



TO: Members of the State Government Efficiency Review Committee  
FROM: Mike Carroll, Director  
DATE: October 9, 2013  
RE: DAS Efficiency Measures

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*In addition to IT and HR efficiency measures, the Department of Administrative Services (DAS) is pursuing the following efficiency measures:*

- **Telework / Work from Home** – DAS has developed a policy regarding guidelines for state employees who work from home. This will save money due to not having to spend funds to maintain space on the capitol complex and in other areas for those employees.
- **Cell phone / Desk phone policy** – Many Executive branch employees have both a cell phone (the state contract is with Verizon) and a desk phone (ICN). Requiring supervisors to pick one (based on the workload) would reduce costs and result in significant savings.
- **Elimination of Required Reports** – The Iowa Code and Rules require many reports which are obsolete or serve no purpose other than being filed and collecting dust. These reports take hours, even days, to create and by eliminating outdated reports it will reduce unnecessary staff time.
- **Fleet Restructuring / Risk Management** – Working to reduce the amount of state-owned vehicles with contract with Enterprise, also working with Holmes-Murphy to reduce accidents and damage to state-owned vehicles.
- **Expansion of the P-card Program** – Using a US Bank-issued purchasing card for regular purchases, the state receives rebates based on the amount of purchase. Eventually these rebates are expected to exceed six figures.
- **Central Procurement Enterprise** – Changed Administrative Rules to restructure the purchasing operation in order to achieve efficiencies. The goal is to eventually have CPE be 100 percent supported by rebates and therefore the departments would no longer be billed for the service.
- **School Bus Cooperative Purchasing** – Working with the Department of Education to develop a cooperative school bus purchasing program. Based on history in other states that have done this, the savings will be anywhere from \$5,000 to \$15,000 per bus purchased.