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Testimony of Anne D. Gnazzo
Acting Commissioner of the Department of Administrative Services
Before the Government Administration & Elections Committee
February 5, 2007

Good Morning Senator Slossberg, Representative Caruso and members of the Government Administration and Elections Committee. I am Anne Gnazzo, Acting Commissioner of the Department of Administrative Services. I am here today to give you an overview of DAS and to briefly describe the variety of services we provide. More detailed information about the agency is included in the document provided to you with my testimony.

The mission of DAS is to provide services and guidance to both state agencies and the public. Our mission is to take advantage of economies of scale, streamline services and impart a coordinated approach within state government. Currently, DAS has 286 full-time General Fund positions, and we have an annual budget of approximately \$50 million dollars.

Each division plays a distinct role in making state government more efficient and effective.

The Procurement Division is responsible for awarding and administering contracts for state agencies to use when they need goods and services. In addition to the state agencies, municipalities are able to purchase supplies and services off our contracts, which saves them time and money. We currently administer over 866 contracts for thousands of goods and services throughout the state, and that list continues to grow. DAS also strives to incorporate environmentally preferable purchasing in all contracts. All of our contracts are posted on the DAS website and are searchable.

There are several other programs that are part of the Procurement Division. The state's Set-Aside or Supplier Diversity Program certifies and provides business opportunities to hundreds of small and minority-owned businesses. The State Surplus Program acquires and distributes state surplus property. DAS also acquires federal surplus at the request of municipalities or state agencies. The Contractor Prequalification Program, which many of you are familiar with, certifies contractors to bid on contracts for work on public buildings that receive state funds. Legislation passed last session expanded this program to include the prequalification of sub-contractors, effective in October 2007. The Master Insurance and Purchasing Card (P-card) Programs are also part of the Procurement Division.

The Statewide Human Resources Division at DAS is responsible for implementing procedures on all aspects of human resources relating to state employment. This includes managing statewide practices for recruiting, hiring and promoting state employees and

assisting agencies in meeting their human resource needs. The division also creates and administers all state job exams and manages the statewide job classification system.

DAS' Collections Division maximizes reimbursement for human services, public assistance and other services provided or funded by the state. This includes billing and collecting for services provided by DOC, DMR, DCF and DMHAS. Last year, over \$859 million was collected in paid claims, ninety-two percent of which was federal reimbursement under the Medicaid and Medicare programs.

Our Fleet Operations Division oversees the purchase, maintenance and repair of the state's 4,100 vehicles. The vehicles purchased by Fleet are leased to 136 state agencies for transport of state employees, patients, inmates and clients. Fleet also operates three repair and maintenance facilities. Fleet Operations has made a conscious effort over the last few years to purchase alternative fuel and hybrid vehicles. In fact, all of the light-duty vehicles we purchased in 2006 are hybrid or alternative fuel vehicles.

The Strategic Resources Management Division oversees a wide variety of administrative and planning functions. This includes managing the state workers' compensation program, promoting agency safety and loss control programs, and coordinating agency workplace wellness and employee recognition programs. In addition, the division conducts training programs for state employees through the DAS Learning Center, which provides high-quality, cost-effective training to help state agencies develop and maintain a knowledgeable and effective workforce. Strategic Resources is currently coordinating and directing the completion of a pandemic flu Continuity of Operations Plan to ensure that the state continues to provide critical services should a statewide catastrophe occur that affects the state workforce.

As a result of legislation in 2005, DAS entered into a new venture to provide a variety of functions to 23 small state agencies. Consequently, the Small Agency Resource Team (SMART) was formed. The SMART unit is responsible for providing personnel, payroll and affirmative action office functions to those agencies. In addition, DAS' Business Office was expanded to administer a variety of financial services for those same agencies. This program is a unique undertaking in that it increases uniformity, consistency and efficiency in state government. The attached handout has a listing of those agencies that are part of this program.

The Business Office also handles all DAS fiscal matters and provides mail, courier and print shop services for state agencies. And it operates the Federal Donated Foods Program, which provides USDA food products to state schools and other institutions.

Our commitment to openness and transparency in state government is demonstrated by our website. Over the past few years, DAS has worked hard to provide to the public and state agencies a clear, informative and user friendly website. From the contracting portal, which offers potential vendors online applications for most of our programs to the human resources portal, which lists all state jobs and exams available to both state employees and the general public, we strive to provide useful and accurate information to navigate people through the system.

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In the few weeks I have been at DAS I already see that we have a great story to tell and although DAS has accomplished a lot in the last few years, we will continue our efforts to improve and streamline wherever possible to better serve our customers and the State.

I'd be happy to answer any questions you may have. Thank you.