<b>San Diego Mission Valley</b>			
Office Space	Square Ft.	\$2.89	\$3.00
Storage Area	Square Ft.	\$0.93	\$0.97
<b>San Francisco Civic Center (RMGSOC)</b>			
Office Space	Square Ft.	\$4.37	\$4.47
Storage Area	Square Ft.	\$1.42	\$1.46

\*Includes additional cost for enhanced security.

## Partial Services

In addition to building management, FMD also provides partial services which are maintenance services in non-DGS-owned or managed buildings. These services include custodial, grounds maintenance, engineering, trades, and general building maintenance. The rates for these services are calculated by dividing the cost to be recovered by the billable hours per classification.

PARTIAL SERVICE RATES BY CLASSIFICATION			
POSITION CLASSIFICATION	UNIT	CY 2019-20	BY 2020-21
Associate Industrial Hygienist	Hourly	\$162.30	\$160.80
Assistant Industrial Hygienist	Hourly	\$105.78	\$105.78
Associate Electrical Engineer	Hourly	\$187.00	\$191.15
Building Maintenance Worker	Hourly	\$85.80	\$83.20
Office Building Manager I	Hourly	\$125.60	\$130.00
Office Building Manager II	Hourly	\$144.95	\$141.45
Office Building Manager III	Hourly	\$151.10	\$148.35
Carpenter I	Hourly	\$99.75	\$95.80
Carpenter Supervisor	Hourly	\$83.48	\$83.48
Chief Engineer I	Hourly	\$140.80	\$137.10
Chief Engineer II	Hourly	\$142.70	\$131.05
Clerical Support	Hourly	\$70.35	\$70.35
Custodian	Hourly	\$53.70	\$56.50
Custodian Supervisor II	Hourly	\$73.50	\$72.20
Custodian Supervisor III	Hourly	\$77.90	\$77.05
Electrician I	Hourly	\$107.80	\$105.35
Electrician II	Hourly	\$112.10	\$109.55
Electronic Technician	Hourly	\$103.90	\$100.55
Groundskeeper	Hourly	\$75.90	\$72.30
Lead Custodian	Hourly	\$51.24	\$51.24
Lead Groundskeeper	Hourly	\$82.70	\$80.75
Locksmith I	Hourly	\$102.30	\$91.60
Maintenance Mechanic	Hourly	\$103.20	\$100.05
Mechanical Engineer	Hourly	\$195.90	\$182.70
Painter I	Hourly	\$99.35	\$96.35
Painter II	Hourly	\$86.65	\$86.65
Plumber I	Hourly	\$107.30	\$100.50
Service Asst - Maintenance	Hourly	\$49.39	\$49.39
Associate Landscape Architect	Hourly	\$207.90	\$193.90
Stationary Engineer	Hourly	\$127.55	\$127.55
Stationary Engineer Apprentice	Hourly	\$97.70	\$97.70
Supervising Groundskeeper I	Hourly	\$91.55	\$91.90
Supervising Groundskeeper II	Hourly	\$104.95	\$96.90
Supervisor of Building Trades	Hourly	\$126.85	\$114.45
Tree Maintenance Lead worker	Hourly	\$75.90	\$86.15
Tree Maintenance Worker	Hourly	\$75.90	\$83.25
Warehouse Worker	Hourly	\$77.80	\$74.70

For additional information, please contact the Facilities Management Division at (916) 322-8779 or visit our website at: <https://www.dgs.ca.gov/FMD>



### Office of Administrative Hearings

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The Office of Administrative Hearings (OAH) is a quasi-judicial tribunal that hears administrative disputes. Established by the California Legislature in 1945, OAH provides independent Administrative Law Judges (ALJs) to preside as neutral judicial officers at hearings and settlement conferences. OAH consists of two divisions, General Jurisdiction and Special Education, and has regional offices in Sacramento, Oakland, Los Angeles, and San Diego. The General Jurisdiction Division conducts hearings, mediations, and settlement conferences for more than 1,600 state, local, and county agencies. The Special Education Division conducts special education due process hearings and mediations for school districts and parents of children with special education needs throughout the State.

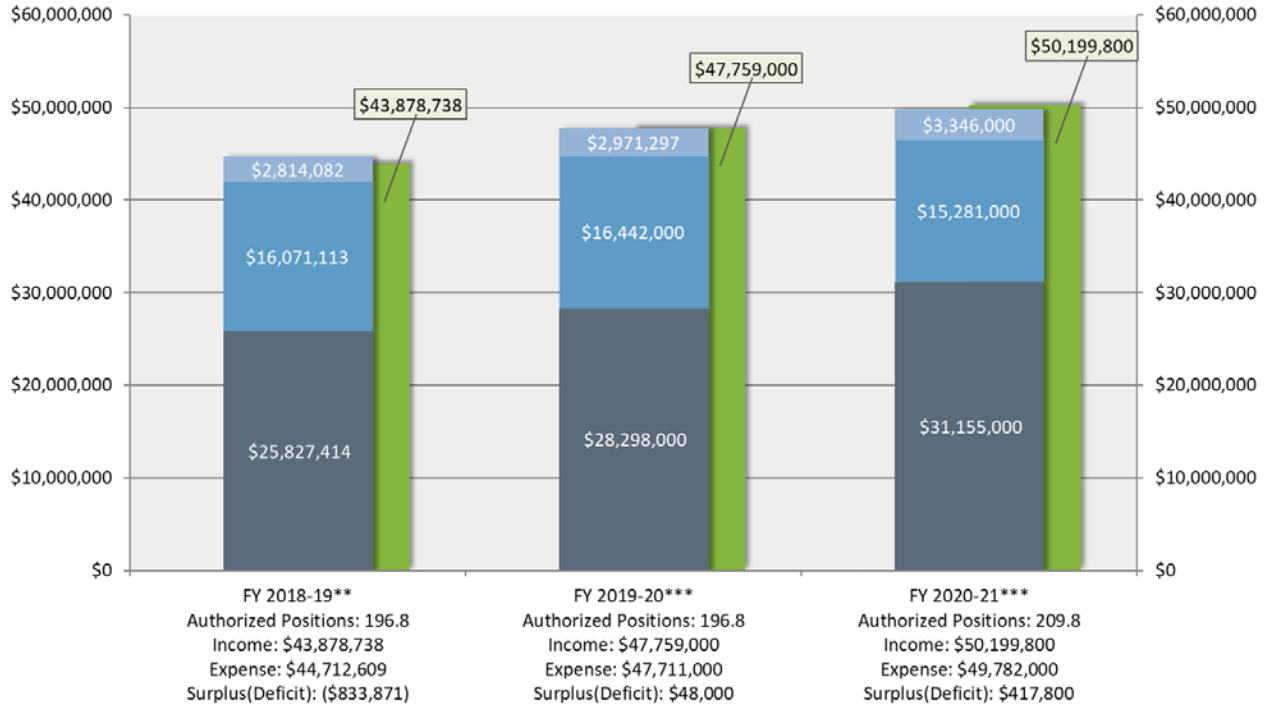
Although OAH is housed within the Department of General Services for administrative purposes, it is an independent state entity under the direction and control of the Director of OAH, who is appointed by the Governor, and subject to confirmation by the Senate. ALJs are highly-trained legal professionals with experience in deciding cases involving complex issues. All ALJs are appointed by the Director of OAH, and act independently from the agencies appearing before OAH in hearings, mediations, and all other administrative matters. OAH offers a wealth of experience, qualified ALJs, professional calendar staff, and the flexibility to mediate, arbitrate, or adjudicate administrative disputes at a cost substantially less than that charged by other providers. They assure that all parties receive a neutral and fair “day in court” while ensuring due process and respect for the dignity of all.

For state agencies whose proceedings are subject to the Administrative Procedure Act (APA) (Gov. Code §11370, et seq.), an interagency agreement is not required. Once an agency is established with OAH, OAH will direct-bill the state agencies using the agencies’ bill code.

For state agencies and local agencies not subject to the APA, an interagency or local agency agreement is required before a case may be filed with OAH.

## Office of Administrative Hearings (OAH) Expenditures by Category

■ Revenue ■ Personal Services ■ OE&E + DA ■ Pro Rata + Non-Budgeted



\*\*Based on 2nd Quarter Program Summary Projections; income includes \$1.832 million of unfunded needs for the build-out cost of the San Diego and Los Angeles offices.

\*\*\*Based on FY2020-21 Revenue Center Worksheet.

## OAH Material Changes to Rates Assumption/Structure

### Cannabis Administrative Hearings (Budget Change Proposal)

OAH expects to experience a significant workload increase from licensing cases stemming from the Medicinal and Adult-Use Cannabis Regulation and Safety Act. These provisions create numerous new cannabis-related licenses with hearing rights before the OAH effective January 1, 2018. The fiscal impact to OAH is dependent upon the timing of the Department of Food and Agriculture, Department of Public Health, and the Bureau of Cannabis Control's processing of applications for the various types of cannabis licenses and disciplinary cases.

A budget change proposal was approved for the necessary expenditure authority on a two-year limited-term basis beginning in fiscal year 2018-19 as a result of new administrative hearing workload associated with Medicinal and Adult-Use Cannabis Regulation and Safety Act related cases. A subsequent request was submitted to extend this authority due to the timing of the applications, licenses, and associated cases discussed above.

## OAH Rates

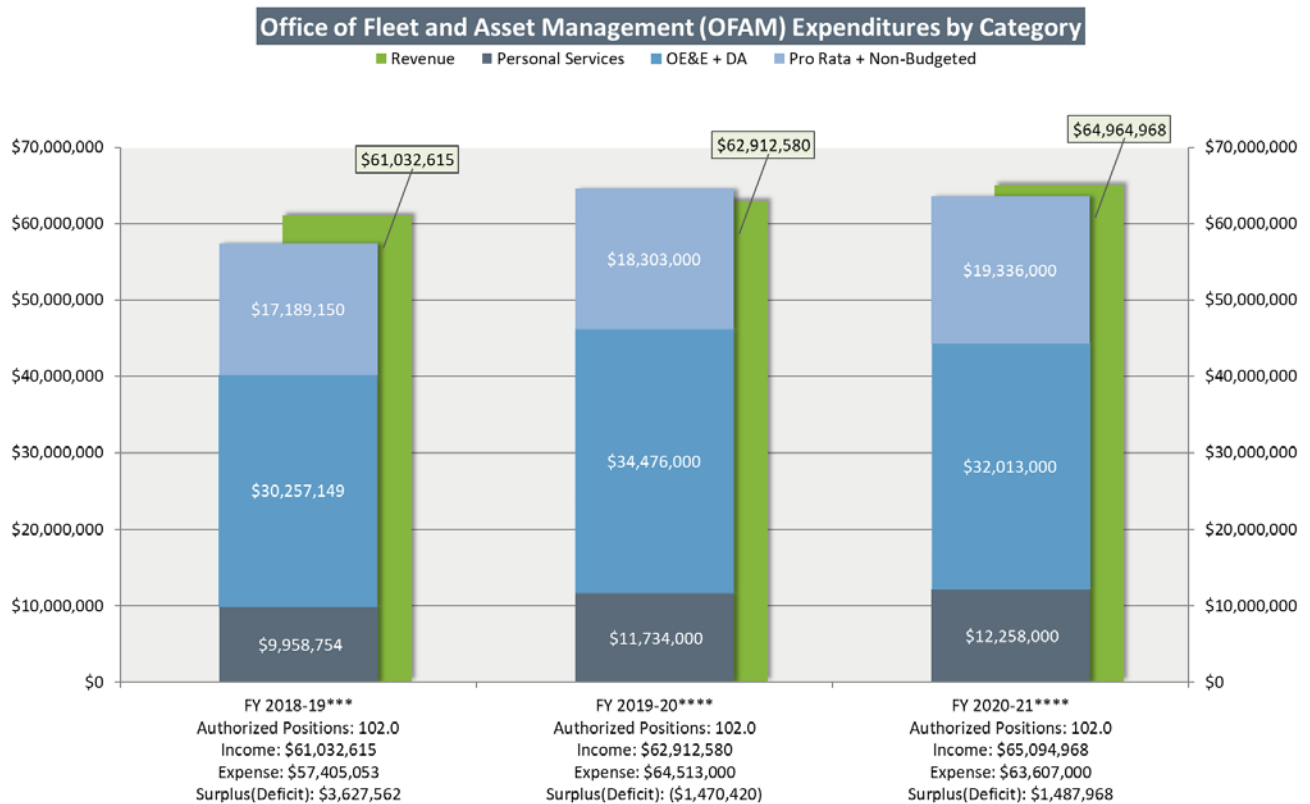
OFFICE OF ADMINISTRATIVE HEARING RATES			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Administration Law Judge (General jurisdiction)	Per hour	\$300.00	\$310.00
Filing Fee (General jurisdiction)	Per case	\$125.00	\$125.00

For additional information, please contact the OAH at (916) 263-0550 or visit our website at:

<https://www.dgs.ca.gov/OAH>

## Office of Fleet Asset Management

The Office of Fleet and Asset Management (OFAM) within the Interagency Support Division, provides statewide transportation, travel, surplus property, and storage related services with a customer based focus. OFAM provides cost effective vehicle services to meet the needs of state departments. OFAM is also responsible for the establishment, implementation, and maintenance of policies and procedures governing state owned mobile equipment. OFAM's transportation related services include long-term vehicle rentals, vehicle inspections, parking, vehicle acquisition and disposition, and consultation regarding automotive management issues. OFAM provides a full range of cost-effective travel related services to client agencies through the Statewide Travel Program. In addition to transportation and commute related services, OFAM administers the State Surplus Property and Reutilization Program and the Federal Surplus Property Program for the State of California; as well as providing client agencies with quality standard and secured supplemental storage through its Transit Storage Program.



\*\*\* Based on 2nd Quarter Program Summary Projections.

\*\*\*\* Based on FY 2020-21 Revenue Center Worksheet which includes a one-time \$2.2 million expense in 19-20 for the installation of a new parking access system funded by the Motor Vehicle Parking Fund balance and an approved BCP of \$2.345 expenditure authority. Also, the non-budgeted total includes a depreciation increase of \$3.8 million due to new vehicle replacement guidelines.



## OFAM Material Changes to Rates Assumption/Structure

### Methodology Change in the Monthly Vehicle Rentals 2019-20

In an effort to alleviate customer concerns regarding equivalent rates charged for older vehicles as newer vehicles and to ensure that the current rate structure equitably charges based upon actual usage, OFAM's Fleet Operations has modified the vehicle rate methodology. The new rate structure combines both a flat monthly rate and a per mileage fee developed using vehicle lifecycle costs including acquisition costs, disposition value, operating and maintenance costs, and decommissioning costs. The program will incentivize green vehicles using the fuel payment system incentive.

### Proposed Changes in the Statewide Travel Program

In an effort to reduce costs to other state agencies, the Statewide Travel Program (STP) is offsetting some of the transaction fees incurred by customer agencies during the booking of travel by absorbing the costs within STP resources. This effort fulfills a commitment made to the Administration and Legislature during the implementation of Management Memo (MM) 14-03, which mandates the use of STP's contracted travel agency when booking state travel, to pass along any increased revenue as savings to the customer agencies.

### The FMD/OFAM Parking Lot Consolidation Proposal (Approved BCP)

OFAM is assuming management of nine FMD parking facilities, which will result in an increase in revenue collection and will require a corresponding increase in expenditure authority.

## OFAM Rates

### State Fleet Asset Management Program

The Fleet Asset Management Program (FAMS) is charged with the responsibility of overseeing the state fleet in accordance with laws and mandates.

State agencies report fleet data to OFAM which provides fleet analysis and reports to the administration, legislature and the public. OFAM Inspection Services staff provide periodic and on-demand inspections of mobile equipment to ensure safety and contract oversight of mechanical services, equipment modifications, and repair work performed by private vendors. The program also oversees/performs accident inspections on behalf of the Office of Risk and Insurance Management, develops statewide fleet policy, implements federal fleet rules statewide, investigates and approves/denies vehicle acquisition and disposal requests, provides statewide fleet management consultation, and authorizes repairs by vendors throughout the state.

### Vehicle Decommissioning and Disposition

OFAM provides state agencies and departments with decommissioning and disposition services for vehicles or equipment when they are no longer needed or cost-effective to operate and are sold at surplus auctions. Decommissioning services, which are performed by DGS staff, includes removal and disposal of license plates, Vehicle Identification Number (VIN) verification, vehicle cleaning, removal of state decals, and vehicle safety inspections. Disposition services include staffing live auctions, fleet analysis, scheduling services, posting online auctions, security fees, and auctioneer fees. Disposal may be made by live public auction, online public auction, sealed bid, field sale, reutilization or transfer of a vehicle between agencies. The disposal method is determined by using the most cost-effective method to the State.

### **Transit Storage Program (TSP)**

TSP provides low cost warehouse storage services for state agencies. Located in Sacramento, TSP can provide either pallet racking or high security storage. Material can be delivered to the warehouse or received directly from the supplier. There are no access fees, only a storage rate based on the number of cubic feet of storage. Services include unloading, storing, tracking and reloading of customer property.

### **State Surplus Property Program (SSPP)**

SSPP is responsible for the proper disposition of all state-owned surplus property. Surplus property that is reusable and cannot be placed within another state agency is made available through online auctions. SSPP provides disposition solutions for surplus and unwanted state-owned personal property for all state agencies. In addition, SSPP disposes of confiscated or abandoned property within the State of California.

### **Federal Surplus Property Program (FSPP)**

FSPP is responsible for obtaining federal surplus personal property for qualifying non-federal organizations (Donee) within the state for their business and operational needs. In order to sustain its operations, the FSPP assesses a service and handling fee for each item of federal surplus property that a Donee receives. The service and handling fee is 10 percent of the original acquisition cost of the item, or \$100, whichever is greater.

Services include determining eligibility of donees, processing new and renewal applications, maintaining a database of donees, processing the requests for federal surplus equipment and preparing the invoices for fees on a monthly basis. In addition, a compliance audit is required annually to ensure that placed equipment is being used appropriately.

### **Statewide Travel Program (STP)**

STP assists state and local government travelers with their travel needs by obtaining the most economical rates available through the use of contracted travel-related services for airfare, car rentals, travel agency, and travel payment system. In addition, STP has contracted with a travel agency to provide state and local government travelers with an online booking tool for one-stop shopping for travel arrangements, including reservations for airline tickets, car rentals, rail and hotel.

For more information, contact the Statewide Travel Program at (916) 376-3974, or visit our website at: <https://www.dgs.ca.gov/OFAM/Travel>.

Office of Fleet Management Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
<b>Fleet Asset Management Program</b>			
Fleet Asset Management Fee	Per asset annually	\$130.00	\$138.00
<b>Surplus Property and Reutilization</b>			
Disposition Fee	Per vehicle	\$380.00	\$390.00
Transit Storage Standard	Cubic Feet	\$0.48	\$0.50
Transit Storage Secured	Cubic Feet	\$0.50	\$0.52
Federal Surplus Property	Prop Value	10% or \$100 whichever is greater	10% or \$100 whichever is greater
<b>State Travel</b>			
Travel Management Fee		Vendor charges for travel services are available upon request.	Vendor charges for travel services are available upon request.

Monthly Rental Rates by Vehicle Type			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Sedan - Compact	Monthly	\$404.00	\$407.00
	Per mile	\$0.10	\$0.10
Sedan - Midsize/Intermediate	Monthly	\$430.00	\$433.00
	Per mile	\$0.10	\$0.10
Sedan - Full Size	Monthly	\$470.00	\$477.00
	Per mile	\$0.10	\$0.10
Sedan - Electric Vehicles (BEV)	Monthly	\$375.00	\$376.00
	Per mile	\$0.10	\$0.10
Pickup Trucks - Mini	Monthly	\$509.00	\$540.00
	Per mile	\$0.10	\$0.10
Pickup Trucks - 1/2 Ton	Monthly	\$524.00	\$551.00
	Per mile	\$0.10	\$0.10

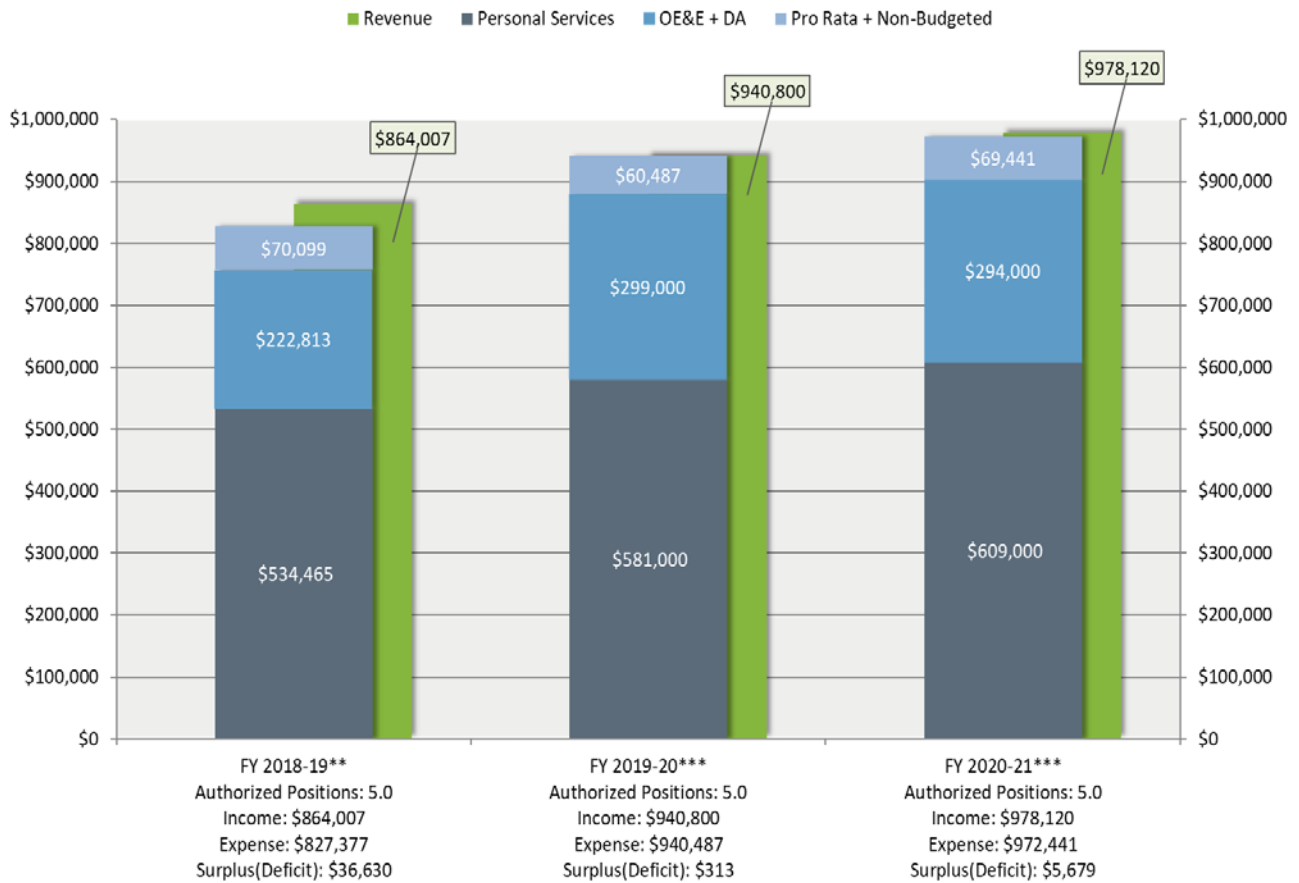
Monthly Rental Rates by Vehicle Type (cont.)			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Pickup Trucks - ¾ Ton	Monthly	\$584.00	\$615.00
	Per mile	\$0.10	\$0.10
Sports Utility Vehicle – S	Monthly	\$466.00	\$470.00
	Per mile	\$0.10	\$0.10
Sports Utility Vehicle - M	Monthly	\$487.00	\$496.00
	Per mile	\$0.10	\$0.10
Sports Utility Vehicle - L	Monthly	\$526.00	\$533.00
	Per mile	\$0.10	\$0.10
Hybrid Sports Utility Vehicle Small	Monthly	\$459.00	\$462.00
	Per mile	\$0.10	\$0.10
Hybrid Sports Utility Vehicle Medium	Monthly	\$479.00	\$482.00
	Per mile	\$0.10	\$0.10
Police Package	Monthly	\$451.00	\$461.00
	Per mile	\$0.10	\$0.10
FCV (Fuel Cell)	Monthly	\$500.00	\$494.00
	Per mile	\$0.10	\$0.10
Minivan	Monthly	\$440.00	\$443.00
	Per mile	\$0.10	\$0.10
Cargo/Large Passenger Van	Monthly	\$465.00	\$490.00
	Per mile	\$0.10	\$0.10
Hybrid Compact Sedan	Monthly	\$389.00	\$398.00
	Per mile	\$0.10	\$0.10
Hybrid Midsize Sedan	Monthly	\$432.00	\$450.00
	Per mile	\$0.10	\$0.10
Hybrid Full-Size Sedan	Monthly	\$450.00	\$467.00
	Per mile	\$0.10	\$0.10
PHEV	Monthly	\$403.00	\$403.00
	Per mile	\$0.10	\$0.10
PHEV SUV	Monthly	\$456.00	\$433.00
	Per mile	\$0.10	\$0.10
PHEV Minivan	Monthly	\$428.00	\$428.00
	Per mile	\$0.10	\$0.10
Fuel & Maintenance Service Fee	% of total fuel, maintenance, and repair expense	1.75%	1.85%

For additional information, contact the Office of Fleet and Asset Management, (916) 928- 2550 or view the OFAM website at: <https://www.dgs.ca.gov/OFAM>

## Office of Human Resources

The Contracted Human Resources (CHR) unit within the Office of Human Resources (OHR) provides a comprehensive range of human resources functions for 18 state agencies, primarily boards and commissions. CHR ensures all clients are in compliance with Federal and State personnel laws, rules, regulations, and applicable bargaining unit contracts.

**Contracted Human Resources (CHR) Expenditures by Category**



\*\* Based on 2nd Quarter Program Summary Projections.

\*\*\* Based on FY 2020-21 Revenue Center Worksheet.



## CHR Rates

### Contracted Human Resources (CHR) Services

Human resource services include activities in the specific areas of: Classification and Pay; Constructive Intervention; Examinations and Certifications; Labor Relations; Recruitment; Return to Work; and Personnel and Disability Transactions. These services are especially helpful to small or newly established agencies, boards, and commissions that do not have the funding to establish and manage a full service human resources office internally. CHR effectively and efficiently mitigates a substantial portion of the risk and responsibility associated with employee administration, including risks associated with: position classification, recruitment, examination, salary administration, payroll administration, grievance handling, labor relations consultation, and performance consultation.

Human Resources Service Rate			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
HR Services per Request	Hourly	\$112.00	\$117.00

For additional information, contact the Office of Human Resources at (916) 376-5400 or visit our website at: <https://www.dgs.ca.gov/OHR>.

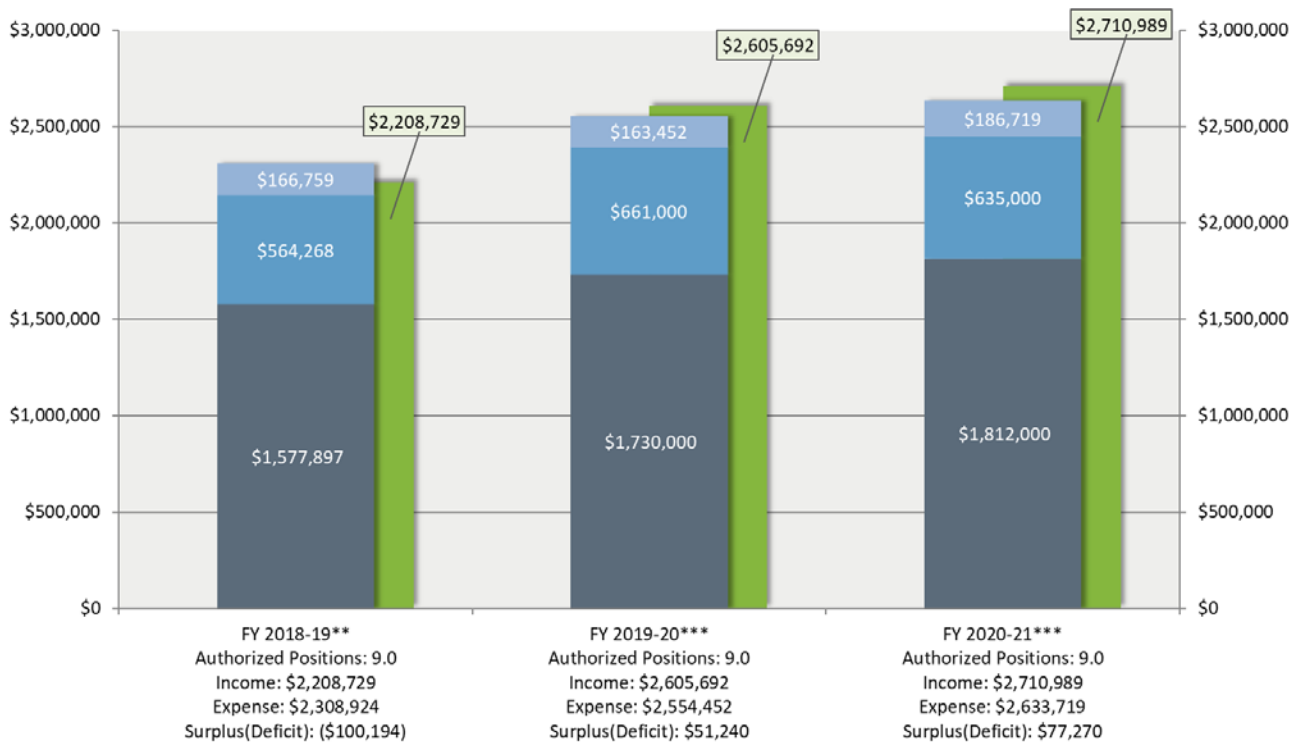
## Office of Legal Services

The Office of Legal Services (OLS) provides leadership and guidance to state departments, internal DGS divisions and offices regarding the State’s contracting and procurement laws and policies. This includes establishing the State’s standards for contracting services, providing contract pre-review and approval, and procurement training. OLS also provides legal advice and hearing officer services on bid protest matters.

In addition, OLS serves as in-house counsel providing legal advice on the State’s leveraged procurement of goods and services, including real estate leasing, acquisition, construction, Public Records Act requests, human resources, labor relations, regulatory adoption, and litigation support. OLS also exercises the service contract review and approval function for DGS.

**Office of Legal Services (OLS) Expenditures by Category**

■ Revenue ■ Personal Services ■ OE&E + DA ■ Pro Rata + Non-Budgeted



\*\* Based on 2nd Quarter Program Summary Projections.

\*\*\* Based on 2020-21 Revenue Center Worksheet.

## OLS Rates

### Contract Review

Services include assistance and advice in preparing effective bid packages/documents, evaluation of contracts as to legal sufficiency, determining compliance with policy (including matters related to sound fiscal and business practice), and securing the approval of DGS in accordance with Government Code § 11256 and Public Contract Code § 10295.

### External Legal Advice/ Hearing Officer

Advice is given on bid protest matters, general contract legal advice, or specific issues with external state agencies, boards, and commissions.

Office of Legal Services Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Contract Review	Per Contract	\$352.00	\$370.00
External Legal Advice/Hearing Officer	Hourly	\$170.00	\$170.00

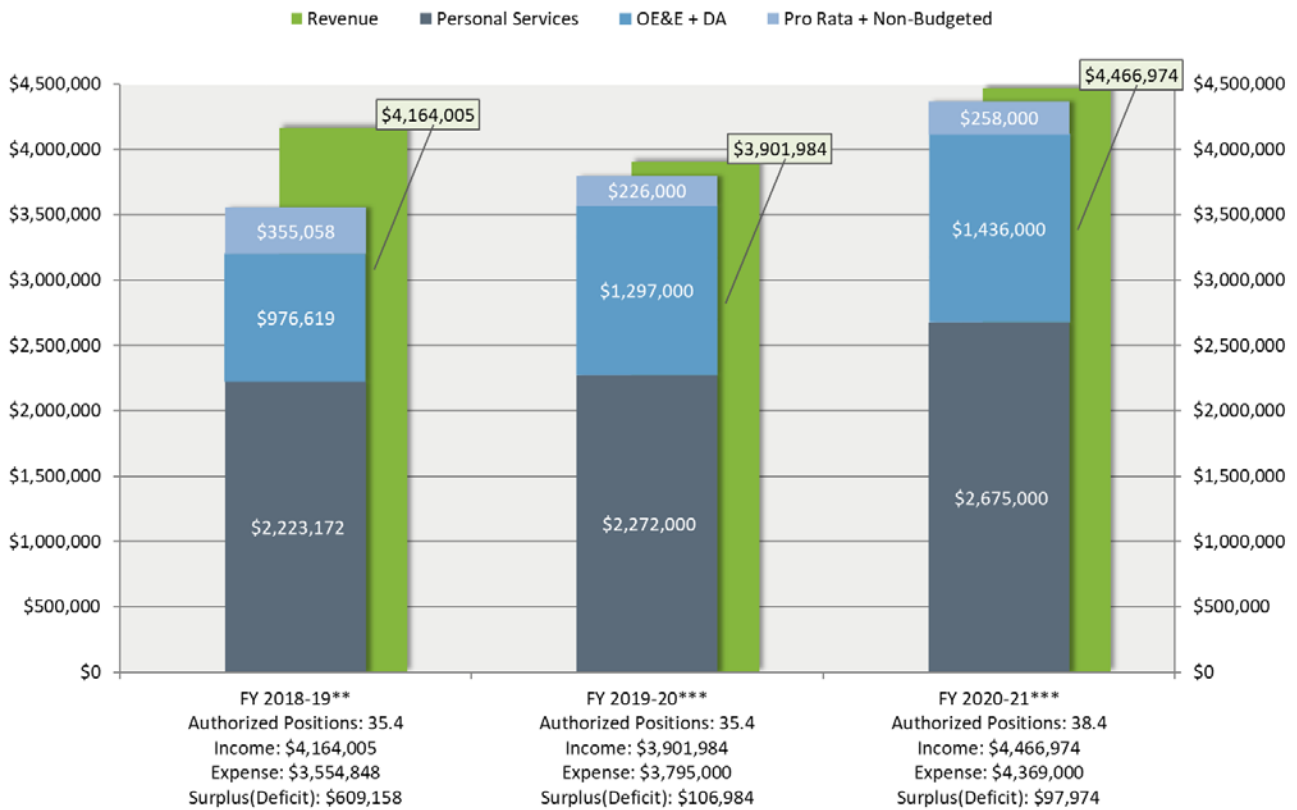
For additional information, contact the Office of Legal Services, (916) 376-5080 or view the OLS website at: <https://www.dgs.ca.gov/OLS>

## Office of Risk and Insurance Management

The Office of Risk and Insurance Management (ORIM) provides risk management and insurance services to state agencies and other public entities on an ongoing or project-specific basis.

ORIM assists agencies in managing exposure to accidental losses that result from general operations, employment, motor vehicles, property ownership and risk financing. ORIM oversees the equipment maintenance management program, defensive driver training, health and safety training, natural gas procurement, government claims and motor vehicle claims program, and the Governor’s Employee Safety Awards. Additionally, ORIM provides emergency planning services to DGS employees to ensure they are in a state of readiness should any unanticipated emergency or disaster occur. Lastly, ORIM’s administers insurance programs for client agencies which includes analyzing risks and needs, insurance consulting and purchasing, and claims adjustments for the lowest available costs.

**Office of Risk and Insurance Management (ORIM) Expenditures by Category**



\*\* Based on 2nd Quarter Program Summary Projections.

\*\*\* Based on FY 2020-21 Revenue Center Worksheet.

## ORIM Rates

### Defensive Driver Training

The Defensive Driver Training Program is designed to encourage drivers to be mindful of managing risks while driving in order to avoid or reduce severity of accidents. The Office of Risk Management has implemented an online defensive drivers training course available to all state employees at no cost.

### Equipment Maintenance Management Program

The program was established to reduce costs attributed to service and maintenance agreements on equipment. The program is based on time and materials used versus traditional service agreements. As a result, a 25 percent savings is realized. ORIM contracts with an insurance broker who purchases the insurance for the program. ORIM provides quotes through its broker, processes invoices, and markets the program to other state agencies.

### Insurance Procurement

Government Code § 11077.7 provides that the purchase of insurance is subject to the approval of DGS. Furthermore, when no state agency or department is specifically authorized to purchase insurance, DGS may procure the insurance. Included in purchasing is the policy administration for the term of the policy, administration of claims presented under the policy, and advice on loss and accident prevention to assist in the mitigation of risk. ORIM charges a surcharge to recover these administration expenses. In addition, ORIM purchases transit insurance directly for some client agencies based on actual costs.

### Claims Adjusting

In accordance with Health and Safety Code §1527 et. seq., and §2580.2, ORIM provides claims adjusting services through an interagency agreement for the Department of Social Services (DSS). The services involve worker's compensation claims adjusting and consultation for DSS' In-House Support Services, CalWORKs, and Food Stamps Employment Training programs. In addition, ORIM provides claims services for the DSS' Foster Care Liability Program. The claims involve foster children injured while in the care of a foster parent(s). ORIM acts as a liaison between DSS and the respective parties.

### Natural Gas Services Program

Reliable natural gas service is available for all large public sector facilities with risk management services that help to stabilize the cost of this volatile commodity. This is the state's largest public sector gas-purchasing program. ORIM obtains competitive bids from private sector gas suppliers for its customers. Where possible, ORIM make advanced purchases of natural gas at favorable prices to help avoid some of the effects of sudden price increases. All necessary purchasing and transportation services are provided, as well as market information and CPUC representation services. Program costs to public sector members are less than one-half of one percent of total gas costs, currently \$.0065 per thermal unit delivered.

### Motor Vehicle Liability

Insured agencies are charged a variable rate based on past actual accident and loss experience.



Office of Risk Management and Insurance Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Defensive Driver Training(s)		Available upon request	Available upon request
Equipment Maintenance Management Program (EMMP) - Purchase of Insurance Premiums	per Premium	3.50%	3.50%
Insurance Procurement - Purchase of Insurance Premiums	per Premium	6.60%	6.60%
Claims Adjusting Worker's Comp – External	Hourly	\$111.00	\$113.00
Motor Vehicle Liability - Purchase of Insurance Premiums		Varies	Varies
National Gas Services Program Support (Program Admin surcharge)	Per Therm	\$.0065	\$.0065

For additional information, contact the Office of Risk and Insurance Management, (916) 376-5300 or view the ORIM website at: <https://www.dgs.ca.gov/ORIM>

### Office of State Publishing

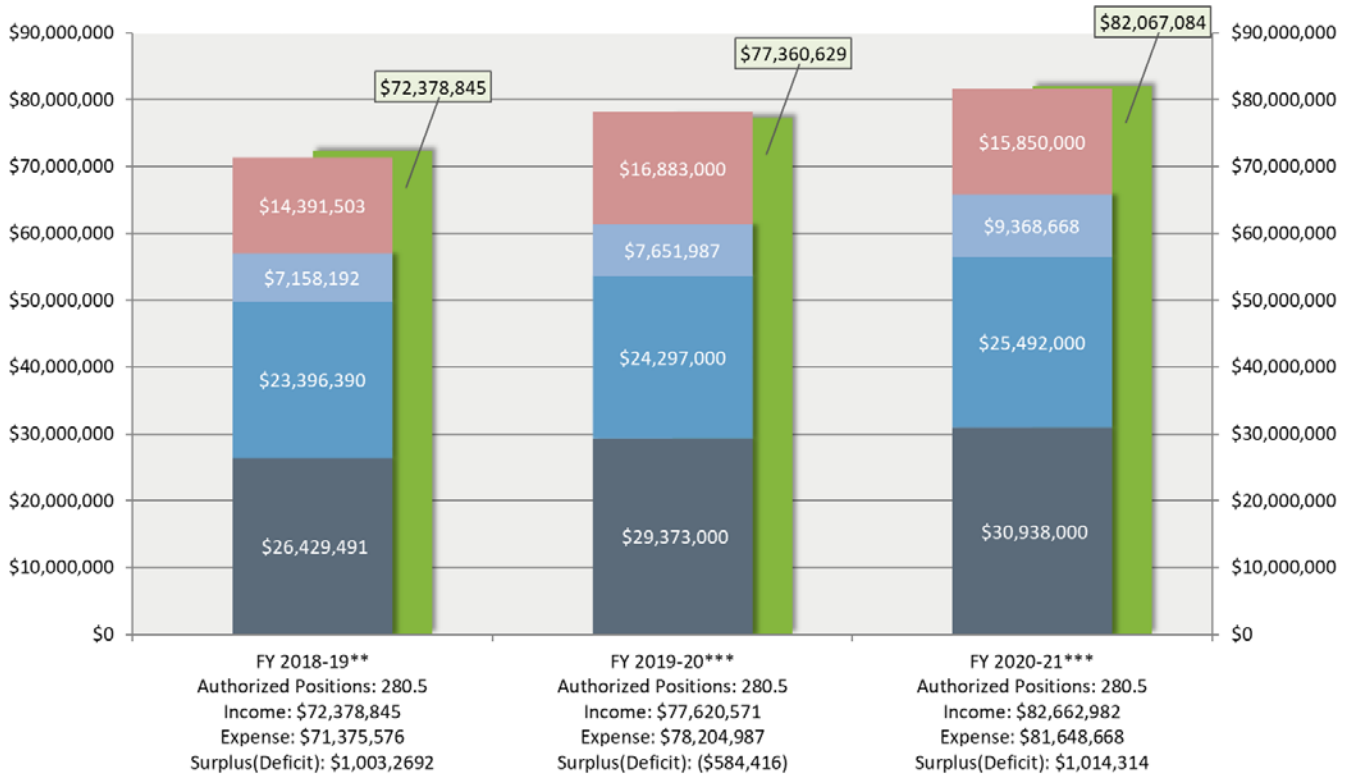
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The Office of State Publishing (OSP) within the Interagency Support Division provides innovative printing solutions utilizing cutting-edge technology in design, offset print, digital print, finishing and mass mail services for California's state and public agencies, the California State Legislature, and the Governor's Office. OSP provides legislative publications to the State Capitol, offers business cards and customized digital printing through its Web Store Front, and offers secure (compliant with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Internal Revenue Service Publication 1075 (IRS 1075) processing requirements) printing and distribution for insurance and medical notices and statement printing.

In addition to its core print business, OSP operates several beneficial programs and services. The Interagency Mail & Messenger Service provides daily mail service between state offices in the greater Sacramento area, including Elk Grove and Rancho Cordova. The State Records Center provides document storage services for over 144 state agencies. Within the State Records Center, the Document Destruction Center facilitates the destruction of confidential paper records, microfilm, microfiche, cassettes, computer tapes and other recyclable materials. The Fulfillment Services Unit manages inventory (including print, marketing materials, promotional items) for its customers, processes orders from end users, and ships ordered items out to the recipients. The Advertising Program provides state agencies an opportunity to reduce their printing costs through the incorporation of paid advertising in their publications. The Imaging and Electronic Document Management System (I-EDMS) Program converts its customers' paper records into a digital format, which are then stored in a secure electronic repository.

## Office of State Publishing (OSP) Expenditures by Category

■ Revenue ■ Personal Services ■ OE&E + DA ■ Pro Rata + Non-Budgeted ■ Cost of Good Sold



\*\* Based on March 2019 income and expense, encumbrances, and prior year trends. OSP was budgeted at a \$1 million deficit in anticipation of the move to the new facility, which would cause equipment to be down for a period of time. As the move did not occur during FY 2018-19, OSP is currently anticipating a surplus.

\*\*\*2019-20 Non-Budgeted expenses are increasing due to procurement of additional equipment at OSP 2 (Digital) and replacement equipment at OSP 1 (Main Plant). Due to the new capabilities of the equipment, the increase in efficiencies, and the opportunities for new revenue, the new equipment and the associated expense is not expected to negatively impact customers.

2019-20 and 2020-21 OE&E is projected to increase due to click charges for the new digital machines. Additionally, click charges are further increasing as Legi is being produced on digital machines.

2019-20 and 2020-21 Personal Services expenditures are calculated at a 5% vacancy rate.

## OSP Rates

### State Records Management

Records Management includes the operation of records centers for the economical storage of records which must be retained, but which need not be kept in high-cost office areas. This service also includes the provision of vault facilities for the permanent storage of the State's vital or essential records in case of a disaster (microfilm copies only).

The following State Records Management Fees were established to recover costs associated with the State Records Center (SRC) and/or Document Destruction Center (DDC) operations. These services provide low cost record storage for all State agencies:

1. Records Storage Fee
2. Long Term Storage Fee
3. Essential Records Storage Fee
4. Confidential Destruction Fee
5. Plastics Destruction Fee
6. Mixed Ledger and Waste (Shredded Bale)
7. Pre-End Retention/Early Withdrawal Fee
8. Pull/Refile Fee

Office of State Publishing – State Records Management Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Records Storage Fee	Cubic Feet	\$5.40	\$5.40
Long Term Storage Fee	Cubic Feet	\$2.10	\$2.10
Essential Records Storage Fee	Cubic Feet	\$25.25	\$25.25
Confidential Destruction Fee	Pounds	\$0.17	\$0.17
Plastics Destruction Fee	Pounds	\$0.35	\$0.35
Mixed Ledger (Shredded Bale)	Tons	\$201.00	\$201.00
Mixed Waste (Shredded Bale)	Tons	\$95.00	\$95.00
Pre-End Retention/Early Withdrawal Fee	Transaction	\$8.00	\$8.00
Pull/Refile Fee	Transaction	\$5.00	\$5.00

## Production

The Production Cost Centers perform a variety of print services for the Legislature and other state agencies. These services include, but are not limited to, composition, offset and digital printing, bindery finishing and mailing services, in order to produce finished printed products. Some of these products include legislative bills and publications, annual reports, driver's hand books, voter guides, tax booklets, etc. Government Code sections 14650-14912 form the foundation for the printing services provided. OSP is a fee-for-service agency.

The production unit provides the following services:

1. **Advertising & Design:** Provides state agencies an opportunity to reduce their printing costs through the incorporation of paid advertising in their publications and mailings.
2. **Electronic Prepress (EPP):** Provides electronic prepress services as well as proofreading services. EPP ensures that each offset print project that passes through OSP is prepared and setup correctly for its journey through the presses.
3. **Press Services:** Provides quality printed materials to a wide variety of state agencies as well as providing digital on demand printing for all legislative publications and documents for the Capitol.
4. **Bindery:** Performs all the finishing processes on all jobs including packaging and some distribution and mailing. OSP assure the customer receives a quality final product as specified by the customer.
5. **Digital Print/Mass Mail Services:** Uses digital printing and mass mailing equipment to provide quality variable and secure printed materials and mailing services to a wide variety of state agencies as well as acting as a back-up for all Legislative publications.
6. **Imaging and Electronic Document Management System (EDMS):** Offers HIPAA and IRS Publication 1075 secure document imaging services as well as a cloud-based electronic repository with search capabilities for real-time retrieval of documents, electronic storage of digital-born documents and content, basic workflow processing, and acceptance of customer agencies' imaged documents directly into DGS's repository for storage purposes.

Office of State Publishing Production - Rates		
DESCRIPTION	CY 2019-20	BY 2020-21
<b>Advertising &amp; Design</b>		
Graphic Design	\$196.00	\$202.00
<b>Electronic Prepress</b>		
Encoding	\$436.00	\$457.00
Photocomposition	\$203.00	\$213.00
Forms - ADA	\$136.00	\$142.00
Desktop	\$268.00	\$281.00
Proof Room	\$163.00	\$171.00
Computer-To-Plate	\$203.00	\$213.00
<b>Press Services</b>		
Heidelberg 5/6 color	\$605.00	\$605.00
Jet Presses	\$433.00	\$445.00
Drent Work	\$483.00	\$483.00
Small Offset Web Press	\$844.00	\$846.00
22" Mueller	\$435.00	\$445.00
Canon C7010	\$552.00	\$562.00
Canon 6330 #1 & #2	\$603.00	\$615.00
OCE 6320 #2	\$532.00	\$548.00
M-1000 1 Web 3-4 Units	\$1,376.00	\$1,376.00
Refurbished M-1000	\$1,655.00	\$1,655.00



Office of State Publishing Production – Rates (Cont.)		
DESCRIPTION	CY 2019-20	BY 2020-21
<b>Bindery</b>		
Cutters	\$530.00	\$547.00
Folders	\$511.00	\$529.00
Side Binder	\$1,244.00	N/A
Prima Stitcher #1 & #2	\$543.00	\$560.00
Square Back NL #1, #2, & #3	\$686.00	\$700.00
Harris Collator	\$483.00	\$495.00
Hand Bindery	\$325.00	\$336.00
Bindery Miscellaneous	\$325.00	\$336.00
<b>Digital Printing &amp; Mass Mail</b>		
OCE 6320 #1	\$532.00	\$548.00
HP1000	\$765.00	\$788.00
Canon C7011	\$552.00	\$568.00
Canon 6330 #3	\$603.00	\$610.00
OCE Print System 7650 #1 & #2	\$449.00	\$462.00
Cutting	\$501.00	\$516.00
DPS Desktop Publishing	\$270.00	\$281.00
MPS #1 & #2	\$656.00	\$676.00
Pitney Bowes MSE	\$598.00	\$616.00
Flat Mail Inserter	\$472.00	\$486.00
Letter Sorter	\$443.00	\$456.00
Flat Mail Sorter	\$438.00	\$451.00
DPS and Mass Mail Handwork	\$439.00	\$452.00
Ricoh VC 60000 Ink Jet Web 20"	\$662.00	\$682.00
Discounted Handwork	\$340.00	\$338.00
Digital Miscellaneous	\$536.00	\$552.00
Business Card Cutting	\$102.00	\$105.00
<b>Imaging and EDMS</b>		
Annual Subscription Fee (per user)	\$60.00	\$60.00
Handwork (Preparation/Post-Scan)	\$129.00	\$129.00
Light	\$0.17	\$0.18
Medium	\$0.24	\$0.24
Heavy	\$0.38	\$0.38
Large Format - Black & White	\$2.25	\$2.25
Large Format - Color	\$3.95	\$4.00
Indexing	\$0.10	\$0.10
Reproduction	\$358.00	\$358.00
OCR	\$0.03	\$0.03

## Procurement

The OSP offers a complete printing procurement service to assist customers in completing projects, even when it involves vending them out, saving time and money.

The procurement unit provides the following service:

1. **Interagency Mail Service (IMS):** Pick-up and delivery of state mail between the different state agencies in the greater Sacramento area. Twice daily, mail that is picked up from agencies is returned to OSP for sorting by recipient agency. After sorting, it is delivered to the recipients on the next mail run. No mail will remain in the Interagency Unit longer than 24 hours, excluding weekends. This program is not mandated by statute.

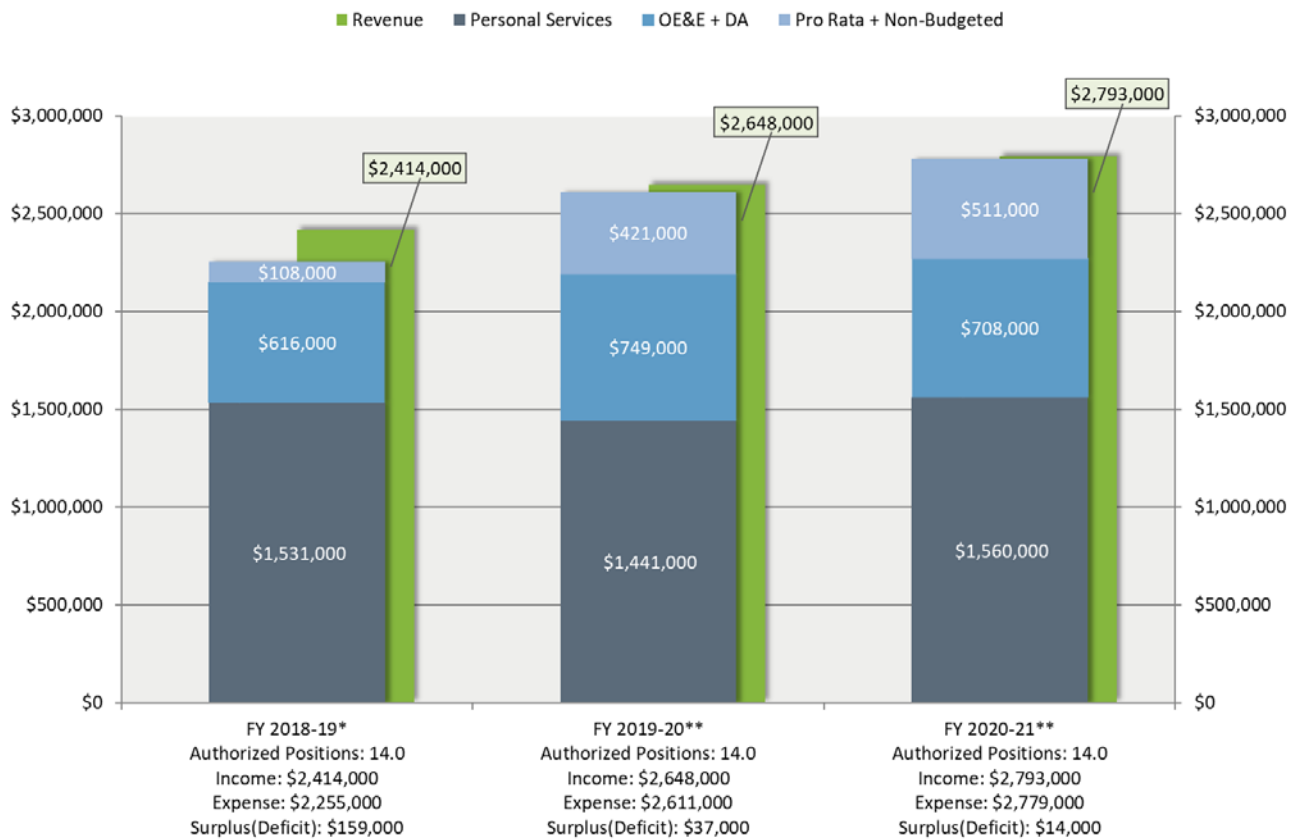
Office of State Publishing - Print Procurement Rates		
DESCRIPTION	CY 2019-20	BY 2020-21
<b>Interagency Mail Service (IMS)</b>		
IMS A-Rate	\$505.00	\$515.00
IMS B-Rate	\$778.00	\$793.00
IMS C-Rate	\$857.00	\$874.00
IMS D-Rate	\$1,167.00	\$1,190.00
IMS E-Rate	\$1,245.00	\$1,270.00
IMS F-Rate	\$888.00	\$906.00
IMS G-Rate	\$1,388.00	\$1,416.00
IMS I-Rate	\$1,557.00	\$1,589.00
IMS L-Rate	\$1,391.00	\$1,418.00
IMS M-Rate	\$766.00	\$782.00
IMS N-Rate	\$171.00	\$174.00
IMS O-Rate	\$35.00	\$36.00
IMS P-Rate	\$162.00	\$165.00

For additional information, contact the Office of State Publishing, (916) 445-5386 or view the OSP website at: <https://www.dgs.ca.gov/OSP>

## Office of Sustainability

The Department of General Services' (DGS) Office of Sustainability (OS) provides sustainability-related services for all state agencies, including policy development, energy-saving retrofits, clean energy generation projects, and electric vehicle infrastructure. Key program areas to meet customer needs include: renewable clean energy generation (solar and wind), energy retrofits in existing facilities, zero net energy (ZNE) building policy development, electric vehicle supply equipment (EVSE) infrastructure, benchmarking, and recycling. California continues to reduce its environmental footprint through sustainable state government operations and practices, including energy and water efficient building design, construction and operation, renewable energy generation at state facilities, environmentally preferable purchasing, and green transportation policies.

**Office of Sustainability (OS) Expenditures by Category**



\* Based on 2nd Quarter Program Summary Projections.

\*\* Based on FY 2020-21 Revenue Center Worksheet.

## OS Rates

### Energy Savings Unit

The Energy Savings Unit provides project management of energy retrofit project in state facilities for small to large and complex energy projects.

### Clean Energy Unit

The Clean Energy Unit provides planning, due diligence, tax analysis, California Environmental Quality Act review, contracting of power purchase agreements, site license agreements, and design and construction oversight for renewable energy projects including solar and wind projects in state facilities. Additionally, as new clean energy options become viable, such as evolving storage technologies, this group will develop new clean energy programs in response to technological and industry developments.

### Transportation Unit

The Transportation Unit will manage the planning, site assessment, design and construction of electric vehicle service equipment for charging zero emission vehicles in both fleet and workplace applications. Additionally, this group will support the development of other clean transportation options, including fuel cell charging and the Bike Share program.

### External Contract Administration Fee

Administrative support related to external contract includes solicitation, preparation, approval and execution of contracts, project fund certifications, approval of encumbrance releases, audit and process vendor invoices, schedule payment and project/contract reconciliation and maintenance of contract payment history and balances.

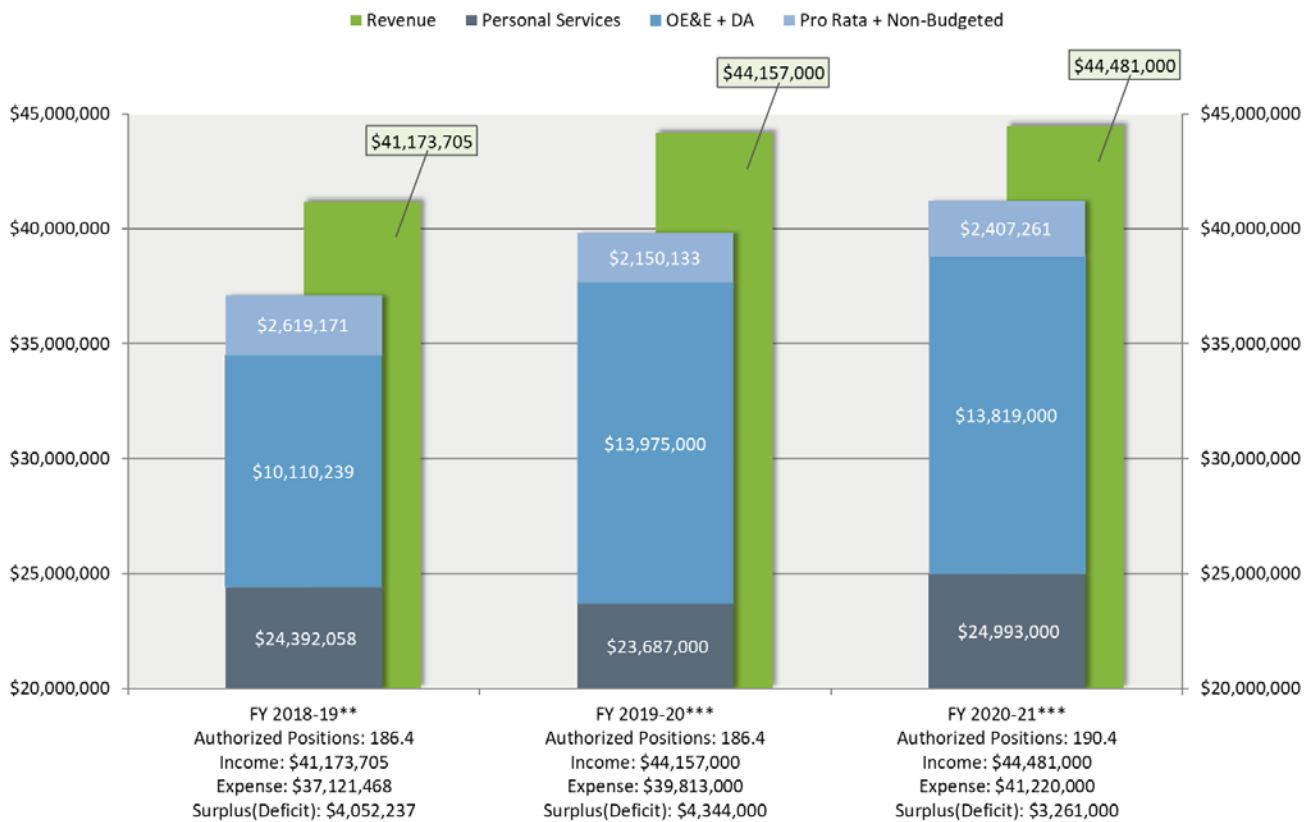
Office of Sustainability Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
Energy Savings Unit	Hourly	\$201.00	\$212.00
Clean Energy Unit	Hourly	\$201.00	\$212.00
Transpiration Unit	Hourly	\$201.00	\$212.00
EVSE External Contract Admin Fee	Contract Amount (% of Doc Value)	0.00%	0.00%

For additional information, contact the Office of Sustainability, (916) 443-9838 or view the OS website at: <https://www.dgs.ca.gov/OS>

## Procurement Division

The Procurement Division (PD) of the Department of General Services (DGS) sets procurement policies and provides purchasing services for state agencies. PD consists of five branches: Acquisitions, Business Operations, Engineering, Certification and Outreach, and Policy, Training and Customer Services. It delegates purchasing authority; certifies small and/or disabled veteran businesses to do business with the state; sponsors the Small Business Council; participates in the Disabled Veterans Business Enterprise Council; and provides innovative purchasing methods that save taxpayers' dollars, and integrating quality solutions to meet customers' needs.

**Procurement Division (PD) Expenditures by Category**



\*\* Based on 2nd Quarter Program Summary Projections.

\*\*\* Based on FY 2020-21 Revenue Center Worksheet.



## PD Material Changes to Rates Assumption/Structure

PD is removing its hourly rate structure beginning in FY 2020-21, consistent with the goal of simplifying and streamlining the rates to improve transparency and reduce complexity for the public and PD's clients.

### Pharmaceutical Leveraged Procurement Agreements

Beginning in FY 2019-20, PD will begin collecting revenue for pharmaceutical leveraged procurement agreements. Revenues for state use will be collected via the Purchasing Surcharge, and local use will be collected from the supplier. Prior to FY 2019-20, PD did not charge for any use of pharmaceutical leveraged procurement agreements.

### Rate for Local Use of Leveraged Procurement Agreements (LPAs)

Beginning in FY 2019-20, PD will update the 1 percent fee collected from the supplier to 1.25 percent for local use of all LPAs as well as state use of Cooperative Agreements. This conversion will take place as contracts expire.

## PD Rates

### Contract Advertising

The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$5,000 or more and commodity contracts over \$50,000 in the CSCR. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.

### Purchasing Surcharge

Includes all of the services listed below, as well as Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) services. The DVBE and SB Certification Programs were established to increase business opportunities for the DVBE and SB communities with the State of California. The Programs are designed to help DVBE's and SB's participate in a more level playing field with certain advantages when competing against other non-DVBE's and non-SB's for state contracts and purchases. They also assist SB's and DVBE's in a variety of ways including conducting outreach events, providing resource guidance, and supporting the businesses through advocacy. The Small Business Certification Program certifies businesses eligible for the five percent small business preference. The Small Business Enterprise (S/DVBE) Participation Program serves as a resource agency for information, and consultation regarding state SB/DVBE contracting programs. The Disabled Veteran Business Enterprise (DVBE) Certification Program certifies businesses eligible for the DVBE three percent contract participation goal. The Prompt Payment Act requires state agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial receipt. If the requirement is not met, state departments must automatically calculate and pay the

appropriate late payment penalties as specified in Government Code section 927, et seq. for these services.

1. **Purchase Order Issuance:** Includes SB/DVBE services, purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. The Procurement Division provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on contracts executed by the State of California. Refer to the State Contracting Manual for submission guidelines and due dates.
2. **Emergency Authorization to Exceed Dollar Thresholds (Form 42):** Reviewing and processing of associated documents. For information contact the Procurement Division at PAMS@dgs.ca.gov.
3. **Leveraged Procurement Agreements:** Issuance of Leveraged Procurement Agreements (Statewide Contracts, Master Purchase/Rental/Service Agreements, Cooperative Agreements, and Software Licensing Program Contracts) for use by state and local agencies in acquiring equipment or services. Includes cooperative agreements for IT and telecommunications goods and services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up.
4. **Purchasing Authority (Delegated Procurements):** Charge for management and compliance of delegated procurements made directly by state agencies. Charge does not apply to Interagency agreements executed under a state agency's purchasing authority.
5. **California Multiple Award Schedule (CMAS):** Agreements with manufacturers and suppliers to provide products and services off Federal General Services Administration (GSA) schedules. This fee is waived when the CMAS supplier is a small business.
6. **Hourly Rate Services:** Request for processing IT and Non-IT goods and services for NCB's, Limited to Brand (LTB) and IT Contracts. Services include Public Contract Code section 6611 negotiations, research, review response, approval or denial, and the procurement solicitation process through award. This fee will be removed effective July 1, 2020.
7. **Financing Procurement:** Low-interest, lease/purchase financing option for major acquisitions. For additional information contact the GS \$Mart within the Procurement Division at (916) 375-4617.
8. **Purchasing – Recycled Products:** The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials. For additional information refer to the Procurement Division Environmentally Friendly Purchasing (EPP) Buying Green Guide at <https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services>.

Procurement Division Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
<b>California State Contracts Register</b>			
Agency Advertising/Exemption Fee	Each	\$50.00	\$50.00
*All posted events, regardless of length of time posted, are subject to this fee.			
<b>Purchase Surcharge</b>			
Purchase Order Issuance	Per transaction	1.25% of value of transaction	1.25% of value of transaction
Emergency Authorization to Exceed Dollar Thresholds (Form 42)	Per transaction	1.25% of value of transaction, maximum of \$20,000	1.25% of value of transaction, maximum of \$20,000
Leveraged Procurement Agreements	Per transaction	1.25% of value of transaction	1.25% of value of transaction
Purchasing Authority (Delegated Procurements)	Per transaction	1.25% of value of transaction	1.25% of value of transaction
California Multiple Award Schedule (CMAS)	Per transaction	1.25% of value of transaction	1.25% of value of transaction
Hourly Rate Services	Hours	\$110.00	N/A
Financing Procurement	Per contract	This service is provided by the fee assessed on the contract	This service is provided by the fee assessed on the contract

For information contact the Procurement Division at: [PDInvoiceQuestions@dgs.ca.gov](mailto:PDInvoiceQuestions@dgs.ca.gov), (916) 375-2010, or visit our website at: <http://www.dgs.ca.gov/pd/home.aspx>.

## Real Estate Services Division

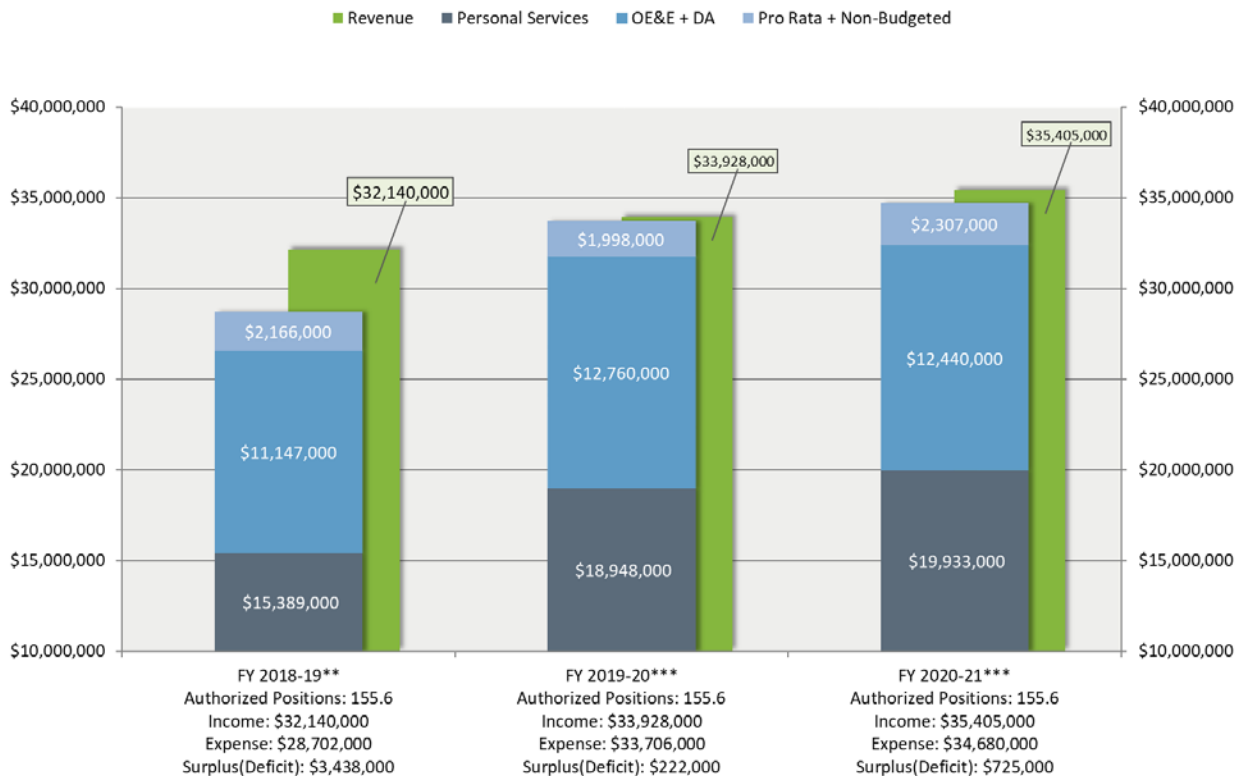
The Real Estate Services Division (RESD) provides comprehensive real estate services to all state agencies. Comprised of three operational branches, RESD conducts asset planning, property sales and acquisition, project management, architectural and engineering services, leasing and planning, construction management, energy efficiency and supply programs, and environmental assessments, including the management of state-owned and leased facilities.

For additional information, contact the Real Estate Services Division, (916) 375-4700 or view the RESD website at: <https://www.dgs.ca.gov/RESD>.

### Asset Management Branch

The Asset Management Branch (AMB) serves as the initial point of contact in the Real Estate Services Division for our customers and is the single point of entry for requesting new services. AMB oversees leasing, space planning and interior design, sales, appraisal, and acquisition services. AMB is also responsible for maximizing the performance of state real estate assets by identifying and implementing value enhancement solutions for unused and underutilized state-owned properties.

**Asset Management Branch (AMB) Expenditures by Category**



\*\* Based on February 2018 Program Summary.

\*\*\* Based on FY 2019-20 Revenue Center Worksheet.

## Material Changes to AMB Rates Assumption/Structure

### Personal Services adjustments for temporary help, vacancies, and anticipated retirements

DGS Budgets and Planning Section has projected salary and benefits savings due to the vacancies in the program based on when the positions are anticipated to be filled. The projected savings in both FY 2019-20 and FY 2020-21 is \$696,000.

## AMB Rates

### Portfolio Management

The AMB Portfolio Management Section ensures RESD real estate services are provided to state agencies from a statewide, strategic asset management perspective and reflect state management, policy, and statutory priorities. To fulfill this broad role, AMB's Customer Services Managers (CSMs) work with specific assigned state agencies, and AMB's Regional Portfolio Managers (RPMs) maintain comprehensive information on an assigned group of buildings within geographic regions.

### Statewide Property Inventory Records

An inventory of all state proprietary land holdings and leases is maintained and available for reference. Agencies are required to submit their data to DGS. The SPI Unit inputs the data to the system and assists clients with access to the data. State agencies are assessed an annual per record surcharge rate on proprietary land holding records for maintenance of the inventory system.

### Real Estate Leasing and Planning Services (RELPS)

RELPS provides statewide leasing, lease management and space planning services in both privately-owned and state-owned space for state tenants. The section develops and implements policy and applicable laws for conducting lease negotiations, competitive bidding and all leasing and planning work processes to meet client program requirements.

### State Owned Leasing and Development (SOLD)

The SOLD Unit manages a statewide program to lease underutilized state real property to non-state entities. SOLD currently manages over 650 state leases including 68 leases in DGS controlled buildings and provides leasing management services to over 50 departments and agencies. In addition, SOLD manages over 350 telecommunication leases of private property on behalf of state tenants such as the California Highway Patrol and manages the leasing of state-owned property to private telecommunication firms.

### Real Property Services Section (RPSS)

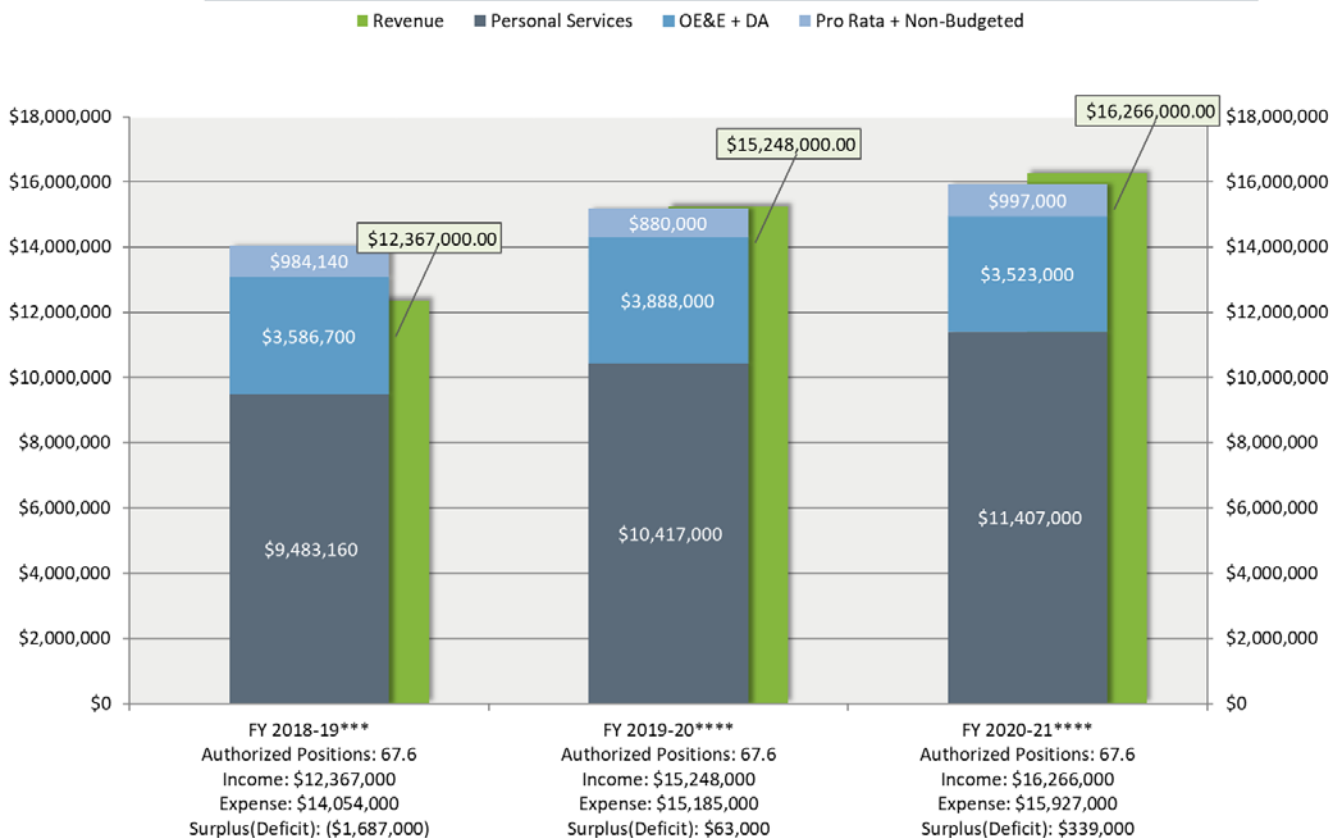
RPSS provides real estate review, regulatory, and support services related to the acquisition, use, and sale of state-owned, other public and private real property. Services are provided to state, other public and private-sector entities. They include appraisal, appraisal review, project coordination, site selection and acquisition, acquisition review, real estate due diligence, easement conveyances, state-owned property leasing and telecommunications leasing of state-owned, other public and private real property.

## Construction Inspection and Management Branch

The Construction Inspection and Management Branch (CIMB) provides a full range of construction phase services for public works projects statewide to ensure the highest quality of construction is provided to the state in its state owned buildings and facilities. These services include construction management, quality assurance inspection and observation, California building codes and regulations compliance, construction contract compliance, after-contract guarantee enforcement and dispute resolution.

Any combination of construction phase services is available to state agencies that have authorization to administer their own construction programs. The services are tailored to suit the size, complexity and specific project needs of the client agency’s management staff, and their operational and program needs. CIMB’s goal as the state’s representative in the construction process is to provide the client with the best possible outcome with the least amount of disruption while bringing a positive attitude, and exercising tact, good judgement and fairness in a

**Construction Inspection and Management Branch (CIMB) Expenditures by Category**



\*\*\* Based on 2nd Quarter Program Summaries.

\*\*\*\* Based on FY 2020-21 Revenue Center Worksheet.

professional manner.



## CIMB Material Changes to Rates Assumption/Structure

### Output Variances in 2018-19 to 2020-21 (Appendix C)

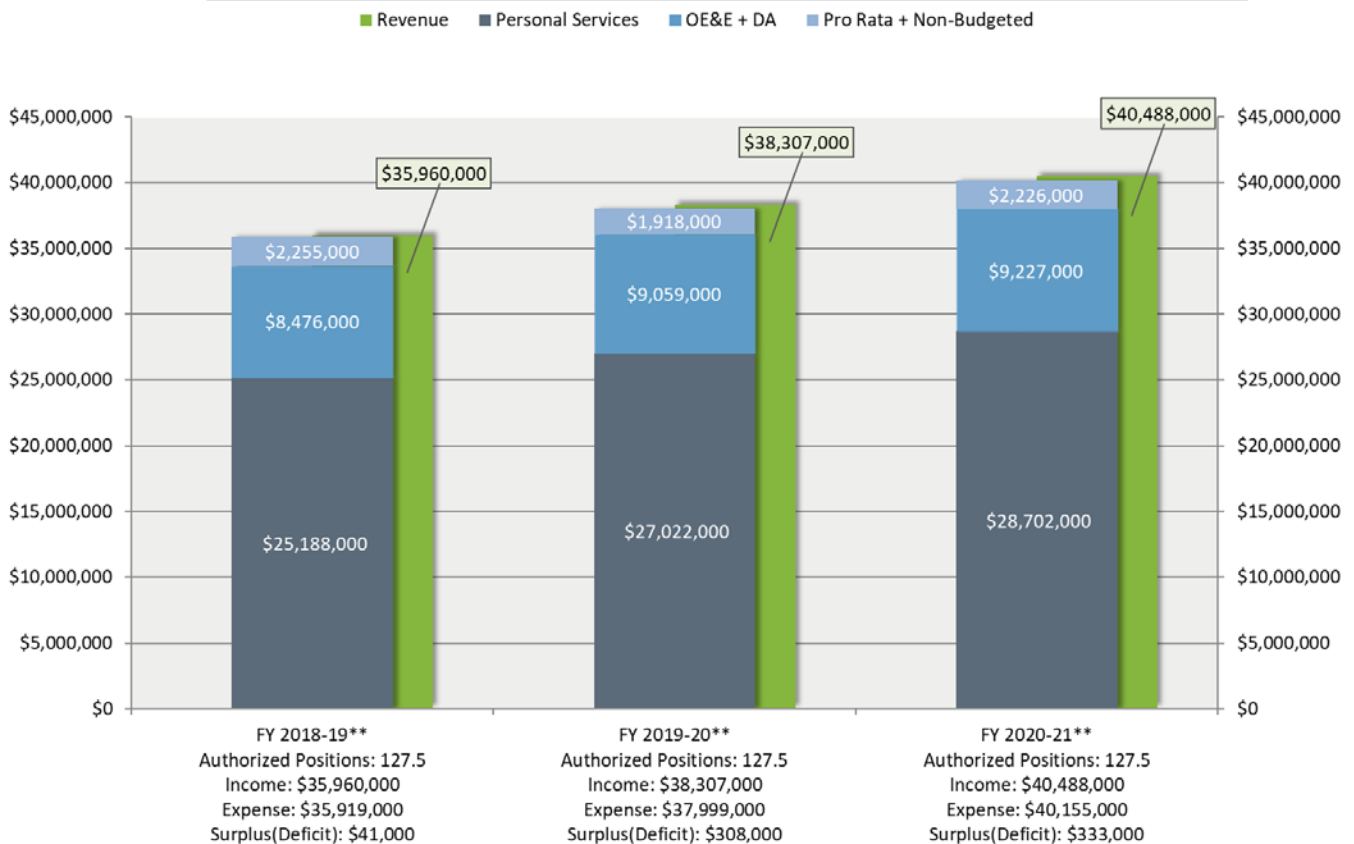
The variance in outputs for FY 2018-19 from 88,400 to 72,746 is due to a combination of vacancies and multiple retirements. The projected increase in outputs from FY 2019-20 to 2020-21 is accounting for a planned, aggressive hiring effort beginning early 2017-18. The cost to recover does consider a four-month hiring lag for approximately 8 vacancies (8 billable positions) in FY 2019-20 and 2020-21.

## Project Management and Development Branch

The Project Management and Development Branch (PMDB) of the Real Estate Services Division provides architectural and engineering services; space planning and interior design; construction and construction inspection services; energy and environmental services, and other competencies such as seismic retrofits, asbestos abatement, and underground tank removal.

PMDB also provides project management services for complex real estate projects. PMDB assists state agencies and departments in developing conceptual documents for cost and budget control, programming, site planning and master planning, and other documents for conceptualizing capital outlay projects that are necessary to obtain legislative authorization and funding for projects.

**Project Management and Development Branch (PMDB) Expenditures by Category**



\*\* Based on 2nd Quarter Program Summaries and FY 2020-21 Revenue Center Worksheet.

## Material Changes to PMDB Rates Assumption/Structure

### Personal Services Adjustments for Temp Help, Vacancies and Anticipated Retirements

PMDB costs to recover have been adjusted for anticipated vacancies and backfill of positions. Assumptions have been made about both employee retirement dates and timing of backfills for the purposes of establishing rates. Billable Hours Outputs have been adjusted commensurately for anticipated vacancies and backfill of positions. Billable hours projections have also been re-reviewed by the branch based upon usage of leave and projected training and indirect hours needed.

PMDB has proactively practiced backfilling vacancies for billable positions to ensure that rates are not negatively affected.

## PMBD Rates

### Environmental Planning Services

Environmental Planning Services provides a wide range of environmental planning and regulatory expertise to client agencies, DGS, and the Department of Finance. This expertise includes, but is not limited to, project site planning and analysis, preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act, compliance with historic preservation and other environmental regulatory statutes, and environmental due diligence.

### Architectural Assistant Services

Architectural Assistant services provides design support services and minor design services to Architectural and Engineering staff. These services are technical in nature, but do not need to be performed by more experienced or licensed staff. Examples include minor CAD/REVIT work, 3D modeling, etc.

### External Contract Administration Fee

The fee is intended to cost recover the administrative costs related to execution of PMDB contracts. These include branch administrative costs related to contracts and program overhead costs, including FISCAL, as well as administrative support outside of the branch within DGS. As nearly every PMDB project involve external contracts, this fee will be applied to almost every project. For large projects, PMDB will apply a cap for this fee so as to prevent it from exceeding \$1 million for any project.

Administrative support, beyond branch administrative support for the development and execution of contracts, related to external contracts includes:

- The Office of Business and Acquisition Services (OBAS), which serves as the contract administrator for DGS. OBAS provides program support through the solicitation, preparation, approval and execution of contracts.
- The Office of Fiscal Services (OFS), which provides accounting oversight and guidance, ensures that policies and procedures are consistently applied to maintain the integrity of the financial records. OFS services include certification of project funds, approval of encumbrance releases, audit and process vendor invoices, payment scheduling, and reconciliation of projects and contracts. OFS maintains detailed records on payment history and contract balances.

- DGS Office of Legal Services (OLS), which provides leadership and guidance on the State’s contracting and procurement laws and policies. This includes establishing the State’s services contracting standards and providing contract pre-review and approval. In addition, OLS serves as in-house counsel providing legal advice on the State’s leveraged procurements of goods and services, real estate leasing, acquisition, construction, and litigation support. OLS also exercises the services contract review and approval function for DGS.

## Architecture, Engineering and Project Management

Architecture, Engineering and Project Management provides complete architectural, civil, structural, mechanical, and electrical engineering services; project management for large and complex projects including capital outlay, energy, hazardous materials, special repairs, studies and surveys and program management of programs with a defined scope that respond to special needs identified by state initiatives, departments, Legislative mandates or the Governor.

Real Estate Services Division Rates			
DESCRIPTION	UNIT	CY 2019-20	BY 2020-21
<b>Asset Management Branch</b>			
Portfolio Management-Lease Management Surcharge	Per Lease	0.60%	0.60%
State Property Inventory Records	Per Record	\$2.38	\$2.50
SPI-Lease Management Surcharge	Per Lease	0.08%	0.08%
RELPS-Planning Services	Hourly	\$148.00	\$155.00
RELPS-Lease Management Surcharge	Per Lease	1.24%	1.24%
RPSS-Real Estate Services	Hourly	\$148.00	\$155.00
<b>Construction Inspection and Management Branch</b>			
Construction Supervision	Per hour	\$183.00	\$186.00
<b>Project Management and Development Branch</b>			
Environmental Planning Services	Per hour	\$146.00	\$150.00
Architectural Assistant Services	Per hour	\$137.00	\$144.00
Planning External Contract Admin Fee	Doc value	1.00%	1.00%
Architecture, Engineering, and Project Management Services	Per hour	\$204.00	\$216.00