

## **ANNUAL REPORT**

To: Governor Bill Haslam  
From: Commissioner Bob Oglesby  
Date: October 1, 2016  
**Subject:** Department of General Services Annual Report for the Year Ending June 30, 2016

Pursuant to Tennessee Code Annotated § 4-4-114, it is my pleasure to present this annual report for the Department of General Services.

### **Functions**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other departments and agencies within State government. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State property.

The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and service-disabled veterans.

The Department has the following major business units service the needs of State agencies:

#### **Central Procurement Office**

This office provides centralized procurement functions for goods and services purchased by the State while ensuring transparency and accountability in the procurement and contracting process. Also part of the CPO is the Governor's Office of Diversity Business Enterprise, which provides support for companies owned by women, minorities, and service-disabled veterans that wish to do business with the State.

#### **State of Tennessee Real Estate Asset Management (STREAM)**

This division is dedicated to operating, managing, and maintaining the State's real estate assets in a manner that ensures a comfortable, safe, and efficient working environment for State tenants, employees, and guests. Every STREAM project focuses on accessibility to tenant constituents, energy saving, and the consideration of the surrounding environment. With expertise across the broad spectrum of real estate products and services, STREAM personnel bring a wealth of knowledge and experience to overseeing the State's real estate property assets.

STREAM's activities are handled through work teams responsible for lease management, facility maintenance, surplus real estate, interior design, asset management, land transactions,

designer selection, compliance/legal review, capital projects, tenant services, and energy project management.

Communications, Publishing, and Distribution

This division offers a complete suite of services to cover communications media, including offset and digital printing, digital scanning, digital scanning, graphic design, web page design, photography, and micrographics. It also oversees all state mail services, including operating a USPS Post Office, delivery of incoming US mail and processing of outgoing US mail, delivery or intra-governmental mail, X-ray and security of government mail, and mail piece design and coding.

Vehicle and Asset Management Division

This division manages and maintains motor vehicles utilized by State departments, offices, and agencies. The division establishes policies and procedures to affect the best maintenance, repair, operation, and administration of the fleet consistent with safety and service. It also oversees the program that distributes surplus and certain federal surplus property to authorized governmental agencies, non-profits, educational agencies, law enforcement agencies, and the general public.

Other Offices

The department also has internal offices responsible for handling specific administrative functions: financial management, internal audit, general counsel, legislative affairs, and communications, plus business partners responsible for human resources, talent management, information technology, and accounting.

**Management**

The management of the Department of General Services is as shown on the chart included as Attachment A.

**Financial Transactions**

FY16 General Services

Operational Budget	\$ 128,482,100
Actual Expenses	\$ 106,777,678

FY16 Facilities Revolving Fund (Managed by the Department of General Services)

Operational Budget	\$ 99,906,500
Actual Expenses	\$ 109,579,609

# Department of General Services

