



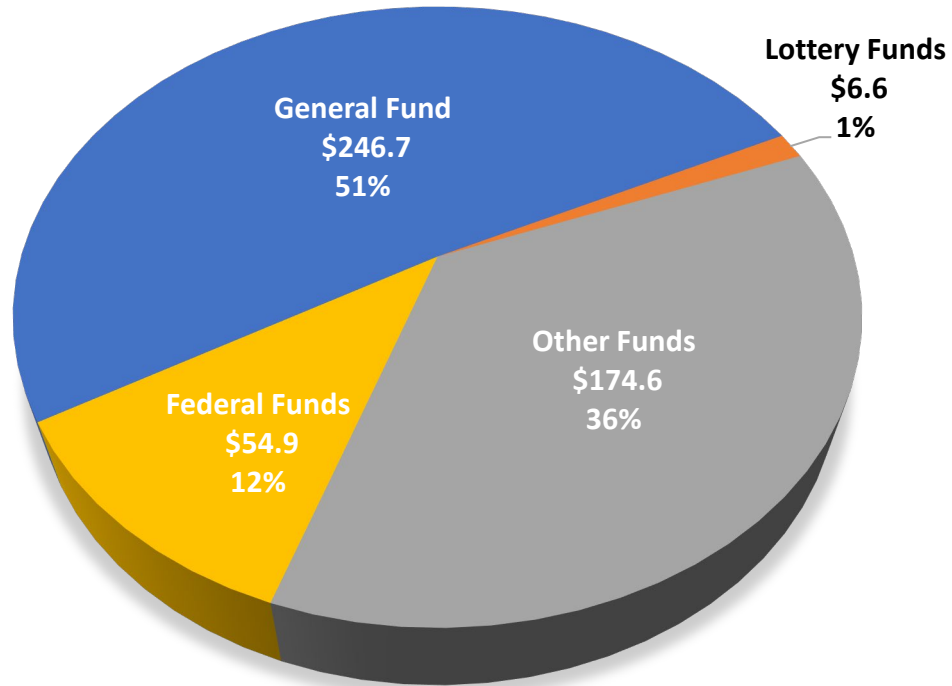
# DEPARTMENT OF ADMINISTRATIVE SERVICES

Joint Committee on Ways and Means  
2023 Legislative Session

# Historical Context

- Prior to 1991-93:
  - Policy oversight function was coordinated through the Executive Department and funded through a General Fund appropriation.
  - Direct services to agencies were provided by the Department of General Services and funded through charges for services.
- 1993:
  - The two departments were abolished and merged into the Department of Administrative Services (DAS).
  - Policy makers decided to ease the GF burden and moved to an assessment for all agencies to cover the policy oversight functions.
- Present:
  - DAS' budget maintains assessment funding for the policy offices and a mix of assessment and charge for services for the service enterprises.

**2021-23 Leg Adopted Budget:  
Assessments by Fund Type  
(\$ in millions)**

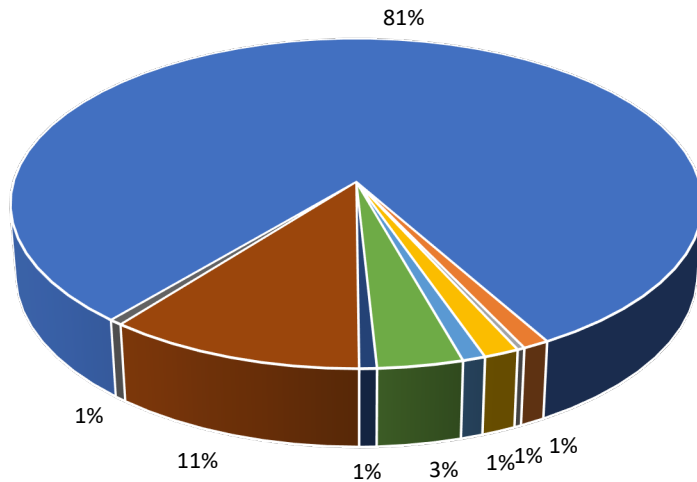
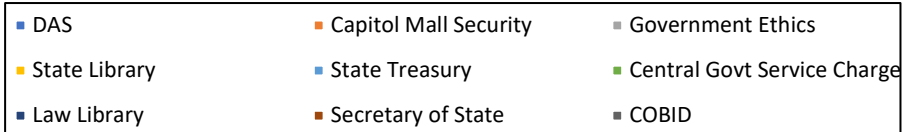


# All Assessments – Not Just DAS

Assessments are paid through various fund types from agencies and budgeted in State Government Service Charges.

# All Assessments – Not Just DAS

2021-23 Leg Adopted Budget: Assessment Allocation  
by Agency

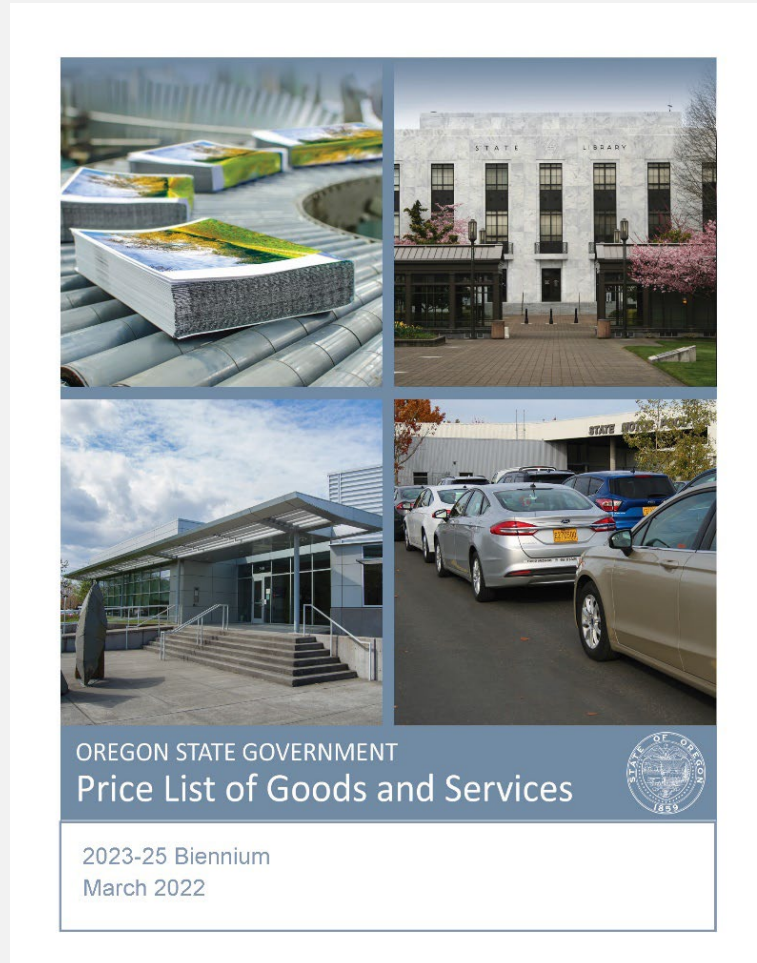


Besides DAS, includes the following:

- Government Ethics Commission
- Capitol Mall Security (Oregon State Police)
- State Library
- Law Library (Judicial Branch)
- Certification Office for Business Inclusion & Diversity (COBID)
- Secretary of State (Audits & Archives)
- State Treasury (Debt Management)
- Central Government Service Charge (various Legislative costs)

# DAS Cost Recovery

- Main vehicle is the Price List of Goods and Services (document)
- Purpose of Price List is to recover DAS Costs fairly and consistently over time
- Begins a few months after Legislatively Adopted Budget is finalized
- Three Different Price Lists
  - Agency Request Budget (ARB) Price List  
Final March of Even Numbered Year
  - Governor Request Budget (GRB) Price List  
Final December of Even Numbered Year
  - Legislatively Adopted Budget (LAB) Price List  
Final by July 1 of Odd Numbered Year



# DAS Price List Process – 21-23 ARB

Estimated Current Service Level for Each DAS  
Division

+ DAS Policy Option Packages

+ DAS Overhead (DAS Business Services/DAS IT)

+ 60 Days of Working Capital

- 19-21 Projected Ending Cash Balance

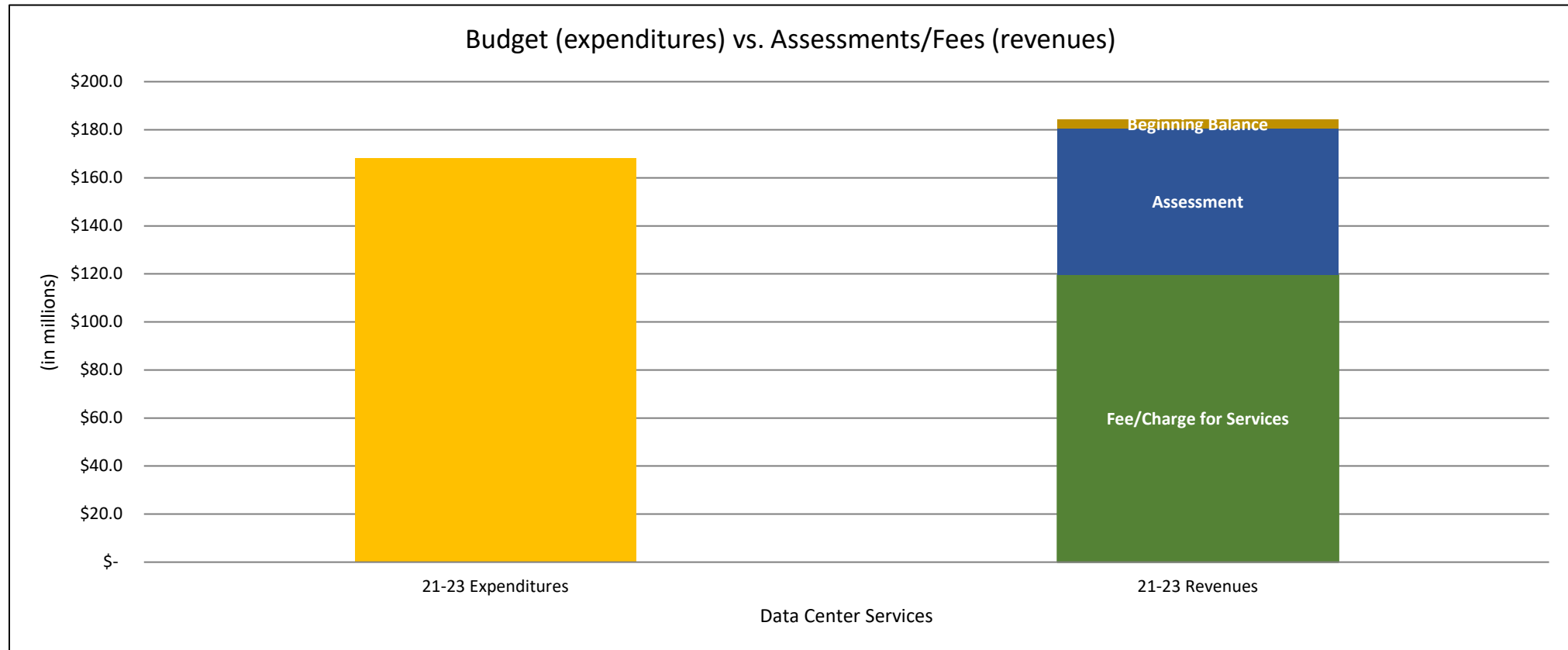
Total Cost to Recover for Division

÷ Assessments

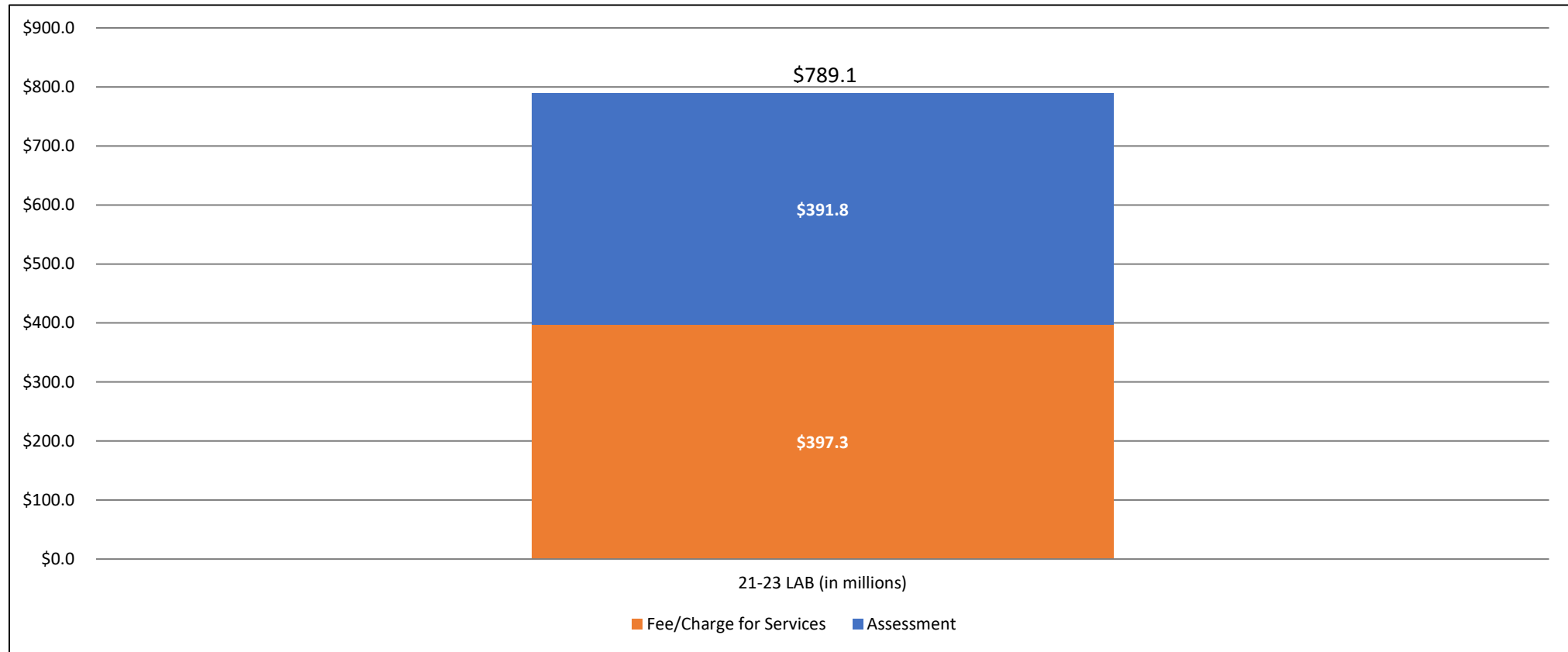
÷ Cost of Fee for Services

Final 21-23 ARB Price List for Division

# Budget vs Revenues (Data Center Example)



# DAS Total: Assessment vs. Fee for Services

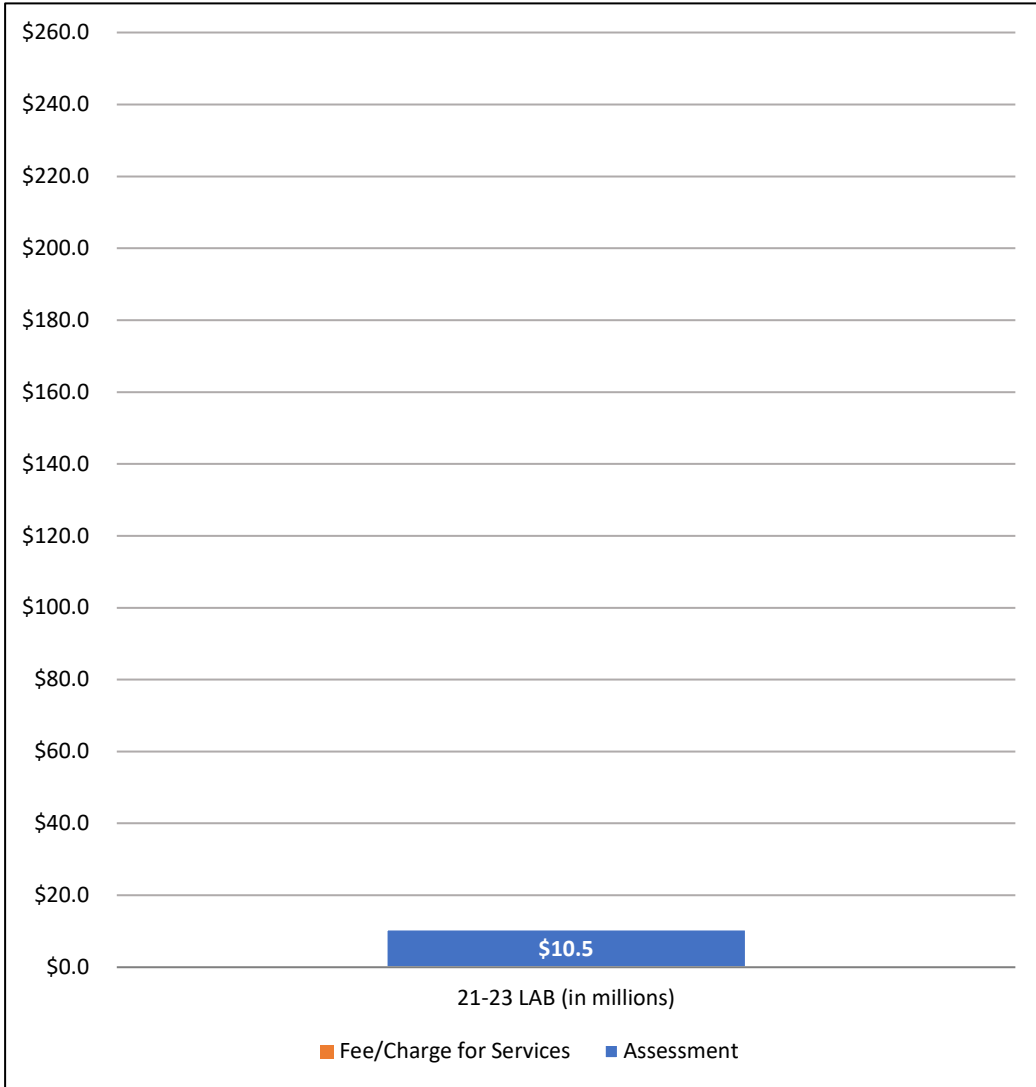




# Chief Operating Office

## Assessment Methodology:

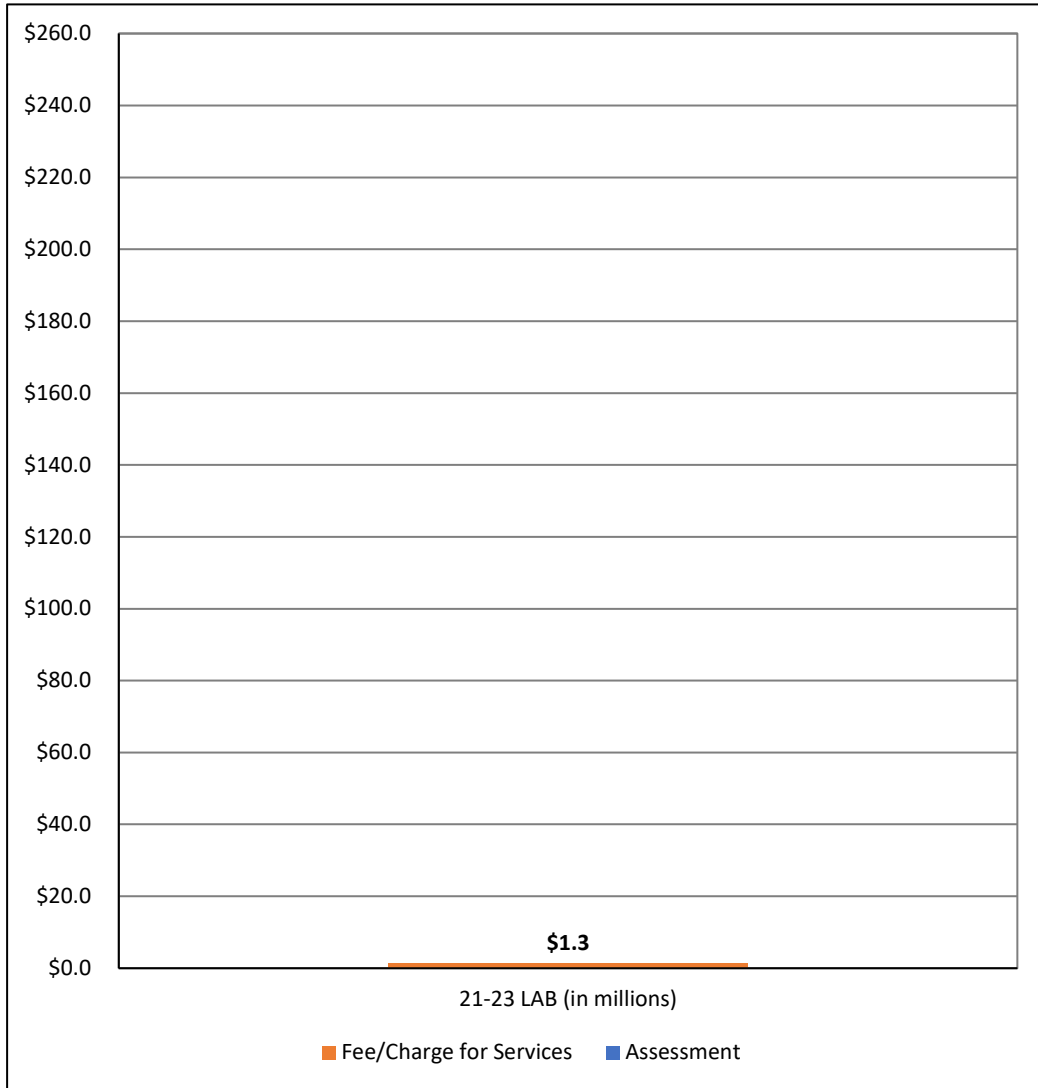
- Costs allocated to state agencies based on 2021-23 Leg Adopted Budget Full-time Equivalent (FTE) authority.



# DAS IT

## Fee for Services Methodology:

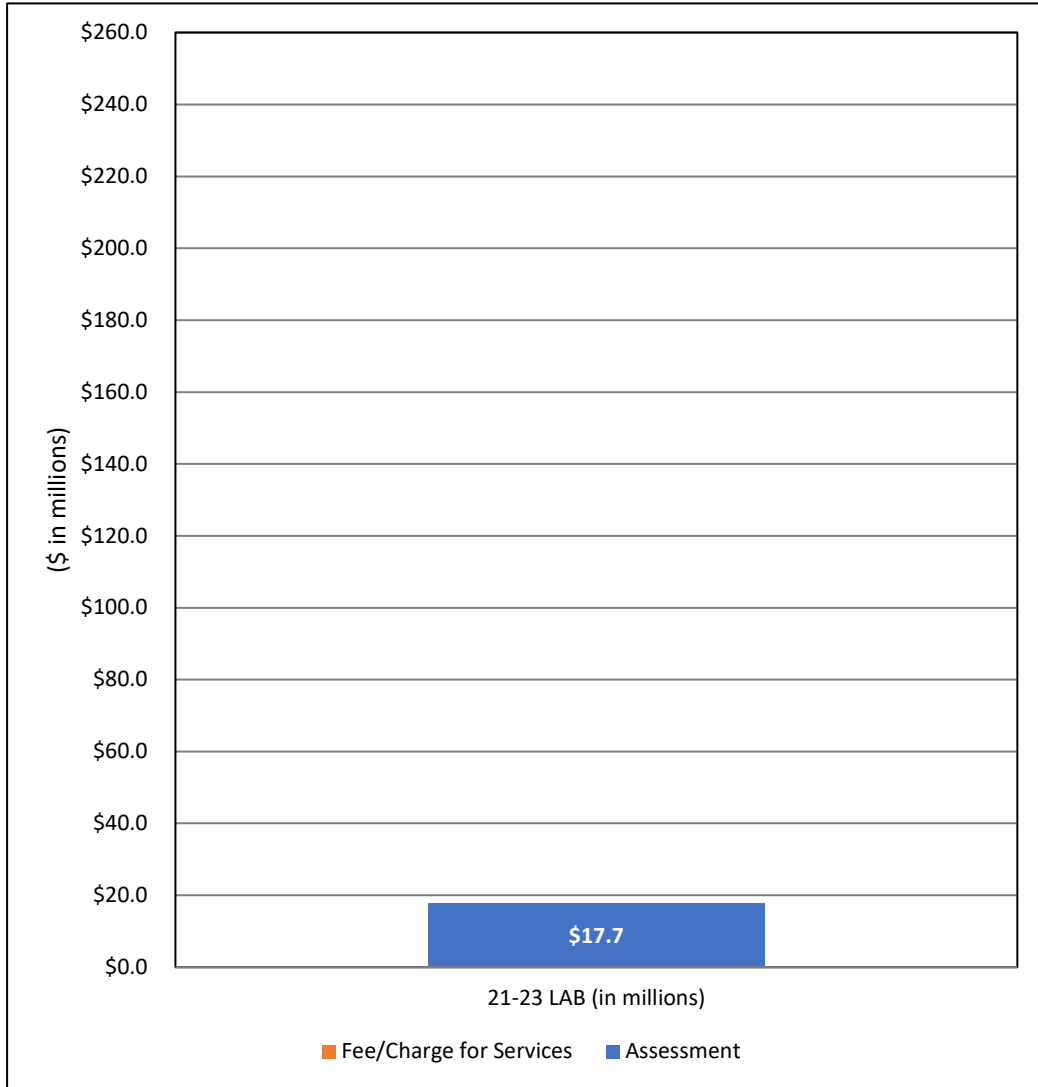
- Examples of billable units
  - *Per month per position for technology support*



# Chief Financial Office

## Assessment Methodology:

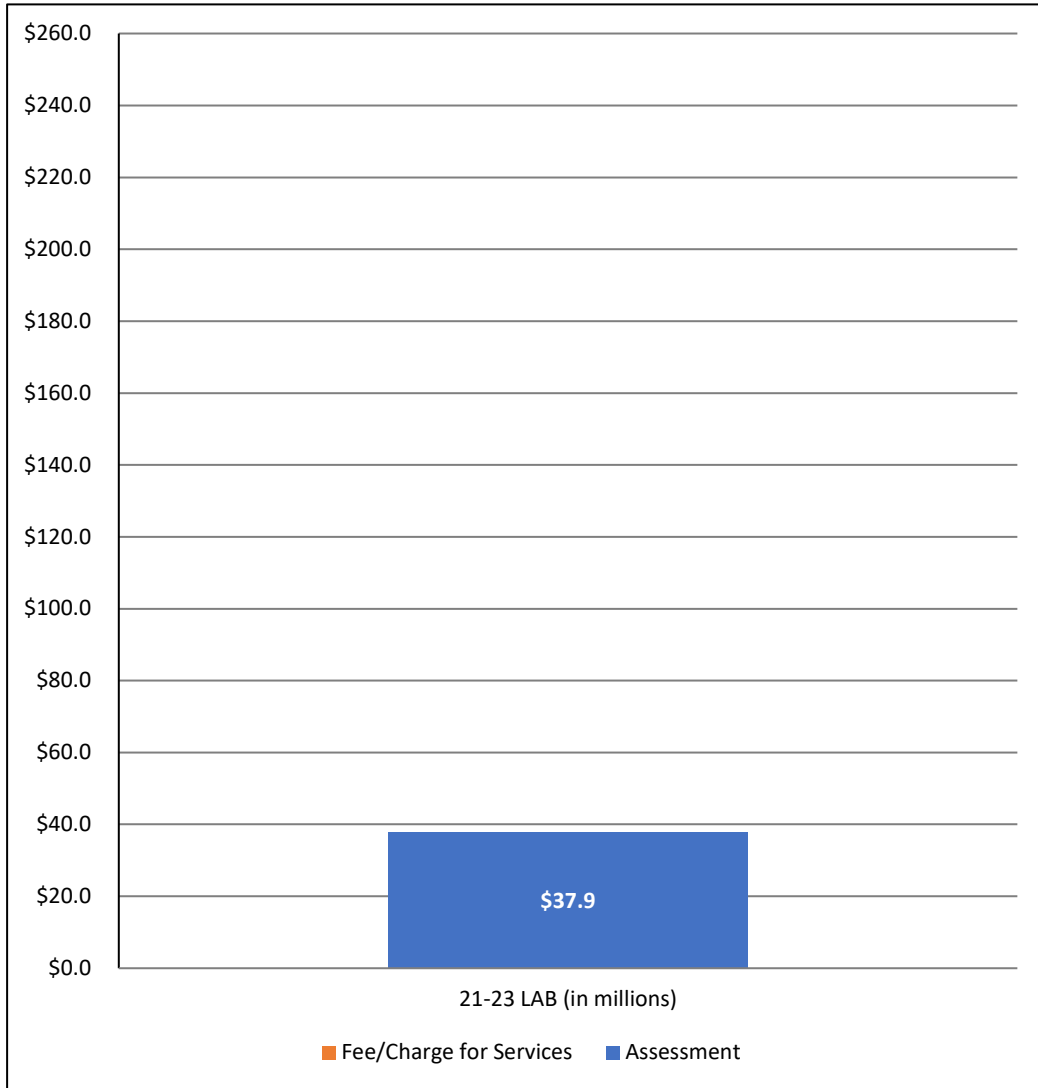
- A 50 percent split between:
  - *2021-23 Leg Adopted Budget (LAB) Full-time Equivalent (FTE) authority.*
    - Minimum Charges
      - *\$2,500 – agencies with 2.00 or less FTE*
      - *\$5,000 – agencies with 2.01 to 30.00 FTE*
  - *Size of the agency's 2021-23 total funds LAB.*



# Chief Human Resources Office

## Assessment Methodology:

- Costs allocated to state agencies based on 2021-23 Leg Adopted Budget Full-time Equivalent (FTE) authority.



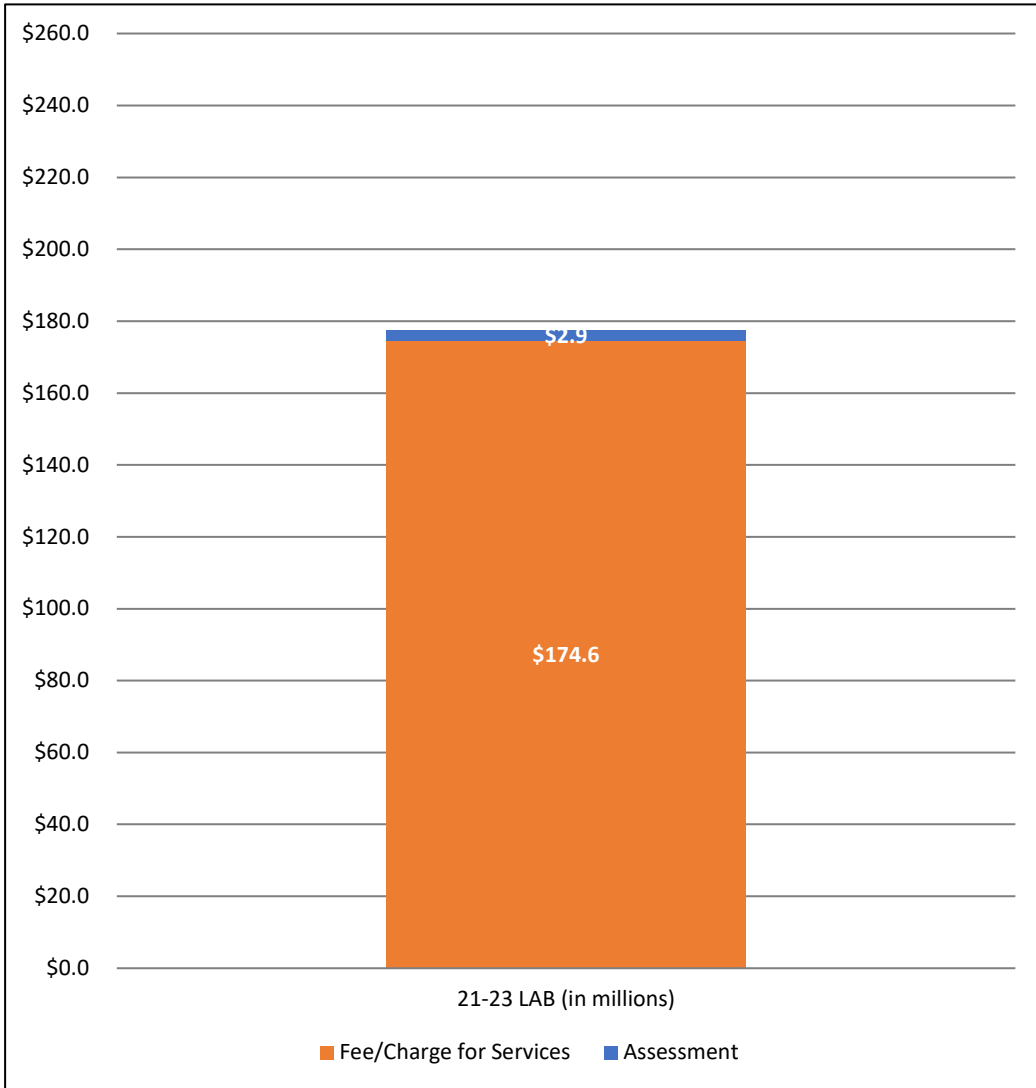
# Enterprise Asset Management

## Assessment Methodology:

- Real Estate Services:
  - *1/3 based on 2021-23 LAB Equivalent (FTE) authority.*
  - *1/3 based on size of the agency's 2021-23 total funds LAB.*
  - *1/3 based on value of land the agency owns.*
- State Surplus Property:
  - *20 percent based on 2021-23 LAB Full-time Equivalent (FTE) authority.*
  - *80 percent based on historical property transactions.*

## Fee for Services Methodology:

- Examples of billable units
  - *Per square foot*
  - *Per vehicle rental*



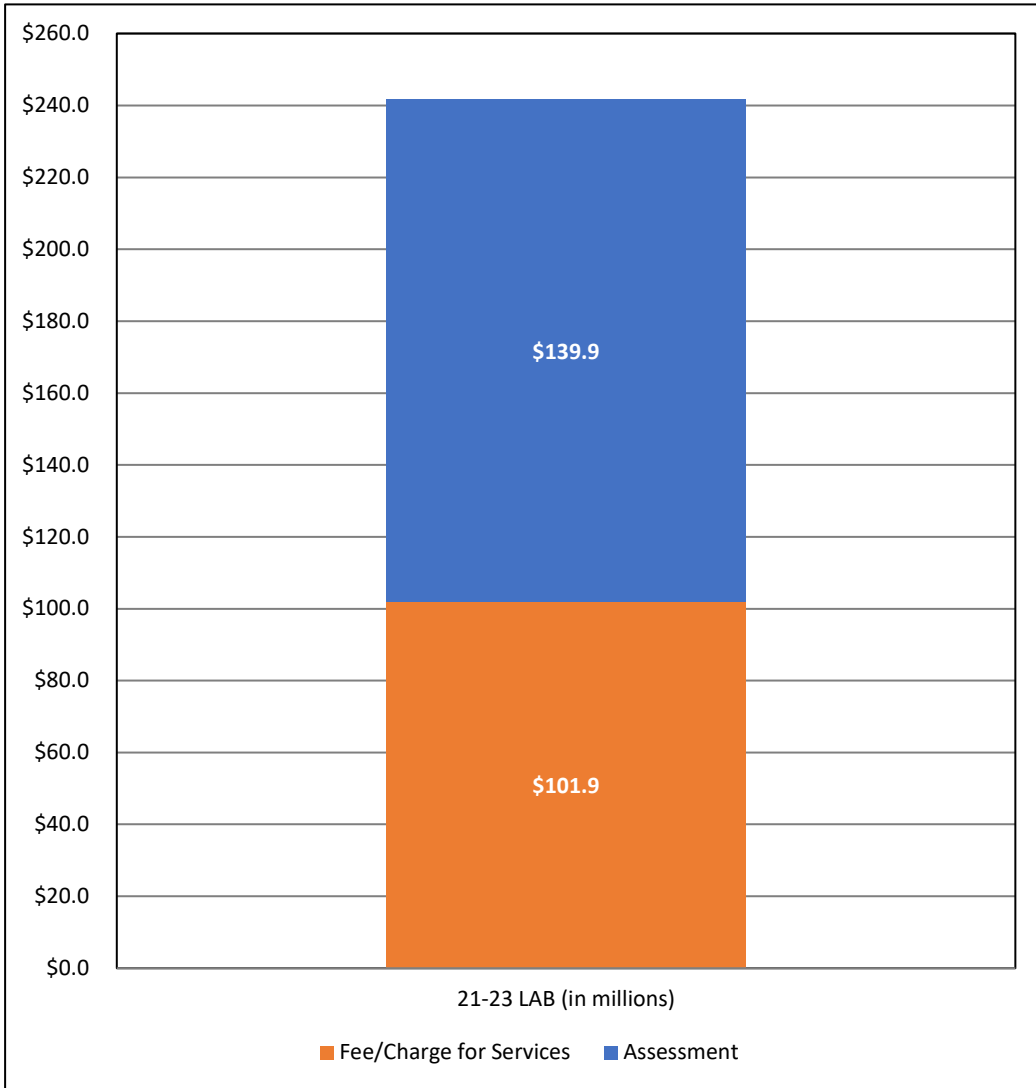
# Enterprise Goods and Services

## Assessment Methodology:

- Procurement Services:
  - *Costs allocated to state agencies based on 2021-23 LAB Full-time Equivalent (FTE) authority.*
- Risk (Liability, Property & Workers' Comp):
  - *Costs to state agencies based on actuarial data, insurance costs, and risk administration.*

## Fee for Services Methodology:

- Examples of billable units
  - *Per accounting record*
  - *Per printing impression*
  - *Per hourly rate*



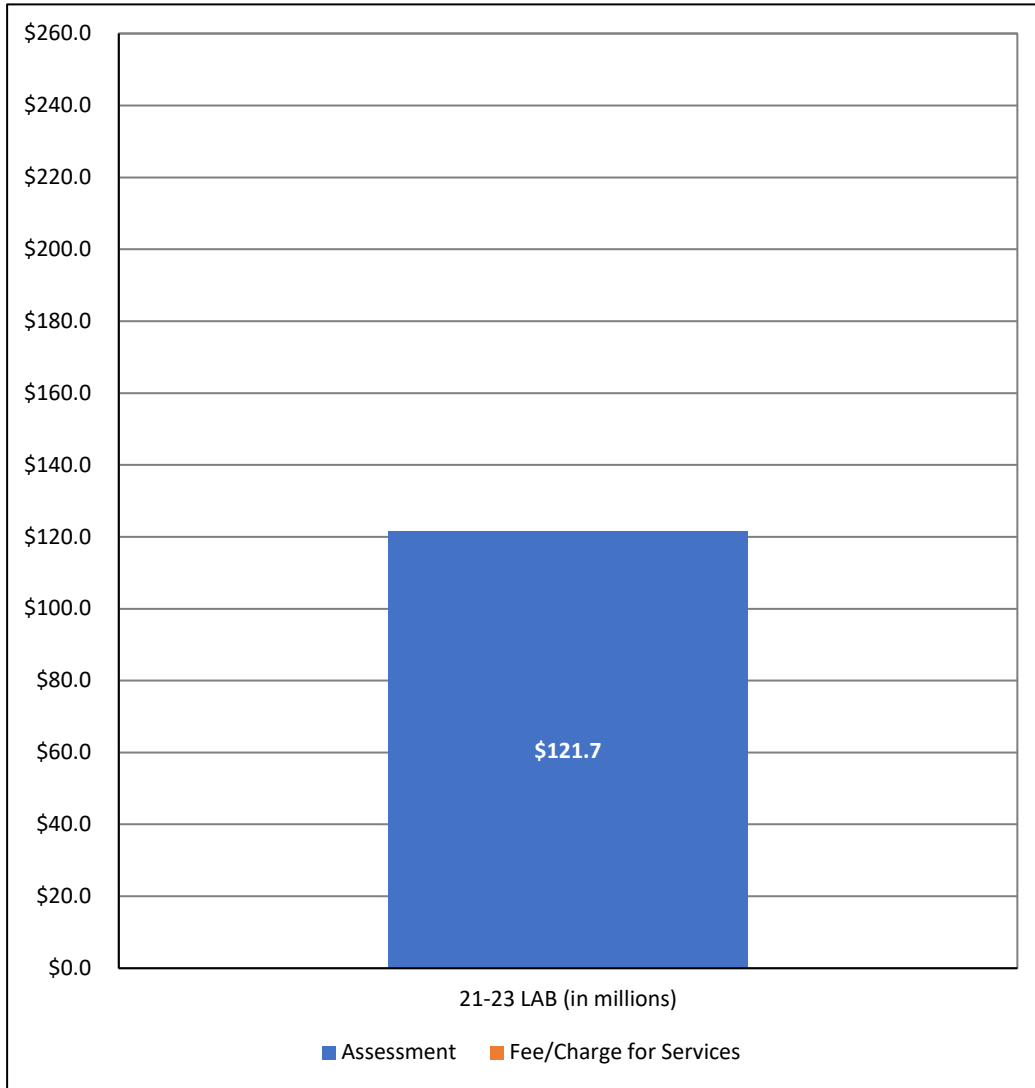
# Enterprise Information Services

## Assessment Methodology:

- A 50 percent split between:
  - *2021-23 LAB Full-time Equivalent (FTE) authority.*
    - Minimum Charges
      - *\$2,500 – agencies with 2.00 or less FTE*
      - *\$5,000 – agencies with 2.01 to 30.00 FTE*
    - *Size of the agency's 2021-23 total funds LAB.*

## Fee for Services Methodology:

- Examples of billable units
  - *Per month per line fee for new IBM telephone system*



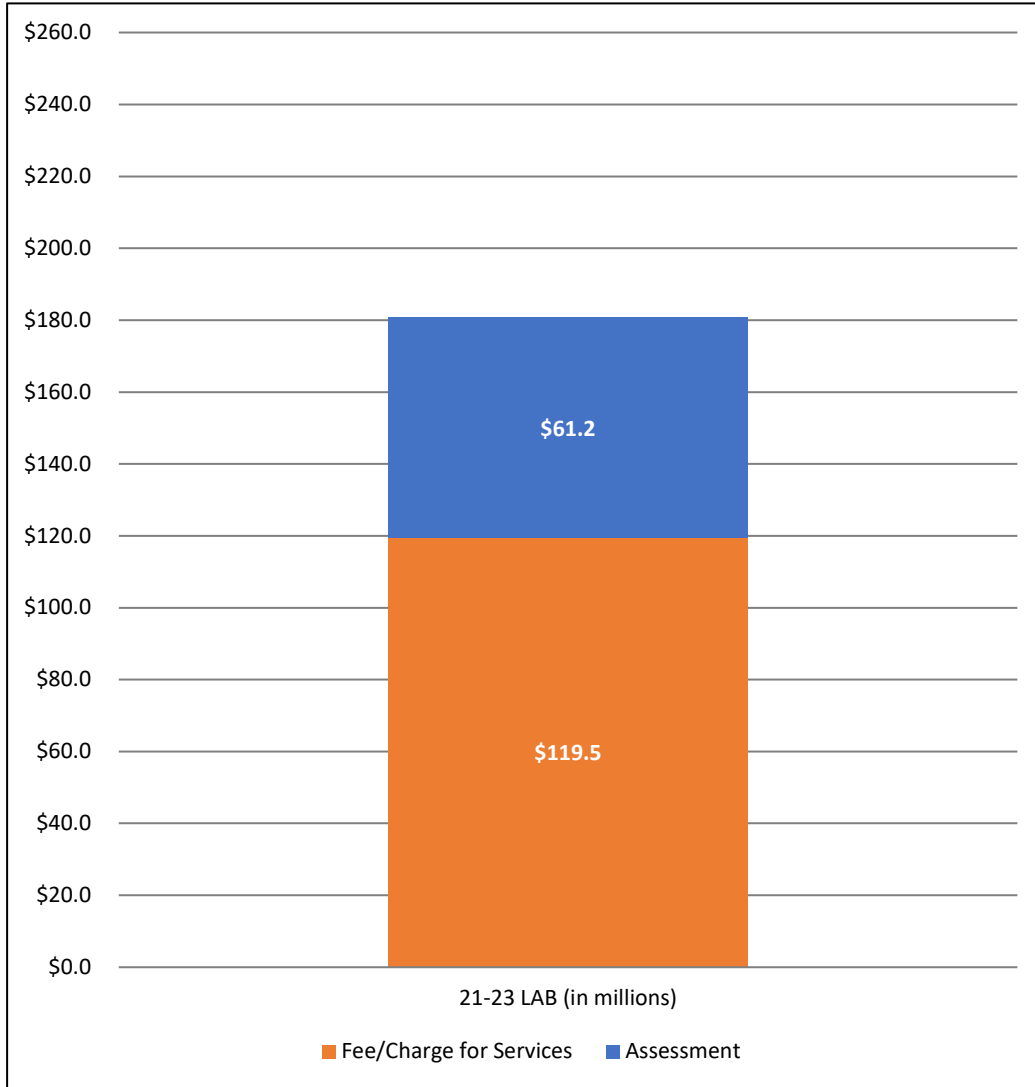
# Data Center Services

## Assessment Methodology:

- Costs allocated to state agencies based on 2021-23 LAB Full-time Equivalent (FTE) authority.

## Fee for Services Methodology:

- Examples of billable units
  - *Per server instance*
  - *Per CPU minute*
  - *Per port, switch*
  - *Per strand*





# Summary of DAS Divisions Assessment vs. Fee for Services

