

General Services, Office of

Mission

The New York State Office of General Services (OGS) manages and leases real property; designs and builds facilities; contracts for goods, services, and technology; and delivers a wide array of support services. They provide government and nonprofit agencies with innovative solutions, integrated service, and best value in support of cost-effective operations and responsible public stewardship.

Organization and Staffing

OGS is headed by a Commissioner who is appointed by the Governor, subject to Senate confirmation. The agency is organized into six major business units: Real Estate and Property Management Services; Design and Construction; Procurement Services; Business Services Center; Administration and Operations; and Finance and Accountability. These units are under the direction of the Commissioner's Office and act under the auspices of an Executive group that consists of the Commissioner's Office, Public Information, Legal Services, Media Services, and Internal Audit.

Budget Highlights

The FY 2023 Executive Budget recommends \$1.48 billion in All Funds appropriations (\$109 million General Fund; \$33 million Special Revenue Funds-Other; \$17 million Federal Funds; \$18 million Enterprise Funds; \$882 million Internal Service Funds; \$750,000 Fiduciary Funds; and \$441 million Capital Funds) reflecting an All Funds increase of \$223.3 million from FY 2022, including \$206.8 million in capital. The Capital increase reflects additional funding for Empire State Plaza (ESP) infrastructure projects, including repairs to the Capitol's Eastern Approach Staircase, and for additional costs associated with electrifying the State fleet.

The Executive Budget recommends a workforce of 1,856, which includes 5 FTEs to administer and oversee the Human Resources Management System and 3 FTEs for the new Office of Language Access.

Program Highlights

Executive Administration

Provides the day-to-day management of the agency, serves State agencies by performing professional communication services, and provides legal and audit support to hosted agencies.

Real Estate Center

Comprises three business units: The Real Property and Facilities Management Group, which is responsible for the administration and daily operations of 58 major and 117 ancillary buildings comprising over 21 million square feet and totaling over \$7 billion in assets; the Real Estate Services Group, which manages the State's lease portfolio totaling 485 leases representing 12 million square feet of office space and \$250 million in annual spend; and the State Asset and Portfolio Management Group, which coordinates real estate-related projects, maintains the statewide real estate inventory, and performs data analytics. These three groups work together to enable OGS to strategically manage and optimize the use of the State's real estate portfolio, including identifying potential cost reduction opportunities and efficiency improvements, as well as real estate management best practices and methods.

Design and Construction (D&C)

Provides a full range of high-quality architectural, engineering, permitting, and construction management services to over 30 Executive State agencies through an interdependent model of public and private sector resources. Those services include site assessments, design/construction feasibility studies and planning, design development, bidding, contract management, construction management, and quality inspection. D&C also performs project document reviews for code compliance and permitting. In addition, D&C is uniquely responsible for statewide emergency contracting for urgent damage/system failure repairs throughout the State ranging from every day 365/24/7 response to severe weather events. D&C is committed to providing timely, efficient, responsive, and cost-effective construction projects thereby enabling those agencies to fulfill their own diverse missions on behalf of the people of New York State.

Procurement Services

Establishes and maintains more than 1,500 centralized contracts for commodities, technology, and services valued at approximately \$26 billion for use by State agencies and municipalities, as well as other public and some nonprofit entities. Procurement Services works to acquire commodities and services at competitive, volume discounted/reduced prices while maintaining the statutory compliance and strategic effectiveness of all

NYS DOB | FY 2023 Executive Budget | Agency Appropriations

procurements. Procurement Services also educates vendors and public purchasers about how to participate effectively in the State’s procurement process.

Business Services Center (BSC)

A shared services organization that provides standardized financial and human resources transaction processing services to the Executive agencies, with a focus on best practices, customer service, and efficiency. In the finance area, the BSC processes transactions related to accounts payable, accounts receivable, credit cards, purchasing, and employee travel and expense reimbursements. In the human resources management area, the BSC processes employee benefits, payroll, time and attendance, and personnel transactions. The BSC currently provides finance services to 65 agencies and human resources services to 53 agencies. The BSC also continues to lead efforts to enhance the State’s human resources technology systems, thereby enabling the BSC to transition the remaining Executive agencies into the BSC for human resources services and to onboard agencies for finance services as they become online users of the Statewide Financial System (SFS).

Finance and Accountability

Provides financial services to OGS and selected hosted agencies and has responsibility for a number of statewide initiatives. Statewide responsibilities include the centralized procurement of insurance and the provision of insurance and risk management expertise, consulting services, and commercial insurance product access; the development and administration of enterprise fleet initiatives and implementation; and administration of the State’s Service-Disabled Veteran-Owned Business (SDVOB) program.

Administration and Operations

Provides human resources and diversity/equal employment opportunity services to OGS and hosted agencies, along with an array of statewide support services. This group’s support responsibilities include the management of the State’s consolidated warehouse program; the provision of interagency mail and centralized printing services; the administration of the transfer of Federal and State surplus property; the coordination of cultural events; and the distribution of over \$170 million worth of food purchased by the Federal Government, including locally grown New York State produce, to entities that include qualified New York State schools, child and adult care feeding programs, food banks, soup kitchens, and child summer feeding programs.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available FY 2022	Appropriations Recommended FY 2023	Change From FY 2022	Reappropriations Recommended FY 2023
State Operations	1,029,399,972	1,045,963,000	16,563,028	9,535,000
Capital Projects	234,000,000	440,800,000	206,800,000	779,281,000
Total	1,263,399,972	1,486,763,000	223,363,028	788,816,000

NYS DOB | FY 2023 Executive Budget | Agency Appropriations
ALL FUND TYPES
PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM
FILLED ANNUAL SALARIED POSITIONS

Program	FY 2022 Estimated FTEs 03/31/22	FY 2023 Estimated FTEs 03/31/23	FTE Change
Design and Construction			
Internal Service Funds	305	305	0
Capital Projects Funds - Other	0	5	5
Business Services Center			
Internal Service Funds	533	533	0
Executive Direction			
General Fund	151	151	0
Internal Service Funds	44	44	0
Procurement Program			
General Fund	96	99	3
Special Revenue Funds - Other	59	59	0
Internal Service Funds	59	59	0
Real Property Management and Development			
General Fund	172	172	0
Enterprise Funds	9	9	0
Internal Service Funds	34	34	0
Capital Projects Funds - Other	386	386	0
Total	1,848	1,856	8

STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)

Fund Type	Available FY 2022	Recommended FY 2023	Change
Enterprise Funds	17,948,279	3,220,000	(14,728,279)
Fiduciary	750,000	750,000	0
General Fund	107,127,085	109,539,000	2,411,915
Internal Service Funds	868,551,552	882,146,000	13,594,448
Special Revenue Funds - Federal	16,730,000	16,730,000	0
Special Revenue Funds - Other	18,293,056	33,578,000	15,284,944
Total	1,029,399,972	1,045,963,000	16,563,028
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(8,236,972)		
Appropriated FY 2022	1,021,163,000		

NYS DOB | FY 2023 Executive Budget | Agency Appropriations
STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Program	Available FY 2022	Recommended FY 2023	Change
Business Services Center			
Internal Service Funds	38,540,181	39,206,000	665,819
Curatorial Services Program			
Fiduciary	750,000	750,000	0
Design and Construction			
Internal Service Funds	84,973,905	83,305,000	(1,668,905)
Executive Direction			
Enterprise Funds	2,589,359	525,000	(2,064,359)
General Fund	24,711,919	25,070,000	358,081
Internal Service Funds	195,537,705	197,673,000	2,135,295
Special Revenue Funds - Other	386,000	2,462,000	2,076,000
Office of Language Access			
General Fund	0	1,000,000	1,000,000
Procurement Program			
General Fund	9,991,766	9,689,000	(302,766)
Internal Service Funds	505,187,357	517,599,000	12,411,643
Special Revenue Funds - Federal	16,730,000	16,730,000	0
Special Revenue Funds - Other	5,800,056	5,811,000	10,944
Real Property Management and Development			
Enterprise Funds	15,358,920	2,695,000	(12,663,920)
General Fund	72,423,400	73,780,000	1,356,600
Internal Service Funds	44,312,404	44,363,000	50,596
Special Revenue Funds - Other	12,107,000	25,305,000	13,198,000
Total	1,029,399,972	1,045,963,000	16,563,028

STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	16,064,000	170,081	15,846,000	161,081
Office of Language Access	210,000	210,000	210,000	210,000
Procurement Program	9,240,000	(313,766)	9,212,000	(314,766)
Real Property Management and Development	20,662,000	75,600	16,969,000	(77,400)
Total	46,176,000	141,915	42,237,000	(21,085)

NYS DOB | FY2023 Executive Budget | Agency Appropriations

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Executive Direction	114,000	5,000	104,000	4,000
Procurement Program	0	0	28,000	1,000
Real Property Management and Development	2,317,000	96,000	1,376,000	57,000
Total	2,431,000	101,000	1,508,000	62,000

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	9,006,000	188,000	1,429,000	34,000
Office of Language Access	790,000	790,000	790,000	790,000
Procurement Program	449,000	11,000	29,000	1,000
Real Property Management and Development	53,118,000	1,281,000	38,608,000	931,000
Total	63,363,000	2,270,000	40,856,000	1,756,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	51,000	1,000	7,254,000	146,000
Procurement Program	40,000	1,000	319,000	8,000
Real Property Management and Development	112,000	3,000	13,839,000	334,000
Total	203,000	5,000	21,412,000	488,000

Program	Equipment	
	Amount	Change
Executive Direction	272,000	7,000
Procurement Program	61,000	1,000
Real Property Management and Development	559,000	13,000
Total	892,000	21,000

NYS DOB | FY2023 Executive Budget | Agency Appropriations
STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2023 RECOMMENDED
(dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Business Services Center	39,206,000	665,819	34,206,000	665,819
Curatorial Services Program	750,000	0	0	0
Design and Construction	83,305,000	(1,668,905)	29,725,000	(3,263,905)
Executive Direction	200,660,000	2,146,936	5,259,000	(382,064)
Procurement Program	540,140,000	12,422,587	4,910,000	(13,413)
Real Property Management and Development	72,363,000	584,676	7,390,000	81,676
Total	936,424,000	14,151,113	81,490,000	(2,911,887)

Program	Nonpersonal Service	
	Amount	Change
Business Services Center	5,000,000	0
Curatorial Services Program	750,000	0
Design and Construction	53,580,000	1,595,000
Executive Direction	195,401,000	2,529,000
Procurement Program	535,230,000	12,436,000
Real Property Management and Development	64,973,000	503,000
Total	854,934,000	17,063,000

NYS DOB | FY2023 Executive Budget | Agency Appropriations
CAPITAL PROJECTS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Comprehensive Construction Program	Available FY 2022	Recommended FY 2023	Change	Reappropriations FY 2023
Design and Construction Supervision				
Capital Projects Fund	15,000,000	15,000,000	0	35,289,000
Facilities Maintenance and Operations				
Capital Projects Fund	71,000,000	71,000,000	0	69,295,000
Flood Recovery				
Capital Projects Fund	15,000,000	15,000,000	0	75,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	65,600,000	58,640,000	(6,960,000)	271,971,000
Capital Projects Fund - Advances	0	0	0	59,000
Capital Projects Fund - Authority Bonds	17,400,000	239,160,000	221,760,000	239,384,000
Cap Proj Fund - Office Space Optimization- (Auth Bonds)	50,000,000	25,000,000	(25,000,000)	77,940,000
Sustainability				
Capital Projects Fund	0	17,000,000	17,000,000	0
Capital Projects Fund - Authority Bonds	0	0	0	10,343,000
Total	234,000,000	440,800,000	206,800,000	779,281,000

Note: Most recent estimates as of 05/11/2020