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**Department of  
Administrative Services  
Overview**

November 5, 2024

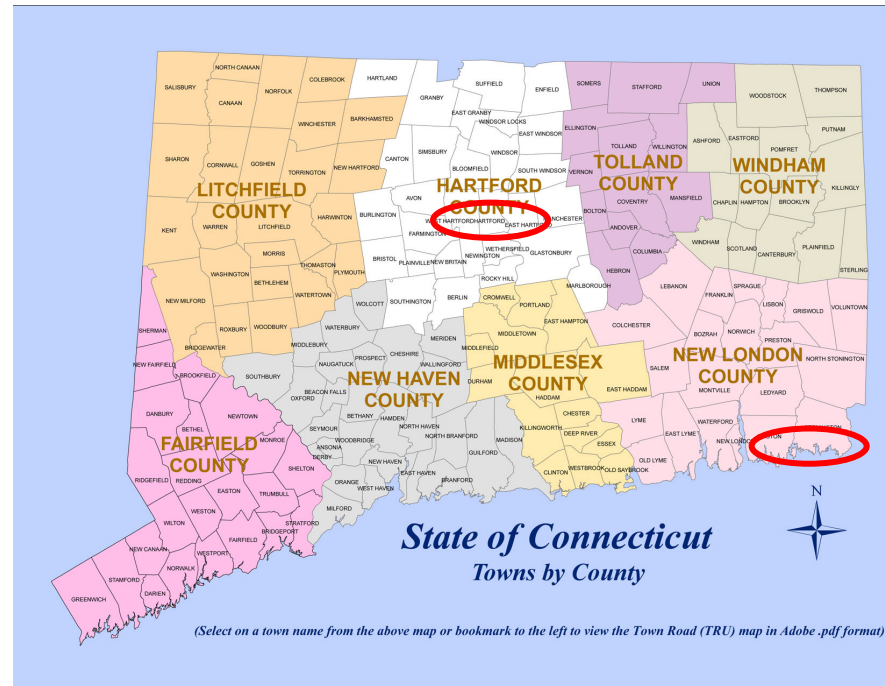
# Bio

## Darren Hobbs

Deputy Commissioner  
Real Estate & Construction Services +Fleet Operations



- 35 Years
- 13 Positions
- 6 Employers
- 4 Cities
- 1 Town
- 2 Countries



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# **DAS for Other Agencies**

- **Department of Administrative Services (DAS)**
- **Centralized Support**
  - **Human Resources**
  - **Procurement**
  - **Information Technology Solutions**
  - **Construction Management & Inspections**
  - **Facilities Acquisition & Disposition**
  - **Fleet Operations**



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# DAS's Mission

- **Support Connecticut's Growth** - To serve our residents, businesses, state agencies and other branches of government by providing the highest quality services at the lowest possible cost.
- **Drive Continuous Innovation** - To increase the efficiency and effectiveness of state government using best practices from the public and private sectors.
- **Provide Rewarding Careers** - To attract and retain a workforce of talented, dedicated public servants committed to leading our great state forward



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# DAS At A Glance

- Operating expenses for 2023-2024
  - DAS General Fund \$307,079,380
  - DAS Transportation Fund \$ 31,621,293
  - DAS Banking Fund \$ 1,053,804
  - DAS Insurance Fund \$ 1,995,231
  - DAS Consumer Counsel \$ 177,170
  - DAS Workers Compensation \$ 1,333,199
  - DAS Technical Services Revolving Fund \$ 1,240,251
  - DAS General Services Revolving Fund \$ 38,923,333
  - DAS Revolving Funds \$ 44,259,408
  - School Construction Grants \$439,741,747
  - Capital Outlay\* \$ 74,514,644

\*Includes Construction Services Bond Funds



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# DAS Organizational Structure

- Eight functional areas that report to the Commissioner:
  - Bureau of Information Technology Solutions (BITS)
  - Business Office
  - Communications
  - Internal Audit, Legal and Legislative Services
  - Procurement Services
  - Real Estate and Construction Services (RECS)
  - Statewide Human Resources Management



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# BITS

The Bureau of Information Technology Solutions (BITS) is responsible for:

- developing and implementing an information and telecommunication systems to efficiently service the needs of state agencies;
- purchasing and leasing all state agency information technology equipment and services or approving agency requests for same.

# **BITS Functions**

- **Agency Success**
  - Build relationships with BITS-supported agencies, using Customer Success Managers (CSMs), & implement plans and solutions for agencies.
- **Architecture and Strategy**
  - Bridges the interconnected components to align CT citizen's business needs with changing customer expectations, regulatory needs.
- **Digital Government and Operational Excellence (DGOE)**
  - Collaborate with all state partners, discovery, design, development, test, & implementation of new technologies; human centered design.
- **Security, Risk, and Compliance**
  - Evaluate security risks & help create plans to lower risk or fix security breaches. Address security and compliance risks.
- **Workforce Development**
  - create strategies to utilize in-house experts to guide training, keep employees in-the-know, and engage one another to have a fulfilling, enriching experience at the State of Connecticut.
- **Workforce Enablement**
  - Track and resolve problems for all BITS agencies through our service desk; end user device support; device management



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# Digital Equity

- “Connecticut: Everyone Connected” is the state’s digital equity plan.
  - Produced following more than a year of [outreach and research](#) to identify the barriers preventing residents from getting online
  - aims to [close the digital divide](#), particularly among the most disenfranchised groups in the state, including:
    - residents at or below 150% of the poverty line • racial and ethnic minorities • the aging • those incarcerated in or in transition out of state correctional facilities • individuals with disabilities or language barriers • those living in rural areas • veterans.
- October 30: Governor Lamont announced that the Connecticut is being awarded more than \$9 million in federal funding to launch key initiatives outlined in the state’s digital equity plan. Funding will support:
  - [“Digital navigation” pilots](#): Local partners will receive support to work directly with residents to address skill gaps and lack of access to Internet connections and computers.
  - [Digital equity collaboratives](#): Covering the entire state, six new collaboratives will provide the resources and professional network for educators, policymakers, and community organizations to learn and share best practices that scale and improve efforts to connect and train residents.
  - [Digital equity curriculum](#): Through the collaboratives, the state will release a set of common assessments and teaching resources freely available to adult education and other local training programs to help meet residents where they are to close the digital skills gap in Connecticut.
  - [Asset map](#): Residents will be able to conduct online searches and call a telephone hotline to find and use the community-based programs and resources to help them get online and develop the technical skills necessary to thrive in the digital world.



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# Business Office

- Provides administrative services like:
  - budget development
  - management
  - purchasing
  - accounts payable
  - accounts receivable
  - payroll
  - federal grant administration
  - asset management for DAS and several other agencies
- Fiscal Services
- Collection Services
- Print, Mail and Courier Services

# Grants Administration

## Connecticut public school construction projects

- Responsible for the grant administration of all school projects seeking authorization for a state grant commitment.
- Processed approximately \$389 million in payments in FY2024.
- Primary responsibilities include:
  - **Initial review:** Reviewing and determining whether to approve all Priority List and Non-Priority List applications, HVAC applications or any other school construction-related projects.
  - **Feedback to school districts:** If an application is not approved, information is shared with school districts about missing information in their application so they can correct their application when they apply next time.
  - **Award:** If an application is awarded, the award setup process is completed issuing a purchase order for the grant in the financial system.
  - **Payment Processing:** Reviewing and approving estimated and final payments.
  - **Fiscal Security Roles:** Processing security roles in Core-CT for local education agencies (LEAs).
  - **General:** Reviewing & processing miscellaneous requests that require the DAS Commissioner's approval (i.e. project cost increase requests & emergency status requests). Answering school districts' Core-CT grant-related questions.



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# Internal Audit Division/School Construction Audit Unit

- Established in October 2023
- Provides independent, objective, and reasonable assurance services designed to lend positive influence and improve DAS's mission, operations, outcomes, and compliance
- School Construction Audit Unit conducts audits of complex, completed school construction projects, that were recipients of state grants.
  - Evaluates compliance with statutory, regulatory, and grant requirements.
  - Determines whether the correct reimbursement rate was utilized to reimburse the local education agency (LEA), and ascertains whether state funds were used appropriately.
  - Ensures that a project was completed within the allocated budget and timeline.



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# Procurement Services

- **Purchase, lease or contract:**
  - supplies, materials, equipment and contractual services for executive branch state agencies, and
  - information system and telecommunication system facilities, equipment and services for state agencies.
- In most cases DAS Procurement contracts are also available for use by towns, municipalities, and political subdivisions in the state.
- In FY 24, the total agency expenditure through DAS administered contracts was \$1.1 billion across 1,465 active contracts.



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# Procurement Services

- The State and Federal Surplus programs
- The Construction Contractor Prequalification program
- Supplier Diversity Program, which includes the Set-Aside program
- The Purchasing Card (P-card) program, in conjunction with the Office of the State Comptroller



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# Real Estate and Construction Services

- Functions as the state's owner's project manager for vertical construction with a project portfolio that is approximately \$1.6 billion.
- Responsible for technical review of municipal school construction grants with an approximate program value of \$3.5 billion,



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# Design and Building Construction

- Oversees the design and construction of state facilities on behalf of client agencies:
  - **Initiation:** Project initiation, scope, and cost development with state agencies.
  - **Design:** Coordination and management of project finances.
  - **Construction:** direct oversight, schedule management, change orders, payments, close out.
  - **Financial & contractual oversight:** payments, change orders, project closeout.



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# Projects In Construction

- BI-RT-889 Bullard-Havens Technical High School Replacement
- BI-Q-691 Putnam Readiness Center
- BI-MH-121 Bridgeport Health Center Parking Garage Reconstruction
- BI-MH-140 Connecticut Valley Hospital Heating Loop Replacement – Phase 3
- BI-P-093 Connecticut Agricultural Experiment Station Greenhouses Renovation & Replacement
- BI-T-620 Salt Rock Campground Bathhouse
- BI-JA-485 Osborn Correctional Institute Exterior Door & Window Replacements



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# Recently Completed Projects

- CF-RD-303 Western Connecticut State University Berkshire Hall Dining and Student Center Conversion
- BI-RS-337 SCSU Business School Instructional Facility
- BI-2B-472 Department of Public Health Flexible Laboratory Construction
- BI-RT-877 Grasso Technical High School New Football Field and Field House
- BI-RT-878 Former Platt Technical High School Demolition
- BI-2B-418 50/55 Farmington Ave Fire Protection System Replacement
- BI-T-615 Black Rock State Park New West District Headquarters
- BI-RC-410 Central Connecticut State University - Charter Oak Relocation
- BI-2B-473 DPH Water Infiltration Repairs at DPH Lab in Rocky Hill
- BI-MH-146 Whiting Forensic Hospital Programming and Planning Study at CVH



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# Fleet Operations

- Serves more than 90 state agencies and departments by providing them with safe, adequate transportation for business purposes at the lowest cost to the state.
- On average, there are **3,700 light-duty fleet vehicles** in operation logging more than **30 million miles a year**.
- Provides complete vehicle services through:
  - four inter-agency motor pools,
  - three maintenance and repair garages, and
  - an administration office to provide complete vehicle services.
- Working towards targets to transition to electric vehicles at milestones in 2026, 2028 and 2030.

## General Fleet Data FY24:

- Fleet Size: 3,732
- Vehicle Acquisitions: 696
- Vehicles sold at surplus: 844
- Routine Maintenance Orders: 6,468
- All Vehicle Service Orders: 13,498
- Body Repair Orders: 685



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# Property and Facilities Management

- Administers the operations, maintenance, and security of **48 state owned buildings** including office building, garages, surplus property and a thermal plant.
- Facilities Operation Unit - manages approximately **6 million square feet** of state-owned floor space in occupied and vacant state buildings.
- Facilities Planning Unit - provides statewide **facilities planning activities, logistical services** and operational support to state agencies involved in consolidations and relocations.
- **Governor's Residence Unit** is charged with the maintenance and care of this 114-year-old building that is on the register of historic places.
- **Statewide Security Unit** provides for the overall physical security of state employees, clients, visitors as well as assets of the State of Connecticut in both state-owned and leased facilities.
- Technical Services Unit develops and maintains a **three-to-five-year capital improvement plan**, ensures ADA compliance, life, and safety as well as environmental compliance.



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# Statewide Leasing and Property Transfer

- Portfolio consists of 1,874,254 square feet of office/ courthouse/ storage space for executive branch agencies and Judicial.
- 121 leases and 75 additional lease-outs/license/MOUs for a total of 196 agreements.
- DAS also acquires and disposes (through sale and conveyance) of real estate for the same state agencies.



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# Regulatory Compliance Division

**Office of the State Building Inspector (OSBI)** - in conjunction with the Codes & Standards Committee, is responsible for adopting new state building codes. OSBI also ensures state buildings are built and maintained to the state building codes.

**Office of the State Fire Marshal (OSFM)** - oversees and promotes codes, standards, and regulations to reduce fires and related dangers. OSFM also ensures state buildings are built and maintained to the state fire codes.

**Office of Education & Data Management (OEDM)** - responsible for training and accrediting Building Officials and Fire Officials, as well as providing code-related instruction to individuals in the allied trade and design professions.



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# Statewide Human Resources

- Total State of Connecticut employees (2024): 51,293\*
- Executive branch employees: Full-time: 29,949  
Part-time: 1,535
- Establishes, maintains, and communicates a uniform and equitable system of human resources administration that
  - attracts, assists, protects, and retains well qualified employees to provide effective and efficient services and programs
  - so that agencies accomplish their respective missions.

\*This total includes:

Connecticut State Colleges and Universities (CSCU), the University of Connecticut, the University of Connecticut Health Center, the legislative branch, the judicial branch, and quasi-public agencies.

CSCU & UConn numbers fluctuate greatly from pay cycle to pay cycle.



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# Statewide Human Resources

- **Agency HR Business Partners:** Client agencies' HR representatives
- **Equal Employment Opportunity (EEO)/Affirmative Action (AA):** Provide EEO/AA services to 26 agencies; Develop affirmative action plans for client agencies; investigate complaints of discrimination
- **Talent Solutions:** Serve as executive branch's recruitment agency
- **Learning & Development:** Oversee employee development and retention programs (Aspiring Leaders Development Program)
- **Benefits & Leaves:** Analyzed and communicated approximately 8,100 medical leaves, 1,450 military leaves, and 1,200 retirements in 2023-24
- **Workers' Compensation:** Processed over 4,500 workers' compensation claims in 2023-2024.



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**Questions**