

# Agency Budget Request

FISCAL YEAR 2024–2025



Ancillary Appropriations

820 — Office of State Procurement



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# Signature Page

BUDGET REQUEST

Fiscal Year Ending June 30 ,2025

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.

<p>HEAD OF DEPARTMENT: _____ PRINTED NAME/TITLE: <u>Jay Dardenne/Commissioner of Administration</u> DATE: <u>November 1, 2023</u> EMAIL ADDRESS: <u>DOACommissioner@la.gov</u></p>	<p>HEAD OF BUDGET UNIT: <u><i>Tom Ketterer</i></u> PRINTED NAME/TITLE: <u>Tom Ketterer/Director</u> DATE: <u>November 1, 2023</u> EMAIL ADDRESS: <u>Tom.Ketterer@la.gov</u></p>
<p>PROGRAM CONTACT PERSON: <u>Zalinsky Matthew</u> TITLE: <u>Assistant Director</u> TELEPHONE NUMBER: <u>225-342-6677</u> EMAIL ADDRESS: <u>Zalinsky.Matthew@la.gov</u></p>	<p>FINANCIAL CONTACT PERSON: <u>Ashley Dromgoole</u> TITLE: <u>Budget Administrator</u> TELEPHONE NUMBER: <u>225-342-5226</u> EMAIL ADDRESS: <u>Ashley.Dromgoole2@la.gov</u></p>

# Operational Plan

**STATE OF LOUISIANA**  
**Operational Plan Form**  
**Agency Goals**

**OP PLAN - ACT/OBJ**  
**Fiscal Year 2024 - 2025**  
**Report Date: 10/18/23**

**AGENCY NUMBER AND NAME: 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.



**STATE OF LOUISIANA**  
**Operational Plan Form**  
**Program Goals**

**OP PLAN - ACT/OBJ**  
**Fiscal Year 2024 - 2025**  
**Report Date: 10/18/23**

**PROGRAM NUMBER AND NAME: 820T**

**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):**

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:**

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.

**STATE OF LOUISIANA**  
**Operational Plan Form**  
**Activities/Objectives - Performance Indicators**

OP PLAN - ACT/OBJ  
 Fiscal Year 2024 - 2025  
 Report Date: 10/18/23

DEPARTMENT ID: 21 - Ancillary Appropriations

AGENCY ID: 820 - Office of State Procurement

PROGRAM ID: 820T - Office Of State Procurement

**PM OBJECTIVE: 820T-01 - 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: N/A

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

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other: N/A

Explanatory Notes: N/A

Performance Indicator	Level	Performance Indicator Name	Unit of Measure	Performance Indicator Values						
				Year End Performance Standard 2022 - 2023	Actual Year End Performance 2022 - 2023	Performance Standard as Initially Appropriated	Existing Performance Standard 2023 - 2024	Performance at Continuation Budget Level 2024 - 2025	Performance at Executive Budget Level 2024 - 2025	Performance Standard as Initially Appropriated
112	K	Percentage of Professional Contracts Teams transactions completed within 21 days.	P	80	89	80	80	80	0	0
26007	K	Percentage of Bid Team purchases of \$25,000 or less completed within 30 days.	P	80	79	80	80	80	0	0
26522	K	Percentage of Commodity Team transactions completed within 45 days.	P	80	88	80	80	80	0	0
26523	K	Percentage of total RFP administration completed within 232 days.	P	80	24	80	80	80	0	0
26524	K	Percentage of RFPs published within 120 days.	P	80	23	80	80	80	0	0
26525	K	Percentage of contracts resulting from RFP process approved within 21 days.	P	80	53	80	80	80	0	0

Footnote KS: N/A

**STATE OF LOUISIANA**  
**Operational Plan Form**  
**Activities/Objectives - Performance Indicators**

**OP PLAN - ACT/OBJ**  
**Fiscal Year 2024 - 2025**  
**Report Date: 10/18/23**

**DEPARTMENT ID: 21 - Ancillary Appropriations**

**AGENCY ID: 820 - Office of State Procurement**

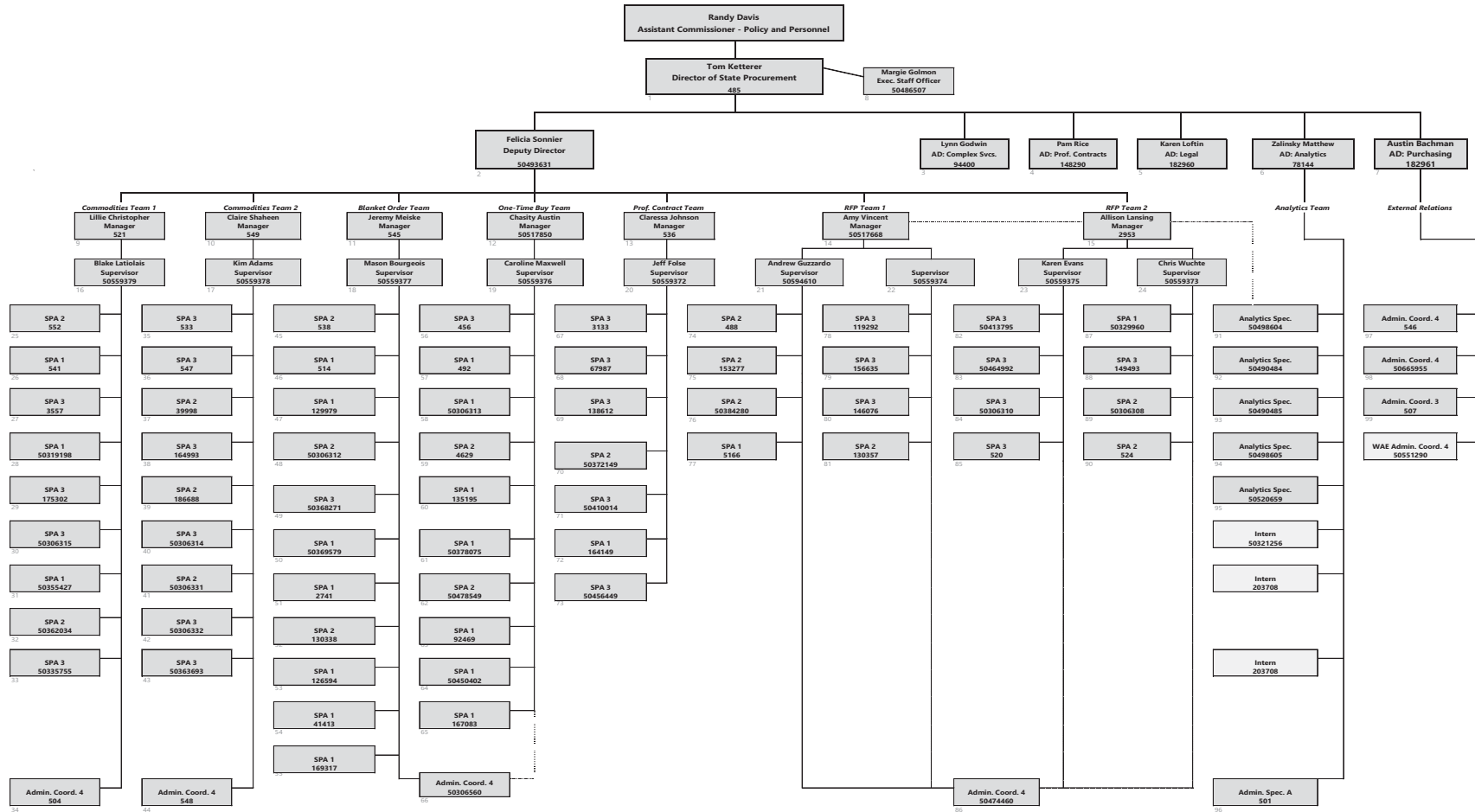
**PROGRAM ID: 820T - Office Of State Procurement**

Performance Indicator	Level	Performance Indicator Name	Unit of Measure	General Performance Information				
				Performance Indicator Values				
				Prior Year Actual FY 2018 - 2019	Prior Year Actual FY 2019 - 2020	Prior Year Actual FY 2020 - 2021	Prior Year Actual FY 2021 - 2022	Prior Year Actual FY 2022 - 2023
26526	G	"Percentage of RFP award concurrences decided within 21 days"	P	Not Available	Not Available	Not Available	50	53
26527	G	"Average cycle time in days for Professional Contracts Team transactions"	N	Not Available	Not Available	Not Available	11	10
26528	G	"Average cycle time in days for Bid Team transactions"	N	Not Available	Not Available	Not Available	16	19
26529	G	"Average cycle time in days for Commodity team transactions"	N	Not Available	Not Available	Not Available	22	20
26530	G	"Average cycle time in days for the complete RFP process"	N	Not Available	Not Available	Not Available	286	372

Footnote GPI:

(26526, 26527, 26528, 26529, and 26530) Prior Year Actual FY 2018-2019 OSP was not tracking this indicator at this time.  
(26526, 26527, 26528, 26529, and 26530) Prior Year Actual FY 2019-2020 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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,549,788	4,999,758	4,764,322	(235,436)	(4.71)%
FEES & SELF-GENERATED	7,249,770	8,657,356	8,415,148	(242,208)	(2.80)%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>	<b>(3.50)%</b>

**Fees and Self-Generated**

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
Fees & Self-generated	7,249,770	8,657,356	8,415,148	(242,208)	(2.80)%
<b>Total:</b>	<b>\$7,249,770</b>	<b>\$8,657,356</b>	<b>\$8,415,148</b>	<b>\$(242,208)</b>	<b>(2.80)%</b>

**Statutory Dedications**

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
<b>Total:</b>	—	—	—	—	—

**Agency Expenditures**

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
Salaries	6,388,811	7,668,612	7,256,659	(411,953)	(5.37)%
Other Compensation	7,712	78,829	78,829	—	—
Related Benefits	3,339,075	3,502,312	3,325,674	(176,638)	(5.04)%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,735,598</b>	<b>\$11,249,753</b>	<b>\$10,661,162</b>	<b>\$(588,591)</b>	<b>(5.23)%</b>
Travel	—	3,391	3,468	77	2.27%
Operating Services	303,220	401,946	510,991	109,045	27.13%
Supplies	19,479	61,577	62,963	1,386	2.25%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$322,699</b>	<b>\$466,914</b>	<b>\$577,422</b>	<b>\$110,508</b>	<b>23.67%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$19,939</b>	<b>\$439</b>	<b>2.25%</b>
Other Charges	—	8,225	8,225	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	1,741,260	1,912,722	1,912,722	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,741,260</b>	<b>\$1,920,947</b>	<b>\$1,920,947</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>TOTAL EXPENDITURES</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>	<b>(3.50)%</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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
Interagency Transfers	4,549,788	4,999,758	4,764,322	(235,436)
Fees & Self-generated	7,249,770	8,657,356	8,415,148	(242,208)
<b>Total:</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

**Salaries**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	6,323,907	7,536,067	7,124,114	(411,953)
5110015	SAL-CLASS-TO-OT	18,955	28,081	28,081	—
5110020	SAL-CLASS-TO-TERM	45,949	104,464	104,464	—
<b>Total Salaries:</b>		<b>\$6,388,811</b>	<b>\$7,668,612</b>	<b>\$7,256,659</b>	<b>\$(411,953)</b>

**Other Compensation**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	—	50,000	50,000	—
5120035	STUDENT LABOR	7,712	28,829	28,829	—
<b>Total Other Compensation:</b>		<b>\$7,712</b>	<b>\$78,829</b>	<b>\$78,829</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	2,362,341	2,504,889	2,332,281	(172,608)
5130020	RET CONTR-TEACHERS	44,710	20,264	20,264	—
5130050	POSTRET BENEFITS	209,298	176,172	176,172	—
5130055	FICA TAX (OASDI)	5,136	13,603	13,603	—
5130060	MEDICARE TAX	85,919	84,410	78,437	(5,973)
5130065	UNEMPLOYMENT BENEFIT	—	2,901	2,901	—

Related Benefits (continued)

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	618,661	685,816	685,816	—
5130090	TAXABLE FRINGE BEN	13,010	14,257	16,200	1,943
<b>Total Related Benefits:</b>		<b>\$3,339,075</b>	<b>\$3,502,312</b>	<b>\$3,325,674</b>	<b>\$(176,638)</b>

Travel

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5210010	IN-STATE TRAVEL-ADM	—	1,891	1,934	43
5210015	IN-STATE TRAVEL-CONF	—	1,500	1,534	34
<b>Total Travel:</b>		<b>—</b>	<b>\$3,391</b>	<b>\$3,468</b>	<b>\$77</b>

Operating Services

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5310001	SERV-ADVERTISING	21,950	73,354	75,004	1,650
5310005	SERV-PRINTING	1,208	2,379	2,433	54
5310010	SERV-DUES & OTHER	100	10,394	10,628	234
5310011	SERV-SUBSCRIPTIONS	4,014	—	—	—
5310013	SERV-LAB FEES	178	630	644	14
5310017	SERV-DOC DESTRUCTION	529	402	411	9
5310042	SERV-BAR DUES	870	—	—	—
5310400	SERV-MISC	2,097	7,936	8,115	179
5330001	MAINT-BUILDINGS	2,251	—	—	—
5330029	MAINT-IT EQUIPMENT	92	—	—	—
5340020	RENT-EQUIPMENT	9,682	12,540	12,822	282
5340072	SOFTWARE LICENSING	248,803	285,277	391,696	106,419
5350005	UTIL-OTHER COMM SERV	11,243	8,028	8,209	181
5350006	UTIL-MAIL/DEL/POST	204	1,006	1,029	23
<b>Total Operating Services:</b>		<b>\$303,220</b>	<b>\$401,946</b>	<b>\$510,991</b>	<b>\$109,045</b>

**Supplies**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	10,154	34,585	35,363	778
5410006	SUP-COMPUTER	8,092	18,338	18,751	413
5410007	SUP-CLOTHING/UNIFORM	779	—	—	—
5410013	SUP-FOOD & BEVERAGE	261	—	—	—
5410016	SUP-BLD	—	440	450	10
5410017	SUP-JANITORIAL	—	1,436	1,468	32
5410400	SUP-OTHER	194	6,778	6,931	153
<b>Total Supplies:</b>		<b>\$19,479</b>	<b>\$61,577</b>	<b>\$62,963</b>	<b>\$1,386</b>

**Professional Services**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5510400	PROF SERV-OTHER	—	19,500	19,939	439
<b>Total Professional Services:</b>		<b>—</b>	<b>\$19,500</b>	<b>\$19,939</b>	<b>\$439</b>

**Other Charges**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	847,244	849,937	849,937	—
5950007	IAT-PRINTING	879	2,128	2,128	—
5950008	IAT-POSTAGE	692	10,074	10,074	—
5950014	IAT-TELEPHONE	29,881	101,595	101,595	—
5950026	IAT-RENTALS	247,374	273,931	273,931	—
5950049	IAT-CIVIL SERVICE	44,756	43,009	43,009	—

Interagency Transfers (continued)

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5950050	IAT-ORM INSURANCE	108,426	96,072	96,072	—
5950051	IAT-OSUP	5,723	5,934	5,934	—
5950058	IAT-TECH SVCS	456,285	530,042	530,042	—
<b>Total Interagency Transfers:</b>		<b>\$1,741,260</b>	<b>\$1,912,722</b>	<b>\$1,912,722</b>	<b>—</b>
<b>Total Agency Expenditures:</b>		<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

## PROGRAM SUMMARY STATEMENT

### 820T - Office Of State Procurement

#### Means of Financing

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,549,788	4,999,758	4,764,322	(235,436)	(4.71)%
FEES & SELF-GENERATED	7,249,770	8,657,356	8,415,148	(242,208)	(2.80)%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>	<b>(3.50)%</b>

**Fees and Self-Generated**

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
Fees & Self-generated	7,249,770	8,657,356	8,415,148	(242,208)	(2.80)%
<b>Total:</b>	<b>\$7,249,770</b>	<b>\$8,657,356</b>	<b>\$8,415,148</b>	<b>\$(242,208)</b>	<b>(2.80)%</b>

**Program Expenditures**

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Percent Change
Salaries	6,388,811	7,668,612	7,256,659	(411,953)	(5.37)%
Other Compensation	7,712	78,829	78,829	—	—
Related Benefits	3,339,075	3,502,312	3,325,674	(176,638)	(5.04)%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,735,598</b>	<b>\$11,249,753</b>	<b>\$10,661,162</b>	<b>\$(588,591)</b>	<b>(5.23)%</b>
Travel	—	3,391	3,468	77	2.27%
Operating Services	303,220	401,946	510,991	109,045	27.13%
Supplies	19,479	61,577	62,963	1,386	2.25%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$322,699</b>	<b>\$466,914</b>	<b>\$577,422</b>	<b>\$110,508</b>	<b>23.67%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$19,939</b>	<b>\$439</b>	<b>2.25%</b>
Other Charges	—	8,225	8,225	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	1,741,260	1,912,722	1,912,722	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,741,260</b>	<b>\$1,920,947</b>	<b>\$1,920,947</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>TOTAL EXPENDITURES</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>	<b>(3.50)%</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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
Interagency Transfers	4,549,788	4,999,758	4,764,322	(235,436)
Fees & Self-generated	7,249,770	8,657,356	8,415,148	(242,208)
<b>Total:</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

**Salaries**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	6,323,907	7,536,067	7,124,114	(411,953)
5110015	SAL-CLASS-TO-OT	18,955	28,081	28,081	—
5110020	SAL-CLASS-TO-TERM	45,949	104,464	104,464	—
<b>Total Salaries:</b>		<b>\$6,388,811</b>	<b>\$7,668,612</b>	<b>\$7,256,659</b>	<b>\$(411,953)</b>

**Other Compensation**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	—	50,000	50,000	—
5120035	STUDENT LABOR	7,712	28,829	28,829	—
<b>Total Other Compensation:</b>		<b>\$7,712</b>	<b>\$78,829</b>	<b>\$78,829</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	2,362,341	2,504,889	2,332,281	(172,608)
5130020	RET CONTR-TEACHERS	44,710	20,264	20,264	—
5130050	POSTRET BENEFITS	209,298	176,172	176,172	—
5130055	FICA TAX (OASDI)	5,136	13,603	13,603	—
5130060	MEDICARE TAX	85,919	84,410	78,437	(5,973)
5130065	UNEMPLOYMENT BENEFIT	—	2,901	2,901	—



Related Benefits *(continued)*

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	618,661	685,816	685,816	—
5130090	TAXABLE FRINGE BEN	13,010	14,257	16,200	1,943
<b>Total Related Benefits:</b>		<b>\$3,339,075</b>	<b>\$3,502,312</b>	<b>\$3,325,674</b>	<b>\$(176,638)</b>

Travel

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5210010	IN-STATE TRAVEL-ADM	—	1,891	1,934	43
5210015	IN-STATE TRAVEL-CONF	—	1,500	1,534	34
<b>Total Travel:</b>		<b>—</b>	<b>\$3,391</b>	<b>\$3,468</b>	<b>\$77</b>

Operating Services

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5310001	SERV-ADVERTISING	21,950	73,354	75,004	1,650
5310005	SERV-PRINTING	1,208	2,379	2,433	54
5310010	SERV-DUES & OTHER	100	10,394	10,628	234
5310011	SERV-SUBSCRIPTIONS	4,014	—	—	—
5310013	SERV-LAB FEES	178	630	644	14
5310017	SERV-DOC DESTRUCTION	529	402	411	9
5310042	SERV-BAR DUES	870	—	—	—
5310400	SERV-MISC	2,097	7,936	8,115	179
5330001	MAINT-BUILDINGS	2,251	—	—	—
5330029	MAINT-IT EQUIPMENT	92	—	—	—
5340020	RENT-EQUIPMENT	9,682	12,540	12,822	282
5340072	SOFTWARE LICENSING	248,803	285,277	391,696	106,419
5350005	UTIL-OTHER COMM SERV	11,243	8,028	8,209	181
5350006	UTIL-MAIL/DEL/POST	204	1,006	1,029	23
<b>Total Operating Services:</b>		<b>\$303,220</b>	<b>\$401,946</b>	<b>\$510,991</b>	<b>\$109,045</b>

**Supplies**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	10,154	34,585	35,363	778
5410006	SUP-COMPUTER	8,092	18,338	18,751	413
5410007	SUP-CLOTHING/UNIFORM	779	—	—	—
5410013	SUP-FOOD & BEVERAGE	261	—	—	—
5410016	SUP-BLD	—	440	450	10
5410017	SUP-JANITORIAL	—	1,436	1,468	32
5410400	SUP-OTHER	194	6,778	6,931	153
<b>Total Supplies:</b>		<b>\$19,479</b>	<b>\$61,577</b>	<b>\$62,963</b>	<b>\$1,386</b>

**Professional Services**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5510400	PROF SERV-OTHER	—	19,500	19,939	439
<b>Total Professional Services:</b>		<b>—</b>	<b>\$19,500</b>	<b>\$19,939</b>	<b>\$439</b>

**Other Charges**

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	847,244	849,937	849,937	—
5950007	IAT-PRINTING	879	2,128	2,128	—
5950008	IAT-POSTAGE	692	10,074	10,074	—
5950014	IAT-TELEPHONE	29,881	101,595	101,595	—
5950026	IAT-RENTALS	247,374	273,931	273,931	—
5950049	IAT-CIVIL SERVICE	44,756	43,009	43,009	—

Interagency Transfers *(continued)*

Commitment Item	Name	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB
5950050	IAT-ORM INSURANCE	108,426	96,072	96,072	—
5950051	IAT-OSUP	5,723	5,934	5,934	—
5950058	IAT-TECH SVCS	456,285	530,042	530,042	—
<b>Total Interagency Transfers:</b>		<b>\$1,741,260</b>	<b>\$1,912,722</b>	<b>\$1,912,722</b>	<b>—</b>
<b>Total Expenditures for Program 820T</b>		<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>
<b>Total Agency Expenditures:</b>		<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

## SOURCE OF FUNDING SUMMARY

### Agency Overview

#### Interagency Transfers

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Form ID
INTERAGENCY TRANSFERS	4,549,788	4,999,758	4,764,322	(235,436)	23718
<b>Total Interagency Transfers</b>	<b>\$4,549,788</b>	<b>\$4,999,758</b>	<b>\$4,764,322</b>	<b>\$(235,436)</b>	

#### Fees & Self-generated

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Total Request	Over/Under EOB	Form ID
FEES & SELF GENERATED	7,249,770	8,657,356	8,415,148	(242,208)	23717
<b>Total Fees &amp; Self-generated</b>	<b>\$7,249,770</b>	<b>\$8,657,356</b>	<b>\$8,415,148</b>	<b>\$(242,208)</b>	
<b>Total Sources of Funding:</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>	

**SOURCE OF FUNDING DETAIL**

**Interagency Transfers**

**Form 23718 — 820 - Interagency Transfers**

Expenditures	Existing Operating Budget as of 10/01/2023			FY2024-2025 Total Request			FY2025-2026 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	3,067,444	—	—	2,902,663	—	—	2,902,663	—	—
Other Compensation	31,532	—	—	31,532	—	—	31,532	—	—
Related Benefits	1,400,925	—	—	1,330,270	—	—	1,330,270	—	—
<b>TOTAL PERSONAL SERVICES</b>	<b>\$4,499,901</b>	<b>—</b>	<b>—</b>	<b>\$4,264,465</b>	<b>—</b>	<b>—</b>	<b>\$4,264,465</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	499,857	—	—	499,857	—	—	499,857	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$499,857</b>	<b>—</b>	<b>—</b>	<b>\$499,857</b>	<b>—</b>	<b>—</b>	<b>\$499,857</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>\$4,999,758</b>	<b>—</b>	<b>—</b>	<b>\$4,764,322</b>	<b>—</b>	<b>—</b>	<b>\$4,764,322</b>	<b>—</b>	<b>—</b>

**Form 23718 — 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 23717 — 820 - Contract Administration Fees & Rebates

Expenditures	Existing Operating Budget as of 10/01/2023			FY2024-2025 Total Request			FY2025-2026 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	4,601,168	—	—	4,353,996	—	—	4,353,996	—	—
Other Compensation	47,297	—	—	47,297	—	—	47,297	—	—
Related Benefits	2,101,387	—	—	1,995,404	—	—	1,995,404	—	—
<b>TOTAL PERSONAL SERVICES</b>	<b>\$6,749,852</b>	<b>—</b>	<b>—</b>	<b>\$6,396,697</b>	<b>—</b>	<b>—</b>	<b>\$6,396,697</b>	<b>—</b>	<b>—</b>
Travel	3,391	—	—	3,468	—	—	3,468	—	—
Operating Services	401,946	—	—	510,991	—	—	510,991	—	—
Supplies	61,577	—	—	62,963	—	—	62,963	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>	<b>—</b>	<b>—</b>
Other Charges	8,225	—	—	8,225	—	—	8,225	—	—
Debt Service	—	—	—	—	—	—	—	—	—
Interagency Transfers	1,412,865	—	—	1,412,865	—	—	1,412,865	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,421,090</b>	<b>—</b>	<b>—</b>	<b>\$1,421,090</b>	<b>—</b>	<b>—</b>	<b>\$1,421,090</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>\$8,657,356</b>	<b>—</b>	<b>—</b>	<b>\$8,415,148</b>	<b>—</b>	<b>—</b>	<b>\$8,415,148</b>	<b>—</b>	<b>—</b>

**Form 23717 — 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 23718 INTERAGENCY TRANSFERS	Fees & Self-generated Form ID 23717 FEES & SELF GENERATED
Salaries	—	7,668,612	—	3,067,444	4,601,168
Other Compensation	—	78,829	—	31,532	47,297
Related Benefits	—	3,502,312	—	1,400,925	2,101,387
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$11,249,753</b>	<b>—</b>	<b>\$4,499,901</b>	<b>\$6,749,852</b>
Travel	—	3,391	—	—	3,391
Operating Services	—	401,946	—	—	401,946
Supplies	—	61,577	—	—	61,577
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$466,914</b>	<b>—</b>	<b>—</b>	<b>\$466,914</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	—	1,912,722	—	499,857	1,412,865
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$1,920,947</b>	<b>—</b>	<b>\$499,857</b>	<b>\$1,421,090</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>\$13,657,114</b>	<b>—</b>	<b>\$4,999,758</b>	<b>\$8,657,356</b>

## Total Request

Expenditures	Used as a Cash Match	Total Means of Financing By Expenditure	Total State General Fund	Interagency Transfers Form ID 23718 INTERAGENCY TRANSFERS	Fees & Self-generated Form ID 23717 FEES & SELF GENERATED
Salaries	—	7,256,659	—	2,902,663	4,353,996
Other Compensation	—	78,829	—	31,532	47,297
Related Benefits	—	3,325,674	—	1,330,270	1,995,404
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$10,661,162</b>	<b>—</b>	<b>\$4,264,465</b>	<b>\$6,396,697</b>
Travel	—	3,468	—	—	3,468
Operating Services	—	510,991	—	—	510,991
Supplies	—	62,963	—	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$577,422</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,939</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	—	8,225	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	—	1,912,722	—	499,857	1,412,865
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$1,920,947</b>	<b>—</b>	<b>\$499,857</b>	<b>\$1,421,090</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>\$13,179,470</b>	<b>—</b>	<b>\$4,764,322</b>	<b>\$8,415,148</b>

**REVENUE COLLECTIONS/INCOME**

**Interagency Transfers**

**003 - Interagency Transfers**

Source	Commitment Item	Commitment Item Name	FY2022-2023 Actuals	FY-2024 Estimate	FY2024-2025 Projected	Over/Under Current Year Estimate
<b>SOURCE</b>						
INTEREST ON INVESTMENTS	4430010	INTERESTON INVEST	2,770	—	—	—
MISC RECEIPTS	4710062	MR-NON REVENUE	6,900	—	—	—
PY CASH CARRYOVER	4830022	LEGACY CASH CO	793,056	—	—	—
SALES TO STATE AGENCIES	4610017	SALE STATE-SERVICES	4,127,521	4,999,758	4,764,322	(235,436)
SALES TO STATE AGENCIES	4830016	PY CASH CARRYOVER	—	380,459	380,459	—
<b>Total Collections/Income</b>			<b>\$4,930,247</b>	<b>\$5,380,217</b>	<b>\$5,144,781</b>	<b>\$(235,436)</b>
<b>TYPE</b>						
Expenditures Source of Funding Form (BR-6)			4,549,788	4,999,758	4,764,322	(235,436)
Carryover			380,459	380,459	380,459	—
<b>Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>\$4,930,247</b>	<b>\$5,380,217</b>	<b>\$5,144,781</b>	<b>\$(235,436)</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	FY2022-2023 Actuals	FY-2024 Estimate	FY2024-2025 Projected	Over/Under Current Year Estimate
<b>SOURCE</b>						
INTEREST ON INVESTMENTS	4430010	INTERESTON INVEST	11,303	—	—	—
MISC RECEIPTS	4710095	MR-RECOUP & REBATES	1,219	—	—	—
PY CASH CARRYOVER	4830016	PY CASH CARRYOVER	—	7,578,162	7,578,162	—
PY CASH CARRYOVER	4830022	LEGACY CASH CO	5,659,319	—	—	—
SALES TO STATE AGENCIES	4610017	SALE STATE-SERVICES	9,156,091	8,657,356	8,415,148	(242,208)
<b>Total Collections/Income</b>			<b>\$14,827,932</b>	<b>\$16,235,518</b>	<b>\$15,993,310</b>	<b>\$(242,208)</b>
<b>TYPE</b>						
Expenditures Source of Funding Form (BR-6)			7,249,770	8,657,356	8,415,148	(242,208)
Carryover			7,578,162	7,578,162	7,578,162	—
<b>Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>\$14,827,932</b>	<b>\$16,235,518</b>	<b>\$15,993,310</b>	<b>\$(242,208)</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 25083 — 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 25084 — 820 - Fees & Self-Generated Revenues**

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

## SCHEDULE OF REQUESTED EXPENDITURES

### 820T - Office Of State Procurement

#### Travel

FY2024-2025 Request	Description
1,534	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.
1,934	To visit and confer with agencies and vendors regarding procurement opportunities and outcomes. This includes educating agencies on how to access/utilize contracts.
<b>\$3,468</b>	<b>Total Travel</b>

#### Operating Services

FY2024-2025 Request	Description
354,402	Adobe Acrobat, Storyline, Document Management, and Celerian
8,208	AT&T conference line services and Zoom subscription
75,005	Legal advertising and notices of solicitations in the Advocate and parish newspapers in accordance with R.S.39:1594.
10,628	National Institute of Government Purchasing (NIGP), BAR dues, and Oil Price Information Service (OPIS)
1,029	Postage (USPS, FedEx, UPS) for mailing solicitations, draft contracts, agreements, and protest/dispute correspondence.
2,432	Printing documents through private vendors on jobs which the Office of State Printing does not have the capabilities to print.
644	Provides for drug screening services - Premier Biotech
8,115	Provides for miscellaneous operating service costs not otherwise accounted for, including some system enhancements such as analytical tools and dashboards.
411	Provides for secure shredding services through a statewide contract vendor.
37,295	To amend the current Carahsoft/SAP software to include the Supplier Lifecycle and Performance add-on.
12,822	Xerox Copier W5150PT
<b>\$510,991</b>	<b>Total Operating Services</b>

**Supplies**

FY2024-2025 Request	Description
18,751	Computer supplies not procured through OTS such as desktop peripherals, laptop bags, mice, thumb drives, etc.
1,468	Janitorial supplies
6,931	Large supply purchases for mail stampers etc.
450	Office of State Building supplies
35,363	Presentation Materials, Training Class Supplies, Operating Supplies
<b>\$62,963</b>	<b>Total Supplies</b>

**Professional Services**

FY2024-2025 Request	Means of Financing	Description
19,939	Fees & Self-generated	
<b>\$19,939</b>		<b>Assist the agency with the implementation of the SAP Ariba System.</b>
<b>\$19,939</b>	<b>Total Professional Services</b>	

**Other Charges**

FY2024-2025 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**

FY2024-2025 Request	Means of Financing	Receiving Agency	Description
43,009	Interagency Transfers		
<b>\$43,009</b>		<b>STATE CIVIL SERVICE</b>	<b>Civil Service</b>

**Interagency Transfers** *(continued)*

FY2024-2025 Request	Means of Financing	Receiving Agency	Description
179,311	Fees & Self-generated		
<b>\$179,311</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>DOA Office of Finance &amp; Support Services</b>
86,845	Fees & Self-generated		
<b>\$86,845</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Human Resources Services</b>
301,917	Fees & Self-generated		
<b>\$301,917</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Legal Services</b>
59,102	Fees & Self-generated		
<b>\$59,102</b>		<b>MISCELLANEOUS STATE AID</b>	<b>Miscellaneous Services</b>
96,072	Interagency Transfers		
<b>\$96,072</b>		<b>OFFICE OF RISK MANAGEMENT</b>	<b>Risk Management</b>
259,458	Interagency Transfers		
<b>\$259,458</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>
231,950	Fees & Self-generated		
<b>\$231,950</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Support Services - Commissioner's Office</b>
535,327	Interagency Transfers		
<b>\$535,327</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>
5,934	Interagency Transfers		
<b>\$5,934</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Uniform Payroll Fees</b>
<b>\$1,912,722</b>	<b>Total Interagency Transfers</b>		



# Continuation Budget Adjustments

**AGENCY SUMMARY STATEMENT**

**Total Agency**

**Means of Financing**

Description	Existing Operating Budget as of 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	—	—	(235,436)	—	—	4,764,322
FEES & SELF-GENERATED	8,657,356	—	10,947	(353,155)	—	100,000	8,415,148
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$13,179,470</b>

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
Fees & Self-generated	8,657,356	—	10,947	(353,155)	—	100,000	8,415,148
<b>Total:</b>	<b>\$8,657,356</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(353,155)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$8,415,148</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 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 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
Salaries	7,668,612	—	—	(411,953)	—	—	7,256,659
Other Compensation	78,829	—	—	—	—	—	78,829
Related Benefits	3,502,312	—	—	(176,638)	—	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>—</b>	<b>—</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	—	77	—	—	—	3,468
Operating Services	401,946	—	9,045	—	—	100,000	510,991
Supplies	61,577	—	1,386	—	—	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>—</b>	<b>\$10,508</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	—	—	—	8,225
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,912,722	—	—	—	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>\$13,657,114</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$13,179,470</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 25994 — FY24-25 Standard Inflation Adjustment

#### Means of Financing

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	10,947
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$10,947</b>

#### Expenditures

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	77
Operating Services	9,045
Supplies	1,386
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,508</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$439</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>\$10,947</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 26983 — 820 - Compulsory Adjustments**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	(235,436)
FEES & SELF-GENERATED	(353,155)
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$(588,591)</b>

**Expenditures**

	Amount
Salaries	(411,953)
Other Compensation	—
Related Benefits	(176,638)
<b>TOTAL PERSONAL SERVICES</b>	<b>\$(588,591)</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	—
<b>PROFESSIONAL SERVICES</b>	—
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	—
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	—
<b>TOTAL EXPENDITURES</b>	<b>\$(588,591)</b>

**Positions**

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

**Form 27009 — 820 - Other Adjustments - Software**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	100,000
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$100,000</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	100,000
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$100,000</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>\$100,000</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 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	—	—	(235,436)	—	—	4,764,322
FEES & SELF-GENERATED	8,657,356	—	10,947	(353,155)	—	100,000	8,415,148
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$13,179,470</b>



**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
Fees & Self-generated	8,657,356	—	10,947	(353,155)	—	100,000	8,415,148
<b>Total:</b>	<b>\$8,657,356</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(353,155)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$8,415,148</b>

Expenditures and Positions

Description	Existing Operating Budget as of 10/01/2023	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2024-2025 Requested Continuation Level
Salaries	7,668,612	—	—	(411,953)	—	—	7,256,659
Other Compensation	78,829	—	—	—	—	—	78,829
Related Benefits	3,502,312	—	—	(176,638)	—	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>—</b>	<b>—</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	—	77	—	—	—	3,468
Operating Services	401,946	—	9,045	—	—	100,000	510,991
Supplies	61,577	—	1,386	—	—	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>—</b>	<b>\$10,508</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>—</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	—	—	—	8,225
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,912,722	—	—	—	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>\$13,657,114</b>	<b>—</b>	<b>\$10,947</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$100,000</b>	<b>\$13,179,470</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 25994 — FY24-25 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	10,947
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$10,947</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	77
Operating Services	9,045
Supplies	1,386
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,508</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$439</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>\$10,947</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	10,947
<b>Total:</b>	<b>\$10,947</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	<b>—</b>

**Supporting Detail**

**Means of Financing**

Description	Amount
Fees & Self-generated	10,947
Interagency Transfers	—
<b>Total:</b>	<b>\$10,947</b>

**Travel**

Commitment item	Name	Amount
5210010	IN-STATE TRAVEL-ADM	43
5210015	IN-STATE TRAVEL-CONF	34
<b>Total:</b>		<b>\$77</b>

**Operating Services**

Commitment item	Name	Amount
5310001	SERV-ADVERTISING	1,650
5310005	SERV-PRINTING	54
5310010	SERV-DUES & OTHER	234
5310013	SERV-LAB FEES	14
5310017	SERV-DOC DESTRUCTION	9
5310400	SERV-MISC	179
5340020	RENT-EQUIPMENT	282
5340072	SOFTWARE LICENSING	6,419
5350005	UTIL-OTHER COMM SERV	181
5350006	UTIL-MAIL/DEL/POST	23
<b>Total:</b>		<b>\$9,045</b>

**Supplies**

Commitment item	Name	Amount
5410001	SUP-OFFICE SUPPLIES	778
5410006	SUP-COMPUTER	413
5410016	SUP-BLD	10

**Supplies (continued)**

Commitment item	Name	Amount
5410017	SUP-JANITORIAL	32
5410400	SUP-OTHER	153
<b>Total:</b>		<b>\$1,386</b>

**Professional Services**

Commitment item	Name	Amount
5510400	PROF SERV-OTHER	439
<b>Total:</b>		<b>\$439</b>

**Form 26983 — 820 - Compulsory Adjustments**

**820T - Office Of State Procurement**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	(235,436)
FEES & SELF-GENERATED	(353,155)
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$(588,591)</b>

**EXPENDITURES**

	Amount
Salaries	(411,953)
Other Compensation	—
Related Benefits	(176,638)
<b>TOTAL PERSONAL SERVICES</b>	<b>\$(588,591)</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	—
<b>PROFESSIONAL SERVICES</b>	—
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	—
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	—
<b>TOTAL EXPENDITURES</b>	<b>\$(588,591)</b>

**AUTHORIZED POSITIONS**

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

**Fees and Self-Generated**

	Amount
Fees & Self-generated	(353,155)
<b>Total:</b>	<b>\$(353,155)</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	—

Question	Narrative Response
Explain the need for this request.	This adjustment fully funds salaries and related benefits for FY 24-25.
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 27009 — 820 - Other Adjustments - Software**

**820T - Office Of State Procurement**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	—
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	100,000
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$100,000</b>

**EXPENDITURES**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	100,000
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$100,000</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>\$100,000</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	100,000
<b>Total:</b>	<b>\$100,000</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 procurement experience for statewide agencies as well as the outcomes achieved by the State. Therefore, OSP plans to obtain two systems to manage the workflow and communication between user agencies and vendors. 1. Customer Relationship Management (CRM) system to manage the workflow of our 4 Help Desk services. 2. Usage/Administrative Fee system to manage and evaluate contract usage reports submitted by agencies along with calculating the administrative fees owed to OSP that are derived from these reports.
<b>Cite performance indicators for the adjustment.</b>	OSP 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. These systems will directly impact each of the performance indicators and it will allow a more efficient way to assist our customers in completing each of their requests more timely as questions arise.
<b>What would the impact be if this is not funded?</b>	Without the continued investment in technology, OSP will not be able to continue to efficiently manage the workflow and communicate with customers as the volume of business continues to increase.
<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. No, the expenditures of these revenues are not restricted. They are eligible to fund any expenditure in the Office of State Procurement.
<b>Is the expenditure of these revenues restricted?</b>	N/A
<b>Additional information or comments.</b>	N/A



# Technical and Other Adjustments

## AGENCY SUMMARY STATEMENT

### Total Agency

	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in this Adjustment Package	FY2024-2025 Requested Realignment
<b>Means of Financing</b>				
STATE GENERAL FUND (Direct)	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	(235,436)	—	4,764,322
FEES & SELF-GENERATED	8,657,356	(242,208)	—	8,415,148
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>\$13,179,470</b>
Salaries	7,668,612	(411,953)	—	7,256,659
Other Compensation	78,829	—	—	78,829
Related Benefits	3,502,312	(176,638)	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	77	—	3,468
Operating Services	401,946	109,045	—	510,991
Supplies	61,577	1,386	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	8,225
Debt Service	—	—	—	—
Interagency Transfers	1,912,722	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</b>
Acquisitions	—	—	—	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>\$13,179,470</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 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in this Adjustment Package	FY2024-2025 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	(235,436)	—	4,764,322
FEES & SELF-GENERATED	8,657,356	(242,208)	—	8,415,148
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>\$13,179,470</b>
Salaries	7,668,612	(411,953)	—	7,256,659
Other Compensation	78,829	—	—	78,829
Related Benefits	3,502,312	(176,638)	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	77	—	3,468
Operating Services	401,946	109,045	—	510,991
Supplies	61,577	1,386	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	8,225
Debt Service	—	—	—	—
Interagency Transfers	1,912,722	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</b>
Acquisitions	—	—	—	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>\$13,179,470</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 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	(235,436)	—	—	4,764,322
FEES & SELF-GENERATED	8,657,356	(242,208)	—	—	8,415,148
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>
Salaries	7,668,612	(411,953)	—	—	7,256,659
Other Compensation	78,829	—	—	—	78,829
Related Benefits	3,502,312	(176,638)	—	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	77	—	—	3,468
Operating Services	401,946	109,045	—	—	510,991
Supplies	61,577	1,386	—	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	1,912,722	—	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</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 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 Requested Realignment
Fees & Self-generated	8,657,356	(242,208)	—	—	8,415,148
<b>Total:</b>	<b>\$8,657,356</b>	<b>\$(242,208)</b>	<b>—</b>	<b>—</b>	<b>\$8,415,148</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 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 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 Requested Realignment
STATE GENERAL FUND (Direct)	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	4,999,758	(235,436)	—	—	4,764,322
FEES & SELF-GENERATED	8,657,356	(242,208)	—	—	8,415,148
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>
Salaries	7,668,612	(411,953)	—	—	7,256,659
Other Compensation	78,829	—	—	—	78,829
Related Benefits	3,502,312	(176,638)	—	—	3,325,674
<b>TOTAL PERSONAL SERVICES</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>
Travel	3,391	77	—	—	3,468
Operating Services	401,946	109,045	—	—	510,991
Supplies	61,577	1,386	—	—	62,963
<b>TOTAL OPERATING EXPENSES</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>
Other Charges	8,225	—	—	—	8,225
Debt Service	—	—	—	—	—
Interagency Transfers	1,912,722	—	—	—	1,912,722
<b>TOTAL OTHER CHARGES</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</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 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 Requested Realignment
Fees & Self-generated	8,657,356	(242,208)	—	—	8,415,148
<b>Total:</b>	<b>\$8,657,356</b>	<b>\$(242,208)</b>	<b>—</b>	<b>—</b>	<b>\$8,415,148</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustment	FY2024-2025 Requested in Technical/Other Package	FY2024-2025 Requested New/Expanded	FY2024-2025 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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustments	FY2024-2025 Requested in Technical/Other Adjustments	FY2024-2025 Requested New or Expanded Adjustments	FY2024-2025 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,549,788	4,999,758	(235,436)	—	—	4,764,322	(235,436)
FEES & SELF-GENERATED	7,249,770	8,657,356	(242,208)	—	—	8,415,148	(242,208)
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

Statutory Dedications

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustments	FY2024-2025 Requested in Technical/Other Adjustments	FY2024-2025 Requested New or Expanded Adjustments	FY2024-2025 Total Request	Over/Under EOB
Total:	—	—	—	—	—	—	—

Expenditures and Positions

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustments	FY2024-2025 Requested in Technical/Other Adjustments	FY2024-2025 Requested New or Expanded Adjustments	FY2024-2025 Total Request	Over/Under EOB
Salaries	6,388,811	7,668,612	(411,953)	—	—	7,256,659	(411,953)
Other Compensation	7,712	78,829	—	—	—	78,829	—
Related Benefits	3,339,075	3,502,312	(176,638)	—	—	3,325,674	(176,638)
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,735,598</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>	<b>\$(588,591)</b>
Travel	—	3,391	77	—	—	3,468	77
Operating Services	303,220	401,946	109,045	—	—	510,991	109,045
Supplies	19,479	61,577	1,386	—	—	62,963	1,386
<b>TOTAL OPERATING EXPENSES</b>	<b>\$322,699</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>	<b>\$110,508</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>	<b>\$439</b>
Other Charges	—	8,225	—	—	—	8,225	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,741,260	1,912,722	—	—	—	1,912,722	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,741,260</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>TOTAL EXPENDITURES</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>	<b>\$(477,644)</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	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustments	FY2024-2025 Requested in Technical/Other Adjustments	FY2024-2025 Requested New or Expanded Adjustments	FY2024-2025 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	—	—	—	—	—	—	—
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	4,549,788	4,999,758	(235,436)	—	—	4,764,322	(235,436)
FEES & SELF-GENERATED	7,249,770	8,657,356	(242,208)	—	—	8,415,148	(242,208)
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>	<b>\$(477,644)</b>

Expenditures and Positions

Description	FY2022-2023 Actuals	Existing Operating Budget as of 10/01/2023	FY2024-2025 Requested Continuation Adjustments	FY2024-2025 Requested in Technical/Other Adjustments	FY2024-2025 Requested New or Expanded Adjustments	FY2024-2025 Total Request	Over/Under EOB
Salaries	6,388,811	7,668,612	(411,953)	—	—	7,256,659	(411,953)
Other Compensation	7,712	78,829	—	—	—	78,829	—
Related Benefits	3,339,075	3,502,312	(176,638)	—	—	3,325,674	(176,638)
<b>TOTAL PERSONAL SERVICES</b>	<b>\$9,735,598</b>	<b>\$11,249,753</b>	<b>\$(588,591)</b>	<b>—</b>	<b>—</b>	<b>\$10,661,162</b>	<b>\$(588,591)</b>
Travel	—	3,391	77	—	—	3,468	77
Operating Services	303,220	401,946	109,045	—	—	510,991	109,045
Supplies	19,479	61,577	1,386	—	—	62,963	1,386
<b>TOTAL OPERATING EXPENSES</b>	<b>\$322,699</b>	<b>\$466,914</b>	<b>\$110,508</b>	<b>—</b>	<b>—</b>	<b>\$577,422</b>	<b>\$110,508</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$19,500</b>	<b>\$439</b>	<b>—</b>	<b>—</b>	<b>\$19,939</b>	<b>\$439</b>
Other Charges	—	8,225	—	—	—	8,225	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	1,741,260	1,912,722	—	—	—	1,912,722	—
<b>TOTAL OTHER CHARGES</b>	<b>\$1,741,260</b>	<b>\$1,920,947</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1,920,947</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>TOTAL EXPENDITURES</b>	<b>\$11,799,558</b>	<b>\$13,657,114</b>	<b>\$(477,644)</b>	<b>—</b>	<b>—</b>	<b>\$13,179,470</b>	<b>\$(477,644)</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>



# Addenda

# GENERAL ADDENDA

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 2024-2025 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:

\$231,950

  
\_\_\_\_\_  
Recipient Agency Fiscal Officer

10/19/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sending Agency Fiscal Officer

10/19/2023  
\_\_\_\_\_  
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 2024-2025 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

301,917

K. Saxe 10/19/2023  
 Recipient Agency Fiscal Officer Date

Kalvin Matthe 10/19/2023  
 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 FINANCE AND SUPPORT SERVICES (107) and OFFICE OF STATE PROCUREMENT (820)  
(Recipient Agency and #) (Sending Agency and #)

For Fiscal Year 2024-2025 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:

179,311

K. Seay 10/19/2023  
Recipient Agency Fiscal Officer Date

Calvin Matthew 10/19/2023  
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 2024-2025 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

86,845

K. Saxe 10/19/2023  
Recipient Agency Fiscal Officer Date

Zalinda Matthews 10/19/2023  
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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