

Central Procurement and Fleet Services Enterprise (DAS)

The Central Procurement and Fleet Services Enterprise (CPFSE) of the Department of Administrative Services (DAS) provides a one-stop shop for purchasing and doing business with the State. The CPFSE is also responsible for the acquisition, management, policies, operation, maintenance and repair, and disposal of motor vehicles used by State employees to use in their official duties. This Enterprise also oversees the [Targeted Small Business Program](#). This Program is designed to help women, minorities, individuals with disabilities, and service-disabled veterans to establish a small business in Iowa.

Services Provided Under CPFSE

- **Purchasing.** Utility service rate charged by the DAS to develop competitive bids, including sealed bids, requests for proposals, and targeted small business training. The purchasing utility allocation rate is pro-rated based on the percentage of usage of the Master Agreements. Other than the utility allocation, other funds available are vendor rebates received for purchase against master contracts.
- **Blanket Bond.** Utility service rate charged by the DAS to provide coverage for State employees against theft and embezzlement. The blanket bond purchase is made in the amount and with the level of assumption of risk by the State, as determined by the DAS. The rate is driven by claims experience and based on a five quarter filled FTE position average of permanent full-time and part-time positions. This is a pass-through to a third party vendor, The Travelers Companies, Inc.
- **Fleet Management.** Utility service rate charged by the DAS to maintain the State Fleet of vehicles driven by State agency employees including purchasing, assignment, and disposal of fleet vehicles. The rate is based on the number of vehicles in the State Fleet and varies from year to year. The FY 2017 rate is based on 2,845 vehicles. The monthly vehicle rate is 1/12 of the annual budget divided by the number of vehicles in service for each agency.
- **Risk Management (Vehicle Self Insurance).** Utility service rate charged by the DAS for the state's self-insurance program including the investigation of claims and the negotiation of settlements. The rate charged to each agency is based on a per vehicle/per month amount and any increases in this rate are driven by claims experience. Funding sources for Risk Management include the utility billings for the insurance premiums charged for each vehicle, the deductibles paid by the department for each accident, restitution payments from third parties, and sales of salvaged vehicles.
- **State Garage.** Utility service rate charged by the DAS for vehicle maintenance and labor at the State Garage. This is an hourly rate.
- **Fleet Purchase and Depreciation.** Utility service rate charged by the DAS for the purchase of new State vehicles. The rate is based on the class of vehicle purchased and the estimated months of service. (cost less 20% salvage value/useful life=monthly vehicle depreciation rate)
- **Motor Pool.** Utility service rate charged by the DAS for State vehicles in the motor pool used as needed by State agencies for in-state travel. The rate is based on a daily or per mile rate by class of vehicle. Beginning in FY 2016, current vehicle statistics and fuel rates will be used to help provide a more accurate rate.

Central Purchasing and Fleet Services Enterprise Monthly Rate History

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Central Purchasing	N/A								
Blanket Bond	\$2.13	\$1.58	\$0.66	\$0.66	\$0.63	\$0.56	\$0.66	\$0.81	\$0.81
Fleet Management	13.48	21.37	20.41	21.00	21.13	21.09	21.40	21.40	21.40
Vehicle Self Insurance	24	24	23.73	23.73	23.73	23.73	23.73	23.73	27.28
Motor Pool	N/A								
Vehicle Purchases and Depreciation	N/A								
State Garage	N/A	N/A	64.00	64.00	64.00	64.00	64.00	64.00	64.00

NOTES: The rates shown above for each utility reflect the monthly rate, unless otherwise stated. The Purchasing utility rate is an allocation. The Blanket Bond rate is an annual rate. Motor Pool rates are based on the vehicle class code and number of miles driven. Rates per mile and per day vary, depending on the vehicle class.

More Information

Department of Administrative Services - Central Procurement Enterprise: <https://das.iowa.gov/procurement>

Iowa General Assembly: <https://www.legis.iowa.gov/>

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