Agency Summary

Office of Contracting and Procurement (PO0)

FY 2004 Recommended Baseline Budget

Fund Type	(A) Proposed 2003 Budget	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F) OBP Recommended Baseline	(G)=(F)-(B) Net Baseline Adjustment
Personal Services	$10,546,469	$11,079,885	$0	$0	$0	$11,079,885	$0
Non Personal Services	$1,842,994	$1,309,578	$0	$0	$115,834	$1,425,412	$115,834
Local Fund	$12,389,463	$12,389,463	$0	$0	$115,834	$12,505,297	$115,834
Personal Services	$244,999	$415,954	$0	$0	$0	$415,954	$0
Intra-District Fund	$244,999	$415,954	$0	$0	$0	$415,954	$0
Total for PS	$10,791,468	$11,495,839	$0	$0	$0	$11,495,839	$0
Total for NPS	$1,842,994	$1,309,578	$0	$0	$115,834	$1,425,412	$115,834
Gross Total	$12,634,462	$12,805,417	$0	$0	$115,834	$12,921,251	$115,834
FULL TIME EQUIVALENTS							
Local Fund	163.00	163.00	0.00	0.00	0.00	163.00	0.00
Intra-District Fund	3.00	5.00	0.00	0.00	0.00	5.00	0.00
TOTAL	166.00	168.00	0.00	0.00	0.00	168.00	0.00

Agency Summary

Office of Contracting and Procurement (PO0)

Revised Budget Recommendation

SUMMARY:
OBP recommends an overall funding level of $12,921,251 for the Office of Contracting and Procurement in FY 2004. The major adjustments included in the OBP recommendation are outlined below:

OBP SCRUB:
There are no additional adjustments to the preliminary recommendation.

OBP CENTRALIZED ADJUSTMENTS:
The agency's budget was increased by $115,834 in Local funds for Object Class 30-Energy, Object Class 31-Telephone, Object Class 32-Rentals, Object Class 33-Janitorial Services, Object Class 34-Security Services, and Object Class 40-Postage to reflect revised cost estimates provided by the Office of Financial and Resource Management (OFRM).

APPEAL:
The agency did not submit an appeal to the OBP preliminary budget recommendation.

Preliminary Budget Recommendation
The agency requested, and OBP recommends, an overall funding level of $12,805,417 for FY 2004. This is an increase of $170,955, or 1.4 percent over the FY 2003 proposed budget of $12,634,462. The increase is reflected in Intra-District costs related to service support for capital projects. The overall funding level includes $12,389,463 in Local funds and $415,954 in Intra-District funds. The amount recommended is comprised of $11,495,839 in personal services costs and $1,309,578 in nonpersonal services.

The FY 2004 position count for the agency is recommended to increase from 166 to 168 FTEs. The positions will be funded from Intra-District monies and will support requirements associated with capital projects.

The following reflects OBP's recommended baseline funding by fund type:

LOCAL
The recommended amount for Local funds is $12,389,463, no change from the FY 2003 proposed budget. Changes made with the personal services and nonpersonal services budget include:
- An increase of $533,416 in personal services based on grade and step increases and the alignment of salaries and fringe benefits to the Schedule A.

- An offsetting decrease of $533,416 in nonpersonal services primarily due to a reduction in contractual services based on anticipated requirements for FY 2004. The position count remains at the FY 2003 level of 163 FTEs.

INTRA-DISTRICT
The recommended amount for Intra-District funds is $415,954, an increase of $170,955, or 69.8 percent over the FY 2003 proposed budget of $244,999. The increase is attributable to contractual requirements in support of capital projects for OCTO. There are 5 FTEs funded by Intra-District sources, an increase of 2 FTEs over the FY 2003 proposed budget.

ADDENDA
The agency requested two addenda totaling $6,637,389. They are as follows:
- $5,187,518 for additional operational needs
- $1,449,871 for information technology support requirements

Per budgetary guidelines, OBP has not funded these requests. The Budget Review Team will review all addendum requests for funding consideration.

Baseline and Adjustments Agency by Fund and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Fund 0100 Local Fund

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	9,051,297	9,634,683	0	0	0	9,634,683	0	0	0	9,634,683	583,386
0013 Additional Gross Pay	100,000	0	0	0	0	0	0	0	0	0	-100,000
0014 Fringe Benefits - Curr Personnel	1,395,172	1,445,202	0	0	0	1,445,202	0	0	0	1,445,202	50,030
Total: **Personal Services**	10,546,469	11,079,885	0	0	0	11,079,885	0	0	0	11,079,885	533,416
0020 Supplies And Materials	39,600	24,600	0	0	0	24,600	0	0	0	24,600	-15,000
0030 Energy, Comm. And Bldg Rentals	102,507	110,923	0	0	13,246	124,169	0	0	0	124,169	21,662
0031 Telephone, Telegraph, Telegram, Etc	72,550	203,560	0	0	96,403	299,963	0	0	0	299,963	227,413
0032 Rentals - Land And Structures	106,222	277,884	0	0	4,740	282,624	0	0	0	282,624	176,402
0033 Janitorial Services	72,125	111,485	0	0	-14,307	97,178	0	0	0	97,178	25,053
0034 Security Services	108,500	120,125	0	0	17,718	137,843	0	0	0	137,843	29,343
0040 Other Services And Charges	362,471	159,877	0	0	-1,966	157,911	0	0	0	157,911	-204,560
0041 Contractual Services - Other	849,379	144,982	0	0	0	144,982	0	0	0	144,982	-704,397
0070 Equipment & Equipment Rental	129,640	156,142	0	0	0	156,142	0	0	0	156,142	26,502
Total: **Non Personal Services**	1,842,994	1,309,578	0	0	115,834	1,425,412	0	0	0	1,425,412	-417,582
Fund Total 0100 Local Fund	12,389,463	12,389,463	0	0	115,834	12,505,297	0	0	0	12,505,297	115,834

Baseline and Adjustments Agency by Fund and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Fund 0700 Intra-District Fund

Comptroller Source Group (Object Class 2)	(A) FY 2003 Proposed	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	208,249	361,699	0	0	0	361,699	0	0	0	361,699	153,450
0014 Fringe Benefits - Curr Personnel	36,750	54,255	0	0	0	54,255	0	0	0	54,255	17,505
Total: **Personal Services**	244,999	415,954	0	0	0	415,954	0	0	0	415,954	170,955
Fund Total 0700 Intra-District Fund	244,999	415,954	0	0	0	415,954	0	0	0	415,954	170,955
Total for PO0 Office of Contracting and Pr	12,634,462	12,805,417	0	0	115,834	12,921,251	0	0	0	12,921,251	286,789

Baseline and Adjustments Agency by Program, and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Program 1000 AGENCY MANAGEMENT PROGRAM

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	9,259,546	2,348,089	0	0	0	2,348,089	0	0	0	2,348,089	-6,911,457
0013 Additional Gross Pay	100,000	0	0	0	0	0	0	0	0	0	-100,000
0014 Fringe Benefits - Curr Personnel	1,431,922	352,213	0	0	0	352,213	0	0	0	352,213	-1,079,709
Total: **Personal Services**	10,791,468	2,700,303	0	0	0	2,700,303	0	0	0	2,700,303	-8,091,165
0020 Supplies And Materials	39,600	0	0	0	0	0	0	0	0	0	-39,600
0030 Energy, Comm. And Bldg Rentals	102,507	110,923	0	0	13,246	124,169	0	0	0	124,169	21,662
0031 Telephone, Telegraph, Telegram, Etc	72,550	203,560	0	0	96,403	299,963	0	0	0	299,963	227,413
0032 Rentals - Land And Structures	106,222	277,884	0	0	4,740	282,624	0	0	0	282,624	176,402
0033 Janitorial Services	72,125	111,485	0	0	-14,307	97,178	0	0	0	97,178	25,053
0034 Security Services	108,500	120,125	0	0	17,718	137,843	0	0	0	137,843	29,343
0040 Other Services And Charges	362,471	47,237	0	0	-1,966	45,271	0	0	0	45,271	-317,200
0041 Contractual Services - Other	849,379	40,881	0	0	0	40,881	0	0	0	40,881	-808,498
0070 Equipment & Equipment Rental	129,640	48,425	0	0	0	48,425	0	0	0	48,425	-81,215
Total: **Non Personal Services**	1,842,994	960,520	0	0	115,834	1,076,354	0	0	0	1,076,354	-766,640
Program 1000 AGENCY MANAGEMENT PR	12,634,462	3,660,823	0	0	115,834	3,776,657	0	0	0	3,776,657	-8,857,805

Baseline and Adjustments Agency by Program, and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Program 2000 CONTRACTING

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	6,877,767	0	0	0	6,877,767	0	0	0	6,877,767	6,877,767
0014 Fringe Benefits - Curr Personnel	0	1,031,665	0	0	0	1,031,665	0	0	0	1,031,665	1,031,665
Total: **Personal Services**	0	7,909,432	0	0	0	7,909,432	0	0	0	7,909,432	7,909,432
0020 Supplies And Materials	0	24,600	0	0	0	24,600	0	0	0	24,600	24,600
0040 Other Services And Charges	0	106,906	0	0	0	106,906	0	0	0	106,906	106,906
0041 Contractual Services - Other	0	104,101	0	0	0	104,101	0	0	0	104,101	104,101
0070 Equipment & Equipment Rental	0	107,717	0	0	0	107,717	0	0	0	107,717	107,717
Total: **Non Personal Services**	0	343,324	0	0	0	343,324	0	0	0	343,324	343,324
Program 2000 CONTRACTING	0	8,252,756	0	0	0	8,252,756	0	0	0	8,252,756	8,252,756

Baseline and Adjustments Agency by Program, and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Program 3000 PUBLIC ACCOUNTABILITY

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	448,419	0	0	0	448,419	0	0	0	448,419	448,419
0014 Fringe Benefits - Curr Personnel	0	67,263	0	0	0	67,263	0	0	0	67,263	67,263
Total: **Personal Services**	0	515,682	0	0	0	515,682	0	0	0	515,682	515,682
0040 Other Services And Charges	0	3,567	0	0	0	3,567	0	0	0	3,567	3,567
Total: **Non Personal Services**	0	3,567	0	0	0	3,567	0	0	0	3,567	3,567
Program 3000 PUBLIC ACCOUNTABILITY	0	519,249	0	0	0	519,249	0	0	0	519,249	519,249

Baseline and Adjustments Agency by Program, and Object Class

PO0 OFFICE OF CONTRACTING AND PROCUREMENT

Program 4000 PERSONAL PROPERTY

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	322,106	0	0	0	322,106	0	0	0	322,106	322,106
0014 Fringe Benefits - Curr Personnel	0	48,316	0	0	0	48,316	0	0	0	48,316	48,316
Total: **Personal Services**	0	370,422	0	0	0	370,422	0	0	0	370,422	370,422
0040 Other Services And Charges	0	2,167	0	0	0	2,167	0	0	0	2,167	2,167
Total: **Non Personal Services**	0	2,167	0	0	0	2,167	0	0	0	2,167	2,167
Program 4000 PERSONAL PROPERTY	0	372,589	0	0	0	372,589	0	0	0	372,589	372,589
Total Office of Contracting and Procuremen	12,634,462	12,805,417	0	0	115,834	12,921,251	0	0	0	12,921,251	286,789