

California Department of General Services **fast facts**

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 (RES D) provides real estate services to all state agencies. Comprised of five operational branches, RES D 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 owns and manages 60 properties statewide totaling approximately 24 million square feet with an annual rent of more than \$253 million. DGS manages 1,861 leases totaling more than \$372 million annual rent with approximately 16 million square feet of office space and approximately 4.6 million square feet in storage and other space.

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/disabled veteran businesses, 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; manages 219 Master agreements; 63 Western State Contract Alliance (WSCA) and 103 Software Licensing Program (SLA) agreements. As of fiscal year 2009/2010, DGS had certified a total of 22,500 small businesses and 1,300 DVBEs.

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.

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. DSA also develops and maintains accessibility and historical buildings standards and codes utilized in public and private buildings throughout California. DSA certification programs include project inspectors and testing lab facilities, as well as the Certified Access Specialist program. DSA also helps school districts design facilities that are energy-efficient and sustainable. DSA has regional offices in Sacramento, Oakland, Los Angeles and San Diego.



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 surplus property through the Office of Fleet & Asset Management; business records storage, publishing and video production through the Office of State Publishing and, fund releases to school districts for facility construction through the Office of Public School Construction.

www.opsc.dgs.ca.gov **Office of Public School Construction**

As staff to the State Allocation Board, the Office of Public School Construction (OPSC) facilitates the processing of school district construction funding applications and makes voter-approved funding available to qualifying school districts. OPSC funds new construction projects and classroom modernization projects, as well as programs for Critically Overcrowded Schools, Charter School Facilities, Career Technical Education, Community Schools, Deferred Maintenance, Emergency Repairs, Facility Hardship & Financial Hardship, Joint-Use, Seismic Mitigation, and State Relocatable Classrooms, among others.

www.ofam.dgs.ca.gov **Office of Fleet & Asset Management**

The Office of Fleet & Asset Management oversees state vehicle rentals and vehicle maintenance; employee parking; the State Travel & Meeting Management Program which provides commercial airline, car rental, fuel card and travel contracts for state, federal, county and city government travelers; fleet management; and, the disposal or reutilization of surplus property. OFAM owns and provides motorized vehicles including alternative-fuel vehicles, as well as hybrid-electric vehicles and plug-in hybrids. OFAM operates state garages in Northern California-Sacramento; Bay Area-Oakland; Central California-Fresno and Southern California-Los Angeles.

www.osp.dgs.ca.gov **Office of State Publishing**

The Office of State Publishing (OSP) provides printing and communication solutions to state, federal, county and city agencies. OSP annually prints 3.3 million tax booklets & forms, 7 million DMV booklets, 12.5 million voter guides, and more than 3,000 legislative bills (not including amendments). OSP recycles 5.5 million pounds of paper each year. OSP also provides graphic design, video production, multi-media, and Webcasting services.



Information Technology Services Division

www.dgs.ca.gov

The Information Technology Services Division (ITSD) is responsible for establishing policies and procedures designed to improve the efficiency and effectiveness of information technology activities within the department. ITSD's Office of Technology Resources helps the department meet its information management needs through recommendations to departmental management and through maintenance of department-wide IT infrastructure and standards. The Office of Enterprise Resource Planning provides project planning and oversight for in-house IT projects, develops departmental IT policies and procedures, and directs DGS statewide IT initiatives.



Administration Division

www.dgs.ca.gov

The Administration Division provides services to DGS and other state agencies including identifying and maintaining budgetary resources through the Office of Fiscal Services; providing financial and human resources support through the Office of Human Resources, as well as risk management and insurance services through the Office of Risk & Insurance Management; overseeing maintenance of DGS headquarters building at the Ziggurat through the Office of Business Services and, offering other research and business functions needed by state agency clients through the Office of Strategic Planning, Policy & Research.