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DATE: June 21, 2001

TO: Senator Richard Cohen  
Representative Phil Krinkie

FROM: David Fisher

SUBJECT: Internal Service Fund Rates for F.Y. 2002

**RECEIVED**

FEB 15 2002

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A summary of internal service fund rates for F.Y. 2002 is provided in the attached information, as required by Minnesota Statutes. Attachments include:

- A summary of percentage rate increases for all Department of Administration internal service funds
- Six year rate comparisons for each of the twelve internal service funds

Detailed information, in the form of business plans, has been provided to Kevin Lundeen and Helen Roberts.

As you are aware, internal service funds are generated from charges made by the Department of Administration to other agencies, based on pre-approved rates, to cover the cost of services and products rendered those agencies. We provide only those services that represent a better value, in terms of quality and price, than agencies can obtain from other sources. Our objective, simply put, is to save taxpayer dollars.

The rates and business plans have been carefully reviewed within the Department of Administration, and by the Department of Finance. In each case, internal service fund rates were compared to prices offered by other providers. In each case, our internal service fund rates continue to represent superior value to our agency customers.

Three funds maintained an overall flat rate for F.Y. 2002:

- Central Stores
- Travel Management
- Plant Management – Repairs and Other Jobs

InterTechnologies Group will implement an overall rate reduction of 6 percent.

The largest percentage increase is for MailComm, which is adding new services, and increasing two rates. The rate for small sorting and bar coding runs increases by \$0.006, and the postage handling fee increases by 0.25 percent.

This year, eleven of our internal service funds prepared business plans, which replaced the rate package format that had been used for many years. The business plan format includes all the same data as the rate package, but also adds organization and information needed by others to aid in the evaluation of the business.

We put much thought, discussion and effort into this process. A business plan format was researched and developed. Managers and staff took a new objective and critical look at their business in its entirety. Business plans were documented, formalized, and presented for thorough review. We believe the final product is a document to be used internally as an operating tool to manage our businesses, and externally as a tool to communicate our operating and financing plans.

I am available should you have any questions or comments regarding the rates for F.Y. 2002.

cc: Kevin Lundeen  
Helen Roberts  
Robyn Rupp, Finance  
Bruce Reddemann, Finance  
Stephanie Andrews, Finance  
Kirsten Cecil, Admin  
Kent Allin, Admin  
Jack Yarbrough, Admin  
Kath Ouska, Admin  
Judy Plante, Admin  
Larry Freund, Admin  
Julie Poser, Admin



**Internal Service Fund Rate Adjustments for FY 2002**

The following information represents the overall rate adjustment in each of the agencies Internal Service Fund operations. These rates were reviewed extensively by the leadership of Admin, and were approved by the Department of Finance pursuant to Minnesota Statutes 16A.126.

Risk Management	.51%
Material Management - Surplus Services	2.71%
- Central Stores	0.00%
Travel Management	0.00%
Communications Media – PrintComm	1.60%
- MailComm	7.70%
- State Register	4.92%
- DocuComm	5.29%
InterTechnologies Group	-6.00%
Plant Management – Materials Transfer	0.31%
- Repairs & Other Jobs	0.00%
Management Analysis	3.00%

# Seven-year Rate Comparison - Risk Management

MINNESOTA DEPARTMENT OF ADMINISTRATION  
DIVISION OF RISK MANAGEMENT  
7 YEAR RATE<sup>(1)</sup> COMPARISON  
FOR FISCAL YEAR 2002 RATE PACKAGE

Cost Center	FY 96	FY 97	FY 98	FY 99	FY00	FY01	FY02	Change FY01/FY00
Automobile Liability (per vehicle)	\$201	\$207	\$208	\$195	\$177	\$189	\$189	0.00%
Automobile Physical Damage (per \$100 of insurance)								
\$500 Deductible	\$0.50	\$0.55	\$0.65	\$1.01	#REF!	\$0.96	\$0.96	0.00%
\$1,000 Deductible			\$0.55	\$0.94	#REF!	\$0.90	\$0.90	0.00%
General Liability (per _____)	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies
Property (Including Boiler & Crime)\ (per \$100 of insurance)								
\$1,000 Deductible	\$0.1000	\$0.1000	\$0.1000	\$0.1000	\$0.1000	\$0.1000	\$0.1000	0.00%
\$2,500 Deductible	\$0.0650	\$0.0650	\$0.0650	\$0.0650	\$0.0650	\$0.0650	\$0.0650	0.00%
\$5,000 Deductible	\$0.0550	\$0.0550	\$0.0550	\$0.0550	\$0.0550	\$0.0550	\$0.0550	0.00%
\$10,000 Deductible	\$0.0500	\$0.0500	\$0.0500	\$0.0500	\$0.0500	\$0.0500	\$0.0500	0.00%
\$25,000 Deductible	\$0.0375	\$0.0375	\$0.0375	\$0.0375	\$0.0375	\$0.0375	\$0.0375	0.00%
\$50,000 Deductible	*	*	*	\$0.0300	\$0.0300	\$0.0300	\$0.0300	0.00%
\$100,000 Deductible	\$0.0230	\$0.0250	\$0.0250	\$0.0250	\$0.0250	\$0.0250	\$0.0250	0.00%
Inland Marine (per \$100 of insurance)	*							
Computer Equipment								
\$1,000 Deductible		\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	0.00%
\$500 Deductible		\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	0.00%
\$250 Deductible		\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	0.00%
\$100 Deductible		\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	0.00%
Fine Arts								
\$1,000 Deductible		\$0.50 Owned	\$0.50 Owned	\$0.50 Owned	\$0.50 Owned	\$0.50 Owned		0.00%
\$500 Deductible		\$1.30 Exhibits	\$1.30 Exhibits	\$1.30 Exhibits	\$1.30 Exhibits	\$1.30 Exhibits		0.00%
		\$0.65 Owned	\$0.65 Owned	\$0.65 Owned	\$0.65 Owned	\$0.65 Owned		0.00%
		\$1.75 Exhibits	\$1.75 Exhibits	\$1.75 Exhibits	\$1.75 Exhibits	\$1.75 Exhibits		0.00%
Contractors' Equipment								
\$2,500 Deductible		\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	0.00%
Musical Instruments								
\$1,000 Deductible		\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	0.00%
\$500 Deductible		\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	0.00%
Scoreboards								
\$1,000 Deductible		\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	0.00%
\$500 Deductible		\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	0.00%
Cameras/ATV								
\$1,000 Deductible		\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	0.00%
\$500 Deductible		\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	0.00%
Radio & TV Towers								
\$1,000 Deductible		\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	0.00%
Miscellaneous Equipment								
\$1,000 Deductible		\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	0.00%
\$500 Deductible		\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	0.00%
Garagekeepers (Average Premium)	\$1.034	\$826.87	\$826.87	\$826.87	\$826.87	\$826.87	\$826.87	0.00%

Notation:

(1) Rates for FY02 are before application of dividends.

MINNESOTA DEPARTMENT OF ADMINISTRATION  
MATERIALS MANAGEMENT DIVISION - SURPLUS SERVICES  
SIX YEAR RATE COMPARISON  
FOR FY02 RATE PACKAGE

EXHIBIT D

	FY97	FY98	FY99	FY00	FY01	FY02	CHANGE FY01/02	%CHANGE FY01/02
Materials Storage (inside) Fee	\$ 5.50*	\$ 5.50*	\$ 5.50*	\$ 5.50*	\$ 5.50*	\$ 5.65*	\$ .15	2.73%
Vehicle Storage (outside) Fee	\$25.00~	\$25.00~	\$25.00~	\$25.00~	\$25.00~	\$25.00~	\$0.00	0.00%
Forklift and Operator Fee	\$23.15^	\$23.15^	\$28.00^	\$28.00 ^	\$28.00^	\$28.75^	\$ .75	2.68%
Truck and Operator Fee	\$31.36^	\$31.36^	\$31.36^	\$35.00^	\$35.00^	\$35.25^	\$ .75	2.13%
Warehouseperson Fee	\$14.94^	\$14.94^	\$15.00^	\$15.00^	\$21.00^	\$21.00^	\$0.00	0.00%
Warehouse Supervisor Fee	\$20.34^	\$20.34^	\$25.00^	\$25.00^	\$27.25^	\$28.35^	\$1.10	4.04%

\* Annual Sq Ft Cost

^ Hourly

~Vehicle Monthly

## Six-year Rate Comparison(s) - Central Stores

Table 2 indicates the six-year rate comparison for this year's business plan.

	FY97	FY98	FY99	FY00	FY01	FY02	CHANGE FY01/FY02
Stock Product	27.5	27.5	29.5	28.5	28.5	28.5	0
Markup Rate							
Stockless Discount Rate Basic Office Supplies	48%	48%	46%	46%	46%	46%	0
Stockless Discount Rate Small Electrical	5%	5%	20%	20%	20%	20%	0
Stockless Discount Rate Not Necessarily Office Supplies	5%	5%	10%	10%	10%	10%	0
Stockless Discount Rate Furniture/Appliances/Special Order	5%	5%	5%	5%	5%	5%	0

## Six Year Comparison - Travel Management

### Fleet Size and Mileage

YEAR	VEHICLES	% VEHICLE INCREASE	MILEAGE	% MILEAGE INCREASE
FY97	1,587	2%	26,064,847	1%
FY98	1,713	7%	27,772,214	6%
FY99	1,811	5%	28,601,268	2%
FY00	1,973	8%	30,104,452	5%
FY01	2,044*	3%*	31,238,404*	3%*
FY02	2,140*	4%*	32,445,759*	4%*

\*estimated

### Short Term Rental Rate History

CLASS	RATE	FY96	FY97	FY98	FY99	FY00	FY01	FY02	% CHG
Subcompact	Fixed	\$ 8.50	\$ 8.50	\$ 10.50	14.00	13.00	13.00	13.00	0.00%
	Variable	0.080	0.050	0.050	06	06	07	07	0.00%
Compact	Fixed	10.75	10.75	13.00	15.00	14.00	14.00	14.00	0.00%
	Variable	0.060	0.050	0.050	07	07	07	07	0.00%
Intermediate	Fixed	13.00	13.50	15.00	16.00	16.00	16.00	16.00	0.00%
Wagon	Variable	0.065	0.060	0.060	08	07	09	09	0.00%
	Fixed	11.50	12.50	15.00	16.00	15.00	15.00	15.00	0.00%
Intermediate	Variable	0.065	0.060	0.065	08	07	09	09	0.00%
	Fixed	6.50	6.50	N/A	N/A	N/A	N/A	N/A	
Station Wagon	Variable	0.070	0.090	N/A	N/A	N/A	N/A	N/A	
	Fixed	16.50	16.50	17.50	16.00	17.00	18.00	18.00	0.00%
Mini-Van	Variable	0.060	0.070	0.070	09	10	11	11	0.00%
	Fixed	12.75	12.50	14.00	17.00	19.00	19.00	19.00	0.00%
Van	Variable	0.100	0.100	0.100	15	14	15	15	0.00%
	Fixed	15.00	15.50	17.50	17.00	23.00	25.00	25.00	0.00%
Passenger Van	Variable	0.100	0.110	0.110	15	18	20	20	0.00%
	Fixed	15.50	14.00	17.00	20.00	21.00	22.00	22.00	0.00%
Full Size	Variable	0.100	0.080	0.080	10	10	11	11	0.00%
	Fixed	10.75	11.00	15.00					0.00%
Pickup 431	Variable	0.100	0.100	0.100					0.00%
	Fixed	14.25	14.50	18.00	18.00	25.00	26.00	26.00	0.00%
CarryAll	Variable	0.100	0.100	0.100	16	19	20	20	0.00%
	Fixed								
Shop		32.00	32.00	32.00	32.00	32.00	32.00	36.00	12.5
Car Wash		3.00	3.00	3.00	3.00	3.00	3.00	3.00	0%
Parts-Markup		25%	25%	25%	25%	25%	25%	25%	0%
Fuel-Markup		0.10	0.10	0.10	.10	.10	.10	.10	0%

## Long Term Rental Rate History – Assigned Vehicles

CLASS	RATE	FY96	FY97	FY98	FY99	FY00	FY01	FY02	% CHG
Subcompact	Fixed	\$180.00	\$180.00	\$210.00	175.00	200.00	200.00	200.00	0.00%
	Variable	0.080	0.050	0.050	06	06	07	07	0.00%
Compact	Fixed	225.00	215.00	260.00	250.00	230.00	230.00	230.00	0.00%
	Variable	0.060	0.050	0.050	07	07	07	07	0.00%
Intermediate	Fixed	275.00	280.00	295.00	270.00	255.00	256.00	256.00	0.00%
	Variable	0.065	0.060	0.060	08	07	09	09	0.00%
Wagon	Fixed	240.00	250.00	300.00	265.00	250.00	251.00	251.00	0.00%
	Variable	0.065	0.060	0.065	08	07	09	09	0.00%
Station Wagon	Fixed	135.00	135.00	N/A	N/A				N/A
	Variable	0.070	0.090	N/A	N/A				N/A
Mini-Van	Fixed	345.00	300.00	350.00	285.00	260.00	261.00	261.00	0.00%
	Variable	0.060	0.070	0.070	09	09	10	11	0.00%
Van	Fixed	265.00	235.00	275.00	300.00	298.00	298.00	298.00	0.00%
	Variable	0.100	0.100	0.100	15	15	15	15	0.00%
Passenger Van	Fixed	310.00	310.00	350.00	300.00	325.00	326.00	326.00	0.00%
	Variable	0.100	0.110	0.110	15	18	20	20	0.00%
Special Eqpt	Fixed	495.00	450.00	450.00	400.00	400.00	400.00	400.00	0.00%
	Variable	0.125	0.100	0.125	15	15	18	18	0.00%
Full Size	Fixed	325.00	290.00	340.00	280.00	300.00	301.00	301.00	0.00%
	Variable	0.100	0.080	0.080	10	10	11	11	0.00%
Police Package	Fixed	400.00	400.00	510.00	350.00	320.00	321.00	321.00	0.00%
	Variable	0.100	0.100	0.100	13	13	15	15	0.00%
Jeep	Fixed	350.00	400.00	510.00	375.00	325.00	326.00	326.00	0.00%
	Variable	0.100	0.080	0.080	15	15	17	17	0.00%
Pickup 431	Fixed				350.00	275.00	276.00	276.00	0.00%
	Variable				15	15	15	15	0.00%
Pickup 531	Fixed				375.00	300.00	301.00	301.00	0.00%
	Variable				17	17	19	19	0.00%
Pickup 631	Fixed				375.00	285.00	286.00		0.00%
	Variable				15	15	18		0.00%
Pickup 731	Fixed				400.00	325.00	326.00	326.00	0.00%
	Variable				17	17	19	19	0.00%
Pickup 931	Fixed				425.00	350.00	351.00	351.00	0.00%
	Variable				20	20	21	21	0.00%
CarryAll	Fixed	300.00	300.00	365.00	375.00	390.00	391.00	391.00	0.00%
	Variable	0.100	0.100	0.100	16	19	20	20	0.00%
Shop		32.00	32.00	32.00	32.00		32.00	36.00	12.50%
Car Wash		3.00	3.00	3.00	3.00		3.00	3.00	0%
Parts-Markup		25%	25%	25%	25%		25%	25%	0%
Fuel-Markup		0.10	0.10	0.10	.10		.10	.10	0%



## Long Term Rental Rate History – Unbundled

CLASS	RATE	FY96	FY97	FY98	FY99	FY00	FY01	FY02	% CHG
Subcompact	Fixed					330.05	333.38	333.38	0%
Compact	Fixed					339.46	350.16	350.16	0%
Int. Wagon	Fixed					405.90	427.03	427.03	0%
Intermediate	Fixed					380.93	385.97	385.97	0%
Full Size	Fixed					505.99	424.42	424.42	0%
Police Package	Fixed					506.89	523.09	523.09	0%
Mini Van	Fixed					278.99	299.58	299.58	0%
Van	Fixed					362.78	366.99	366.99	0%
Passenger Van	Fixed					541.28	519.31	519.31	0%
Jeep	Fixed					503.89	545.85	545.85	0%
Pickup 431	Fixed					394.31	341.70	341.70	0%
Pickup 531	Fixed					357.15	451.84	451.84	0%
Pickup 631	Fixed					433.97	391.07		
Pickup 731	Fixed					494.11	460.27	460.27	0%
Pickup 931	Fixed					503.61	577.80	577.80	0%
CarryAll	Fixed					276.97	415.16	415.16	0%

## Maintenance Program Rate History

CLASS	RATE	FY96	FY97	FY98	FY99	FY00	FY01	FY02	% CHG
Subcompact	Variable					.03	.03	.03	0.00%
Compact	Variable					.03	.03	.03	0.00%
Int. Wagon	Variable					.03	.04	.04	0.00%
Intermediate	Variable					.03	.04	.04	0.00%
Mini-Van	Variable					.04	.05	.05	0.00%
Van	Variable					.06	.07	.07	0.00%
Passenger Van	Variable					.08	.09	.09	0.00%
Special Eqpt	Variable					.08	.08	.08	0.00%
Full Size	Variable					.05	.05	.05	0.00%
Police Package	Variable					.04	.05	.05	0.00%
Jeep	Variable					.05	.06	.06	0.00%
Pickup 431	Variable					.09	.08	.08	0.00%
Pickup 531	Variable					.08	.09	.09	0.00%
Pickup 631	Variable					.07	.08	.08	0.00%
Pickup 731	Variable					.08	.09	.09	0.00%
Pickup 931	Variable					.11	.11	.11	0.00%
CarryAll	Variable					.10	.10	.10	0.00%

## Fuel Program Rate History

CLASS	RATE	FY96	FY97	FY98	FY99	FY00	FY01	FY02	% CHG
Subcompact	Variable					.03	.04	.04	0.00%
Compact	Variable					.04	.05	.05	0.00%
Int. Wagon	Variable					.04	.05	.05	0.00%
Intermediate	Variable					.04	.05	.05	0.00%
Mini-Van	Variable					.06	.06	.06	0.00%
Van	Variable					.08	.08	.08	0.00%
Passenger Van	Variable					.10	.11	.11	0.00%
Special Eqp	Variable					.07	.08	.08	0.00%
Full Size	Variable					.05	.06	.06	0.00%
Police Package	Variable					.09	.10	.10	0.00%
Jeep	Variable					.10	.11	.11	0.00%
Pickup 431	Variable					.08	.07	.07	0.00%
Pickup 531	Variable					.09	.10	.10	0.00%
Pickup 631	Variable					.09	.10	.10	0.00%
Pickup 731	Variable					.09	.10	.10	0.00%
Pickup 931	Variable					.09	.10	.10	0.00%
Carry All	Variable					.09	.10	.10	0.00%

# Six-year Rate Comparison -- PrintComm

Cost Center		FY97	FY98	FY99	FY00	FY01	FY02	FY01 to FY02 Change
Shipping/Handling		38.0%	38.0%	38.0%	38.0%	38.0%	38.0%	--0--
Overloads	[#1]	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	--0--
Creative Services [now Pre-Press]		\$61.80	\$61.80	\$61.80	\$61.80	\$65.00	\$67.00	\$2.00
Film Processing [now Pre-Press]		\$62.00	\$62.00	\$64.00	\$64.00	\$65.00	\$67.00	\$2.00
Platemaking [now Pre-Press]		\$62.00	\$62.00	\$64.00	\$64.00	\$65.00	\$67.00	\$2.00
Small Presses		\$54.00	\$54.00	\$54.00	\$54.00	\$54.00	\$55.50	\$1.50
Apollo Web		\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	\$65.75	\$1.75
Heidelberg 2-color		\$92.50	\$92.50	\$92.50	\$95.00	\$95.00	\$98.00	\$3.00
Heidelberg 4-color	[#2]	-na-	-na-	-na-	-na-	\$170.00	\$175.00	\$5.00
Copy Centers	[#3]	\$0.0308	\$0.0308	\$0.0308	\$0.0308	\$0.0308	\$0.0317	\$0.0009
Cutters		\$40.00	\$40.00	\$40.00	\$45.00	\$45.00	\$46.25	\$1.25
Folders		\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$56.75	\$1.75
Collators	[#4]	\$40.00	\$40.00	\$75.00	\$75.00	\$75.00	\$77.25	\$2.25
Small Bindery		\$35.50	\$35.50	\$35.50	\$35.50	\$35.50	\$36.75	\$1.25
Sickinger Punch		\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$128.50	\$3.50
Handwork		\$35.50	\$35.50	\$35.50	\$35.50	\$35.50	\$36.75	\$1.25
Overall rate change	[#5]	0.8%	0.0%	1.6%	0.3%	0.2%	1.6%	

***Overall change for FY02      1.6%***

## Notes:

- #1. This is the effective rate, not the actual rate.
- #2. The Heidelberg 4-color Press rate was a new rate for FY01.
- #3. In FY92, the Copy Center charge was changed from an hourly rate to an average cost per impression charge [known as the "click" charge]. Copy Center price lists are derived from this rate.
- #4. In FY99, new collating equipment was purchased which is providing increased capacity and capabilities, producing more books per hour than the old collators and increasing revenues in other cost centers.
- #5. During FY95 and FY96, the overall rates went down 0.2 percent [FY95] and 3.0 percent [FY96].

## Final Note:

New products or services which are referenced in this business plan as possible offerings for FY02 may fall into existing rate categories, such as those utilizing an hourly rate as a billable unit. Otherwise, as necessary, the operation will submit a request for a new rate when the offerings are defined.

# Six-year Rate Comparison -- MailComm

Service	FY97	FY98	FY99	FY00	FY01	FY02	Change
<b>Computer labels</b>							
First 1,000	\$30.00	\$32.00	\$35.00	\$40.00	\$40.00	\$40.00	--0--
Additional 1000s [1]	\$1.50	\$1.60	\$1.70	\$18.00	\$18.00	\$18.00	--0--
<b>Bulking</b>	\$0.035	\$0.035	\$0.035	\$0.035	\$0.035	\$0.035	--0--
<b>Sacking/labeling</b>							
First 1,000	\$10.00	0.00	\$10.00	\$10.00	\$10.00	\$10.00	--0--
Each additional piece	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	--0--
<b>Pre-sort -- 3 digit</b>	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	--0--
<b>Payroll warrants</b>	\$3.60	\$4.60	\$5.00	\$6.00	\$8.00	\$8.00	--0--
<b>Other warrants</b>	\$2.70	\$3.70	\$4.00	\$5.00	\$6.00	\$6.00	--0--
<b>Inserting</b>							
1 insert							
First 1000	\$20.50	\$21.50	\$22.50	\$23.50	\$23.50	\$23.50	--0--
Additional 1000s	\$15.50	\$16.00	\$17.00	\$17.50	\$17.50	\$17.50	--0--
2 inserts							
First 1000	\$24.50	\$25.50	\$26.50	\$27.50	\$27.50	\$27.50	--0--
Additional 1000s	\$16.50	\$17.00	\$18.00	\$18.50	\$18.50	\$18.50	--0--
3 inserts							
First 1000	\$28.50	\$29.50	\$30.50	\$31.50	\$31.50	\$31.50	--0--
Additional 1000s	\$17.50	\$18.00	\$19.00	\$19.50	\$19.50	\$19.50	--0--
4 inserts							
First 1000	\$32.50	\$33.50	\$34.50	\$35.50	\$35.50	\$35.50	--0--
Additional 1000s	\$18.50	\$19.00	\$20.00	\$20.50	\$20.50	\$20.50	--0--
5 inserts							
First 1000	\$36.50	\$37.50	\$38.50	\$39.50	\$39.50	\$39.50	--0--
Additional 1000s	\$19.50	\$20.00	\$21.00	\$21.50	\$21.50	\$21.50	--0--
6 inserts							
First 1000	\$40.50	\$41.50	\$42.50	\$43.50	\$43.50	\$43.50	--0--
Additional 1000s	\$20.50	\$21.00	\$22.00	\$22.50	\$22.50	\$22.50	--0--
<b>Sorting and Bar-coding</b>							
Scheduled runs	-na-	-na-	\$0.019/piece	\$0.019/piece	\$0.019/piece	\$0.019/piece	--0--
Small runs [metered]	-na-	-na-	\$0.041/piece	\$0.041/piece	\$0.041/piece	\$0.047/piece	\$0.006/piece
<b>Postage handling fee</b>	-na-	-na-	-na-	2.25percent	2.25percent	2.50percent	0.25 percent
<b>Ink jet -- New Rates</b>							
Set-up	-na-	-na-	-na-	-na-	-na-	\$23.00	-na-
Data import	-na-	-na-	-na-	-na-	-na-	\$28.00	-na-
Address-zip+4 standard	-na-	-na-	-na-	-na-	-na-	\$7.00/thousand	-na-
Addressing	-na-	-na-	-na-	-na-	-na-	\$17.00/thousand	-na-
Bulking	-na-	-na-	-na-	-na-	-na-	\$0.03/piece	-na-
Pre-sorting	-na-	-na-	-na-	-na-	-na-	\$0.02/piece	-na-
Custom features	-na-	-na-	-na-	-na-	-na-	\$5.00/thousand	-na-
<b>Tabbing -- New Rates</b>							
Set-up	-na-	-na-	-na-	-na-	-na-	\$15.00	-na-
Tabs	-na-	-na-	-na-	-na-	-na-	\$0.01/tab	-na-

## Note:

[1] Effective with the FY00 rate package, this was changed from 100s to 1000s.

## Six-year Rate Comparison -- *State Register*

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	FY97	FY98	FY99	FY00	FY01	FY02	Change
Annual subscription [ <i>State Register</i> only via mail]	\$150	\$160	\$160	\$160	\$160	\$160	\$0
Annual subscription [ <i>Solicitation</i> <i>Announcements</i> via mail]	\$125	\$135	\$135	\$135	\$135	\$135	\$0
Annual subscription [ <i>Solicitation</i> <i>Announcements</i> via fax]	\$140	\$150	\$150	\$150	\$150	\$150	\$0
Trial subscription [1] [13 weeks]	\$60	\$65	\$65	\$65	\$65	\$65	\$0
Billable page rate	\$80	\$84	\$115	\$115	\$115	\$122	\$7

**Notes:**

1. Trial subscribers receive the Monday edition of the *State Register* as well as the *Solicitation Announcements* [published Tuesdays and Fridays] by mail.

# Six-year Rate Comparison -- DocuComm

COST CENTER	FY97	FY97 CONV	FY98	FY99	FY00	FY01	FY02	CHANGE	
								FY01/02	FY01/02
16mm images	47.00	0.04	0.039	0.043	0.039	0.043	0.043	0.000	0.0%
16mm images overload						0.043	0.038	(0.005)	-11.6%
35mm images	60.00	0.60	0.52	0.60	0.600	0.600	0.600	0.000	0.0%
Supplies sold	50%	50%	50%	50%	50%	50%	50%	0.000	0.0%
Process only	7.50	8.46	8.90	8.00	10.100	10.100	8.000	(2.100)	-20.8%
Process 35mm	8.25	blended to 16mm images rate							
Jacket load in-house	46.10	1.41	1.50	1.35	1.350	1.350	1.400	0.050	3.7%
Jacket load overload						1.350	1.100	(0.250)	-18.5%
Jacket title	46.10	blended to jacket load rate							
Cart load	7.00	blended with 16mm dupe rate							
Dupe 35mm	6.00	blended with 16mm dupe rate							
Dupe thin (215')	10.75	blended with 16mm dupe rate							
Dupe 16mm (100')	7.25	12.33	13.00	14.00	14.000	13.070	12.000	(1.070)	-8.2%
Dupe fiche	0.24	0.25	0.30	0.25	0.300	0.300	0.250	(0.050)	-16.7%
Paper prints	1.15	2.69	2.80	3.00	3.000	3.000	3.000	0.000	0.0%
Data Entry (clerical) in	47.00	47.00	50.00	20.00	20.000	25.000	30.000	5.000	20.0%
Data Entry (clerical) overload						25.000	20.000	(5.000)	-20.0%
Doc prep/handling (clerical) IN	47.00	47.00	50.00	30.00	20.000	25.000	30.000	5.000	20.0%
Doc prep/handling (clerical) overload						25.000	20.000	(5.000)	-20.0%
Film Disposal	110.00	4.40	4.40	5.00	5.000	5.000	5.000	0.000	0.0%
Aperture Cards	0.34	0.57	0.60	1.00	0.750	0.750	0.700	(0.050)	-6.7%
Storage per Box/Month	0.50	0.50	0.45	0.45	0.450	0.450	0.460	0.010	2.2%
Retrievals - manual	1.65	1.65	2.30	3.50	2.750	3.000	3.500	0.500	16.7%
Retrievals - website						3.000	2.750	(0.250)	-8.3%
Box Intake		new svc	1.25	1.50	1.500	2.000	2.750	0.750	37.5%
Scanning source		new svc	0.08	0.12	0.118	0.118	0.075	(0.043)	-36.4%
COM orig		new svc	0.69	0.70	0.700	0.730	0.750	0.020	2.7%
COM dupe		new svc	0.07	0.07	0.070	0.080	0.080	0.000	0.0%
COM programming				new svc	75.00	75.00	75.00	0.000	0.0%
Scan from Rolifilm				new svc	0.15	0.15	0.1	(0.050)	-33.3%
Scan from Fiche				new svc	0.12	0.12	0.08	(0.040)	-33.3%
Indexing				new svc	0.01	0.01	0.01	0.000	0.0%

\* FY97 CONV column shows the conversion from hourly charges to charge by production unit. The conversion is shown here for purposes of comparison.

Six Year Rate Comparison  
Major Rate Categories  
04/20/01

InterTechnologies Group

<u>Rate Category</u>	<u>Units</u>	<u>FY97</u>	<u>FY97 Midyear</u>	<u>FY98</u>	<u>FY99</u>	<u>FY99 Midyear</u>	<u>FY00</u>	<u>FY01</u>	<u>FY01 Midyear</u>	<u>FY02</u>	<u>% Change FY01/FY02</u>	<u>% Change FY97/FY 02</u>
<b><u>Server Processing:</u></b>												
Central Processing	1000 CPU Service Units		0.0828	0.0828	0.0732	0.0645	0.0530	0.0520	0.0480	0.0420	-13%	-31%
<b><u>Storage:</u></b>												
Disk	Megabyte Days	0.0109	0.0109	0.0109	0.0074	0.0074	0.0065	0.0055	0.0055	0.0045	-18%	-59%
Tape Storage	Cartridge Days	0.1196	0.1196	0.1196	0.1196	0.1196	0.1100	0.1100	0.1100	0.1100	0%	-8%
<b><u>Print:</u></b>												
Print Local	Feet	N/A	N/A	N/A	0.0830	0.0830	0.0870	0.1050	0.1050	0.1100	5%	#DIV/0!
Print Remote	1000 Lines	0.1800	0.1800	0.2900	0.3000	0.3000	0.3000	0.3000	0.3000	0.4000	33%	122%
<b><u>OLTP:</u></b>												
CICS Resources	Processing Resources	0.0876	0.1196	0.1196	0.1090	0.0945	0.0777	0.0683	0.0630	0.0551	-13%	-37%
Timesharing Connect	Hours	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	0.5000	0%	0%
<b><u>Other:</u></b>												
Data Entry	Hours	23.0000	23.0000	25.0000	25.0000	25.0000	25.0000	25.0000	25.0000	25.0000	0%	9%
Electronic Mail	Subscription	9.5000	9.5000	9.5000	9.5000	9.5000	9.5000	9.5000	9.5000	9.5000	0%	0%
<b><u>Voice Services:</u></b>												
Domestic Calls:												
WATS - dedicated	Minutes	\$0.10	\$0.10	\$0.10	\$0.096	\$0.096	\$0.085	\$0.085	\$0.085	\$0.075	-12%	-25%
9+1	Minutes	\$0.13	\$0.15	\$0.18	\$0.190	\$0.190	\$0.190	\$0.190	\$0.190	\$0.190	0%	46%
800 Service - dedicated	Minutes	\$0.140	\$0.140	\$0.135	\$0.130	\$0.130	\$0.096	\$0.096	\$0.096	\$0.096	0%	-31%
Centrex - Full Service	Stations	\$13.750	\$13.750	\$13.9500	\$14.0000	\$14.0000	\$14.1000	\$14.2000	\$14.2000	\$14.4500	2%	5%
Voice Mail	Subscription	7.5000	7.5000	8.0000	8.0000	8.0000	6.8500	6.8500	6.8500	7.9500	16%	6%

Rate Category	Units	FY97	FY97 Midyear	FY98	FY99	Midyear	FY00	FY01	FY01 Midyear	FY02	% Change FY01/FY02	% Change FY97/FY02
<b>Data &amp; Video Services:</b>												
Device Connect	Devices	12.0000	12.0000	12.0000	12.6000	12.6000	12.8500	12.8500	12.8500	12.8500	0%	7%
Private Line	Cost +	21%	21%	21%	25%	25%	25%	25%	25%	25%	0%	19%
Local Access:												
Access Circuit:	Cost +	3%	3%	3%	0%	0%	0%	0%	0%	0%	0%	-100%
	Flat : DS0,56kb	\$10	\$10	\$10	\$35	\$35	\$35	\$35	\$35	\$35	0%	250%
	Flat : T-1,1544kb	\$80	\$80	\$80	\$135	\$135	\$135	\$135	\$135	\$135	0%	69%
Channel Service Unit	CSU	\$50	\$50	\$45	\$50	\$50	\$50	\$50	\$50	\$25	-50%	-50%
DSU	DSU	\$35	\$35	\$30	\$31	\$31	\$31	\$31	\$31	\$15	-52%	-57%
Gupta Gateway	Gateway	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	0%	0%
Router Service:												
Token Ring	Port	\$290	\$290	\$250	\$255	\$255	\$255	\$255	\$255	\$255	0%	-12%
Ethernet	Port	\$260	\$260	\$220	\$225	\$225	\$225	\$215	\$215	\$215	0%	-17%
Serial	Port	\$135	\$135	\$130	\$135	\$135	\$130	\$130	\$130	\$130	0%	-4%
Customer Owned w/Support	Port	\$165	\$165	\$160	\$165	\$165	\$165	\$165	\$165	\$165	0%	0%
<b>Backbone Network:</b>												
Backbone Connection:												
Data & Video:												
DSO,56kb	Connections	\$65	\$65	\$65	\$70	\$70	\$70	\$70	\$70	\$70	0%	8%
T-1,1544kb	Connections	\$250	\$250	\$250	\$275	\$275	\$275	\$275	\$275	\$275	0%	10%
Video Subscription:												
T-1,1544kb IVS	Connections	\$460	\$460	\$460	\$500	\$500	\$495	\$495	\$495	\$495	0%	8%
<b>Backbone Transport:</b>												
Data & Video:												
Dedicated:												
DSO,56kb	Miles	\$1.30	\$1.30	\$1.30	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40	0%	8%
1/4 T-1,384kb	Miles	\$5.50	\$5.50	\$5.50	\$5.75	\$5.75	\$5.75	\$5.75	\$5.75	\$5.75	0%	5%
1/2 T-1,768kb	Miles	\$8.00	\$8.00	\$8.00	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	0%	6%
Community Router Service:												
DSO,56kb	Connections	\$120	\$120	\$120	\$121	\$121	\$121	\$121	\$121	\$95	-21%	-21%
1/4 T-1,384kb	Connections	\$365	\$365	\$365	\$375	\$375	\$375	\$375	\$375	\$327	-13%	-10%
1/2 T-1,768kb	Connections	\$600	\$600	\$600	\$610	\$610	\$610	\$610	\$610	\$550	-10%	-8%
3/4 T-1,1,152kb	Connections	\$850	\$850	\$850	\$860	\$860	\$860	\$860	\$860	\$795	-8%	-6%
T-1,1544kb	Connections	\$1,000	\$1,000	\$1,100	\$1,150	\$1,150	\$1,150	\$1,500	\$1,500	\$1,050	-30%	5%



## Six Year Rate Comparison - Materials Transfer

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	<u>FY 97</u>	<u>FY 98</u>	<u>FY 99</u>	<u>FY 00</u>	<u>FY 01</u>	<u>FY 02</u>
Movers - Regular	\$32.80	\$38.00	\$39.60	\$39.60	\$39.60	\$39.60
Movers - Premium	39.40	45.60	47.50	47.50	47.50	47.50
Mail Delivery	26.30	34.60	35.60	36.00	36.00	36.00
Product Delivery	29.85	35.40	37.20	37.70	38.20	38.70
Equipment Rental Labor	17.85	Incl in Movers	Incl in Movers	Incl in Movers	Incl in Movers	Incl in Movers
Chair	0.50	0.25	0.25	0.25	0.25	0.25
Table	4.50	2.25	2.25	2.25	2.25	2.25
Half Mile Hailer	35.00	15.00	15.00	15.00	15.00	15.00
Podium w/small P.A.	35.00	15.00	15.00	15.00	15.00	15.00
Expanded P.A.	210.00	100.00	100.00	100.00	100.00	100.00
Backdrop	100.00	35.00	35.00	35.00	35.00	35.00
Riser	25.00	10.00	10.00	10.00	10.00	10.00
Coat Rack	5.00	2.00	2.00	2.00	2.00	2.00
Easel	5.00	2.00	2.00	2.00	2.00	2.00
Power Cord - Indoor	25.00	10.00	10.00	10.00	10.00	10.00
Power Cord - Outdoor	50.00	25.00	25.00	25.00	25.00	25.00
VCR/TV - First Day	35.00	15.00	15.00	15.00	15.00	15.00
VCR/TV - Additional Days	15.00	5.00	5.00	5.00	5.00	5.00

**Six Year Rate Comparison - Repair and Other Jobs**

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	<u>FY 97</u>	<u>FY 98</u>	<u>FY 99</u>	<u>FY 00</u>	<u>FY 01</u>	<u>FY 02</u>
ROJ - Regular	\$30.20	\$30.20	\$33.75	\$37.15	\$37.15	\$37.15
ROJ - Premium	36.25	36.25	40.50	44.60	44.60	44.60

## **Six-year Rate Comparison(s) - Management Analysis**

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For Fiscal Year 2002 Rate Package

	1997	1998	1999	2000	2001	2002	% Change FYS 01-02
Hourly consulting rate	\$78	\$80	\$85	\$85	\$95	\$98	3%