



Department of
Administrative Services

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES

December 2025

Performance Report FY2025



Message from the Director
FY2025 Performance Report
Iowa Department of Administrative Services (DAS)

As I reflect upon my short tenure in State government and my role as Director of DAS, I am encouraged and excited about our past accomplishments and future opportunities in serving Governor Reynolds, State government agencies, and the citizens of Iowa. These are challenging times and I am pleased to report that DAS is up to the challenge! Since stepping into this role in October 2025, I have been impressed with the commitment and dedication to service and excellence of DAS staff.

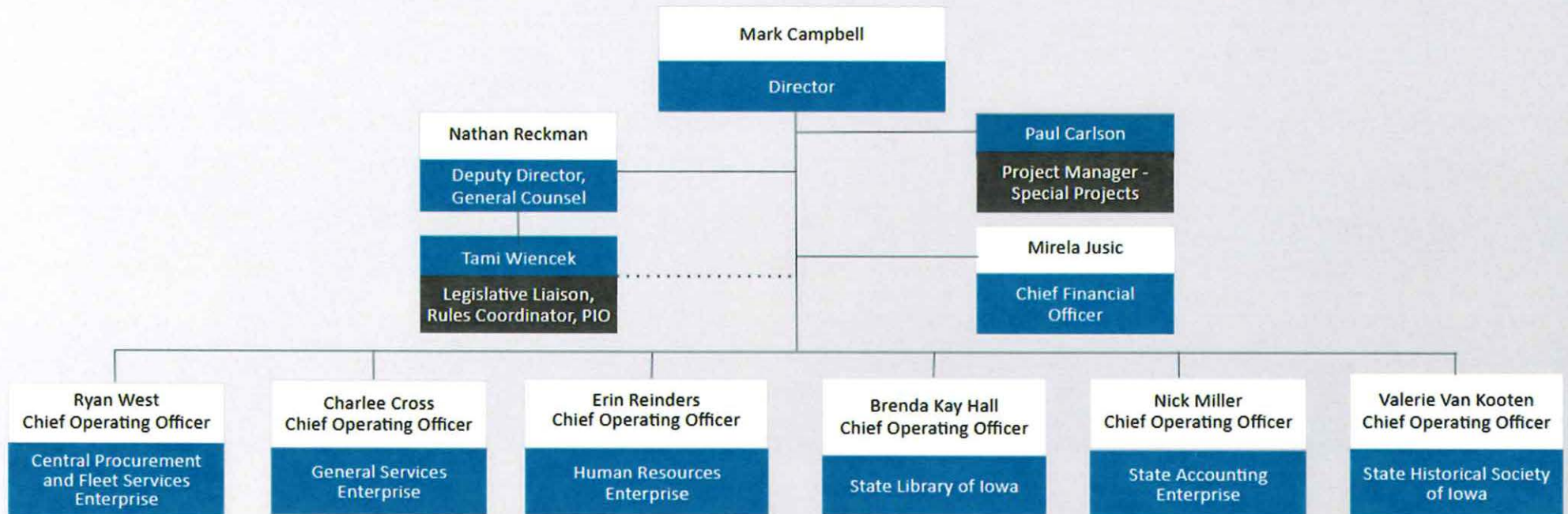
In the following pages, I am pleased to provide the FY2025 Performance Report for DAS. The Report provides a detailed summary of our accomplishments during the past Fiscal Year.

We look forward to continued success in FY2026.

Regards,

Mark Campbell, Director
Iowa Department of Administrative Services

State of Iowa Department of Administrative Services (DAS)

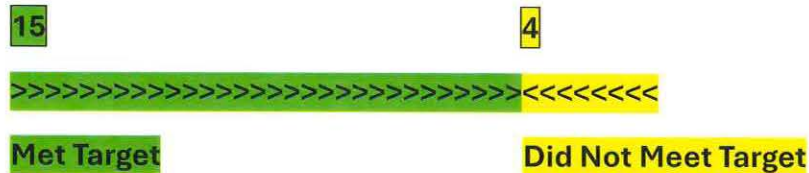


EXECUTIVE SUMMARY:

As the Table of organization indicates (see page #X), DAS consists of seven organizational units, one (1) administrative unit (Director's Office) and six (6) operational units (Central Procurement and Fleet Services, General Services, Human Resources, State Library, State Accounting, and State Historical Society).

This report outlines and summarizes the Department's progress toward its goals in Fiscal Year 2025 (FY2025).

The Department tracked a total of 19 performance measures and met or exceeded the performance targets for 15 measures. The Department did not meet or exceed the performance targets for 4 measures. Regarding these 4 measures, the Department was within one percent (1%) of meeting 2 of the 4 performance targets.



FY2025 Performance Indicators

FY2025 Annual Measures	FY2025 Target	FY2025 Actual	FY2025 Target Met?
Work requests completed within 5 business days by Capitol Complex maintenance staff.	95%	95%	Yes
Major maintenance projects completed on-time and within budget.	99%	100%	Yes
Percent of prior year Capitol Complex energy consumption.	99%	103%	No
Utilization rate of State motor pool.	90%	94%	Yes
State training participants who indicate the skills, abilities, and knowledge gained in a training course will help job performance.	95%	98%	Yes
Position classification reviews completed within 60 days after requested.	99.50%	99.20%	No
Metered first class mail processed at discounted postage rates.	95%	95%	Yes
Contracts awarded without successful appeal.	100%	99%	No
Value of procurement card rebates.	\$500,000	\$826,721	Yes
Pages of printing completed.	27,000,000	44,100,831	Yes
Mail inserts processed.	6,000,000	9,563,002	Yes
Required federal and state accounting reports completed timely.	99%	99%	Yes
Payroll deductions processed by required due dates.	99%	100%	Yes
Claims pre-audited within 5 working days of receipt.	98%	99%	Yes
Non-general fund unemployment claim payments first paid from the general fund and then recovered from State agencies.	99%	99%	Yes
State Archives collection usage (downloads and page views).	23,000,000	20,468,248	Yes
Historical site and historic educational event visitors.	85,000	85,130	Yes
Accredited public libraries in Iowa per compliance tracking.	80%	87%	Yes
Public libraries which participate in Iowa Shares Program.	100%	99%	No

**Department of Administrative Services
FY2024-FY2025 Accomplishments**

Over the past fiscal year the Department of Administrative Services has been engaged in several exceptional projects that are not normally under DAS' purview.

Alignment Project Continued – The Department worked closely with the Governor's Office, the Department of Management, and the DOM DoIT to ensure the Governor's alignment was implemented for the Special Schools, Deaf of Blind, CBC, and Governor's IT with minimal interruptions to the State's day-to-day activities. DAS led activities related to alignment included accounting, payroll, procurement, and human resources elements on the state-wide enterprise level.

New State Accounting System Kick-off (CGI)

The Department is in the process of upgrading the State's enterprise-wide accounting system. Work on the new Cloud-based system began early in the spring of 2023. The Iowa Advantage upgrade involves a migration to the Cloud coupled with a "like-for-like" functional upgrade. The Iowa Advantage system was successfully implemented March, 2024.

On going projects over the 10-year annual planning are as follows:

- Check Writer Functionality - Moving off the mainframe and utilizing the CGI Check Writer functionality.
- Chart Accounts – establishing Statewide elements to ensure the three S's, Standardize, Streamline and Simply, goals and consistent reporting can be achieved.
- Workiva - Utilizing Iowa Advantage to create the Big Budget Book and Budget in Brief. The Department is working closely with DOM, DOM DoIT and CGI. Future plans include, utilizing Workiva to assist all Departments with the creation of the annual GAAP packages.
- Cost Allocation - The project to bring DHHS Cost Allocation into Iowa Advantage went live in October 2024. The Department is working closely with DOM, DOM DoIT, DHHS, and CGI. Cost Allocation has been utilized by one Department, IWD, in the past.

Annual Comprehensive Financial Report (ACFR)

The ACFR was completed timely, meeting the December 31st due date. The Department worked closely with DOM and all the Departments to get the GAAP packages submitted timely and make the completion date.

Learning Management System (LMS) Implementation

The Department has transitioned away from Learnsoft program to Workday Learning. This move will consolidate our LMS with the state's Workday contract to eliminate a vendor and align learning spend. In the first two years, the Department projects an estimated \$100,000 in saving, along with an implementation fee saving of \$1,000,000.00.

State of Iowa Engagement Survey – 2023-2024 Results

Amongst many other projects, the Department has been conducting Statewide engagement survey.

The three measures were tied to three of the more important areas of focus from this year's survey: Retention, Leadership/Manager Effectiveness, and Flexibility.

- Retention - 76% of employees can see themselves working here in 2 years
- Manager Effectiveness - 82% agree that leadership is successful in supporting them
- Flexibility - More than ½ of employees want more flexibility

Procurement Projects

The Department continued working through opportunities that arose throughout the year and continued working on growing and saving the State money.

Disaster assistance:

- Provided support for tornado recovery in Minden and Greenfield
- Provided support in the SEOC for flood response
- Created contracts for THUs in support of flood recovery efforts
- Created agreements for campgrounds and trailer parks in support of flood recovery efforts
- Negotiated agreement for the building of modular school for Rock Valley

Purchasing Card Program was moved to a NASPO Contract under the State of Washington's contract with US Bank as of 8/1/2023.

This has resulted in an increase in Rebate Revenue of approximately \$250,000 annually and has more favorable terms in regards to Rebate Revenue and late fees being assessed after 60 days past due versus 45 days. The State of Washington has a very large consortium of members with higher transaction volume which provides a competitive advantage during future contract negotiations with US Bank.

Others:

- Presented to Iowa State University – Supply Chain Management students about opportunities in public procurement
- Lead state for tire RFP/contract for national cooperative
- Hosted IPPA Fall Conference
- Participated in Joni Ernst Entrepreneur Expo

Disposition of Public Property

Cherokee MHI Property

- Estimated number of acres: 99
- The potential sale of the site to the public is on hold pending a decision from the City regarding acquiring the property for City use

Independence MHI Property

- Estimated number of gross acres offered for sale: 90
- Most of the land is tillable
- The site has been surveyed and appraised
- The site is under contract with Farmers National Company to sell

Eldora Training School Property

- Estimated number of gross acres offered for sale: 232
- Most of the land is tillable
- Survey and appraisal activities are in process
- The site is under contract with Farmers National Company to sell

Woodward Resource Center Property

- Number of gross acres offered for sale: 777
- The State has closed on the entire site (\$9,620,334 net proceeds)

Rockwell City Correctional Facility Property

- Number of gross acres offered for sale: 163
- The State has closed on the entire site (\$2,135,064 net proceeds)

Anamosa State Penitentiary Property

- Estimated number of gross acres offered for sale: over 1,000 subjects to survey
- The State is soliciting bids from the private sector to sell the land

Iowa State Penitentiary (Ft. Madison) Property

- Estimated number of gross acres offered for sale: over 500 subjects to survey
- The State is soliciting bids from the private sector to sell the land

Newton Correctional Facility Property

- Estimated number of gross acres offered for sale: 1,327
- The site is under contract with Farmers National Company to sell

Clarinda Correctional Facility

- This site consists of approximately 28 gross acres and is not being offered for sale

Iowa Correctional Institution for Women (Mitchellville) Property

- Estimated number of gross acres offered for sale: 75
- The site is under contract with Farmers National Company to sell
- The City of Mitchellville purchased 16 acres (\$479,695 net proceeds). The State has received an offer for 56 acres in the amount of \$784,000 and will be discussing the offer further with the buyer

AGENCY PERFORMANCE REPORT FY 2025

Name of Agency: Iowa Department of Administrative Services (DAS)

Agency Goals:

- Making the state executive branch an employer of choice by assisting state agencies and attracting a talented workforce through competitive salaries and benefits
- Providing economical and efficient support services to other agencies (purchasing, mail services, fleet, maintenance, construction, energy management)
- Ensuring proper financial controls over state government
- Enhancing access to arts, history and culture through information access and lifelong learning

Operational Unit	Performance Measure (Outcome)	FY25 Performance Target	FY25 Performance Actual	Commentary
General Services (Capitol Complex Maintenance)	Work requests completed within 5 business days of receipt by Capitol Complex Maintenance.	95%	95%	On-going training for personnel regarding tracking projects to completion and system reporting.
General Services (Design and Construction)	Major maintenance projects completed on-time and within budget.	99%	100%	Monitor project plans through owner representatives to ensure on-time, on-budget completion of projects.
General Services (Energy Consumption)	Percent of prior year Capitol Complex energy consumption.	99%	103%	Implement energy saving measures as identified and maintain aging equipment.
Central Procurement and Fleet Services (State Motor Pool)	Utilization rate of the State motor pool.	90%	94%	Provide competitive pricing and vehicle choices to State agencies and employees.

Human Resources (Training and Development)	State training participants who indicate the skills, abilities, and knowledge gained in a training course will help job performance.	95%	98%	Survey participants subsequent to training opportunities, seeking suggested improvements and alternative course offerings.
Human Resources (Classification Review)	Position classification reviews completed within 60 days after requested.	99.5%	99.20%	Monitor classification completion matrices. Provide training on classification system/review to State agency personnel.
General Services (Mail Services)	Metered first-class mail processed at discounted postage rates.	95%	95%	Provide training and education to state agency personnel.
Central Procurement and Fleet Services (Central Purchasing)	Contracts awarded without successful appeal.	100%	99%	Evaluate and award bids in a "best practices" manner.
Central Procurement and Fleet Services (Procurement Card Program)	Value of procurement card rebates.	\$500,000	\$826,721	Provide training and information to State agencies and vendors regarding the State's procurement card program; prompt vendor payment, reduced document processing benefits and a rebate which reduces the procurement utility fee.
Central Procurement and Fleet Services (Print Services)	Pages of printing completed.	27,000,000	44,100,831	Support state agencies' requirements for printed data, to include various categories of confidential information.
Central Procurement and Fleet Services (Print Services)	Mail inserts processed.	6,000,000	9,563,002	Support State agencies' requirements for printed data delivery to the public, to include various categories of confidential information.
State Accounting (Financial Reports)	Required federal and state accounting reports completed timely.	99%	99%	N/A.
State Accounting (Payroll)	Payroll deductions processed by required due dates.	99%	100%	Ensuring proper financial controls over state government
State Accounting (Pre-audit)	Claims pre-audited within 5 working days of receipt.	98%	99%	Identify improvements of the current process in order to maintain this standard of excellence.

State Accounting (Unemployment Claim Payment)	Non-general fund unemployment claim payments first paid from the general fund and then recovered from State agencies.	99%	99%	Monitor current practices to determine if additional efficient processes can be identified.
State Historical Society (State Archives Usage)	State Archives Collection usage (downloads and page views).	23,000,000	20,468,248	Work proactively with state agencies to recover funds to ensure the general fund is reimbursed amounts owed for unemployment claims.
State Historical Society (Visitor Count)	Historic site and historic educational event visitors.	85,000	85,130	Institutional capacity.
State Library (Library Accreditation)	Accredited public libraries in Iowa.	80%	87%	Public library delivery
State Library (Iowa Shares Program Participation)	Public libraries which participate in Iowa Shares Program.	100%	99%	