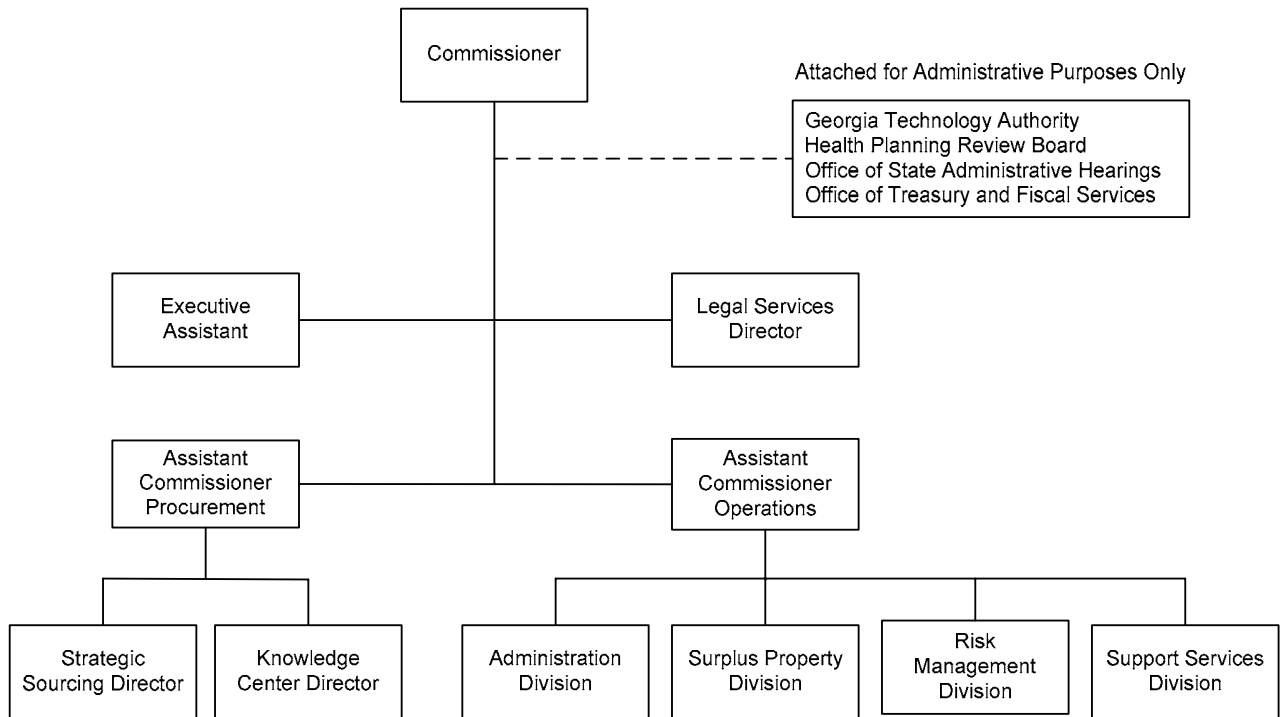


DEPARTMENT OF ADMINISTRATIVE SERVICES

ORGANIZATIONAL CHART



DEPARTMENT OF ADMINISTRATIVE SERVICES

ROLES AND RESPONSIBILITIES

The Department of Administrative Services (DOAS) provides business solutions for state and local governments. DOAS' product and service offerings encompass a broad spectrum that includes: purchasing, risk management, fleet support services, surplus property, mail and courier, and rapid copy services.

DOAS strives to meet the business needs of its customers while providing the highest level of customer service in a rapidly changing state government.

DOAS SERVICES

The State Purchasing program is responsible for procuring a wide range of commodities and services for state government, negotiating statewide contracts for the benefit of state and local governments, and offering technical assistance in conducting and assessing competitive bids. The program provides cost reduction through aggregation of purchasing demand, competitive procurement, efficient purchasing systems, standards, specifications, and practices. Furthermore, Purchasing promotes fair and equitable business opportunities among vendors and strives to ensure the availability of high quality goods and services to state and local governments at the lowest possible price.

The Risk Management program directs the state's internal workers' compensation, liability, property, and unemployment insurance programs and also manages the Georgia State Indemnification, Teachers' Indemnification, and Educators' Professional Liability programs. Risk Management oversees the claims administration process and assists state entities in identifying unique loss exposures and developing strategies to reduce the cost of risk associated with individual business operations. Through these efforts, Risk Management Services assures responsive stewardship of state funds and the protection of state assets.

The Fleet Management program, in conjunction with the Office of Planning and Budget, regulates state government's motor vehicle fleet management functions to ensure efficient and cost-effective fleet operations and to minimize the life-cycle costs associated with vehicle ownership. Fleet Support Services provides state government with guidance on vehicle purchases, assignment, usage, maintenance, operation, and disposal. This program also provides an economical

and convenient transportation alternative for state employees traveling on official business through a daily vehicle rental program for state entities in the metro Atlanta area.

The Surplus Property program is responsible for the redistribution of state and federal surplus personal property to state and local governments, eligible non-profits, and to the public. Redistribution through sales to the public is accomplished through internet sales service providers and through fixed price "stores" located at each service center. Surplus property centers are located in Tucker (Atlanta), Americus, and Swainsboro. Surplus Property also provides assistance to state and local governments with the disposal of personal property.

Document Services provides mail, courier, and rapid copy services to state government within Metro Atlanta. Document Services operates an interoffice mail delivery network, delivers mail to state entities, manages 2 U.S. Post Offices on Capitol Hill, and provides photocopying services to state government. It provides convenient, efficient, and cost-effective services to customers in their day-to-day business activities.

ATTACHED AGENCIES

The **Office of Treasury and Fiscal Services** manages, invests and disburses most state revenues.

The **Health Planning Review Board** conducts appeal hearings on decisions of the Health Planning Agency.

The **Office of State Administrative Hearings** conducts administrative hearings of contested cases for specified state agencies.

The **Georgia Technology Authority** provides information technology services and expertise to state agencies.

AUTHORITY

Title 15-5, 15-18, 15-19, 17-2, 17-12, 20-2, 20-3, 31-6, 45-9, 50-5, 50-13, 50-15, 50-16, 50-19, 50-21 Official Code of Georgia Annotated.

