

# State of Oregon

**2005-2007**

**PRICE LIST  
OF  
GOODS AND SERVICES**

Prepared by

Department of Administrative Services

## Foreword

The *Price List of Goods and Services* for 2005-2007 provides a detailed description of the services and related costs to be included in the State Government Service Charges line item, as well as user fee rates for services that may be purchased by state agencies.

Charges and user fee rates have been calculated to provide sufficient revenue to support service delivery during the 2005-07 biennium. Increases in charges and fees are primarily driven by:

- Cost of living and other adjustments to base budget items;
- Debt service; and,
- Funding for statewide initiatives.

Increases in cost of living and other base budget adjustments in 2005-07 have been heavily influenced by PERS, health care, property insurance, Workers' Compensation insurance, and central statewide accounting and reporting services. In 2003-05, larger than expected 2001-03 ending balances were used to offset the cost of Workers' Compensation insurance and central statewide accounting and reporting services. The ending balances that were used to reduce rates will be depleted by the end of 2003-05. The increase in property insurance rates was necessary to restore the insurance fund to actuarially sound levels. The 2005-07 increase will not completely restore the fund but will begin to incrementally bring the fund back to the required level.

The net cost of debt service on new and outstanding Certificates of Participation has increased. Recent issuances to finance ORBITS, E-Government, and E-Procurement, plus a change in the Mall Plaza debt service payments, will increase the total debt obligation in 2005-07. The increase will be partially offset by the fact that the Statewide Financial Management System (SFMS) loan will be retired in 2003-05.

Cost increases to fund statewide initiatives are caused primarily by critical needs to improve cyber security and update aging statewide systems.

As in past biennia, the charges and user fees included in the *Price List of Goods and Services* provide state agencies with a starting point for developing 2005-07 agency budgets. Price List information should be used to build the State Government Service Charge portion of Budget Package 030 and to estimate the costs of other policy packages. *Price List* charges and user fees are subject to change as the budget requests of DAS and other contributing agencies are changed in development of the Governor's Recommended Budget and the legislative approval process.

**State of Oregon**  
**2005-07 Price List of Goods and Services**  
**Table of Contents**

<p><u><i>SECTION 1</i></u>  <b>Agency Service Charges and Rates</b></p>
---

		<b>Page</b>
Oregon Correctional Enterprises	Laundry Services: Laundry and Embroidery	<b>2</b>
	Fulfillment Services: Engineering Support Unit; Telecommunication; Mailroom and In Print	<b>3</b>
	Furniture	<b>5</b>
	Metal & Wood Products	<b>6</b>
	Signage	<b>6</b>
	Department of Justice	Attorney General Charges
Other Payroll Expenses	Other Payroll Expenses	<b>8</b>
Office of the Secretary of State	Archives Division - Records Center Charges	<b>9</b>
	Audits	<b>12</b>
Oregon State Treasury	Banking Services	<b>16</b>
	Debt Management Services	<b>17</b>
Employment Department	Administrative Hearings Charge	<b>19</b>
Department of Consumer & Business Services	Office of Regulatory Streamlining	<b>20</b>

<p><u><i>SECTION 2</i></u>  <b>Other Agency Service Charges Billed by DAS</b></p>
---

		<b>Page</b>
Central Government Service Charge	Governor's Office; Legislative Assembly; Legislative Counsel Committee; and, Secretary of State Archives Division	<b>22</b>
Minority Women & Emerging Small Business	Biennial Charges	<b>24</b>
Oregon State Library	Library Assessment	<b>27</b>
State of Oregon Law Library	Library Assessment	<b>31</b>

**State of Oregon  
2005-07 Price List of Goods and Services  
Table of Contents**

<u><i>SECTION 3</i></u> <b><u>DAS Service Charge</u></b>
---

		<b>Page</b>
Description of Services	Director's Office	35
	Budget and Management Division	36
	State Controller's Division	37
	Human Resource Management Division	38
	Information Resource Management Division	39
	Statewide Procurement Office	44
	Facilities Division	44
	Oregon Progress Board	45
DAS Service Charge Table	Amounts by agency	46

<u><i>SECTION 4</i></u> <b><u>DAS User Fees</u></b>
--

	<b>Page</b>
<b>DAS User Fees</b>	
Uniform Rent	53
Facilities Project Management	53
Service Agreements & Self Support Rent	54
Real Property Services	55
Parking Program	56
Key Card Program	56
Employee Assistance Program	56
General Government Data Center	57
Systems Development & Consulting	57
Geospatial Enterprise Office	58
Enterprise Network Services	59
Publishing and Distribution Services	59
Risk Management Loss Allocation Plan	62
Risk Management Charges by Agency	64
State Controller's Direct and Estimated Charges	69
State Procurement Rates	73
DAS Fleet – Motor Pool Rates	76
Property Distribution Center Rates	78

<u><i>SECTION 5</i></u> <b><u>Agency Listings</u></b>
--

		<b>Page</b>
Agency Listings	Numeric and Alphabetic Agency Listings	80

**SECTION 1**

**AGENCY SERVICE CHARGES AND RATES**

This section includes service charges and rates that state agencies, *other than Department of Administrative Services*, charge to state government entities for goods and services.

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

---

**OREGON CORRECTIONS ENTERPRISES**

**Inside Oregon Enterprises**

All eligible inmates housed in Oregon Department of Corrections facilities participate in 40 hours of meaningful work and training activities each week. In 1999 the Legislature created Oregon Corrections Enterprises to carry out this mandate. *Inside Oregon Enterprises* is the registered assumed business name for Oregon Corrections Enterprises (OCE).

*Inside Oregon Enterprises* uses inmate labor to produce goods and perform services for government agencies and private-sector customers. For specific product and service information, please contact the appropriate division listed below.

***For general information about Inmate Work Programs/ Oregon Corrections Enterprises and its goods and services, please call the administration office at (503) 373-7604.***

---

---

**Laundry Services**

**Laundry**

Commercial laundries are located in Salem, Ontario, Pendleton, and Umatilla with statewide pickup and delivery available. The laundries provide additional services including stone washing, industrial bag washing, repair, and modification, as well as custom folding & packaging and identity stamping.

Prices reflect bulk rate and are subject to change.

Pricing varies depending on volume, services requested, and location.

**Embroidery**

Custom embroidery services include shoulder patches, rockers, name tags, badges, blank and embroidered hats & shirts, food service aprons, pouches, and utility belts. Pricing is dependent on the embroidery service requested.

***For more information on Laundry or Embroidery services in your area please call:***

***Salem: (503) 378-2096***

***Ontario: (541) 881-4926***

***Pendleton: (541) 922-6156 or (541) 278-3658***

***Umatilla: (541) 922-6156***

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

---

**Fulfillment Services**

The Oregon Corrections Enterprises Fulfillment Services team offers skilled support services including telephone answering, customer service, data entry, mail services, printing, and engineering support. All prices are subject to change.

**Engineering Support Unit**

The Engineering Support Unit (ESU) is a full-service Geographical Information Systems (GIS) production shop offering a wide variety of GIS and Computer Aided Drafting (CAD) production services. All projects are estimated, planned, and reviewed by professional GIS staff. Services include:

- Manual/Heads-up digitizing
- Coordinate geometry (COGO)
- Raster-to-vector conversion
- Database development
- Data editing and conversion
- Document scanning
- Color plotting
- Presentation-quality cartographic's

We accept and deliver data in several GIS-standard software packages: ARC/INFO (NT and UNIX), Grid, ArcView GIS, MircoStation, Visual Basic, and AutoCAD.

***Call for Information or Pricing – (503) 378-4605 or (503) 373-7154***

**Telecommunications**

The Salem Telecommunication units are currently located at Coffee Creek Correctional Facility (CCCF) in Wilsonville, Oregon State Correctional Institution (OSCI) in Salem, and Snake River Correctional Institution (SRCI) in Ontario. These sites provide inbound call services for a variety of state agencies. Inmate telecommunication agents are trained and prepared to present to callers first line information, referrals, statute interpretations, or they may gather information as necessary to send information to the caller.

The Ontario call center, located at the Snake River Correctional Institution (SRCI), offers advanced call center technology for inbound and outbound calls.

• Davox Predictive Dialer	• Lucent G3 Switch
• NICE Call Logger (Digital Call Recording)	• Lucent Centre View Supervisor
• Interactive Voice Response System (IVR)	• NT Workstations
• Computer Telephony Integration (CTI)	• Novell Network

The facility has a capacity of 184 agent seats and the possibility of a mailroom for fulfillment.

***Call for Information or Pricing:***

***West Side: (503) 378-7812 or (503) 378-5586***

***East Side: (541) 881-5449***

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

---

**Mailroom**

The OCE Mailroom provides a variety of mailing, sorting, collation, and packaging services. Daily pickup and delivery is offered in the Salem area.

- Inkjet printing for labels and envelopes
- Address correction
- Bar Coding and Zip+4
- Envelope preparation, insertion, presorting, sealing and metering
- Collating of packets containing brochures, catalogs, quarterlies or applications
- Local area pickup and delivery
- Quick turnaround for large and small projects

*Call for Information or Pricing: (503) 378-7812 or (503) 378-2758*

**In Print**

The OCE In Print shop provides commercial printing and design services focusing on customer satisfaction. Customers can expect consistent on-time delivery and competitive prices. Professional staff supervisors have over 50 years of combined experience. They provide clients with assistance from project concept to finished product. Services include:

- Typesetting and Design
- Letterheads
- Envelopes
- Business Cards
- Brochures
- Multi-part Carbonless Forms
- Copy Services

*Call for Information or Pricing: (503) 373-7812 or (503) 373-7075*

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-1**  
**Furniture**

The Department of Corrections (now Oregon Corrections Enterprises) has built and sold high quality furniture to government agencies for more than three decades. Make OCE your one stop source for your furniture needs.

*For catalogs and more information please call a sales representative at (503) 378-2449.*

**Sample Furniture Items**

Santiam Manager Desk .....	\$625
Santiam Computer Credenza .....	\$680
Santiam Computer Desk .....	\$920
Santiam Desktop Organizer (Hutch).....	\$220
Santiam Bookcase/File Combination.....	\$410
Concert Series Executive Desk.....	\$1,005
Concert Series Computer Credenza .....	\$855
Concert Series Executive 3-Shelf Bookcase.....	\$355
Concert Series 4-Drawer File Cabinet .....	\$505
Coffee Table.....	\$260
End Table .....	\$245
Inlaid Conference Table (10-foot) .....	\$1,975
Computer Table (5-foot) .....	\$330
Office Task Chairs (ergonomic) .....	Prices and selections vary. (Call for quotes or see the State of Oregon price agreement.)
Other Office Chairs (Side, Conference, Guest, and Reception).....	Prices and selections vary. Call for quotes.
Custom Workstations .....	Prices and selections vary. Call for quotes.
Panel Systems (cubicles and worksurfaces) .....	Prices and selections vary. Call for quotes.
Adjustable Furniture (FlexStation and Concert Series) .....	Prices and selections vary. Call for quotes.
Filing Systems, Tables .....	Prices and selections vary. Call for quotes.

***Contact or stop by Oregon Corrections Enterprises' showroom at 3691 State Street, Salem, OR 97301. Please telephone (503) 378-2449 for catalogs and more information about furniture, chairs, reception seating, systems furniture, and modular workstations.***

**Metal & Wood Fabrication**

**Metal & Wood Products**

Oregon Corrections Enterprises has two fully equipped metal & wood fabrication facilities in Salem, Oregon. These shops can produce a large variety of custom products to customer specifications. Products include outdoor furniture, gates, metal guardrails, handrails, trailers, light posts, warehouse rack systems, bridge covers, lockers, fire rings, picnic tables, security safes, institutional furniture, portable greeting centers, and custom work. Prices vary based on type of product and quantity.

---

---

**Signage**

The OCE Sign Shop, located in Ontario, uses state-of-the-art production methods to meet your signage needs. Products include:

- Reflective aluminum and wooden traffic signs
- Street and parking lot signs
- Routed wood and plastic signs
- Desk plates
- Door signs
- ADA signage
- Name tags

*Please contact Oregon Corrections Enterprises at (541) 881-5449 for more information and pricing.*



**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**DEPARTMENT OF JUSTICE**

*Attorney General's Office*

**Legal Services Charge**

The authority for Department of Justice legal services charges to public agencies is ORS 180.160. Rates charged for professional staff time are based on actual costs to the Department of Justice. The rates cover the time of the person rendering the service, infrastructure and support costs necessary to provide the service. Billings are the total of all professional staff hours worked at the applicable billing rates, plus any direct costs such as copying, electronic research, and travel.

The legal service rates are primarily based on the legislative adopted budget for 2003-05 and assumptions consistent with those used by the Department of Administrative Services for 2005-07 salaries and benefits, PERS, and inflation. Changes to the DOJ legal services budget or revenue as the result of a special legislative session or governor's reduction may alter the proposed 2005-07 legal rates. In this case, a supplemental 2005-07 rate sheet will be sent to all agencies, boards and commissions. If you have any questions, please call Kevin Neely at (503) 378-6002.

**Table 1-2**  
**Attorney General Charges**

---

<u>Service</u>	<b>2005-2007 Biennium</b>	<u>Rate</u>
Assistant Attorney General.....	\$	119/hour
Investigator.....	\$	76/hour
Paralegal.....	\$	69/hour
Law Clerk.....	\$	46/hour
Legal Secretary/Clerical.....	\$	44/hour

---

<u>Service</u>	<b>2003-2005 Biennium</b>	<u>Rate</u>
Assistant Attorney General.....	\$	98/hour
Investigator.....	\$	76/hour
Paralegal.....	\$	69/hour
Law Clerk.....	\$	46/hour
Legal Secretary/Clerical.....	\$	44/hour



**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

---

**OTHER PAYROLL EXPENSES**

Because there is fluctuation in some areas of Other Payroll Expenses, and others are unknown at this time, these factors will be included in the ORBITS User's Manual. An Other Payroll Expenses rate listing will be updated as needed and sent to all agencies. All agencies, except for the Department of Higher Education, now use PICS and most Other Payroll Expenses are figured by ORBITS.

Two items of payroll expenses are not included on the rate listing and must be calculated by each agency:

- Unemployment Expenses: These are calculated by each agency according to experience.
- Mass Transit Tax: Multiply the General Fund and Other Funds salaries and wages paid for employees at work stations within the boundaries of a transit district by .006 for all districts.



**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**OFFICE OF THE SECRETARY OF STATE**

*Archives Division - Records Center Charges*

The Archives Division Records Center provides a central, secure, and properly managed storage and retrieval facility for inactive, non-permanent state records. During the 1995-97 biennium the Division began charging state agencies for use of the State Records Center. While the Records Center is operated by a central agency, the Archives Division determined that approximately 50 percent of the occupied space was that of primarily General Funded agencies. Therefore, the charge was developed to more equitably spread the funding burden across all fund types.

The Archives Division developed the 2005-07 projected budget for the Records Center allowing only for rent, utilities, office supplies, janitorial services, and three positions that perform records maintenance tasks. The Archives Division bases its assessment on actual storage for 2003-05. Service will remain at its current level through the 2005-07 biennium.

The charge of \$0.5050 per cubic foot per month (found in Table 1-3) is based on the 2005-07 projected expenditures for the Records Center divided by the estimated occupancy rate (68,561 cubic feet). Users of this facility will be assessed based on the projected cubic feet of occupancy as of December 2003.

**Table 1-3**  
**Office of the Secretary of State**  
**Archives Division – Records Center**  
**2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>Cubic Ft. Occupied</b>	<b>2005-2007 Charge</b>
10000	Department of Human Services Public Welfare Commission (20) Directors Office (68) DHS-Institutional Revenue (60) Children and Families (2967) Vocational Rehabilitation(328) Senior and Disabled (5) Adult and Family services (1254) Oregon State Hospital (5156) Eastern Oregon Training Center (58) Fairview (2399) Health Division (176) Mental Health (313) Vital Statistics (1531)	14,335	\$173,744
10700	Administrative Services, Department of	1,929	23,380
11500	Employment Relations Board	193	2,339
12000	Accountancy, Board of	90	1,091

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-3**  
**Office of the Secretary of State**  
**Archives Division – Records Center**  
**2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>Cubic Ft. Occupied</b>	<b>2005-2007 Charge</b>
12100	Office of the Governor	170	2,060
12200	Psychologist Examiners, Board of	16	194
12300	Economic and Community Development Dept.	450	5,454
13700	Justice, Department of	2,409	29,178
	Trial Division and Dispute Resolution (included in Justice)		
14200	Legislative Counsel Committee	363	4,400
15000	Revenue, Department of	110	1,333
15600	Legislative Administration Committee	0	0
16500	Secretary of State	18	218
	Archives	6	73
	Audits (includes 80 c. ft. for Oil Heat Comm.)	844	10,229
	Business Services	216	2,618
	Corporations	457	5,539
	Elections	230	2,788
17000	Treasury, Oregon State	268	3,248
17700	Lottery Commission, Oregon State	1,602	19,417
18200	Public Defender	1,655	20,059
19900	Government Standards & Practices Commission	68	824
24800	Military Department	259	3,139
25000	Marine Board	744	9,017
25500	Parole & Post-Prison Supervision, Board of	1,596	19,344
25700	Police, Oregon State Department of (Fire Marshal)	221	2,679
27400	Veterans' Affairs, Department of	1,144	13,866
29100	Corrections, Department of	2,287	27,719
	Oregon State Correctional Institution	367	4,448
	OSP	1,800	21,816
33000	Energy, Office of	354	4,291
34000	Environmental Quality, Department of	1,097	13,296
39900	Psychiatric Security Review Board	121	1,467
41500	Oregon Youth Authority		
	General	1072	12,993
	MacLaren	1,539	18,653
	Hillcrest	563	6,824
43500	State Accident Insurance Fund (SAIF)	1,198	14,520
44000	Consumer and Business Services, Dept. of	3	36
	Building Codes Division	712	8,630
	Commerce	7	85
	Insurance	1,056	12,799
	Insurance & Finance	744	9,017
	Workers' Compensation Board	843	10,217

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-3**  
**Office of the Secretary of State**  
**Archives Division – Records Center**  
**2005-2007 Biennium Charges**

Agency Number	Agency Name	Cubic Ft. Occupied	2005-2007 Charge
	Workers' Compensation Division	6,638	80,454
57500	Oregon Student Assistance Commission	940	11,393
58100	Education, Department of	2	24
58400	Teachers Standards & Practices	326	3,951
58600	Community Colleges and Workforce Dev., Dept. of	27	327
59000	Oregon Health Sciences University	2	24
	Tuberculosis Hospital	249	3,018
60300	Agriculture, Department of	339	4,109
62900	Forestry, Department of	326	3,951
63410	Parks & Recreation Department	209	2,533
63500	Fish & Wildlife, Department	215	2,606
66000	Land Conservation & Development, Dept. of	76	921
66200	Land Use Board of Appeals	250	3,030
69000	Water Resource Department	111	1,345
73000	Transportation, Department of	10280	124,596
	Highway Division	997	12,084
	Motor Vehicles	430	5,212
81100	Chiropractic Examiners, Board of	57	691
83300	Health Related Licensing Boards		
	Board of Massage Therapist	1	12
	Dentistry, Board of	39	473
	Radiologic Technology, Board of	2	24
83900	Labor & Industries, Bureau of	59	715
84700	Medical Examiners, Board of	90	1091
85100	Nursing, Board of	254	3,079
86000	Public Utility Commission	938	11,369
91400	Housing & Community Services Dept.	1,028	12,460
91500	Construction Contractors Board	116	1,406
91900	Real Estate Agency	1,296	15,708
97300	Landscape Contractor's Board	24	291
97400	Appraiser's Certification and Licensing Board	84	1,018
	<b>Total</b>	<b>68,561</b>	<b>\$830,957</b>
	<b>2005-07 Rate per cubic foot/month:</b>		<b>\$0.5050</b>
	<b>2003-05 Rate per cubic foot/month</b>		<b>\$0.5287</b>
	<b>Change</b>		<b>-\$0.0237</b>

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Audits Division**

As a result of 1999 legislation (House Bill 2053) effective July 1, 1999, the Audits Division changed its method of charging audit costs to agencies. Since the 1993-95 biennium, the Audits Division assessed most agencies for actual costs on a 6-year rolling average method. Trust fund agencies were billed directly for actual audit costs as incurred. The new method continues to bill trust fund agencies directly for actual audit costs based on time spent in the agencies. For all other state agencies, audit costs are allocated based on the agencies' pro rata share of four risk factors: cash, revenues, expenditures, and full-time equivalent positions. This allocation method alleviates the difficulty of forecasting where audits will be performed three years in advance. The 2005-07 allocated audit costs are based on 2003 audited financial information, contained in the Combined Annual Financial Report.

**Table 1-4**  
**Office Of The Secretary Of State**  
**Audits Division**  
**2005-2007 Biennium Audit Assessment**

Agency Number	Agency Name	2005-2007 Charge
*	Professional Liability Fund	\$1,500
10000	Department of Human Services	5,013,895
10700	Administrative Services, Department of	582,599
*10800	Counselors and Therapists, Board of	7,000
10900	Aviation, Department of	7,897
11000	Capitol Planning Commission	-
11200	Asian Affairs, Commission on	-
11300	Investigators, Oregon Board of	495
11400	Long-Term Care Ombudsman	1,799
11500	Employment Relations Board	2,739
11600	Women, Commission for	821
11700	Black Affairs, Commission on	-
11800	Hispanic Affairs, Commission on	-
11900	Tax Practitioners, State Board of	833
12000	Accountancy, Board of	1,583
12100	Office of the Governor	9,154
12200	Psychologist Examiners, Board of	571
12300	Economic and Community Development Dept.	85,688
*12400	Clinical Social Workers, State Board of	7,000
13700	Justice, Department of	257,971
*14100	State Lands, Division of	10,000
14200	Legislative Counsel Committee	9,163
14400	Legislative Revenue Officer	1,374
14500	Legislative Fiscal Office	3,805
15000	Revenue, Department of	695,737
15500	Legislative Assembly	39,322

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-4**  
**Office Of The Secretary Of State**  
**Audits Division**  
**2005-2007 Biennium Audit Assessment**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
15600	Legislative Administration Committee	24,614
16700	Court Procedures, Council on	32
17000	Treasury, Oregon State	593,487
17200	Oregon Facility Authority	86
17500	Judicial Fitness & Disability, Commission on	140
*17700	Lottery, Oregon State	275,000
19100	Lane Co. Local Govt. Boundary Commission	95
19600	District Attorneys & their Deputies	8,196
19800	Judicial Department	406,908
19900	Government Standards & Practices Commission	632
21300	Criminal Justice Commission	8,940
24800	Military Department	83,804
25000	Marine Board	14,677
25500	Parole & Post-Prison Supervision, Board of	3,301
25700	State Police, Department of	296,458
25900	Public Safety Standards & Training, Dept. of	21,097
*27400	Veterans' Affairs, Department of	200,000
29100	Corrections, Department of	914,714
33000	Energy, Office of	18,747
34000	Environmental Quality, Department of	183,622
35000	Columbia River Gorge Commission	312
39900	Psychiatric Security Review Board	803
40400	Public Defense Services Commission	10,142
40500	Disabilities Commission, Oregon	1,228
41500	Oregon Youth Authority	238,053
42300	Children & Families, Commission on	35,649
*42400	Trustees Children's Trust Fund, Board of	-
42500	Indian Services, Commission on	367
43000	Resource & Technology Development Fund	-
*43500	State Accident Insurance Fund (SAIF)	650,000
44000	Consumer & Business Services, Dept. of	349,183
44200	Insurance Pool Governing Board	16,566
*45900	Public Employees Retirement System	350,000
47100	Employment Department	362,229
54300	Library, Oregon State	6,972
57500	Oregon Student Assistance Commission	24,826
58000	Oregon University System	2,612,446
58100	Education, Department of	579,693
58400	Teacher Standards and Practices Commission	4,063
58500	Blind, Commission for the	10,885

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-4**  
**Office Of The Secretary Of State**  
**Audits Division**  
**2005-2007 Biennium Audit Assessment**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
58600	Community Colleges and Workforce Development, Dept. of	70,269
59000	Oregon Health Sciences University	-
60300	Agriculture, Department of	88,362
*60500	Beef Council, Oregon	16,000
62200	Fair & Exposition Center, Oregon State	18,551
62800	Forest Resources Institute, Oregon	3,628
62900	Forestry, Department of	293,106
63200	Geology & Mineral Industries, Dept. of	7,520
63410	Parks & Recreation Department	122,203
63500	Fish and Wildlife, Dept. of	225,136
66000	Land Conservation & Development, Dept. of	13,261
66200	Land Use Board of Appeals	1,285
69000	Water Resources Department	29,888
69100	Watershed Enhancement Board	26,287
*73000	Transportation, Department of	550,000
73300	Travel Information Council	2,116
81100	Chiropractic Examiners, Board of	1,002
83100	Health Licensing Office	5,286
83300	Health Related Licensing Boards	8,216
	Board of Message Therapist	7,000
	Radiologic Technology, Board of	-
83400	Oregon Board of Dentistry	936
83900	Labor & Industries, Bureau of	21,562
84500	Liquor Control Commission, Oregon	210,686
84700	Medical Examiners, Board of	6,531
85100	Nursing, Board of	8,669
86000	Public Utility Commission	73,810
86200	Racing Commission	4,465
*91400	Housing & Community Services Dept. and Housing Bond Letters	360,000 -
91500	Construction Contractors Board	12,310
91900	Real Estate Agency	6,416
*93000	Small Scale Energy Loan (Bond) Program (SELP)	120,000
95100	Film & Video Office, Oregon	-
95200	Oregon Utility Notification Center	-
*96300	Optometry, Oregon Board of	7,000
*96400	Architect Examiners, Board of	7,000
*96500	Landscape Architects Board	7,000
96600	Examiners For Engineering & Land Survey	7,000
96700	Geologist Examiners, State Board of	7,000

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-4**  
**Office Of The Secretary Of State**  
**Audits Division**  
**2005-2007 Biennium Audit Assessment**

Agency Number	Agency Name	2005-2007 Charge
*96900	Physical Therapy Licensing Board	7,000
*97100	Oregon Correctional Enterprises	-
97300	Oregon Landscape Contractors Board	7,000
97400	Appraiser Certification and Licensure Board	-
*99000	Water Resources Bond Program	500
*99300	Oregon State Bar	1,500
97800	Oregon Patient Safety Commission	7,000
97700	Oregon Wine Board	7,000
	<b>Total</b>	<b>\$17,428,414</b>

- Direct Bill



**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**OREGON STATE TREASURY**

**Banking Services**

Agencies should use the following estimates when projecting their 2005-07 Banking Service costs. These costs are subject to change as a result of changes in Treasury's costs.

**If you have any questions, please contact Judy Rutkowski, Banking Services Manager, at 378-2885, or Brady Coy, Sr. Bank Analyst, at 378-2457.**

**Table 1-5**  
**Oregon State Treasury**  
**Banking Services**

**Estimated Transaction Fees:**

Per warrant/check.....	\$ 0.09
Per originated ACH transaction.....	\$ 0.07
Per incoming ACH transaction.....	\$ 0.10
Per account to account transfer .....	\$ 0.05
Per manual account to account transfer .....	\$ 0.35
Per outgoing recurring wire .....	\$10.00
Per outgoing nonrecurring wire .....	\$15.00
Per incoming domestic wire.....	\$ 9.00
Per outgoing international wire.....	\$30.00
Per incoming international wire .....	\$20.00

Per deposit (based on average number of items per deposit):

1-10 Items.....	\$ 0.75
11-20 Items.....	\$ 1.50
21-30 Items.....	\$ 2.25
31-40 Items.....	\$ 3.00
41-50 Items.....	\$ 3.75
51-75 Items.....	\$ 5.65
76-100 Items.....	\$ 7.50
101-125 Items.....	\$ 9.40
126-150 Items.....	\$11.25
151-175 Items.....	\$13.10
176 Items and up.....	\$15.00

**Other Fees:**

Monthly account maintenance.....	\$ 10.00
Overdraft (per occurrence).....	\$ 20.00
Interfund loan set-up fee.....	\$150.00
Imaging.....	Based on volume

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Debt Management Services**

Table 1-6 provides the projected cost for debt management services. These costs are subject to change as a result of changes in Treasury's costs, which were estimated eighteen months in advance of the beginning of the 2005-2007 biennium.

**Table 1-6**  
**Oregon State Treasury**  
**Debt Management Services**

<b>Agency Number</b>	<b>Agency/Account Name</b>	<b>Percent of Outstanding Debt @ 12-31-03</b>	<b>Estimated Cost</b>
<b>General Obligation Bonds:</b>			
10700	Administrative Services, Dept. of	29.96%	737,026
27400	Veterans' Affairs, Department of	12.67%	311,686
33000	Energy, Office of	1.87%	46,003
34000	Environmental Quality, Department of	.69%	16,974
58000	Oregon University System		
	XI-F	5.90%	145,142
	XI-G	1.45%	35,671
58600	Community Colleges and Workforce Dev., Dept of	0.07%	1,722
69000	Water Resources Department	0.02%	492
73000	Transportation, Department of	0.01%	246
91400	Housing & Community Services Department	3.29%	80,935
	<b>Sub-Totals</b>	<b>55.93%</b>	<b>1,375,897</b>
<b>Revenue Bonds:</b>			
12300	Economic and Community Development Dept.	2.69%	66,175
62200	State Fair & Exposition Center	0.02%	492
73000	Transportation, Department of	3.23%	79,459
91400	Housing & Community Services, Dept	19.82%	487,579
	<b>Sub-Totals</b>	<b>25.76%</b>	<b>633,705</b>
<b>Lottery Revenue Bonds:</b>			
10700	Administrative Services, Dept. of	.12%	2,952
12300	Economic and Community Development Dept.	2.59%	63,715
58000	Oregon University System	.26%	6,396
58100	Education, Department of	3.32%	81,673
62200	State Fair & Exposition Center	.26%	6,396
63410	Parks & Recreation	.16%	3,936
73000	Transportation, Department of	.75%	18,450
91400	Housing & Community Services Department	.28%	6,888
	<b>Sub-Totals</b>	<b>7.74%</b>	<b>190,406</b>

**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**Table 1-6**  
**Oregon State Treasury**  
**Debt Management Services**

Agency Number	Agency/Account Name	Percent of Outstanding Debt @ 12-31-03	Estimated Cost
<b>Certificates of Participation:</b>			
10700	Administrative Services, Dept. of	1.77%	43,543
15600	Legislative Admin, Dept.	0.02%	492
24800	Military Department	0.03%	738
25700	Oregon State Police	0.02%	492
25900	Public Safety Standards Training, Dept.	0.12%	2,952
29100	Corrections, Department of	7.64%	187,947
41500	Youth Authority, Oregon	0.40%	9,840
45900	Public Employees Retirement System	0.09%	2,214
47100	Employment, Dept.	0.02%	492
58000	Oregon University System	0.12%	2,952
62900	Forestry, Department of	0.22%	5,412
73000	Transportation, Department of	0.12%	2,952
	<b>Sub-Totals</b>	<b>10.57%</b>	<b>260,026</b>
<b>Grand Total</b>		<b>100.00%</b>	<b>\$2,460,034</b>



**EMPLOYMENT DEPARTMENT**

Administrative Hearings

**Administrative Hearings Charge**

The Office of Administrative Hearings' (OAH) services charges to public agencies are established by the chief administrative law judge pursuant to section 13, chapter 849, Oregon Laws 1999. The fee charged recovers the actual cost of providing the administrative law judge, the cost of conducting the hearing and all associated administrative costs. Fees are collected and paid into the Office of Administrative Hearings Operating Account.

The agencies that transferred staff to the OAH when it was established shall continue to be billed for services on an actual cost basis. These agencies are the Oregon Department of Transportation-Division of Motor Vehicles, Employment Department, Construction Contractors Board, Department of Human Resources, Department of Consumer and Business Services, Oregon Liquor Control Commission, Water Resources Department, Department of Justice – Division of Children's Services.

Other agencies will be billed on an hourly rate for staff time. Hourly rates charged for staff time are based on actual costs to the Office of Administrative Hearings. The rates cover the time of the person rendering the service, infrastructure and support costs necessary to provide the service. Billings are the total of all staff hours worked at the applicable billing rates, plus any direct costs (i.e. copying, electronic research, travel).

The hearings service rates are based on the legislative adopted budget for 2003-05. Changes to the OAH hearings services budget or revenue as the result of a special legislative session or governor's reduction may alter the proposed 05-07 hearings services rates. In this case a supplemental 2005-07 rate sheet will be sent to all agencies, boards and commissions being billed on an hourly rate basis.

**If you have any questions, please call Eric Moore at (503) 945-7953.**

---

**Table 1-7  
Administrative Hearings Charges  
2005-2007 Biennium**

<u>Service</u>	<u>Rate</u>
Administrative Law Judge .....	\$ 69/hour
Support Staff .....	\$ 48/hour



**State of Oregon 2005-2007 Price List**  
**AGENCY SERVICE CHARGES & RATES**

**DEPARTMENT OF CONSUMER & BUSINESS SERVICES**

*Office of Regulatory Streamlining*

**Regulatory Streamlining Charge**

This charge pays for the oversight and execution of Executive Order No. 03-01 Regulatory Streamlining. The Office of Regulatory Streamlining, in the Department of Consumer and Business Services, assists agencies in identifying opportunities to streamline regulations and regulatory processes; assists agencies in making appropriate changes to reduce regulatory burdens; collects and shares information concerning streamlining efforts and best practices; works with agencies to clarify and streamline regulatory and permitting processes that may benefit from a coordinated approach, including processes that cross agency lines and involve other levels of government; investigates possible changes to administrative procedure laws to increase flexibility in administering regulations; and assists agencies in establishing its customer surveys.

The assessment is based on an allocation to certain state agencies that regulate business activities in Oregon, utilizing the percentage of the total number of fees as reported to the Department of Administrative Services. The total charge reflects funding for 1.25 Full Time Equivalent positions and services/supplies.

**If you have questions about the assessment method, call Carey Thompson, DCBS Budget Manager, at (503) 947-7381.**

**Table 1-8**  
**Office of Regulatory Streamlining**  
**2005-2007 Biennium**

Agency Number	Agency Name	2005-07 Charge
16500	Secretary of State	2,950
34000	Environmental Quality, Department of	81,669
44000	Consumer & Business Services, Department of	113,078
60300	Agriculture, Department of	84,835
62900	Forestry, Department of	576
63500	Fish & Wildlife, Department of	27,883
69000	Water Resources Department	2,554
73000	Transportation, Department of	41,122
86000	Public Utility Commission	576
91500	Construction Contractors Board	4,533
	<b>Total Charge</b>	<b>359,776</b>



**SECTION 2**

**OTHER AGENCY SERVICE CHARGES  
BILLED BY THE DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)**

There are four charges which are not DAS activities, but for which DAS serves as the billing and cash-receiving agent only. These charges are: the Central Government Service Charge; the Office of Minority, Women, and Emerging Small Businesses; the State Library; and, the Oregon Supreme Court Library.

**CENTRAL GOVERNMENT SERVICE CHARGE**

The Central Government Service Charge Table 2-1 assesses agencies that have Other Funded positions. Oregon Revised Statute, chapter 291 directs the Department of Administrative Services to recover actual costs that are associated with the Legislative Assembly, Legislative Counsel Committee, the Governor’s Office, and the Secretary of State Archives Division.

These include:

- Sixty percent (60%) of the expenditures for the Legislative Assembly and all expenditures for the Emergency Board;
- Sixty percent (60%) of the expenditures for the Legislative Counsel Committee;
- Seventy-five percent (75%) of expenditures for the Governor’s Office; and,
- One hundred percent (100%) of the expenditures for the Secretary of State - Archives Division.

The Central Government Service Charge is used to retroactively assess a portion of the total costs of these activities. Costs are allocated to agencies based on the number of Other Funded FTE in the 2001-03 biennial budget. Other Funds received through this assessment are returned to the General Fund. Federal Sources are excluded from this assessment, because the federal government will not participate in funding central government functions. If you have further questions about the Central Government Service Charge, please contact Jim Carbone at (503) 378-2349 X326.

**Table 2-1  
Central Government Service Charges  
2005-2007 Biennium**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
10000	Human Resources, Department of	381,771
10800	Professional Counselors & Therapists Board	1,295
10900	Aviation, Department of	11,006
11300	Investigators Board	1,483
11900	Tax Service Examiners, Board of	3,237
12000	Accountancy, Board of	4,532
12200	Psychologist Examiners, Board of	1,619
12300	Economic and Community Development Department	83,073
12400	Clinical Social Workers, Board of	1,619
14100	State Lands, Dept. of	34,171
16500	Secretary of State	46,949
19800	Judicial Department	25,042
21300	Criminal Justice Commission	197
25000	Marine Board	23,491
25700	State Police, Department of	196,368

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-1  
Central Government Service Charges  
2005-2007 Biennium**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
25900	Public Safety Standards and Training	69,998
27400	Veterans' Affairs, Department of	71,406
29100	Corrections, Department of	64,496
33000	Energy, Office of	40,900
34000	Environmental Quality, Department of	320,043
40500	Disabilities Commission, Oregon	1,958
41500	Oregon Youth Authority	23,796
42300	Children & Families, Commission on	4,289
44000	Consumer and Business Services, Dept. of	665,451
44200	Insurance Pool Governing Board	13,521
45900	Public Employees Retirement System	101,222
47100	Employment Department	344,777
57500	Oregon Student Assistance Commission	48,069
58000	Oregon University System	729,137
58100	Education, Department of	37,755
58400	Teacher Standards & Practices Commission	11,330
58600	Community Colleges and Workforce Dev., Dept. of	4,861
60300	Agriculture, Department of	175,803
62200	Fair & Exposition Center, Oregon State	20,696
62900	Forestry, Department of	342,147
63200	Geology & Mineral Industries, Department of	8,385
63400	Parks & Recreation Department	247,683
63500	Fish & Wildlife, Department of	311,020
66000	Land Conservation & Development, Dept. of	10,269
66200	Land Use Board of Appeals	49
69000	Water Resources Department	12,436
73000	Transportation, Department of	1,799,567
81100	Chiropractic Examiners, Board of	2,913
83100	Oregon Health Licensing Office	17,668
83300	Health Related Licensing Boards	23,566
83900	Labor & Industries, Bureau of	13,585
84500	Liquor Control Commission, Oregon	140,502
84700	Medical Examiners, Board of	20,070
85100	Nursing, Board of	22,983
86000	Public Utility Commission	77,186
86200	Racing Commission	11,446
91400	Housing & Community Services Dept.	53,547
91500	Construction Contractors Board	41,273
91900	Real Estate Agency	20,497
	<b>Total</b>	<b>6,742,153</b>



**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**MINORITY, WOMEN, AND EMERGING SMALL BUSINESSES**

This charge pays administration of the Department of Consumer and Business Services' certification of Minority, Women, and Emerging Small Businesses and the Governor's Advocate operations for policy and outreach efforts. The assessment is based on non-federal, full-time equivalent position authority of all state agencies. The allocation formula to state agencies is unchanged from 2003-05.

**If you have questions about the assessment method, call Carey Thompson, DCBS Budget Manager, at (503) 947-7381.**

**Table 2-2  
Minority, Women, And Emerging Small Businesses  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
10000	Department of Human Services	113,089
10700	Administrative Services, Department of	21,991
10800	Counselors and Therapists, Board of	50
10900	Aviation, Department of	396
11200	Asian Affairs, Commission on	25
11300	Investigators, Board of	62
11400	Long Term Care Ombudsman	198
11500	Employment Relations Board	297
11600	Women, Commission for	74
11700	Black Affairs, Commission on	25
11800	Hispanic Affairs, Commission on	25
11900	Tax Practitioners, State Board of	99
12000	Accountancy, Board of	173
12100	Office of the Governor	1,102
12200	Psychologist Examiners, Board of	62
12300	Economic and Community Dev. Dept.	2,767
12400	Clinical Social Workers, State Board of	62
13700	Justice, Department of	20,961
14100	State Lands, Division of	1,985
14200	Legislative Counsel Committee	1,134
14400	Legislative Revenue Officer	149
14500	Legislative Fiscal Office	421
15000	Revenue, Department of	24,448
15500	Legislative Assembly	5,356

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-2**

**Minority, Women, And Emerging Small Businesses  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Charge</b>
15600	Legislative Administration Committee	2,660
16500	Secretary of State	4,999
17000	Treasury, Oregon State	1,848
17500	Judicial Fitness & Disability, Commission on	12
17700	Lottery, Oregon State	10,961
19600	District Attorneys & their Deputies	892
19700	Judicial Department - Judges in PERS	4,632
19800	Judicial Department	40,830
19900	Government Standards & Practices Comm.	69
21300	Criminal Justice Commission	228
24800	Military Department	2,687
25000	Marine Board	941
25500	Parole & Post-Prison Supervision, Board of	390
25700	State Police, Department of	27,907
25900	Public Safety Standards and Training, Dept. of	2,278
27400	Veterans' Affairs, Department of	3,423
29100	Corrections, Department of	96,375
33000	Energy, Office of	1,680
34000	Environmental Quality, Department of	17,013
39900	Psychiatric Security Review Board	99
40400	Public Defense Services Commission	1,431
40500	Disabilities Commission, Oregon	94
41500	Oregon Youth Authority	24,585
42300	Children & Families, Commission on	582
42500	Indian Services, Commission on	50
44000	Consumer and Business Services, Dept. of	24,754
44200	Insurance Pool Governing Board	1,276
45900	Public Employees Retirement System	8,031
47100	Employment Department	15,097
54300	Library, Oregon State	946
57500	Oregon Student Assistance Commission	1,872
58000	Oregon University System *	86,175
58100	Education, Department of	7,820
58400	Teacher Standards & Practices Commission	495
58500	Blind, Commission for the	205

**State of Oregon 2005-2007 Price List**  
**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-2**  
**Minority, Women, And Emerging Small Businesses**  
**2005-2007 Biennium Charges**

Agency Number	Agency Name	2005-2007 Charge
58600	Community Colleges and Workforce Dev., Dept. of	384
60300	Agriculture, Department of	8,871
62200	Fair and Exposition Center, Oregon State	918
62800	Forest Resources Institute, Oregon	211
62900	Forestry, Department of	18,012
63200	Geology and Mineral Industries, Dept. of	738
63500	Fish & Wildlife, Dept. of	15,422
66000	Land Conservation & Development, Dept. of	895
66200	Land Use Board of Appeals	149
69000	Water Resources Department	3,473
69100	Watershed Enhancement Board	481
73000	Transportation, Department of	91,495
73410	Parks & Recreation Department	12,810
81100	Chiropractic Examiners, Board of	111
83100	Health Licensing Office	667
83300	Health-Related Licensing Boards	951
83900	Labor & Industries, Bureau of	2,404
84500	Liquor Control Commission, Oregon	5,011
84700	Medical Examiners, Board of	768
85100	Nursing, Board of	1,034
86000	Public Utility Commission	3,013
86200	Racing Commission	433
91400	Housing & Community Services Dept.	2,981
91500	Construction Contractors Board	1,505
91900	Real Estate Agency	750
<b>Total</b>		<b>761,775</b>



**State of Oregon 2005-2007 Price List**  
**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**OREGON STATE LIBRARY**

**LIBRARY ASSESSMENT**

The Oregon State Library's mission was changed during the 1993 Legislative Session to place more emphasis on serving state agency information needs. The State Library was directed to develop a state agency assessment (excluding the Oregon University System) to pay for the costs of these services. Agencies with General Funds received General Fund increases for the 1995-97 biennium to offset their increased expenditures. The total amount charged in Table 2-3 was calculated for the "state agency" share of the Library's budget. From this amount, two-thirds of the total amount is based on full-time equivalent positions (General Fund and Other Funded positions only). The remaining one-third is based on agency usage using data gathered for the biennium ending June 2003.

Table 2-3 displays the assessment by both full-time equivalent position and usage. Agencies with Federal Funds resources need this separation because the full-time equivalent position assessment cannot be billed against Federal Funds, similar to the state government service charge.

If you have questions about the assessment method, contact Keith Adams, at the State Library, at (503) 378-4244, extension 227.

**Table 2-3**

**Oregon State Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE Charge</b>	<b>Usage Charge</b>	<b>Total Charge</b>
10000	Department of Human Services	597,198	405,642	1,002,840
10700	Administrative Services, Department of	116,130	68,130	184,260
10800	Counselors and Therapists, Board of	262		262
10900	Aviation, Department of	2,093	534	2,627
11000	Capitol Planning Commission			
11200	Asian Affairs, Commission on			
11300	Investigators, Board of	327	148	475
11400	Long Term Care Ombudsman	1,046	766	1,812
11500	Employment Relations Board	1,570	499	2,069
11600	Women, Commission for			
11700	Black Affairs, Commission on			
11800	Hispanic Affairs, Commission on			
11900	Tax Practitioners, State Board of	523	386	909
12000	Accountancy, Board of	916	667	1,583
12100	Office of the Governor	5,821	4,784	10,605
12200	Psychologist Examiners, Board of	327	162	489

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-3**

**Oregon State Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE Charge</b>	<b>Usage Charge</b>	<b>Total Charge</b>
12300	Economic and Community Dev. Dept.	14,613	19,960	34,573
12400	Clinical Social Workers, State Board of	327		327
13700	Justice, Department of	110,692	76,207	186,899
14100	State Lands, Division of	10,482	6,393	16,875
14200	Legislative Counsel Committee	5,987	3,386	9,373
14400	Legislative Revenue Officer	785	1,602	2,387
14500	Legislative Fiscal Office	2,224	2,642	4,866
15000	Revenue, Department of	129,104	99,370	228,474
15500	Legislative Assembly	28,282	36,702	64,984
15600	Legislative Administration Committee	14,048	4,482	18,530
16500	Secretary of State	26,398	25,924	52,322
16700	Court Procedures, Council on		155	155
17000	Treasury, Oregon State	9,759	6,499	16,258
17200	Oregon Facilities Authority		119	119
17500	Judicial Fitness & Disability, Commission on	65	211	276
17700	Lottery, Oregon State	57,884	12,168	70,052
19600	District Attorneys & their Deputies	4,709		4,709
19800	Judicial Department	240,077	58,024	298,101
19900	Government Standards & Practices Comm.	366	232	598
21300	Criminal Justice Commission	1,206	1,665	2,871
24800	Military Department	14,191	4,461	18,652
25000	Marine Board	4,971	2,452	7,423
25500	Parole & Post-Prison Supervision, Board of	2,060	2,705	4,765
25700	State Police, Department of	147,369	49,657	197,026
25900	Public Safety Standards and Training, Dept. of	12,029	2,754	14,783
27400	Veterans' Affairs, Department of	18,078	6,351	24,429
29100	Corrections, Department of	508,934	59,682	568,616
33000	Energy, Office of	8,873	16,784	25,657
34000	Environmental Quality, Department of	89,841	92,063	181,904
35000	Columbia River Gorge Commission			
39900	Psychiatric Security Review Board	523	21	544
40400	Public Defense Services Commission	7,554		7,554
40500	Disabilities Commission, Oregon	495	955	1,450
41500	Oregon Youth Authority	129,826	45,673	175,499
42300	Children & Families, Commission on	3,074	5,979	9,053
42500	Indian Services, Commission on	262	857	1,119
44000	Consumer and Business Services, Dept. of	130,694	86,885	217,579

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-3**

**Oregon State Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE Charge</b>	<b>Usage Charge</b>	<b>Total Charge</b>
44200	Insurance Pool Governing Board	6,737	4,019	10,756
45900	Public Employees Retirement System	42,412	10,061	52,473
47100	Employment Department	79,722	54,399	134,121
57500	Oregon Student Assistance Commission	9,888	2,684	12,572
58000	Oregon University System			
58100	Education, Department of	41,298	74,394	115,692
58400	Teacher Standards & Practices Commission	2,616		2,616
58500	Blind, Commission for the	1,085	703	1,788
58600	Community Colleges and Workforce Dev., Dept. of	2,028	5,712	7,740
59000	Oregon Health and Science University			
60300	Agriculture, Department of	46,843	30,610	77,453
62200	Fair and Exposition Center, Oregon State	4,847	1,342	6,189
62800	Forest Resources Institute, Oregon	1,112		1,112
62900	Forestry, Department of	95,116	39,779	134,895
63200	Geology and Mineral Industries, Dept. of	3,899	3,365	7,264
63410	Parks & Recreation Department	67,647	21,583	89,230
63500	Fish & Wildlife, Dept. of	81,440	81,714	163,154
66000	Land Conservation & Development, Dept. of	4,728	5,719	10,447
66200	Land Use Board of Appeals	785	141	926
69000	Water Resources Department	18,341	12,667	31,008
69100	Watershed Enhancement Board	2,542	4,876	7,418
73000	Transportation, Department of	484,212	163,429	647,641
73300	Travel Information Council			
81100	Chiropractic Examiners, Board of	589	2,452	3,041
83100	Health Licensing Office	3,521	2,775	6,296
83300	Health-Related Licensing Boards	5,023	2,354	7,377
83400	Oregon Board of Dentistry	916		916
83900	Labor & Industries, Bureau of	12,695	4,827	17,522
84500	Liquor Control Commission, Oregon	26,459	8,079	34,538
84700	Medical Examiners, Board of	4,055	2,733	6,788
85100	Nursing, Board of	5,461	2,157	7,618
86000	Public Utility Commission	15,909	11,761	27,670
86200	Racing Commission	2,289		2,289
91400	Housing & Community Services Dept.	15,743	8,494	24,237
91500	Construction Contractors Board	7,947	2,332	10,279
91900	Real Estate Agency	3,962	2,037	5,999
95100	Film and Video Office, Oregon			

**State of Oregon 2005-2007 Price List**  
**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-3**

**Oregon State Library Assessment  
2005-2007 Biennium Charges**

Agency Number	Agency Name	FTE Charge	Usage Charge	Total Charge
95200	Oregon Utility Notification Center			
96300	Optometry, Oregon Board of			
96400	Architect Examiners, Board of			
96500	Landscape Architects Board			
96600	Examiners for Engineering and Land Surveying			
96700	Geologist Examiners, State Board of			
96800	Board of Massage Therapists			
96900	Physical Therapists Licensing Board			
97100	Oregon Correctional Enterprises			
97300	Oregon Landscape Contractors Board			
97400	Appraiser Certification & Licensure Board			
99000	Water Resources Bond Program			
None	Oregon Wine Board			
	<b>Total</b>	<b>3,563,862</b>	<b>1,781,936</b>	<b>5,345,798</b>



**State of Oregon 2005-2007 Price List**

OTHER AGENCY SERVICE CHARGES BILLED BY DAS

**STATE OF OREGON LAW LIBRARY**

The assessment for the State of Oregon Law Library is apportioned among state agencies based on the number of full-time equivalent employees budgeted by the agency. The State of Oregon Law Library is reviewing agency usage figures for refinement of the formula in the future to include an additional proration based on actual agency use as appropriate.

The total amount charged in Table 2-4 was calculated for the “state agency” share of the State of Oregon Law Library’s budget. From this amount, 100 percent of the total amount is based on full-time equivalent positions (General Fund and Other Funded positions only). Federally funded FTE are calculated by taking the total FTE times the percent of federal funds personal services costs. The resulting FTE count is further adjusted for positions funded by Federal funds expended as other Funds. The FTE counts listed were provided to the Oregon Judicial Department by the Department of Administrative Services.

**If you have questions about the assessment method, contact Gail Bouldrey, Budget Officer, Oregon Judicial Department, at 986-5524.**

**Table 2-4**

**State of Oregon Law Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE</b>	<b>2003-2005 Charge</b>
10000	Department of Human Services	4,565.31	250,326
10700	Administrative Services, Department of	887.76	48,678
10800	Counselors and Therapists, Board of	2.00	110
10900	Aviation, Department of	16.00	877
11300	Investigators, Board of	2.50	137
11400	Long Term Care Ombudsman	8.00	439
11500	Employment Relations Board	12.00	658
11600	Women, Commission for	3.00	164
11900	Tax Practitioners, State Board of	4.00	219
12000	Accountancy, Board of	7.00	384
12100	Office of the Governor	44.50	2,440
12200	Psychologist Examiners, Board of	2.50	137
12300	Economic and Community Development Department	111.71	6,125
12400	Clinical Social Workers, State Board of	2.50	137
13700	Justice, Department of	846.19	46,398
14100	State Lands, Division of	80.13	4,394
14200	Legislative Counsel Committee	45.77	2,510
14400	Legislative Revenue Officer	6.00	329
14500	Legislative Fiscal Officer	17.00	932

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-4**

**State of Oregon Law Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE</b>	<b>2003-2005 Charge</b>
15000	Revenue, Department of	986.94	54,116
15500	Legislative Assembly	216.20	11,855
15600	Legislative Administration Committee	107.39	5,888
16500	Secretary of State	201.80	11,065
17000	Treasury, Oregon State	74.60	4,090
17500	Judicial Fitness & Disability, Commission on	0.50	27
17700	Lottery, Oregon State	442.50	24,263
19600	District Attorneys & their Deputies	36.00	1,974
19800	Judicial Department	1,835.28	100,629
19900	Government Standards & Practices Commission	2.80	154
21300	Criminal Justice Commission	9.22	506
24800	Military Department	108.48	5,948
25000	Marine Board	38.00	2,084
25500	Parole & Post-Prison Supervision, Board of	15.75	864
25700	State Police, Department of	1,126.57	61,773
25900	Public Safety Standards & Training, Dept. of	91.96	5,042
27400	Veterans' Affairs, Department of	138.20	7,578
29100	Corrections, Department of	3,890.57	213,329
33000	Energy, Office of	67.83	3,719
34000	Environmental Quality, Department of	686.80	37,659
39900	Psychiatric Security Review Board	4.00	219
40400	Public Defense Services Commission	57.75	3,167
40500	Disabilities Commission, Oregon	3.78	207
41500	Oregon Youth Authority	992.46	54,419
42300	Children & Families, Commission on	23.50	1,289
42500	Indian Services, Commission on	2.00	110
44000	Consumer & Business Services, Department of	999.10	54,783
44200	Insurance Pool Governing Board	51.50	2,824
45900	Public Employees Retirement System	324.22	17,778
47100	Employment Department	609.44	33,417
57500	Oregon Student Assistance Commission	75.59	4,145
58100	Education, Department of	315.71	17,311
58400	Teacher Standards & Practices Commission	20.00	1,097
58500	Blind, Commission for the	8.29	455
58600	Community Colleges and Workforce Development	15.51	850
60300	Agriculture, Department of	358.09	19,635
62200	Fair & Exposition Center, Oregon State	37.05	2,032
62900	Forestry, Department of	727.12	39,869
63200	Geology & Mineral Industries, Dept. of	29.80	1,634

**State of Oregon 2005-2007 Price List**

**OTHER AGENCY SERVICE CHARGES BILLED BY DAS**

**Table 2-4**

**State of Oregon Law Library Assessment  
2005-2007 Biennium Charges**

<b>Agency Number</b>	<b>Agency Name</b>	<b>FTE</b>	<b>2003-2005 Charge</b>
73410	Parks & Recreation Department	517.13	28,355
63500	Fish & Wildlife, Department of	622.57	34,137
66000	Land Conservation & Development	36.14	1,982
66200	Land Use Board of Appeals	6.00	329
69000	Water Resources Department	140.21	7,688
69100	Watershed Enhancement Board	19.43	1,066
73000	Transportation, Department of	3,693.59	202,528
81100	Chiropractic Examiners, Board of	4.50	247
83100	Health Licensing Office	26.92	1,476
83300	Health-Related Licensing Boards	38.40	2,106
83400	Oregon Board of Dentistry	7.00	384
83900	Labor & Industries, Bureau of	97.05	5,321
84500	Liquor Control Commission, Oregon	202.27	11,091
84700	Medical Examiners, Board of	31.00	1,700
85100	Nursing, Board of	41.75	2,289
86000	Public Utility Commission	121.62	6,669
86200	Racing Commission	17.50	960
91400	Housing & Community Services Dept.	120.35	6,599
91500	Construction Contractors Board	60.75	3,331
91900	Real Estate Agency	30.29	1,661
	<b>Totals</b>	<b>27,230.64</b>	<b>1,493,117</b>



**SECTION 3**

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
SERVICE CHARGE**

The Department of Administrative Services (DAS) Service Charge is comprised of a number of individual charges, calculated and allocated separately, then totaled by agency and published for use during the budget preparation process. These costs are combined for a number of reasons, such as ease of budgeting, consolidated billings, and lower administrative expense. The allocation methodologies are reviewed each biennium to make them as accurate and use-sensitive as possible.

Some of the individual charges are “corporate” costs, or central functions of state government that bear no direct relationship to service levels. These include Landscape Maintenance for the Capital Grounds, Mall Plaza Debt Service, and the DAS Director’s Office. Others are use-sensitive costs, with a direct relationship to service/benefit levels, such as Purchasing and Publishing & Distribution Interagency Mail. Some are comprised of corporate and use-sensitive elements, including many of the Information Resource Management Division charges, Statewide Facilities Coordination, Budget & Management, State Controller’s, and Human Resource Services.

These charges do not include any contracted accounting, budgeting, personnel or payroll services.

**DIRECTOR'S OFFICE (DO)**

The Department of Administrative Services, Director's Office leads the development, administration, and implementation of statewide policy and coordinates state government operations. The Office also manages the day-to-day operations of the Department. This includes:

- Statewide coordination of communication, legislative activities and state government operations;
- Development and communication of economic forecasts and prison population forecasts utilized by state agencies, legislators, the Governor, local governments, and the public; and,
- Internal auditing of DAS programs and functions.

Costs associated with these activities are supported by an assessment which allocates costs to state agencies based on budgeted full-time equivalent position authority.

**Please contact Jim Carbone at (503) 378-2347 Ext. 326 if you have any questions about this assessment.**

**BUDGET AND MANAGEMENT DIVISION (BAM)**

The DAS Budget and Management Division works with state agencies, under direction from the Governor's office. Budget and Management reviews and compiles objective and accurate information to assist state leaders and the public in making wise use of state resources. The division works with agencies to prepare the Governor's Recommended Budget, represents the Governor in the legislative process and implements the Legislatively Approved Budget (LAB).

The assessment includes charges for the following services and systems provided by the Division:

- Budget and Policy – includes:
  - Developing and publishing of budget instructions;
  - Directing the development of the Agency Request, Governor's printed budget, and the reconciliation of the Legislative Adopted budget;
  - Monitoring of state agency execution budgets; and,
  - Conducting administrative studies and analyses of government issues and programs for the Governor, Legislature or requesting agencies.
- ORegon Budget Information Tracking System (ORBITS) - The core ORBITS system was implemented in February 2002 and used to develop the 2003-05 budget. Certificates of Participation (COP) are used to fund ORBITS development costs. Repayment of the COP is included in the BAM assessment to agencies. Repayment of the first COP began in the 1999-2001 biennium and completes in 2005-07. The development of critical functionality in ORBITS (integration of statewide financial systems) is also funded through COPs. Repayment begins in the 2003-05 biennium and will be completed in 2009-11.
- Capital Investment Program – provides statewide debt assessment and financing including Certificates of Participation, Lottery Bonds, Tax Anticipation Notes and other bond programs. User fees fund part of this program.
- Statewide Audit and Budget Reporting Section (SABRS) – audits, reports, and archives agency and statewide budget information. The section stores and maintains this information in ORBITS, in the Position Information Control System (PICS) and in the Collective Bargaining Information System (CBIS).

The total cost for operating these programs is distributed to all agencies on the following basis:

- A minimum assessment of \$2,500 for agencies that have 2.00 or less Full Time Equivalent (FTE). The minimum charge is \$5,000 for agencies that have 2.01 to 30.00 FTE or less than \$10 million in funding limitation.
- The remainder of the assessment is split amongst the rest of the agencies with 50 percent allocated according to budgeted FTE and the other 50 percent according to funding limitation.

**Please contact Daron Hill at (503) 378-5460 if you have questions about the assessment.**

**STATE CONTROLLER'S DIVISION (SCD)**

A fixed amount will be charged to agencies for the following services and systems.

- **Statewide Accounting and Financial Reporting:** Charges for this function includes the cost of systems, staff, and other costs associated with developing and maintaining statewide accounting, financial reporting, and fiscal management policies and procedures in accordance with generally accepted accounting principles, federal regulations, and state laws. This includes the cost of coordinating the statewide year-end closing process, preparing the Oregon Comprehensive Annual Financial Report as well as federally mandated statewide reporting and monitoring. Statewide Accounting and Reporting Services (SARS) staff provides financial systems security administration and support. The total cost, estimated at \$ 1.82 million, is allocated as follows: 15 percent based on the number of accounting records generated during the fiscal year ended June 30, 2003; 25 percent based on outstanding debt at 6/30/03; and, 60 percent based on the 2003-2005 legislatively approved FTE. *(The estimated expenses reflect the combining of the Statewide Financial Reporting and Statewide Policies/Initiatives categories.)*
- **Statewide Financial Services:** Charges for this function includes the costs for Statewide Financial Internal Control (SFIC); Statewide Account Receivable Management (SWARM) and E-Commerce. The SFIC function works with agencies to monitor and enhance internal controls. This function concentrates on agency and statewide policies and procedures, guidance and training, especially regarding automated systems and financial reporting requirements. SWARM includes developing and updating policies, procedures, training and adherence to state and federal receivable and collection regulations. E-Commerce works with state agencies, the State Treasury, and the E-Government. It promotes fiscal accountability, compliance, internal controls and sound credit card management through statewide policies, procedures, training and security. Total estimated cost of \$ .81 million is allocated based on 2003- 2005 legislative approved FTE.
- **State Controller's Division Accounting DataMart:** Charges for this function include the cost of downloading accounting data from the mainframe to the data warehouse, storing the data on the DataMart and staff costs of developing and providing consultation and training, and supporting the DataMart. Allocation of the estimated costs of \$ 1.35 million is based on the number of accounting records generated during the fiscal year ended June 30, 2003.
- **Statewide Financial Management Services (SFMS) Analysis and Development:** These costs include accounting and information technology staff as well as computer center processing to address a testing environment, system enhancements, support and improvements to maintain system functionality, improve efficiency, and correct anomalies in Statewide Financial Management Application (SFMA). Costs are estimated to be \$ 1.34 million, and allocated to agencies based on the number of accounting records generated during the fiscal year ended June 30, 2003.
- **SFMS Operations:** These costs include computer center processing and accounting and information technology staff necessary to manage the system, assist and train agency personnel, ensure data integrity, update the accounting and purchasing systems nightly, etc. These costs, as well as staff and mainframe computer processing costs for reports, are estimated at \$ 9.42

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

million and are allocated to agencies based on the number of accounting records generated during the fiscal year ended June 30, 2003.

- **SFMS Reports:** These costs include computer center processing costs to generate SFMS requestable and control reports. SFMS report costs are estimated at .9 million and are allocated to agencies based on the number of accounting records generated during the fiscal year ended June 30, 2003.

These charges are based on current service levels. Changes in agency programs or expected service levels that significantly increase the State Controller's Division costs can be made only by mutual agreement.

**Please contact Joy Sebastian at (503) 373-1044 Ext. 228 if you have any questions regarding this assessment.**

**HUMAN RESOURCE SERVICES DIVISION (HRSD)**

The Human Resource Services Division (HRSD) provides statewide leadership and policy direction in human resource management practices, workforce management issues, and labor relations activities for all Executive Branch state agencies.

**Human Resource Services Division services include:**

- Setting rules and policies to ensure agency compliance with state and federal laws and regulations regarding human resource practices;
- Negotiating all state government labor agreements including interim bargaining on emerging issues or to establish controls with new units;
- Providing consultation, guidance, and instructions to agencies regarding interpretation and application of rules and policies;
- Assisting agencies with interpretation and administration of collective bargaining agreements;
- Maintaining the State's centralized classification and compensation systems;
- Performing audits of agency human resource management practices;
- Directing and maintaining the statewide personnel records system Position and Personnel DataBase (PPDB);
- Guiding and monitoring agency recruitment and selection of state employees and providing direct support to agencies in their recruitment efforts;
- Providing training programs that align business priorities, identify agency needs, and leverages priority learning; and,
- Supporting the efforts of the statutorily created Employee Suggestion Commission.

The assessment for HRSD is allocated to agencies using legislatively approved budgeted full-time equivalent (FTE) position authority. The rates per FTE per month are:

- \$15.33 for full-service agencies.
- \$2.57 for records management agencies.

**Please contact Denise Hall at (503) 373-7320 if you have any questions about this assessment.**

**THE E-GOVERNMENT PROGRAM (E-GOV)**

The E-Government (E-Gov) program is designed to move the business of government onto the Internet. Its infrastructure includes a web portal, a single payment process, a secure environment, standards, best practices, templates, migration, and training and development assistance.

By the end of 2004, migration to the DAS Content Management System will be complete. The Content Management System will provide: an associated Enterprise Directory Services platform; the development, hosting, and management of all static content for all state agencies; central branding from BRAND OREGON to give all state agency websites a consistent look and navigation. Additionally, the E-Government program will offer a new central search engine to improve searching and categorization of we-based content. Training, content hosting, and publishing of electronic commerce stores and use of DAS SecurePay services are included in the E-Government assessment. Custom products and services are not included in the assessment.

Core costs of the E-Government program will be funded by an assessment in 2005-07. "Core costs" are those costs of program activities that are not unique to an agency but are essential to the ongoing operation and maintenance of the program. The total core costs of the program are allocated as an equal flat fee to all agencies with more than 100 budgeted FTE. The fee is adjusted for agencies with fewer than 100 budgeted FTE using the following schedule.

- Less than 1 FTE                      \$100
- 1.0 to 5.0 FTE                        \$500
- 5.01 to 10 FTE                        \$1,000
- 10.01 to 20 FTE                       \$1,500
- 20.01 to 50 FTE                       \$10,000
- 50.01 to 100 FTE                      \$100,000

Agencies with more than 100 FTE will pay a flat fee equal to the remaining cost divided by the number of agencies with more than 100 FTE (See note re: DHS).

Note: DHS is the combination of seven agencies, therefore, its assessment is equal to seven times the flat fee.

**Please call Jim Hill at (503) 378-4705 if you have any questions regarding this assessment.**

### ENTERPRISE PLANNING & POLICY (EP&P)

The Enterprise Planning and Policy Section is responsible for activities that support the statewide IT enterprise. The section's activities include: acquire and disseminate the information necessary for statewide IT and telecommunications decision-making; conduct statewide strategic planning; develop portfolio and asset management functions; conduct research and make recommendations on the efficient and effective use of information technology; develop strategy and policy recommendations and for managing information and telecommunication resources. Additionally, EP&P provides planning, staffing, and communications support to statutory and other statewide IT governance bodies such as the Information Resources Management Council, the Chief Information Officer Council and the Joint Legislative Committee on Information Management and Technology.

The Enterprise Planning and Policy section supports the legislative process by acting as DAS' primary legislative liaison in matters related to information resource management.

Costs for Enterprise Planning and Policy section are funded by an assessment in 2005-07. The minimum assessment is \$250 and the maximum assessment is \$250,000. The remainder of the assessment is split, with 50 percent allocated according to budgeted full-time equivalent position authority and 50 percent according to funding limitation.

**Please call Deborah Bryant at (503) 378-8366 if you have any questions regarding this assessment.**

### QUALITY ASSURANCE (QA)

The Quality Assurance (QA) section develops and implements policy and standards related to the planning, management, monitoring, evaluation, and implementation of large scale, and enterprise information technology development projects. The Quality Assurance section:

- Ensures that the appropriate level of concept development, executive involvement and cost benefit analysis is completed prior to a mission critical or enterprise technology project's initiation.
- Provides QA functions that increase the likelihood of the successful implementation of information technology projects.
- Provides for independent evaluation of overall project performance on a regular basis.
- Ensures that appropriate levels of executive sponsorship and project management discipline are applied to information technology projects.
- Identifies critical project risks and possible mitigation strategies throughout the life of a given project.
- Provide uniform reporting on information technology project status to the Joint Legislative Committee on Information Management and Technology (JLCIMT) and other legislative committees.

Costs for the QA section are covered by an assessment. This assessment is allocated among agencies on the basis of budgeted full-time equivalent positions.

**Please contact Carl Wieneke (503) 373-0902 if you have any questions regarding this assessment.**

**GEOSPATIAL ENTERPRISE OFFICE (GEO)**

The GEO Section within IRMD serves as a central collection and dissemination point for state geographic information. This information is shared among federal, state, academic, regional, and local groups, as well as available to the general public. The GEO Section also serves a coordination function for geographic information activities across the enterprise of state government, including state agencies, local governments and academic institutions, as well as other communities of interest. Coordination of these activities is important to help bring people together, reduce redundancy and leverage resources. Many public agencies develop large geographic databases. In fact, approximately 85% of government information has a geographic component that can be used to relate databases across agency and jurisdictional boundaries. The geographic information developed by an agency is very often useful for solving problems and making decisions well beyond the single purpose for which it was originally designed. In order for multiple organizations to access the data, a single agency needs to gather the data, make sure it is in a standard format, document the data and make it available electronically. This coordination results in better use of GIS technologies, more effective IT planning, and ultimately, improved human and natural resource policymaking.

The GEO Section also reviews state agency funding proposals that contain a geographic or locational aspect to the work. This helps ensure that agency programs are linked with other GIS work that is planned or already underway.

The basis for a statewide assessment to fund these services is that information regarding Oregon's physical environment is important to the mission of every agency. Oregon's natural, human and economic resources are inextricably interrelated. Location, as depicted within geographic database and maps, provide the mechanism by which the interconnection between natural, human and economic resources can be managed when making decisions and setting policy. Almost every decision that's made in a public policy context must consider questions of where, in addition to the usual questions of how, why, and cost.

The allocation of the assessment was weighted based on a tiered approach. Three tiers were established within which to place each agency based on the extent to which geographic understanding of Oregon is an important component of the agency's mission. On that basis, Tier 1 agencies are, or will be, active users of GIS tools and geographic information. Tier 2 agencies are, or will be, active users of geographic information. Tier 3 agencies are, or will be minor users of geographic information. The budgeted full-time equivalent position authority for each agency was modified using the tiered approach, then used to calculate the assessment.

**Please contact Cy Smith at (503) 378-6066 if you have any questions regarding this assessment.**

**STATE CYBER SECURITY CENTER (CS)**

The Enterprise Cyber Security Program is responsible for effectively defending and securing the State's Computing and Networking Infrastructure (SCNI) and its related information technology investments. Security-related threats have become more numerous, diverse, and more damaging and disruptive. The SCNI is vulnerable to an increasing number of intentional intrusions ('script-kiddie' hacking), malicious and sophisticated exploits, as well as viruses and worms.

To protect and enable the mission of the Enterprise, IRMD, with agency collaboration, provides leadership to:

1. Identify threats and vulnerabilities and analyze their impact on the SCNI;
2. Formulate countermeasures that reduce risk exposure to the SCNI;
3. Advise business groups and executives on risk exposure and identify acceptable impact;
4. Deploy countermeasures to mitigate the impact of threats and vulnerabilities;
5. Manage security activities and proactively respond to breaches;
6. Provide governance, oversight and guidance for the Enterprise cyber security effort;
7. Establish security goals, policies and procedures; and,
8. Assess the effectiveness of existing technology components, physical controls and administrative functions in reducing risk exposure.

All Enterprise security activities will be audited in compliance with federal requirements, state security-related laws (ORS 291), recognized industry standards (ISO 17799) and the State of Oregon Technical Architecture, Chapter 5—Security (approved by the CIO Council September 2003).

The Cyber Security Center ensures the effective use of existing technology components, physical controls, and administrative functions. Solutions such as network and host intrusion detection systems, patch management, log aggregation and analysis, forensic analysis and incident response capabilities will be implemented. These solutions will provide timely information to affected organizations of threats that constitute risks including:

- Downtime—affecting availability of systems;
- Hacking/Intrusion—influencing hostile effects on systems and business operations;
- Malicious Code/Compromise—inducing hostile agent's affects on systems;
- Privacy—compromising confidentiality;
- Human Factors—impacting people, policy, and procedures; and
- Physical—connecting to the cyber security environment.

The State Cyber Security Center (SCSC) ensures a comprehensive, well organized effort that promotes internal and external relationships with authorities and partners. These include the Governor's Office, the State Legislature, Oregon Emergency Management, the State Chief Information Officers Council, the State Security Task Force, the U.S. Department of Homeland Security, local governments, and communities of interested civilian groups.

These costs are allocated on the basis of Full-Time Equivalent positions.

**Please call Ranjit Ramakrishnan at (503) 378-4127 if you have any questions regarding this assessment.**

**INTERAGENCY SHUTTLE MAIL (State Mail)**

This charge recovers the cost of picking up and delivering inter-agency and postal mail. The charge is based upon the volume of mail and the number of locations served, weighted by distance from the Capitol Mall in Salem. User fees have been established for additional mail services such as metering, presort, inserting, and labeling/bulk mail processing. Please see Section 4 for a schedule of these fees.

**Please contact the State Publishing and Distribution Manager at (503) 378-3397 x334 if you have questions regarding this assessment.**

**LEGISLATIVE INFORMATION NOTIFICATION UPDATE SYSTEM (LINUS)**

The Legislative Information Notification Update System (LINUS) is a "real-time" Legislative bill tracking system that allows state agencies to track bills throughout the legislative process. This is an enterprise, web-based application that is available to employees of state agencies and their statutorily defined agents. LINUS provides agencies with the following functionality:

- Search and sort bills by a variety of different parameters such as session year, session type, priority, fiscal impact, and subject;
- Access up-to-date bill information including bill text, fiscal analysis, bill analysis, and testimony.
- Attach external documents related to a specific bill that your agency is tracking;
- Assign bill managers (agency, division, office);
- Retrieve various online reports (bill summary reports, scheduled hearing report, assignment status report, third reading report, tracked list report);
- Configurable agency specific information such as division, office & priority;
- E-mail Notifications (such as hearing schedules, bill changes, and new bills); and,
- Legislator and Committee Information.

This assessment is allocated based on Full-Time Equivalent positions.

**Please contact Melody Riley at (503) 373-0938 if you have questions regarding this assessment.**

**STATE PROCUREMENT OFFICE (SPO)**

**Basic Purchasing Service Charge**

The Basic Purchasing Service Charge funds a portion of the State's Central Purchasing program. The Purchasing Service Charge is used to provide basic purchasing services to all state agencies subject to DAS authority. In addition to regulatory functions, such as statewide rule and policy promulgation for all state public purchasing services, the basic Purchasing Service Charge also supports, in part, resources required to furnish:

- Establish and maintain multiple-agency and statewide agency price and service agreements for a variety of goods and services required to support general government operations. Examples are office supplies, office furniture, routine information technology such as desktop computers and a variety of software, copiers, travel services, etc.
- Establish, maintain, and replace agency-specific contracts for public works and construction, food products and services, and other routine transactions for a variety of goods and trade services.
- Provide routine processing of personal service contracts.

The amount of charge to each agency is calculated every two years, based on total agency FTE and agency procurement volume, including public improvements, food, trade goods, equipment and services and personal service contracts. The amount of Basic Purchasing Service Charge to each agency fluctuates each biennium due to changes in each agency's staffing and spending patterns from the previous two-year budget cycle.

For the 2005-07 biennium, the Purchasing Service Charge includes overall increases due to increased debt service related to the new Electronic Procurement System.

**Please contact Dianne Lancaster at (503) 378-3529 if you have any questions about this assessment.**

**STATEWIDE FACILITIES COORDINATION**

These charges cover Department of Administrative Services' expenses for coordinating/facilitating development, resource management, and planning of major construction projects by all state agencies under ORS 276.227. The costs are allocated to agencies based on budgeted Full-Time Equivalent (FTE) positions for each state agency with 15 or more FTE. Agencies with less than 15 FTE employees are not assessed.

Services include:

- Planning long- term space needs for leased and state-owned space for state agencies;
- Assisting agencies in developing maintenance plans for state owned facilities;
- Assisting in the analysis and planning of major construction projects;
- Coordination of the statewide facility inventory;

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

- Staff support for the Capital Projects Advisory Board (CPAB);
- Coordination of Salem Area projects and plan development with other agencies and the City of Salem; and,
- Coordinating energy use, resource management, and sustainability.

**For questions or additional information, please call John Wales at (503) 378-2365 Ext. 251.**

**CAPITOL MALL LANDSCAPE**

This charge covers costs of maintaining the State Capitol Building grounds. It includes irrigation, lawn care, statue maintenance, herbicide and pesticide application, and long-range planning. The charge is based on budgeted Full-Time Equivalent (FTE) positions for each state agency with 15 or more FTE. Agencies with less than 15 FTE employees are not assessed.

**For questions or additional information, please call Susan Marshall at (503) 378-2365 Ext. 248.**

**MALL PLAZA DEBT SERVICE**

This charge covers the cost of Debt Service related to the completion of the grounds above the Salem underground parking structure. The charge is based on budgeted Full-Time Equivalent (FTE) positions for each state agency with 15 or more FTE. Agencies with less than 15 FTE employees are not assessed.

**For questions or additional information, please call Susan Marshall at (503) 378-2365 Ext. 248.**

**OREGON PROGRESS BOARD**

The Oregon Progress Board leads the implementation of the state's performance measurement system. Specific functions that support this work include:

- Provides overall strategic direction by maintaining and analyzing the Oregon Benchmarks and Oregon Shines, the state's strategic vision;
- Provides agency direction by developing guidelines and providing training;
- Assists agencies in performance management by providing direct assistance to staff; and,
- Monitors implementation of the performance measurement system for DAS and the Legislative Assembly.

The service charge provides funding for the above activities and is allocated to agencies based on budgeted full-time equivalent position authority.

**Please contact Jeffrey Tryens at (503) 378-3202 if you have any questions about this assessment.**

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>Agency Number</b>	<b>05-07 Total</b>	<b>DO</b>	<b>BAM</b>	<b>SCD</b>	<b>HRS D</b>	<b>E-Gov.</b>	<b>EP&amp;P</b>	<b>QA</b>
10000	19,126,691	950,113	2,698,160	6,287,805	3,364,802	1,419,980	250,000	197,917
10700	2,394,723	92,202	203,500	476,362	326,531	202,854	37,817	19,207
10800	5,889	208	2,500	304	736	500	250	43
10900	128,796	1,662	5,000	28,243	5,885	1,500	920	346
11000	0	0	0	0	0	0	0	0
11200	0	0	0	0	0	0	0	0
11300	12,797	260	5,000	366	920	500	250	54
11400	17,574	831	5,000	925	2,943	1,000	250	173
11500	23,265	1,246	5,000	3,259	4,414	1,500	250	260
11600	8,646	312	5,000	562	1,103	500	250	65
11700	0	0	0	0	0	0	0	0
11800	0	0	0	0	0	0	0	0
11900	12,751	415	5,000	645	1,471	500	250	87
12000	15,855	727	5,000	785	2,575	1,000	250	151
12100	73,677	4,622	7,411	7,742	16,368	10,000	1,164	963
12200	10,184	260	5,000	343	920	500	250	54
12300	516,363	12,089	43,523	144,626	42,814	202,854	9,349	2,518
12400	8,101	260	5,000	364	920	500	250	54
13700	1,694,488	123,654	194,278	181,632	437,916	202,854	30,082	25,758
14100	270,317	8,837	13,501	53,647	31,297	100,000	2,050	1,841
14200	47,163	4,754	5,000	6,471	2,822	10,000	1,045	990
14400	9,272	623	5,000	412	370	1,000	250	130
14500	17,916	1,766	5,000	944	1,048	1,500	449	368
15000	1,441,253	102,503	151,301	108,721	363,011	202,854	22,391	21,352
15500	345,164	22,454	5,000	23,047	13,328	202,854	4,456	4,677
15600	304,905	11,153	5,000	24,896	6,620	202,854	2,639	2,323
16500	581,201	21,551	34,458	117,215	76,322	202,854	5,399	4,489
16700	2,917	0	2,500	67	0	100	250	0
17000	240,897	7,748	12,659	48,087	27,439	100,000	2,012	1,614
17200	0	0	0	0	0	0	0	0
17300	0	0	0	0	0	0	0	0
17500	3,462	52	2,500	171	31	100	250	11
17700	416,392	0	0	21,017	27,279	202,854	6,593	9,573
19600	36,996	3,739	6,317	1,854	2,219	10,000	1,025	779
19700	63,080	19,422	0	8,881	11,528	0	0	0
19800	1,781,516	171,672	5,000	654,785	101,900	202,854	41,213	35,761
19900	9,963	291	5,000	324	1,030	500	250	61
21300	24,938	1,133	5,000	6,004	4,013	1,000	736	236
24800	892,165	38,281	65,240	119,141	135,573	202,854	10,644	7,974
25000	85,598	3,947	9,724	19,289	13,977	10,000	1,881	822
25500	22,473	1,636	5,000	1,054	5,793	1,500	393	341
25700	1,847,780	120,818	215,532	242,571	427,875	202,854	36,109	25,168
25900	238,004	9,551	15,722	29,769	33,824	100,000	2,511	1,990
27400	577,641	14,353	24,501	147,302	50,832	202,854	4,001	2,990

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>GEO</b>	<b>CS</b>	<b>State Mail</b>	<b>LINUS</b>	<b>SPO</b>	<b>SFC</b>	<b>CML</b>	<b>MPDS</b>	<b>OPB</b>
370,035	1,352,626	386,075	74,405	1,063,058	194,277	69,397	279,899	168,142
35,909	131,263	163,210	7,221	629,578	18,854	6,735	27,163	16,317
54	296	0	16	945	0	0	0	37
431	2,366	14,460	130	66,608	340	121	490	294
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
51	370	4,712	20	250	0	0	0	46
162	1,183	4,352	65	543	0	0	0	147
324	1,774	4,360	98	559	0	0	0	221
81	444	0	24	250	0	0	0	55
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
108	591	3,327	33	250	0	0	0	74
142	1,035	3,678	57	326	0	0	0	129
1,800	6,580	11,131	362	2,071	945	338	1,362	818
51	370	2,120	20	250	0	0	0	46
4,708	17,211	14,518	947	12,151	2,472	883	3,561	2,139
67	370	0	20	250	0	0	0	46
48,159	176,039	102,422	9,684	69,382	25,285	9,032	36,428	21,883
3,442	12,581	8,028	692	27,782	1,807	645	2,603	1,564
1,234	6,767	2,019	372	2,129	972	347	1,400	841
162	887	0	49	279	0	0	0	110
458	2,514	1,619	138	790	361	129	520	312
39,921	145,928	49,320	8,027	149,140	20,960	7,487	30,197	18,140
8,745	31,967	0	1,758	10,058	4,591	1,640	6,615	3,974
4,344	15,879	14,971	873	4,997	2,281	815	3,286	1,974
8,393	30,681	44,907	1,688	17,100	4,407	1,574	6,349	3,814
0	0	0	0	0	0	0	0	0
2,012	11,030	15,895	607	5,990	1,584	566	2,283	1,371
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
10	74	0	4	250	0	0	0	9
17,899	65,428	2,861	3,599	32,996	9,397	3,357	13,539	0
971	5,323	0	293	1,675	765	273	1,101	662
0	0	0	0	8,700	3,971	1,419	5,722	3,437
44,573	244,400	56,699	13,444	80,617	35,104	12,539	50,574	30,381
57	414	1,712	23	250	0	0	0	51
441	1,613	3,864	89	508	0	0	0	201
14,909	54,499	4,280	2,998	207,095	7,828	2,796	11,278	6,775
1,025	5,619	9,624	309	6,425	807	288	1,163	698
637	2,329	0	128	2,438	334	119	482	289
47,054	172,003	74,508	9,462	183,322	24,705	8,825	35,593	21,381
3,720	13,597	6,461	748	12,956	1,953	698	2,814	1,690
3,727	20,434	12,049	1,124	82,723	2,935	1,048	4,228	2,540

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>Agency Number</b>	<b>05-07 Total</b>	<b>DO</b>	<b>BAM</b>	<b>SCD</b>	<b>HRS D</b>	<b>E-Gov.</b>	<b>EP&amp;P</b>	<b>QA</b>
29100	5,353,730	404,071	660,254	347,338	1,431,009	202,854	250,000	84,172
33000	266,479	8,483	14,190	56,860	30,043	100,000	2,289	1,767
34000	2,193,736	84,413	133,276	1,042,737	298,945	202,854	20,706	17,584
35000	4,181	0	2,500	90	0	100	250	0
39900	9,102	415	5,000	350	1,471	500	250	87
40400	191,954	5,998	37,413	3,052	3,560	100,000	8,771	1,249
40500	12,398	415	5,000	819	1,471	500	250	87
41500	1,761,203	107,274	172,350	389,297	379,908	202,854	27,092	22,346
42300	59,431	2,441	5,000	15,056	8,644	10,000	3,877	508
42500	4,467	208	2,500	190	123	500	250	43
44000	1,617,922	111,233	164,571	221,222	393,930	202,854	24,398	23,171
44200	205,335	5,349	15,270	39,341	18,942	100,000	3,095	1,114
45900	622,754	33,673	51,732	75,376	119,253	202,854	7,885	7,014
47100	3,250,652	145,497	241,259	1,447,926	515,275	202,854	38,704	30,308
54300	84,265	4,531	7,781	13,208	16,048	10,000	1,275	944
57500	260,371	9,036	22,316	49,853	32,000	100,000	4,319	1,882
58000	3,593,934	494,946	992,227	226,333	0	202,854	250,000	103,102
58100	2,442,752	46,269	1,218,559	263,748	163,861	202,854	250,000	9,638
58400	32,508	2,077	5,000	4,036	7,356	1,500	472	433
58500	96,367	4,292	7,297	42,815	15,202	1,000	1,189	894
58600	216,052	4,643	107,883	37,023	16,441	1,500	27,408	967
59000	0	0	0	0	0	0	0	0
60300	991,190	39,317	60,751	335,466	139,240	202,854	9,298	8,190
62200	98,302	3,848	7,686	34,588	13,628	10,000	1,365	802
62800	9,414	883	0	1,182	3,126	1,000	250	184
62900	1,876,499	92,088	148,865	623,306	326,127	202,854	23,495	19,183
63200	68,191	3,565	5,000	11,606	12,627	10,000	886	743
63400	1,354,204	53,709	90,468	319,724	190,208	202,854	14,655	11,188
63500	1,879,798	114,174	178,168	446,595	404,346	202,854	27,458	23,784
66000	95,984	5,280	9,112	21,432	18,700	10,000	1,498	1,100
66200	13,362	623	5,000	748	2,207	1,000	250	130
69000	398,392	14,562	22,464	47,227	51,571	202,854	3,434	3,033
69100	49,235	2,337	5,000	10,435	8,276	10,000	3,816	487
73000	6,239,551	476,373	950,708	312,339	1,687,063	202,854	250,000	99,233
73300	372	0	0	0	0	0	0	0
81100	13,737	467	5,000	653	1,655	500	250	97
83100	60,662	2,796	5,000	19,804	9,902	10,000	615	582
83300	91,697	3,988	5,000	23,954	14,124	10,000	927	831
83400	1,182	727	0	0	0	0	0	0
83900	252,529	11,036	16,361	27,408	39,084	100,000	2,429	2,299
84500	507,061	21,008	40,363	56,735	74,398	202,854	7,033	4,376
84700	68,893	3,220	5,000	17,548	11,402	10,000	779	671
85100	71,665	4,336	5,000	11,307	15,356	10,000	993	903
86000	378,655	12,827	21,507	33,105	45,425	202,854	3,474	2,672

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>GEO</b>	<b>CS</b>	<b>State Mail</b>	<b>LINUS</b>	<b>SPO</b>	<b>SFC</b>	<b>CML</b>	<b>MPDS</b>	<b>OPB</b>
157,371	575,255	75,863	31,644	831,212	82,625	29,514	119,039	71,509
3,304	12,077	6,768	664	23,679	1,735	620	2,499	1,501
32,876	120,174	35,593	6,611	134,733	17,261	6,166	24,868	14,939
0	0	0	0	1,241	0	0	0	0
81	591	0	33	250	0	0	0	74
2,336	8,539	13,387	470	2,687	1,226	438	1,767	1,061
108	591	2,800	33	250	0	0	0	74
41,779	152,720	42,366	8,401	134,459	21,935	7,835	31,603	18,984
634	3,475	4,553	191	3,224	499	178	719	432
54	296	0	16	250	0	0	0	37
43,321	158,357	88,286	8,711	94,544	22,745	8,125	32,769	19,685
1,389	7,615	2,674	419	6,119	1,094	391	1,576	947
8,743	47,939	9,863	2,637	30,560	6,886	2,460	9,920	5,959
56,666	207,137	61,072	11,394	183,570	29,751	10,627	42,863	25,749
1,765	6,451	16,226	355	2,286	927	331	1,335	802
2,346	12,864	7,107	708	11,171	1,848	660	2,662	1,599
192,764	704,629	118,765	38,760	0	0	36,152	145,811	87,591
18,020	65,871	14,275	3,623	151,374	9,461	3,380	13,631	8,188
404	2,957	5,623	163	930	425	152	612	368
1,115	6,111	12,107	336	3,249	0	0	0	760
1,205	6,609	0	364	8,531	949	339	1,368	822
0	0	0	0	0	0	0	0	0
15,313	55,973	14,902	3,079	77,354	8,040	2,872	11,583	6,958
749	5,478	2,888	301	14,086	787	281	1,134	681
229	1,257	0	69	1,078	0	0	0	156
35,865	131,101	21,147	7,212	176,274	18,830	6,726	27,129	16,297
1,389	5,076	9,807	279	4,543	729	260	1,050	631
20,918	76,462	16,130	4,206	313,449	10,982	3,923	15,823	9,505
44,467	162,544	29,408	8,941	151,530	23,347	8,340	33,636	20,206
2,056	7,517	10,336	414	4,583	1,080	386	1,556	934
162	887	1,917	49	279	0	0	0	110
5,671	20,731	7,079	1,140	7,717	2,978	1,064	4,290	2,577
910	3,327	0	183	2,713	478	171	688	414
185,530	678,187	264,504	37,306	738,607	97,409	34,795	140,339	84,304
0	0	0	0	372	0	0	0	0
91	665	3,348	37	891	0	0	0	83
544	3,980	3,873	219	1,252	572	204	824	495
777	5,678	20,820	312	2,298	816	291	1,175	706
0	0	0	0	326	0	0	0	129
2,865	15,711	21,262	864	4,943	2,257	806	3,251	1,953
4,091	29,907	14,679	1,645	34,235	4,296	1,534	6,189	3,718
627	4,584	10,445	252	1,953	658	235	949	570
844	6,173	9,811	340	3,354	887	317	1,277	767
4,996	18,261	15,176	1,004	7,745	2,623	937	3,779	2,270

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>Agency Number</b>	<b>05-07 Total</b>	<b>DO</b>	<b>BAM</b>	<b>SCD</b>	<b>HRS D</b>	<b>E-Gov.</b>	<b>EP&amp;P</b>	<b>QA</b>
<b>86200</b>	30,936	1,818	5,000	3,979	6,437	1,500	488	379
<b>91400</b>	629,530	15,406	56,506	229,547	54,562	202,854	12,186	3,209
<b>91500</b>	190,524	6,309	9,628	11,046	22,345	100,000	1,460	1,314
<b>91900</b>	53,694	3,146	5,000	4,533	11,141	10,000	759	655
<b>95100</b>	0	0	0	0	0	0	0	0
<b>95200</b>	0	0	0	0	0	0	0	0
<b>96300</b>	1,859	0	0	0	0	0	0	0
<b>96400</b>	0	0	0	0	0	0	0	0
<b>96500</b>	3,207	0	0	0	0	0	0	0
<b>96600</b>	2,548	0	0	0	0	0	0	0
<b>96700</b>	0	0	0	0	0	0	0	0
<b>96800</b>	4,490	0	0	0	0	0	0	0
<b>96900</b>	0	0	0	0	0	0	0	0
<b>97100</b>	0	0	0	0	0	0	0	0
<b>97300</b>	3,129	0	0	0	0	0	0	0
<b>97400</b>	0	0	0	0	0	0	0	0
<b>97700</b>	0	0	0	0	0	0	0	0
<b>99000</b>	702	0	0	702	0	0	0	0
<b>Total</b>	<b>71,031,502</b>	<b>4,124,252</b>	<b>9,327,292</b>	<b>15,651,271</b>	<b>12,164,881</b>	<b>8,376,046</b>	<b>1,768,407</b>	<b>864,495</b>

**Note:** Several new columns have been added to the DAS Service Charge table. As a result, we were unable to list the agency names with the agency numbers. Please refer to the “Agency Listings” section for listings of agencies by alphabetic and numeric order. It is located at the end of the Price List of Goods and Services.

**State of Oregon 2005-2007 Price List**

**DAS SERVICE CHARGES**

<b>GEO</b>	<b>CS</b>	<b>State Mail</b>	<b>LINUS</b>	<b>SPO</b>	<b>SFC</b>	<b>CML</b>	<b>MPDS</b>	<b>OPB</b>
354	2,588	4,834	142	2,055	372	133	535	322
6,000	21,933	6,655	1,207	7,925	3,150	1,125	4,539	2,726
1,229	8,982	12,316	494	10,674	1,290	461	1,859	1,117
1,225	4,479	8,744	246	1,409	643	230	927	557
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	1,859	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	3,207	0	0	0	0	0	0
0	0	2,548	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	4,490	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	3,129	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
<b>1,568,999</b>	<b>5,908,224</b>	<b>2,065,824</b>	<b>325,001</b>	<b>5,880,655</b>	<b>748,526</b>	<b>303,530</b>	<b>1,224,224</b>	<b>729,875</b>

DO	Director's Office
BAM	Budget and Management
SCD	State Controller's Division
HRSD	Human Resource Management Division
E-Gov.	E-Government
EP&P	Enterprise Planning & Policy
QA	Quality Assurance
GEO	Geospatial Enterprise Office
CS	Cyber Security
State Mail	Interagency Shuttle Mail
LINUS	Legislative Information Notification Update System
SPO	State Procurement Office
SFC	Statewide Facilities Coordination
CML	Capitol Mall Landscape
MPDS	Mall Plaza Debt Service
OPB	Oregon Progress Board

SECTION 4

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
USER FEES**

Department of Administrative Services User Fees are expenses agencies can control through resource management and efficient practices.

**FACILITIES DIVISION**

**Building Space Rental Rates/ Per Square Foot**

**Uniform Rent Rate**

Uniform Rent recovers almost all building costs in Department of Administrative Services (DAS) office buildings. Those costs include building maintenance, custodial services, depreciation (to pay for construction and improvement), normal utilities, debt service, building security, recycling, landscaping, and administrative overhead.

The new Uniform Rent rate reflects an increase of \$0.10 per square foot for office space and \$0.04 per square foot for storage space. Two factors cause most of the increase: Personal services and depreciation.

A “New Built” surcharge of \$0.10 per square foot will be charged for space that is newly built with debt financing. The surcharge will run for the life of the debt (25 years in most cases).

**For questions or additional information, please call Susan Marshall at 503-378-2865 Ext. 248.**

**Table 4-1  
Uniform Rent Rate**

Monthly Rate per Square foot	2003-2005	2005-2007
New Built	\$1.40	\$1.50
Basic	\$1.30	\$1.40
Storage	\$0.43	\$0.47

**Project Management**

DAS Facilities Division manages capital construction and improvement projects for its facilities. On request, the division also manages projects for other agencies’ facilities at their expense, as staff is available. We also provide space planning services to improve work space.

**For questions or additional information, please call Robert Reitmajer P.E. at (503) 378-2865 Ext. 293.**

Hourly rates for the 2005-2007 are shown below.

**Table 4-2  
Project Management**

Senior Project Manager	\$115.00
Mid-Level Project Manager	\$ 86.00
Operations & Maintenance Project Manager	\$ 62.00
Architectural Space Planner	\$ 74.00

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Service Agreement and Self Support Rent Rates**

The Facilities Division provides services to state agencies, in the buildings listed below, by Interagency Service Agreements. The charges reflect the actual cost of services provided. The following table lists estimated costs. These rates were developed using the historical costs of maintaining and operating these buildings at current service levels. They do not include the costs of special or emergency projects or changes in service levels not anticipated or known at the time of publication. At the conclusion of the biennium, a statement of actual costs will be provided to each agency.

**For questions or additional information, please call Susan Marshall at 503-378-2865 ext 248.**

**Table 4-3  
2005-2007 Biennium Charges  
Service Agreement/Self-Support Rent Table**

<b>Agency Number</b>	<b>Agency Name</b>	<b>2005-2007 Estimated Cost</b>
10700	Admin. Svcs., Dept of IRMD-Albina Building	9,000
10700	Admin. Svcs., Dept of IRMD-Burns Data Warehouse	200,000
10700	Admin. Svcs., Dept of Portland Motor Pool	475,000
10700	Admin. Svcs., Dept of Print Plant	1,160,000
10700	Admin. Svcs., Dept of Property Dist Center	300,000
10700	Admin. Svcs., Dept of Salem Motor Pool	550,000
10700	Admin. Svcs., Dept of Springfield Motor Pool	475,000
58500	Blind, Commission for the	325,000
44000	Consumer & Business Services, Dept.-OROSHA	140,000
10000	Dept. of Human Services,-Albina Building	1,150,000
10000	Dept. of Human Services,-Employment Building	386,000
47100	Employment Department-Employment Building	2,430,000
47100	Employment Department-Albina Building	390,000
47100	Employment Department-Pendleton	73,000
19800	Judicial Department-Supreme Court Building	146,000
17700	Lottery, Oregon State-Burns Data Warehouse	42,000
45900	Public Employees Retirement System-PERS Building	466,000
14100	State Lands, Dept. of	720,000
25700	State Police, Dept. of-PDX Crime Lab	2,850,000
25700	State Police, Dept. of-Central Point Crime Lab	1,041,000
25700	State Police, Dept. of-ECF	1,733,000
25700	State Police, Dept. of-Pendleton SP Garage	12,000
73000	Transportation, Dept. of - Transportation	825,000
73000	Transportation, Dept. of-DMV-Lana Ave	70,000
73000	Transportation, Dept. of-ECF	122,000
73000	Transportation, Dept. of-ODOT Materials Lab	119,000
73000	Transportation, Dept. of-ODOT-Building B	29,000
73000	Transportation, Dept. of-ODOT-Building A	17,000
27400	Veterans' Affairs, Dept. of	310,000

**Real Property Services**

**Leasing**

The Facilities Division negotiates private commercial leases for the state. A fee for this service is charged based on dollars of lease payments. This is the method commonly used by private commercial brokers. A lease in a high rent area will typically pay more in service fees than the same amount of space in a low rent area. However, the Facilities Division leasing fee still remains below the rate charged in the private commercial leasing market.

The 2005-2007 rate will remain the same as in 2003-2005. It is 1.4 percent of an agency’s total annual rent less a \$100 fee-credit per agency. Facilities will bill agencies each July, based on all active agency leases. Some examples are illustrated in the table below:

**Table 4-4  
Leasing**

<b>Agency</b>	<b>Yearly Rents</b>	<b>Times .014 =</b>	<b>Less \$100 =</b>	<b>Fee due July</b>
<b>A</b>	\$150,000	\$2,100	\$2,000	\$2,000
<b>B</b>	\$7,000	\$98	\$0	\$0
<b>C</b>	\$12,000	\$168	\$68	\$68

**Real Property Transactions**

This program manages the real property transactions (purchases, sales, exchanges, easements etc.) by DAS and other state agencies as required/requested (ORS 270). Real property transactions are billed on a fee-for-service rate (\$109 per hour) plus any other direct costs associated with the transaction.

**Surplus Real Property Coordination (Clearinghouse)**

ORS 270.100 requires the Facilities Division to manage a statewide clearinghouse and notification process for the acquisition and disposal of state real property. ORS 270.180 (1) and (2) require Facilities to develop and maintain an inventory of all state-owned property. Subsection (3) authorizes the department to charge state agencies that own real property for the cost of managing the state owned real property database.

This is a new price list item. The total cost of this program will be \$100,000. Facilities will charge each agency based on the percent of the number of parcels an agency owns of the total number of parcels owned by the entire state. Agency biennial charges less than \$100 will be waived.

**For questions or additional information regarding Real Property Services, please call John Wales at (503) 378-2865 Ext. 251.**

**Parking Program**

The State parking program is self-supporting and manages spaces assignments and parking enforcement for approximately 4,500 parking spaces for employees, state agency assigned vehicles, at the Salem Capitol Mall, Portland State Office Building, and Eugene State Office Building. The program also develops and promotes alternative modes of transportation for state employees, carpool, and smart commuter programs. This promotes sustainability, energy conservation and better air quality. Effective January 1, 2006 parking rates will increase by \$5.00 per space per month.

Administrative Fee increase for leased parking spaces:

On January 1, 2006 the State parking will increase its administrative fee \$2.58 per space to a new rate of \$12.50 per space. This will accurately reflect administrative cost. The \$9.92 fee charged to agencies has not been raised since 1991. For employee spaces, this cost to the agency will be more than offset by the \$5.00 across the board parking rate increase.

**For questions or additional information, please call Terry Brooks at (503) 378-2865 Ext. 235.**

**Key Card Program**

The Facilities Division provides Photo ID Key Cards as an over the counter service to agencies in DAS owned buildings. The Key Card program provides a variety of basic physical security services to DAS owned buildings. The program installs repairs and replaces key card (electronic access) systems on exterior doors and designated interior doors as a DAS standard for its buildings. This provides basic key card controlled access for DAS owned buildings.

For the 2005-2007 biennium, the cost of a new or replacement photo ID key card will be \$15 per card.

The Key Card program may also, at its discretion, install interior key card door readers, and other security equipment, on request by a tenant agency necessary to provide additional safety and security to meet agency program needs. The costs of installation, maintenance, repair and replacement is the responsibility of the requesting agency.

**For questions or additional information, please call Bill Cleveland at (503) 378-2865 Ext. 287.**

**PUBLIC EMPLOYEES' BENEFIT BOARD**

**EMPLOYEE ASSISTANCE PROGRAM**

Agencies participating in the statewide Employee Assistance Program (EAP) offered through the Public Employees' Benefit Board should use the following estimates when projecting costs for 2005-2007. These amounts are subject to change based on the final negotiated contract. Budget \$10.32 per FTE per year for the three visit model or \$12.12 per FTE per year for the five visit model. Expenditures for EAP are budgeted under professional services.

If you have any questions or need additional information, please contact Susan Pritt at (503) 378-6883.

**INFORMATION RESOURCE MANAGEMENT DIVISION**

The Information Resources Management Division (IRMD) is responsible for enterprise information technology policy, planning, governance, and oversight. Additionally, IRMD manages and provides common information technology infrastructure and services for state agencies.

**General Government Data Center (GGDC):**

The GGDC currently supports several technologies: The mainframe with IBM's zOS operating system, which operates relational database technology and traditional file structure; the Solaris/AIX UNIX environment, offering application hosting and DB2 and Oracle database services; the Microsoft/SQL hosting environment; LAN & Desktop services; off-site backup and recovery; and long term archiving of stored media (Burns Archival Center). The GGDC serves over 100 State agencies, Boards, and Commissions, stores approximately 10 terabytes of data in Salem and over 60 terabytes at the Burns Archive Center, and processes 300 to 600 production jobs per day. The GGDC operates twenty-four hours per day seven-day per week. Please call (503)378-3183 for assistance.

**2005-07 Rates:**

The GGDC is implementing a new chargeback billing system. The new system will permit GGDC to invoice customer agencies according to resources usage, e.g., CPU cycles, Megabytes, etc. rather than based on general capacity. The new system will provide an efficient and vastly improved method for recovering costs in a way that is equitable for all agency customers. Unfortunately, this new system will not be fully operational until late May or early June of 2004. This means that the 05-07 GGDC hosting rates will not be available until then.

**For questions or additional information, please call Pete Schoelzel at (503) 373-1122.**

**Systems Development & Consulting (SD&C):**

Systems Development and Consulting (SD&C) provides consulting, development and support services for information technology on a fee-for-service basis. Although our primary customer is the Department of Administrative Services (DAS) with its statewide systems (SFMS, Oregon State Payroll, PPDB, Automated Budget Information System, Application/Certification System, etc.), and division application support; SD&C services are also available to other state agencies and local governments.

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

SDC staff combine long-term experience, especially in the mainframe and database platforms, with the fresh perspective of newer technologies in object oriented software and Internet development areas to provide a well-balanced team that has familiarity with all sizes and types of application projects. Our skill sets range from software programming, systems analysis and design, and project management, to database resource management. Our staff are on call 24 hours a day, 365 days a year.

**For questions or additional information, please call Linda Campbell at (503) 378-3692.**

**Table 4-5**

**Systems Development & Consulting (SD&C)  
For details go to: "<http://sdac.das.state.or.us/>"**

<b>DESCRIPTION</b>	<b>05-07 RATE</b>	<b>UNIT</b>
Database Resource Management/ System Architects	\$95.00	Per hour
Lead Analysts/Project Management	\$91.00	Per hour
Systems Analysts / Programmers	\$78.00	Per hour

**Geospatial Enterprise Office (GEO):**

GEO coordinates activities and manages shared spatial data assets in the state. This program also maintains the website that hosts spatial data shared by state agencies, local governments, educational institutions, federal agencies and citizens. The costs for GEO are shared among all state agencies. *See DAS Service Charge – Table 3-1 for the assessment information.*

**For questions or additional information, please call Cy Smith at (503) 378-6066.**

**Table 4-6**

**Oregon Geospatial Enterprise Office  
For details go to: "<http://www.gis.state.or.us/>"**

<b>DESCRIPTION</b>	<b>05-07 RATE</b>	<b>UNIT</b>
Database Resource Management	\$95.00	Per hour
Lead Systems Analysts/Consultants	\$91.00	Per hour
Systems Analysts / Programming Analyst	\$78.00	Per hour

**Enterprise Network Services  
Voice, Video and Data Services**

**Voice Services:**

Voice Services develops, operates and maintains the State's telephone systems.

**Table 4-7  
Voice Services  
For details go to: "<http://irmd.das.state.or.us/ens/>"**

<b>DESCRIPTION</b>	<b>03-05 RATE</b>	<b>UNIT</b>
Phone Service	\$34.00	Per station
SPAN (Long Distance) Fee	\$00.06063	Per minute

**NOTE on Non-Limited Pass Through Expenses:** *A significant component of Voice Services' budget covers direct pass-through of charges from telephone companies and vendors for services provided directly to state agencies. Costs for equipment maintenance and access circuits are included in the per station rate. Agencies should budget based upon current and anticipated activity.*

**Data and Video Services (DVS):**

The Data and Video Services (DVS) program manages the State of Oregon Enterprise Network (SOEN). The SOEN contract and related DVS services provide a very high bandwidth Wide Area Network (WAN) that connects state agencies to other state agencies, connects state offices to other state offices, and connects state agencies to the Internet.

**These are subject to change as ENS costs change. For the purposes of budgeting, ENS recommends that all agencies, both WAN and Non-WAN, use the existing 03-05 WAN rates based on provisioned bandwidth.**

**If you have any questions or need additional information, please contact Steve Nelson at (503) 378-4555.**

**Publishing and Distribution Services**

Publishing and Distribution (P&D) is the State's central provider for integrated document publishing and distribution services. Publishing and Distribution offers copying, digital and traditional printing and related services at its in-plant facility and three satellite centers located within the ODOT, DHS, and DOJ buildings. In an effort to provide the best value for our customers, P&D also contracts out printing

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

---

to pre-qualified private vendors, giving preference to in-state businesses, using a low-bid award approach.

Publishing & Distribution also offers a full suite of mail processing services, and provides interagency and on-call delivery service.

**For questions or additional information, please call Kay Erickson at (503) 378-3397 Ext. 334.**

**Offset Printing:**

Prices for offset printing at Publishing & Distribution in 2003-2005 were estimated to increase by 6% over comparable printing projects produced in 2001-2003. In fact, costs of raw materials and facilities remained relatively stable, and tight management of labor costs made it possible for us to continue to provide these services without increasing prices in 2003-2005.

Costs of raw material, facilities and labor are projected to continue to remain flat in 2005-2007. Therefore, prices for offset printing at P&D will not change in 2005-2007.

Changes in the specifications, including such elements as frequency, size, or materials of particular projects will also affect pricing. Please contact the Services Manager at 503-378-3560 Ext. 307 for help with specific cost projections.

**Contract Services:**

Publishing & Distribution provides buying services, project management, contract administration, and other procurement-related services for agencies requiring printing not available through its in-plant facility. Beginning with the 2003-2005 biennium, we planned to assess a vendor-collected administrative fee (VCAF) to recover the cost of these services.

Although, we did not collect a VCAF in the 2003-2005 biennium, we will implement a service charge in the 2005-2007 biennium to recover the costs of providing print procurement services. This fee will be approximately 4% of the total sales invoiced under the price agreement or contract, with a \$10 minimum.

Print orders placed with private-sector vendors in 2005-2007 are forecasted to hold relatively stable in comparison to 2003-2005 prices. This includes general commercial printing, forms printing, envelope printing, and specialty-finishing processes such as die cutting, foil stamping and embossing.

**Digital Printing:**

Publishing and Distribution instituted a tiered rate structure for digital printing in the 2003-2005 biennium. We will continue to offer services using this methodology, but have changed the price structure and volume breaks slightly for 2005-2007. Please refer to Table 4-8 below for prices.

**Digital Printing Rates**

**Table 4-8**

<b><u>Quantity</u></b>	<b><u>Rate</u></b>
1 – 999.....	\$0.045/impression
1000 – 14,999.....	\$0.035/impression
15,000 – 99,999.....	\$0.030/impression
100,000 – 499,999.....	\$0.025/impression
500,000 and above .....	call for quote

**Mail Processing:**

Rates for mail processing services provided to state agencies by Publishing & Distribution will remain the same in 2005-2007, with the exception of hand metering of flat mail. The rate for hand metering and preparation of flats will increase by \$.005 each over last biennium’s rate.

The rates for basic mail services are listed below:

**Mail Service Rates**

**Table 4-9**

<b><u>Services</u></b>	<b><u>Rate</u></b>
Production Mail Services:	
Presorting .....	\$0.025/piece
Inserting .....	\$0.045/piece
Labeling/Inkjetting.....	\$0.04 - \$0.10/piece
Metering Services:	
Letters.....	\$0.055/piece
Flats.....	\$0.065/piece

**Negotiable Documents:**

Publishing and Distribution prints and/or mails checks, warrants, licenses and other negotiable documents that require increased security, auditing and special delivery functions. Beginning in the 2005-2007 biennium the processing of these types of business critical documents will incur a rate of \$0.01 each to recover the costs of this detailed attention and special handling.

**Scheduling Work with Publishing & Distribution:**

The rates presented in the Price List are based on standard established production schedules for the requested services. If a project requires an unusually quick turnaround, a rush fee or overtime charges may apply.

**RISK MANAGEMENT DIVISION**

**LOSS ALLOCATION PLAN**

The Risk Management Division (RMD) helps state managers avoid unnecessary costs of loss while achieving their missions.

Each biennium independent actuaries project statewide ultimate losses. They base their forecasts on past statewide losses and trends. RMD adjusts the forecasts by existing fund balances and expected investment earnings to arrive at the statewide budgeted charges for the incoming biennium.

**Goals: Risk charges that:**

- Relate closely, and respond to changes, in losses;
- Account for losses where they occur;
- Avoid unnecessary subsidy of one agency's decisions and activities by another;
- Avoid unnecessary budget disruption; and,
- Are adequate to cover the state's losses for the period.

**Working Assumptions :**

- Loss allocation is a key element of risk control in state government;
- Each agency's share of future losses will be similar to its share of past losses. Although not always true, there is no perfect way to accurately predict each agency's losses;
- There is no way to reduce one agency's share of forecast costs without increasing another's share;
- Agencies with declining losses prefer a short, recent base period. Those with increasing losses prefer a long, aged base period. Hence, base periods must be set in response to statewide trends; and,
- No single loss be large enough to destroy the plan.

**NOTE:** Workers' compensation billed charges may be more or less than the budgeted charges. Tort Liability and Property billed charges will not be more than the budgeted charges.

**State of Oregon 2005-2007 Price List**

DAS USER FEES

**Table 4-10**

	<b>Workers' Compensation</b>	<b>Tort Liability</b>	<b>Property</b>
<b>Agencies Affected</b>	Agencies with \$50k of payroll in prior year. (If less payroll and no losses, then no charge.)	All agencies. (Pools available for agencies with no more than 20 FTE. Pool's charge divided equally among members.)	Agencies with \$15k of property in prior biennium. (If less property and no losses, then no charge.)
<b>Base Period</b>	First three of last four fiscal years	Auto: last three fiscal yrs. General: last six fiscal yrs	Auto: last three fiscal years. General: last four fiscal yrs
<b>Basis:</b> Primarily based on net amounts <i>paid</i> on losses that took place in the base period.			
<b>Waived Losses</b>	One average statewide <i>time-loss</i> claim per base year.	(No agency is assessed more than \$500k per loss.) <b>Auto:</b> largest loss up to \$100k; <b>General:</b> largest loss up to \$200k.	<b>Auto:</b> none. <b>General:</b> one average statewide claim per base period and agency losses over \$300k per occurrence.
<b>Minimum Charge</b>	\$1500 per biennium.	\$2000 per biennium.	\$1000 per biennium.

**For questions or additional information please call Robert Nies at (503) 378-5521.**

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-11  
Risk Management  
2005-2007 Biennium Risk Charges**

<b>Agency Number</b>	<b>Property Auto</b>	<b>Property General</b>	<b>Liability Auto</b>	<b>Liability General</b>	<b>Workers Comp</b>	<b>TOTAL</b>
100000	539,715	583,822	999,110	8,346,704	3,991,245	14,460,596
100650	10,955	67,398	19,088	416,235	2,760,495	3,274,171
100730	0	1,000	0	18,378	136,080	155,458
100889	0	1,000	0	2,285	855,772	859,057
107000	367	267,632	118,951	327,304	753,213	1,467,467
108000	0	0	23	3,279	1,500	4,802
109000	0	1,000	0	2,010	1,775	4,785
110000	-	-	-	-	-	-
112000	-	-	-	-	-	-
113000	0	1,000	23	3,279	1,500	5,802
114000	0	1,000	0	2,000	1,500	4,500
115000	0	1,000	23	3,279	1,500	5,802
116000	0	1,000	0	271	1,500	2,771
117000	-	-	-	-	-	-
118000	-	-	-	-	-	-
119000	0	1,000	23	3,279	1,500	5,802
120000	0	1,000	23	3,279	1,500	5,802
121000	0	1,000	0	51,264	1,500	53,764
122000	0	1,000	0	2,252	1,500	4,752
123000	0	455,863	0	2,000	1,810	459,673
124000	0	1,000	0	2,000	1,500	4,500
137000	0	1,000	0	1,023,393	427,305	1,451,698
141000	0	6,726	0	86,356	1,789	94,871
142000	0	1,000	0	2,000	1,500	4,500
144000	0	1,000	0	2,000	0	3,000
145000	0	1,000	0	2,000	1,500	4,500
150000	1,662	1,000	1,631	112,991	39,902	157,186
155000	0	1,000	0	25,494	1,501	27,995
156000	0	25,082	0	2,406	2,638	30,126
165000	0	1,000	0	599,294	2,353	602,647
167000	-	-	-	-	-	-
170000	0	1,000	0	2,000	1,500	4,500
175000	0	1,000	23	3,279	0	4,302

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-11  
Risk Management  
2005-2007 Biennium Risk Charges**

<b>Agency Number</b>	<b>Property Auto</b>	<b>Property General</b>	<b>Liability Auto</b>	<b>Liability General</b>	<b>Workers Comp</b>	<b>TOTAL</b>
177000	12,853	436,551	23,810	471,311	99,394	1,043,919
191000	0	0	23	3,279	0	3,302
196000	0	0	0	841,915	1,500	843,415
198000	0	6,561	0	868,325	641,726	1,516,612
199000	0	1,000	0	2,214	1,500	4,714
213000	0	1,000	23	3,279	1,901	6,203
248000	13,638	204,806	19,370	82,504	327,525	647,843
250000	0	1,000	0	40,601	1,500	43,101
255000	0	1,000	0	195,987	1,500	198,487
257000	451,792	78,331	1,067,326	2,690,483	5,852,762	10,140,694
259000	0	1,000	0	21,440	2,208	24,648
274000	0	7,740	0	2,194	1,735	11,669
291000	54,221	479,816	37,814	6,292,975	4,213,511	11,078,337
330000	0	1,000	0	2,000	1,600	4,600
340000	28,189	1,000	32,938	439,592	127,227	628,946
350000	-	-	0	40,465	-	40,465
399000	0	1,000	0	2,000	1,500	4,500
404000	0	1,000	0	2,000	1,500	4,500
405000	0	1,000	0	271	1,500	2,771
415000	62,621	93,784	159,046	709,124	1,192,160	2,216,735
423000	0	1,000	0	2,000	1,507	4,507
425000	0	1,000	0	2,000	0	3,000
435000	448	42,845	9,000	444,645	-	496,938
440000	29,155	1,000	11,397	281,461	591,159	914,172
442000	0	1,000	23	3,279	1,522	5,824
459000	0	4,987	0	134,767	2,511	142,265
471000	490	6,259	46,230	183,420	427,953	664,352
543000	0	1,000	0	2,040	6,478	9,518
575000	859	1,000	0	87,410	2,898	92,167
580100	3,301	62,566	2,106	2,977	199,169	270,119
580180	4,527	158,296	3,359	49,916	253,779	469,877
580200	1,826	258,788	10,693	307,968	84,616	663,891
580300	75,493	1,568,031	170,246	806,622	1,707,350	4,327,742
580400	27,028	185,334	1,748	331,068	536,299	1,081,477

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-11  
Risk Management  
2005-2007 Biennium Risk Charges**

<b>Agency Number</b>	<b>Property Auto</b>	<b>Property General</b>	<b>Liability Auto</b>	<b>Liability General</b>	<b>Workers Comp</b>	<b>TOTAL</b>
580500	18,853	860,403	253,847	823,239	1,485,565	3,441,907
580820	0	1,000	0	2,000	0	3,000
580900	18,224	1,559,654	52,914	522,046	485,999	2,638,837
581000	645	42,821	4,062	841,053	130,791	1,019,372
584000	0	1,000	0	2,292	1,652	4,944
585000	0	1,000	102	9,914	2,331	13,347
586000	0	1,000	0	2,000	16,188	19,188
603000	68,535	1,000	24,329	839,658	371,647	1,305,169
604000	0	0	0	271	0	271
605000	0	1,000	0	271	1,500	2,771
606000	0	0	0	271	0	271
607000	0	0	0	271	0	271
609000	0	0	0	271	0	271
610000	0	0	0	271	0	271
611000	0	1,000	0	271	0	1,271
617000	0	1,000	0	271	1,500	2,771
620000	0	0	0	271	0	271
622000	0	47,035	4,865	6,991	80,436	139,327
623000	0	0	0	271	1,500	1,771
628000	0	1,000	0	271	1,957	3,228
629000	211,269	1,801,433	70,271	207,302	732,149	3,022,424
632000	0	1,000	23	3,279	2,093	6,395
634100	14,314	988,085	43,414	120,227	1,154,176	2,320,216
635000	120,888	520,083	161,423	445,659	906,663	2,154,716
642000	0	0	0	271	0	271
643000	0	0	0	271	0	271
644000	0	0	0	271	0	271
645000	0	1,000	0	271	1,500	2,771
646000	0	0	0	271	0	271
647000	0	0	0	271	0	271
652000	0	0	0	271	0	271
655000	0	0	0	271	0	271
656000	0	1,000	0	271	1,500	2,771
657000	0	1,000	0	271	0	1,271

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-11  
Risk Management  
2005-2007 Biennium Risk Charges**

<b>Agency Number</b>	<b>Property Auto</b>	<b>Property General</b>	<b>Liability Auto</b>	<b>Liability General</b>	<b>Workers Comp</b>	<b>TOTAL</b>
658000	0	1,000	0	271	1,500	2,771
659000	0	1,000	0	271	0	1,271
660000	26,157	1,000	0	2,000	1,529	30,686
661000	0	0	0	271	0	271
662000	0	1,000	23	3,279	1,500	5,802
664000	0	0	0	271	0	271
668000	0	0	0	271	0	271
670000	0	0	0	271	0	271
678000	0	1,000	0	271	1,500	2,771
679000	0	0	0	271	0	271
690000	0	1,000	7,174	11,149	60,454	79,777
691000	0	1,000	0	2,000	1,500	4,500
730001	26,067	3,288	6,959	733,140	301,278	1,070,732
730002	911,862	779,931	1,171,590	3,594,807	4,170,236	10,628,426
730003	11,182	24,212	15,776	2,325,386	1,228,463	3,605,019
733000	0	1,000	0	271	1,561	2,832
811000	0	1,000	23	3,279	1,500	5,802
831000	0	1,000	0	2,000	1,500	4,500
833000	0	1,000	0	17,417	1,560	19,977
834000	0	0	0	2,000	1,500	3,500
839000	0	1,000	217	189,494	4,566	195,277
845000	27,394	83,990	15,232	235,839	29,716	392,171
847000	0	1,000	0	2,000	1,616	4,616
848000	0	1,000	0	2,000	501,900	504,900
851000	0	1,000	0	5,102	1,782	7,884
860000	0	1,000	0	7,700	2,636	11,336
862000	0	1,000	0	2,000	1,500	4,500
914000	0	1,000	8,221	14,846	1,757	25,824
915000	0	1,000	0	5,962	1,862	8,824
919000	0	1,000	0	2,000	1,569	4,569
951000	0	0	0	2,000	1,500	3,500
952000	0	0	23	3,279	0	3,302
963000	-	1,000	-	3,279	1,500	5,779
964000	0	1,000	0	2,000	1,501	4,501

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-11  
Risk Management  
2005-2007 Biennium Risk Charges**

<b>Agency Number</b>	<b>Property Auto</b>	<b>Property General</b>	<b>Liability Auto</b>	<b>Liability General</b>	<b>Workers Comp</b>	<b>TOTAL</b>
965000	-	0	-	2,000	0	2,000
966000	0	1,000	23	3,279	1,500	5,802
967000	-	0	-	3,279	0	3,279
968000	0	1,000	23	3,279	1,500	5,802
969000	0	1,000	23	3,279	1,500	5,802
971000	0	10,315	56,353	3,759	1,952	72,379
972000	0	0	0	271	0	271
973000	0	0	0	2,000	1,500	3,500
974000	0	1,000	23	3,279	1,548	5,850
975000	0	0	0	2,000	1,500	3,500
976000	0	0	0	2,000	1,500	3,500
977000	0	0	0	2,000	1,500	3,500
978000	0	0	0	2,000	1,500	3,500
979000	0	0	0	2,000	1,500	3,500
<b>Total</b>	<b>2,774,530</b>	<b>11,798,468</b>	<b>4,631,003</b>	<b>37,444,016</b>	<b>37,008,001</b>	<b>93,656,018</b>

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**STATE CONTROLLER'S DIVISION**

The Oregon State Payroll System (OSPS) per check charge has increased 150 percent for 2005-07. The payroll application is nearly 20 years old and presents complex maintenance and system issues. The vast majority of system changes and modifications are mandates with firm deadlines. Examples of mandated system changes are PEBB benefit calculations and reporting, PERS rates, Deferred Compensation program limits and complex system maintenance related to ACH individual pay and related vendor payments. Accounting year 2007 AY07 paycheck costs also includes \$3.01 per check for the new on-line daily time system. This system will replace the labor intensive, manual, paper-based systems in use today. The new online system will provide electronic time and attendance tracking with 24/7 availability, provide a control environment for time entry and approval, management reports and support sustainability initiatives.

Consistent with last biennium, SFMS has generated a rate for warrants as well as a rate for SFMS Generated ACH. The cost for warrants and ACH includes internal controls, warrant reconciliation and distribution of information, the maintenance of the vendor file, vendor withholding, 1099 training, and filing. The ACH rate takes into consideration there is no printing or mailing of vendor payment or back-up information.

**For questions or additional information please contact Joy Sebastian at (503) 373-1044 Ext. 228.**

**Table 4-12  
Direct Charges for Services**

<u>Service</u>	<u>Rate</u>
Payroll Check/Stub .....	\$6.99/each
Warrant .....	\$1.42/each
SFMS Generated ACH .....	\$.98/each

**Table 4-13  
Estimated Direct Charges for Services**

<b>Agency Number</b>	<b>Agency Name</b>	<b>OSPS</b>	<b>SFMS Warrants</b>	<b>Total Estimated Direct Charges</b>
10000	Department of Human Services	1,739,545	273,639	2,013,184
10700	Administrative Services, Department of	283,610	56,425	340,035
10800	Counselors and Therapists, Board of	15,109	359	15,468
10900	Aviation, Department of	3,405	3,429	6,834
11000	Capitol Planning Commission	0	0	0
11200	Asian Affairs, Commission on	0	0	0

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-13  
Estimated Direct Charges for Services**

<b>Agency Number</b>	<b>Agency Name</b>	<b>OSPS</b>	<b>SFMS Warrants</b>	<b>Total Estimated Direct Charges</b>
11300	Investigators, Board of	544	234	778
11400	Long Term Care Ombudsman	1,674	825	2,499
11500	Employment Relations Board	2,676	615	3,291
11600	Women, Commission for	4,421	670	5,091
11700	Black Affairs, Commission on	0	0	0
11800	Hispanic Affairs, Commission on	0	0	0
11900	Tax Practitioners, State Board of	1,316	944	2,260
12000	Accountancy, Board of	1,388	956	2,344
12100	Office of the Governor	8,742	1,973	10,715
12200	Psychologist Examiners, Board of	1,760	365	2,125
12300	Economic and Community Dev. Dept.	22,521	7,692	30,213
12400	Clinical Social Workers, State Board of	2,590	612	3,202
13700	Justice, Department of	210,368	37,037	247,405
14100	State Lands, Department of	34,539	16,925	51,464
14200	Legislative Counsel Committee	9,515	2,661	12,176
14400	Legislative Revenue Officer	1,731	180	1,911
14500	Legislative Fiscal Office	2,833	241	3,074
15000	Revenue, Department of	177,875	18,274	196,149
15500	Legislative Assembly	68,720	6,255	74,975
15600	Legislative Administration Committee	30,204	5,597	35,801
16500	Secretary of State	39,776	5,505	45,281
16700	Court Procedures, Council on	4,020	463	4,483
17000	Treasury, Oregon State	15,524	2,144	17,668
17200	Oregon Facilities Authority	0	0	0
17300	Dispute Resolution Commission	0	0	0
17500	Judicial Fitness & Disability, Commission on	529	286	815
17700	Lottery, Oregon State	98,652	0	98,652
19600	District Attorneys & their Deputies	6,267	371	6,638
19700	Judicial Department - Judges in PERS	31,720	0	31,720
19800	Judicial Department	304,170	373,692	677,862
19900	Government Standards & Practices Comm.	1,474	213	1,687
21300	Criminal Justice Commission	2,361	929	3,290
24800	Military Department	77,105	14,562	91,667
25000	Marine Board	7,984	2,144	10,128
25500	Parole & Post-Prison Supervision, Board of	3,176	1,032	4,208
25700	State Police, Department of	338,781	45,411	384,192

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-13  
Estimated Direct Charges for Services**

<b>Agency Number</b>	<b>Agency Name</b>	<b>OSPS</b>	<b>SFMS Warrants</b>	<b>Total Estimated Direct Charges</b>
25900	Public Safety Standards and Training, Dept.	36,385	6,422	42,807
27400	Veterans' Affairs, Department of	24,981	14,403	39,384
29100	Corrections, Department of	1,084,590	60,825	1,145,415
33000	Energy, Office of	17,169	5,853	23,022
34000	Environmental Quality, Department of	169,204	22,853	192,057
35000	Columbia River Gorge Commission	186	125	311
39900	Psychiatric Security Review Board	1,316	329	1,645
40400	Public Defense Services Commission	7,411	801	8,212
40500	Disabilities Commission, Oregon	858	758	1,616
41500	Oregon Youth Authority	315,831	36,416	352,247
42300	Children & Families, Commission on	7,826	2,573	10,399
42500	Indian Services, Commission on	343	100	443
44000	Consumer and Business Services, Dept. of	207,478	53,886	261,364
44200	Insurance Pool Governing Board	6,853	16,623	23,476
45900	Public Employees Retirement System	47,688	9,053	56,741
47100	Employment Department	301,380	56,903	358,283
54300	Library, Oregon State	8,413	3,377	11,790
57500	Oregon Student Assistance Commission	24,753	13,642	38,395
58000	Oregon University System	0	0	0
58100	Education, Department of	112,560	45,707	158,267
58400	Teacher Standards & Practices Commission	4,364	2,028	6,392
58500	Blind, Commission for the	9,372	9,562	18,934
58600	Comm. Colleges & Workforce Dev, Dept. of	12,176	4,482	16,658
59000	Oregon Health and Science University	0	0	0
60300	Agriculture, Department of	95,061	16,413	111,474
62200	Fair and Exposition Center, Oregon State	9,973	3,822	13,795
62800	Forest Resources Institute, Oregon	2,146	1,675	3,821
62900	Forestry, Department of	244,006	42,972	286,978
63200	Geology and Mineral Industries, Dept. of	7,354	2,832	10,186
63400	Parks & Recreation Department	212,321	74,807	287,128
63500	Fish & Wildlife, Dept. of	211,370	47,662	259,032
66000	Land Conservation & Development, Dept. of	12,634	2,031	14,665
66200	Land Use Board of Appeals	1,245	667	1,912
69000	Water Resources Department	27,986	5,685	33,671
69100	Watershed Enhancement Board	5,094	4,750	9,844
73000	Transportation, Department of	1,119,530	0	1,119,530

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Table 4-13  
Estimated Direct Charges for Services**

<b>Agency Number</b>	<b>Agency Name</b>	<b>OSPS</b>	<b>SFMS Warrants</b>	<b>Total Estimated Direct Charges</b>
73300	Travel Information Council	0	0	0
81100	Chiropractic Examiners, Board of	1,445	740	2,185
83100	Health Licensing Office	6,052	1,995	8,047
83300	Health-Related Licensing Boards	13,364	3,502	16,866
83400	Oregon Board of Dentistry	0	0	0
83900	Labor & Industries, Bureau of	20,689	5,606	26,295
84500	Liquor Control Commission, Oregon	47,688	25,670	73,358
84700	Medical Examiners, Board of	9,000	3,882	12,882
85100	Nursing, Board of	7,941	1,803	9,744
86000	Public Utility Commission	23,436	4,473	27,909
86200	Racing Commission	6,009	1,102	7,111
91400	Housing & Community Services Dept.	31,506	6,781	38,287
91500	Construction Contractors Board	12,662	2,442	15,104
91900	Real Estate Agency	8,327	1,660	9,987
95100	Film and Video Office, Oregon	0	0	0
95200	Oregon Utility Notification Center	0	0	0
96300	Optometry, Oregon Board of	0	0	0
96400	Architect Examiners, Board of	0	0	0
96500	Landscape Architects Board	0	0	0
96600	Examiners for Engineering and Land Survey	0	0	0
96700	Geologist Examiners, State Board of	0	0	0
96800	Board of Massage Therapists	0	0	0
96900	Physical Therapists Licensing Board	0	0	0
97100	Oregon Correctional Enterprises	0	0	0
97300	Landscape Contractors Board	0	0	0
97400	Appraiser Certification & Licensure Board	0	0	0
97700	Oregon Wine Board	0	0	0
99000	Water Resources Bond Program	0	3,334	3,334
	<b>Total</b>	<b>8,094,601</b>	<b>1,515,687</b>	<b>9,610,288</b>

**STATE PROCUREMENT OFFICE**

***PURCHASING RATES***

In addition to the Purchasing Service Charge, state agencies also may contribute to cost recovery through several other rates and fees methods. These services are agency-specific and include:

- Requests for exemptions from competitive bidding requirements. Agencies will be charged a fee to process exemption requests based on the hourly rates listed below.
- Requests for delegation of DAS purchasing authority beyond those set by statute, rule or policy. Agencies will be charged a fee to process requests for delegation based on the hourly rates below.
- Special projects which are typically emerging and non-routine. Such projects may include special purchasing projects, purchasing program performance consulting services, customized training services and other specialized services not customarily performed in the routine course of this program's business. As an agency identifies a special project need, the State Procurement Office will provide up to two (2) hours of free service to assess the special nature of the project, its feasibility and estimate the total cost of service. Agencies will only be charged this fee upon the execution of a signed project agreement between the requesting agency and DAS. The form of agreement is available from DAS State Procurement Office.

**Table 4-14  
Hourly Rates for Exception Services**

State Procurement Analyst Service	\$52.00 per hour
Procurement Performance Services	\$56.00 per hour
Management Services	\$67.00 per hour

**Vendor Collected Administrative Fees**

The State Procurement Office generates about 30 percent of its revenue from fees collected by vendors from a variety of multiple-agency contracts. The rate is set on a case-by-case basis at a small percentage of the total sales under the multiple-agency price agreement or contract. The contractor then rebates the fee to DAS on a quarterly basis, along with a report of the sales for that period. These fees are included in the purchase price that the agency pays. During this biennium, the State Procurement Office will continue adding this feature to multi-agency contracts as appropriate and in accordance with the Office's approved procedures. Examples include but are not limited to:

- Bulk gasoline
- Computers
- Copiers
- Printers
- Software
- Industrial paper
- Systems furniture
- Ergonomic chairs
- Temporary services contracts
- Deicer
- Tires
- Vehicles

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Training & Certification Registration Fees**

The Department of Administrative Services provides training and education to state and public agency purchasing personnel and certifies staff proficiency in procurement. In 2005-07, some course offerings will be available on-line at a reduced price as shown below. The course offerings for the 2005-2007 biennium include the following registration fees:

**Table 4-15**  
2005-07 Training & Certification Registration Fees

Class Offered	Registration Fee per Class
Direct Purchase and Negotiation	
• Classroom workshop	\$125.00
• On-line course	\$ 75.00
Request for Proposal	\$125.00
Principles of Public Contracting (BAI61)	
• Classroom coursework	\$425.00
• . On-line per/Module	\$ 75.00
Contract Administration	
• Classroom workshop	\$125.00
• On-line course	\$ 75.00
Personal Services Contracting Workshop	\$125.00
Goods and Trade Services Workshop	\$125.00
ORS 190 Agreements	
• Classroom workshop	\$125.00
• On-line course	\$ 75.00
Architect and Engineering	\$125.00
Public Works	\$125.00
Rules Updates	
• Briefings	No charge
• On-line briefing	\$ 75.00
Curriculum Workbooks	
• Direct Purchase and Negotiation	\$ 35.00
• Vendor Information Program Workbook	\$ 35.00
• Contract Administration	\$ 60.00
Certification Test Prep Course	\$ 75.00
Certification Testing Fee	150.00
Certification Application Fee	50.00
Certification Re-application Fee	\$25.00

**State of Oregon 2005-2007 Price List**

**DAS USER FEES**

**Oregon Cooperative Purchasing Partners (ORCPP) Rates**

Oregon Cooperative Purchasing Partners rates are set for independent state or quasi-state agencies that do not pay a Purchasing Service Charge and are not under DAS authority. The flat rate entitles the agency to access and purchase from contracts established by DAS. These rates are paid by agencies that have purchasing autonomy such as the institutions within the Oregon University System, Oregon Health Sciences University and other independent agencies. Local government entities may also join ORCPP at the same rates.

**Table 4-16  
ORCPP Fee Schedule**

Organizational Budget MORE than	Organizational Budget LESS than	Annual Membership Fee
0.00	3,000,000	200.00
3,000,000	7,500,000	500.00
7,500,001	21,000,000	900.00
21,000,001	30,000,000	1,000.00
30,000,001	68,000,000	2,000.00
68,000,001	90,000,000	3,000.00
90,000,001	150,000,000	4,000.00
150,000,001	and over	5,000.00

**Other Purchasing Services Fees**

**Non-DAS Agencies:** The Department of Administrative Services will provide buying services, project management, contract administration and other purchasing-related services to public agencies not under DAS authority on a fee for service basis. Purchasing consulting services are designed to help agencies achieve their purchasing-related business objectives.

**DAS Agencies:** The Department of Administrative Services will provide any of the purchasing services listed above to agencies under DAS authority if the service requested is within the scope of the agency's delegated authority.

DAS will provide up to two (2) hours of free service to assess the feasibility of the project and estimate the total cost of service. Agencies will only be charged this fee upon the execution of a signed agreement between the requesting agency and DAS.

**Table 4-17  
Hourly Rates for Purchasing Services**

Central Purchasing Analyst Service	\$52.00 per hour
Procurement Performance Services	\$56.00 per hour
Management Services	\$67.00 per hour

**Please contact Dianne Lancaster at (503) 378-3529 if you have any questions about this assessment.**

**DAS FLEET - MOTOR POOLS**

The Department of Administrative Services, Motor Pool Fleet is charged with the responsibility of providing safe and economical transportation for the business needs of the State. Under ORS Chapter 283, the DAS Fleet is given authority to regulate and oversee nearly all state-owned light duty vehicles.

Fleet is moving to a charge-back rate model which will bill for the services provided on a time and materials basis. Agencies can expect to be billed for all services provided at their true cost plus an administrative overhead.

**If you have any questions or need additional information, please contact Rod Lohof at (503) 378-2307 Ext. 230.**

Services provided by DAS Fleet

- Day Use Vehicle Rental (Tripper Vehicles)
- Long-Term Vehicle Lease (Permanently Assigned vehicles – PA)
- Fueling/Car Wash
- Vehicle Repair/Maintenance

**Tripper Vehicle Rental Rates**

Day-use vehicles will be billed a daily rental rate based on the vehicle type used. The daily rental rate includes the cost of vehicle rental, maintenance, car wash and administrative overhead. All fuel card expenses will be billed to the using agency for any purchases made during the time of day-use rental. There will no longer be a mileage fee assessed on day-use rentals.

Tripper Vehicle Types Available for Rental

Sedan  
SUV  
7 or 8 Passenger Van  
12 or 15 Passenger Van  
Cargo Van  
Station Wagon  
Pickup

DAS Fleet anticipates the tripper rates will be slightly higher than previously published rates as they will reflect the true cost of operation.

See DAS Fleet website in December 2004 for published daily-rental rates.

### **Permanently Assigned (PA) Vehicle Rental Rates**

Each PA Vehicle will be billed a monthly base rate which will be calculated based on the acquisition value of the vehicle. The base PA Rate is calculated using the following formula: (Acquisition Value – Salvage Value) / Life in Months.

The acquisition value and salvage value will be determined by DAS Fleet at the time of vehicle purchase. The Life in months will be determined by the using agency at the time the vehicle is purchased for their use.

Each agency department will need to establish the length of vehicle lease and a rate will be calculated for each vehicle based on this information.

Fleet has determined that for most agencies their new PA base rate will be much lower than the currently published rates. The PA Vehicle rate may be higher than previously published rates if the agency has extreme vehicle usage requirements.

Standard life expectancy of a PA vehicle is 84 months from the original purchase date. If the agency does not plan to retain the vehicle for the entire life cycle, a rate specific to its expected life cycle will need to be determined by the Fleet Manager.

Besides the base rate the following fees will be assessed for each PA Vehicle:

- Administrative Overhead Fee - Covers the cost for purchasing, licensing, title, registration, billing, disposal and general fleet administration.
- Vehicle Maintenance and Repair - All repair and maintenance provided by DAS Fleet at one of the motor pools will be billed at the set hourly labor rate.
- Parts – All parts used in service/repair will be billed at cost plus overhead.
- Commercial Repair – All repairs will be billed at cost.
- Fuel – All fuel purchased at Motor Pool sites will be billed cost plus overhead per gallon.
- Commercial Fuel Card Charges – All credit card charges will be billed at cost.
- Car Wash – Any car wash purchased at Motor Pool will be billed a standard car wash fee.

All fees except the vehicle base rate will be posted on the DAS Fleet website in December 2004.

DAS Fleet will be contacting customer agencies to discuss PA Vehicle lease requirements and discuss new rate structures for each PA vehicle.

### **Mandatory Service/Repair Policy**

DAS Fleet must manage the vehicle assets to insure the economy, safety, and vehicle reliability as defined by ORS Chapter 283. To insure that Fleet can continue to manage its assets effectively, the Fleet will require repairs and maintenance be provided by the DAS Fleet Motor Pool shops or have the repairs preauthorized by motor pool staff prior to having any repairs/service performed in the field.

**PROPERTY DISTRIBUTION CENTER**

**State Surplus Property**

The State Surplus Property program collects and disposes of state and local government surplus personal property. It utilizes a variety of marketing methods, including fixed price sales and on-line auctions. Its customers include state and local governments, qualified non-profit organizations and the public. State Surplus charges an administrative fee based on the sale price of the surplus property. In some instances, expenses incurred to prepare the surplus property for sale may be deducted from the gross sale price before calculating the owning agency's reimbursement.

**If you have any questions or need additional information, please contact Stacey Oller at (503) 378-4711 Ext. 311.**

**Table 4-18  
State Surplus Basic Rate Structure**

<b>Gross Sale Price</b>	<b>Administrative Fee</b>
0.00 to 100.00	100 percent
100.01 to 200.00	\$100 + 50 percent Of Amount Over \$100
200.01 to 5,000.00	\$150 + 20 percent Of Amount Over \$200
5,000.01 to 10,000.00	\$1,110 + 15 percent Of Amount Over \$5,000
10,000.01 to 15,000.00	\$1,860 + 10 percent Of Amount Over \$10,000
15,000.01 and above	\$2,360 + Negotiable percentage of Amount Over \$15,000

Administrative fees reflect standard disposal services provided through the Property Distribution Center. Additional fees may be applied for other disposal services including, but not limited to, towing, storage and advertising.

**Federal Surplus Property**

The Federal Surplus Property program locates, screens and assigns federal surplus personal property to state and local governments, as well as to qualified non-profit organizations. If the property is handled at the Property Distribution Center, the following service charge schedule shall be used:

**Table 4-30  
Federal Surplus Basic Rate Structure**

<b><u>Acquisition Cost</u></b>	<b><u>Percent Charge</u></b>
\$ 0 to \$ 5,000	0 – 30 percent (of Acquisition Cost)
\$ 5,001 to \$20,000	0 – 25 percent (of Acquisition Cost)
\$20,001 and above	0 – 15 percent (of Acquisition Cost)

The maximum service charge may not exceed \$15,000. If the donee screens and arranges delivery of the federal surplus property, the service charge shall be 4 percent to 6 percent. If the Federal Surplus program screens and arranges delivery of the property directly to the donee, the service charge shall be 5 percent to 7 percent.

SECTION 5

AGENCY LISTINGS

**Numeric Agency Listing**

100000 Department of Human Services  
 100650 Oregon State Hospital  
 100730 Eastern Oregon Psychiatric Center  
 100889 Eastern Oregon Training Center  
 107000 Department of Administrative Services  
 108000 Counselor & Therapists Board  
 109000 Aviation Department  
 110000 Capitol Planning Commission  
 112000 Commission on Asian Affairs  
 113000 Investigators Board  
 114000 Long Term Care Ombudsman  
 115000 Employment Relations Board  
 116000 Commission for Women  
 117000 Commission on Black Affairs  
 118000 Commission on Hispanic Affairs  
 119000 Tax Service Examiners Board  
 120000 Accountancy Board  
 121000 Office of the Governor  
 122000 Psychologist Examiners Board  
 123000 Economic Development Department  
 124000 Clinical Social Workers Board  
 137000 Dept of Justice  
 141000 Division of State Lands  
 142000 Legislative Counsel  
 144000 Legislative Revenue  
 145000 Legislative Fiscal  
 150000 Department of Revenue  
 155000 Legislative Assembly  
 156000 Legislative Administration  
 165000 Secretary of State  
 167000 Council on Court Proceedings  
 170000 Oregon State Treasury  
 172000 Oregon Facilities Authority  
 175000 Judicial Fitness Commission  
 177000 State Lottery Commission  
 191000 Lane Boundary Commission  
 196000 District Attorneys Association  
 198000 Judicial Department  
 199000 Government Standards & Practices

**Numeric Agency Listing**

213000 Criminal Justice Commission  
 248000 Military Department  
 250000 Marine Board  
 255000 Parole Board  
 257000 Oregon State Police  
 259000 Public Safety & Standards  
 274000 Department of Veterans' Affairs  
 291000 Department of Corrections  
 330000 Office of Energy  
 340000 Department of Environmental Quality  
 350000 Columbia River Gorge Commission  
 399000 Psychiatric Security Review Board  
 404000 Public Defense Services Commission  
 405000 Disabilities Commission  
 415000 Oregon Youth Authority  
 423000 Commission on Children & Families  
 425000 Legislative Commission on Indian Services  
 435000 SAIF Corporation  
 440000 Consumer & Business Services  
 442000 Insurance Pool Governing Board  
 459000 Public Employees' Retire System  
 471000 Employment Department  
 543000 Oregon State Library  
 575000 Oregon Student Assistance Commission  
 580000 Oregon University System  
 580100 Eastern Oregon University  
 580180 Oregon Institute of Technology  
 580200 Western Oregon University  
 580300 Oregon State University  
 580400 Southern Oregon University  
 580500 University of Oregon  
 580820 Higher Ed Management  
 580900 Portland State University  
 581000 Education Department  
 584000 Teacher Standards & Practices  
 585000 Blind Commission  
 586000 Community Colleges & Workforce  
 603000 Agriculture Department  
 604000 Chewing & Creeping Fescue Commission  
 605000 Beef Commission

**Numeric Agency Listing**

606000 Bartlett Pear Commission  
607000 Tall Fescue Commission  
609000 Alfalfa Commission  
610000 Western Oregon Onion Commission  
611000 Raspberry & Blackberry Commission  
617000 Dairy Products Commission  
620000 Fryer Commission  
622000 Oregon State Fair & Expo Center  
623000 Hazelnut Commission  
628000 Forest Resources Institute  
629000 Forestry Department  
632000 Geology & Mineral Industries  
634100 Parks & Recreation Department  
635000 Fish & Wildlife Department  
642000 Highland Bentgrass Commission  
643000 Hop Commission  
644000 Sheep Commission  
645000 Dungeness Crab Commission  
646000 Salmon Commission  
647000 Mint Commission  
652000 Processed Vegetable Commission  
655000 Orchard Grass Seed Commission  
656000 Oregon Trawl Commission  
657000 Ryegrass Seed Commission  
658000 Potato Commission  
659000 Processed Prune & Plum Commission  
660000 Land Conservation & Development Commission  
661000 Sweet Cherry Commission  
662000 Land Use Board of Appeals  
664000 Clover Commission  
668000 Strawberry Commission  
670000 Blueberry Commission  
678000 Wheat Commission  
679000 Grains Commission  
690000 Water Resources Department  
691000 Watershed Enhancement Board  
730000 ODOT  
730001 ODOT Central  
730002 Transportation Operations  
730003 Driver & Motor Vehicles Services

**Numeric Agency Listing**

733000 Travel Information Council  
811000 Chiropractic Examiners Board  
831000 Health Licensing Office  
833000 Health Related Licensing Boards  
834000 Oregon Board of Dentistry  
839000 Bureau of Labor & Industries  
845000 Oregon Liquor Control Commission  
847000 Medical Examiners Board  
848000 Military Department-Emergency Personnel  
851000 Board of Nursing  
860000 Public Utility Commission  
862000 Racing Commission  
914000 Housing & Community Services  
915000 Construction Contractors Board  
919000 Real Estate Agency  
951000 Oregon Film & Video Office  
952000 Oregon Utility Notification Center  
963000 Optometry Board  
964000 Architect Examiners Board  
965000 Landscape Architect Board  
966000 Engineer & Land Survey Examiners  
967000 Geologist Examiners Board  
968000 Massage Therapists Board  
969000 Physical Therapists Board  
971000 Corrections Enterprises  
972000 Albacore Commission  
973000 Landscape Contractors Board  
974000 Appraiser Certification & Licensure Board  
975000 Home Care Commission  
976000 Tourism Commission  
977000 Oregon Wine Board  
978000 Oregon Patient Safety Commission  
979000 Oregon Health Policy Commission

**Alphabetic Agency Listing**

120000 Accountancy Board  
603000 Agriculture Department  
972000 Albacore Commission  
609000 Alfalfa Commission  
974000 Appraiser Certification & Licensure Board  
964000 Architect Examiners Board  
109000 Aviation Department  
606000 Bartlett Pear Commission  
605000 Beef Commission  
585000 Blind Commission  
670000 Blueberry Commission  
851000 Board of Nursing  
839000 Bureau of Labor & Industries  
110000 Capitol Planning Commission  
604000 Chewing & Creeping Fescue Commission  
811000 Chiropractic Examiners Board  
124000 Clinical Social Workers Board  
664000 Clover Commission  
350000 Columbia River Gorge Commission  
116000 Commission for Women  
112000 Commission on Asian Affairs  
117000 Commission on Black Affairs  
423000 Commission on Children & Families  
118000 Commission on Hispanic Affairs  
586000 Community Colleges & Workforce  
915000 Construction Contractors Board  
440000 Consumer & Business Services  
971000 Corrections Enterprises  
167000 Council on Court Proceedings  
108000 Counselor & Therapists Board  
213000 Criminal Justice Commission  
617000 Dairy Products Commission  
107000 Department of Administrative Services  
291000 Department of Corrections  
340000 Department of Environmental Quality  
100000 Department of Human Services  
150000 Department of Revenue  
274000 Department of Veterans' Affairs  
137000 Dept of Justice

**Alphabetic Agency Listing**

405000 Disabilities Commission  
196000 District Attorneys Association  
141000 Division of State Lands  
730003 Driver & Motor Vehicles Services  
645000 Dungeness Crab Commission  
100730 Eastern Oregon Psychiatric Center  
100889 Eastern Oregon Training Center  
580100 Eastern Oregon University  
123000 Economic Development Department  
581000 Education Department  
471000 Employment Department  
115000 Employment Relations Board  
966000 Engineer & Land Survey Examiners  
635000 Fish & Wildlife Department  
628000 Forest Resources Institute  
629000 Forestry Department  
620000 Fryer Commission  
967000 Geologist Examiners Board  
632000 Geology & Mineral Industries  
199000 Government Standards & Practices  
679000 Grains Commission  
623000 Hazelnut Commission  
831000 Health Licensing Office  
833000 Health Related Licensing Boards  
580820 Higher Ed Management  
642000 Highland Bentgrass Commission  
975000 Home Care Commission  
643000 Hop Commission  
914000 Housing & Community Services  
442000 Insurance Pool Governing Board  
113000 Investigators Board  
198000 Judicial Department  
175000 Judicial Fitness Commission  
660000 Land Conservation & Development Commission  
662000 Land Use Board of Appeals  
965000 Landscape Architect Board  
973000 Landscape Contractors Board  
191000 Lane Boundary Commission  
425000 Legislative Commission on Indian Services  
156000 Legislative Administration

**Alphabetic Agency Listing**

155000 Legislative Assembly  
 142000 Legislative Counsel  
 145000 Legislative Fiscal  
 144000 Legislative Revenue  
 114000 Long Term Care Ombudsman  
 250000 Marine Board  
 968000 Massage Therapists Board  
 847000 Medical Examiners Board  
 248000 Military Department  
 848000 Military Department-Emergency Personnel  
 647000 Mint Commission  
 730001 ODOT Central  
 330000 Office of Energy  
 121000 Office of the Governor  
 963000 Optometry Board  
 655000 Orchard Grass Seed Commission  
 834000 Oregon Board of Dentistry  
 172000 Oregon Facilities Authority  
 730000 Oregon Department of Transportation  
 951000 Oregon Film & Video Office  
 979000 Oregon Health Policy Commission  
 580180 Oregon Institute of Technology  
 845000 Oregon Liquor Control Commission  
 978000 Oregon Patient Safety Commission  
 622000 Oregon State Fair & Expo Center  
 100650 Oregon State Hospital  
 543000 Oregon State Library  
 257000 Oregon State Police  
 170000 Oregon State Treasury  
 580300 Oregon State University  
 575000 Oregon Student Assistance Commission  
 656000 Oregon Trawl Commission  
 580000 Oregon University System  
 952000 Oregon Utility Notification Center  
 977000 Oregon Wine Board  
 415000 Oregon Youth Authority  
 634100 Parks & Recreation Department  
 255000 Parole Board  
 969000 Physical Therapists Board  
 580900 Portland State University

**Alphabetic Agency Listing**

658000 Potato Commission  
659000 Processed Prune & Plum Commission  
652000 Processed Vegetable Commission  
399000 Psychiatric Security Review Board  
122000 Psychologist Examiners Board  
404000 Public Defense Services Commission  
459000 Public Employees' Retire System  
259000 Public Safety & Standards  
860000 Public Utility Commission  
862000 Racing Commission  
611000 Raspberry & Blackberry Commission  
919000 Real Estate Agency  
657000 Ryegrass Seed Commission  
435000 SAIF Corporation  
646000 Salmon Commission  
165000 Secretary of State  
644000 Sheep Commission  
580400 Southern Oregon University  
177000 State Lottery Commission  
668000 Strawberry Commission  
661000 Sweet Cherry Commission  
607000 Tall Fescue Commission  
119000 Tax Service Examiners Board  
584000 Teacher Standards & Practices  
976000 Tourism Commission  
730002 Transportation Operations  
733000 Travel Information Council  
580500 University of Oregon  
690000 Water Resources Department  
691000 Watershed Enhancement Board  
610000 Western Oregon Onion Commission  
580200 Western Oregon University  
678000 Wheat Commission