

# Agency Budget Request

FISCAL YEAR 2023–2024



Ancillary Appropriations

820 — Office of State Procurement



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BUDGET REQUEST

Fiscal Year Ending June 30,2024

NAME OF DEPARTMENT / AGENCY: ANCILLARY/DOA PHYSICAL ADDRESS: 1201 N. THIRD ST  
BUDGET UNIT: OFFICE OF STATE PROCUREMENT BATON ROUGE, LA  
SCHEDULE NUMBER: 21-820 ZIP CODE: 70802  
TELEPHONE NUMBER: 225-342-8010 WEB ADDRESS: https://www.doa.la.gov/doa/osp/

WE HEREBY CERTIFY THAT THE STATEMENTS AND FIGURES ON THE ACCOMPANYING FORMS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

<b>HEAD OF DEPARTMENT:</b> _____ <b>PRINTED NAME/TITLE:</b> <u>Jay Dardenne/Commissioner of Administration</u> <b>DATE:</b> <u>November 1, 2022</u> <b>EMAIL ADDRESS:</b> <u>DOACommissioner@la.gov</u>	<b>HEAD OF BUDGET UNIT:</b> <u>Tom Ketterer</u> <b>PRINTED NAME/TITLE:</b> <u>Tom Ketterer/Director</u> <b>DATE:</b> <u>November 1, 2022</u> <b>EMAIL ADDRESS:</b> <u>Tom.Ketterer@la.gov</u>
<b>PROGRAM CONTACT PERSON:</b> <u>Zalinsky Matthew</u> <b>TITLE:</b> <u>Assistant Director</u> <b>TELEPHONE NUMBER:</b> <u>225-342-6677</u> <b>EMAIL ADDRESS:</b> <u>Zalinsky.Matthew@la.gov</u>	<b>FINANCIAL CONTACT PERSON:</b> <u>Kerri Traxler</u> <b>TITLE:</b> <u>Budget Administrator</u> <b>TELEPHONE NUMBER:</b> <u>225-342-5943</u> <b>EMAIL ADDRESS:</b> <u>Kerri.Traxler@la.gov</u>

# Operational Plan

**OPERATIONAL PLAN FORM  
AGENCY (BUDGET UNIT) DESCRIPTION**

AGENCY NUMBER AND NAME: 21-820 - Office of State Procurement

**AGENCY MISSION:**

The Office of State Procurement serves as the centralized purchasing and contracting agency of the State of Louisiana, establishing competitive, cost-effective contracts for goods and services in full compliance with the law, and facilitating access to those contracts by State agencies and political subdivisions, equipping them to effectively serve the needs of the people of Louisiana.

**AGENCY GOAL(S):**

I. To standardize the procurement of quality goods and services, ensuring that all contracts for such services are solicited, awarded and maintained in a legal, uniform and equitable manner.

**STATEMENT OF AGENCY STRATEGIES FOR DEVELOPMENT AND IMPLEMENTATION OF HUMAN RESOURCE POLICIES THAT ARE HELPFUL AND BENEFICIAL TO WOMEN AND FAMILIES:**

The Division of Administration provides human resource policies that support women and their families. Policies include, but are not limited to, Equal Employment and Affirmative Action, Family and Medical Leave, Leave for Maternity, as well as flexible work schedules as approved by management. These policies are reviewed on a regular basis and updated as needed. Additionally, the Division of Administration's Human Resources Director monitors state and federal guidelines as well as internal feedback from management to assure compliance and initiate process improvement as needed.

**OPERATIONAL PLAN FORM  
PROGRAM DESCRIPTION**

PROGRAM NAME: STATE PROCUREMENT

**PROGRAM AUTHORIZATION:**

State Procurement operates under the authority provided by Louisiana Revised Statutes 39:1564 and rules and regulations promulgated under this authority.

**PROGRAM MISSION:**

The mission of the Office of State Procurement (OSP) Program is to serve as the centralized purchasing and contracting agency of the State of Louisiana, establishing competitive, cost-effective contracts for goods and services in full compliance with the law, and facilitating access to those contracts by State agencies and political subdivisions, equipping them to effectively serve the needs of the people of Louisiana.

**PROGRAM GOAL(S):** Same as Agency goals.

I. The Office of State Procurement will implement sound procurement practices in accordance with executive policy and legislative mandates, and provide quality and timely services to the agency and vendor communities.

**PROGRAM ACTIVITY:** State Procurement

The Office of State Procurement (OSP) is responsible for procuring goods and services required by state executive branch agencies. OSP issues contracts covering the majority of items required by agencies and authorized cooperative purchasing entities, and is responsible for the regulation of RFPs and contracts for professional and complex services. OSP also processes bids and other requisitions for commodities, goods and services not covered by annual contracts.

DEPARTMENT ID: 21 ANCILLARY - DIVISION OF ADMINISTRATION - Office of State Procurement  
 AGENCY ID: 820 Office of State Procurement  
 PROGRAM ID: State Procurement  
 PROGRAM ACTIVITY: State Procurement

1.  K OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time.

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Leave for Maternity, FLMA Act, Sexual Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence  
 Harrassment in Workplace, Attendance/Leave/Workhours, Workplace Violence

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

Explanatory Note:

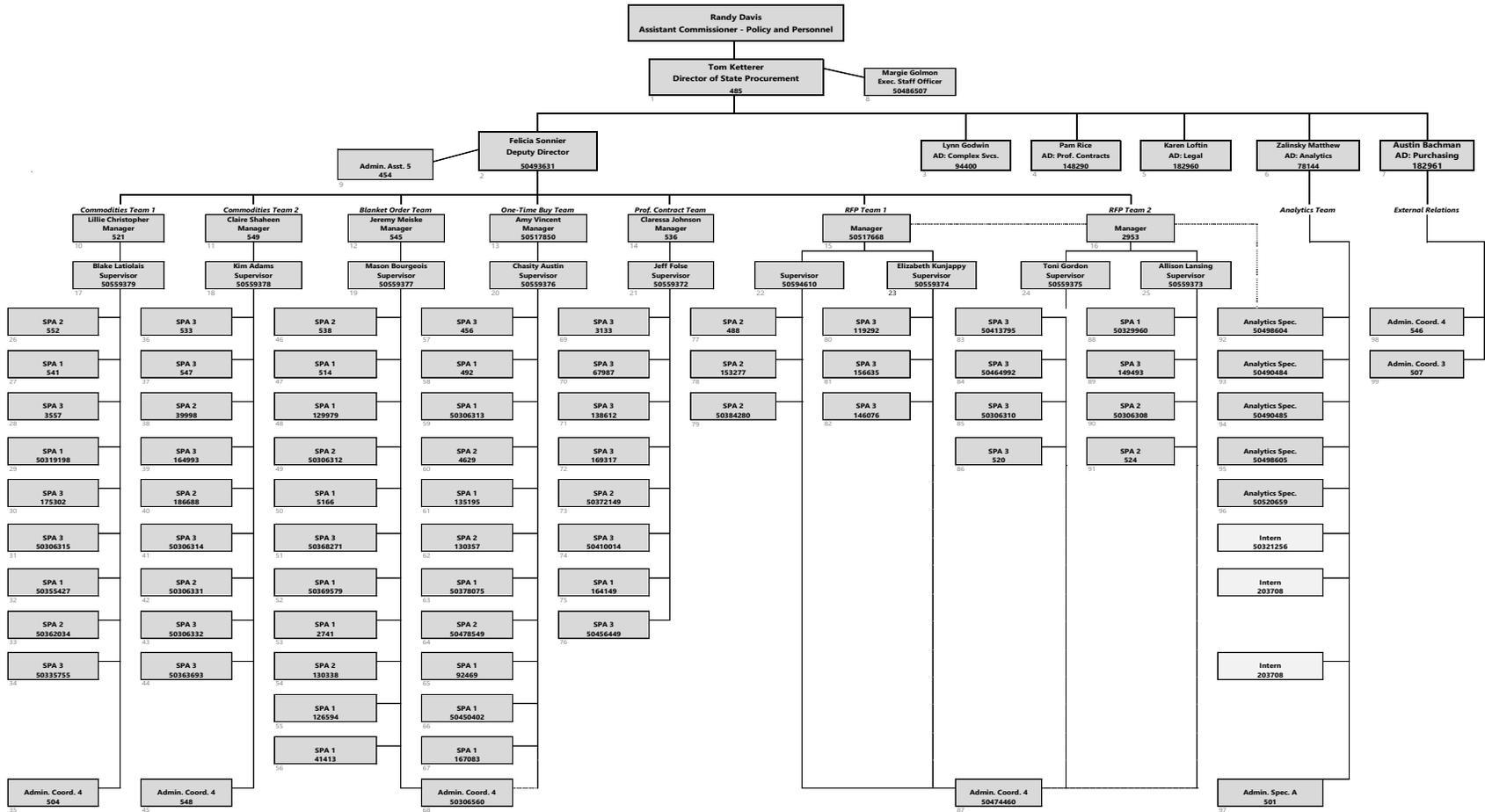
LaPAS PI CODE	L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						
			YEAREND PERFORMANCE STANDARD FY 2021-2022	ACTUAL YEAREND PERFORMANCE FY 2021-2022	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2022-2023	EXISTING PERFORMANCE STANDARD FY 2022-2023	PERFORMANCE AT CONTINUATION BUDGET LEVEL FY 2023-2024	PERFORMANCE AT EXECUTIVE BUDGET LEVEL FY 2023-2024	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2023-2024
112	K	Percentage of Professional Contracts Teams transactions completed within 21 days.	80%	87%	80%	80%	80%		
26007	K	Percentage of Bid Team purchases of \$25,000 or less completed within 30 days.	80%	82%	80%	80%	80%		
26522	K	Percentage of Commodity Team transactions completed within 45 days.	80%	87%	80%	80%	80%		
26523	K	Percentage of total RFP administration completed within 232 days.	80%	52%	80%	80%	80%		
26524	K	Percentage of RFPs published within 120 days.	80%	67%	80%	80%	80%		
26525	K	Percentage of contracts resulting from RFP process approved within 21 days.	80%	70%	80%	80%	80%		

DEPARTMENT ID: 21 ANCILLARY - DIVISION OF ADMINISTRATION - Office of State Procurement  
 AGENCY ID: 820 Office of State Procurement  
 PROGRAM ID: State Procurement  
 PROGRAM ACTIVITY: State Procurement

GENERAL PERFORMANCE INFORMATION:						
LaPAS PI CODE	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES				
		PRIOR YEAR ACTUAL FY 2017-2018	PRIOR YEAR ACTUAL FY 2018-2019	PRIOR YEAR ACTUAL FY 2019-2020	PRIOR YEAR ACTUAL FY 2020-2021	PRIOR YEAR ACTUAL FY 2021-2022
26526	Percentage of RFP award concurrences decided within 21 days	Not Available <sup>1</sup>	Not Available <sup>1</sup>	Not Available <sup>1</sup>	45.00%	50.00%
26527	Average cycle time in days for Professional Contracts Team transactions	Not Available <sup>1</sup>	Not Available <sup>1</sup>	Not Available <sup>1</sup>	11.00	11.00
26528	Average cycle time in days for Bid Team transactions	Not Available <sup>1</sup>	Not Available <sup>1</sup>	Not Available <sup>1</sup>	14.00	16.00
26529	Average cycle time in days for Commodity team transactions	Not Available <sup>1</sup>	Not Available <sup>1</sup>	Not Available <sup>1</sup>	25.00	22.00
26530	Average cycle time in days for the complete RFP process	Not Available <sup>1</sup>	Not Available <sup>1</sup>	Not Available <sup>1</sup>	300.00	286.00

<sup>1</sup> OSP was not tracking this indicator at this time.

Office of State Procurement: Agency Overview



# Budget Request Overview

## AGENCY SUMMARY STATEMENT

### Total Agency

#### Means of Financing

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	5,165,892	4,920,576	4,930,559	9,983	0.20%
FEES & SELF-GENERATED	5,954,488	7,952,842	8,014,954	62,112	0.78%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>	<b>0.56%</b>

**Fees and Self-Generated**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
Fees & Self-Generated	5,954,488	7,952,842	8,014,954	62,112	0.78%
<b>Total:</b>	<b>\$5,954,488</b>	<b>\$7,952,842</b>	<b>\$8,014,954</b>	<b>\$62,112</b>	<b>0.78%</b>

**Statutory Dedications**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
<b>Total:</b>	—	—	—	—	—

**Agency Expenditures**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
Salaries	6,095,061	7,022,044	7,041,783	19,739	0.28%
Other Compensation	19,703	78,829	78,829	—	—
Related Benefits	3,106,437	3,519,134	3,524,352	5,218	0.15%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,221,201</b>	<b>\$10,620,007</b>	<b>\$10,644,964</b>	<b>\$24,957</b>	<b>0.23%</b>
Travel	124	3,391	3,472	81	2.39%
Operating Services	343,860	365,472	410,607	45,135	12.35%
Supplies	22,428	61,577	63,037	1,460	2.37%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$366,412</b>	<b>\$430,440</b>	<b>\$477,116</b>	<b>\$46,676</b>	<b>10.84%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$19,962</b>	<b>\$462</b>	<b>2.37%</b>
Other Charges	—	8,225	8,225	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	1,525,671	1,795,246	1,795,246	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,525,671</b>	<b>\$1,803,471</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>
Acquisitions	7,097	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>	<b>0.56%</b>

**Agency Positions**

Classified	99	99	99	—	—
Unclassified	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL POSITIONS</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>

**Cost Detail**

**Means of Financing**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
Interagency Transfers	5,165,892	4,920,576	4,930,559	9,983
Fees & Self-Generated	5,954,488	7,952,842	8,014,954	62,112
<b>Total:</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

**Salaries**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	5,946,725	6,900,674	6,920,413	19,739
5110015	SAL-CLASS-TO-OT	57,990	25,714	25,714	—
5110020	SAL-CLASS-TO-TERM	90,346	95,656	95,656	—
<b>Total Salaries:</b>		<b>\$6,095,061</b>	<b>\$7,022,044</b>	<b>\$7,041,783</b>	<b>\$19,739</b>

**Other Compensation**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	1,926	50,000	50,000	—
5120035	STUDENT LABOR	17,778	28,829	28,829	—
<b>Total Other Compensation:</b>		<b>\$19,703</b>	<b>\$78,829</b>	<b>\$78,829</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	2,193,827	2,516,920	2,525,018	8,098
5130020	RET CONTR-TEACHERS	38,523	20,361	20,361	—
5130050	POSTRET BENEFITS	176,538	177,018	177,018	—
5130055	FICA TAX (OASDI)	9,433	13,669	13,669	—
5130060	MEDICARE TAX	81,971	84,815	85,101	286
5130065	UNEMPLOYMENT BENEFIT	—	2,915	2,915	—

Related Benefits (continued)

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	592,574	689,110	689,110	—
5130090	TAXABLE FRINGE BEN	13,572	14,326	11,160	(3,166)
<b>Total Related Benefits:</b>		<b>\$3,106,437</b>	<b>\$3,519,134</b>	<b>\$3,524,352</b>	<b>\$5,218</b>

Travel

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5210010	IN-STATE TRAVEL-ADM	—	1,891	1,936	45
5210015	IN-STATE TRAVEL-CONF	124	1,500	1,536	36
<b>Total Travel:</b>		<b>\$124</b>	<b>\$3,391</b>	<b>\$3,472</b>	<b>\$81</b>

Operating Services

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5310001	SERV-ADVERTISING	16,601	73,354	75,092	1,738
5310005	SERV-PRINTING	683	2,379	2,435	56
5310010	SERV-DUES & OTHER	100	10,394	10,640	246
5310011	SERV-SUBSCRIPTIONS	3,798	—	—	—
5310013	SERV-LAB FEES	505	630	645	15
5310017	SERV-DOC DESTRUCTION	—	402	412	10
5310019	SERV-FREIGHT	15	—	—	—
5310042	SERV-BAR DUES	870	—	—	—
5310400	SERV-MISC	7,907	7,936	8,124	188
5330001	MAINT-BUILDINGS	1,499	—	—	—
5330008	MAINT-EQUIPMENT	220	—	—	—
5330012	MAINT-JANITORIAL	5,139	—	—	—
5330017	MAINT-DATA SOFTWARE	—	—	36,474	36,474
5340020	RENT-EQUIPMENT	10,398	12,540	12,837	297
5340072	SOFTWARE LICENSING	285,277	248,803	254,700	5,897

**Operating Services** *(continued)*

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5350005	UTIL-OTHER COMM SERV	10,246	8,028	8,218	190
5350006	UTIL-MAIL/DEL/POST	604	1,006	1,030	24
<b>Total Operating Services:</b>		<b>\$343,860</b>	<b>\$365,472</b>	<b>\$410,607</b>	<b>\$45,135</b>

**Supplies**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	11,336	34,585	35,405	820
5410006	SUP-COMPUTER	9,693	18,338	18,773	435
5410010	SUP-TEXTBOOKS	530	—	—	—
5410013	SUP-FOOD & BEVERAGE	813	—	—	—
5410016	SUP-BLD	—	440	450	10
5410017	SUP-JANITORIAL	—	1,436	1,470	34
5410036	SUP-FUELTRAC	28	—	—	—
5410400	SUP-OTHER	28	6,778	6,939	161
<b>Total Supplies:</b>		<b>\$22,428</b>	<b>\$61,577</b>	<b>\$63,037</b>	<b>\$1,460</b>

**Professional Services**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5510400	PROF SERV-OTHER	—	19,500	19,962	462
<b>Total Professional Services:</b>		<b>—</b>	<b>\$19,500</b>	<b>\$19,962</b>	<b>\$462</b>

**Other Charges**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5620069	MISC-INTERAGENCY OTH	—	8,225	8,225	—
<b>Total Other Charges:</b>		<b>—</b>	<b>\$8,225</b>	<b>\$8,225</b>	<b>—</b>

**Interagency Transfers**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	806,293	875,296	875,296	—
5950007	IAT-PRINTING	1,516	—	—	—
5950008	IAT-POSTAGE	1,734	2,128	2,128	—
5950009	IAT-DATA PROCESSING	—	10,074	10,074	—
5950014	IAT-TELEPHONE	48,061	101,595	101,595	—
5950017	IAT-INSURANCE	91,303	—	—	—
5950026	IAT-RENTALS	241,043	247,375	247,375	—
5950049	IAT-CIVIL SERVICE	44,455	44,756	44,756	—
5950050	IAT-ORM INSURANCE	—	113,806	113,806	—
5950051	IAT-OSUP	5,045	5,723	5,723	—
5950058	IAT-TECH SVCS	286,220	394,493	394,493	—
<b>Total Interagency Transfers:</b>		<b>\$1,525,671</b>	<b>\$1,795,246</b>	<b>\$1,795,246</b>	<b>—</b>

**Acquisitions**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5710224	ACQ-OFFICE FURN&EQP	7,097	—	—	—
<b>Total Acquisitions:</b>		<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Agency Expenditures:</b>		<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

## PROGRAM SUMMARY STATEMENT

### 820T - Office Of State Procurement

#### Means of Financing

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	5,165,892	4,920,576	4,930,559	9,983	0.20%
FEES & SELF-GENERATED	5,954,488	7,952,842	8,014,954	62,112	0.78%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>	<b>0.56%</b>

**Fees and Self-Generated**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
Fees & Self-Generated	5,954,488	7,952,842	8,014,954	62,112	0.78%
<b>Total:</b>	<b>\$5,954,488</b>	<b>\$7,952,842</b>	<b>\$8,014,954</b>	<b>\$62,112</b>	<b>0.78%</b>

**Program Expenditures**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Percent Change
Salaries	6,095,061	7,022,044	7,041,783	19,739	0.28%
Other Compensation	19,703	78,829	78,829	—	—
Related Benefits	3,106,437	3,519,134	3,524,352	5,218	0.15%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,221,201</b>	<b>\$10,620,007</b>	<b>\$10,644,964</b>	<b>\$24,957</b>	<b>0.23%</b>
Travel	124	3,391	3,472	81	2.39%
Operating Services	343,860	365,472	410,607	45,135	12.35%
Supplies	22,428	61,577	63,037	1,460	2.37%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$366,412</b>	<b>\$430,440</b>	<b>\$477,116</b>	<b>\$46,676</b>	<b>10.84%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$19,962</b>	<b>\$462</b>	<b>2.37%</b>
Other Charges	—	8,225	8,225	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	1,525,671	1,795,246	1,795,246	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,525,671</b>	<b>\$1,803,471</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>
Acquisitions	7,097	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>	<b>0.56%</b>

**Program Positions**

Classified	99	99	99	—	—
Unclassified	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL POSITIONS</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>

**Cost Detail**

**Means of Financing**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
Interagency Transfers	5,165,892	4,920,576	4,930,559	9,983
Fees & Self-Generated	5,954,488	7,952,842	8,014,954	62,112
<b>Total:</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

**Salaries**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	5,946,725	6,900,674	6,920,413	19,739
5110015	SAL-CLASS-TO-OT	57,990	25,714	25,714	—
5110020	SAL-CLASS-TO-TERM	90,346	95,656	95,656	—
<b>Total Salaries:</b>		<b>\$6,095,061</b>	<b>\$7,022,044</b>	<b>\$7,041,783</b>	<b>\$19,739</b>

**Other Compensation**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	1,926	50,000	50,000	—
5120035	STUDENT LABOR	17,778	28,829	28,829	—
<b>Total Other Compensation:</b>		<b>\$19,703</b>	<b>\$78,829</b>	<b>\$78,829</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	2,193,827	2,516,920	2,525,018	8,098
5130020	RET CONTR-TEACHERS	38,523	20,361	20,361	—
5130050	POSTRET BENEFITS	176,538	177,018	177,018	—
5130055	FICA TAX (OASDI)	9,433	13,669	13,669	—
5130060	MEDICARE TAX	81,971	84,815	85,101	286
5130065	UNEMPLOYMENT BENEFIT	—	2,915	2,915	—

Related Benefits *(continued)*

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	592,574	689,110	689,110	—
5130090	TAXABLE FRINGE BEN	13,572	14,326	11,160	(3,166)
<b>Total Related Benefits:</b>		<b>\$3,106,437</b>	<b>\$3,519,134</b>	<b>\$3,524,352</b>	<b>\$5,218</b>

Travel

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5210010	IN-STATE TRAVEL-ADM	—	1,891	1,936	45
5210015	IN-STATE TRAVEL-CONF	124	1,500	1,536	36
<b>Total Travel:</b>		<b>\$124</b>	<b>\$3,391</b>	<b>\$3,472</b>	<b>\$81</b>

Operating Services

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5310001	SERV-ADVERTISING	16,601	73,354	75,092	1,738
5310005	SERV-PRINTING	683	2,379	2,435	56
5310010	SERV-DUES & OTHER	100	10,394	10,640	246
5310011	SERV-SUBSCRIPTIONS	3,798	—	—	—
5310013	SERV-LAB FEES	505	630	645	15
5310017	SERV-DOC DESTRUCTION	—	402	412	10
5310019	SERV-FREIGHT	15	—	—	—
5310042	SERV-BAR DUES	870	—	—	—
5310400	SERV-MISC	7,907	7,936	8,124	188
5330001	MAINT-BUILDINGS	1,499	—	—	—
5330008	MAINT-EQUIPMENT	220	—	—	—
5330012	MAINT-JANITORIAL	5,139	—	—	—
5330017	MAINT-DATA SOFTWARE	—	—	36,474	36,474
5340020	RENT-EQUIPMENT	10,398	12,540	12,837	297
5340072	SOFTWARE LICENSING	285,277	248,803	254,700	5,897

**Operating Services** *(continued)*

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5350005	UTIL-OTHER COMM SERV	10,246	8,028	8,218	190
5350006	UTIL-MAIL/DEL/POST	604	1,006	1,030	24
<b>Total Operating Services:</b>		<b>\$343,860</b>	<b>\$365,472</b>	<b>\$410,607</b>	<b>\$45,135</b>

**Supplies**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	11,336	34,585	35,405	820
5410006	SUP-COMPUTER	9,693	18,338	18,773	435
5410010	SUP-TEXTBOOKS	530	—	—	—
5410013	SUP-FOOD & BEVERAGE	813	—	—	—
5410016	SUP-BLD	—	440	450	10
5410017	SUP-JANITORIAL	—	1,436	1,470	34
5410036	SUP-FUELTRAC	28	—	—	—
5410400	SUP-OTHER	28	6,778	6,939	161
<b>Total Supplies:</b>		<b>\$22,428</b>	<b>\$61,577</b>	<b>\$63,037</b>	<b>\$1,460</b>

**Professional Services**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5510400	PROF SERV-OTHER	—	19,500	19,962	462
<b>Total Professional Services:</b>		<b>—</b>	<b>\$19,500</b>	<b>\$19,962</b>	<b>\$462</b>

**Other Charges**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5620069	MISC-INTERAGENCY OTH	—	8,225	8,225	—
<b>Total Other Charges:</b>		<b>—</b>	<b>\$8,225</b>	<b>\$8,225</b>	<b>—</b>

**Interagency Transfers**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	806,293	875,296	875,296	—
5950007	IAT-PRINTING	1,516	—	—	—
5950008	IAT-POSTAGE	1,734	2,128	2,128	—
5950009	IAT-DATA PROCESSING	—	10,074	10,074	—
5950014	IAT-TELEPHONE	48,061	101,595	101,595	—
5950017	IAT-INSURANCE	91,303	—	—	—
5950026	IAT-RENTALS	241,043	247,375	247,375	—
5950049	IAT-CIVIL SERVICE	44,455	44,756	44,756	—
5950050	IAT-ORM INSURANCE	—	113,806	113,806	—
5950051	IAT-OSUP	5,045	5,723	5,723	—
5950058	IAT-TECH SVCS	286,220	394,493	394,493	—
<b>Total Interagency Transfers:</b>		<b>\$1,525,671</b>	<b>\$1,795,246</b>	<b>\$1,795,246</b>	<b>—</b>

**Acquisitions**

Commitment Item	Name	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB
5710224	ACQ-OFFICE FURN&EQP	7,097	—	—	—
<b>Total Acquisitions:</b>		<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Expenditures for Program 820T</b>		<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>
<b>Total Agency Expenditures:</b>		<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

## SOURCE OF FUNDING SUMMARY

### Agency Overview

#### Interagency Transfers

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Form ID
INTERAGENCY TRANSFERS	5,165,892	4,920,576	4,930,559	9,983	10704
<b>Total Interagency Transfers</b>	<b>\$5,165,892</b>	<b>\$4,920,576</b>	<b>\$4,930,559</b>	<b>\$9,983</b>	

#### Fees & Self-Generated

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Total Request	Over/Under EOB	Form ID
FEES & SELF GENERATED	5,954,488	7,952,842	8,014,954	62,112	10700
<b>Total Fees &amp; Self-Generated</b>	<b>\$5,954,488</b>	<b>\$7,952,842</b>	<b>\$8,014,954</b>	<b>\$62,112</b>	
<b>Total Sources of Funding:</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$12,945,513</b>	<b>\$72,095</b>	

**SOURCE OF FUNDING DETAIL**

**Interagency Transfers**

**Form 10704 — 820 - Interagency Transfers**

Expenditures	Existing Operating Budget as of 10/01/2022			FY2023-2024 Total Request			FY2024-2025 Projected		
	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match
Salaries	2,808,817	—	—	2,816,713	—	—	2,816,713	—	—
Other Compensation	31,532	—	—	31,532	—	—	31,532	—	—
Related Benefits	1,407,652	—	—	1,409,739	—	—	1,409,739	—	—
<b>TOTAL PERSONAL SERVICES</b>	<b>\$4,248,001</b>	<b>—</b>	<b>—</b>	<b>\$4,257,984</b>	<b>—</b>	<b>—</b>	<b>\$4,257,984</b>	<b>—</b>	<b>—</b>
Travel	—	—	—	—	—	—	—	—	—
Operating Services	—	—	—	—	—	—	—	—	—
Supplies	—	—	—	—	—	—	—	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Other Charges	—	—	—	—	—	—	—	—	—
Debt Service	—	—	—	—	—	—	—	—	—
Interagency Transfers	672,575	—	—	672,575	—	—	672,575	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$672,575</b>	<b>—</b>	<b>—</b>	<b>\$672,575</b>	<b>—</b>	<b>—</b>	<b>\$672,575</b>	<b>—</b>	<b>—</b>
Acquisitions	—	—	—	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,920,576</b>	<b>—</b>	<b>—</b>	<b>\$4,930,559</b>	<b>—</b>	<b>—</b>	<b>\$4,930,559</b>	<b>—</b>	<b>—</b>

**Form 10704 — 820 - Interagency Transfers**

Question	Narrative Response
<b>State the purpose, source and legal citation.</b>	The Office of State Procurement is an Ancillary Agency which receives revenue from the various Departments and Agencies of State Government which use procurement services provided by the operations of the Office of State Procurement.
<b>Agency discretion or Federal requirement?</b>	Line item requests reflect agency discretion.
<b>Describe any budgetary peculiarities.</b>	N/A
<b>Is the Total Request amount for multiple years?</b>	No
<b>Additional information or comments.</b>	As an enterprise fund, all cash remaining in the fund is carried forward and used as working capital in the next fiscal year. Since the agency has to carry receivables, it is necessary to maintain some cash reserves in order to pay the agency's bills timely.
<b>Provide the amount of any indirect costs.</b>	No
<b>Any indirect costs funded with other MOF?</b>	N/A
<b>Objectives and indicators in the Operational Plan.</b>	N/A
<b>Additional information or comments.</b>	N/A

**Fees & Self-Generated**

**Form 10700 — 820 - Contract Administration Fees & Rebates**

Expenditures	Existing Operating Budget as of 10/01/2022			FY2023-2024 Total Request			FY2024-2025 Projected		
	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match
Salaries	4,213,227	—	—	4,225,070	—	—	4,225,070	—	—
Other Compensation	47,297	—	—	47,297	—	—	47,297	—	—
Related Benefits	2,111,482	—	—	2,114,613	—	—	2,114,613	—	—
<b>TOTAL PERSONAL SERVICES</b>	<b>\$6,372,006</b>	<b>—</b>	<b>—</b>	<b>\$6,386,980</b>	<b>—</b>	<b>—</b>	<b>\$6,386,980</b>	<b>—</b>	<b>—</b>
Travel	3,391	—	—	3,472	—	—	3,472	—	—
Operating Services	365,472	—	—	410,607	—	—	410,607	—	—
Supplies	61,577	—	—	63,037	—	—	63,037	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>	<b>—</b>	<b>—</b>
Other Charges	8,225	—	—	8,225	—	—	8,225	—	—
Debt Service	—	—	—	—	—	—	—	—	—
Interagency Transfers	1,122,671	—	—	1,122,671	—	—	1,122,671	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,130,896</b>	<b>—</b>	<b>—</b>	<b>\$1,130,896</b>	<b>—</b>	<b>—</b>	<b>\$1,130,896</b>	<b>—</b>	<b>—</b>
Acquisitions	—	—	—	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$7,952,842</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>	<b>—</b>	<b>—</b>

**Form 10700 — 820 - Contract Administration Fees & Rebates**

Question	Narrative Response
<b>State the purpose, source and legal citation.</b>	Fees and Self Generated Revenues from contract administration fees and rebates that are received from certain vendors. Amount varies by vendor and is included in the contract. (ex: 1% of total sales)
<b>Agency discretion or Federal requirement?</b>	Line item requests reflect agency discretion.
<b>Describe any budgetary peculiarities.</b>	N/A
<b>Is the Total Request amount for multiple years?</b>	No
<b>Additional information or comments.</b>	As an enterprise fund, all cash remaining in the fund is carried forward and used as working capital in the next fiscal year. Since the agency has to carry receivables, it is necessary to maintain some cash reserves in order to pay the agency's bills timely.
<b>Provide the amount of any indirect costs.</b>	No
<b>Any indirect costs funded with other MOF?</b>	N/A
<b>Objectives and indicators in the Operational Plan.</b>	N/A
<b>Additional information or comments.</b>	N/A

**EXPENDITURES BY MEANS OF FINANCING**

**Existing Operating Budget**

Expenditures	Used as a Cash Match	Total Means of Financing By Expenditure	Total State General Fund	Interagency Transfers Form ID 10704 INTERAGENCY TRANSFERS	Fees & Self-Generated Form ID 10700 FEES & SELF GENERATED
Salaries	—	7,022,044	—	2,808,817	4,213,227
Other Compensation	—	78,829	—	31,532	47,297
Related Benefits	—	3,519,134	—	1,407,652	2,111,482
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$10,620,007</b>	<b>—</b>	<b>\$4,248,001</b>	<b>\$6,372,006</b>
Travel	—	3,391	—	—	3,391
Operating Services	—	365,472	—	—	365,472
Supplies	—	61,577	—	—	61,577
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$430,440</b>	<b>—</b>	<b>—</b>	<b>\$430,440</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>—</b>	<b>—</b>	<b>\$19,500</b>
Other Charges	—	8,225	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	—	1,795,246	—	672,575	1,122,671
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$1,803,471</b>	<b>—</b>	<b>\$672,575</b>	<b>\$1,130,896</b>
Acquisitions	—	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>—</b>	<b>\$12,873,418</b>	<b>—</b>	<b>\$4,920,576</b>	<b>\$7,952,842</b>

Total Request

Expenditures	Used as a Cash Match	Total Means of Financing By Expenditure	Total State General Fund	Interagency Transfers Form ID 10704 INTERAGENCY TRANSFERS	Fees & Self-Generated Form ID 10700 FEES & SELF GENERATED
Salaries	—	7,041,783	—	2,816,713	4,225,070
Other Compensation	—	78,829	—	31,532	47,297
Related Benefits	—	3,524,352	—	1,409,739	2,114,613
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$10,644,964</b>	<b>—</b>	<b>\$4,257,984</b>	<b>\$6,386,980</b>
Travel	—	3,472	—	—	3,472
Operating Services	—	410,607	—	—	410,607
Supplies	—	63,037	—	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$477,116</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,962</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	—	8,225	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	—	1,795,246	—	672,575	1,122,671
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$1,803,471</b>	<b>—</b>	<b>\$672,575</b>	<b>\$1,130,896</b>
Acquisitions	—	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>—</b>	<b>\$12,945,513</b>	<b>—</b>	<b>\$4,930,559</b>	<b>\$8,014,954</b>

**REVENUE COLLECTIONS/INCOME**

**Interagency Transfers**

**003 - Interagency Transfers**

Source	Commitment Item	Commitment Item Name	FY2021-2022 Actuals	FY-2023 Estimate	FY2023-2024 Projected	Over/Under Current Year Estimate
<b>SOURCE</b>						
INTEREST ON INVESTMENTS	4430010	INTERESTON INVEST	1,158	—	—	—
MISC RECEIPTS	4710062	MR-NON REVENUE	61,672	—	—	—
PY CASH CARRYOVER	4830016	PY CASH CARRYOVER	1,066,957	793,056	—	(793,056)
SALES TO STATE AGENCIES	4610017	SALE STATE-SERVICES	4,829,161	4,127,520	4,930,559	803,039
<b>Total Collections/Income</b>			<b>\$5,958,948</b>	<b>\$4,920,576</b>	<b>\$4,930,559</b>	<b>\$9,983</b>
<b>TYPE</b>						
Expenditures Source of Funding Form (BR-6)			5,165,892	4,920,576	4,930,559	9,983
Carryover			793,056	—	—	—
<b>Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>\$5,958,948</b>	<b>\$4,920,576</b>	<b>\$4,930,559</b>	<b>\$9,983</b>
<b>Difference in Total Collections/Income and Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Fees & Self-Generated

002 - Fees & Self-Generated

Source	Commitment Item	Commitment Item Name	FY2021-2022 Actuals	FY-2023 Estimate	FY2023-2024 Projected	Over/Under Current Year Estimate
<b>SOURCE</b>						
INA-MISC RECEIPTS	4710699	MR-INA	496,392	—	—	—
INTEREST ON INVESTMENTS	4430010	INTERESTON INVEST	4,063	—	—	—
LICENSES PERMITS & FEES	4550030	LIC PERM & FEES-OTH	8,331,522	7,952,842	8,014,954	62,112
PY CASH CARRYOVER	4830016	PY CASH CARRYOVER	3,278,223	5,659,319	5,659,319	—
<b>Total Collections/Income</b>			<b>\$12,110,199</b>	<b>\$13,612,161</b>	<b>\$13,674,273</b>	<b>\$62,112</b>
<b>TYPE</b>						
Expenditures Source of Funding Form (BR-6)			5,954,488	7,952,842	8,014,954	62,112
Carryover			5,659,319	5,659,319	5,659,319	—
Income Not Available			496,392	—	—	—
<b>Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>\$12,110,199</b>	<b>\$13,612,161</b>	<b>\$13,674,273</b>	<b>\$62,112</b>
<b>Difference in Total Collections/Income and Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

## Justification of Differences

### Form 10734 — 820 - Interagency Transfers

Question	Narrative Response
Explain any transfers to other appropriations.	N/A
Break out INA by Source of Funding.	N/A
Additional information or comments.	N/A

### Form 10735 — 820 - Fees & Self-Generated Revenues

Question	Narrative Response
Explain any transfers to other appropriations.	N/A
Break out INA by Source of Funding.	The \$496,392.23 in Fees and Self-Generated is for prior year refunds due to pricing errors.
Additional information or comments.	N/A

**SCHEDULE OF REQUESTED EXPENDITURES**

**820T - Office Of State Procurement**

**Travel**

<b>FY2023-2024 Request</b>	<b>Description</b>
1,536	To attend local, regional, and national conferences to learn from other states and associations regarding procurement trends, best practices, successes and hurdles. May include NIGP and NASPO.
1,936	To visit and confer with agencies and vendors regarding procurement opportunities and outcomes. This includes educating agencies on how to access/utilize contracts.
<b>\$3,472</b>	<b>Total Travel</b>

**Operating Services**

<b>FY2023-2024 Request</b>	<b>Description</b>
254,700	Adobe Acrobat, Storyline, Document Management, and Celerian
8,218	AT&T conference line services and Zoom subscription
75,092	Legal advertising and notices of solicitations in the Advocate and parish newspapers in accordance with R.S.39:1594.
10,640	National Institute of Government Purchasing (NIGP), BAR dues, and Oil Price Information Service (OPIS)
1,030	Postage (USPS, FedEx, UPS) for mailing solicitations, draft contracts, agreements, and protest/dispute correspondence.
2,435	Printing documents through private vendors on jobs which the Office of State Printing does not have the capabilities to print.
645	Provides for drug screening services - Premier Biotech
8,124	Provides for miscellaneous operating service costs not otherwise accounted for, including some system enhancements such as analytical tools and dashboards.
412	Provides for secure shredding services through a statewide contract vendor.
36,474	To amend the current Carahsoft/SAP software to include the Supplier Lifecycle and Performance add-on.
12,837	Xerox Copier W5150PT
<b>\$410,607</b>	<b>Total Operating Services</b>

**Supplies**

FY2023-2024 Request	Description
18,773	Computer supplies not procured through OTS such as desktop peripherals, laptop bags, mice, thumb drives, etc.
1,470	Janitorial supplies
6,939	Large supply purchases for mail stampers etc.
450	Office of State Building supplies
35,405	Presentation Materials, Training Class Supplies, Operating Supplies
<b>\$63,037</b>	<b>Total Supplies</b>

**Professional Services**

FY2023-2024 Request	Means of Financing	Description
19,962	Fees & Self-Generated	
<b>\$19,962</b>		<b>Assist the agency with the implementation of the SAP Ariba System.</b>
<b>\$19,962</b>	<b>Total Professional Services</b>	

**Other Charges**

FY2023-2024 Request	Means of Financing	Description
8,225	Fees & Self-Generated	
<b>\$8,225</b>		<b>Provides for investments and ongoing service costs for technical systems, such as reporting enhancements required legislatively each year, as well as capacity to perform reimbursable emergency work for customers.</b>
<b>\$8,225</b>	<b>Total Other Charges</b>	

**Interagency Transfers**

FY2023-2024 Request	Means of Financing	Receiving Agency	Description
44,756	Interagency Transfers		
<b>\$44,756</b>		<b>STATE CIVIL SERVICE</b>	<b>Civil Service</b>

**Interagency Transfers** *(continued)*

<b>FY2023-2024 Request</b>	<b>Means of Financing</b>	<b>Receiving Agency</b>	<b>Description</b>
169,439	Fees & Self-Generated		
<b>\$169,439</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>DOA Office of Finance &amp; Support Services</b>
93,929	Fees & Self-Generated		
<b>\$93,929</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Human Resources Services</b>
356,036	Fees & Self-Generated		
<b>\$356,036</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Legal Services</b>
25,359	Fees & Self-Generated		
<b>\$25,359</b>		<b>MISCELLANEOUS STATE AID</b>	<b>Miscellaneous Services</b>
113,806	Interagency Transfers		
<b>\$113,806</b>		<b>OFFICE OF RISK MANAGEMENT</b>	<b>Risk Management</b>
247,375	Interagency Transfers		
<b>\$247,375</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>State Buildings</b>
10,074	Interagency Transfers		
<b>\$10,074</b>		<b>DOA-OFFICE OF TECHNOLOGY SVCS</b>	<b>State Mail</b>
2,128	Interagency Transfers		
<b>\$2,128</b>		<b>DOA-OFFICE OF TECHNOLOGY SVCS</b>	<b>State Printing</b>
230,533	Fees & Self-Generated		
<b>\$230,533</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Support Services - Commissioner's Office</b>
394,493	Interagency Transfers		
<b>\$394,493</b>		<b>DOA-OFFICE OF TECHNOLOGY SVCS</b>	<b>Technology Service Fees</b>
101,595	Interagency Transfers		
<b>\$101,595</b>		<b>DOA-OFFICE OF TECHNOLOGY SVCS</b>	<b>Telephone Services</b>
5,723	Interagency Transfers		
<b>\$5,723</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Uniform Payroll Fees</b>
<b>\$1,795,246</b>	<b>Total Interagency Transfers</b>		

# Continuation Budget Adjustments

## AGENCY SUMMARY STATEMENT

### Total Agency

#### Means of Financing

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	—	—	9,983	—	—	4,930,559
FEES & SELF-GENERATED	7,952,842	—	10,664	14,974	—	36,474	8,014,954
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>—</b>	<b>\$10,664</b>	<b>\$24,957</b>	<b>—</b>	<b>\$36,474</b>	<b>\$12,945,513</b>

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
Fees & Self-Generated	7,952,842	—	10,664	14,974	—	36,474	8,014,954
<b>Total:</b>	<b>\$7,952,842</b>	<b>—</b>	<b>\$10,664</b>	<b>\$14,974</b>	<b>—</b>	<b>\$36,474</b>	<b>\$8,014,954</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Expenditures and Positions

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
Salaries	7,022,044	—	—	19,739	—	—	7,041,783
Other Compensation	78,829	—	—	—	—	—	78,829
Related Benefits	3,519,134	—	—	5,218	—	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>—</b>	<b>—</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	—	81	—	—	—	3,472
Operating Services	365,472	—	8,661	—	—	36,474	410,607
Supplies	61,577	—	1,460	—	—	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>—</b>	<b>\$10,202</b>	<b>—</b>	<b>—</b>	<b>\$36,474</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	—	—	—	8,225
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,795,246	—	—	—	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>—</b>	<b>\$10,664</b>	<b>\$24,957</b>	<b>—</b>	<b>\$36,474</b>	<b>\$12,945,513</b>
Classified	99	—	—	—	—	—	99
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

## CONTINUATION BUDGET ADJUSTMENTS - SUMMARIZED

### Form 11659 — Standard Inflation Adjustment

#### Means of Financing

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	10,664
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$10,664</b>

#### Expenditures

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	81
Operating Services	8,661
Supplies	1,460
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,202</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$462</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$10,664</b>

#### Positions

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Form 11613 — 820 - Compulsory Adjustments**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	9,983
FEES & SELF-GENERATED	14,974
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$24,957</b>

**Expenditures**

	Amount
Salaries	19,739
Other Compensation	—
Related Benefits	5,218
<b>TOTAL PERSONAL SERVICES</b>	<b>\$24,957</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$24,957</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Form 11614 — 820 - Other Adjustments**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	36,474
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$36,474</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	36,474
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$36,474</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$36,474</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**820T - Office Of State Procurement**

**Means of Financing**

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	—	—	9,983	—	—	4,930,559
FEES & SELF-GENERATED	7,952,842	—	10,664	14,974	—	36,474	8,014,954
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>—</b>	<b>\$10,664</b>	<b>\$24,957</b>	<b>—</b>	<b>\$36,474</b>	<b>\$12,945,513</b>

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
Fees & Self-Generated	7,952,842	—	10,664	14,974	—	36,474	8,014,954
<b>Total:</b>	<b>\$7,952,842</b>	<b>—</b>	<b>\$10,664</b>	<b>\$14,974</b>	<b>—</b>	<b>\$36,474</b>	<b>\$8,014,954</b>

Expenditures and Positions

Description	Existing Operating Budget as of 10/01/2022	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2023-2024 Requested Continuation Level
Salaries	7,022,044	—	—	19,739	—	—	7,041,783
Other Compensation	78,829	—	—	—	—	—	78,829
Related Benefits	3,519,134	—	—	5,218	—	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>—</b>	<b>—</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	—	81	—	—	—	3,472
Operating Services	365,472	—	8,661	—	—	36,474	410,607
Supplies	61,577	—	1,460	—	—	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>—</b>	<b>\$10,202</b>	<b>—</b>	<b>—</b>	<b>\$36,474</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	—	—	—	8,225
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,795,246	—	—	—	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>—</b>	<b>\$10,664</b>	<b>\$24,957</b>	<b>—</b>	<b>\$36,474</b>	<b>\$12,945,513</b>
Classified	99	—	—	—	—	—	99
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**CONTINUATION BUDGET ADJUSTMENTS - BY PROGRAM**

**Form 11659 — Standard Inflation Adjustment**

**820T - Office Of State Procurement**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	10,664
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$10,664</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	81
Operating Services	8,661
Supplies	1,460
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,202</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$462</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$10,664</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Fees and Self-Generated**

	Amount
Fees & Self-Generated	10,664
<b>Total:</b>	<b>\$10,664</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	<b>—</b>

**Supporting Detail**

**Means of Financing**

Description	Amount
Fees & Self-Generated	10,664
Interagency Transfers	—
<b>Total:</b>	<b>\$10,664</b>

**Travel**

Commitment item	Name	Amount
5210010	IN-STATE TRAVEL-ADM	45
5210015	IN-STATE TRAVEL-CONF	36
<b>Total:</b>		<b>\$81</b>

**Operating Services**

Commitment item	Name	Amount
5310001	SERV-ADVERTISING	1,738
5310005	SERV-PRINTING	56
5310010	SERV-DUES & OTHER	246
5310013	SERV-LAB FEES	15
5310017	SERV-DOC DESTRUCTION	10
5310400	SERV-MISC	188
5340020	RENT-EQUIPMENT	297
5340072	SOFTWARE LICENSING	5,897
5350005	UTIL-OTHER COMM SERV	190
5350006	UTIL-MAIL/DEL/POST	24
<b>Total:</b>		<b>\$8,661</b>

**Supplies**

Commitment item	Name	Amount
5410001	SUP-OFFICE SUPPLIES	820
5410006	SUP-COMPUTER	435
5410016	SUP-BLD	10

**Supplies (continued)**

Commitment item	Name	Amount
5410017	SUP-JANITORIAL	34
5410400	SUP-OTHER	161
<b>Total:</b>		<b>\$1,460</b>

**Professional Services**

Commitment item	Name	Amount
5510400	PROF SERV-OTHER	462
<b>Total:</b>		<b>\$462</b>

**Form 11613 — 820 - Compulsory Adjustments**

**820T - Office Of State Procurement**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	9,983
FEES & SELF-GENERATED	14,974
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$24,957</b>

**EXPENDITURES**

	Amount
Salaries	19,739
Other Compensation	—
Related Benefits	5,218
<b>TOTAL PERSONAL SERVICES</b>	<b>\$24,957</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$24,957</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Fees and Self-Generated**

	Amount
Fees & Self-Generated	14,974
<b>Total:</b>	<b>\$14,974</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	<b>—</b>

Question	Narrative Response
Explain the need for this request.	This adjustment fully funds salaries and related benefits for FY 23-24.
Cite performance indicators for the adjustment.	N/A
What would the impact be if this is not funded?	N/A
Is revenue a fixed amount or can it be adjusted?	N/A
Is the expenditure of these revenues restricted?	N/A
Additional information or comments.	N/A

**Form 11614 — 820 - Other Adjustments**

**820T - Office Of State Procurement**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	36,474
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$36,474</b>

**EXPENDITURES**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	36,474
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$36,474</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$36,474</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Fees and Self-Generated**

	Amount
Fees & Self-Generated	36,474
<b>Total:</b>	<b>\$36,474</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	<b>—</b>

Question	Narrative Response
<b>Explain the need for this request.</b>	OSP plans to continue to improve both the RFP experience for statewide agencies as well as the outcomes achieved by the State. Therefore, we have amended our current Carahsoft/SAP software to include the Supplier Lifecycle and Performance add-on. This software will provide the tools to better manage suppliers/vendors in the following ways: (1) Provide a single, up-to-date supplier record and make it easier for them to maintain their own information; (2) Let OSP manage suppliers/vendors based on specific parameters; and (3) Help OSP operate with speed and consistency in the RFP process.
<b>Cite performance indicators for the adjustment.</b>	OSP's key activity objective is as follows: OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time. Key Performance Indicators: [80%] Percentage of total RFP administration completed within 232 days; [80%] Percentage of RFP's published within 120 days; [80%] Percentage of RFP award concurrences decided within 21 days; and [80%] Percentage of contracts resulting from RFP process approved within 21 days.
<b>What would the impact be if this is not funded?</b>	Without the continued investment in technology, OSP will not be able the utilize this SAP/Ariba software, which was approved in a request previously, to its full potential.
<b>Is revenue a fixed amount or can it be adjusted?</b>	Revenue cannot be adjusted based upon the recommended level of expenditure. If the requested amount is reduced, OSP will be unable to implement this tool.
<b>Is the expenditure of these revenues restricted?</b>	No, the expenditures of these revenues are not restricted. They are eligible to fund any expenditure in the Office of State Procurement.
<b>Additional information or comments.</b>	N/A

# Technical and Other Adjustments

## AGENCY SUMMARY STATEMENT

### Total Agency

Means of Financing	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in this Adjustment Package	FY2023-2024 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	9,983	—	4,930,559
FEES & SELF-GENERATED	7,952,842	62,112	—	8,014,954
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>\$12,945,513</b>
Salaries	7,022,044	19,739	—	7,041,783
Other Compensation	78,829	—	—	78,829
Related Benefits	3,519,134	5,218	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	81	—	3,472
Operating Services	365,472	45,135	—	410,607
Supplies	61,577	1,460	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	8,225
Debt Service	—	—	—	—
Interagency Transfers	1,795,246	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>\$12,945,513</b>
<b>Classified</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**PROGRAM BREAKOUT**

<b>Means of Financing</b>	<b>Requested in this Adjustment Package</b>	<b>820T Office Of State Procurement</b>
STATE GENERAL FUND (Direct)	—	—
STATE GENERAL FUND BY:	—	—
INTERAGENCY TRANSFERS	—	—
FEES & SELF-GENERATED	—	—
STATUTORY DEDICATIONS	—	—
FEDERAL FUNDS	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>—</b>	<b>—</b>
Salaries	—	—
Other Compensation	—	—
Related Benefits	—	—
<b>TOTAL SALARIES</b>	<b>—</b>	<b>—</b>
Travel	—	—
Operating Services	—	—
Supplies	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>
Other Charges	—	—
Debt Service	—	—
Interagency Transfers	—	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>—</b>
Acquisitions	—	—
Major Repairs	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES &amp; REQUEST</b>	<b>—</b>	<b>—</b>
<b>Classified</b>	<b>—</b>	<b>—</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**820T - Office Of State Procurement**

Means of Financing	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in this Adjustment Package	FY2023-2024 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	9,983	—	4,930,559
FEES & SELF-GENERATED	7,952,842	62,112	—	8,014,954
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>\$12,945,513</b>
Salaries	7,022,044	19,739	—	7,041,783
Other Compensation	78,829	—	—	78,829
Related Benefits	3,519,134	5,218	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	81	—	3,472
Operating Services	365,472	45,135	—	410,607
Supplies	61,577	1,460	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	8,225
Debt Service	—	—	—	—
Interagency Transfers	1,795,246	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>\$12,945,513</b>
<b>Classified</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>99</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

# New or Expanded Requests

## AGENCY SUMMARY STATEMENT

### Total Agency

Means of Financing and Expenditures	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	9,983	—	—	4,930,559
FEES & SELF-GENERATED	7,952,842	62,112	—	—	8,014,954
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>
Salaries	7,022,044	19,739	—	—	7,041,783
Other Compensation	78,829	—	—	—	78,829
Related Benefits	3,519,134	5,218	—	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	81	—	—	3,472
Operating Services	365,472	45,135	—	—	410,607
Supplies	61,577	1,460	—	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	1,795,246	—	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>
Classified	99	—	—	—	99
Unclassified	—	—	—	—	—
TOTAL AUTHORIZED T.O. POSITIONS	99	—	—	—	99
TOTAL AUTHORIZED OTHER CHARGES POSITIONS	—	—	—	—	—
TOTAL NON-T.O. FTE POSITIONS	—	—	—	—	—

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
Fees & Self-Generated	7,952,842	62,112	—	—	8,014,954
<b>Total:</b>	<b>\$7,952,842</b>	<b>\$62,112</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**820T - Office Of State Procurement**

Means of Financing and Expenditures	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,920,576	9,983	—	—	4,930,559
FEES & SELF-GENERATED	7,952,842	62,112	—	—	8,014,954
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>
Salaries	7,022,044	19,739	—	—	7,041,783
Other Compensation	78,829	—	—	—	78,829
Related Benefits	3,519,134	5,218	—	—	3,524,352
<b>TOTAL PERSONAL SERVICES</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>
Travel	3,391	81	—	—	3,472
Operating Services	365,472	45,135	—	—	410,607
Supplies	61,577	1,460	—	—	63,037
<b>TOTAL OPERATING EXPENSES</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>
Other Charges	8,225	—	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	1,795,246	—	—	—	1,795,246
<b>TOTAL OTHER CHARGES</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>
Acquisitions	—	—	—	—	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>
Classified	99	—	—	—	99
Unclassified	—	—	—	—	—
TOTAL AUTHORIZED T.O. POSITIONS	99	—	—	—	99
TOTAL AUTHORIZED OTHER CHARGES POSITIONS	—	—	—	—	—
TOTAL NON-T.O. FTE POSITIONS	—	—	—	—	—

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
Fees & Self-Generated	7,952,842	62,112	—	—	8,014,954
<b>Total:</b>	<b>\$7,952,842</b>	<b>\$62,112</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustment	FY2023-2024 Requested in Technical/Other Package	FY2023-2024 Requested New/Expanded	FY2023-2024 Requested Realignment
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>



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# Total Request Summary

## AGENCY SUMMARY STATEMENT

### Total Agency

#### Means of Financing

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	5,165,892	4,920,576	9,983	—	—	4,930,559	9,983
FEES & SELF-GENERATED	5,954,488	7,952,842	62,112	—	—	8,014,954	62,112
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

**Fees and Self-Generated**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
Fees & Self-Generated	5,954,488	7,952,842	62,112	—	—	8,014,954	62,112
<b>Total:</b>	<b>\$5,954,488</b>	<b>\$7,952,842</b>	<b>\$62,112</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>	<b>\$62,112</b>

**Statutory Dedications**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Expenditures and Positions

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
Salaries	6,095,061	7,022,044	19,739	—	—	7,041,783	19,739
Other Compensation	19,703	78,829	—	—	—	78,829	—
Related Benefits	3,106,437	3,519,134	5,218	—	—	3,524,352	5,218
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,221,201</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>	<b>\$24,957</b>
Travel	124	3,391	81	—	—	3,472	81
Operating Services	343,860	365,472	45,135	—	—	410,607	45,135
Supplies	22,428	61,577	1,460	—	—	63,037	1,460
<b>TOTAL OPERATING EXPENSES</b>	<b>\$366,412</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>	<b>\$46,676</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>	<b>\$462</b>
Other Charges	—	8,225	—	—	—	8,225	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,525,671	1,795,246	—	—	—	1,795,246	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,525,671</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>	<b>—</b>
Acquisitions	7,097	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>	<b>\$72,095</b>
Classified	99	99	—	—	—	99	—
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>99</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**820T - Office Of State Procurement**

**Means of Financing**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	5,165,892	4,920,576	9,983	—	—	4,930,559	9,983
FEES & SELF-GENERATED	5,954,488	7,952,842	62,112	—	—	8,014,954	62,112
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>	<b>\$72,095</b>

**Fees and Self-Generated**

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
Fees & Self-Generated	5,954,488	7,952,842	62,112	—	—	8,014,954	62,112
<b>Total:</b>	<b>\$5,954,488</b>	<b>\$7,952,842</b>	<b>\$62,112</b>	<b>—</b>	<b>—</b>	<b>\$8,014,954</b>	<b>\$62,112</b>

Expenditures and Positions

Description	FY2021-2022 Actuals	Existing Operating Budget as of 10/01/2022	FY2023-2024 Requested Continuation Adjustments	FY2023-2024 Requested in Technical/Other Adjustments	FY2023-2024 Requested New or Expanded Adjustments	FY2023-2024 Total Request	Over/Under EOB
Salaries	6,095,061	7,022,044	19,739	—	—	7,041,783	19,739
Other Compensation	19,703	78,829	—	—	—	78,829	—
Related Benefits	3,106,437	3,519,134	5,218	—	—	3,524,352	5,218
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,221,201</b>	<b>\$10,620,007</b>	<b>\$24,957</b>	<b>—</b>	<b>—</b>	<b>\$10,644,964</b>	<b>\$24,957</b>
Travel	124	3,391	81	—	—	3,472	81
Operating Services	343,860	365,472	45,135	—	—	410,607	45,135
Supplies	22,428	61,577	1,460	—	—	63,037	1,460
<b>TOTAL OPERATING EXPENSES</b>	<b>\$366,412</b>	<b>\$430,440</b>	<b>\$46,676</b>	<b>—</b>	<b>—</b>	<b>\$477,116</b>	<b>\$46,676</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$462</b>	<b>—</b>	<b>—</b>	<b>\$19,962</b>	<b>\$462</b>
Other Charges	—	8,225	—	—	—	8,225	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,525,671	1,795,246	—	—	—	1,795,246	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,525,671</b>	<b>\$1,803,471</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,803,471</b>	<b>—</b>
Acquisitions	7,097	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$7,097</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,120,380</b>	<b>\$12,873,418</b>	<b>\$72,095</b>	<b>—</b>	<b>—</b>	<b>\$12,945,513</b>	<b>\$72,095</b>
Classified	99	99	—	—	—	99	—
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>99</b>	<b>99</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>99</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>



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# Addenda

# INTERAGENCY TRANSFERS

INTERAGENCY AGREEMENT

Interagency Agreement Between DIVISION OF ADMINISTRATION - OFFICE OF FINANCE AND SUPPORT SERVICES (107) and OFFICE OF STATE PROCUREMENT (820)  
 (Recipient Agency and #) (Sending Agency and #)

For Fiscal Year 2023-2024 DIVISION OF ADMINISTRATION - OFFICE OF FINANCE AND SUPPORT SERVICES (107) is budgeted to receive the following revenue  
 (Agency and #)

from OFFICE OF STATE PROCUREMENT (820) by Interagency Transfer for the following reason(s):  
 (Agency and #)

Provide Fiscal Support Services:

169,439

*Denise J. [Signature]* 10/6/2022  
 Recipient Agency Fiscal Officer Date

*Kalinsky Matthew* 10/10/22  
 Sending Agency Fiscal Officer Date

NOTE:  
 It is the Receiving Agency's responsibility to ensure the execution of this Agreement.  
 Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).

INTERAGENCY AGREEMENT

Interagency Agreement Between DIVISION OF ADMINISTRATION - OFFICE OF HUMAN RESOURCES (107) and OFFICE OF STATE PROCUREMENT (820)  
 (Recipient Agency and #) (Sending Agency and #)

For Fiscal Year 2023-2024 DIVISION OF ADMINISTRATION - OFFICE OF HUMAN RESOURCES (107) is budgeted to receive the following revenue  
 (Agency and #)

from OFFICE OF STATE PROCUREMENT (820) by Interagency Transfer for the following reason(s):  
 (Agency and #)

Provide Human Resources services

93,929

 10/6/2022  
 Recipient Agency Fiscal Officer Date

 10/10/22  
 Sending Agency Fiscal Officer Date

NOTE:  
 It is the Receiving Agency's responsibility to ensure the execution of this Agreement.  
 Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).

INTERAGENCY AGREEMENT

Interagency Agreement Between DIVISION OF ADMINISTRATION - OFFICE OF THE COMMISSIONER (107) and OFFICE OF STATE PROCUREMENT (820)  
 (Recipient Agency and #) (Sending Agency and #)

For Fiscal Year 2023-2024 DIVISION OF ADMINISTRATION - OFFICE OF THE COMMISSIONER (107) is budgeted to receive the following revenue  
 (Agency and #)

from OFFICE OF STATE PROCUREMENT (820) by Interagency Transfer for the following reason(s):  
 (Agency and #)

Support services provided by the Commissioner's Office:

\$230,533

 10/6/2022  
 Recipient Agency Fiscal Officer Date

 10/10/22  
 Sending Agency Fiscal Officer Date

NOTE:  
 It is the Receiving Agency's responsibility to ensure the execution of this Agreement.  
 Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).

INTERAGENCY AGREEMENT

Interagency Agreement Between DIVISION OF ADMINISTRATION - OFFICE OF GENERAL COUNSEL (107) and OFFICE OF STATE PROCUREMENT (820)  
 (Recipient Agency and #) (Sending Agency and #)

For Fiscal Year 2023-2024 DIVISION OF ADMINISTRATION - OFFICE OF GENERAL COUNSEL (107) is budgeted to receive the following revenue  
 (Agency and #)

from OFFICE OF STATE PROCUREMENT (820) by Interagency Transfer for the following reason(s):  
 (Agency and #)

Provide Legal Counsel Services

356,036

 10/6/22  
 Recipient Agency Fiscal Officer Date

 10/10/22  
 Sending Agency Fiscal Officer Date

NOTE:  
 It is the Receiving Agency's responsibility to ensure the execution of this Agreement.  
 Both Agencies must submit copies of this Agreement with their Budget Request (and any subsequent BA-7s as documentation for I.A.T. revenues and I.A.T. expense).



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