

DAS Assessments & Rates

Assessments, charges for service and historical context

Historical Context

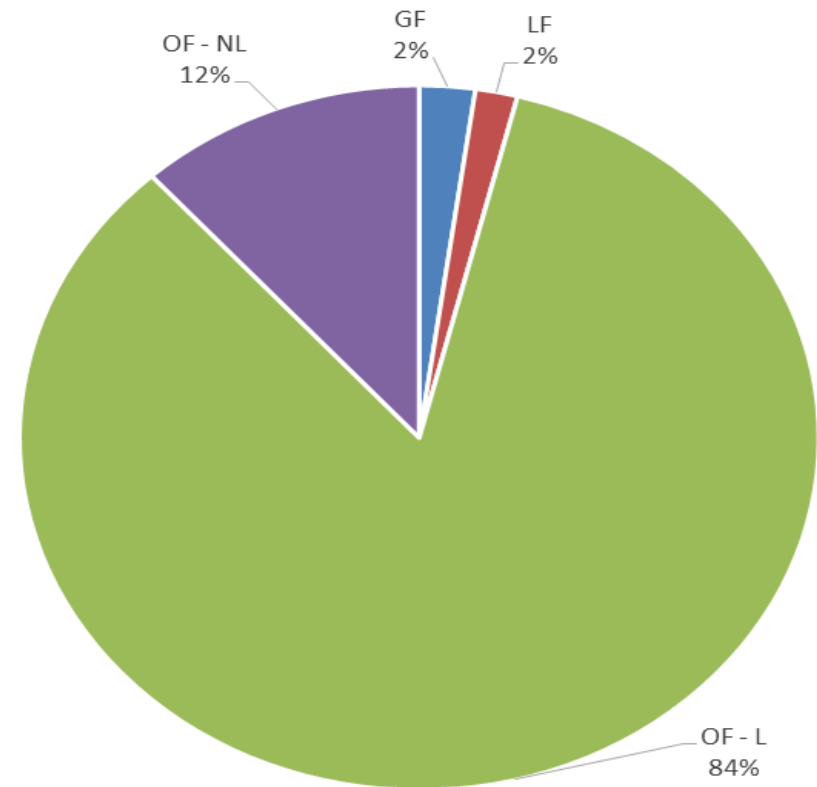
- Prior to 1991-93, policy oversight function was coordinated through the Executive Department, funded through a GF appropriation
- Direct services to agencies were provided by the Department of General Services, funded through charges for service
- In 1993, these two departments were abolished and merged into the Department of Administrative Services
- Policy makers decided to ease the burden on the General Fund and moved to an assessment to all agencies (GF, FF, OF) for the policy oversight functions
- Current DAS budget maintains assessments for the policy offices and a mix of assessment and charges for services for the service enterprises

DAS Fund Type

Definitions of fund types:

- **General Fund:** Personal and corporate income tax revenue, which the Legislature may apply to virtually any governmental purpose, agency, or program.
- **Lottery Funds:** Constitutionally dedicated for creating jobs, furthering economic development, financing public education, restoring and protecting parks, beaches, watersheds and critical fish and wildlife habitats.
- **Other Funds Limited:** Money (other than General Fund or Federal Funds) that an agency receives; for DAS, most of these are assessments and service charges received from other state agencies (who may use General Fund, Federal Fund, and Other Funds to pay).
- **Other Funds Non-Limited:** Expenditures for which the Legislature defines purposes, but sets no dollar limits. Within DAS, the Risk Fund and Mass Transit Distribution is non-limited.

2015-2017 Governor's Budget
Expenditures by Fund Type
\$1,193.0 millions

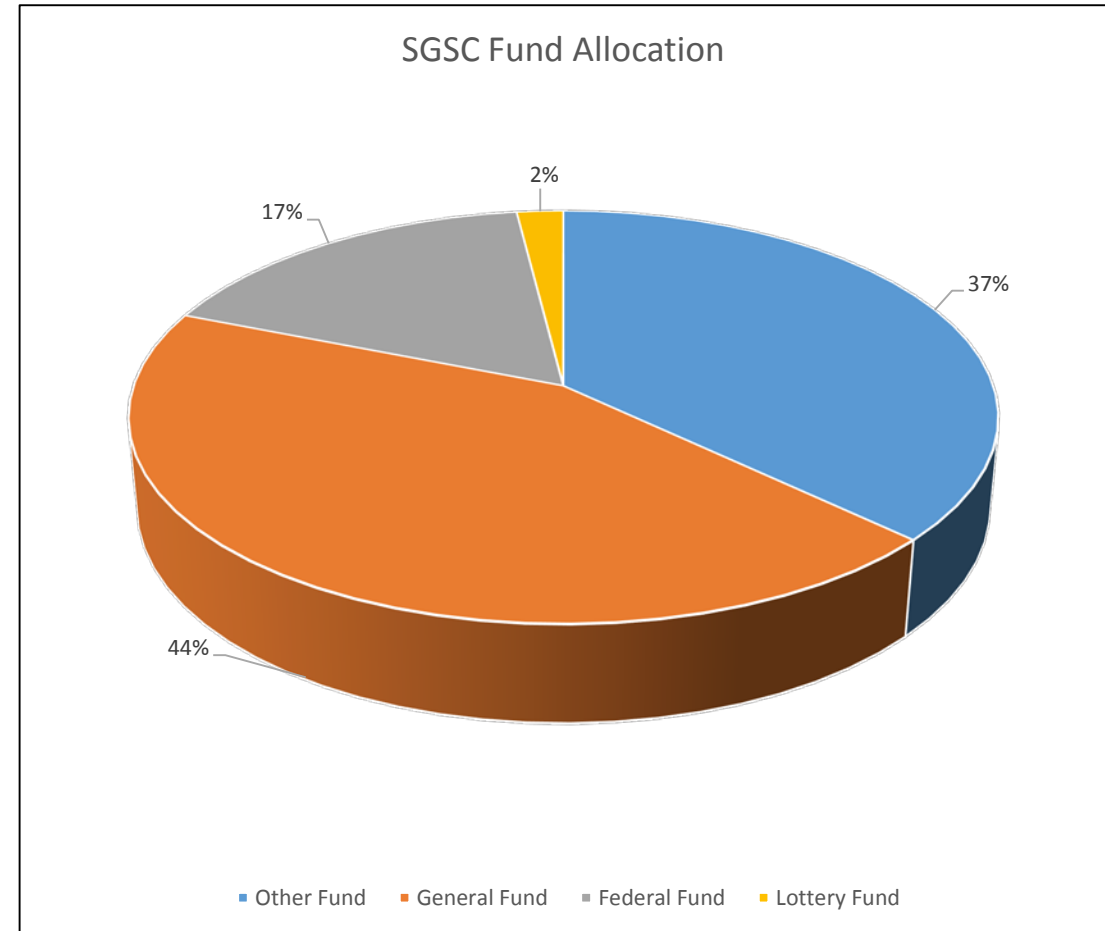


State Government Service Charge Fund Type

DAS charges are paid for a myriad of fund types by agencies

- Other Fund 37%
- General Fund 44%
- Federal Fund 17%
- Lottery Fund 2%

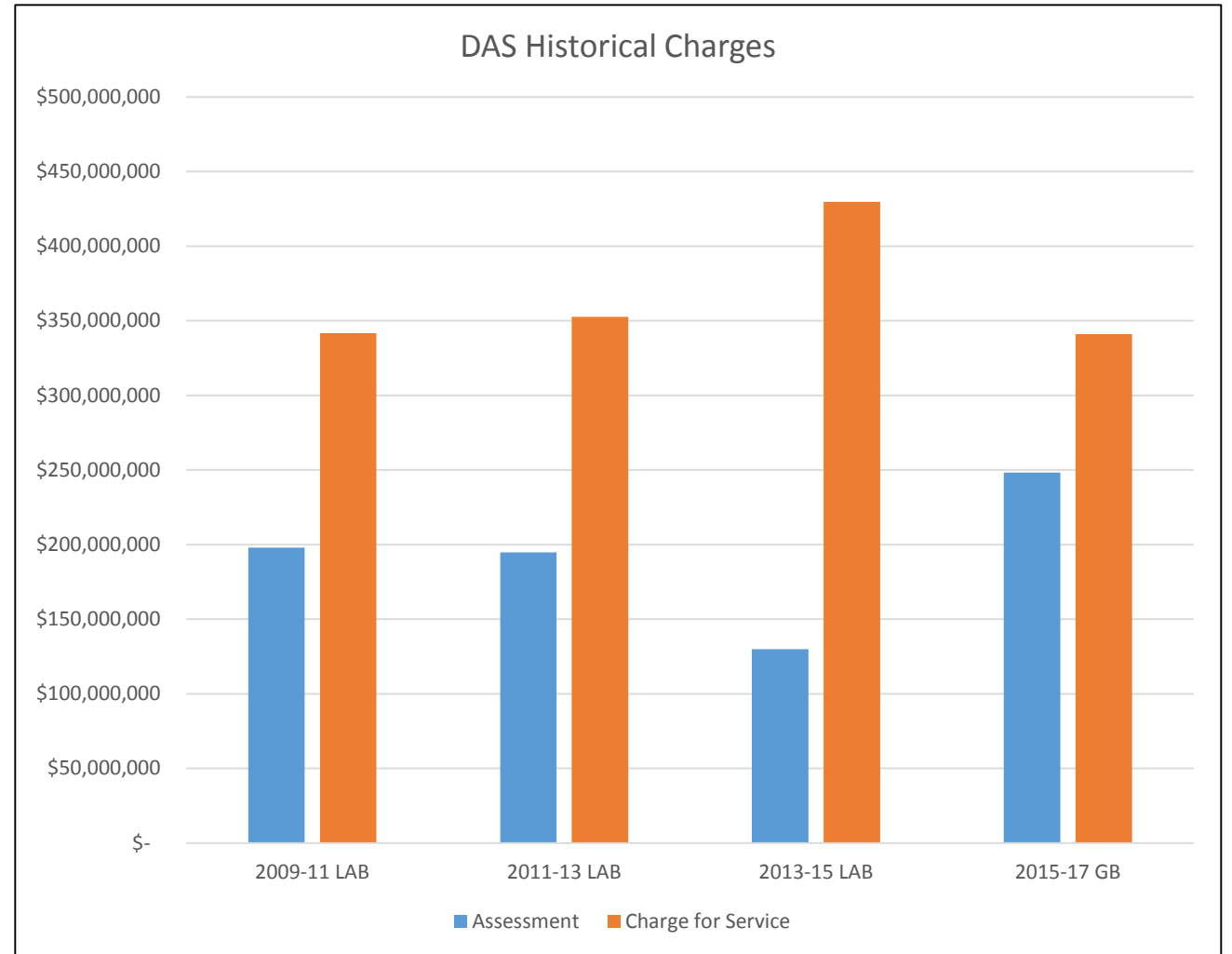
The above is based on the latest estimates from the ORBITs system and is across all assessment types, to include Secretary of State, Libraries, Oregon Minority, Women & Emerging Small Business, Central Government Service Charge, Oregon Ethics Committee, Capitol Mall Security and Treasury Bond Related Costs.



Increase/Decrease of DAS Charges

Increase/Decrease of DAS Charges

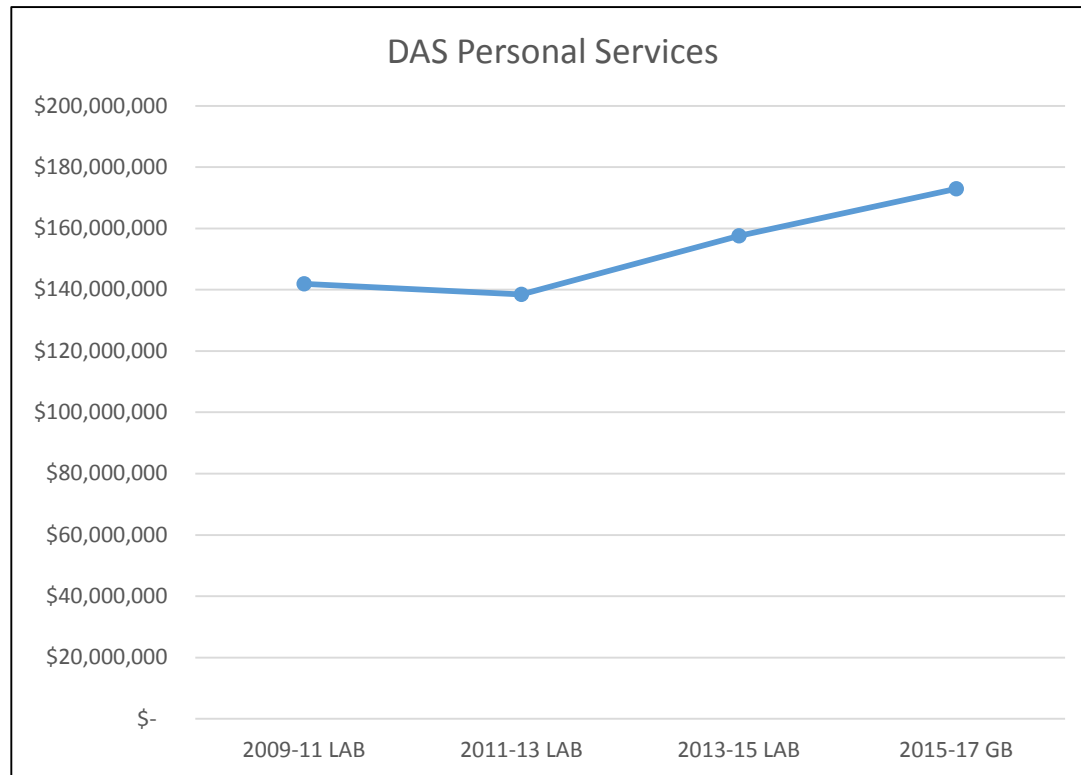
1. DAS Entrepreneurial Management (EM) Transition occurred mid-biennium of 2011-2013
2. 2013-15 revenue shifts were based on the EM model. What was a true assessment vs *estimated* usage
3. Increase in 2015-2017 assessment represent a blended rate & assessment model approved for ETS by the ETS CUB



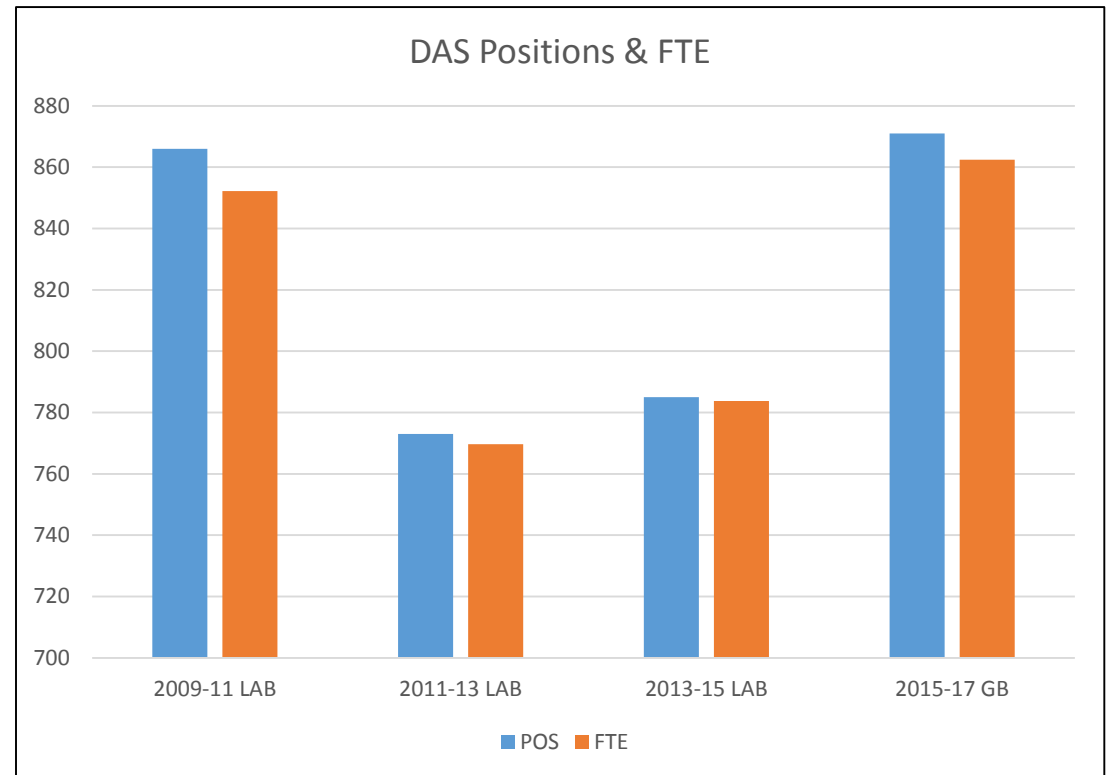
Note: LAB = Legislatively Approved Budget / GB = Governor's Budget

DAS Personal Services History

Budgeted DAS Personal Services



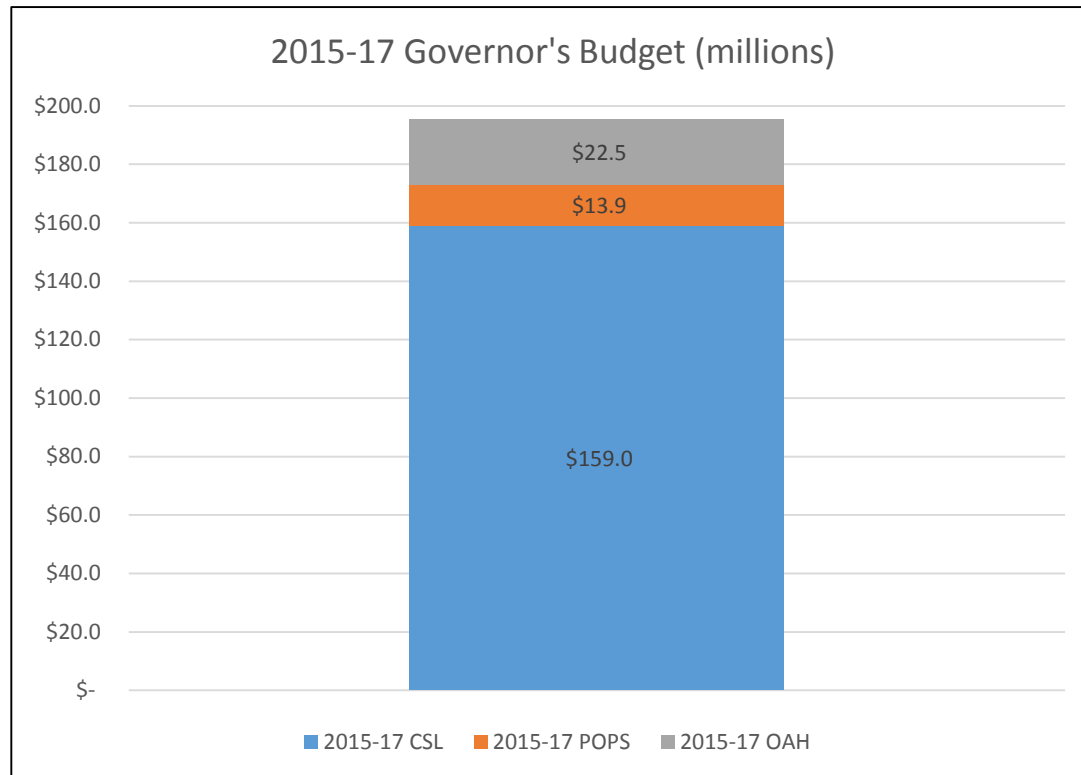
Budgeted DAS Positions/FTE



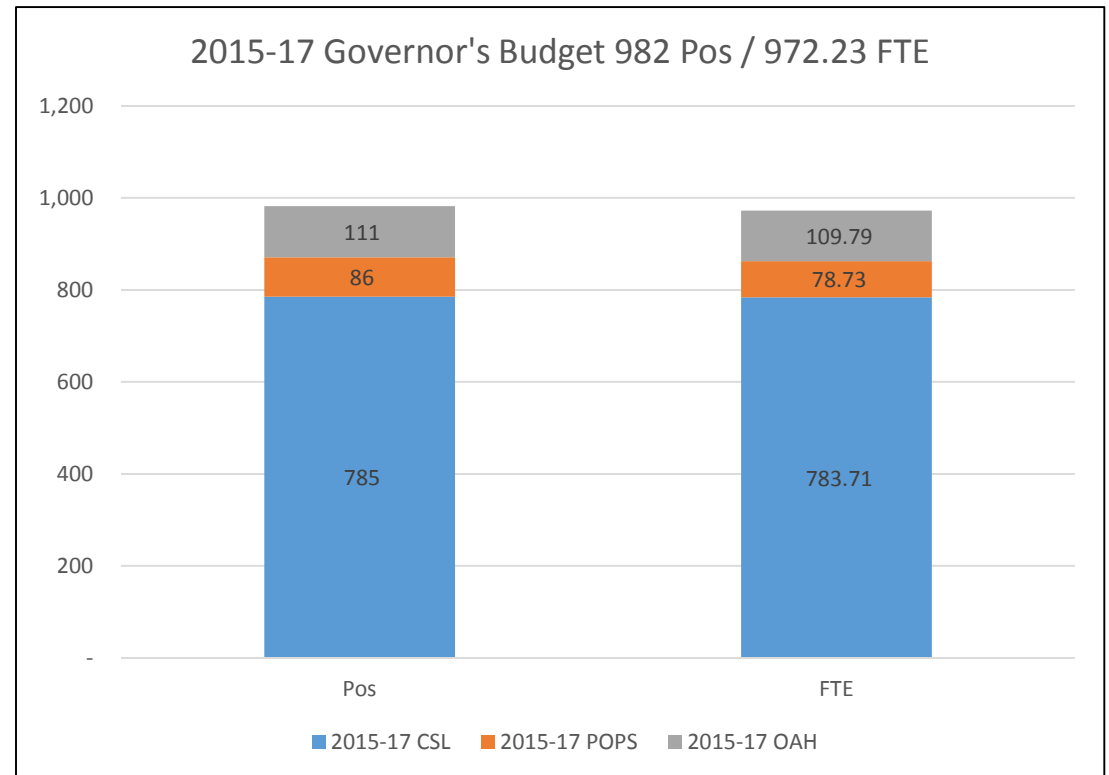
Note: LAB = Legislatively Approved Budget / GB = Governor's Budget

DAS 2015-17 Personal Services thru GB

Personal Services \$ by Budget Phase

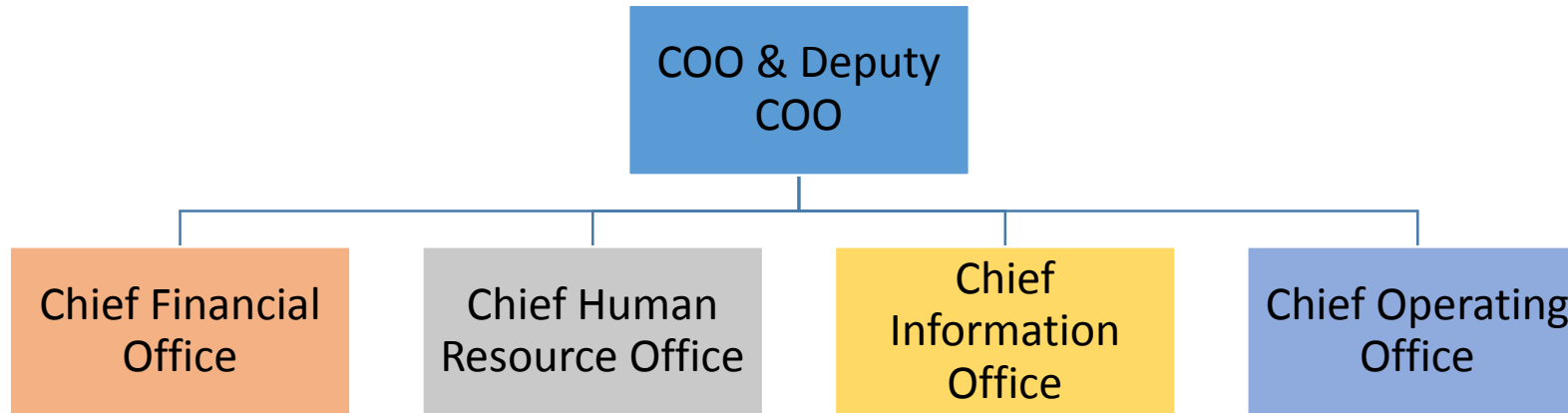


FTE by Budget Phase

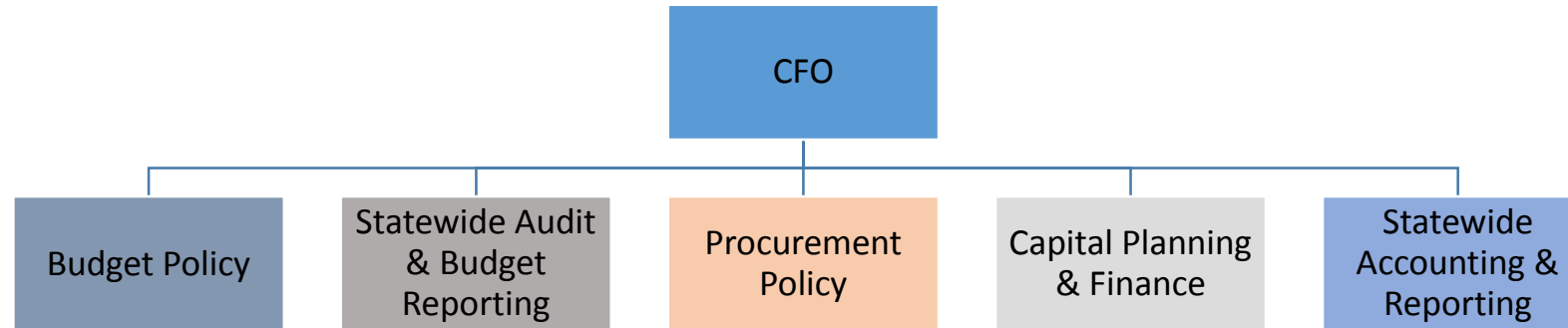


Note: CSL = Current Service Level / POPS = Policy Option Package / OAH = Office of Administrative Hearings

DAS Policy Offices



Chief Financial Office (CFO)



The Chief Financial Office (CFO) assessment for most of its core programs is allocated to agencies based on a blend of budget size and full-time equivalent (FTE):

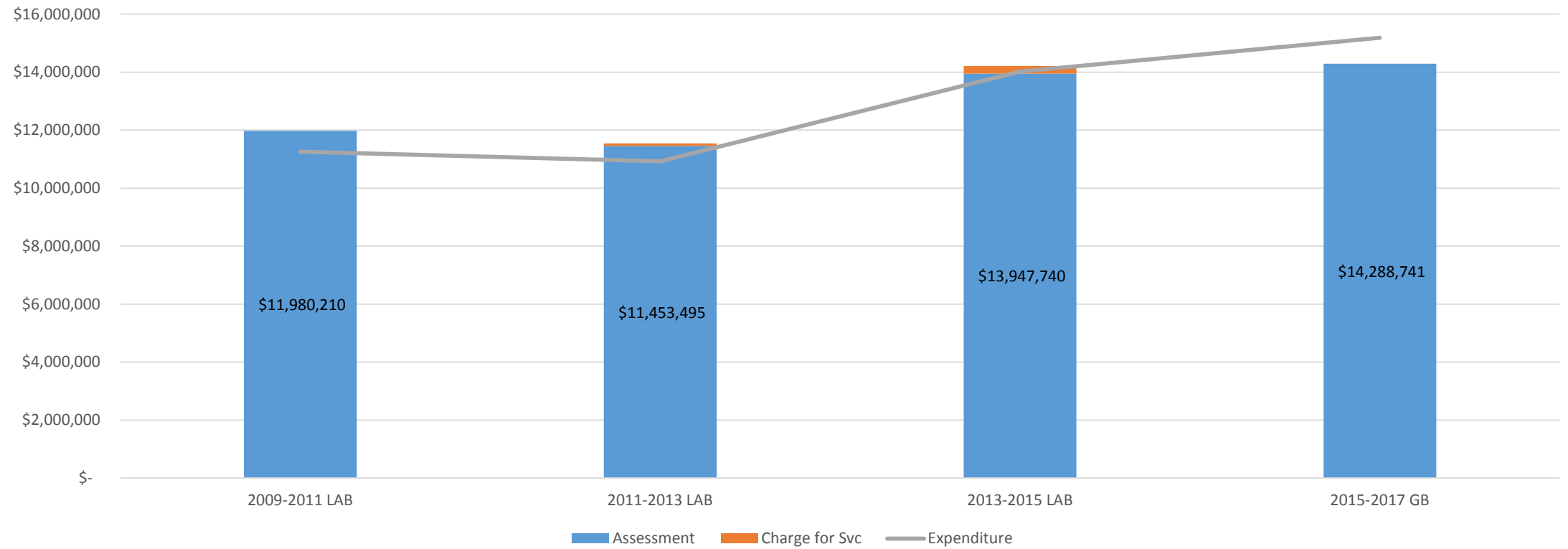
- Tiered: \$2,500 for agencies with 2.00 or less FTE; \$5,000 for agencies that have 2.01 to 30.00 FTE or less than \$10m in expenditure limitation; remainder is split amongst the rest of the agencies with 50% allocated according to budgeted FTE and 50% according to funding limitation.

Capital Planning Commission & Statewide Facilities Coordination located in Capital Planning & Finance program unit allocates those assessments as follows:

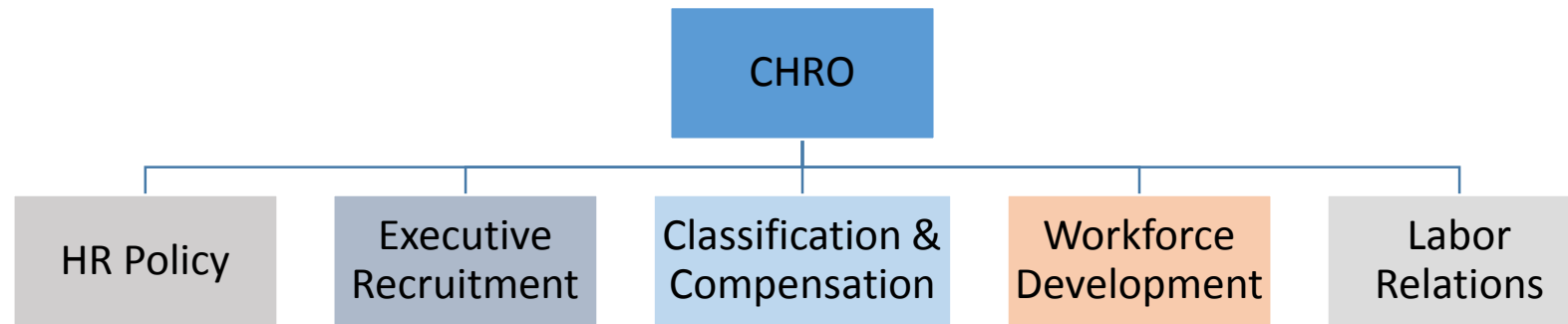
- Allocated based on FTE positions for each agency with 15.00 or more FTE; agencies with less than 15.00 FTE are not assessed.
- This assessment is in addition to the core costs of Capital Planning & Finance

Chief Financial Office

Chief Financial Office
Revenue & Expenditures



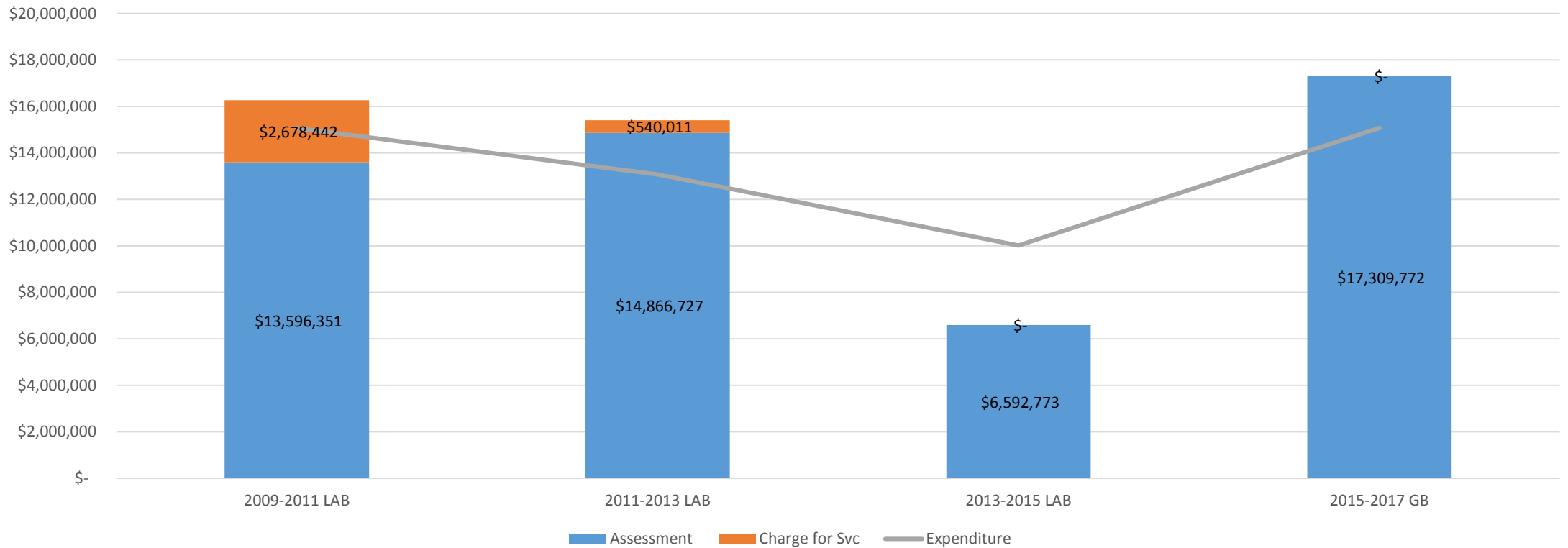
Chief Human Resource Office (CHRO)



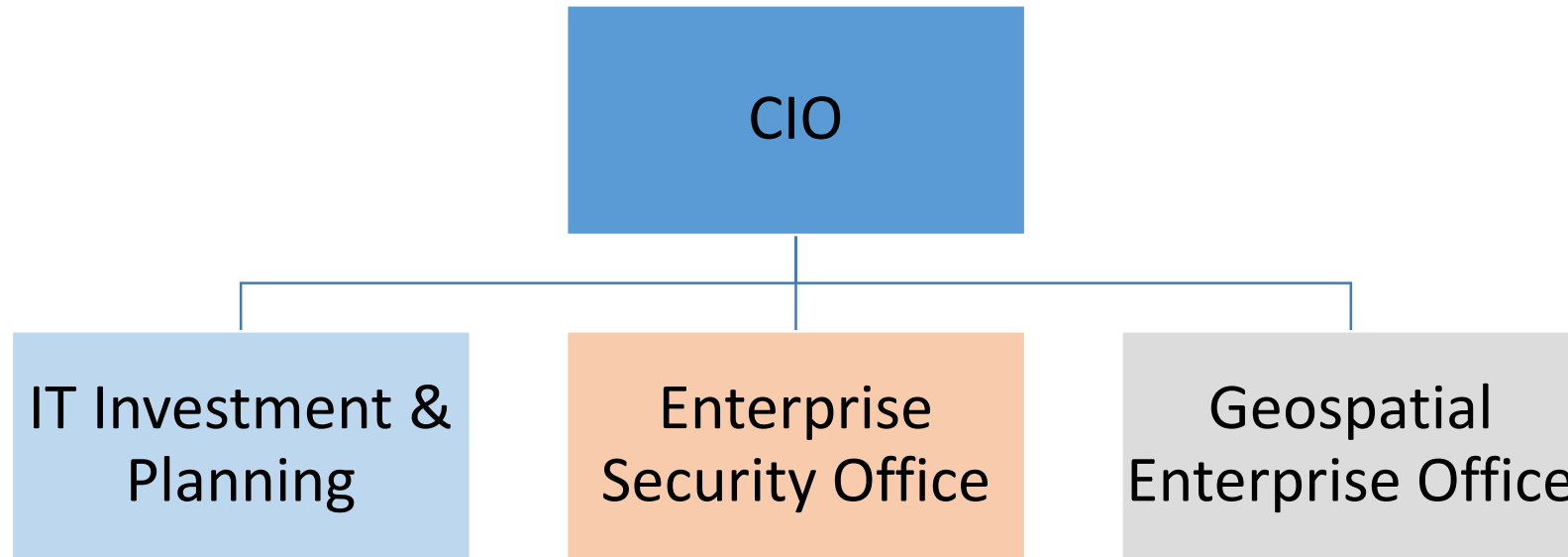
The Chief Human Resources Office (CRHO) assessment is allocated to agencies based on 2013-2015 Legislatively Approved Budget (LAB) budgeted full-time equivalent (FTE)

Chief Human Resource Office

Chief Human Resource Office
Revenue & Expenditures



Chief Information Office (CIO)



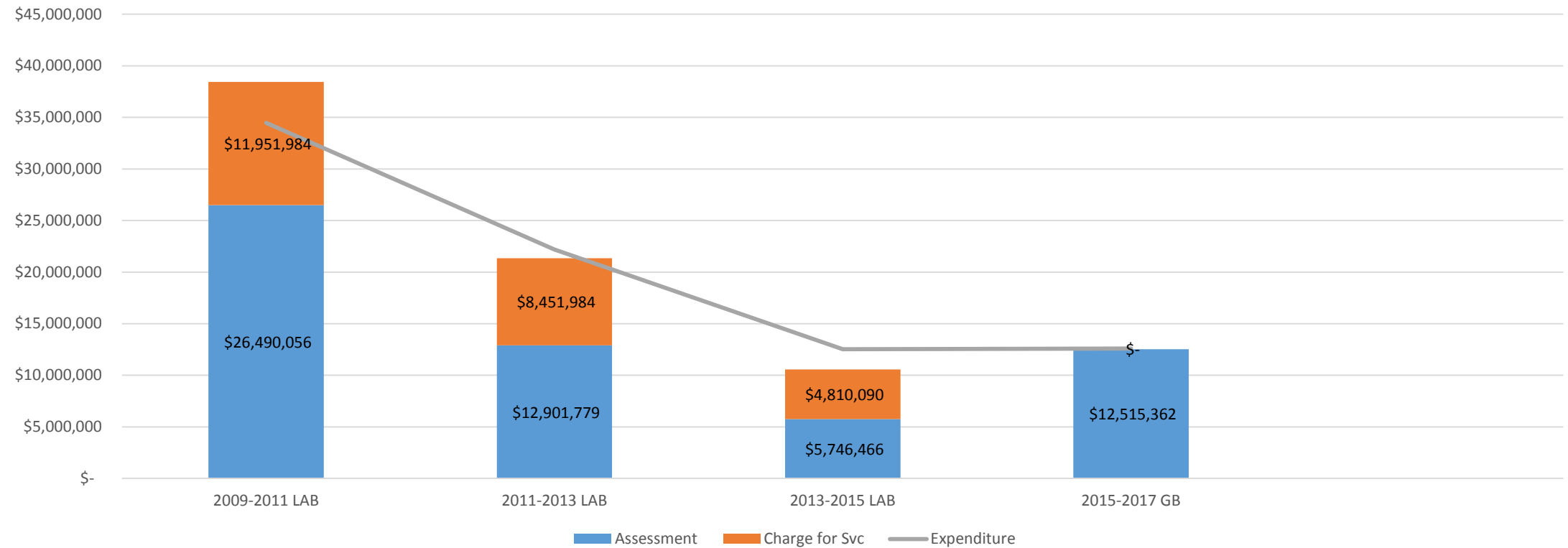
The Chief Information Office (CIO) assessment for IT Investment & Planning and Enterprise Security Office is allocated to agencies based on 2013-2015 Legislatively Approved Budget (LAB) budgeted full-time equivalent (FTE)

The Geospatial Enterprise Office allocates its assessment based on a tier model, approved by the Oregon Geographic Information Council established by Executive Order (EO) 00-02, as follows:

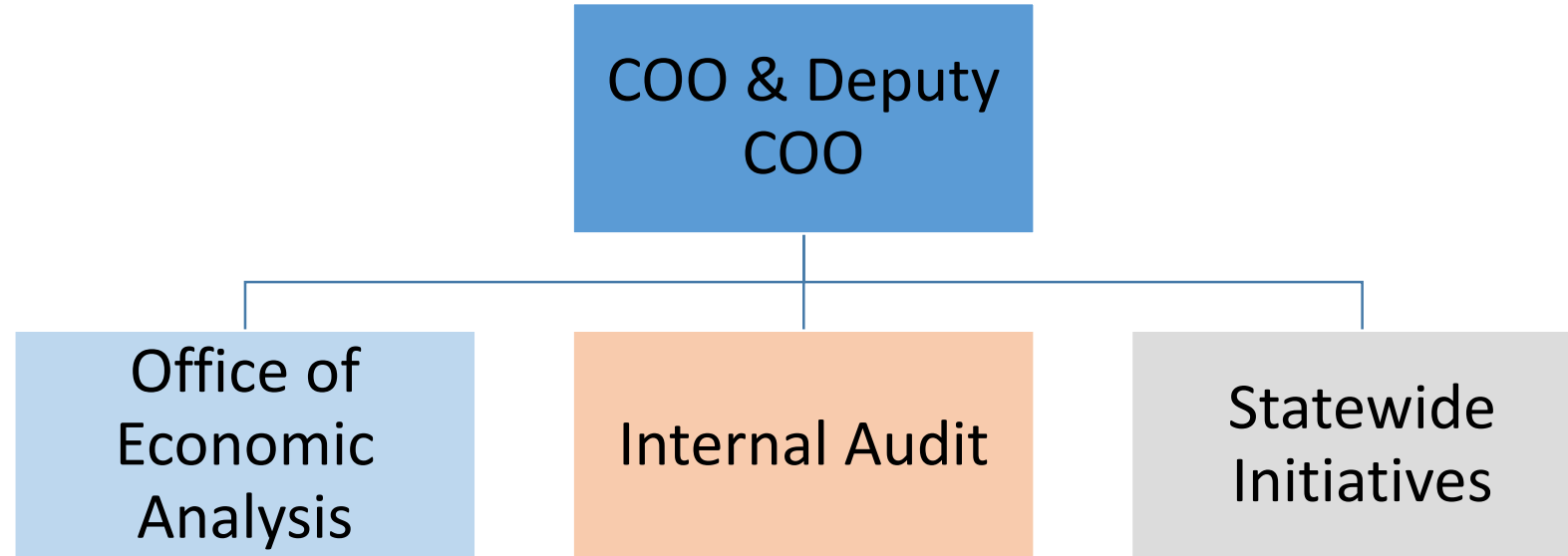
- Tier 1 agencies are, or will be, active users of geographic tools and geographic information.
- Tier 2 agencies are, or will be, active users of geographic information.
- Tier 3 agencies are, or will be minor users of geographic information

Chief Information Office

Chief Information Office
Revenue & Expenditures



Chief Operating Office (COO)

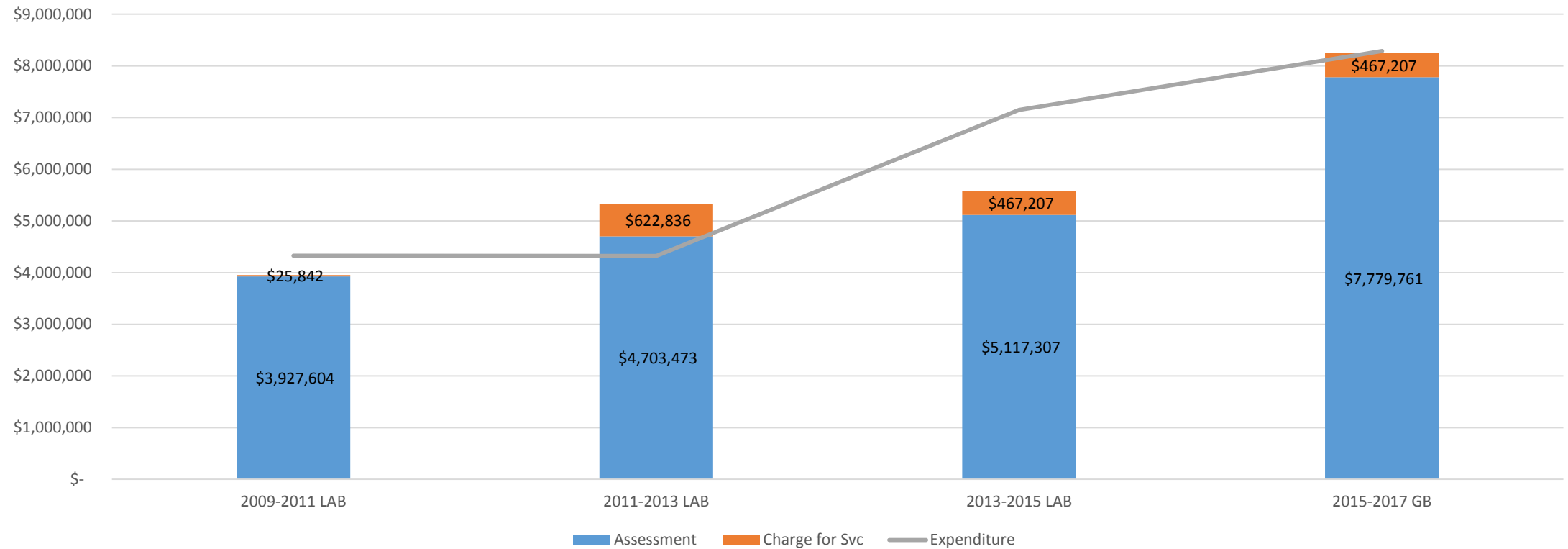


The Chief Operating Office (COO) assessment is allocated to agencies based on 2013-2015 Legislatively Approved Budget (LAB) budgeted full-time equivalent (FTE)

Bill Tracker, a legislative bill tracking program is assessed to all agencies based on history of bills actually tracked during a full session.

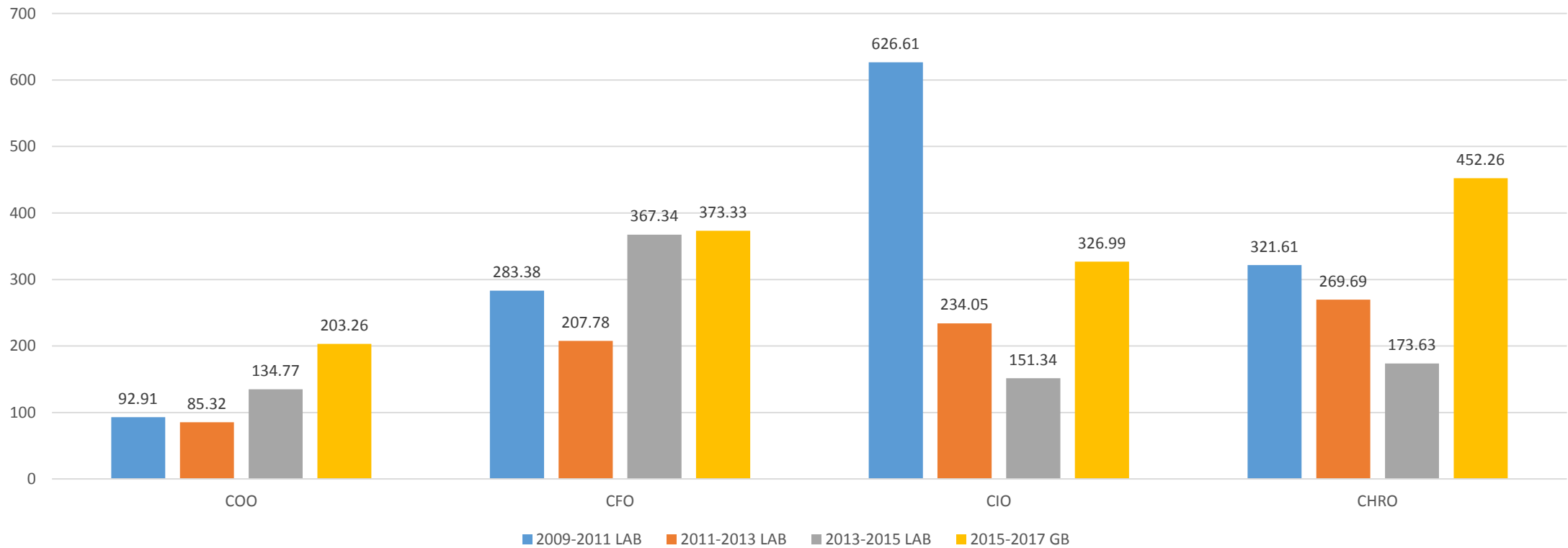
Chief Operating Office

Chief Operating Office
Revenues & Expenditures



DAS Policy Programs per FTE Cost

PER FTE Cost by Policy Program
Assessment/FTE for all Agencies



Guiding Principles of Rate Setting

CUB Established

- Our guiding principles of rate setting will ~
 - Advise rate development discussions in order to derive costs and manage risks across the Enterprise;
 - Anticipated rate changes are communicated to the customer agencies at the earliest possible point in time;
 - Our rate models will be transparent.

Guiding Principles of Rate Setting

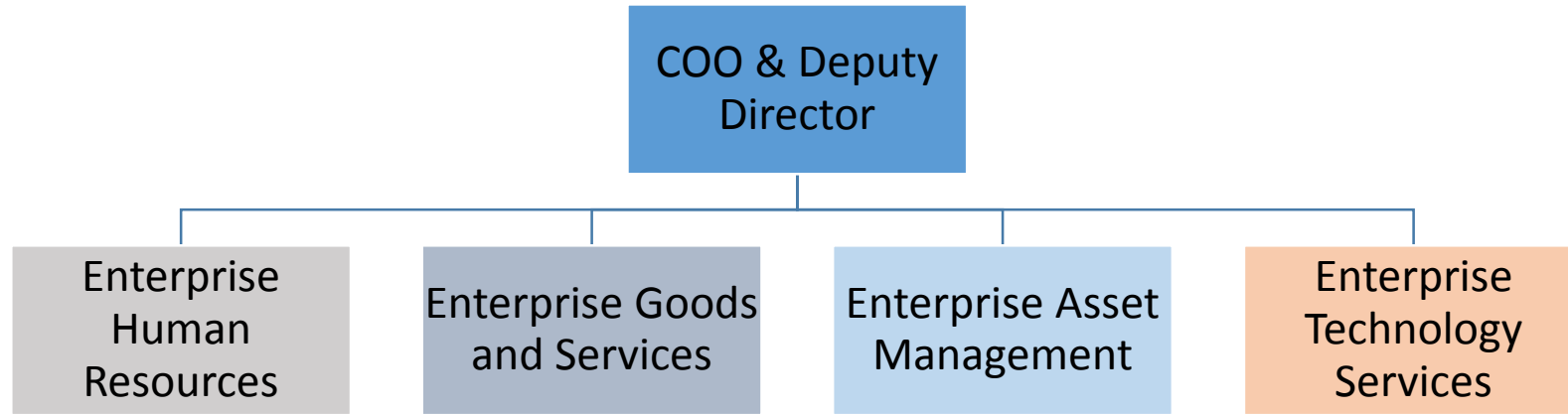
CUB Established

- All customer should pay the same rate for the same service.
- Subsidies should be avoided if possible.
- Rates must recover full cost of service (including all overhead and State Government Service Charges) and maintenance replacement for each program. Amortization of capital purchases should be funded and advertised in the rates.
- Rates, by any methodology, should offer direct customers incentives to modify their behavior and allow them to better manage their costs while minimizing adverse impacts to other customers.
- Rates should be developed based on projected usage by agency.
- Rates should be based on the metric which most directly drives the cost and be aware of how that metric drives behaviors.
- All common approach/methodology for the calculation of hourly rates based on allowable billable hours should be adopted.
- Special projects/pass-through costs for individual agencies or groups of agencies should not be part of the rate model; the costs should be borne by the agencies benefitting from the project.

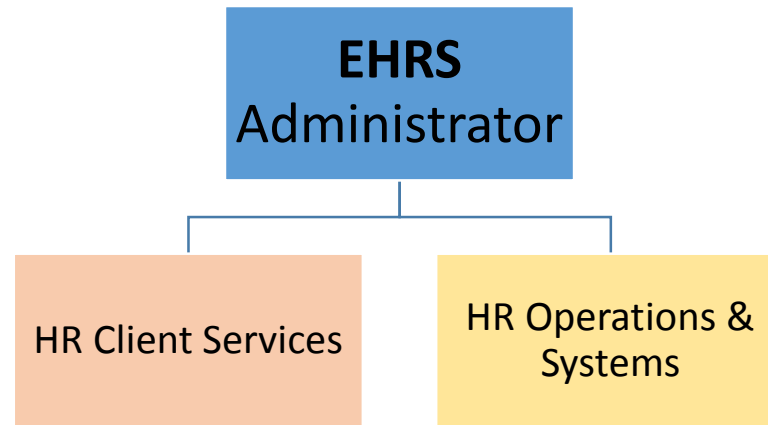
Foundation of all Rate Development

- Personal Services
 - applied 13% inflation factor
- Services and Supplies
 - applied 3% inflation factor to services & supplies
 - Applied 14.5% inflation factor for Attorney General costs
- 60-day working capital and overhead transfers
- 3,291 net biennial hours available for work used where hourly rates were applicable

DAS Service Enterprise Offices

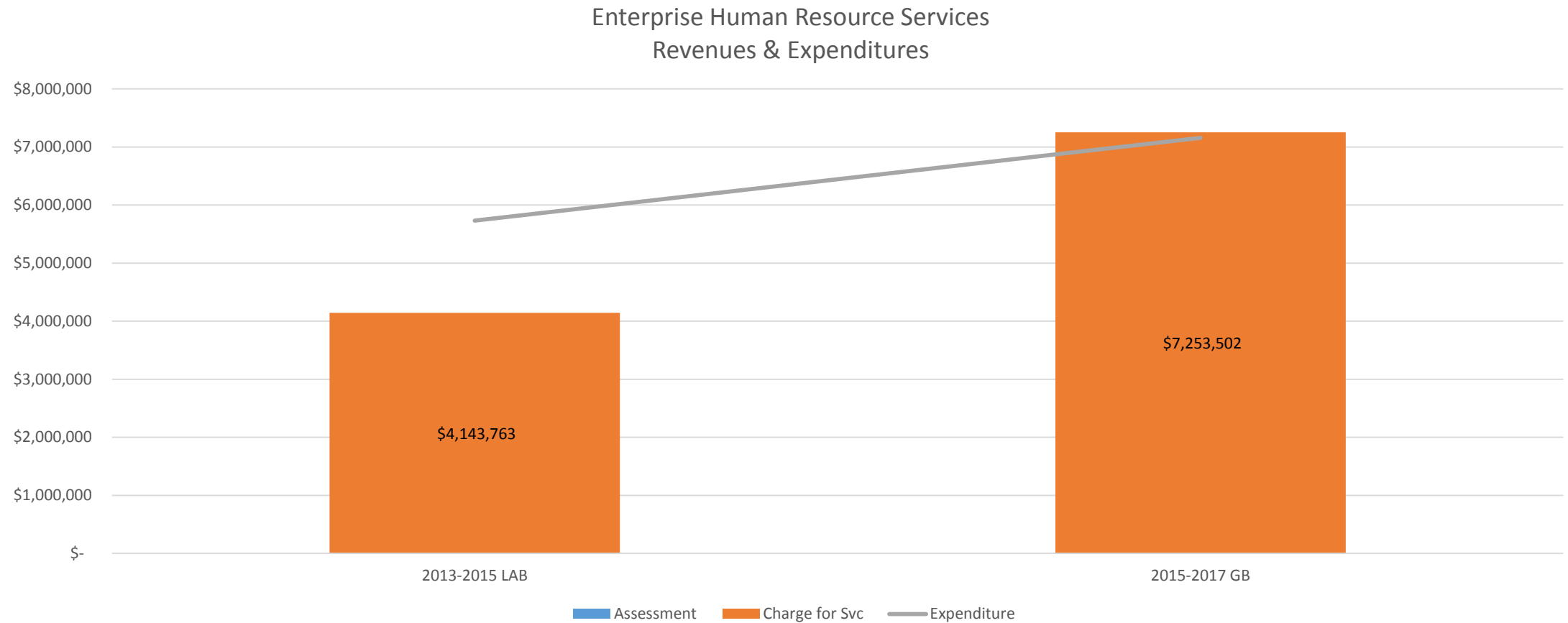


Enterprise Human Resource Services (EHRS)

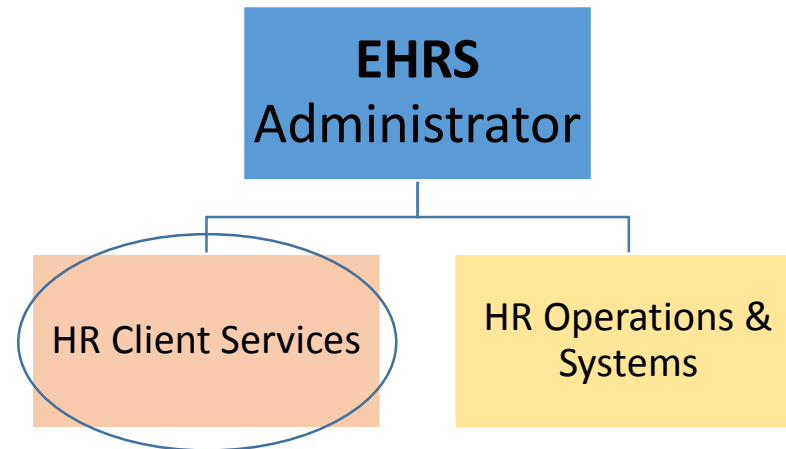


The Enterprise Human Resource Services (EHRS) charge for services is usage based

Enterprise Human Resource Services



Enterprise Human Resource Services (EHRS)



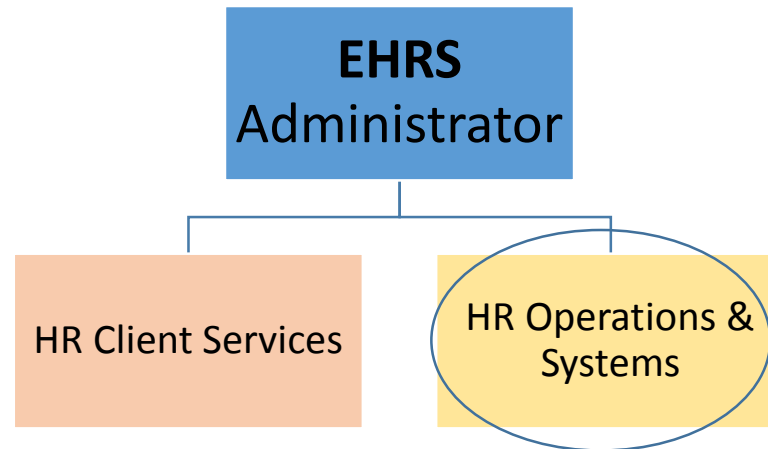
The Enterprise Human Resource Services (EHRS) charge for services is usage based for the following:

- Client Agencies - \$99 per FTE per year; FTE is based on current biennium actual positions, (temporary, limited duration, rotations and permanent positions), in the client agency at the time of billing.

HR Client Services – History of Charges

Biennium	Rate Charged	Rate Calculated
2007-2009	\$36	\$127
2009-2011	\$34	\$138
2011-2013	\$19	\$150
2013-2015	\$36	\$99
2015-2017	\$99	\$99

Enterprise Human Resource Services (EHRS)



The Enterprise Human Resource Services (EHRS) charge for services is usage based for the following:

- HR Systems
 - Position & Personnel Data Base (PPDB) – based on actual PPDB usage from the 2011-2013 biennium, plus any manually keyed personnel actions
 - NeoGov – based on actual job postings from the 2011-2013 biennium
 - iLearn – based on active users, customers in the iLearn system and any content that is not being shared between the enterprise (agency specific)

Position & Personnel Data Base (PPDB)

Activity	15-17 Rates:	13-15 Rates:	Diff
Large User Base Charge (monthly average PAs 26 or higher)	\$11,724	\$16,768	(\$5,044)
Small User Base Charge (monthly average PAs 25 or less)	\$2,931	\$4,192	(\$1,261)
Cost per PA processed	\$1.06	\$1.32	(\$0.26)
Cost per PA Keypunched	\$24.00	\$44.00	(\$20)

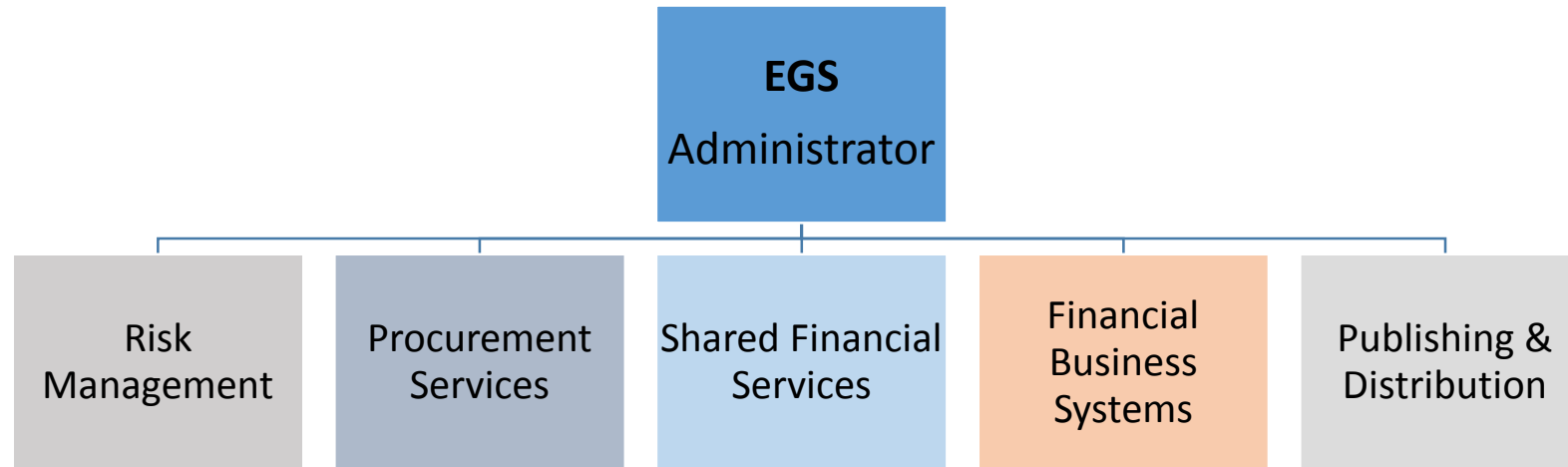
eRecruit Rate Model for 2015-2017

eRecruit	Activity	15-17	13-15	Variance
Rate Model for 2015-2017	Cost per Requisition Received:	\$7.32	\$12.60	(\$5.28)
	Cost per Application Received:	\$0.40	\$0.41	(\$0.01)
	Cost per List Referred:	\$9.91	\$10.81	(\$0.90)
	Cost per Position Hired:	\$25.21	\$23.95	\$1.26

iLearn Rate Model for 2015-2017

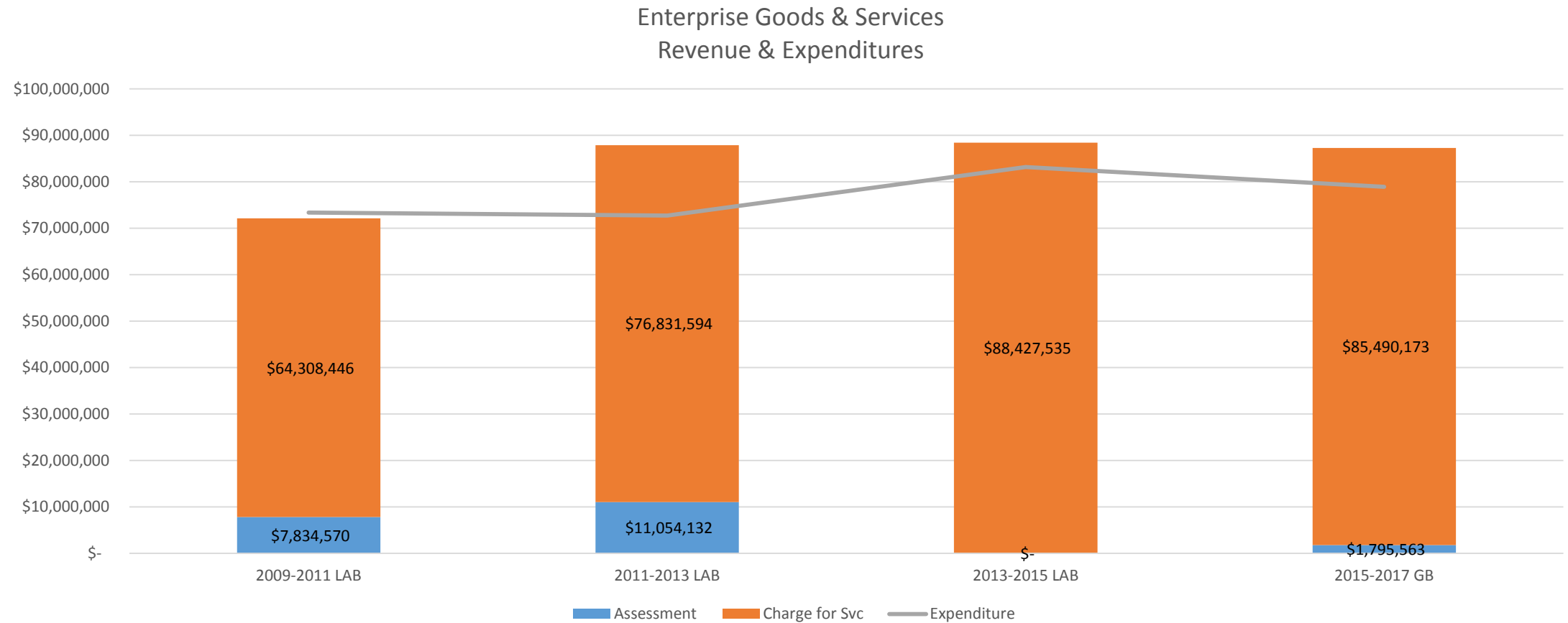
iLearn	Activity	15-17	13-15	Variance
Rate Model for 2015-2017	Cost per Active User	\$15.80	\$19.50	(\$3.70)
	Cost per Exclusive Course Taken	\$6.61	\$10.18	(\$3.57)
	Cost per Non-Exclusive Course Taken	\$0.00	\$0.00	\$0.00
	Base Cost per Customer	\$3,008.00	\$3,345.00	(\$337.00)

Enterprise Goods and Services

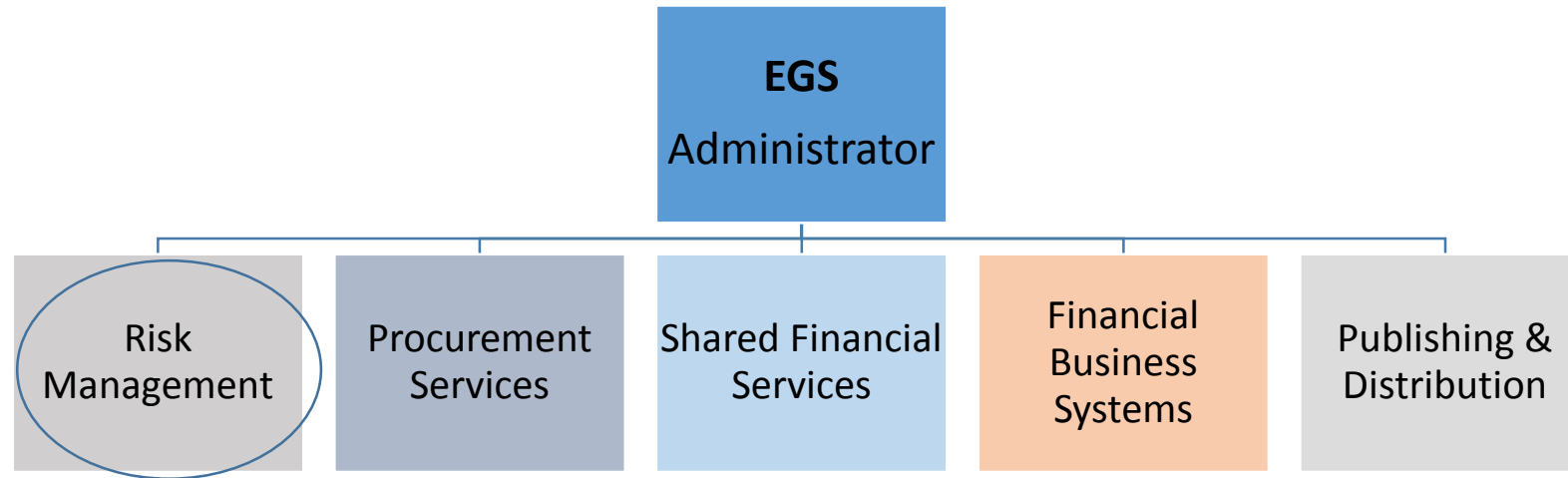


The Enterprise Goods & Services (EGS) charge for services is primarily usage based with one assessment.

Enterprise Goods and Services

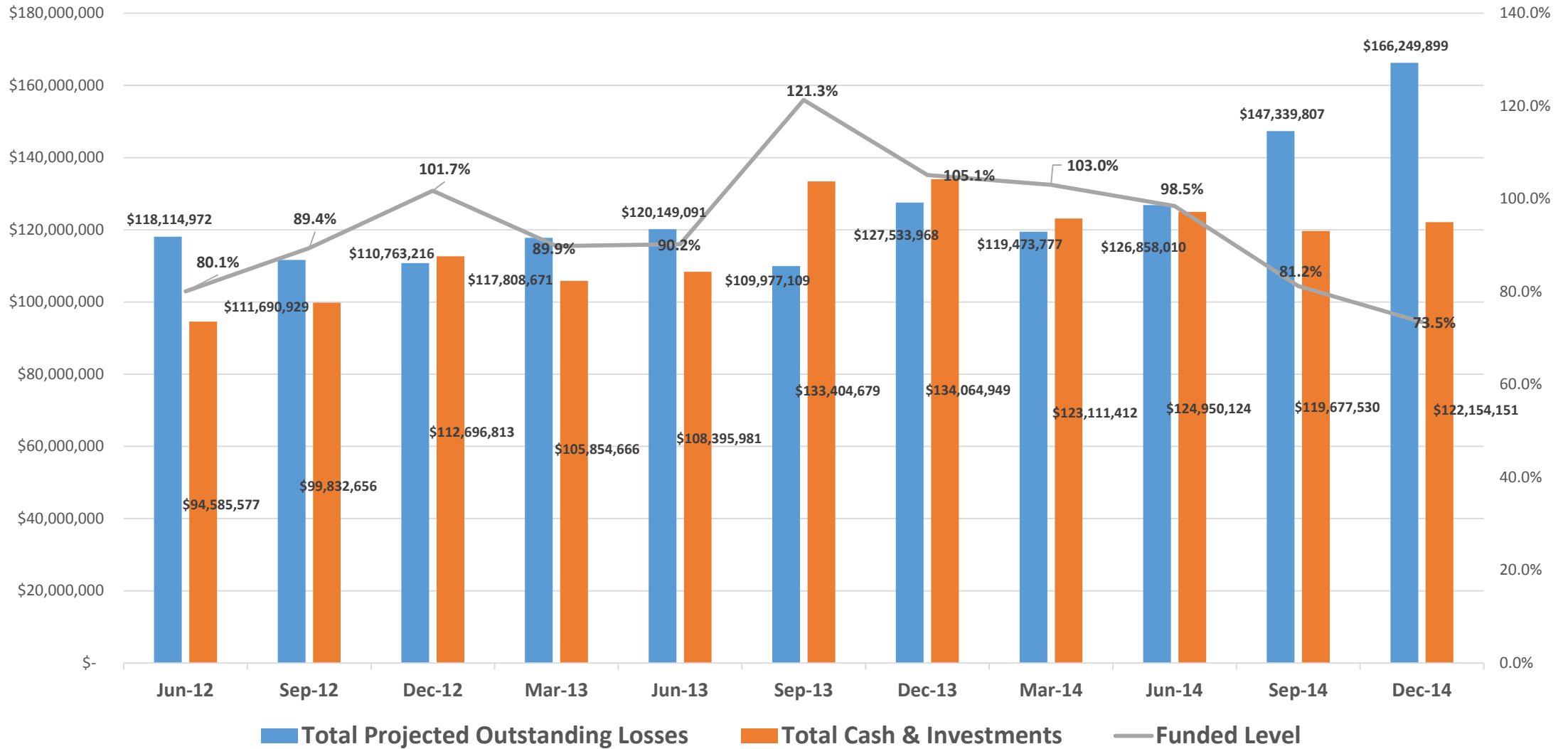


Enterprise Goods and Services



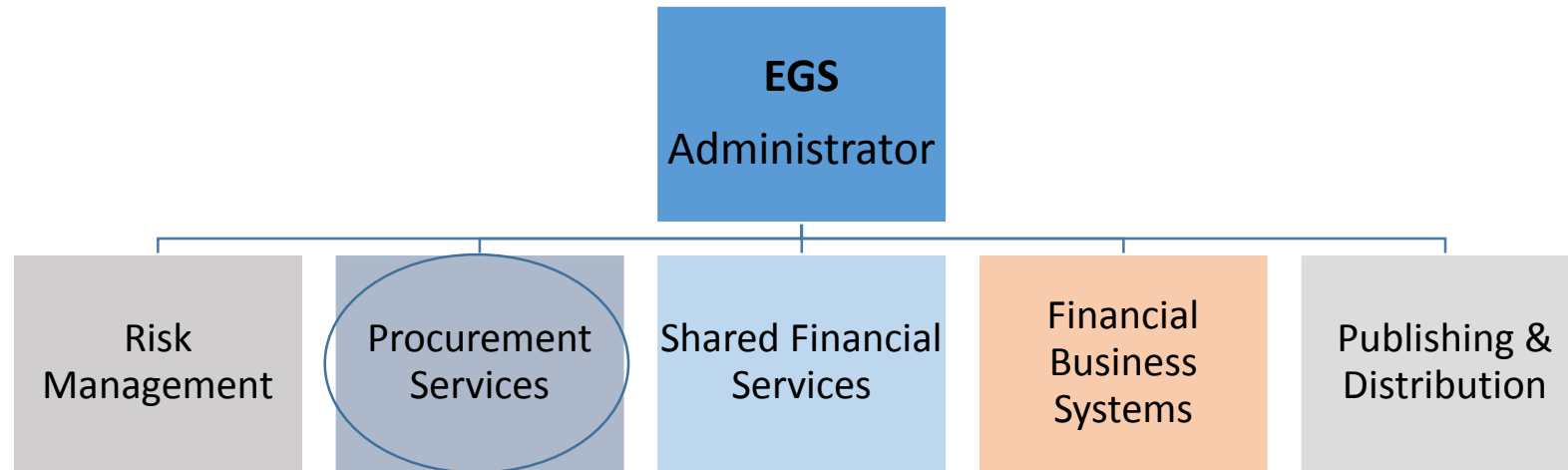
The Enterprise Goods & Services (EGS) Risk Management charge for service is based on Commercial Insurance Cost, Actuarial data and three year loss history, by agency.

Risk Management Non-Limited Insurance Fund Status



The Funded Level which is the ratio of Total Cash & Investments and the Total Projected Outstanding Losses indicates the fund is not actuarially sound, based on independent actuary records

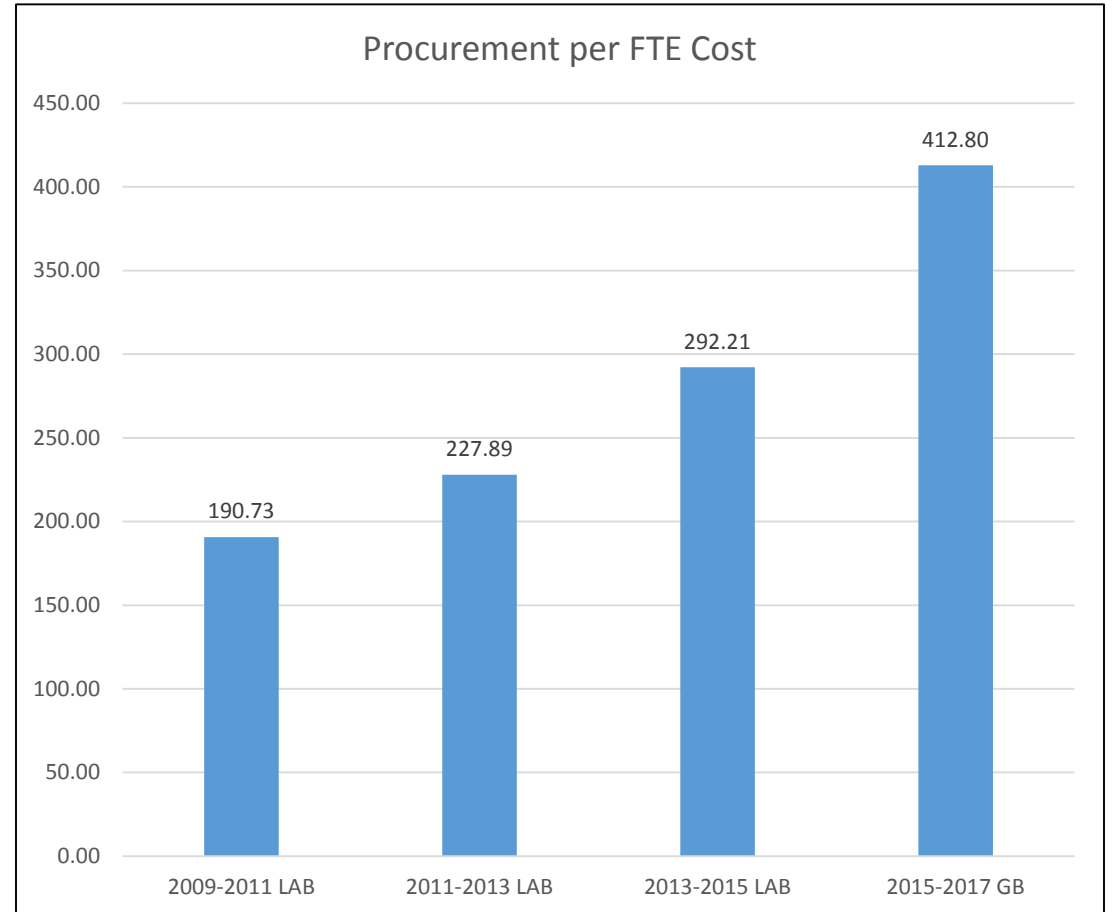
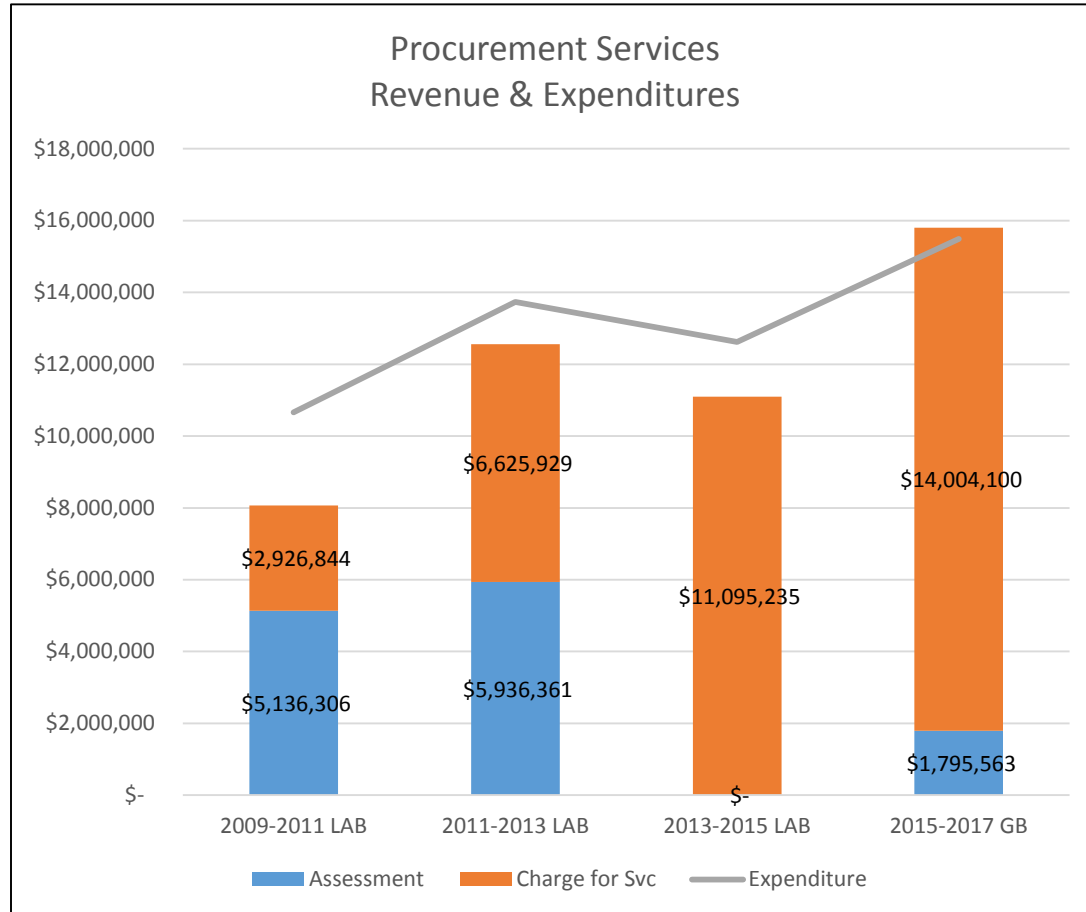
Enterprise Goods and Services



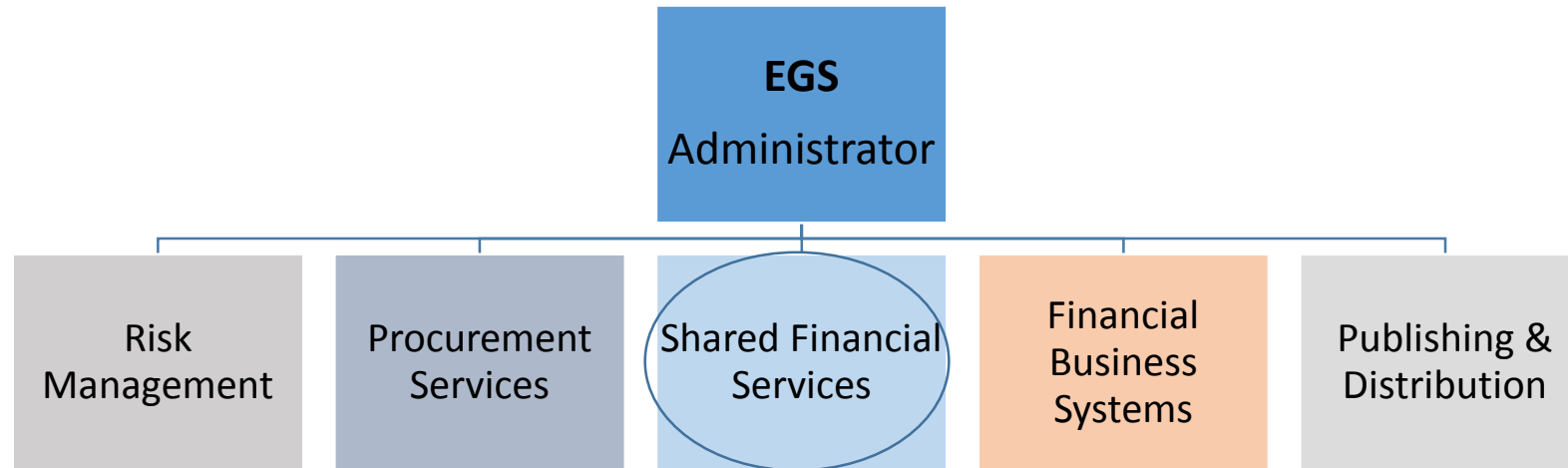
The Enterprise Goods & Services (EGS) Procurement services is both assessment based and charge for service:

- Assessment allocation is \$2.64 per FTE per year or \$0.22 per FTE per month
- Charge for service is based on actual usage from the 2011-2013 biennium

Procurement Services



Enterprise Goods and Services

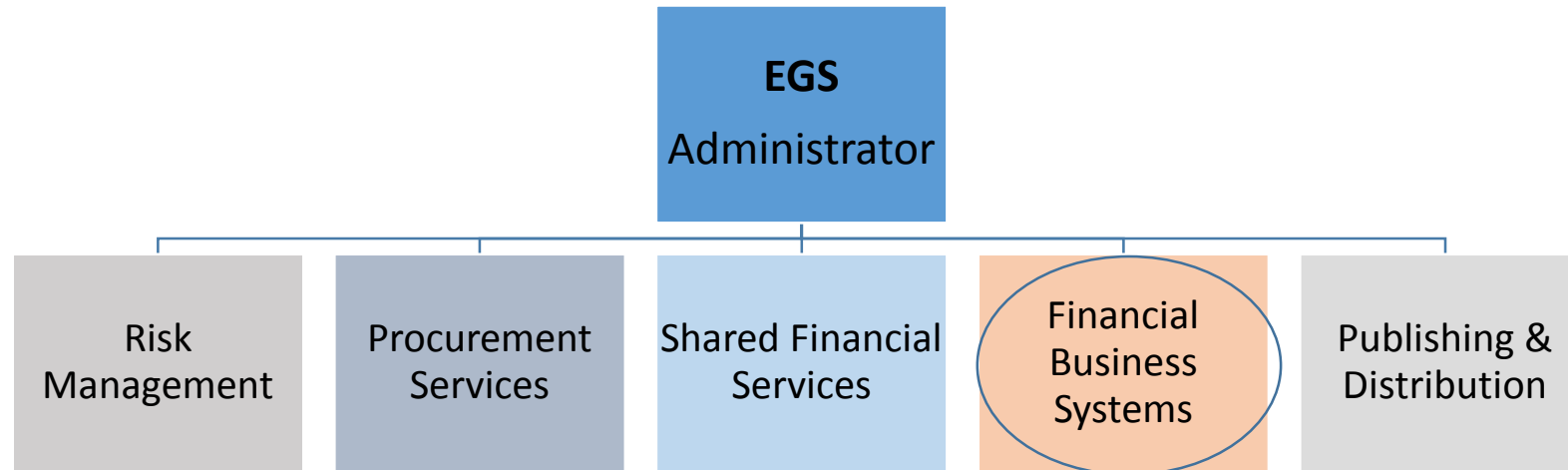


The Enterprise Goods & Services (EGS) Shared Financial Services is charge for service that include Accounting, Accounts Payable, Accounts Receivable & Budget Preparation and Execution offered to small client agencies, boards & commissions.

Shared Financial Services

SFS	Activity	15-17	13-15	Variance
Accounting & Budget Services	Cost per Hour	\$99	\$106	(\$7)
Accounts Receivable Services	Cost per Hour	\$92	\$93	(\$1)
Accounts Payable	Cost per Acctg. Transaction "Hit"	\$13	\$17	(\$4)
Cash Receipts	Cost per Transaction	\$8	\$8	No Chng.

Enterprise Goods and Services



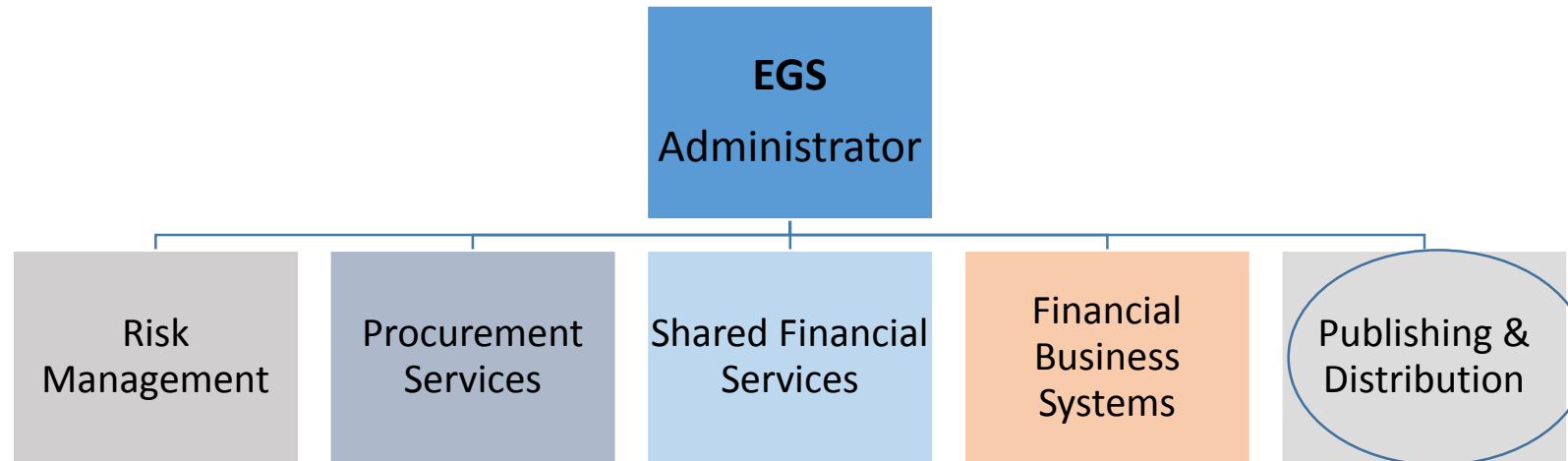
The Enterprise Goods & Services (EGS) Financial Business Systems is charge for service based on an array of services provided to small client agencies to include Datamart (Accounting and Payroll), Statewide Financial Management System (SFMS), Oregon Statewide Payroll Services (OSPS), Client Agency Payroll Services, SFMA Warrants, Return to Agency Warrants and ACH and PERS reconciliation.

- Charges is based on actual usage during the biennium

Financial Business Systems

FBS	Activity	15-17	13-15	Variance
SFMA & Staff rate	Cost per Acctg. Transaction	\$0.02	\$0.04	(\$0.02)
Datamart (SFMS)	Cost per Acctg. Transaction	\$0.00	\$0.01	(\$0.01)
Standard Paycheck (OSPS)	Cost per Paycheck	\$3.29	\$2.86	\$1.03
Manual Paycheck (OSPS)	Cost per Paycheck	\$5.79	\$3.29	\$2.50
Payroll Services (SPS)	Cost per Emp. per mon. – electronic	\$25.00	\$22.00	\$3.00
	Cost per Emp. per mon. – paper	\$28.50	\$25.00	\$3.50
Warrants/Ret. To Ag. War.	Cost per Warrant/Ret. To Ag. War.	\$1.79	\$1.86	(\$0.07)
ACH (Auto. Clearing House)	Cost per Transaction	\$1.45	\$0.97	\$0.48

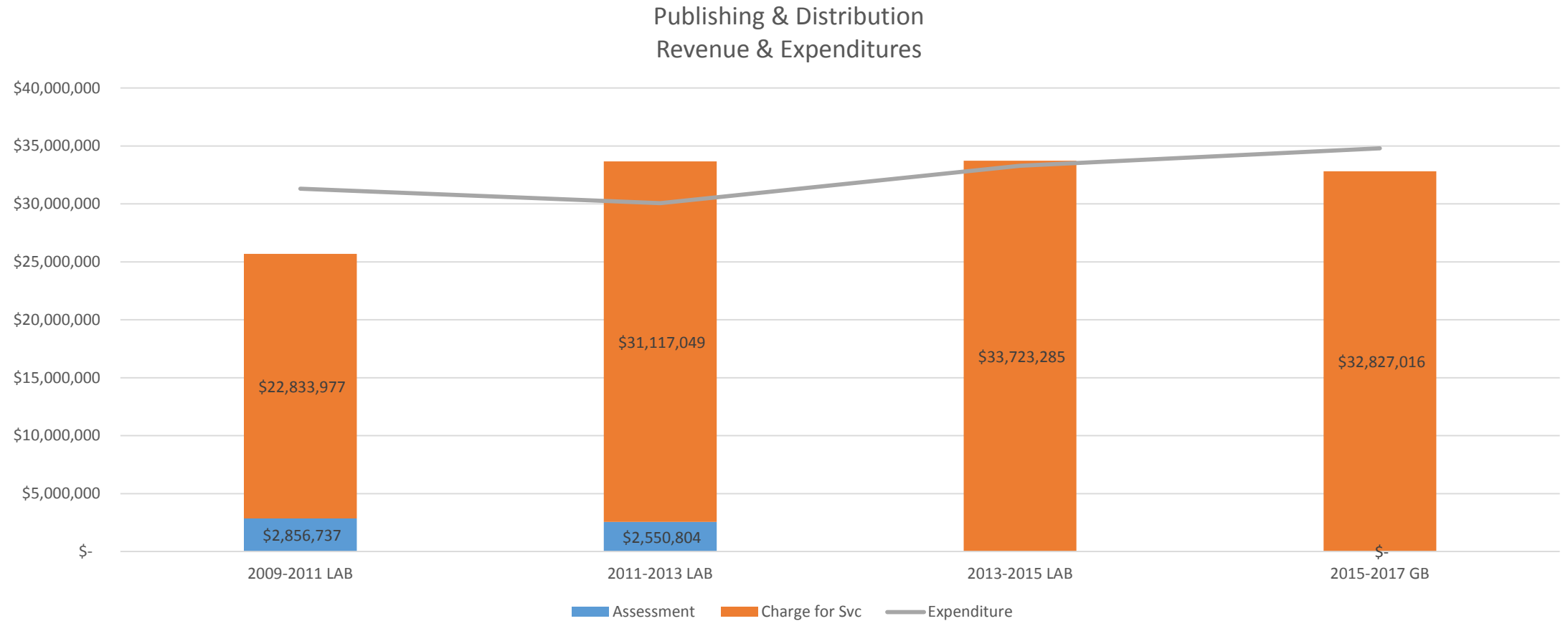
Enterprise Goods and Services



The Enterprise Goods & Services (EGS) Publishing & Distribution is charge for service based on an array of services provided to all state agencies to include:

- Printing; Shuttle Mail; US Mail; PacTrac (State FEDEX); Special Production & Design projects

Publishing & Distribution



Publishing & Distribution

P & D	Activity	15-17	13-15	Variance
<i>Print Ready Printing</i>	Letter/Legal B&W digital print	\$0.05; \$0.04; \$0.035	\$0.05; \$0.04; \$0.035	No Chng.
	Number of Impressions: 1-500; 501- 1,000; 1,001-5,000; 5,001- 10,000; 10,000+	\$0.03; Quoted	\$0.03; Quoted	
	11 X 17 B&W Digital Print	\$0.10; \$0.08; \$0.07	\$0.10; \$0.08; \$0.07	
	Number of Impressions: 1-500; 501- 1,000; 1,001-5,000; 5,001- 10,000; 10,000+	\$0.06; Quoted	\$0.06; Quoted	
	Letter/Legal size Color	\$0.41; \$0.41; \$0.41	\$0.41; \$0.41; \$0.41	No Chng.
	Number of Impressions: 1-100; 101- 250; 251- 500; 501-1,000; 1,001- 2,000; 2,001+	\$0.34; \$0.33; Quoted	\$0.34; \$0.33; Quoted	
	11 X 17 size Color	\$0.82; \$0.82; \$0.82	\$0.82; \$0.82; \$0.82	
	Number of Impressions: 1-100; 101- 250; 251- 500; 501-1,000; 1,001- 2,000; 2,001+	\$0.68; \$0.66; Quoted	\$0.68; \$0.66; Quoted	
	Main Frame Printing – Unlimited	\$0.04	\$0.04	No Chng.

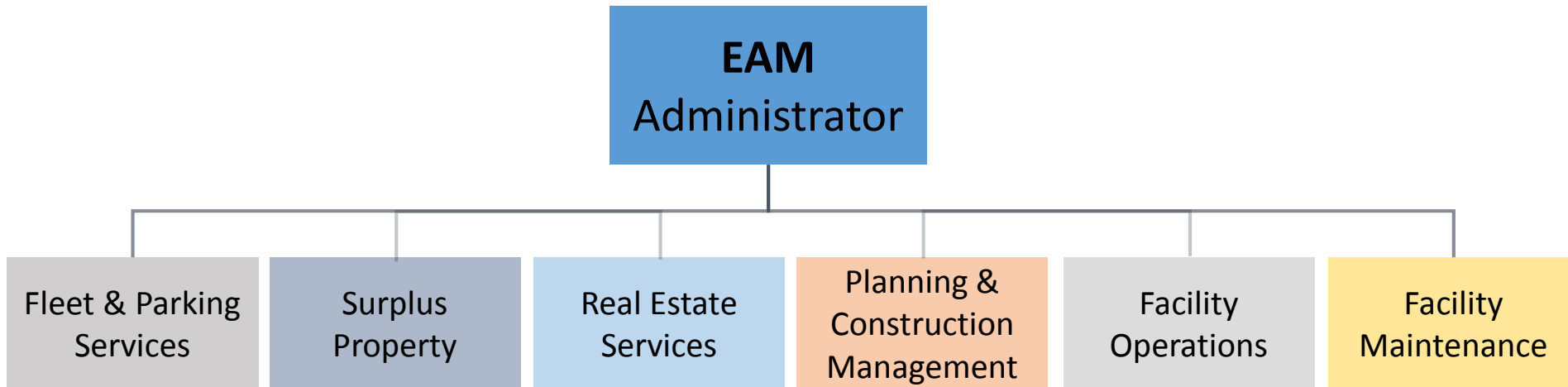
Publishing & Distribution

P & D	Activity	15-17	13-15	Variance
<u>Mail Service Rates</u>	Prod. Mail Services per piece	\$0.04	\$0.04	No Chng.
	Presorting / OCR	\$0.11	\$0.11	
	Presorting Fast Forward	\$0.11	\$0.11	
	Inserting (machine)			
	Metering Services per piece	\$0.10	\$0.10	No Chng.
	Letters	\$0.15	\$0.15	
	Flats			
	Shipping per package	\$1.21	\$1.21	No Chng.
	Packaging			
	Delivery Rates per hour	\$100.00	\$100.00	No Chng.
	Pkg. Tracking per package	\$0.35	\$0.35	No Chng.
	Level 1	\$0.35	\$0.35	
	Level 2	\$3.30	\$3.30	
	Level 3	\$3.40	\$3.40	
	Level 4			
<u>Production and Design</u>	Preparation Production or	\$63.00	\$63.00	No Chng.
	special file work per hour	\$79.00	\$79.00	
	Graphic/Web Dsgn. per hour			

Publishing & Distribution

P & D	Activity	15-17	13-15	Variance
<u>Interagency Shuttle Mail</u>	Base stop charge	\$114.60	\$114.60	No Chng.
	•Zone of the stop	\$143.25	\$143.25	
	•Complexity of the stop	\$240.65	\$240.65	
	Zone 1	\$309.41	\$309.41	
	Zone 2	\$88.45	\$88.45	
	Zone 3	\$109.01	\$109.01	
	Zone 4	\$121.36	\$121.36	
	Class A	\$146.04	\$146.04	
	Class B			
	Class C			
	Class D			No Chng.
	Metering Services per piece	\$0.10	\$0.10	No Chng.
	Letters	\$0.15	\$0.15	
	Flats			

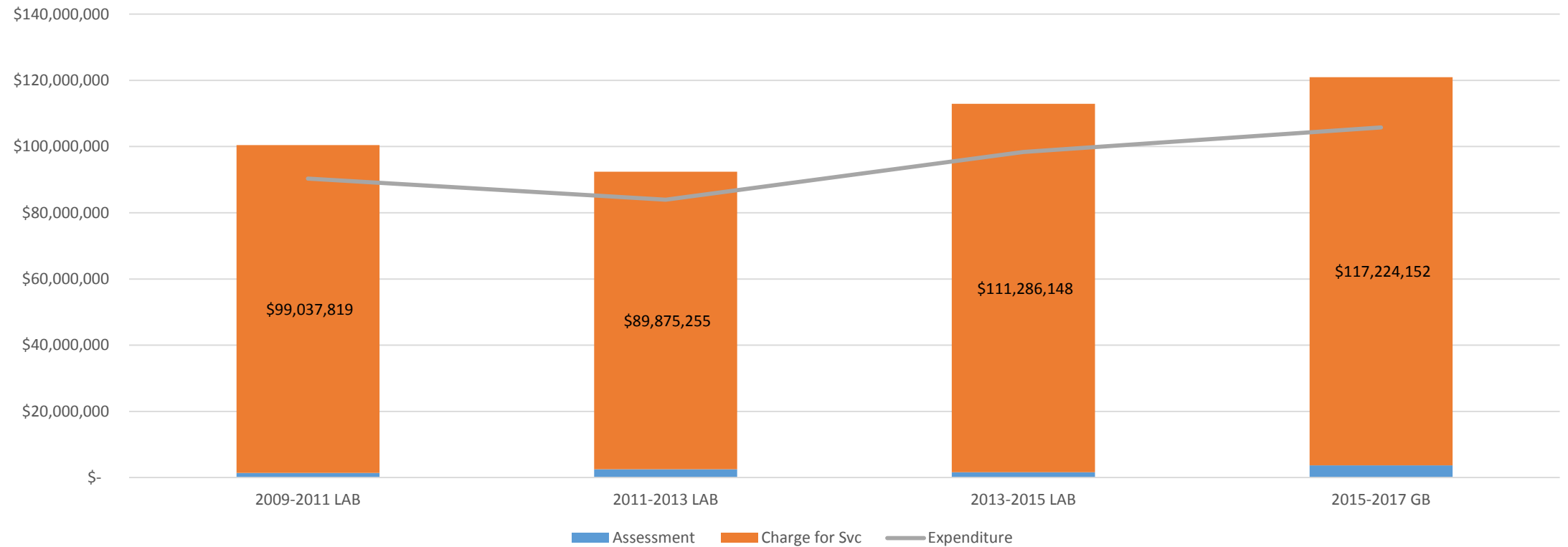
Enterprise Asset Management



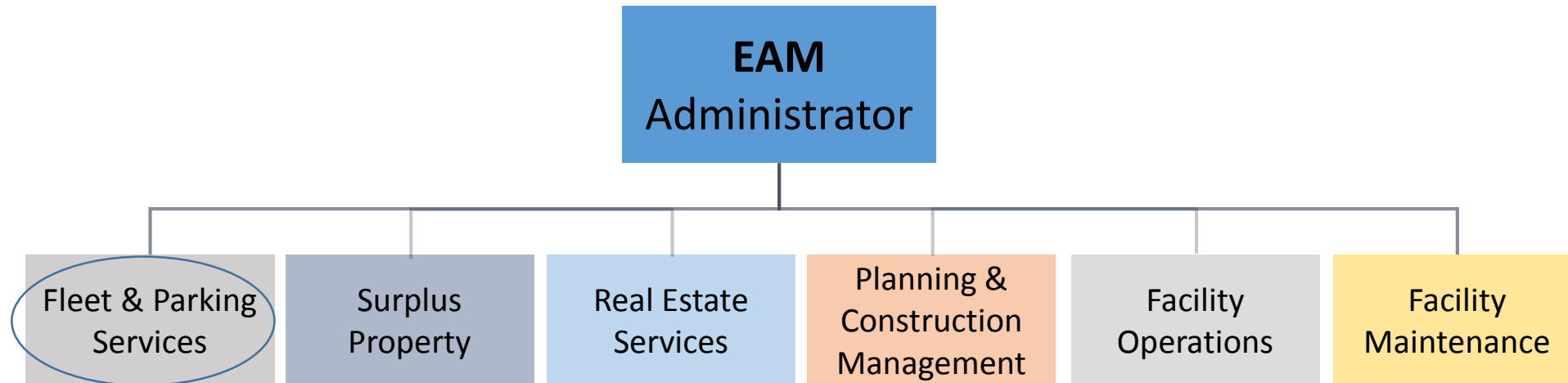
The Enterprise Asset Management (EAM) charge for services is primarily usage based with three assessments

Enterprise Asset Management

Enterprise Asset Management
Revenue & Expenditures



Enterprise Asset Management



The Enterprise Asset Management (EAM) Fleet Services is usage based on vehicle rates for daily rentals, monthly rental, seasonal rentals, permanently assigned vehicles, fueling/car wash, vehicle repair/maintenance.

Parking is paid directly by the employee when they sign up for a parking spot in any of the approximately 4,500 parking spaces at state-owned lots in Salem, Portland and Eugene.

Fleet Services – Daily Rental Rates

Vehicle Type	15 – 17	13 – 15	11-13	09-11
SEDAN – FWD & AWD (inc. alt-fuel, flex-fuel, hybrid)	\$40	\$40	\$40	\$31
SPORT UTILITY VEHICLE (inc. flex-fuel and hybrid)	\$60	\$60	\$60	\$57
7 PASSENGER MINI VAN	\$60	\$60	\$60	\$57
12 PASSENGER VAN	\$70	\$70	\$70	\$67
CARGO VAN	\$40	\$40	\$45	\$41
PICKUP	\$60	\$60	\$60	\$57

Fleet Services – Permanently Assigned Rental Rates (newest model year)

Vehicle Type	Variance	15 – 17	13 – 15	11-13	09-11
SEDAN – FWD & AWD (inc. alt-fuel, flex-fuel, hybrid)	\$28	\$225	\$197	\$250	\$296
SPORT UTILITY VEHICLE INTERMEDIATE	\$28	\$284	\$256	\$355	\$411
7 PASSENGER MINI VAN	\$28	\$231	\$203	\$256	\$286
12 PASSENGER VAN	\$28	\$260	\$232	\$285	\$321
CARGO VAN	\$28	\$236	\$208	\$261	\$301
¾ TON PICKUP	\$28	\$288	\$260	\$313	\$321

Fleet Services – Fully Depreciated Vehicles

Fleet	Activity	Variance	15 – 17	13 – 15	11-13	09-11
Permanently Assigned Vehicles	Rented for a year or more. Charges are per month plus fuel & maintenance.	No Changes	\$113	\$113	\$50	\$135
Seasonal Vehicles	Rented for more than 30 days, and less than a year.	\$227	\$377	\$150	\$100	\$135
Accelerated or Rough Use Vehicles	Vehicle is used at an accelerated rate and reaches replacement criteria before end of schedule.	Value determined based on accelerated usage and time				

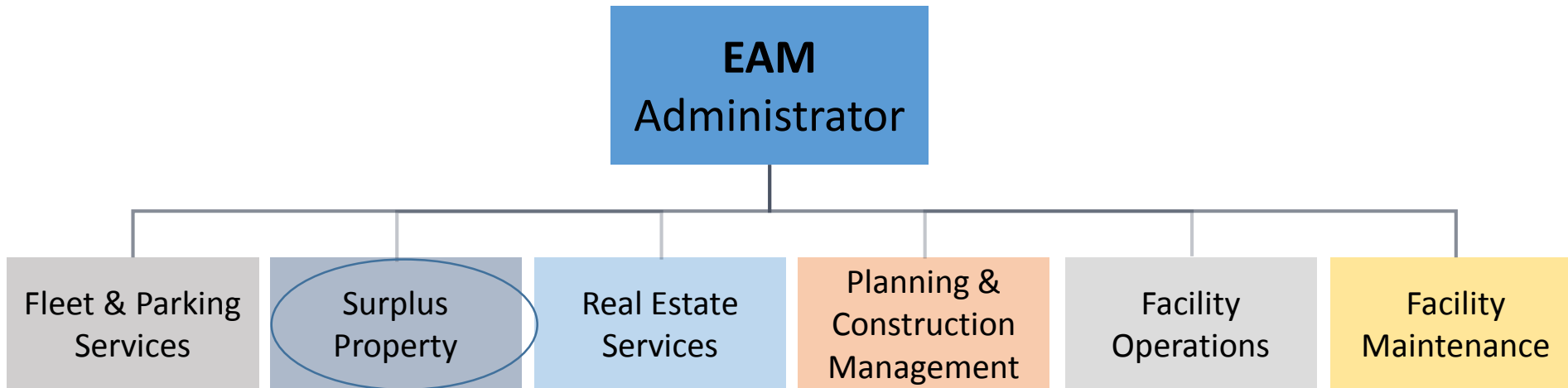
Fleet Services – Vehicle Repair & Maintenance

Shop Services	Variance	15 – 17	13 – 15	11-13	09-11
Motor Pool Shop Labor (per hour)	\$0	\$90	\$90	\$90	\$80
Motor Pool Parts Markup	12%	29%	17%	20%	25%
Misc Shop Expense (per work order)	\$0	\$3	\$3	\$3	\$3
Motor Pool Vehicle Wash	(\$.75)	\$2.50	\$3.25	\$2.00	\$3.00
Shop Rental Vehicle (per day)	\$0	\$5	\$5	\$5	\$5

Parking Services

Description	Salem	Portland	Eugene
Uncovered, unreserved - monthly	\$50		
Uncovered, unreserved – monthly half-time rate	\$25		
Uncovered, reserved – monthly	\$55	\$80	\$42
Covered, reserved – monthly	\$65	\$105	
Daily Permit books of 20@ \$6/day	\$120		
State Parking Meters (per hour)	\$.80	\$1.00	
Bicycle Parking – Annual Fee	\$12	\$12	\$12
Leased Spaces – per space/month	\$13		

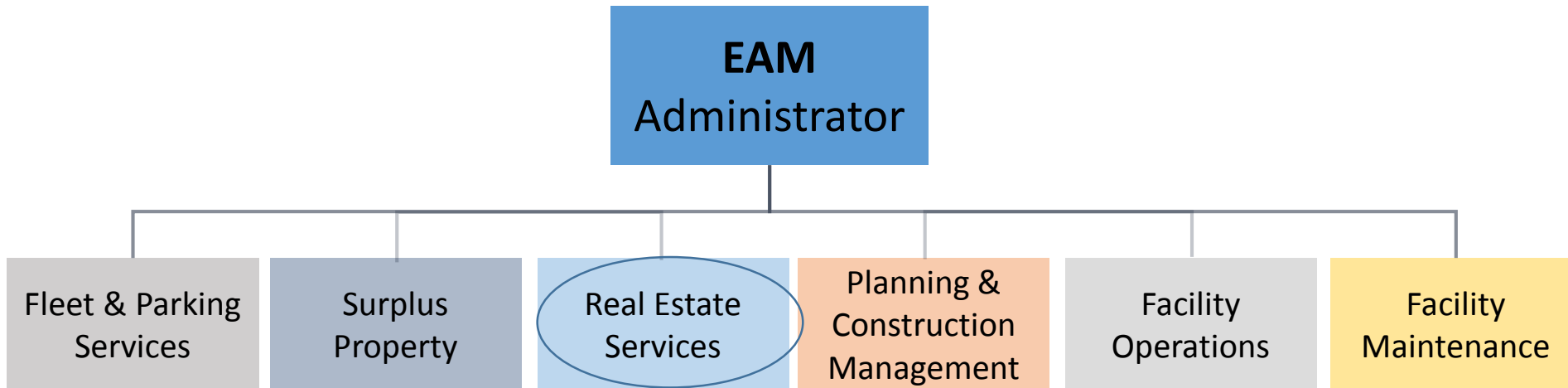
Enterprise Asset Management



The Enterprise Asset Management (EAM) Surplus is both charge for service and assessment.

- State Agency Personal Property and Vehicles & Title Equipment once sold a portion of the proceeds is returned to the agency while Surplus retains a percentage
- Assessment to agencies:
 - 20% cover Surplus policy, consultation and overhead. Allocated to all agencies based on 2013-15 Legislatively Approved Budgeted FTE
 - 80% is allocated to agencies based on 2011-13 personal property transactions by agency

Enterprise Asset Management



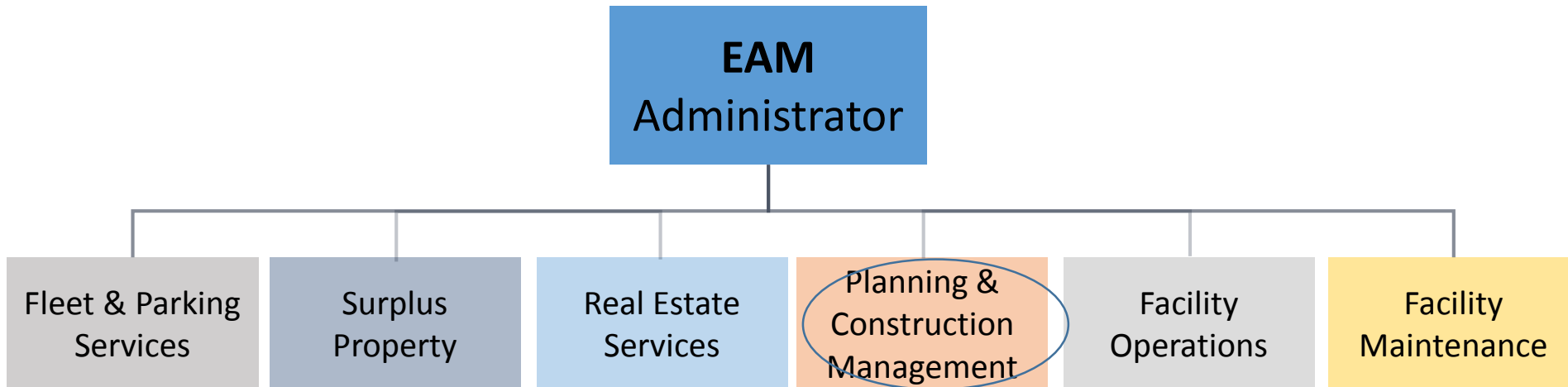
The Enterprise Asset Management (EAM) Real Estate Services is both charge for service and assessment.

- Private Sector Leases is usage based 3.5% of the 2-year net lease value.
- Statewide Facilities Coordinator & Portfolio Management assessed to agencies that have 15+ FTE, based on 2013-15 budgeted FTE. Agencies less than 15.00 FTE is not assessed.

Leasing Services Methodology

Biennium	Method
2013-2015	•1.75% - 3.00% of the Net Rent gross value of the first two years
	•\$500/agency for DAS-owned Portfolio Management
	•1% of gross annual value of non-transacted leases
2015-2017	•3.5% of the 2-year lease valued charged at the time of service
	•\$500/agency for DAS-owned Portfolio Management

Enterprise Asset Management

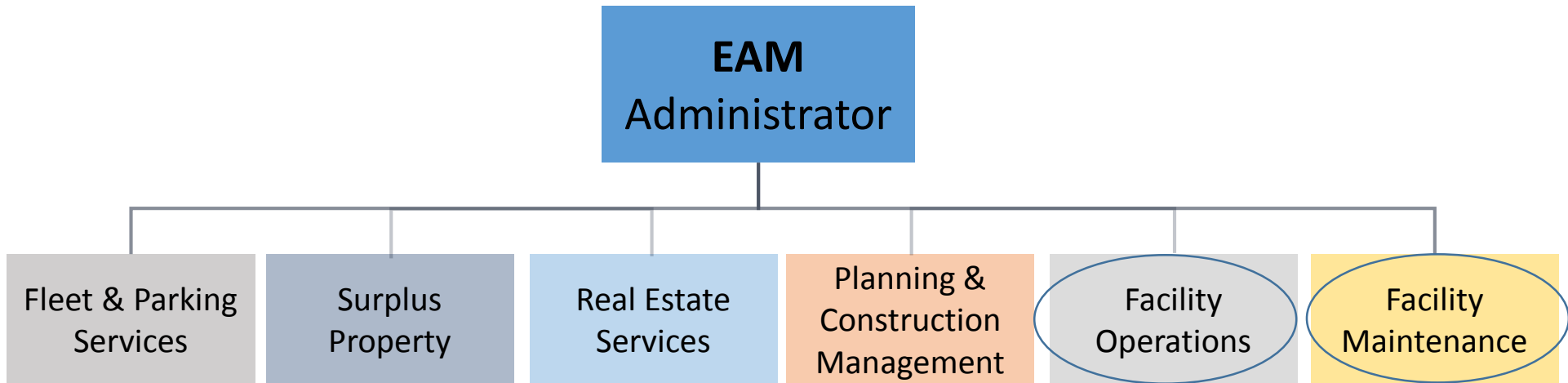


The Enterprise Asset Management (EAM) Planning & Construction Management is usage based by charging agencies an hourly rate for actual work performed, plus 6% of project costs.

Planning & Construction Management

Description	15 – 17	13 -15	Variance
Senior Project Manager	\$136	\$136	\$0
Mid-Level Project Manager	\$108	\$110	(\$2)
Interior Project Manager	\$99	\$101	(\$2)
Entry Level Project Manager	\$84	\$87	(\$3)

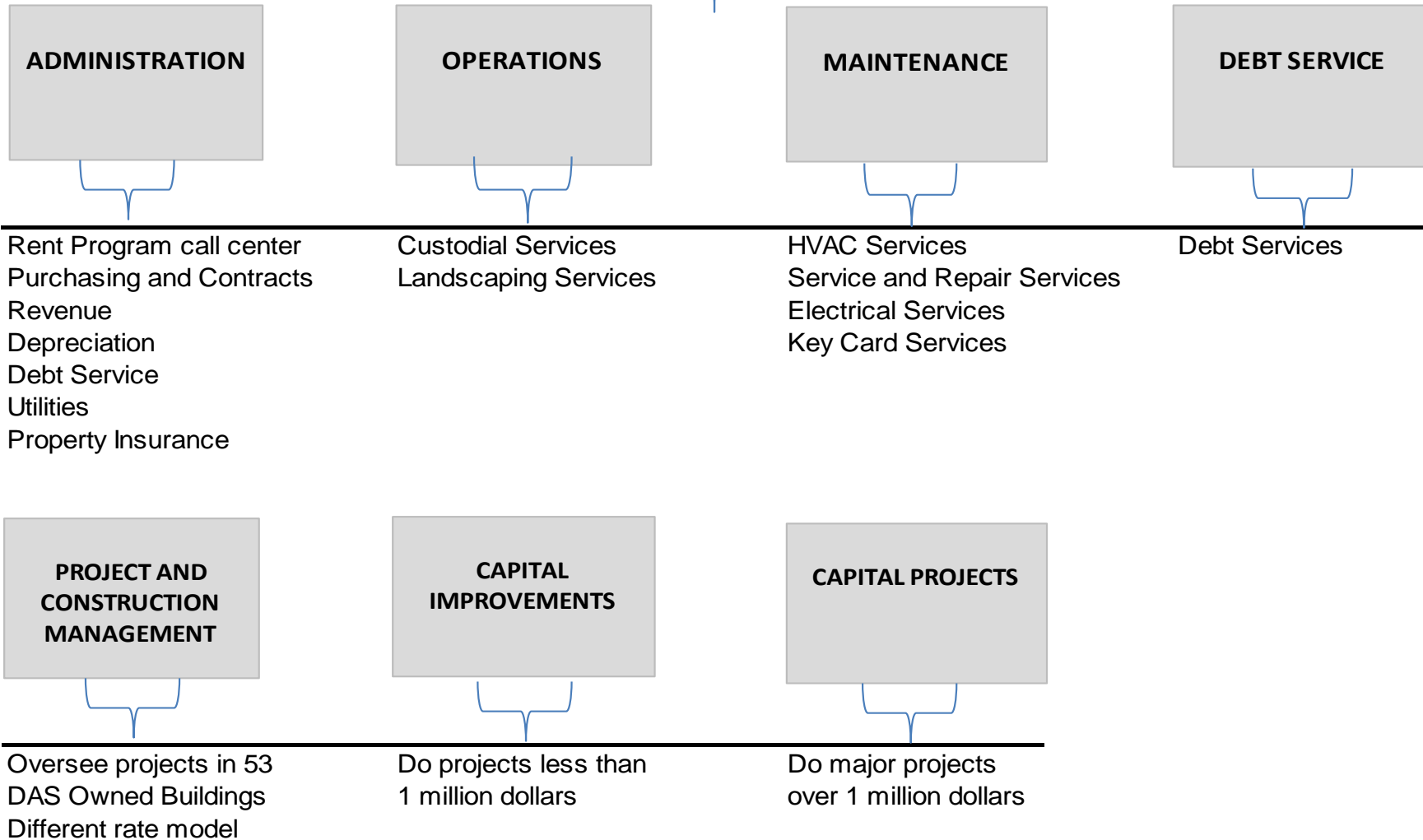
Enterprise Asset Management



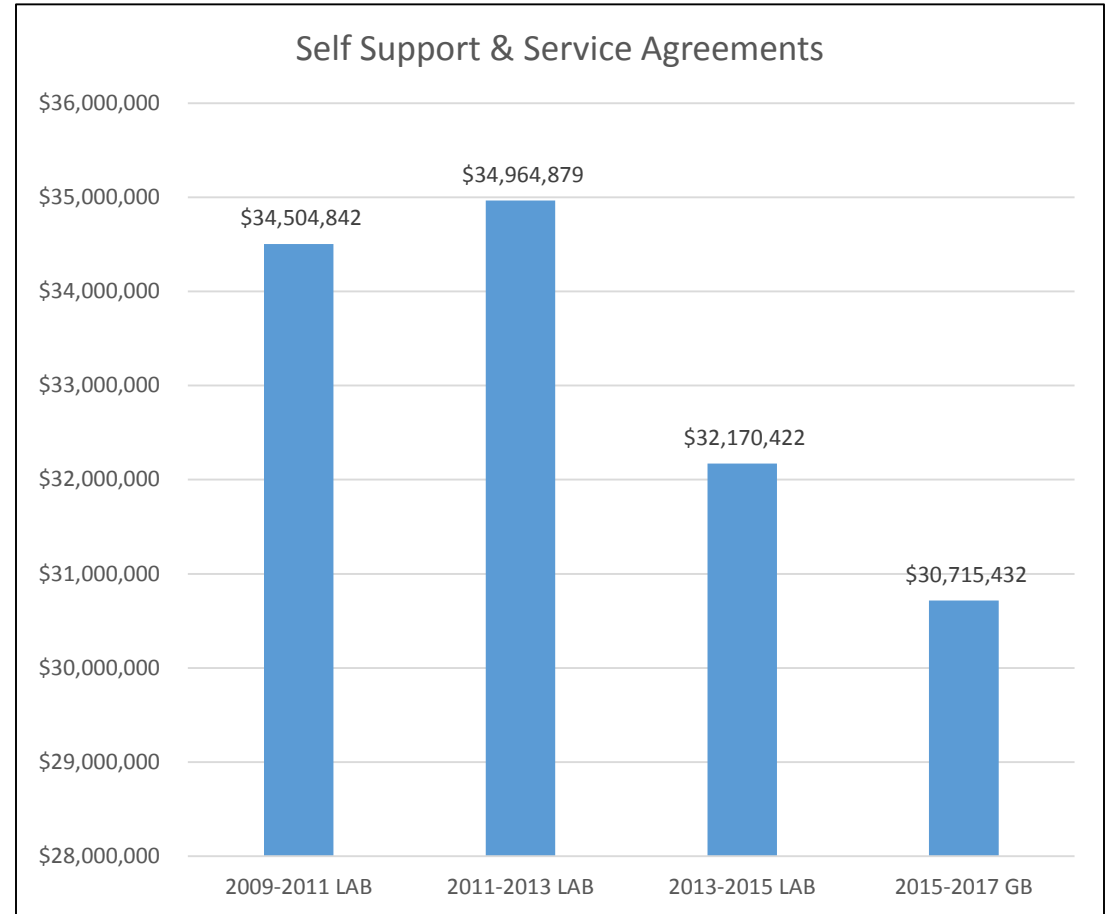
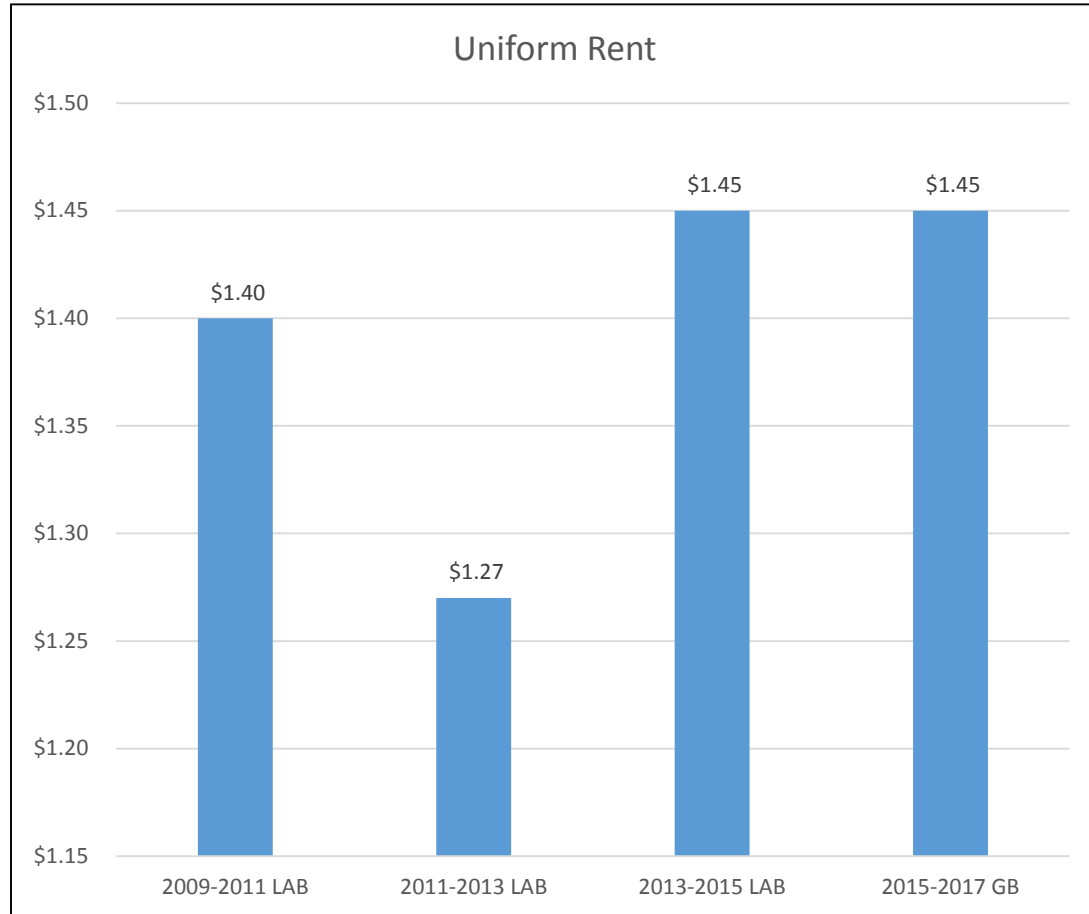
The Enterprise Asset Management (EAM) Facility Operations and Maintenance is usage based

- Uniform Rent based on square footage
- Self Support Rent & Service Agreements based on actual costs of services
- Key Card Program based on type of card issued to agency personnel

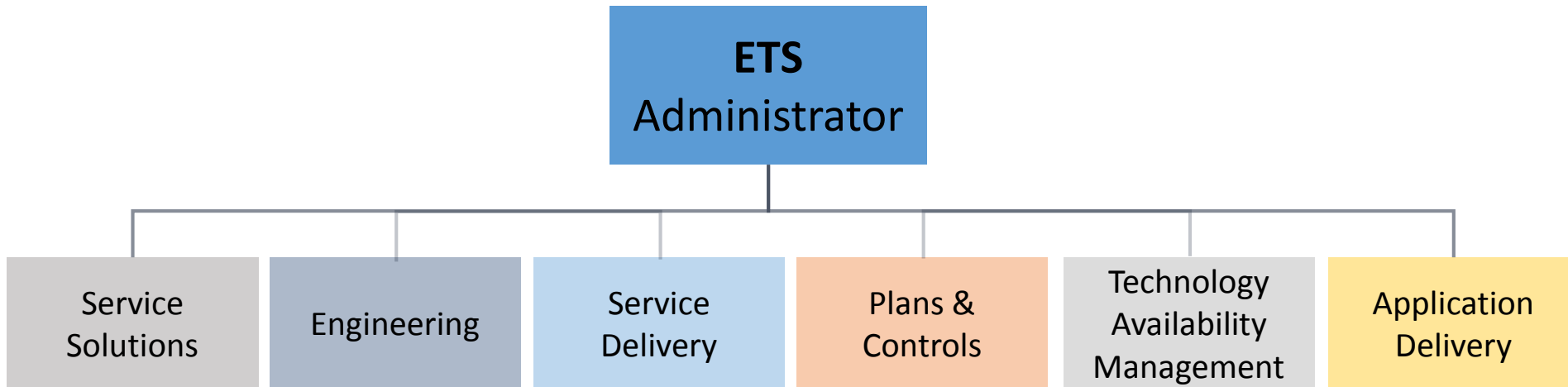
DEPARTMENT OF ADMINISTRATION - ENTERPRISE ASSET MANAGEMENT BUILDING RENT PROGRAM OUTLINE



Rents



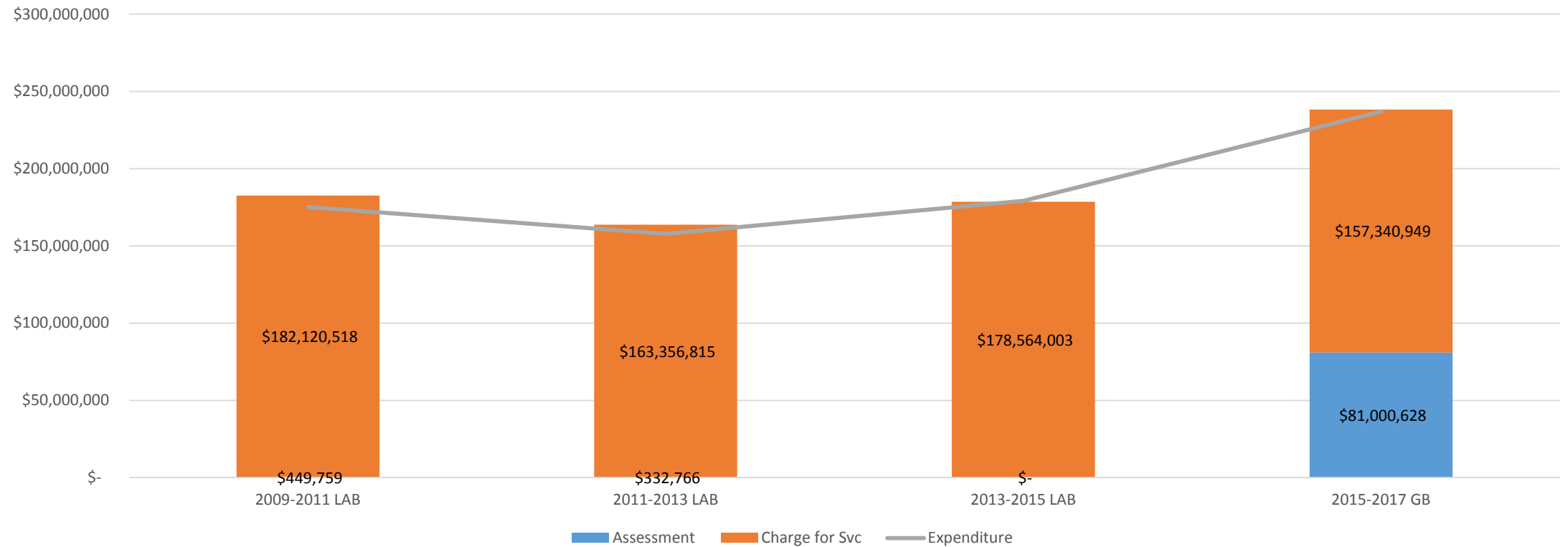
Enterprise Technology Services



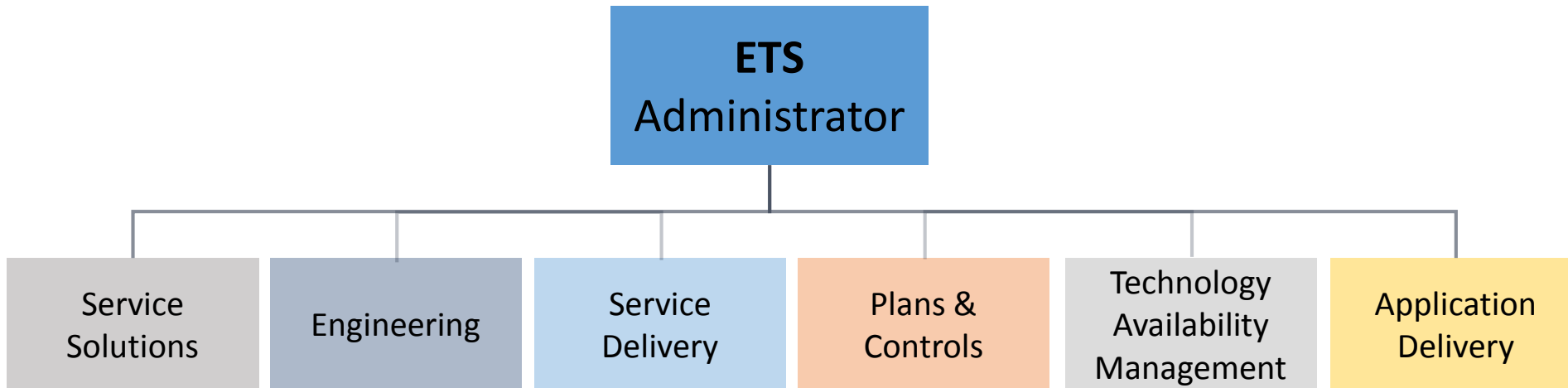
The Enterprise Technology Services (ETS) is a charge for services and assessment based program.

Enterprise Technology Services

Enterprise Technology Services
Revenue & Expenditures



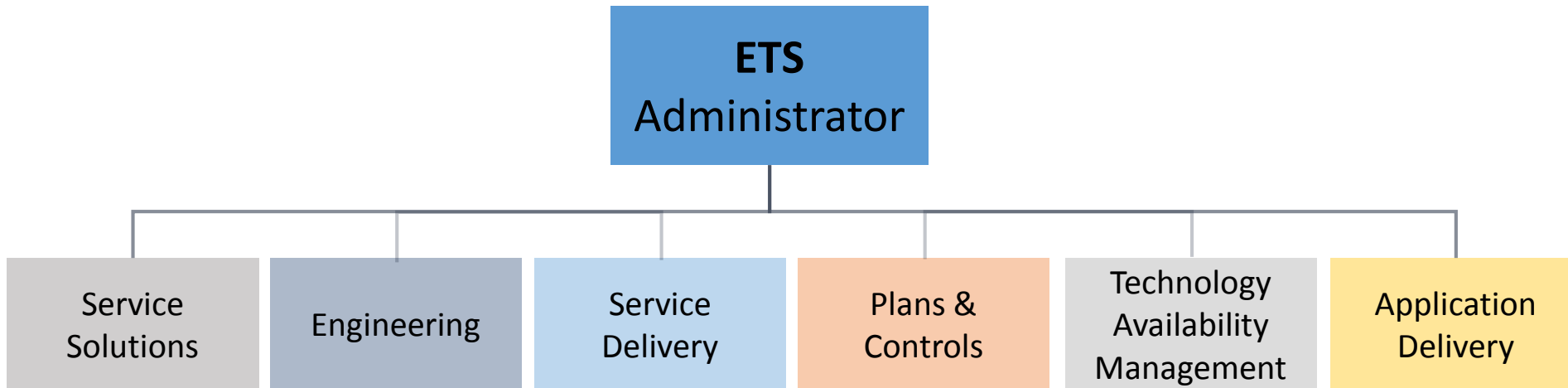
Enterprise Technology Services



The Enterprise Technology Services (ETS) new to 2015-2017 biennium

- CUB adopted a blended rate and assessment model with the intent to fund fixed costs related to operating and maintaining the state's core infrastructure and enterprise services.
- The CFO long-time model was used to spread the assessment to agencies; 2 or less FTE, flat amount of \$2,500 for the biennium, 2.1 to 30 FTE & budget of \$10m or less, \$5,000; all other agencies split by 50% budget and 50% FTE.

Enterprise Technology Services



The Enterprise Technology Services (ETS) charge for services is based on actual usage during the biennium for Managed Computing Services, Data Storage Services, Network Services, IT/Application services, Oregon e-Gov, Phone Services & Workplace Productivity Services.

ETS Service Rates 2007-2015

