

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)**



Fee for Service



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

Note: DES does **not** utilize a hybrid CSM strategy

E-Statements: <https://apps.des.wa.gov/ar/eStatement.aspx>

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.



FACILITIES MANAGEMENT

Central Service Model (CSM)

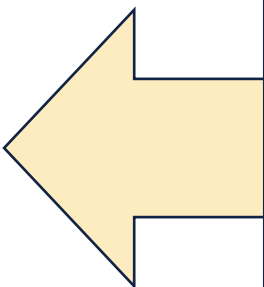
Rent– Maintenance and Operations
Finance Cost Recovery
Campus Contracts - Building

PHF

Campus Contracts – PHF

Capital Projects Surcharge

Perry Street and Capital Daycares



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

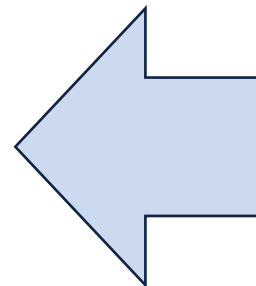
Capital Projects Surcharge

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

FACILITIES MANAGEMENT

Central Service Model (CSM)

Rent– Maintenance and Operations

Finance Cost Recovery

Campus Contracts - Building

Public and Historic Facilities (PHF)

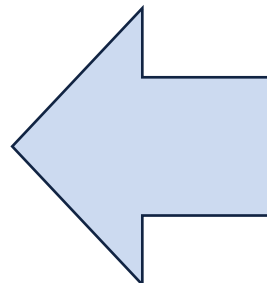
Campus Contracts PHF

Capital Projects Surcharge

Perry Street and Capital Daycares

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

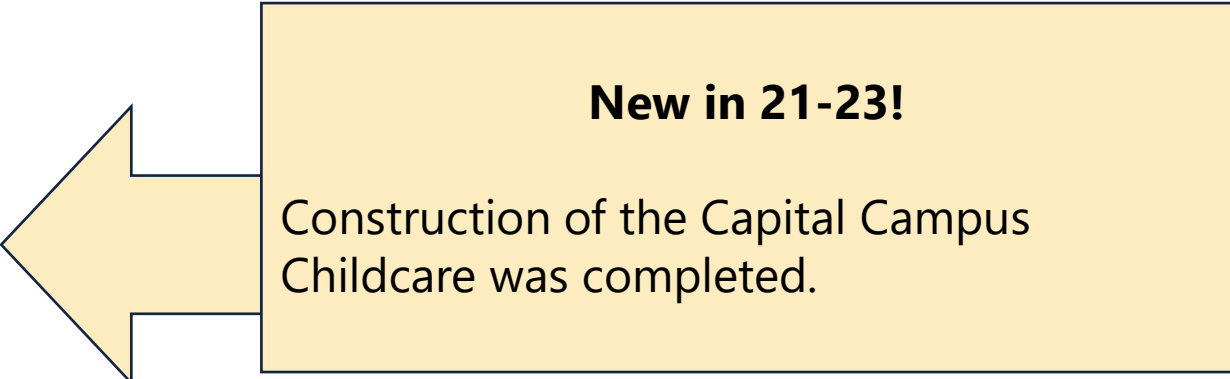
Campus Contracts - Building

Public and Historic Facilities (PHF)

Campus Contracts PHF

Capital Projects Surcharge

Perry Street and Capital Daycares



FACILITIES MANAGEMENT

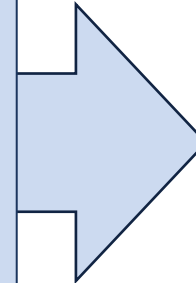
Requests for other office modifications, equipment, or support that are not included in standard services are known as reimbursable requests and can be completed on a reimbursable basis.

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)



Fee for Service

Reimbursable Labor
Reimbursable Materials

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

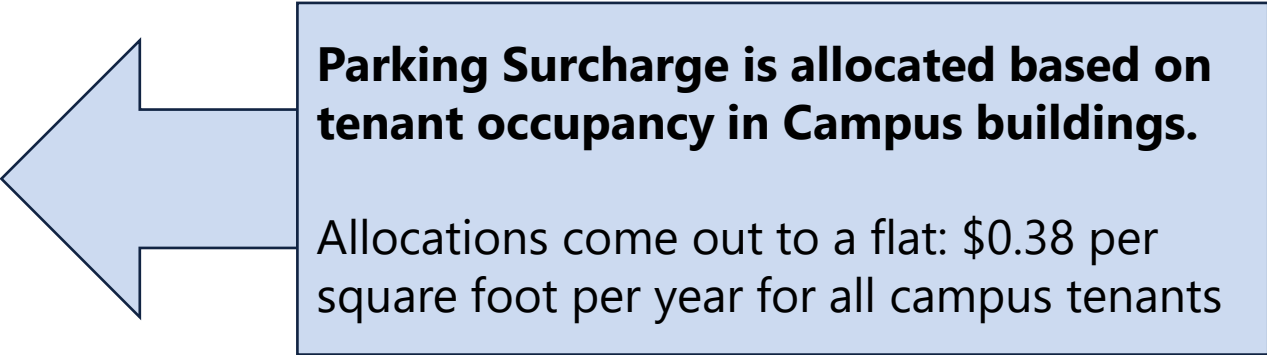
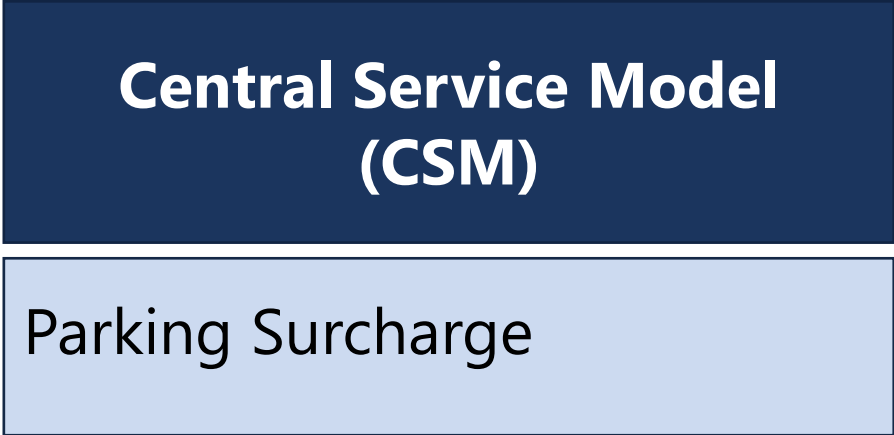
State Agency Parking

Employee Parking

Visitor Parking

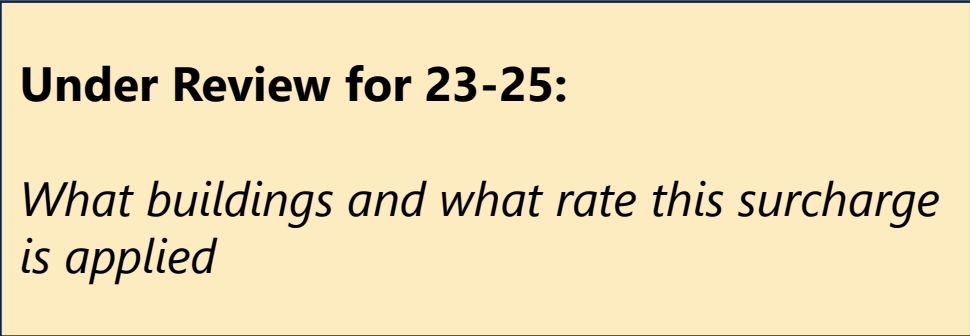
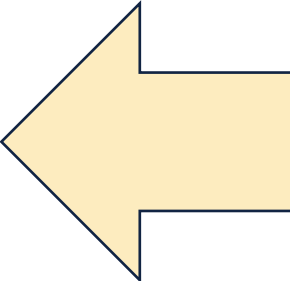
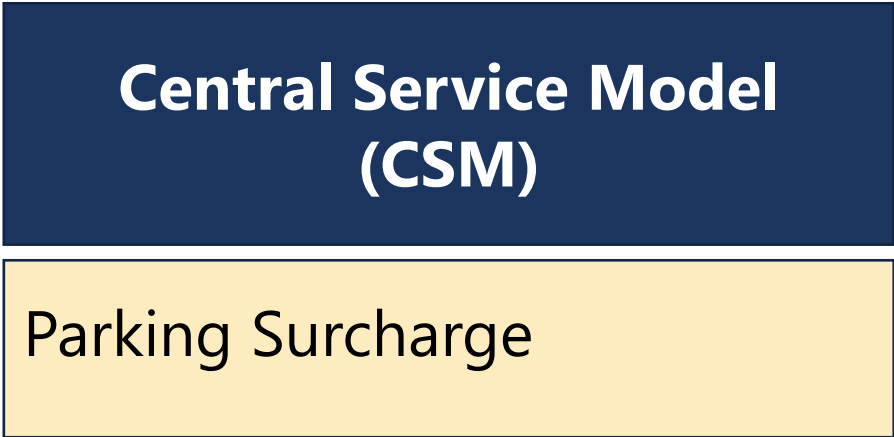
[Parking Fee Schedule](#)

PARKING SERVICES





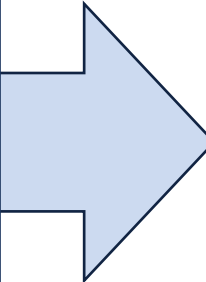
PARKING SERVICES



PARKING SERVICES

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**



Fee for Service

State Agency Parking

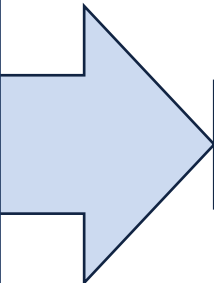
Employee Parking

Visitor Parking

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



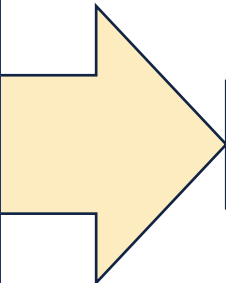
PARKING SERVICES

Fee for Service

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



State Agency Parking

Employee Parking

Visitor Parking

PARKING SERVICES

Fee for Service

Visitor Parking

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

State Agency Parking

Employee Parking

Visitor Parking

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)

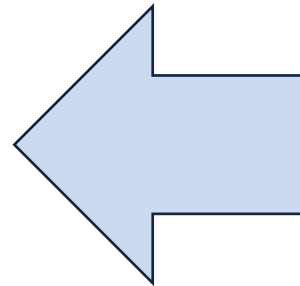
CAPITOL SECURITY AND VISITOR SERVICES

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



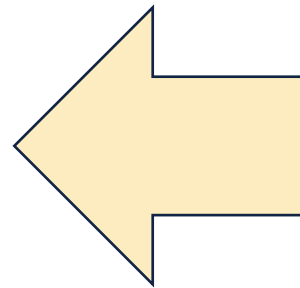
CAPITOL SECURITY AND VISITOR SERVICES

Central Service Model (CSM)

Rent– Maintenance and
Operations

Security on Campus

Public and Historic Facilities
(PHF)



New in 21-23!

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.

CAPITOL SECURITY AND VISITOR SERVICES

Fee for Service

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)

CAPITOL SECURITY AND VISITOR SERVICES

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 for Service

Visitor Services Permit Fee

Visitor Services-Private and
Commercial Event Fees

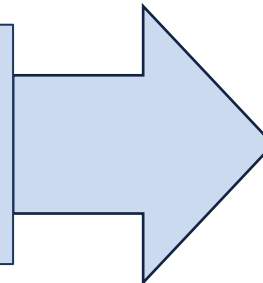
Reimbursable Labor

Reimbursable Materials

Access Issuance Fee (Card Key)

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.

des.wa.gov/surplus

#buyitnow

NOW OPEN

**VIRTUAL
SURPLUS
STOREFRONT**

 Washington State Department of
Enterprise Services

SURPLUS OPERATIONS

**Central Service Model
(CSM)**

Fee for Service

Online Sale

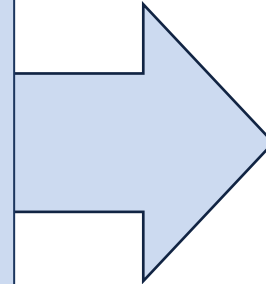
Transportation Fee

Storage Solutions

SURPLUS OPERATIONS

Quoted or bid price of the item you purchased.

[Online Storefront](#)



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.

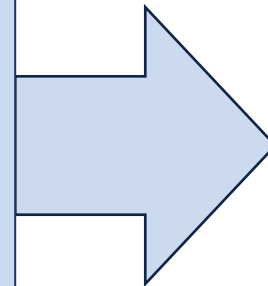
SURPLUS OPERATIONS

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.



Fee for Service

Online Sale

Transportation Fee

~~Storage Solutions~~

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

PRINTING AND IMAGING

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.

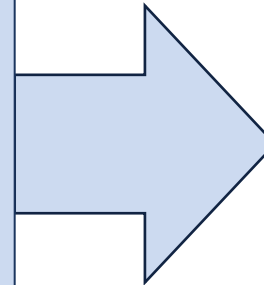
B&W Tier 2: \$0.040 ea.

B&W Tier 3: \$0.030 ea.

Digital Cut Sheet click rate:

B&W: \$0.036 ea.

Color: \$0.13 to \$0.215 ea.



Fee for Service

Digital Print - Continuous

Digital Print - Cut Sheet

Print Production (Offset)

Envelopes

Fulfillment

Farmout

PRINTING AND IMAGING

Fee for Service

Digital Print - Continuous

Digital Print - Cut Sheet

Print Production (Offset)

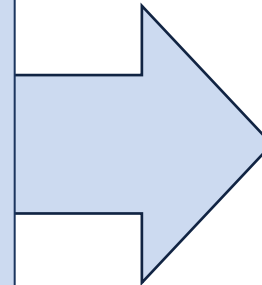
Envelopes

Fulfillment

Farmout

Traditional offset printing.

Quoted or listed per job based on specifications.



PRINTING AND IMAGING

Fulfillment stores and ships pre-printed items.

Fulfillment 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.

Fee for Service

Digital Print - Continuous

Digital Print - Cut Sheet

Print Production (Offset)

Envelopes

Fulfillment

Farmout

PRINTING AND IMAGING

Farmout. Specialty jobs produced offsite by pre-qualified vendors.

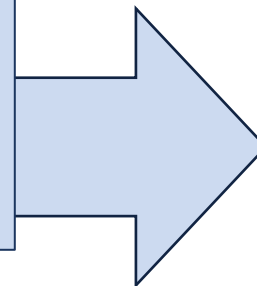
Vendor cost plus an administrative fee of:

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

FLEET OPERATIONS

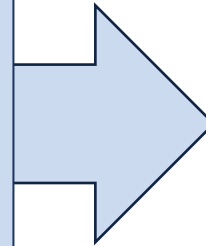
Base Vehicle costs rates have two components:

- 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

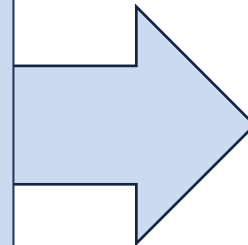
Accident repairs

FLEET OPERATIONS

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

CONSOLIDATED MAIL SERVICES

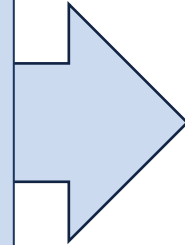
Sortation – sorting the incoming mail to your agency.

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**



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**

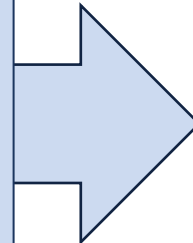
Fee for Service

Sortation (incoming)

Presort (Outgoing)

Insert (Outgoing)

Distribution



ENTERPRISE CONTRACTS & PROCUREMENT

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)**

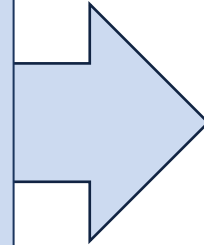
Enterprise Systems Fee

Fee for Service

Master Contracts fee

ENTERPRISE CONTRACTS & PROCUREMENT

Enterprise Contracts & Procurement is primary 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.



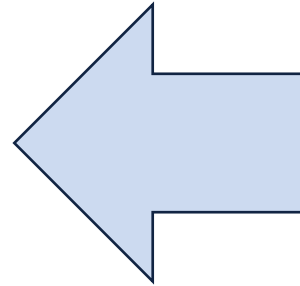
Fee for Service

Master Contracts fee

ENTERPRISE CONTRACTS & PROCUREMENT

Central Service Model (CSM)

DES Enterprise Applications



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).

ENERGY PROGRAM

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

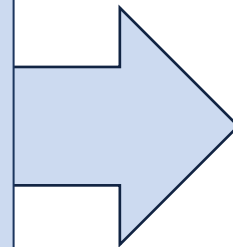
Energy Life Cycle Cost Analysis
Fee

ENERGY PROGRAM

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



Fee for Service

Energy Project Management Fee
Energy Life Cycle Cost Analysis Fee

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

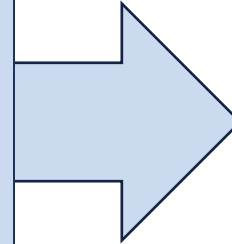
Capital Appropriation

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

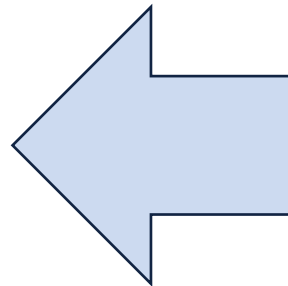
Small Agency HR Services - non
CSM

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

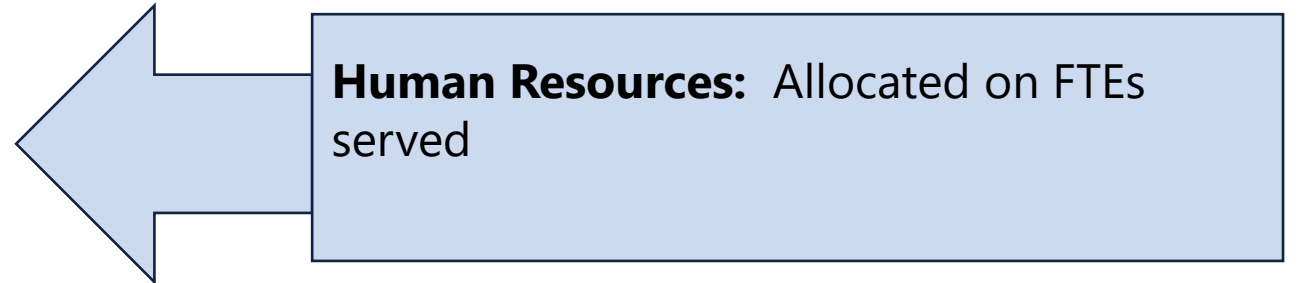
Budget: Allocated on budget size and
complexity

SMALL AGENCY FINANCIAL AND HR SERVICES

Central Service Model (CSM)

Small Agency Financial
Services - CSM

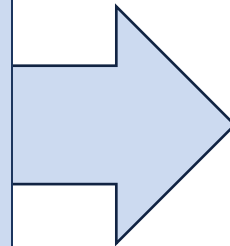
Small Agency HR Services -
CSM



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

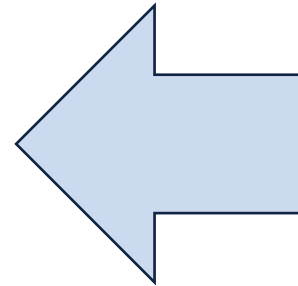
Fee for Service

New Space Lease Commission
Lease Acquisition and Disposal
Design or Leasing Delegation
Estoppel Service Fee
Design Service Fee
Leasing Reimbursable
RES Attorney General fees

REAL ESTATE SERVICES

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.

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

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

OFFICE OF RISK MANAGEMENT

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**

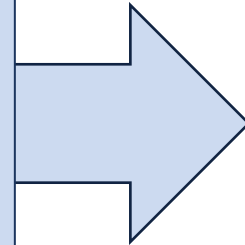
Risk Admin: operational costs of the Office
of Risk Management

SILA: each agency's premium to fund the
state's tort liability and defense costs

OFFICE OF RISK MANAGEMENT

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

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

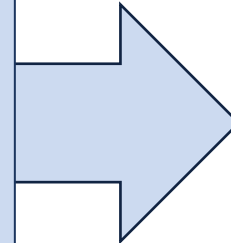
Administrative Fee

TECHNOLOGY LEASING

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**



Fee for Service

Technology Lease

Administrative Fee

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

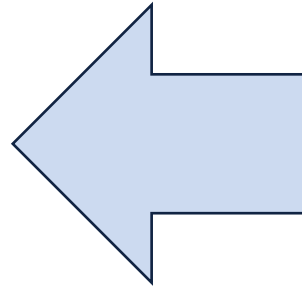
Fee for Service

EAP Contracts

EMPLOYEE ASSISTANCE PROGRAM

**Central Service Model
(CSM)**

Personnel Service Fee



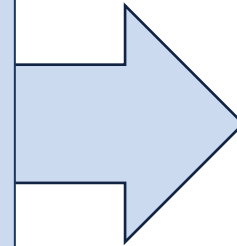
Personnel Service Fee is allocated to executive branch agencies based on budgeted FTEs

EAP is funded and provided to executive branch agencies through the Personnel Services Fee (CSM).

EMPLOYEE ASSISTANCE PROGRAM

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.



Fee for Service

EAP Contracts

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

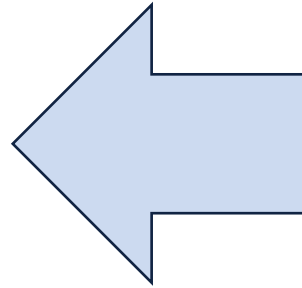
Direct Sales Materials (kits)

TRAINING DEVELOPMENT SERVICES

**Central Service Model
(CSM)**

Personnel Service Fee

Enterprise Systems Fee



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

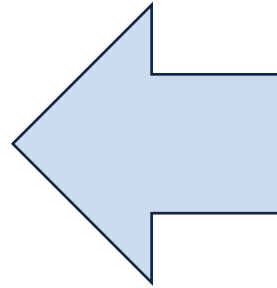
Training Development services is partially funded by the personnel services fee.

TRAINING DEVELOPMENT SERVICES

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.

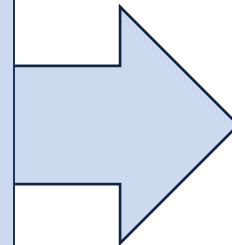
A portion of the costs to operate and maintain those systems is funded by the DES Enterprise Applications Fee (CSM).

TRAINING DEVELOPMENT SERVICES

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.



Fee for Service

Training Class Course Fee

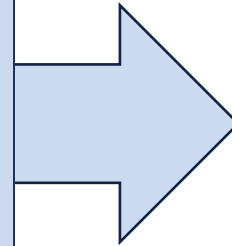
Subscription/License -
LinkedIn Learning

Direct Sales Materials (kits)

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)

TRAINING DEVELOPMENT SERVICES

Fee for Service

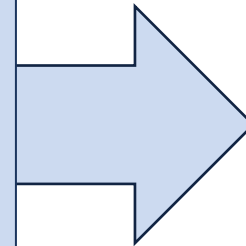
Training Class Course Fee

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

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THANK YOU



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Enter phone number here



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