

Office of Management and Enterprise Services (090)

Lead Administrator: Preston Doerflinger, Secretary of Finance, Administration and Information Technology

FY'17 Projected Division/Program Funding By Source							
	Appropriations	Federal	Revolving	Local	Other*	Total	
1 Administration	\$2,523,777	\$0	\$15,000	\$0	\$0	\$2,538,777	
2 Budget, Policy & Legislative Affairs	\$933,569	\$0	\$1,047,837	\$0	\$0	\$1,981,407	
3 Central Accounting and Reporting (CAR)	\$4,971,299	\$0	\$2,174,454	\$0	\$0	\$7,145,752	
4 Capital Assets Management (CAM)	\$331,033	\$0	\$73,566,755	\$0	\$20,000	\$73,917,787	
5 Central Purchasing (CP)	\$0	\$0	\$5,383,557	\$0	\$0	\$5,383,557	
6 Human Capital Management (HCM)	\$4,943,353	\$0	\$3,527,942	\$0	\$0	\$8,471,295	
7 Employees Group Insurance Department (EGID)	\$0	\$0	\$53,456,763	\$0	\$0	\$53,456,763	
8 Information Services (IS)	\$4,506,750	\$2,203,523	\$157,055,011	\$0	\$3,769,974	\$167,535,258	
9 Debt Service	\$9,065,764	\$0	\$0	\$0	\$0	\$9,065,764	
Total	\$27,275,544	\$2,203,523	\$296,227,319	\$0	\$3,789,974	\$329,496,360	

*\$7,439,389 is transferred into Fund 24500 for Capital Assets Management as directed by the GA bill.

FY'16 Carryover and Refund by Funding Source							
	Appropriations	Federal	Revolving	Local	Other*	Total	
FY'16 Carryover	\$2,773,409	\$0	\$0	\$0	\$0	\$2,773,409	
FY'16 GR Refund**	\$512,186	\$0	\$0	\$0	\$0	\$512,186	

*Source of "Other" and % of "Other" total for each.

**Indicate how the FY'16 General Revenue refund was budgeted

What Changes did the Agency Make between FY'16 and FY'17?	
1.) Are there any services no longer provided because of budget cuts?	OMES has been able to place non-mission-critical projects on hold, enabling service offerings to remain the same.
2.) What services are provided at a higher cost to the user?	CAR ABS increased rates for certain agencies.
3.) What services are still provided but with a slower response rate?	A slower service delivery is not anticipated.
4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document.	Any increases in pay were statutorily authorized.

FY'18 Requested Division/Program Funding By Source							
	Appropriations	Federal	Revolving	Other	Total	% Change	
1 Administration	\$2,523,777	\$0	\$1,000,000	\$0	\$3,523,777	38.80%	
2 Budget, Policy & Legislative Affairs	\$933,569	\$0	\$1,047,837	\$0	\$1,981,407	0.00%	
3 Central Accounting and Reporting (CAR)	\$4,971,299	\$0	\$2,174,454	\$0	\$7,145,752	0.00%	
4 Capital Assets Management (CAM)	\$331,033	\$0	\$73,566,755	\$20,000	\$73,917,787	0.00%	
5 Central Purchasing (CP)	\$0	\$0	\$5,383,557	\$0	\$5,383,557	0.00%	
6 Human Capital Management (HCM)	\$4,943,353	\$0	\$3,527,942	\$0	\$8,471,295	0.00%	
7 Employees Group Insurance Department (EGID)	\$0	\$0	\$53,456,763	\$0	\$53,456,763	0.00%	
8 Information Services (IS)	\$4,506,750	\$2,203,523	\$134,556,537	\$3,769,974	\$145,036,785	-13.43%	
9 Debt Service	\$9,065,764	\$0	\$0	\$0	\$9,065,764	0.00%	
Total	\$27,275,544	\$2,203,523	\$274,713,846	\$3,789,974	\$307,982,887	-6.53%	

*10% cut in appropriations other than specified for Debt Service is targeted in FY17.

* Increase in Administration is for increased revenue due to the DHS IV&V project. Their revolving fund went from \$15,000 to \$1,000,000.

FY'18 Top Five Appropriation Funding Requests		\$ Amount
Not Applicable		\$0
Total Increase above FY-17 Request		\$ -

How would the agency handle a 5% appropriation reduction in FY'18?
<ul style="list-style-type: none"> - Delayed initiation of IT unification and optimization projects - Reduction in services provided to State agencies, such as janitorial services - Adjustment of temperature settings within State buildings - Reduction in frequency of scheduled building maintenance - Delayed repairs to buildings - Delayed progress in shared services projects

How would the agency handle a 7.5% appropriation reduction in FY'18?
<ul style="list-style-type: none"> - Delayed initiation of IT unification and optimization projects - Reduction in services provided to State agencies, such as janitorial services - Adjustment of temperature settings within State buildings - Reduction in frequency of scheduled building maintenance - Delayed repairs to buildings - Delayed progress in shared services projects - Possible furloughs or terminations

How would the agency handle a 10% appropriation reduction in FY'18?

- Delayed initiation of IT unification and optimization projects
- Reduction in services provided to State agencies, such as janitorial services
- Adjustment of temperature settings within State buildings
- Reduction in frequency of scheduled building maintenance
- Delayed repairs to buildings
- Delayed progress in shared services projects
- Possible furloughs or terminations

Is the agency seeking any fee increases for FY'17?

	\$ Amount
Increase N/A	\$0

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Not applicable

Federal Government Impact**1.) How much federal money received by the agency is tied to a mandate by the Federal Government?**

Federal monies received are not tied to a mandate.

2.) Are any of those funds inadequate to pay for the federal mandate?

Not applicable

3.) What would the consequences be of ending all of the federal funded programs for your agency?

If all federally funded programs were ended, the State would lose nearly \$2M dedicated to the Public Safety Broadband Network (PSBN) via the FirstNet grant.

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

Thus far, OMES is not affected by federal budget cuts in the coming FY.

5.) Has the agency requested any additional federal earmarks or increases?

No.

Division and Program Descriptions**Administrative Services**

- 1 Performance and Efficiency
 - Works with other divisions to develop and manage performance-informed budgeting, aligning state budget and expenditures to the performance of statewide programs.
 - Manages the audit department responsible for reviewing and auditing procurement functions of state government, ensuring compliance with the State Purchasing Act, policy, rules and procedures.
 - Responsible for financial analysis of the state's self-insurance program including claims accuracy, high-cost drivers, premium levels and liability reserves.
 - Manages varied strategic business projects for the agency to increase efficiency and streamline internal processes. Provides independent oversight of privacy and security procedures, working with the embedded privacy and security officers within the agency responsible for these functions.
- 2 General Administrative
 - Legal
 - Public Affairs

Budget, Policy & Legislative Affairs

- 1 Budget, Policy & Legislative Affairs
 - Prepares the Governor's budget and assists in drafting supporting legislation for the Governor's proposals;
 - Makes recommendations based on the division's research and analysis on the effectiveness of state management and fiscal systems, focusing on areas where state programs can be operated more efficiently, lowering the cost and size of state government;
 - Manages the state's budget system making appropriate allotments and transfers as authorized by law.
- 2 Gaming Compliance
 - Carries out the State's oversight responsibilities under the Tribal Gaming Compact

Central Accounting and Reporting (CAR)

- 1 Central Accounting and Reporting
 - Establishes the policies and procedures for state financial transactions and for executing those transactions in accordance with the various state statutes, federal regulations, and governmental accounting and reporting standards;
 - Production of the State's Comprehensive Annual Financial Report;
 - Production of the Statewide Cost Allocation Plan
 - Statewide payroll tax reporting;
 - Provides the internal financial and budgeting support for OMES.
- 2 Agency Business Services
 - Provides shared financial services to State agencies
- 3 OMES Finance
 - Manages fiscal operations for the agency
- 4 Emergency and Transportation
 - Administers the financial functions of the Emergency and Transportation Revolving fund in accordance with the Oklahoma Cooperative Circuit Engineering Districts Board.

Capital Assets Management (CAM)	
1	Real Estate and Leasing Services (REALS) <ul style="list-style-type: none"> - Plan, program and deliver construction and real estate services to support the current and long range facility needs of state agencies; - Maintain and operate state-owned facilities; - Responsible for assigning all space in facilities used by the State, authorizing the amount of space to be acquired by agencies, and executing all leasing contracts on behalf of the agencies.
2	Central Printing & Interagency Mail <ul style="list-style-type: none"> - Provide professional printing, mailing and distribution services to agency and governmental entities of the State.
3	Fleet Management <ul style="list-style-type: none"> - Provide motor vehicle services to state agencies including policy oversight, leasing, maintenance management, reporting, and educating, training and promoting alternative fuel usage in both the public and private sectors.
4	Risk Management <ul style="list-style-type: none"> - Protects the assets of the State and political subdivisions through effective programs in risk management including self-insurance and third-party insurance programs for property and liability.
Progr: State & Federal Surplus <ul style="list-style-type: none"> - Obtains and manages federal surplus property; - Obtains and manages State surplus property. 	

Central Purchasing (CP)	
1	Central Purchasing <ul style="list-style-type: none"> - Establish policies for statewide procurement; - Uphold the Central Purchasing act; - Obtain and maintain vendor relationships.

Human Capital Management (HCM)	
1	Human Resources Services <ul style="list-style-type: none"> - Provides HR support for all executive level agencies; - Screens and recruits applicants for state employment; - Researches and makes recommendations regarding state compensation.
2	Benefits Administration <ul style="list-style-type: none"> - Contract with HMOs to offer benefits; - Facilitate the insurance enrollment process.
3	Payroll Processing <ul style="list-style-type: none"> - Process payroll for OMES and other state agencies under shared services agreements; - Functional management and support of the state's payroll system.

Employees Group Insurance Department (EGID)	
1	Health Choice Administration <ul style="list-style-type: none"> - Administers self-insured health, dental, life, and disability plans for state, education, and local government employees; - Maintains contract with Medicare as an employer-direct Medicare Part D Prescription Drug Plan.
2	Outside Medicare Plans <ul style="list-style-type: none"> - Contract with outside Medicare health plans to offer choice for retiree health insurance.

Information Services (IS)	
1	Shared Information Technology <ul style="list-style-type: none"> - Provide comprehensive information technology to appropriated agencies, boards and commissions within the executive branch - Provide comprehensive information technology to voluntary non-executive branch agencies, as well as outside affiliates

Debt Service
No Prog Note: This is broken out only for illustrative purposes.

FY'18 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
1 Administration	6	0	21	0	15	6
2 Budget, Policy & Legislative Affairs	3	0	16	1	13	2
3 Central Accounting and Reporting (CAR)	23	9	75	18	53	13
4 Capital Assets Management (CAM)	64	27	144	59	95	17
5 Central Purchasing (CP)	11	0	44	3	35	6
6 Human Capital Management (HCM)	19	4	77	4	68	9
7 Employees Group Insurance Department (EGID)	29	14	124	23	101	14
8 Information Services (IS)	147	128	670	83	594	121
9 Debt Service	0	0	0	0	0	0
Total	302	182	1171	191	974	188

FTE History						
	2017 Budgeted	2016	2013	2010	2006	
1 Administration	21	32	0	0	0	
2 Budget, Policy & Legislative Affairs	16	11	0	0	0	
3 Central Accounting and Reporting (CAR)	82	79	257	162	107	
4 Capital Assets Management (CAM)	166	187	207	244	192	
5 Central Purchasing (CP)	47	50	0	0	0	
6 Human Capital Management (HCM)	81	86	67	103	106	
7 Employees Group Insurance Department (EGID)	142	151	155	174	173	
8 Information Services (IS)	799	1015	66	66	29	
9 Debt Service	0	0	0	0	0	
Total	1353	1611	753	749	607	

- Note: 1. Historical data is separated by agency for those dates prior to 2140 consolidation. All "OSF" data (with the exception of IS) is shown on Central Accounting and Reporting prior to 2013.
2. In 2015, Administration, Budget, Policy & Legislative Affairs were combined with Central Accounting & Reporting and Central Purchasing was combined with Capital Assets Management.
3. The large increase in IS FTE is related to HB1304 IT Unification.

Performance Measure Review								
Division	Department	Function	Measure	FY'16	FY'15	FY'14	FY'13	FY'12
Central Accounting and Reporting (DCAR)	Statewide Accounting and Reporting	Comprehensive Annual Financial Report	Win the GFOA Award of Excellence in Financial Reporting - an indicator of accuracy and timeliness for the state's CAFR.	Not yet available	Achieved	Achieved	Achieved	Achieved
	Agency Business Services	Provide Agency Business Services	Increase the number of clients served by ABS until all agencies that would benefit from shared services are served.	56	53	47	n/a	n/a
	OMES Finance	Procurement	Decrease the number of ratification agreements needed to process payments - an indicator of appropriateness of the procurement process.	77	244	n/a	n/a	n/a
Capital Asset Management (DCAM)	Risk Management	Minimize Total Cost of Risk	Cost of state risk per \$1000 of revenue.	Not yet available	\$ 0.72	\$ 0.67	n/a	n/a
	Facilities	Managing Facilities	Maintain a ratio of predictive maintenance work orders to corrective work orders at least 2:1.	2.78:1	2.30:1	2.06:1	n/a	n/a
Human Capital Management (HCM)	HCM	State Employee Turnover Rate	Maintain the state employee turnover rate at or below the annual regional average of surrounding states every year through 2019.	Not yet available	Regional Average: 14.48% Oklahoma: 18.35%	Regional Average: 16.0% Oklahoma: 17.3%	n/a	n/a
	HCM	State Employee New Hire Retention	Increase the percentage of new state employee hires that are retained through 36 months from 49% in 2014 to 56% by 2019.	Not yet available	49.5%	49.0%	n/a	n/a
	EGID	TPA Management	Financial accuracy of the claim payment dollars	98.5%	99.2%	97.4%	n/a	n/a
Central Purchasing (CP)	State Use Program	Contract Management	Increase Actual Sales Revenue of Sheltered Workshops by 10% per year.	\$ 32,704,900.00	\$ 27,562,038.00	\$ 27,023,939.00	n/a	n/a
	IT Procurement	Workflow	Maintain Average Number of incomplete E-Pro and P.O. purchasing transactions issues addressed at greater than 75%.	92.0%	n/a	n/a	n/a	n/a
	CPO Training	CPO Certification	Maintain 75% or greater percentage of CPO certification test takers with a score of 70% or above on the initial attempt.	89.0%	92.0%	97.0%	n/a	n/a
	Non IT Procurement	Posting Statewide Solicitations	Maintain statewide average number of total calendar days from sourcing to posting at 40 days or less.	50	60	60	n/a	n/a

Performance and Efficiency Division (PED)	Audit & Internal Investigations	Purchase Audit Timeliness	Average number of days to complete a purchase audit	180	231	372	n/a	n/a
	Audit & Internal Investigations	Purchase Card Audit Timeliness	Average number of days to complete a purchase card audit	218	108	61	n/a	n/a
	Statewide Performance	OKStateStat Performance Objective Accuracy	Maintain the percent of public measures with contextual information published without errors at 100%.	100%	100%	100%	n/a	n/a
	Strategic Projects	Large Projects	Number of large projects closed during the year	2	3	2	n/a	n/a
Information Services Division	Client Experience	First Contact Resolution	Increase First Contact Resolution to 66% to align with national standards	73.56%	47%	54%	###	34%
	Information Services Division	IT Unification	Complete the IT Unification by FY16--percentage of completion per year. (NOTE: *Considered complete because all assessments, CBA's and MSA's are complete for all agencies)	72%	69%	63%	###	34%
Budget, Policy and Gaming Compliance (Budget)	State Budget Department	Budget Work Program	Maintain average number of days to review and approve the budget work program at 7 days or less.	5.3	6.6	5.6	n/a	n/a
	State Budget Department	Budget Work Program Revisions	Maintain average number of days to review and approve the budget work program revisions at 5 days or less.	1.7	4.6	1.8	n/a	n/a
	State Budget Department	Bill Analysis (for bills that reach the governor's desk)	Maintain average number of calendar days to complete a bill analysis (excluding Sundays) at 3 days or less.	2.5	2.5	2.5	n/a	n/a

Revolving Funds (200 Series Funds)					
		FY'14-16 Avg. Revenues	FY'14-16 Avg. Expenditures	June '16 Balance	
20000	OMES Revolving Fund	\$4,719,218.22	\$2,363,839.70	\$3,878,329.78	
20100	General Purpose Revolving Fund	\$801,536.29	\$2,020,484.38	\$790,716.07	
20200	Deferred Maintenance Fund	\$0.00	\$52,264.11	\$104,200.00	
20500	Risk Management - Revolving	\$71,366,244.68	\$67,874,216.07	\$51,131,527.32	
21000	Centrex Revolving Fund	\$275,651,883.90	\$114,121,471.03	\$3,917,587.44	
21500	ISC Revolving Fund	\$5,973,260.59	\$8,648,627.43	\$0.00	
21600	OTC & OMES Joint Computer Enhancement Fund	\$3,618,660.03	\$31,195,980.86	\$19,047,726.43	
22000	OMES ISD Construction Fund	\$4,013.19	\$134,630.97	\$0.42	
22300	Risk Management - Foster Families Revolving	\$1,770,653.13	\$1,791,104.79	\$9,789.03	
22500	Cent. Purch/Severely Handicapped Rev. Fund (State Use)	\$1,261,691.76	\$487,750.61	\$483,224.43	
23000	Voluntary Buyout Agency Reimbursement Revl Fund	\$0.00	\$0.00	\$0.72	
23100	Interagency Mail/Postal Service Rev. Fund	\$2,178,691.18	\$2,055,408.02	\$467,070.14	
24400	Statewide Surplus Property	\$13,858,928.63	\$12,231,606.20	\$1,913,759.93	
24500	Facilities Service Revolving	\$44,155,602.78	\$52,663,761.36	\$5,728,312.75	
24600	State Facilities Energy Conservation Program	\$160,000.00	\$211,037.17	\$0.00	
25000	CMA Fund	\$72,896.00	\$0.00	\$396,206.00	
25100	Alternative Fuels Prog	\$74,744.17	\$27,910.26	\$0.00	
25500	Risk Management - Tag Agent	\$227,717.43	\$115,103.76	\$939,136.34	
26000	Risk Management - Fire Protection	\$4,132,540.14	\$2,227,570.79	\$6,131,839.33	
26200	Risk Management Political Subdivision	\$317,983.12	\$314,041.83	\$13,195.07	
27000	Cent. Purch/Reg. of State Vendors Rev. Fund	\$293,291.37	\$0.00	\$247,789.00	
27100	Vendor Fees and Rebates	\$12,191,090.12	\$5,496,532.51	\$3,148,203.62	
27200	Cent. Purch/Training Fund	\$148,311.90	\$37,242.57	\$96,952.34	
27500	State Recycling Revolving Fund	\$146,308.64	\$12,734.88	\$185,714.06	
28000	Property Distribution - Federal	\$3,001,242.48	\$1,566,429.37	\$1,758,138.09	
28200	Const & Prop/State Construction Rev. Fund	\$5,034,577.24	\$2,113,957.13	\$2,519,622.88	
28300	Maintenance of State Buildings Revolving Fund	\$2,283,408.34	\$18,265,971.02	\$29,017,437.32	
28400	HCM Oklahoma Commission on Status of Women	\$13,065.93	\$8,631.12	\$31,252.78	
28600	HCM old operating	\$0.00	\$0.00	\$0.00	
28800	EBD Administrative Fund	\$14,732,487.19	\$6,671,190.15	\$5,288,978.72	
29000	St Empl Grp Health Ins Revolv	\$138,425,507.87	\$92,287,819.78	\$1,119,301.29	
29200	Medical Exp Liability Revol Fd	\$1,824,693.30	\$3,247,529.83	\$1,201,644.95	
29400	OK Print Shop Fund	\$5,589,285.67	\$3,501,664.13	\$1,034,216.28	
29500	Emergency & Transportation Rev	\$26,449,224.57	\$29,216,753.64	\$1,402,085.95	
29600	State Motor Pool	\$25,666,394.53	\$22,334,245.13	\$4,801,584.30	
29800	Office Of Pers Mgmt Rev Fund	\$2,231,801.88	\$1,307,855.68	\$999,497.15	