2022 RATE DAY

KEITH THUNSTEDT, MBA, CGFM
BUDGET DIRECTOR

June 2022
DES BUSINESS LINES

- Facilities Management
- Parking
- Capitol Security and Visitor Services
- Surplus
- Printing & Imaging
- Fleet Operations
- Consolidated Mail Services
- Enterprise Contracts and Procurement
- Energy Program
- Engineering and Architectural Services
- Small Agency Financial and HR Services
- Real Estate Services
- Office of Risk Management
- Technology Leasing
- Employee Assistance Program
- Training and Development
DES FUNDING

DES collects revenue from two primary sources

Central Service Model (CSM)
Fixed total cost divided among customer agencies. DES invoices based on the funding agencies are provided to incur these costs.

Fee for Service
DES sets rates to recover the costs of providing the service. Agencies incur costs based on usage of the service.
DES FUNDING

DES collects revenue from two primary sources

Central Service Model (CSM)

Several DES business lines utilize both funding strategies. Your agency may be charged for both a CSM allocation and a FFS charge.

Fee for Service

Note: DES does not utilize a hybrid CSM strategy

FACILITIES MANAGEMENT

Facilities Management provides property and building management and support services for DES owned office and public and historic spaces; provides building maintenance and operations, grounds maintenance, long range planning, historic preservation, contract management of facility services, and development and oversight of capital projects.

These services include management of the 485-acre Capital campus, over 4.2 million square feet of office and parking facilities, and management of Sylvester, Heritage, Marathon and Centennial parks, Capital Lake Interpretive Center and Deschutes Parkway.
FACILITIES MANAGEMENT

Central Service Model (CSM)
- Rent– Maintenance and Operations
- Finance Cost Recovery
- Campus Contracts - Building
- PHF
- Campus Contracts – PHF
- Capital Projects Surcharge
- Perry Street and Capital Daycares

Fee for Service
- Reimbursable Labor
- Reimbursable Materials
FACILITIES MANAGEMENT

Central Service Model (CSM)

Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building
PHF
Campus Contracts PHF
Capital Projects Surcharge
Perry Street and Capital Daycares

Rent is allocated based on tenant occupancy.

Rent – M&O
• Operations and maintenance of facilities. *Standard Services Provided*

Finance Cost Recovery
• Debt service related to the construction, renovation and occupancy of certain space managed by DES

Campus Contracts - Building
• Fire services provided by the Olympia Fire Department, and elevator maintenance.
Central Service Model (CSM)

Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building

PHF
Campus Contracts – PHF
Capital Projects Surcharge
Perry Street and Capital Daycares

New in 21-23!

All DES managed facilities are now in the CSM.
Utilities was consolidated with Rent M&O.
“Campus” buildings no longer have a universal blended rate. Each building’s rent is now specific to the costs for that building.
WSP campus security and law enforcement costs were removed from Campus Contracts.
FACILITIES MANAGEMENT

Central Service Model (CSM)

Rent – Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building
Public and Historic Facilities (PHF)
Campus Contracts PHF
Capital Projects Surcharge
Perry Street and Capital Daycares

PHF is allocated based on count of Thurston County FTEs.

PHF – Maintenance and Operations of the public spaces on capitol campus and support for the Visitor Services and Civic education on the capitol campus.

Campus Contracts PHF - Fire services provided by the Olympia Fire Department, and elevator maintenance for the public spaces on capitol campus.
FACILITIES MANAGEMENT

Central Service Model (CSM)

Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building
Public and Historic Facilities (PHF)
Campus Contracts PHF

Capital Projects Surcharge
Perry Street and Capital Daycares

Capital Project Surcharge is allocated based on tenant occupancy.
Capital Project Surcharge – supports the cost capital projects.
FACILITIES MANAGEMENT

Central Service Model (CSM)

Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building
Public and Historic Facilities (PHF)
Campus Contracts PHF
Capital Projects Surcharge
Perry Street and Capital Daycares

Under Review for 23-25: What buildings and what rate this surcharge is applied
RCW 43.01.090
Central Service Model (CSM)

Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building
Public and Historic Facilities (PHF)
Campus Contracts PHF
Capital Projects Surcharge
Perry Street and Capital Daycares

Daycare centers are allocated based on Thurston County FTEs.

Daycares - maintenance of the Perry Street Daycare and Capital Campus Childcare Center.
FACILITIES MANAGEMENT

Central Service Model (CSM)

- Rent - Maintenance and Operations
- Finance Cost Recovery
- Campus Contracts - Building
- Public and Historic Facilities (PHF)
- Campus Contracts PHF
- Capital Projects Surcharge
- Perry Street and Capital Daycares

New in 21-23!

Construction of the Capital Campus Childcare was completed.
Requests for other office modifications, equipment, or support that are not included in standard services are known as reimbursable requests and can be completed on a reimbursable basis.

Reimbursable Labor
• Billed by job at the trade rate x number of hours.
• Trade rates are:
  • Custodial: $52/hr.
  • Maintenance: $79/hr.
  • Grounds: $80/hr.
  • Electrical, HVAC, Paint, Carpenter, Plumber, Fire and Environmental, and Security: $115/hr.

Reimbursable Materials
• Materials costs + mark-up of 1.2% (mark-up is intended to cover shipping/handling costs)

These can include hanging office materials, replacing locks/keys, or installing computer room cooling, dehumidifiers, or other tenant-only equipment. In addition, reimbursable services can include typical base activities requested outside the normal maintenance schedule.
PARKING SERVICES

The program provides operation, maintenance, regulation and enforcement of vehicle parking and parking facilities at the state owned or leased facilities.
PARKING SERVICES

Central Service Model (CSM)

Parking Surcharge

Fee for Service

State Agency Parking
Employee Parking
Visitor Parking

Parking Fee Schedule
Parking Services

Central Service Model (CSM)

Parking Surcharge

Parking Surcharge is allocated based on tenant occupancy in Campus buildings. Allocations come out to a flat: $0.38 per square foot per year for all campus tenants.
PARKING SERVICES

Central Service Model (CSM)

Parking Surcharge

Under Review for 23-25:
What buildings and what rate this surcharge is applied
Agency Vehicle/Reserved Parking

Parking Services allocates the number of reserved stalls that are available to an agency to assign for a specific use or individual.

Agency Assigned Use Rate: $105 per stall per month
PARKING SERVICES

Employee Parking

• Employee General Zoned: $35/month
• Employee reserved areas: $49/month
• Employee Day pass: $2.80/day

Fee for Service

State Agency Parking
Employee Parking
Visitor Parking
PARKING SERVICES

New in 21-23!
• Employee Day pass: $2.80/day

The Commute Trip Reduction rate of $2.80/day was extended to all employee parkers

Fee for Service
State Agency Parking
Employee Parking
Visitor Parking
Visitor Parking

- Visitors, hourly metered parking: $2.00/hour
- Annual Agency/Director Permit, metered parking: $280/year

State Agency Parking

Employee Parking

Visitor Parking

Fee for Service
CAPITOL SECURITY AND VISITOR SERVICES

The Division of Capitol Security and Visitor Services is responsible for delivery of a comprehensive program of safety, emergency management, security, and visitor services for the Capitol Campus.
CAPITOL SECURITY AND VISITOR SERVICES

Central Service Model (CSM)

- Rent– Maintenance and Operations
- Security on Campus
- Public and Historic Facilities (PHF)

Fee for Service

- Visitor Services Permit Fee
- Visitor Services-Private and Commercial Event Fees
- Reimbursable Labor
- Reimbursable Materials
- Access Issuance Fee (Card Key)
CAPITOL SECURITY AND VISITOR SERVICES

Central Service Model (CSM)

Rent – Maintenance and Operations

Security on Campus

Public and Historic Facilities (PHF)

Rent is allocated based on tenant occupancy.

Rent – M&O
• Operations and maintenance of facilities.

*Standard Services Provided*
Security on Campus isolates security improvements and operations on Campus. Also includes WSP campus security and law enforcement costs (moved from Campus Contracts).

- Security on Campus – Building: allocated based on tenant occupancy.
- Security on Campus – PHF: allocated on Thurston County FTEs
CAPITOL SECURITY AND VISITOR SERVICES

Central Service Model (CSM)

Rent– Maintenance and Operations

Security on Campus

Public and Historic Facilities (PHF)

PHF is allocated based on count of Thurston County FTEs.

A portion of PHF is for visitor services and civic education of the Capitol Campus.
Anyone using the Capitol Campus for a display or event.

**Campus Use Rate Schedule**

- Visitor Services Permit Fee
- Visitor Services-Private and Commercial Event Fees
- Reimbursable Labor
- Reimbursable Materials
- Access Issuance Fee (Card Key)
Requests for other modifications, equipment, or support that are not included in standard services are known as reimbursable requests and can be completed on a reimbursable basis.

**Reimbursable Labor**
- Billed by job at the trade rate x number of hours.
- Trade rates are:
  - Electrical, HVAC, Paint, Carpenter, Plumber, Fire and Environmental, and Security $115/hr.

**Reimbursable Materials**
- Materials costs + mark-up of 1.2% (mark-up is intended to cover shipping/handling costs)

**Fee for Service**

- Visitor Services Permit Fee
- Visitor Services-Private and Commercial Event Fees
- Reimbursable Labor
- Reimbursable Materials
- Access Issuance Fee (Card Key)
CAPITOL SECURITY AND VISITOR SERVICES

Fee to issue a new or updated access card. Per card rate from $7 to $35 per card.
SURPLUS OPERATIONS

The Surplus Program handles used goods from state and federal government programs ranging from furniture and computers to vehicles and equipment that are made available for sale to government agencies, non-profit entities and the public. Proceeds from the sales pay for the program operations and also result in financial returns to state and local government agencies.
SURPLUS OPERATIONS

Central Service Model (CSM)

Fee for Service

Online Sale
Transportation Fee
Storage Solutions
Surplus Operations is funded through its sales. For some items, proceeds are shared with the donating agency. In these instances, DES maintains the greater of $500 or 9% of the final sale.
An hourly charge for Surplus to transport items to or from Surplus. Exception: state agency customers are not charged for picking up surplus items to transport to Surplus.

**$155 per hour + Fuel Surcharge**

The fuel surcharge is a pass-through cost. The program uses the US Energy Information Administration and AAA to obtain the current average fuel rates.

**Update:** Storage Solutions - We are no longer offering storage space rental as a service.
PRINTING AND IMAGING

Printing and Imaging provides a broad range of print, communication, consultation and design services, including traditional offset, bindery and digital printing; on-demand copy services; graphic design services and prepress services.
PRINTING AND IMAGING

Central Service Model (CSM)

Fee for Service

- Digital Print - Continuous
- Digital Print - Cut Sheet
- Print Production (Offset)
- Envelopes
- Fulfillment
- Farmout
Digital print is based on a “click rate” per copy + plus paper (or forms) + bindery or finishing options.

Digital Continuous click rate (tiered based on volume):
- B&W Tier 1: $0.046 ea.
- B&W Tier 2: $0.040 ea.
- B&W Tier 3: $0.030 ea.

Digital Cut Sheet click rate:
- B&W: $0.036 ea.
- Color: $0.13 to $0.215 ea.
Traditional offset printing. Quoted or listed per job based on specifications.

Fee for Service

- Digital Print - Continuous
- Digital Print - Cut Sheet
- Print Production (Offset)
- Envelopes
- Fulfillment
- Farmout
Fulfillment stores and ships pre-printed items.

Fulfilment user rates:

- Storage - Full pallet per month: $15
- Storage - Half pallet per month: $9
- Hourly labor rate: $68.66

You can also purchase pre-printed items from the fulfillment store. Prices are listed.
Farmout. Specialty jobs produced offsite by pre-qualified vendors.

Vendor cost plus an administrative fee of:

- 10% for jobs between $0 - $999
- 7% for jobs between $1,000 - $9,999
- 5% for jobs between $10,000 - $49,999
- 4% for jobs above $50,000

Fee for Service:

- Digital Print - Continuous
- Digital Print - Cut Sheet
- Print Production (Offset)
- Envelopes
- Fulfillment
- Farmout
FLEET OPERATIONS

Fleet Operations manages thousands of vehicles assigned to agencies on a permanent basis and a daily trip fleet for short term rental.
FLEET OPERATIONS

Central Service Model (CSM)

Fee for Service

Fleet Permanently Assigned Vehicles - Base Rate
Fleet Permanently Assigned Vehicles - Per Mile Rate
Fleet Daily Rentals - Base
Fleet Daily Rentals - Per Mile
Toll Fees
Recovery for vehicle options
Accident repairs
Base Vehicle costs rates have two components:
- Vehicle cost: determined on the rolling 7-year average purchase cost, plus interest, less an assumed salvage value, of that vehicle class.
- Administrative cost: $74/month

Per Mile costs also have two components:
- variable rate based on current Fuel costs.
- maintenance costs for the vehicle class.

Vehicle Rates

Fee for Service

Fleet Permanently Assigned Vehicles - Base Rate
Fleet Permanently Assigned Vehicles - Per Mile Rate
Fleet Daily Rentals - Base
Fleet Daily Rentals - Per Mile
Toll Fees
Recovery for vehicle options
Accident repairs
Toll Fees: Pass through cost of the non-standard options purchased.

Recovery for vehicle options: Pass through cost of the non-standard options purchased.

Accident repairs: Pass through cost of accident repairs and fees incurred by DES.

Fee for Service:
- Fleet Permanently Assigned Vehicles - Base Rate
- Fleet Permanently Assigned Vehicles - Per Mile Rate
- Fleet Daily Rentals - Base
- Fleet Daily Rentals - Per Mile
- Toll Fees
- Recovery for vehicle options
- Accident repairs
CONSOLIDATED MAIL SERVICES

Consolidated Mail Services (CMS) provides a full range of mail services to state agencies and local governments. Each day, CMS provides:

• Pick up and delivery service for interagency documents and packages,
• Makes over a thousand separate deliveries and pickups,
• Handles hundreds of thousands of pieces of mail, ranging from one ounce letters to 150 pound boxes,
• Offers mail design assistance for automation to achieve postal discounts, in addition to other no charge mail consultations, and
• Ensures safe delivery by x raying all incoming mail to the 98504 ZIP Code.
CONSOLIDATE MAIL SERVICES

Central Service Model (CSM)

Fee for Service

Sortation (incoming)
Presort (Outgoing)
Insert (Outgoing)
Distribution
SORTATION – sorting the incoming mail to your agency.

Sort Level - per month – Tiered by normal daily mixed volume

- In Town Tier 1 – slot – minimal volume – $80/month
- In Town Tier 2 – up to 1 Tub $194/month
- In Town Tier 3 – up to 3 Tubs/Trays $388/month
- In Town Tier 4 – more than 3 Tubs/Trays $922/month
- Out of Town Tier 1 – minimal volume $48/month
- Out of Town Tier 2 – up to a Tub $116/month

Active PO Box / Mailstop $2.50 ea/month

Incoming Accountable mail – per piece $0.95

---

CONSOLIDATED MAIL SERVICES

Fee for Service

Sortation (incoming)

Presort (Outgoing)

Insert (Outgoing)

Distribution
CONSOLIDATED MAIL SERVICES

Presort – sorting and metering the outgoing mail from your agency. USPS and Small Package Services

- Metering 1st Class letters $0.05
- Metering 1st Class flats $0.10
- Metering 1st Class parcels $1.50
- Priority Mail $1.50
- Certified letters / flats $1.00
- Certified with ERR $1.50
- Re-metering $0.10
- Small Package Manifesting $1.50
- Active Account Charge - per month/account $35.00

Postage is always a pass-through expense

Fee for Service

Sortation (incoming)

Presort (Outgoing)

Insert (Outgoing)

Distribution
CONSOLIDATED MAIL SERVICES

Insert – inserting printed items into envelopes in preparation for mailing.

- Standard Insert (base rate) $0.040
- File-Based Insert (base rate) $0.045
- Additional insert – Above base rate $0.005
- Job Set-up - per job (1-50 pcs., 51-150 pcs., 151 + pcs.) $10.00, $20.00, $30.00
- Folding $0.020
- Insert same day $0.010
- Insert next day $0.005
- Insert permit mail $0.005
- Manual Services* - per hour (Minimum 6 minutes/.1 Hr.) $68.00

Fee for Service

Sortation (incoming)

Presort (Outgoing)

Insert (Outgoing)

Distribution
CONSOLIDATED MAIL SERVICES

Distribution – Mail pickup and delivery to your locations.

Regular Mail Distribution – Distribution Location
- In Town Delivery – Thurston County – $230/month
- Out of Town Delivery – $410/month
- Freight Mail Distribution – $535/month

Regular Mail Volume – over 3-item threshold (Box/Tub/Tray=Item) $4.00 ea

Oversized Item $12.00 ea

Campus Mail Tracking - per piece $3.50 ea

Special Delivery/Pick up – per stop/Day $30.00 ea

Freight Volume – per GPC/Cage/Pallet $30.00 ea

Special Volume – per Pallet/GPC $50.00 ea

Fee for Service

Sortation (incoming)

Presort (Outgoing)

Insert (Outgoing)

Distribution
Master contracts are contracts established and administered by the Department of Enterprise Services for use by state and local government entities, institutions of higher education, tribal governments and qualifying non profits. These users can purchase products and services directly from contractors without the need for additional competitive procurement activity.

DES provides a full curriculum of required and optional training on contracts and procurement laws and best practices. DES conducts biennial risk assessments of agency procurement practices which serves as the basis for delegation of procurement authority. DES also reviews sole source and emergency procurement requests, and publishes statewide contract statistics.
ENTERPRISE CONTRACTS & PROCUREMENT

Central Service Model (CSM)

Enterprise Systems Fee

Fee for Service

Master Contracts fee
Enterprise Contracts & Procurement is primarily funded through the Master Contracts Fee. This fee is charged to the vendors selling goods and services on Master Contracts. There are no expenses to state agencies.
Central Service Model (CSM)

DES Enterprise Applications is allocated on budgeted FTEs.

Enterprise Contracts & Procurement maintains some state-wide systems needed for procurement and contracts reporting.

A portion of the IT costs to maintain those systems is funded by the DES Enterprise Applications Fee (CSM).
The Energy Program provides comprehensive project management and other technical services to help our clients reduce energy and operational costs and reach sustainability goals. The Services are provided through interagency agreements (IAA) and project management fees which are based on the size, complexity and type of service provided.
ENERGY PROGRAM

Central Service Model (CSM)

Fee for Service

Energy Project Management Fee

Energy Life Cycle Cost Analysis Fee
The energy program charges a fee for providing project management services for energy/utility conservation projects. The program uses a tiered fee schedule. Fees range from 1% to 6% depending on project type and cost.

Energy Life Cycle Cost Analysis Fee: $2,000 per analysis
ENGINEERING & ARCHITECTURAL SERVICE

Engineering and Architectural Services offers expertise on a wide range of facility issues and public works project management on behalf of public organizations throughout Washington.

We provide facility design and construction management services for projects identified in the state capital budget. Our role is to be advocates for the interests of our client agencies, and to provide subject matter expertise in Engineering, Architecture, and Public Works project delivery.
ENGINEERING & ARCHITECTURAL SERVICES

Central Service Model (CSM)

Fee for Service
EAS Project Manager
Reimbursable

Capital Appropriation
Facilities Professional Services:
Staffing
ENGINEERING & ARCHITECTURAL SERVICES

For project management services not covered in DES’s capital budget appropriation, agencies may contract with EAS for these services through an interagency agreement.

Rate is calculated based on project value and complexity.

Fee for Service

EAS Project Manager Reimbursable
SMALL AGENCY
FINANCIAL AND HR
SERVICES

Small Agency Financial Services (SAFS) offers a variety of financial management services to smaller agencies who may not be able to support a full-time finance team.

Small Agency Human Resources services (SAHR) offers full HR services to smaller agencies that may not be able to support a full-time HR team.
SMALL AGENCY FINANCIAL AND HR SERVICES

Central Service Model (CSM)

Small Agency Financial Services - CSM
Small Agency HR Services - CSM

Fee for Service

Small Agency Financial Services – non CSM
Small Agency HR Services - non CSM
SMALL AGENCY FINANCIAL AND HR SERVICES

Central Service Model (CSM)

Small Agency Financial Services - CSM

Small Agency HR Services - CSM

Payroll: Allocated on FTEs served

Accounts Payable: Allocated on transaction processed

Accounts Receivable: Allocated on transactions processed

Budget: Allocated on budget size and complexity
SMALL AGENCY FINANCIAL AND HR SERVICES

Central Service Model (CSM)

Small Agency Financial Services - CSM

Small Agency HR Services - CSM

Human Resources: Allocated on FTEs served
SMALL AGENCY FINANCIAL AND HR SERVICES

SAFS and SAHR also provide services for agencies not included in the CSM, or for agencies where funding is not yet included in the CSM, through interagency agreements.

Rates are quoted for these services are set to mimic CSM allocations.

Fee for Service

Small Agency Financial Services – non CSM

Small Agency HR Services - non CSM
REAL ESTATE SERVICES

Real Estate Services is responsible for providing real estate services to state elected officials, state agencies, boards, commissions and educational institutions in accordance with RCW 43.82, State Agency Housing.

Our services include comprehensive leasing and architectural services, construction management, the purchase or sale of state owned properties, worksite parking program assistance and a variety of other real estate transactions.
REAL ESTATE SERVICES

Central Service Model (CSM)

- Lease Renewal Fee

Fee for Service

- New Space Lease Commission
- Lease Acquisition and Disposal
- Design or Leasing Delegation
- Estoppel Service Fee
- Design Service Fee
- Leasing Reimbursable
- RES Attorney General fees
Central Service Model (CSM)

Lease Renewal Fee

Real Estate Services costs for lease renewal activities.

Allocated to agencies in the CSM based on three factors:
1. Number of leases (1/3 of fee)
2. Dollar value of leases (1/3 of fee)
3. Rentable square footage (1/3 of fee)
REAL ESTATE SERVICES

Fee for new-lease negotiation services by the Real Estate Services Division.

Fee varies based on square footage of the building:

- 0-5,000 sq. ft- Hourly rate of $117 X hours spent on project.
- 5,001-10,000 sq. ft- Hourly rate of $117 X hours spent on project OR a commission rate of 2.5% of the leases total gross rent costs, whichever is less.
- 10,001 + sq. ft- Commission rate of 2.5% of the leases total gross rent cost. Note: for leases over 5 years, years 6+ are charged a reduced commission rate of 1.25%.

Fee for Service

- New Space Lease Commission
- Lease Acquisition and Disposal
- Design or Leasing Delegation
- Estoppel Service Fee
- Design Service Fee
- Leasing Reimbursable
- RES Attorney General fees
**REAL ESTATE SERVICES**

Fee for property and building acquisition and disposal services by the Real Estate Services Division.
- Hourly rate for services: $117/hour

Delegation Revenue fee collected for providing delegated Design or Leasing services.
- $250 per delegation transaction

Estoppel fees collected for providing confirmation of the terms of a rental agreement for current lease agreements for agencies.
- $400 per estoppel transaction.
REAL ESTATE SERVICES

Real Estate design, alterations and professional/technical services.
  • Hourly rate for services: $117/hour

Lease renewal activities for entities not included in CSM
  • Hourly rate for services: $117/hour

Attorney General fees charged for specific Real Estate Services.
  • Passthrough of cost

Fee for Service

- New Space Lease Commission
- Lease Acquisition and Disposal
- Design or Leasing Delegation
- Estoppel Service Fee
- Design Service Fee
- Leasing Reimbursable
- RES Attorney General fees
The Office of Risk Management provides services to reduce harm, limit losses and fairly compensate those injured by state actors. DES assists with loss prevention, assesses insurance needs and buys insurance when cost effective, processes, investigates and resolves tort claims, pays legal fees, and maintains a central claims database as required by statute.
OFFICE OF RISK MANAGEMENT

Central Service Model (CSM)
- Risk Administration Fee
- Self Insurance Liability Account (SILA)

Fee for Service
- Commercial Insurance
**OFFICE OF RISK MANAGEMENT**

**Central Service Model (CSM)**

- Risk Administration Fee
- Self Insurance Liability Account (SILA)

**Risk and SILA are allocated to agencies based on an actuarial study**

- Risk Admin: operational costs of the Office of Risk Management
- SILA: each agency’s premium to fund the state’s tort liability and defense costs
Commercial insurance purchased on behalf of state agencies.

- Insurance Premium: **Passthrough of cost** (no markup)
- Broker Fee: **passthrough of contract costs**, based on percentage of total commercial insurance purchased by agency

Fee for Service

Commercial Insurance
Technology Leasing program leases IT hardware such as desktops, laptops, servers, backup storage units, touchpads, and networking hardware. Technology Leasing also provides expert guidance to decision makers regarding IT hardware, IT procurement, and IT strategic deployment strategies.
TECHNOLOGY LEASING

Central Service Model (CSM)

Fee for Service

Technology Lease
Administrative Fee
Leases are a **passthrough of the equipment costs, plus financing costs**, divided by the term of the lease (typically 3-5 years), and invoiced monthly.

**Administrative fee:**

- Single Asset Costing $0 - $500  **$0.44 per unit/month**
- Single Asset Costing $501 - $5,000  **$1.75 per unit/month**
- Single Asset Costing $5,001 - $50,000  **$5.75 per unit/month**
- Single Asset Costing >$50,001  **1% of the subtotal**
EMPLOYEE ASSISTANCE PROGRAM

The Washington State Employee Assistance Program (EAP) is a free, confidential program created to promote the health, safety and well-being of public service employees.
EMPLOYEE ASSISTANCE PROGRAM

Central Service Model (CSM)
Personnel Service Fee

Fee for Service
EAP Contracts
EMPLOYEE ASSISTANCE PROGRAM

Central Service Model (CSM)

Personnel Service Fee

Personnel Service Fee is allocated to executive branch agencies based on budgeted FTEs.

EAP is funded and provided to executive branch agencies through the Personnel Services Fee (CSM).
Other agencies and local municipalities can opt into the service for a contracted rate.

- **Base rate:** Total costs for EAP at the 3% utilization rate/total employees served/12 months (currently at $1.44 Per Employee Per Month)

- **The minimum annual fee for any entity is $300/year.**

- **Higher utilization add on:** The costs for 3%-5% utilization/total employees in the higher utilization organization/12 months. This is added to the base rate.
TRAINING AND DEVELOPMENT SERVICES

Responsible for planning, developing, providing, and monitoring training for state employees. The primary focus is professional development, risk management, and state mandatory subjects.

DES offers a variety of instructor-led training (virtual and in-person) and on-demand courses (eLearning courses and LinkedIn Learning licenses).
TRAINING DEVELOPMENT SERVICES

Central Service Model (CSM)
- Personnel Service Fee
- Enterprise Systems Fee

Fee for Service
- Training Class Course Fee
- Subscription/License - LinkedIn Learning
- Direct Sales Materials (kits)
Central Service Model (CSM)

Personnel Service Fee

Enterprise Systems Fee

Personnel Service Fee is allocated to executive branch agencies based on budgeted FTEs.

Training Development services is partially funded by the personnel services fee.
Central Service Model (CSM)

- Personnel Service Fee
- Enterprise Systems Fee

DES Enterprise Applications is allocated on budgeted FTEs.

Training Development Services maintains some state-wide systems needed for training and HR services.

A portion of the costs to operate and maintain those systems is funded by the DES Enterprise Applications Fee (CSM).
Training Fees are set per class. Fees have several components.

- Average instructor cost per class
- Materials cost per class (pass through)
- Administration fee

This total is divided by the average # of participants per class to obtain a per participant class fee.
TRAINING DEVELOPMENT SERVICES

Cost of the subscription (passed through from the vendor) + an administration fee to cover the cost of administering the contract.

DES partners with LinkedIn Learning to offer a 90% discount of $45 per person for a subscription term.

Fee for Service

Training Class Course Fee

Subscription/License - LinkedIn Learning

Direct Sales Materials (kits)
Fee for training kits and course materials.

Costs of the training materials + 3% for service fee.
DES BUDGET CONTACTS

Budget Director
Keith Thunstedt keith.thunstedt@des.wa.gov

Budget Operations Manager
Michael Diaz michael.diaz@des.wa.gov

Capital Budget Manager
Justin Rogers justin.rogers@des.wa.gov

Facilities Budget Manager
Hayley Tresenriter hayley.tresenriter@des.wa.gov

Financial and Business Analytics Manager
Julie McVey julie.mcvey@des.wa.gov