

ANNUAL REPORT

To: Governor Bill Lee
From: Commissioner Christi W. Branscom
Date: October 1, 2020
Subject: Department of General Services Annual Report for the Year Ending June 30, 2020

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 Department of General Services is responsible for providing strategic general services to help other departments and agencies of Tennessee state government accomplish their respective missions. The department's work includes managing the centralized procurement of goods and services; operating, managing, and maintaining general government real estate assets; acquiring, managing, and maintaining the state's motor vehicle fleet; and providing electronic and printed communications services for all branches of state government. The department's focus on reducing the administrative cost of government permits more state resources to be directed toward vital programs and services for Tennesseans. In addition to supporting other state departments and agencies, the Department of General Services also serves vendors wishing to do business with the state, and citizens and eligible organizations interested in purchasing surplus government property.

The department's major business units are:

Central Procurement Office

The office is responsible for managing centralized procurement of goods and services for use by state departments and agencies and is responsible for vendor relations and contract management. The CPO strives to purchase only the best products and services at the best value for state government. To do this, the CPO partners with customer departments in each step of the procurement process to make sure that these purchases meet departmental needs, and that the contract terms and conditions support long-term strategic goals. Within the CPO is the Governor's Office of Diversity Business Enterprise (GO-DBE), which assists small businesses and those businesses owned by women, minorities, service-disabled veterans, and people with disabilities wishing to do business with the State.

State of Tennessee Real Estate Asset Management

This division operates, manages, and maintains general government real estate assets and needs to ensure a comfortable, safe, and efficient working environment, and performs all real estate services for more than 9 million square feet of state buildings under DGS management. This includes asset management, capital improvements, maintenance, landscaping, fire and life



safety programs, land transactions, and leasing. STREAM also executes capital projects, leases, and land transactions for the remaining 24 million square feet of general government property.

Vehicle and Asset Management

This division acquires, manages, and maintains the state motor vehicle fleet, including motorized equipment. The vehicles managed by VAM range from subcompact sedans to 50,000-pound tandem road tractors, and the equipment ranges from lawn mowers to bulldozers. The division also handles sales of surplus state property and the distribution of both state and federal surplus property to authorized governmental agencies, non-profits, educational agencies, law enforcement agencies, and the general public within the State of Tennessee.

Document Solutions

This division provides electronic and printed communications services for all branches of state government including printing, graphics, scanning, mailing, and photographic services. The division also operates a warehousing management service that supplies state agencies with surplus and bulk products, and contains the state’s Postal Services unit, which delivers incoming mail and state messenger mail, provides high-speed inserting services, and processes outgoing mail. It operates a USPS contract station on the third floor of the William R. Snodgrass Tennessee Tower in Nashville.

Other Offices

The department also has internal offices responsible for handling specific administrative functions – administrative services, communications, financial management, general counsel, and internal audit – 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

FY20 General Services

Operational Budget	\$ 173,952,500
Actual Expenses	\$ 122,347,040 + \$30,000,000 (32199) = \$152,347,040

FY20 Facilities Revolving Fund (Managed by the Department of General Services)

Operational Budget	\$ 149,423,300 (50101, 50102, 50103, 50105)
Actual Expenses	\$ 141,294,975

Attachment A

