

Statewide contracts repository

Short Term: Create a central repository for all state contracts (agencies and universities). The repository should make it possible for any state employee to easily search for all existing contracts that cover a specific product or service. The repository should also provide enough insight to know when contracts will expire. KU and KUMC has a very powerful contract repository that is well configured and is easy to search. The state should consider leveraging the SMART Contracting module to store all state contracts and interface with Scquest (KU/KUMC) to ensure there is statewide

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00
Dear	

General Government Budget	
Department of Administration	
Page Reference	pgs. 50-51

2016 Chairs - Pros of Implementing

2016 Chairs - Cons of Implementing

1. All contracts within the state would be viewable, not just those negotiated by DoA. 2. A better search capability might accompany implementation

No concerns mentioned

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

1. State currently has a statewide database of contracts.

Comments

1. The current database is not user friendly.
2. Agency does not currently have the resources to redesign the database which would require \$1.0 to \$2.0 million.

Centralize the management Wireless Services

Short Term: Implement a centrally managed wireless account management structure that will do the following: eliminate the need for agency personnel to oversee the reviewing and processing of the invoice, enable better overall management of the data plans and equipment, and enable the state to better leverage the volume to get lower pricing from the wireless providers. The state could consider contracting with a Telecom Expense Management (TEM) company to manage all wireless accounts statewide.

AM Savings Est - FY 2017	\$159,800
AM Savings Est - FY 2018	\$159,800
AM Savings Est - FY 2019	\$159,800

General Government Budget	
Department of Administration	
Page Reference	pgs. 51-52

Dear

2016 Chairs - Pros of Implementing

1. DoA stated that it knows it is overpaying on wireless contracts. It has already started to discuss with vendors contract oversight. The charge would be approximately \$3 per phone which would yield savings of \$6 to \$22 per phone.

2016 Chairs - Cons of Implementing

None discussed.

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Program has been implemented for Department of Administration.

Comments

1. Have let an RFP for a statewide wireless contract that agencies can use.
2. Primary savings are from decreased usage and device insurance.
3. Currently is not a mandatory program for state agencies.

Implement networked printers at universities

Medium Term: Conduct a statewide assessment to identify which universities and agencies should move to network based printers/copiers to reduce procurement and maintenance costs.

AM Savings Est - FY 2017	\$673,000
AM Savings Est - FY 2018	\$673,000
AM Savings Est - FY 2019	\$673,000
Morrow	

Higher Education Budget
Department of Administration Board
Page Reference
pg. 52

2016 Chairs - Pros of Implementing

2016 Chairs - Cons of Implementing

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

Most universities are already on network systems except those printers that may print sensitive material that can not be printed to a public space.

Optimize facility operations to reduce energy usage

Short Term: Reconfigure facility heating and cooling systems to operate in an energy efficient manner by reprogramming settings to match occupancy level as well as environmental conditions.

AM Savings Est - FY 2017	\$3,600,000	Higher Education Budget
AM Savings Est - FY 2018	\$3,600,000	Department of AdministrationB
AM Savings Est - FY 2019	\$3,600,000	Page Reference
Morrow		pgs. 52-53

2016 Chairs - Pro

Previously Reviewed

2016 Chairs - Cons of Implementing

Not Implement

Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

All universities are working hard to install energy efficient materials in older buildings and build new energy efficient buildings. ESU - decreased natural gas consumption by 25% - 35% with new boiler controls; FHSU - built two wind turbines to produce energy for the campus cutting electricity purchased by over 55%; KSU - built new chiller plant and installed new building controls; WSU - converted existing exterior lighting to LED fixtures and installed new boiler control systems to the 3 boilers in the Central Energy Plant.

Outsource leave Administration

The state should review current policies and processes for leave administration, FMLA and workers compensation/disability approval and administration to reduce unnecessary employee absences and increase cost savings to the state.

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00
Dear	

General Government Budget	
Department of Administration	
Page Reference	pgs. 238-239

2016 Chairs - Pros of Implementing

Discussed, but none were identified.

2016 Chairs - Cons of Implementing

1. DoA states that they already oversee FMLA for entire state. 2: Recommendation is vague. No discussion of how much it would cost to outsource this. 3. General confusion from agency and committee as to what this recommendation sought to achieve. 4. Migh

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

Agency does not concur with the recommendation and has found no evidence of abuse of FMLA leave.

Non-Discretionary Performance Bonus System

Allow for and Design Non-Discretionary Performance Bonus System

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00

General Government Budget
Department of Administration
Page Reference pgs. 236-237

Dear _____

2016 Chairs - Pros of Implementing

Discussed, but no pros mentioned

2016 Chairs - Cons of Implementing

Discussed, but no cons mentioned

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

1. Recommendation outside the scope of Department of Administration capabilities at this time. The agency indicated it would investigate proposals when resources become available.

Host an annual ideas festival

Establish and host an annual ideas festival for submission of efficiency savings ideas

AM Savings Est - FY 2017	\$200,000
AM Savings Est - FY 2018	\$200,000
AM Savings Est - FY 2019	\$200,000

General Government Budget	
Department of Administration	
Page Reference	pgs. 237-238

Dear _____

2016 Chairs - Pros of Implementing

1. DoA representative supported creation of a Risk Manager who could verify information and make sure information on insured items is up to date

2016 Chairs - Cons of Implementing

2. DoA already rebids; however, sometimes it cannot get more than 3 bids which makes negotiations difficult.

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

State currently maintains an employee award program which has attracted very little attention.

3/15/2017

Kansas Legislative Research Department

HC.03

Fleet Reduction and Centralization

Simultaneous fleet reduction and FY17 adoption of recommended outsourced fleet management.

AM Savings Est - FY 2017	\$2,824,630
AM Savings Est - FY 2018	\$995,049
AM Savings Est - FY 2019	\$995,049
Dear	

General Government Budget
Department of Administration
Page Reference pgs. 104-105

2016 Chairs - Pros of Implementing

Committee requested more information on number of vehicles rented and owned, use of vehicles, and miles traveled by vehicles. The consensus seemed to be that there could be both pros/cons with this recommendation, but that these could not be established u

2016 Chairs - Cons of Implementing

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

1. Agency evaluating proposal but do not have adequate staff to determine whether recommendation is a good one.
2. State maintained a fleet ten year ago but had utilization and maintenance challenges.

Establish a DOA Office of Risk Management (ORM)

Overall projected cost savings are generated by improved operating efficiency, alignment of risk with controls; strategic risk transfer; and enhanced claims control and risk management brought by the new ORM's industry expertise and oversight, including WC SSIF return-to-work programs and best practices to drive down WC claim occurrences and claim costs.

- Capital Outlay investment for ORM implementation and facility operational overhead costs.

AM Savings Est - FY 2017	\$ (417,204)	General Government Budget
AM Savings Est - FY 2018	\$ (417,204)	Department of Administration
AM Savings Est - FY 2019	\$ (417,204)	Page Reference
Dear		pgs. 31-34

2016 Chairs - Pros of Implementing

Agency noted that is supported working with DoA to develop and implement safety programs and inspections for workplaces

2016 Chairs - Cons of Implementing

Agency did not support A&M's recommendation to fund the Office of Risk Management through increases assessments on works compensation insurers (and thus businesses)

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Agency has reached out to the Insurance Department for assistance in negotiated for insurance.

Comments

1. Agency does not currently have the expertise to purchase insurance.
2. The agency recently put out a new RFP for insurance and the bids came in higher than the current fees.

Statewide Insurance Procurement Re-Bid

Leverage a competitive insurance procurement process and strategic sourcing of policies. The cost savings is projected at 10% of current P&C policy premiums totaling \$2.84M.

AM Savings Est - FY 2017	\$284,000
AM Savings Est - FY 2018	\$284,000
AM Savings Est - FY 2019	\$284,000
Patel	

General Government Budget	
Department of Administration	
Page Reference	pgs. 36-39

2016 Chairs - Pros of Implementing

General confusion as to what this recommendation would entail and how to implement it. A Dept. of Administration representative noted that this recommendation was probably meant to be implemented with conducting a state-wide assessment on alternative bill

2016 Chairs - Cons of Implementing

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Department of Administration did rebid but according to the agency, the bids have come up higher. Key to implementation is the creation of the Office of Risk Management to oversee the process and develop the RFP process.

Comments

Replace WC State Self Insurance Fund (SSIF) Claims Management with an Experienced Third Party Administrator Overseen

Reduce WC SSIF claims costs by replacing current WC SSIF claims staff with an experienced TPA overseen by the recommended new ORM, for management of new go-forward claims and closeout of open runoff claims at FY 16 end.

- Capital Outlay investment for moving WC claims function to new TPA on a go-forward basis as of FY 17.
- Projected cost savings generated by reduced WC claims costs and claims volume, and enhanced risk management, brought by outsourced TPA with ORM oversight.

AM Savings Est - FY 2017	\$3,116,009
AM Savings Est - FY 2018	\$4,956,009
AM Savings Est - FY 2019	\$4,956,009
Patel	

General Government Budget	
Department of Administration	
Page Reference	pgs. 39-41

2016 Chairs - Pros of Implementing

KDHE is struggling to fill the jobs of claims manager with experienced people due to low wages offered. Moving to a TPA would put more experienced managers to work on closing out the claims saving the state money on settlements and oversight.

2016 Chairs - Cons of Implementing

The cost of accelerating the close out of existing claims to minimize the number of claims transferred to the TPA would result in higher claim costs. Traditionally TPA's are more aggressive in claims management and this could result in more litigation ex

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Agency has put out a bid for a 3rd party administration for Worker's Compensation but has not received a competitive proposal.

Comments

Centralized budgeting and management

Enact centralized budgeting and management for services

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00

General Government Budget	
Department of Administration	
Page Reference	pgs. 233-234

Dear

2016 Chairs - Pros of Implementing

1. Higher rewards could incentivize employees. 2. Appropriating funds could reduce current wait time for reward payment. 3. A festival would allow employees to offer suggestions without going through their current manager, which may be a hindrance.

2016 Chairs - Cons of Implementing

Discussed, but no concerns mentioned

Not Implement

Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

Recommendation covered in other areas.

Statewide assessment on alternative memo billing

Conduct a statewide assessment on alternative billing model for state central services

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00

General Government Budget
Department of Administration
Page Reference pgs. 234-235

Dear

2016 Chairs - Pros of Implementing

Could remedy cash flow issues within DoA or OITS. Currently, DoA and OITS bill agencies and receive monthly payments. If Legislature would appropriate funds up front to OITS or DOA, then agencies would not have to wait for reimbursement for services.

2016 Chairs - Cons of Implementing

There may be workability issues. For example, once we reduce agency budgets to account for the up front allocation, OITS or DOA received, how does this affect agency operations, federal match requirements, etc.

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

Did not have adequate time to review this recommendation.

3/15/2017

Kansas Legislative Research Department

MEMO.02

Centralized service functions

Compel agencies to utilize centralized service functions

AM Savings Est - FY 2017	\$-00
AM Savings Est - FY 2018	\$-00
AM Savings Est - FY 2019	\$-00

General Government Budget
Department of Administration
Page Reference pg. 235

Dear

2016 Chairs - Pros of Implementing

No real discussion of this recommendation. Committee noted that it was rather straight forward.

2016 Chairs - Cons of Implementing

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

Comments

1. Currently working on this goal.
2. Agency is concerned about exceeding their currently staffing level and poisoning the well.

Print Services Centralization

Designate OPM as the primary source of print services for the state

AM Savings Est - FY 2017	\$-00	General Government Budget
AM Savings Est - FY 2018	\$-00	Department of Administration
AM Savings Est - FY 2019	\$-00	Page Reference pgs. 106-107
Dear		

2016 Chairs - Pros of Implementing

1. Could reduce staff and operational costs of print centers operated by other agencies.

2016 Chairs - Cons of Implementing

Discussed, but no cons mentioned

Not Implement Implement

Partial Implement Radio

Implementation Actions

Partial Implement

State Printer is currently designated as the State Printer of choice.

Comments

