

FISCAL TOPICS

Fiscal Services Division

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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, including administering the State’s Purchasing Card Program and facilitating centralized procurement training. The CPFSE is also responsible for the acquisition, management, policies, operation, maintenance and repair, and disposal of motor vehicles for State employees to use in their official duties. **Figure 1** illustrates the CPFSE annual rate history for fiscal years 2020 through 2026.

Figure 1 — Central Purchasing and Fleet Services Enterprise Annual Rate History

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Blanket Bond	\$ 0.81	\$ 0.81	\$ 0.82	\$ 0.82	\$ 0.81	\$ 0.80	\$ 0.79
Purchasing	N/A						
Fleet Management	256.83	256.83	256.83	256.83	256.83	252.00	252.00
Fleet Purchase and Depreciation	N/A						
Risk Management	432.00	432.00	432.00	432.00	432.00	480.00	528.00
Motor Pool	N/A						

Note: The Blanket Bond rate is set on an annual basis. The Purchasing rate is an allocation. Fleet Purchase and Depreciation rates are based on useful life cycles in months by vehicle type. Motor Pool rates are based on the vehicle class and number of daily miles driven.

Services Provided Under CPFSE

- **Blanket Bond** — Utility service rate charged by the DAS to provide coverage against State employee theft and embezzlement. The blanket bond provides up to \$2.0 million in coverage after a \$250,000 deductible. The rate is based on the proportionate number of agency-filled positions, including board members, commission members, and the Board of Regents institutions. This is a pass-through from a third-party vendor.
- **Purchasing** — Utility service rate charged by the DAS to develop competitive bids, including sealed bids, requests for proposals, and targeted small business training. The allocation is based on the proportion of agencies’ use of Master Agreements from the most recent completed fiscal year. Other than the utility allocation, other funds available are vendor rebates received for purchase against master contracts.
- **Fleet Management** — Utility service rate charged by the DAS to maintain the State’s vehicle fleet, including the fuel card program, vehicle maintenance and repair, State and federal alternative fuel compliance, Corporate Average Fuel Economy (CAFE) requirements, and recalls. The fees charged to each agency are based on the agency’s number of in-service vehicles as a proportion of the State’s total in-service fleet. The rate is determined by the annual Fleet Management budget divided by the number of vehicles in service as of April 30.
- **Fleet Purchase and Depreciation** — Utility service rate charged by the DAS for the replacement of State vehicles. The rate varies by type of vehicle purchased and is based on 80.0% of the acquisition cost divided by the average vehicle lifecycle in months (cost less 20.0% salvage value/useful life=monthly vehicle depreciation rate). For general-use vehicles, a 72-month vehicle lifecycle is

More Information

Department of Administrative Services — Central Procurement and Fleet Services Enterprise:

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assumed.

- **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 and settlement of all liability, collision, and comprehensive claims coverage. The rate also provides funding for driver insurability assessments, mediation services, and recovery for damages when the State is not at fault. The rate is based on claims experience for the annual budget, which is divided by the number of vehicles in service as of April 30.
- **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 and varies by vehicle class. Vehicles driven 50 miles or fewer per day are charged at the daily rate and vehicles driven more than 50 miles per day are charged at the per-mile rate.

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