

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; coordinates efforts towards the State's sustainability and resiliency goals; and delivers a wide array of support services. They provide government and nonprofit agencies with innovative solutions, integrated service, and the 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 several major business units, including: Division of Real Estate; Office of Language Access; Design and Construction; Shared Services (Procurement Services, Business Services Center, and Project Management); Administration and Support 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, Communications, Legal Services, Resiliency and Sustainability, and Internal Audit.

Budget Highlights

The FY 2025 Executive Budget recommends \$1.4 billion in All Funds appropriations (\$144.7 million General Fund; \$34.7 million Special Revenue Funds-Other; \$26.7 million Federal Funds; \$3.3 million Enterprise Funds; \$891.4 million Internal Service Funds; \$750,000 Fiduciary Funds; \$15 million Aid to Localities Funds; and \$259.6 million Capital Funds) reflecting an All Funds increase of \$30.1 million from the FY 2024. The Capital decrease reflects one-time funding for renovations to the New York State Legislative Library and a study and pilot on hybrid workspaces in State office space.

The Executive Budget recommends a workforce of 1,853, which includes 7 new FTEs to staff Fleet Management and Resiliency & Sustainability positions. These positions will bolster OGS' efforts to combat climate change and better manage the State's fleet of vehicles.

For more information on this agency's budget recommendations located in the Executive Budget Briefing Book, click on the following link:

Program Highlights

Executive Administration

Provides the day-to-day management and strategic planning for the agency, serves State agencies by performing professional communication services, hosting the new resiliency and sustainability program, and provides legal and audit support to hosted agencies.

Division of Real Estate

Comprises four business units: the Real Property and Facilities Management Group, which is responsible for the administration and daily operations of 58 major and 118 ancillary buildings comprising nearly 21 million square feet and totaling over \$7 billion in assets; the Leasing Services Group, which manages the State's lease portfolio totaling over 400 locations representing 12 million square feet of office space and \$265 million in annual spend; the State Asset and Land Management Group, which coordinates real estate-related projects, maintains the statewide real estate inventory, and disposes of State real property; and the Administrative Services Group, which optimizes the Division of Real Estate's business processes through strategic management, centralized planning, and more, with a purview of over \$30 million of yearly transactions. These four 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.

Office of Language Access

Introduced in FY 2023, the Office of Language Access provides guidance and support to 46 New York State agencies to ensure that the statewide language access law, Executive Law section 202-a, is implemented efficiently and effectively.

Design and Construction (D&C)

Provides a full range of high-quality architectural, engineering, permitting, and construction management

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services to over 50 Executive State agencies through an interdependent model of public and private sector resources. Those services include site and facility 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 \$30 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 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 66 agencies and human resources services to 55 agencies. The BSC also continues to support efforts to enhance the State’s human resources technology systems.

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; the analysis and compliance regulations associated with meeting energy planning goals; the monitoring of goal compliance with the diversity of contracted parties per MWBE; and the administration of the State’s Service-Disabled Veteran-Owned Business (SDVOB) program.

Administration and Support 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 visitor services to the Capitol and Plaza; and the distribution of over \$160 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)

<u>Category</u>	Available FY 2024	Appropriations Recommended FY 2025	Change From FY 2024	Reappropriations Recommended FY 2025
State Operations	1,083,875,508	1,101,614,000	17,738,492	19,993,000
Aid To Localities	0	15,000,000	15,000,000	0
Capital Projects	262,239,000	259,647,000	(2,592,000)	1,006,269,000
Total	1,346,114,508	1,376,261,000	30,146,492	1,026,262,000

ALL FUND TYPES

PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM

FILLED ANNUAL SALARIED POSITIONS

Program	FY 2024 Estimated FTEs 03/31/24	FY 2025 Estimated FTEs 03/31/25	FTE Change
Design and Construction			
Internal Service Funds	305	305	0
Capital Projects Funds - Other	5	5	0
Business Services Center			
Internal Service Funds	533	533	0
Executive Direction			
General Fund	127	132	5
Internal Service Funds	57	59	2
Procurement Program			
General Fund	99	99	0
Special Revenue Funds - Other	59	59	0
Internal Service Funds	59	59	0
Real Property Management and Development			
General Fund	173	173	0
Enterprise Funds	9	9	0
Internal Service Funds	34	34	0
Capital Projects Funds - Other	386	386	0
Total	1,846	1,853	7

STATE OPERATIONS

ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE

APPROPRIATIONS

(dollars)

Fund Type	Available FY 2024	Recommended FY 2025	Change
Enterprise Funds	3,334,748	3,333,000	(1,748)
Fiduciary	750,000	750,000	0
General Fund	127,470,214	144,685,000	17,214,786
Internal Service Funds	890,916,927	891,431,000	514,073
Special Revenue Funds - Federal	26,730,000	26,730,000	0
Special Revenue Funds - Other	34,673,619	34,685,000	11,381
Total	1,083,875,508	1,101,614,000	17,738,492
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(6,291,508)		
Appropriated FY 2024	1,077,584,000		

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STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Program	Available FY 2024	Recommended FY 2025	Change
Business Services Center			
Internal Service Funds	42,082,626	42,175,000	92,374
Curatorial Services Program			
Fiduciary	750,000	750,000	0
Design and Construction			
Internal Service Funds	86,459,890	86,650,000	190,110
Executive Direction			
Enterprise Funds	525,000	525,000	0
General Fund	29,099,618	34,041,000	4,941,382
Internal Service Funds	234,584,525	234,802,000	217,475
Special Revenue Funds - Other	2,494,288	2,495,000	712
Office of Language Access			
General Fund	2,011,025	2,012,000	975
Procurement Program			
General Fund	12,120,248	12,168,000	47,752
Internal Service Funds	483,057,131	483,067,000	9,869
Special Revenue Funds - Federal	26,730,000	26,730,000	0
Special Revenue Funds - Other	5,963,469	5,968,000	4,531
Real Property Management and Development			
Enterprise Funds	2,809,748	2,808,000	(1,748)
General Fund	84,239,323	96,464,000	12,224,677
Internal Service Funds	44,732,755	44,737,000	4,245
Special Revenue Funds - Other	26,215,862	26,222,000	6,138
Total	1,083,875,508	1,101,614,000	17,738,492

STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	16,222,000	667,382	16,004,000	667,382
Office of Language Access	222,000	975	222,000	975
Procurement Program	9,919,000	47,752	9,891,000	47,752
Real Property Management and Development	22,191,000	49,677	18,498,000	49,677
Total	48,554,000	765,786	44,615,000	765,786

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

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	17,819,000	4,274,000	1,429,000	0
Office of Language Access	1,790,000	0	1,790,000	0
Procurement Program	2,249,000	0	29,000	0
Real Property Management and Development	74,273,000	12,175,000	45,833,000	0
Total	96,131,000	16,449,000	49,081,000	0

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	51,000	0	15,993,000	4,200,000
Procurement Program	40,000	0	2,119,000	0
Real Property Management and Development	112,000	0	27,769,000	12,175,000
Total	203,000	0	45,881,000	16,375,000

Program	Equipment	
	Amount	Change
Executive Direction	346,000	74,000
Procurement Program	61,000	0
Real Property Management and Development	559,000	0
Total	966,000	74,000

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STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
FY 2025 RECOMMENDED
(dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Business Services Center	42,175,000	92,374	37,175,000	92,374
Curatorial Services Program	750,000	0	0	0
Design and Construction	86,650,000	190,110	31,731,000	117,611
Executive Direction	237,822,000	218,187	6,536,000	129,479
Procurement Program	515,765,000	14,400	5,284,000	8,482
Real Property Management and Development	73,767,000	8,635	8,244,000	5,240
Total	956,929,000	523,706	88,970,000	353,186

Program	Nonpersonal Service	
	Amount	Change
Business Services Center	5,000,000	0
Curatorial Services Program	750,000	0
Design and Construction	54,919,000	72,499
Executive Direction	231,286,000	88,708
Procurement Program	510,481,000	5,918
Real Property Management and Development	65,523,000	3,395
Total	867,959,000	170,520

AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)

Fund Type	Available FY 2024	Recommended FY 2025	Change
General Fund	0	15,000,000	15,000,000
Total	0	15,000,000	15,000,000

AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Program	Available FY 2024	Recommended FY 2025	Change
Special Emergency Appropriation			
General Fund	0	15,000,000	15,000,000
Total	0	15,000,000	15,000,000

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CAPITAL PROJECTS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)

Comprehensive Construction Program	Available FY 2024	Recommended FY 2025	Change	Reappropriations FY 2025
Design and Construction Supervision				
Capital Projects Fund	15,000,000	16,000,000	1,000,000	19,024,000
Facilities Maintenance and Operations				
Capital Projects Fund	86,739,000	85,397,000	(1,342,000)	86,920,000
Flood Recovery				
Capital Projects Fund	15,000,000	15,000,000	0	105,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	77,900,000	91,450,000	13,550,000	265,773,000
Capital Projects Fund - Advances	0	0	0	59,000
Capital Projects Fund - Authority Bonds	50,600,000	34,800,000	(15,800,000)	485,558,000
Sustainability				
Capital Projects Fund	17,000,000	17,000,000	0	33,592,000
Capital Projects Fund - Authority Bonds	0	0	0	10,343,000
Total	262,239,000	259,647,000	(2,592,000)	1,006,269,000

Note: Most recent estimates as of 01/16/2024