
FISCAL TOPICS

Fiscal Services Division

October 29, 2021



Ground Floor, State Capitol Building

Des Moines, Iowa 50319

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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.

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 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.

More Information

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

das.iowa.gov/procurement

Department of Administrative Services — Customer Council: das.iowa.gov/das-core/das-customer-council

LSA Staff Contact: Maria Wagenhofer (515.281.5270) maria.wagenhofer@legis.iowa.gov

Central Purchasing and Fleet Services Enterprise Annual Rate History

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Blanket Bond | \$0.80 | \$0.80 | \$0.80 | \$0.81 | \$0.81 | \$0.82 | Set Annually |
| Purchasing | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Fleet Management | 256.83 | 256.83 | 256.83 | 256.83 | 256.83 | 256.83 | 256.83 |
| Fleet Purchase and Depreciation | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Risk Management | 284.76 | 284.76 | 346.91 | 432.00 | 432.00 | 432.00 | 432.00 |
| Motor Pool | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

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

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