

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2018

Program ID / Title: AGS 244/Surplus Property Management

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I. Goals

To effectively and efficiently provide customers (donees) with surplus property items, and continue to be fiscally solvent with revenues equaling or exceeding expenditures.

II. Objectives and Policies

- A. Intensifying training available to eligible and participating donees to enable interaction with the entire spectrum of program features and to improve donee probability of obtaining needed items.
- B. Maintain financial viability through increasing promotion on use of the utilization and donation programs by enhancing promotion and marketing of the surplus property program to enable Donees to benefit from the varied surplus property available to them at significantly reduced prices.
- C. Streamline processes and improve operational efficiencies and compliance with regards to the State Plan of Operation for the Federal Surplus Property Donation Program.

III. Action Plan with Timetable

- A. Intensifying training available to eligible and participating donees to enable interaction with the entire spectrum of program features and to improve donee probability of obtaining needed items.

1. Past Year Accomplishments

- a. Held Workshop SPO 195 - Surplus Property, at the Surplus Management Program warehouse located in Mapunapuna.
- b. Updated training presentations provided to donees.
- c. To enhance State Departments and other qualified agencies awareness of items available for purchase, State Surplus sponsors them with access to view Federal Excess Property Listings. By assigning a unique user id and password, authorized entities are able to view items currently available for

purchase and create a want list in order to receive notification by email when items become available.

2. Year One

- a. Record and post On-Demand training.
- b. Continue to update training presentations provided to donees.

3. Two Years

- a. Continue to scan business environments for new technologies and processes to enhance the delivery of donee training.

4. Five Years

- a. Increase contributions to zero-waste or other sustainability initiatives. Multiple methods redistribution, resale, and disposal help divert waste from landfills and extend the useful life of assets.

B. Maintain financial viability through increasing promotion on use of the utilization and donation programs by enhancing promotion and marketing of the surplus property program to enable Donees to benefit from the varied surplus property available to them at significantly reduced prices.

1. Past Year Accomplishments

- a. In 2016 the Surplus Office began its' participation in the GSA Public Auction to sell Federal non-transferable vintage surplus property. Property is auctioned as is, in place with the buyer responsible for transportation costs. State Surplus submits photos and specifications for surplus materials to GSA for them to post on-line.
- b. Continue to maintain and update webpage information.

2. One Year

- a. Transition from GSA Auto Auction for used Federal vehicles back to GSA Pre-Sale Fixed-Price sales program for State and County agencies.
- b. Meet with, research, and examine other providers of internet auctions.

3. Two Years

- a. Continue to maintain and update webpage information.
- b. Monitor and adjust the program's website to improve customer satisfaction.

c. Promote new internet auction platforms.

4. Five Years

- a. Extend the useful life of assets and generate revenue with multiple methods of disposal including counter sales, online auction, and web surplus.
- b. Monitor and adjust the program's website to improve customer satisfaction.

C. Streamline processes and improve operational efficiencies and compliance with regards to the State Plan of Operation for the Federal Surplus Property Donation Program.

1. Past Year Accomplishments

- a. Over half of the surplus property accumulated in the Surplus Office warehouse over 2 years old and up to 20 years old. That situation made it inefficient to manage stock and conduct an annual inventory. With the Public Auction, we are able to sell the old vintage surplus property to generate income, keep the warehouse organized, free up space for new items and lease unused space to other State Departments. Also, we are now using the Security Cage in the warehouse to secure all the VAP items including knives, tools, sharp objects, etc. for better control and the safety of all staff. We are continuing to improve our system and have established procedures to turnover Federal surplus property within 2 years to keep our inventory current.

2. One Year

- a. Continue to work on supplying program information on our website.

3. Two Years

- a. Continue website updates including any new information relevant to donees.
- b. Update State Plan of Operation

4. Five Years

- a. Automating workflow processes for managing surplus property from acquisition through redistribution, sale, or disposal.

IV. Performance Measures

- A. Customer Satisfaction measure - Perform trend analyses on the customer base of the Surplus Property Management program to include number of participating donees and percentage of participating donees.
- B. Performance Standard measure - Perform trend analysis on distribution of surplus property to donees.
- C. Cost Effectiveness measure - Perform long term and comprehensive trend analyses annually of the financial net gain or loss of the Surplus Property Management program.