

Mission:

We deliver results by providing timely, cost-effective services and products that support our customers.

Department of General Services

www.dgs.ca.gov

The Department of General Services acts as the business manager for the State of California, with 4,000 employees and a budget in excess of \$1 billion. DGS helps state government better serve the public by providing business services to state agencies including contracting, procurement and acquisition solutions; real estate management; leasing and design services; environmentally-friendly transportation; and architectural oversight and funding for the construction of safe schools. The DGS Executive Office includes the Office of the Director, the Office of Audit Services, the Office of Legislative Affairs, the Office of Legal Services, and the Office of Public Affairs.

Real Estate Services Division

www.resd.dgs.ca.gov

The Real Estate Services Division (RESD) provides real estate services to state agencies, and is comprised of five operational branches. RESD oversees asset planning, property sales and acquisition, project management, architectural and engineering services, leasing and planning, property management and building maintenance, construction management, energy efficiency and supply programs, and environmental assessments.

DGS is responsible for 79 state-owned properties totaling approximately 18.9 million square feet with an annual rent of more than \$288.5 million. The portfolio consists of 58 office buildings totaling 16.5 million square feet, with the balance of buildings including warehouses, storage, the State Printing Plant, the Central Heating and Cooling Plant, stand-alone parking structures, and the State Records Warehouse. DGS manages 1,831 leases totaling more than \$447 million annual rent with approximately 15.7 million square feet of office space and 4.4 million square feet in storage and other space. Other agencies hire DGS to provide partial building management services, historically serving on average approximately 200 state-owned buildings, with projected revenue in year 2012 of \$34.1 million. DGS also has responsibility for retail and residential properties that are directly managed by the Capitol Area Development Authority.

Procurement Division

www.pd.dgs.ca.gov

The Procurement Division (PD) sets state procurement policies and provides purchasing services, helping state agencies and departments achieve their missions. PD delegates purchasing authority, trains state purchasing professionals, certifies small businesses and disabled veteran business enterprises, sponsors the Small Business Council, and participates in the Disabled Veterans Business Enterprise Council.

PD oversees approximately 198 commodity contracts with approximately 170 suppliers; administers more than 1,600 California Multiple Award Schedules (CMAS) contracts; and manages 219 Master Agreements, 63 Western State Contract Alliance (WSCA) contracts, and 103 Software Licensing Program (SLA) Agreements. As of fiscal year 2011/2012, DGS had certified more than 20,000 small businesses, including over 1,300 DVBEs.

 **Interagency Support Division**

The Interagency Support Division provides support services for agencies and departments, including oversight of the state fleet, business travel services, and managing state and federal non-real estate surplus property through the Office of Fleet & Asset Management (OFAM); business records storage, publishing and video production through the Office of State Publishing (OSP); and fund releases to school districts for facility construction through the Office of Public School Construction (OPSC).

Office of Public School Constructionwww.opsc.dgs.ca.gov

As staff to the State Allocation Board (SAB), the Office of Public School Construction (OPSC) facilitates the processing of school district construction funding applications to make voter-approved, bond funding available to qualifying school districts after SAB approval. The OPSC processes new construction projects and classroom modernization projects, as well as programs for Charter School Facilities, Career Technical Education, Community Schools, Deferred Maintenance, Facility Hardship, Financial Hardship, High Performance, Joint-Use, Overcrowding Relief, and Seismic Mitigation, among others.

Office of Fleet & Asset Managementwww.ofam.dgs.ca.gov

The Office of Fleet & Asset Management (OFAM) is a fee for service organization that provides oversight of the state's 50,000 plus fleet of mobile assets to improve overall utilization and lower the cost of ownership. OFAM procures and manages the state's multi-million dollar airline, rental car, fuel card and lodging contracts to obtain the lowest possible rates and fares for state employee travel. OFAM operates the Sacramento State Garage that provides long and short term rental cars (over 5,300) to state employees, and manages 27 parking facilities throughout the state with over 10,000 parkers. OFAM is also responsible for the reutilization and disposal of millions of dollars of state and federal surplus property each year.

Office of State Publishingwww.osp.dgs.ca.gov

The Office of State Publishing (OSP) has been in existence since 1850. OSP produces printed publications, forms, envelopes, brochures, and business cards for over 150 state government agencies, departments, and commissions. OSP is also responsible for the printing of over 3,000 legislative bills per session, most of which are printed in the midnight hour. OSP operates in a 272,000 square foot facility and has been located at 344 North 7th Street in Sacramento, California since 1954. OSP produces printed materials around the clock, five days a week. In addition to printed products OSP also provides other communication solutions including graphic design, video and webcasting production, and fulfillment services.

 **Division of State Architect**www.dsa.dgs.ca.gov

The Division of the State Architect (DSA) is responsible for design and construction oversight for K-12 schools and community colleges. During Fiscal Year 2011-12, DSA received 2,270 school construction plans for review and approval, with an estimated construction cost of \$4.3 Billion, and has a current project certification rate of 72 percent. DSA also develops and maintains accessibility and historical buildings standards and codes utilized in public and private buildings throughout California. DSA certification programs include the DSA Academy, project inspectors and materials testing laboratories, as well as the Certified Access Specialist program (CAsp). DSA is committed to assisting clients with designing energy-efficient and sustainable facilities. DSA is headquartered in Sacramento and has regional offices in Sacramento, Oakland, Los Angeles and San Diego.

 **Office of Administrative Hearings**

www.oah.dgs.ca.gov

The Office of Administrative Hearings (OAH) consists of two divisions and five regional offices statewide. The General Jurisdiction Division provides adjudicatory and alternative dispute resolution services to more than 1,400 state, local, and county agencies. The Special Education Division provides adjudicatory and mediation services throughout the state to school districts and to parents of 700,000 children with special needs.