
Amendment #1 – State of Maryland, Request for Proposals #: LA-08-22

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-08-22:

The following language is deleted from Section 1.1 of the RFP:

1.1 Type and amount:

- 84,357 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

And Replaced with the following language:

1.1 Type and amount:

- 83,847 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

The following language is deleted from Section 2.6 of the RFP:

1. Proposals must be received on Thursday, July 21, 2022, by 3:30 PM EST.

And Replaced with the following language:

1. Proposals must be received on Thursday, August 18, 2022, by 3:30 PM EST.

The space program attached in the RFP document has also been amended to address various typos, identify several positions that will be sharing offices, and identifying several positions which were originally omitted or given the incorrect amount of space. Any item throughout the space program that has been altered has been highlighted in yellow. The revised space program is attached to this amendment as an exhibit.

Information may be found on eMMA by clicking the link below:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/29994



**STATE OF MARYLAND
DEPARTMENT OF LABOR
SPACE PROGRAM**

Amount of Space Requested - Summary of Departments

SPACE DETAILS	OFFICE	SPECIAL PURPOSE	CIRCULATION	0%	TOTAL	LAND REQUIRED (in sq. ft. or acres)
Square Feet - Office of the AG	3,870	2,895	0		6,765	
Square Feet - Office of UI	16,010	5,298	0		21,308	
Square feet - DWDAL	7,205	4,299	0		11,504	
Square Feet - Govenors Workforce	640	585	0		1,225	
Square Feet - Financial Regulations	3,070	1,610	0		4,680	
Square Feet - Internal Audit	265	185	0		450	
Square Feet - General Services	2,060	4,354	0		6,414	
Square Feet - Office of Secretary	2,175	2,030	0		4,205	
Square Feet - Office of Administration	4,005	3,582	0		7,587	
Square Feet - Office of Occupational & Profession	4,575	4,050	0		8,625	
Square Feet - OIT - (Labor)	3,295	3,382	0		6,677	
Square Feet - Office of Fair Practice	280	412	0		692	
Square Feet - DOIT	1,490	2,225	0		3,715	
Total Requested Square Footage					83,847	

SPACE AND PERSONNEL: Present and Projected Requirements | DWDAL

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
DWDAL														
Office of Assistant Security														
Admin Prog Mgr II (Alternates days with Admin Prog Mgr I)	1	-	-	1		1	-	-	110		-	-	-	-
Admin Prog Mgr I (Alternates days with Admin Prog Mgr II)	1			1										
Administrator IV (2 positions share one office)	2	-	-	2		1		-	110		-	-	-	-
Exec Assoc I	1	-	-	1			1	-	50		-	-	-	-
Exec VII	1	-	-	1			1	-	150		-	-	-	-
Prgm Mgr III	1	-	-	1			1	-	50		-	-	-	-
Administrator III	2	-	-	2			5	-	100		3	-	3	150
Prgm Mgr IV	1	-	-	1				-			-	-	-	-
Prgm Mgr Senior II	1	-	-	1			1	-	110		-	-	-	-
Administrator VI	1	-	-	1			1	-	110		-	-	-	-
Administrator V	1	-	-	1			1	-	50		-	-	-	-
Agency Grants Spec I	1	-	-	1			2	-	50		1	-	1	50
Agency Grants Spec II	2	-	-	2			2	-	100		-	-	-	-
Fiscal Accounts Technician II	1	-	-	1			1	-	50		-	-	-	-
Administrator I	5	-	-	5			5	-			5	-	5	250
Administrator II	2	-	-	2			2	-	100		-	-	-	-
Prgm Mgr II	1	-	-	1			1	-	110		-	-	-	-
Admin Spec III	1	-	1	2				1	35		-	-	-	-
Administrator I	2	-	-	2							-	-	-	-
Prgm Mgr Senior I	1	-	-	1			1	-	110		-	-	-	-
Adult Education & Literacy Service														
Educ Program Manager II		-	1	1			1	-	110		-	-	-	-
Educ Program Spec I	1	-	-	1				1	50		-	-	-	-
Educ Program Spec Supv I	1	-	-	1				1	50		-	-	-	-
Educ Program Specialist DLLR	5	-	1	6			6	-	300		-	-	-	-
Educ Program Supervisor DLLR (2 positions share one office)	2	-	-	2			1	-	110		-	-	-	-
Management Associate - 2650		-	1	1			1	-	50		-	-	-	-
Office Secy II	1	-	-	1				1	50		-	-	-	-
Office Secy III	1	-	-	1				1	50		-	-	-	-
Correctional Education														
Academic Project Manager	1	-	-	1				1	50		-	-	-	-
Admin Asst to Director		-	1	1				1	50		-	-	-	-
Admin Officer III	1	-	-	1				1	50		-	-	-	-
Admin Spec III	1	-	-	1				1	35		1	-	1	50
Coord Corr Educ DLLR	1	-	-	1				2	50		1	-	1	50
Coord Corr Educ DLLR	3	-	-	3				3	150		-	-	-	-
Dir Corr Educ	1	-	-	1				1	110		-	-	-	-
Field Dir Coor Educ Prgms DLLR	1	-	-	1				1	110		-	-	-	-

LACES Data Clerk	1	-	-	1	-	-	1	-	50		-	-	-	-
Management Associate	1	-	-	1	-	-	1	-	50		-	-	-	-
Occu Program Support	1	-	-	1	-	-	1	-	50		-	-	-	-
Special Educ Data Specialist		-	1	1	-	-	1	-	50		-	-	-	-
Special Educ IEP Specialist	1	-	-	1	-	-	1	-	50		-	-	-	-
Staff Specialist I Education (2 positions share one office)	2	-	-	2	-	1	-	-	110		-	-	-	-
Tablet Program Manager	1	-	-	1	-	-	1	-	50		-	-	-	-
Trans Program Support	1	-	-	1	-	-	1	-	50		-	-	-	-
Apprenticeship														
Admin Spec I	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator I	6	-	-	6	-	-		5	175			-		
Administrator I		-	-		-	-	3				3	-	3	150
Administrator III	1	-	-	1	-	-	1	-	50		-	-	-	-
Prgm Mgr I	2	-	1	3	-		2	-	100		-	-	-	-
Prgm Mgr Senior I	1	-	-	1	-	1	-	-	110		-	-	-	-
Prgm Mgr I	2			2	-	-	2		100					
Business Services														
Administrator I	1	-	-	1				3	35		2	-	2	70
Prgm Mgr II	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator III	1	-	-	1	-	-	1	-	50		-	-	-	-
Office Clerk II	1	-	-	1	-	-	1	-	50		-	-	-	-
Office Secy III	-	-	1	1	-	-	1	-	50		-	-	-	-
Office of Workforce Development														
MIS Data Clerk		-	1	1	-	-	1	-	50		-	-	-	-
Administrator III	1	-	-	1	-	-		1	35		-	-	-	-
Prgm Mgr Senior II	1	-	-	1	-	1	-	-	110		-	-	-	-
Prgm Mgr I	1	-	-	1	-	-	1	-	50		-	-	-	-
Office Clerk I	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator II	1	-	-	1	-	-	1	-	50		-	-	-	-
Dislocated Workers														
Admin Officer I	3	-	1	4	-	-		2	70		-	-	-	-
Administrator II	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator IV	1	-	-	1	-	-	1	-	50		-	-	-	-
SCSEP														
Prgm Mgr I	1	-	-	1	-	-	1	-	50		-	-	-	-
Admin Spec II	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator II	1	-	-	1	-	-	1	-	50		-	-	-	-
Veterans														
Job Service Spec II	1	-	-	1	-	-	1	-	50		-	-	-	-
Job Service Spec III	2	-	-	2	-	-	2	-	100		-	-	-	-
Prgm Mgr I	1	-	-	1	-	-	1	-	50		-	-	-	-
USDOL Vet Rep	1			1		1			110					
Administrator I	1	-	1	2	-	-	-	2	70		-	-	-	-
Workforce Informance & Performance														
Office Secy III	1	-	-	1	-	-	1	-	50		-	-	-	-
Prgm Mgr III	1	-	-	1	-	-	1	-	50		-	-	-	-
Administrator V	1	-	-	1	-	-	1	-	50		-	-	-	-
Prgm Mgr IV	1	-	-	1	-	1	-	-	110		-	-	-	-
Admin Officer II	1	-	-	1	-	-	2	-	70		-	-	-	-

Administrator I	2	-	1	3	-	-	3	-	150	-	-	-	-
IT Asst Director II (alternates days with below Prgm Mgr I)	1	-	-	1	-	1	-	-	110	-	-	-	-
IT Functional Analyst II	2	-	2	4	-	-	2	-	100	-	-	-	-
Admin Officer I	3	-	-	3	-	-	2	-	100	-	-	-	-
Admin Officer II	-	-	1	1	-	-	1	-	50	-	-	-	-
Administrator I	1	-	-	1	-	-	-	-	-	-	-	-	-
Administrator II	1	-	-	1	-	-	1	-	50	-	-	-	-
Prgm Mgr II	1	-	-	1	-	-	1	-	50	-	-	-	-
Staff Specialist II	1	-	-	1	-	-	1	-	50	-	-	-	-
Admin Officer I	3	-	1	4	-	-	1	-	50	-	-	-	-
Administrator I	-	-	4	4	-	-	2	-	100	-	-	-	-
Administrator II	1	-	-	1	-	-	4	-	100	2	-	2	100
Prgm Mgr I (Alternates days with above IT Asst Director II)	1	-	-	1	-	-	-	-	-	-	-	-	-
TOTAL THIS PAGE	131	-	22	153	-	17	96	15	6,335	18	-	18	870
TOTAL OTHER PAGES													
A. TOTAL OFFICE SPACE:	131	-	22	153	-	17	96	15	6,335		-	18	870
SPECIAL PURPOSE SPACE				# of Staff/Items				Square Feet					
<i>Storage/Supplies - Secured</i>				1				150					
<i>Storage/Sensitive and other equipment - Secured</i>				1				150					
<i>Storage/Communications publications, give aways, etc. - Secured</i>				1				150					
<i>Supply Closet - Workforce Development</i>				3				45					
<i>Supply Closet - Correctional Education</i>				1				15					
<i>Supply Closet - Ad Ed</i>				2				30					
<i>Supply Closet - OAS</i>				2				30					
File room - Workforce Development (This needs to be a locked room)				22				330					
File room - Correctional Education (Needs to be locked - PII)				10				150					
File room - Adult Ed (needs to be locked - PII)				6				90					
File room - OWIP				8				120					
File room - Fiscal (with locking storage for fiscal records)				13				195					
<i>Conference Room - LOCATED WITH THE DEPARTMENT</i>				20				600					
<i>Conference Room - LOCATED IN CONFERENCE CENTER</i>				40				800					
<i>Coffee Nook</i>				3				210					
<i>Mail Room</i>				1				80					
<i>Copy Area - DWDAL / CE</i>				1				12					
<i>Copy Area - DWDAL / AE</i>				1				12					
<i>Copy Area - DWDAL / Workforce</i>				1				12					
<i>Copy Area - DWDAL - Workforce</i>				1				12					
<i>Copy Area - DWDAL Fiscal</i>				1				12					
<i>Copy Area - DWDAL - OWIP</i>				1				12					
<i>Copy Area - DWDAL - OWIP</i>				1				12					
<i>Library - Correctional Education - required by law</i>				1				150					
<i>Huddle</i>				4				320					
<i>Team Room</i>				5				600					
				b. Total Special Purpose				4,299					
				Sub-Total (a and b):				10,634					
				Circulation:				0%					
				Grand Totals				4,299					
				Total Space				11,504					
				Needs In 5				0%					

	<i>TOTAL SQUARE FEET:</i>			10,634		Years:		11,504
--	---------------------------	--	--	--------	--	--------	--	--------

SPACE AND PERSONNEL: Present and Projected Requirements (Office of UI)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION			FULL TIME	PART TIME OR	TOTAL EMP.	TOTAL SQUARE
		FIELD									FIELD		FEET	
OFFICE OF UI														
Office of Assistance Secretary														
Assistant Secretary	-	-	1	1	-	1	-	-	150		-	-	-	
Prgm Mgr Senior IV	-	-	1	1	-	1	-	-	110		-	-	-	
Prgm Mgr II	-	-	1	1	-	-	1	-	50		-	-	-	
Prgm Mgr Senior III	2	-	-	2	-	2	-	-	220		-	-	-	
UI Professional III	1	-	-	1	-	-	1	-	50		-	-	-	
UI Professional VIII	2	-	-	2	-	-	2	-	100		-	-	-	
UI Professional VIII	-	1	-	1	-	1	-	-	110		-	-	-	
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	
Policy / Communications / Metrics Data														
Prgm Mgr Senior II	1	-	-	1		1	-	-	110		-	-	-	
Admin Prgm Mgr II (Shares office with Prgm Mgr Sr I in the BAM department on alternate days)	1	-	-	1		1	-	-	110		-	-	-	
UI Professional VI	4	-	-	4	-	-	4	-	200		-	-	-	
UI Professional IX	1	-	-	1	-	-	1	-	50		-	-	-	
Administrator II	1	-	-	1	-	-	1	-	50		-	-	-	
Fiscal Support Services														
Prgm Mgr Senior II	1	-	-	1	-	1	-	-	110		-	-	-	
Prgm Mgr II	-	-	1	1	-	-	1	-	50		-	-	-	
UI Professional III	1	-	-	1	-	-	1	-	50		-	-	-	
UI Professional IV	2	-	-	2	-	-	2	-	100		-	-	-	
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	
UI Professional VII	2	-	-	2	-	-	2	-	100		-	-	-	
Work Study Student	-	1	-	1	-	-	1	-	50		-	-	-	
Legal														
Prgm Mgr Senior I	1	-	-	1	-	-	1	-	50		-	-	-	
UI Legal Officer I	-	-	1	1	-	-	2	-	50		1	-	1 50	
UI Legal Officer II	1	-	1	2	-	-	3	-	100		1	-	1 50	
UI Legal Officer III	4	-	-	4	-	-	4	-	200		-	-	-	
UI Professional II	1	-	-	1	-	-	1	-	50		-	-	-	
UI Professional III	5	-	-	5	-	-	5	-	250		-	-	-	
UI Professional IV	2	-	-	2	-	-	2	-	100		-	-	-	
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	
UI Professional VII	1	-	-	1	-	-	1	-	50		-	-	-	
Beacon Support														
Prgm Mgr Senior III	1	-	-	1	-	1	-	-	110		-	-	-	
Administrator I	1	-	-	1	-	-	1	-	50		-	-	-	

UI Professional V	-	-	1	1	-	-	1	-	50		-	-	-	-
UI Professional VI	2	-	-	2	-	-	2	-	100		-	-	-	-
UI Professional VII	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional VIII	-	-	1	1	-	-	1	-	50		-	-	-	-
UI Professional IX	-	-	2	2	-	-	2	-	100		-	-	-	-
Outside Vendor/Contractor	15	-	-	15	-	-	15	-	750		-	-	-	-
Benefit Accuracy & Measurements Unit														
Prgm Mgr Senior I (Shares office with Admin Prgm Mgr II in the Policy department on alternate days)	1	-	-	1	-	-	-	-	-		-	-	-	-
UI Legal Officer I	2	-	-	2	-	-	2	-	100		-	-	-	-
UI Professional II	2	-	1	3	-	-	3	-	150		-	-	-	-
UI Professional III	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional IV	5	-	-	5	-	-	5	-	250		-	-	-	-
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional VIII	1	-	1	2	-	-	2	-	100		-	-	-	-
BPC														
UI Professional I	10	-	29	39	-	-	54	-	1,950		15	-	15	750
UI Professional II	7	-	-	7	-	-	7	-	350		-	-	-	-
UI Professional III	3	-	-	3	-	-	3	-	150		-	-	-	-
UI Professional IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional IX (Shared office with UI Professional X on alternate days.)	1	-	-	1	-	1	-	-	110		-	-	-	-
UI Professional X (Shared office with UI Professional IX on alternate days.)	1	-	-	1	-	-	-	-	-		-	-	-	-
UI Professional V (These three positions share 1 office on alternate days)	3	-	-	3	-	1	-	-	110		-	-	-	-
UI Int Associate I	-	-	14	14	-	-	14	-	700		-	-	-	-
Contributions														
UI Professional I	1	-	-	1	-	-	16	-	50		15	-	15	750
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional IX	1	-	-	1	-	-	1	-	50		-	-	-	-
CPU														
UI Professional II-1151	5	-	-	5	-	-	5	-	250		-	-	-	-
UI Professional III	2	-	-	2	-	-	2	-	100		-	-	-	-
UI Professional IV	-	-	1	1	-	-	1	-	50		-	-	-	-
UI Professional VI	1	-	-	1	-	-	1	-	50		-	-	-	-
Document & Scanning Unit														
UI Professional I	3	-	3	6	-	-	9	-	450		-	-	-	-
UI Professional II-1151	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional III	-	-	1	1	-	-	1	-	50		-	-	-	-
UI Professional IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
Employer Assistance Unit / MDUI Employer Call Center														
UI Professional I	7	-	10	17	-	-	17	-	850		-	-	-	-

UI Professional II-1151	5	-	-	5	-	-	5	-	250		-	-	-	-
UI Professional III	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional VI	2	-	-	2	-	-	2	-	100		-	-	-	-
UI Professional VII	-	-	1	1	-	-	1	-	50		-	-	-	-
Prgm Mgr Senior I	1	-	-	1	-	-	1	-	50		-	-	-	-
Employer Assistance Unit / MDUI Employer Status Unit														
UI Professional I	-	1	-	1	-	-	1	-	50		-	-	-	-
UI Professional II-1151	5	-	-	5	-	-	5	-	250		-	-	-	-
UI Professional III	4	-	-	4	-	-	4	-	200		-	-	-	-
UI Professional VI	2	-	-	2	-	-	2	-	100		-	-	-	-
MDUI Employer Assistance Unit / MDUI Review Determination Unit														
UI Professional III	4	-	-	4	-	-	4	-	200		-	-	-	-
UI Professional IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional VI	1	-	-	1	-	-	1	-	50		-	-	-	-
Field and Tax Enforcement Unit														
UI Professional I	2	-	-	2	-	-	7	-	100		5	-	5	250
UI Professional II-1151	4	-	-	4	-	-	4	-	200		-	-	-	-
UI Professional III	3	-	-	3	-	-	3	-	150		-	-	-	-
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional VI	1	-	-	1	-	-	1	-	50		-	-	-	-
Prgm Mgr Senior I	1	-	-	1	-	-	1	-	50		-	-	-	-
Trade Work Share														
Program Mgr IV	1	-	-	1		1		-	110		-	-	-	-
UI Professional I	1	-	-	1	-	-	2	-	100		-	-	-	-
UI Professional II	3	-	-	3	-	-	3	-	150		-	-	-	-
Fund MGT														
Program Mgr Senior I	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Tax Account Prof IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Tax Acct Professional III	1	-	-	1	-	-	1	-	50		-	-	-	-
Fund Mgt Accounts Rec														
UI Professional I	1	-	2	3	-	-	3	-	150		-	-	-	-
UI Professional II	5	-	-	5	-	-	6	-	250		1	-	1	50
UI Professional III	4	-	1	5	-	-	5	-	250		-	-	-	-
UI Tax Accountant III	1	-	1	2	-	-	2	-	100		-	-	-	-
UI Tax Accountant IV	1	-	1	2	-	-	2	-	100		-	-	-	-
UI Tax Accountant V		-	1	1	-	-	1	-	50		-	-	-	-
UI Professional V	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Tax Accountant Professional II	-	-	1	1	-	-	1	-	50		-	-	-	-
MDUI Fund Management & Accounting Unit - Cashiers Unit														
UI Professional I	-	-	1	1	-	-	1	-	50		-	-	-	-
UI Professional II	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Professional III	1	-	-	1	-	-	1	-	50		-	-	-	-

UI Tax Acct Professional IV	1	-	-	1	-	-	1	-	50		-	-	-	-
UI Tax Acct Professional II	-	-	1	1	-	-	1	-	50		-	-	-	-
TOTAL THIS PAGE	186	3	80	269	-	12	293	-	14,110	14,110	38	-	38	1,900
TOTAL OTHER PAGES														
A. TOTAL OFFICE SPACE:	186	3	80	269	-	12	293	-	14,110	(A)	38	-	38	1,900
SPECIAL PURPOSE SPACE				# of Staff/Items				Square Feet						
<i>Storage</i>				15				225						
<i>Supply Closet</i>				3				45						
<i>Conference Room - LOCATED WITHIN THE DEPARTMENT</i>				30				600						
<i>Conference Room - LOCATED IN THE CONFERENCE CENTER</i>				40				800						
<i>Coffee Nook</i>				5				350						
<i>Training room 10 -15 computers</i>				15				450						
<i>Mail Room (Scanning and Processing) - Secured -Scanning and cashier's office need to be next to each other</i>				1				450						
<i>Copy Area - UI/Benefit Payment</i>				1				12						
<i>Copy Area - UI/Acct Receivable</i>				1				12						
<i>Copy Area - UI/Benefits</i>				1				12						
<i>Copy Area - UI/Acct Maintenance</i>				1				12						
<i>Copy Area - UI/Document Mgt</i>				1				12						
<i>Copy Area - UI/Employer Call Center</i>				1				12						
<i>Copy Area - UI/ISPI and BAM</i>				1				12						
<i>Copy Area - UI/OAS</i>				1				12						
<i>Copy Area - UI/Policy and Comms</i>				1				12						
<i>Library</i>				1				150						
<i>Huddle Room</i>				10				800						
<i>Team Room</i>				11				1,320						
<i>b. Total Special Purpose</i>								5,298 (B)						
<i>Sub-Total (a and b):</i>								19,408 (A+B)						
<i>Circulation:</i>				0%				-						
TOTAL SQUARE FEET:								19,408						
											Grand Totals		5,298	
											Total Space		21,308	
											Needs In 5		0%	
											Years:		21,308	

SPACE AND PERSONNEL: Present and Projected Requirements | Office of Administration

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
	Executive Administration													
Admin Officer III	1	-	-	1	-	-	1	-	50		-	-	-	-
Office Secretary III - Receptionist	1	-	-	1	-	-	1	-	50		-	-	-	-
Prgm Mgr Senior III	1	-	-	1	-	1	-	-	150		-	-	-	-
OBFS Director														
Prgm Mgr Senior II	1			1	-	1	-	-	110		-	-	-	-
Prgm Mgr Senior I	1			1	-	-	1		50		-	-	-	-
OBFS General Accountant														
Accountant Supervisor I	1	-	-	1	-	-	1	-	50		-	-	-	-
Accountant Advanced		-	1	1	-	-	3	-	50		2	-	2	100
Admin Officer III	1	-	-	1	-	-	1	-	50		-	-	-	-
Fiscal Accounts Clerk Manager	1	-	-	1	-	-	1	-	50		-	-	-	-
Fiscal Accounts Technician II	4	-	-	4	-	-	4	-	200		-	-	-	-
Fiscal Accounts Technician II	1	-	-	1	-	-	1	-	50		-	-	-	-
Fiscal Accounts Technician II		-	1	1	-	-	1	-	50		-	-	-	-
Fiscal Accounts Technician Supv	2	-	-	2	-	-	2	-	100		-	-	-	-
Fiscal Services Admin III	1	-	-	1	-	1	-	-	110		-	-	-	-
Fiscal Services Admin I	2	-	-	2	-	-	2	-	100		-	-	-	-
OBFS Budget & FIMS														
Accountant Supervisor II	1			1	-	-	1	-	50		-	-	-	-
Administrator I	1			1	-	-	1	-	50		-	-	-	-
Agency Budget Spec II	1			1	-	-	3	-	50		2	-	2	100
Fiscal Services Admin I	1			1	-	-	1	-	50		-	-	-	-
Fiscal Services Admin I	1			1	-	-	1	-	50		-	-	-	-
Fiscal Services Admin I	1			1	-	-	1	-	50		-	-	-	-
Fiscal Services Admin IV	1			1		1	-		110		-	-	-	-
Grants														
Accountant Advanced	1	-	-	1	-	-	1	-	50		-	-	-	-
Agency Grants Spec II	1	-	-	1	-	-	2	-	50		1	-	1	50
Fiscal Services Admin I	-	-	1	1	-	-	1	-	50		-	-	-	-
Fiscal Services Admin II	-	-	1	1		1	-		110		-	-	-	-
Prgm Manager II	1	-	-	1	-	-	1	-	50		-	-	-	-
Human Resources														
HR Director II	1	-	-	1	-	1	-	-	110		-	-	-	-
Office Services Clerk		-	1	1	-	-	1	-	50		-	-	-	-
Administrator III		-	1	1	-	-	1	-	50		-	-	-	-
HR Deputy Director														
HR Administrator IV	1	-	-	1	-	1	-	-	110		-	-	-	-
Admin Officer I	2	-	-	2	-	-	1	-	50		-	-	-	-
HR Officer III	1	-	1	2	-	2	-	-	220		2	-	-	-

Fiscal Accounts Technician Supv	1	-	-	1	-	-	1	-	50		-	-	-	-	
Management Associate	1	-	-	1	-	-	1	-	50		-	-	-	-	
Personnel Associate II	1	-	-	1	-	-	1	-	50		-	-	-	-	
HR Recruitment															
HR Administrator I (These 2 positions share 1 office on alternate days)	2	-	-	2		1	-	-	110		-	-	-	-	
HR Administrator I	1	-	-	1			1		50						
HR Administrator II	1	-	-	1	-	1	-	-	110		-	-	-	-	
HR Officer I	1	-	-	1	-		1	-	50		-	-	-	-	
HR Officer II	3	-	-	3	-		3	-	150		-	-	-	-	
Procurement															
Admin Officer III	-	1	-	1	-	-	-	1	35		-	-	-	-	
Procurement Manager II	1	-	-	1	-		1	-	110		-	-	-	-	
Procurement Officer I	3	-	-	3	-		6	-	200		2	-	2	100	
Procurement Officer III (These 2 positions share 1 office on alternate days)	2	-	-	2		1	-	-	110		-	-	-	-	
Procurement Officer Trainee	-	-	1	1	-	-	1	-	50		-	-	-	-	
TOTAL THIS PAGE	56	1	8	65	-	13	50	1	3,655		7	-	7	350	
TOTAL OTHER PAGES															
A. TOTAL OFFICE SPACE:	56	1	8	65	-	13	50	1	3,655	(A)		-	7	350	
SPECIAL PURPOSE SPACE				# of Staff/Items								Square Feet			
<i>Storage room for training materials</i>				1				150							
<i>Storage Room/Supplies - Must be secured</i>				1				150							
<i>Supply Closet w locking cabinet</i>				3				45							
<i>Lateral File Cabinets (15 SF/Cabinet) Fiscal Services 8 w/4 Drawer</i>				8				120							
<i>File room 1/HR Records Room (rolling system) + 6 w/4 drawer lateral cabinets</i>				1				450							
<i>Conference Room A - Located in Conference Center</i>				60				1,200							
<i>Conference Room</i>				30				600							
<i>Coffee Nook</i>				2				140							
<i>Receptionist Area - Will have receptionist & waiting area 115 sf</i>				10				175							
<i>Mail Room</i>				1				80							
<i>Copy Area - OOA/Fiscal</i>				1				12							
<i>Copy Area - OOA/HR</i>				1				12							
<i>Copy Area - OOA/Procurement</i>				1				12							
<i>Copy Area - OOA</i>				1				12							
<i>Copy Area - OOA/Fiscal FMIS printer</i>				1				12							
<i>Copy Area - OOA/Fiscal</i>				1				12							
<i>Huddle Room</i>				10				160							
<i>Team Room</i>				2				240							
b. Total Special Purpose								3,582				Grand Totals			
Sub-Total (a and b):								7,237				Total Space			
Circulation:				0%				-				Needs In 5			
TOTAL SQUARE FEET:								7,237				Years:			
												3,582			
												7,587			
												0%			
												7,587			

SPACE AND PERSONNEL: Present and Projected Requirements | OAG

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED					REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>							
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	FULL TIME			PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET					
OFFICE OF AG																			
Principal Counsel	1	-	-	1	-	1	-	-	-	110		-	-	-	-	-	-	-	
Deputy Counsel	2	-	-	2	-	2	-	-	-	220		-	-	-	-	-	-	-	
AAG VIII	1	-	-	1	-	1	-	-	-	110		-	-	-	-	-	-	-	
AAG VII	2	-	-	2	-	2	-	-	-	220		-	-	-	-	-	-	-	
AAG VI	15	-	4	19	-	22	-	-	-	2,420		3	-	3		330			
AAG VI (Two positions share one office)	2	-	-	2		1	-	-	-	110		-	-	-	-	-	-	-	
Paralegal	1	-	1	2		-	3	-	-	100		1	-	1		50			
Admin. Officer	3	-	-	3	-	-	3	-	-	150		-	-	-	-	-	-	-	
Legal Secretary	1	-	-	1	-	-	1	-	-	50		-	-	-	-	-	-	-	
TOTAL THIS PAGE	28	-	5	33	-	29	7	-	-	3,490								380	
TOTAL OTHER PAGES																			
A. TOTAL OFFICE SP	28	-	5	33	-	29	7	-	-	3,490								380	
SPECIAL PURPOSE SPACE					# of Staff/Items							Square Feet							
<i>Storage Areas (for supplies, etc.)</i>						2					300								
<i>Supply Closet - open area cabinet will lock</i>						3					45								
<i>Extra Files (Specify Number) - Placed throughout space</i>						36					540								
<i>Conference, Specify Average Attendance - LOCATED IN THE CONFERENCE CENTER</i>						40					800								
<i>Conference Room - LOCATED WITHIN THE DEPARTMENT</i>						20					400								
<i>Coffee Nook</i>						1					70								
<i>Receptionist Area</i>						8					80								
<i>Mail Prep Area</i>						1					80								
<i>Law Library</i>						1					500								
<i>Huddle Room</i>						1					80								
											-								
											-								
											2,895		Grand Totals						2,895
											6,385		Total Space						6,765
											-		Needs In 5					0%	-
											6,385		Years:						6,765

	<i>b. Total Special Purpose</i>				1,610		Grand Totals		1,610
	<i>Sub-Total (a and b):</i>				4,525		Total Space		4,680
	<i>Circulation:</i>		0%		-		Needs In 5	0%	-
	TOTAL SQUARE FEET:				4,525		Years:		4,680

SPACE AND PERSONNEL: Present and Projected Requirements Internal Audit															
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED					DGS use only	5 YEAR PROJECTION (new positions, beyond current level)				
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	REQ'D SQ. FEET		FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET	
OFFICE OF UI															
Internal Auditor Prog Sup	1	-	-	1	-	1	-	-	-	110		-	-	-	
Internal Auditor II	2	-	-	2	-	-	-	-	2	70		-	-	-	
Internal Auditor I	1	-	-	1	-	-	1	1	1	35		1	-	1	
Office Secretary	1			1			1			50					
TOTAL THIS PAGE	5	-	-	5	-	1	1	3	215			-	-	50	
TOTAL OTHER PAGES															
A. TOTAL OFFICE SPACE:	5	-	-	5	-	1	1	3	215	(A)		-	-	50	
SPECIAL PURPOSE SPACE					# of Staff/Items						Square Feet				
Supply Closet - Open area - Cabinetry will lock						1				15					
Conference Room - within Department						5				100					
Coffee Nook						1				70					
										-		-		-	
										185	(B)	Grand Totals		185	
										400	(A+B)	Total Space		450	
						0%				-		Needs In 5		0%	
										400		Years:		450	

SPACE AND PERSONNEL: Present and Projected Requirements | Office of General Services

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED					DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	REQ'D SQ. FEET		FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
General Service														
Admin Program Manager III	1	-	-	1	-	1	-	-	110		-	-	-	
Admin. Prog Mgr. II - 5473		-	1	1	-	1	-	-	110		-	-	-	
Administrator III	1	-	-	1	-	-	1	-	50		-	-	-	
Administrator II		-	1	1	-	-	1	-	50		-	-	-	
Administrator II	1	-	-	1	-	-	1	-	50		-	-	-	
Administrator I	2	-	-	2	-	-	2	-	100		-	-	-	
Admin Officer III	1	-	-	1	-	-	4	-	50		3	-	3	
Admin Officer III	1	-	-	1	-	-	1	-	50		-	-	-	
Admin Officer III		-	1	1	-	-	1	-	50		-	-	-	
Maint Supv I Non Lic	1	-	-	1	-	-	-	1	35		-	-	-	
Management Associate	1	-	-	1	-	-	1	-	50		-	-	-	
Office Manager	1	-	-	1	-	-	1	-	50		-	-	-	
Services Supervisor III	1	-	-	1	-	-	1	-	50		-	-	-	
Admin Spec III	2	-	-	2	-	-	2	-	100		-	-	-	
Admin Aide	1	-	-	1	-	-	1	-	50		-	-	-	
Admin Spec II	2	-	-	2	-	-	2	-	100		-	-	-	
Admin Specialist II	1	-	-	1	-	-	1	-	50		-	-	-	
Electrician Senior	1	-	-	1	-	-	-	1	35		-	-	-	
Maint Chief I Non Lic	1	-	-	1	-	-	-	1	35		-	-	-	
Office Services Clerk Lead	2	-	-	2	-	-	2	-	100		-	-	-	
Sevices Specialist	3	-	-	3	-	-	3	-	150		-	-	-	
Painter	1	-	-	1	-	-	1	-	50		-	-	-	
Maint Mechanic Senior	2	-	-	2	-	-	-	1	35		-	-	-	
Contractual Hourly	2	-	-	2	-	-	2	-	100		-	-	-	
Office Clerk II		-	1	1	-	-	1	-	50		-	-	-	
Office Clerk II	2	-	-	2	-	-	2	-	100		-	-	-	
Supply Officer I	1	-	-	1	-	-	1	-	50		-	-	-	
Admin Spec I		-	2	2	-	-	2	-	100		-	-	-	
TOTAL THIS PAGE	32	-	6	38	-	2	34	4	1,910				150	
TOTAL OTHER PAGES														
A. TOTAL OFFICE SPACE:	32	-	6	38	-	2	34	4	1,910	(A)			150	
SPECIAL PURPOSE SPACE					# of Staff/Items						Square Feet			
<i>Storage/Sensitive Equipment - Must be secured</i>									300					
<i>Storage Room - OGS Office (supplies and onhand items needed) - Secured</i>									300					
<i>Conference Room - Conference Center</i>									400					
<i>Coffee Neck</i>									70					
<i>Mailroom - Must be secured</i>									3,000					
<i>Copy Area</i>									48					
<i>Copy Area</i>									24					
<i>Copy Area</i>									12					

<i>Huddle</i>			1		80			-		-
<i>Team Room</i>			1		120			-		-
	<i>b. Total Special Purpose</i>				4,354	(B)	Grand Totals			4,354
	<i>Sub-Total (a and b):</i>				6,264	(A+B)	Total Space			6,414
	<i>Circulation:</i>		0%		-		Needs In 5	0%		-
	TOTAL SQUARE FEET:				6,264		Years:			6,414

SPACE AND PERSONNEL: Present and Projected Requirements Office of the Secretary															
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED					REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	FULL TIME			PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET	
Office of Secretary															
Administrator I	1	-	-	1	-	-	-	1	35		-	-	-	-	
Secretary of LABOR	1	-	-	1	-	1	-	-	250		-	-	-	-	
Deputy Secretary of LABOR	1	-	-	1	-	1	-	-	200		-	-	-	-	
Program Manager Senior II	1	-	-	1	-	1	-	-	110		-	-	-	-	
Designated Admin Mgr Sr II	1	-	-	1	-	1	-	-	110		-	-	-	-	
Program Manager Senior I	1	-	-	1	-	1	-	1	35		1	-	1	110	
Designated Admin Mgr Senior I	1	-	-	1		1	-	-	110		-	-	-	-	
Administrator VII	1	-	-	1		1	-	-	110		-	-	-	-	
Designated Admin Mgr IV	-	-	1	1		1	-	-	110		-	-	-	-	
Administrator VI	1	-	-	1		2	-	-	110		1	-	1	110	
Prgm Mgr II	1	-	-	1		2	-	-	110		1	-	1	110	
Program Manager IV	1	-	-	1	-	-	-	1	35		-	-	-	-	
Designated Admin Mgr IV	-	-	1	1	-	-	1	-	50		-	-	-	-	
Designated Admin Mgr III	1	-	-	1	-	-	1	-	50		-	-	-	-	
Administrator VI	1	-	-	1	-	-	-	1	35		-	-	-	-	
Industrial Development Rep	1	-	-	1	-	-	-	1	35		-	-	-	-	
Administrator III	1	-	-	1	-	-	1	-	50		-	-	-	-	
Exec Assoc III	1	-	-	1	-	-	1	-	50		-	-	-	-	
Administrator I	-	-	1	1	-	-	1	-	50		-	-	-	-	
Exec Assoc II	1	-	-	1	-	-	1	-	50		-	-	-	-	
Contractual Hourly	-	-	1	1	-	-	1	-	50		-	-	-	-	
Administrative Officer II	-	-	1	1	-	-	1	-	50		-	-	-	-	
Management Associate	1	-	-	1	-	-	1	-	50		-	-	-	-	
TOTAL THIS PAGE	23	-	7	30	-	12	9	5	1,845			-	-	330	
TOTAL OTHER PAGES															
A. TOTAL OFFICE SPACE:	23	-	7	30	-	12	9	5	1,845			-	-	330	
SPECIAL PURPOSE SPACE					# of Staff/Items					Square Feet					
Supply Closet - Cabinet will lock					2					30					
Lateral File Cabinets (15 SF/Cabinet) - Placed thru out space					5					75					
Conference Room / within department					16					320					
Coffee Nook					1					70					
Reception / waiting rooms sq. ft. per person - Which using units need to be behind a locked door? OOS, OAG, OOA, OFP; and UI Cashier's Office and UI Document and Scanning Unit (adjacent to each other)					10					175					
Lunch Room Minimum - Based on 640 (75% of staff) * 1/2 * 4 - Conference Center					12					1,280					
Huddle Room					1					80					
										-					
b. Total Special Purpose										2,030					
											Grand Totals		2,030		

	Sub-Total (a and b):					3,875		Total Space		4,205
	Circulation:		0%			-		Needs In 5	0%	-
	TOTAL SQUARE FEET:					3,875		Years:		4,205

SPACE AND PERSONNEL: Present and Projected Requirements Occupational and Professional Office														
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	SQ. FEET		PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET	
Office of Occupational & Professional														
REC														
Administrator V	1	-	-	1	-	1	-	-	110			-	-	-
Administrator III	1	-	-	1	-	1	-	-	50			-	-	-
Financial Compl Auditor II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Admin Spec I	1	-	-	1	-	-	1	-	50			-	-	-
RE Appraisers														
Administrator IV	1	-	-	1	-	1	-	-	110			-	-	-
Admin Spec III		-	1	1	-	-	1	-	50			-	-	-
MHIC														
Administrator VI	1	-	-	1	-	1	-	-	110			-	-	-
Administrator I		-	1	1	-	-	1	-	50			-	-	-
Admin Officer II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III		-	1	1	-	-	1	-	50			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Lic & Reg Investigator II	1	-	-	1	-	-	-	1	35			-	-	-
Office Secretary III	1	-	-	1	-	-	1	-	50			-	-	-
Office Secretary II		-	1	1	-	-	1	-	50			-	-	-
Office Secretary II		-	1	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	-	1	-	-	1	-	50			-	-	-
Mechanical														
Prgm Manager II	1	-	-	1	-	1	-	-	110			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	-	-	1	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	-	-	1	1	-	-	1	-	50			-	-	-
Admin Spec III - 2043	-	-	1	1	-	-	1	-	50			-	-	-
MAC														
Administrator IV	1	-	-	1	-	1	-	-	110			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Design Boards														
Prgm Manager II	1	-	-	1	-	1	-	-	110			-	-	-

Administrator II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III		-	1	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Lic & Reg Investigator I	1	-	-	1	-	-	-	1	35			-	-	-
Office Secretary II	1	-	-	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	-	1	-	-	1	-	50			-	-	-
Lic & Reg Investigator I		-	1	1	-	-	-	1	35			-	-	-
CSC														
Administrator III	1	-	-	1	-	-	1	-	50			-	-	-
Administrator I - 2586		-	1	1	-	-	1	-	50			-	-	-
Office Supervisor		-	1	1	-	-	1	-	50			-	-	-
Office Secretary III	1	-	-	1	-	-	1	-	50			-	-	-
Office Services Clerk Lead	1	-	-	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	-	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	-	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	1	1	-	-	1	-	50			-	-	-
Office Services Clerk	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec I	1	-	-	1	-	-	1	-	50			-	-	-
Office Processing Clerk II		-	1	1	-	-	1	-	50			-	-	-
CPA TAX														
Prgm Manager II	1	-	-	1	-	-	1	-	110			-	-	-
Administrator IV	1	-	-	1	-	-	1	-	50			-	-	-
Administrator III	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer II	1	-	-	1	-	-	-	1	35			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III		-	1	1	-	-	1	-	50			-	-	-
Admin Aide	1	-	-	1	-	-	1	-	50			-	-	-
Office Secretary II	1	-	-	1	-	-	1	-	50			-	-	-
Cemetery														
Prgm Manager I	1	-	-	1	-	-	1	-	110			-	-	-
Admin Officer II	1	-	-	1	-	-	-	1	35			-	-	-
Office Clerk - 1375	1	-	-	1	-	-	1	-	50			-	-	-
OOB														
Exec VII	1	-	-	1	-	-	1	-	110			-	-	-
Prgm Manager IV	1	-	-	1	-	-	1	-	110			-	-	-
Administrator II	1	-	-	1	-	-	1	-	110			-	-	-
Administrator I		-	1	1	-	-	1	-	50			-	-	-
Admin Officer II	1	-	-	1	-	-	1	-	50			-	-	-
B&C														
Prgm Manager II	1	-	-	1	-	-	1	-	110			-	-	-
Admin Officer II	1	-	-	1	-	-	1	-	50			-	-	-
Admin Officer I	1	-	-	1	-	-	1	-	50			-	-	-
Admin Spec III	1	-	-	1	-	-	1	-	50			-	-	-
Office Secretary III	1	-	-	1	-	-	1	-	50			-	-	-
Lic & Reg Investigator I	1	-	-	1	-	-	-	1	35			-	-	-
TOTAL THIS PAGE	70	-	18	88	-	12	56	13	4,575			-	-	-
TOTAL OTHER PAGES														
A. TOTAL OFFICE SPACE:	70	-	18	88	-	12	56	13	4,575			-	-	-
SPECIAL PURPOSE SPACE					# of Staff/Items					Square Feet				
<i>Storage Room (supplies and sensitive equipment)</i>					1					150				
<i>File Cabinets in Open Area</i>					80					900				
File Room 2 (boxed confidential files) - Secured					500					700				

<i>Conference Room 1 (board/public meetings) - within the Dept</i>					500				
<i>Coffee Nook</i>			2		140				
<i>Client Facing - Payment Area - 1st floor / 2 to 3 staff</i>			1		1,000				
<i>Client Facing - Payment Center/Mail Processing Areas</i>			1		80				
<i>Copy Area</i>			4		48				
Huddle Room			2		160				
Team Room			3		360				
<i>Copy Area - Client Facing Area</i>			1		12				
	<i>b. Total Special Purpose</i>				4,050		Grand Totals		4,050
	<i>Sub-Total (a and b):</i>				8,625		Total Space		8,625
	<i>Circulation:</i>		0%		-		Needs In 5	0%	-
	TOTAL SQUARE FEET:				8,625		Years:		8,625

SPACE AND PERSONNEL: Present and Projected Requirements Labor IT Office														
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION	SQ. FEET		FULL TIME	PART TIME OR	TOTAL EMP.	TOTAL SQUARE FEET
		FIELD									FIELD			
OIT - DOIT														
Administration														
IT Asst Director IV	1	-	-	1	-	1	-	-	110		-	-	-	
Program Mgr Sr II	1	-	-	1	-	1	-	-	110		-	-	-	
IT Staff Specialist	1	-	-	1	-	-	1	-	50		-	-	-	
Administrator V	1	-	-	1	1	-	-	-	110		-	-	-	
Computer Op Mgr II - 1046	1	-	-	1	-	-	1	-	50		-	-	-	
AS/400 Operations														
IT Prgrm Analyst Lead Adv	1	-	-	1	-	-	1	-	50		-	-	-	
Computer Operator II	1	-	-	1	-	-	1	-	50		-	-	-	
Computer Operator Lead	2	-	-	2	-	-	2	-	100		-	-	-	
Computer Operator Supr	1	-	-	1	-	-	1	-	50		-	-	-	
BEACON														
IT Assistant Director II - 4491		-	1	1	1	-	-	-	110		-	-	-	
Database Specialist Mgr - 4482		-	1	1	-	-	1	-	50		-	-	-	
IT Progr Analyst Spvr - 4472		-	1	1	-	-	1	-	50		-	-	-	
IT Prgrm Analyst Lead/Adv -4471	1	-	2	3	-	-	3	-	150		-	-	-	
OIT Contractor	6	-	11	17	-	-	17	-	850		-	-	-	
IT Systems Technical Spec. Sprv		-	1	1	1	-	-	-	110		-	-	-	
IT Tech Supp Spec Spvr	1	-	-	1	-	-	-	1	35		-	-	-	
DB TECH														
Database Specialist Supervisor		-	1	1	1	-	-	-	110		-	-	-	
Database Specialist II	1	-	-	1	-	-	3	-	50		2	-	2	
Database Specialist II	1	-	-	1	-	-	1	-	50		-	-	-	
PC WEB														
IT Programmer Analyst Spvr	1	-	-	1	-	-	2	-	50		1	-	1	
IT Programmer Analyst Spvr		-	1	1	-	-	1	-	50		-	-	-	
IT Prgrm Analyst Lead Adv	1	-	1	2	-	-	2	-	100		-	-	-	
IT Programmer Analyst II	3	-	-	3	-	-	5	-	150		2	-	2	
IT Systems Technicl Spec	2	-	-	2	-	-	3	-	100		1	-	1	
IT Programmer Analyst II	1	-	-	1	-	-	1	-	50		-	-	-	
SUPPORT														
Computer Network Spec I	-	-	1	1	-	-	2	-	50		1	-	1	
Computer Network Spec Lead	1	-	-	1	-	-	1	-	50		-	-	-	
WEB-Master														
Webmaster Supr	-	-	1	1	-	-	1	-	50		-	-	-	
Webmaster II	1	-	-	1	-	-	1	-	50		-	-	-	
TOTAL THIS PAGE	31	-	22	53	4	2	52	1	2,945		7	-	7	

<i>TOTAL OTHER PAGES</i>													
A. TOTAL OFFICE SPACE:													
	31	-	22	53	4	2	52	1	2,945		-	7	350
SPECIAL PURPOSE SPACE				# of Staff/Items				Square Feet					
<i>Storage - Must be locked w/limited</i>						1			150				
<i>Sensitive Equipment Storage - Secured -</i>						1			250				
<i>Supply Closet</i>						2			30				
<i>Conference Room - Within the Dept.</i>						40			500				
<i>Coffee Nook</i>						2			140				
<i>Copy Area</i>						1			12				
<i>Server Room - mandatory - will need generator power, cooling and a back up system</i>						1			1,600				
Huddle Room						2			160				
Team Room						2			240				
<i>PC Repair and Staging Room</i>						1			300				-
									-				-
									3,382	Grand Totals			3,382
									6,327	Total Space			6,677
						0%			-	Needs In 5		0%	-
									6,327	Years:			6,677

SPACE AND PERSONNEL: Present and Projected Requirements | Office of Fair Practice

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
									Office of Fair Practices					
Administrator I	1	-	-	1	-	-	-	1	35		-	-	-	
Administrator II- 2587	-	-	1	1	-	-	2	-	50		1	-	1	50
Administrator II	1	-	-	1	-	-	-	1	35		-	-	-	
Admin Prog Mgr IV	1	-	-	1	-	1	-	-	110		-	-	-	
TOTAL THIS PAGE	4	-	1	5	-	1	2	2	230			-	-	50
TOTAL OTHER PAGES														
A. TOTAL OFFICE SPACE:	4	-	1	5	-	1	2	2	230	(A)		-	-	50
SPECIAL PURPOSE SPACE					# of Staff/Items						Square Feet			
<i>Supply Closet</i>						1			15			-		-
<i>Lateral File Cabinets (15 SF/Cabinet) 5 Drawer - Secure on shelves</i>						6			90			-		-
<i>Conference Room - within department</i>						5			100			-		-
<i>Coffee Nook</i>						1			70			-		-
<i>Reception waiting area- Will have receptionist at 75, waaaitng area 50 sf</i>						5			125			-		-
<i>Copy Area</i>						1			12			-		-
b. Total Special Purpose									412	(B)	Grand Totals			412
Sub-Total (a and b):									642	(A+B)	Total Space			692
Circulation:						0%			-		Needs In 5		0%	-
TOTAL SQUARE FEET:									642		Years:			692

SPACE AND PERSONNEL: Present and Projected Requirements | DoIT

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	TOUCH DOWN STATION			FULL TIME	PART TIME OR	TOTAL EMP.	TOTAL SQUARE FEET
		FIELD										FIELD		
Asst. Dir DoIT End User Services	1	-	-	1	-	1		-	110	-	-	-	-	
CNS Supervisor	3	-	-	3	-		3	-	150	-	-	-	-	
CNS Lead	5	-	-	5	-		5	-	250	-	-	-	-	
CNSII	9	-	-	9	-		9	-	450	-	-	-	-	
DoIT Attorney General Principal Counsel	1	-	-	1	-	1	-	-	110	-	-	-	-	
DoIT Attorney General IV	1			1		1		-	110	-	-	-	-	
DoIT Network Administrators	1			1	1			-	110	-	-	-	-	
Hotel Stations	-	-	-	-	-	-	4	-	200	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL THIS PAGE	22	-	-	22	1	3	21	-	1,490					
TOTAL OTHER PAGES														
A. TOTAL OFFICE SPACE:	22	-	-	22	1	3	21	-	1,490					
SPECIAL PURPOSE SPACE					# of Staff/Items						Square Feet			
<i>Storage room for computer equipment with card access and counters</i>							1		500			-	-	
<i>Work area to processing hardware/software service requests</i>							10		500			-	-	
<i>Conference room</i>							20		400			-	-	
<i>Fax/Copy/mail room open space</i>							1		80			-	-	
<i>File cabinet, fixe drawer, letter size</i>							5		35			-	-	
<i>File cabinets, Lateral</i>							2		30			-	-	
<i>Interview room (Staff workers and two clients</i>							1		80			-	-	
<i>Coffee Nook</i>							1		70			-	-	
<i>Waiting room for customer pickup of equipment</i>							5		50			-	-	
<i>Storage Cabinets</i>							6		90			-	-	
<i>Telephone/server room</i>							1		75			-	-	
<i>Huddle Rooms</i>							2		240			-	-	
<i>Reception Counter with Glass sliding window</i>							1		75			-	-	
									-			-	-	
b. Total Special Purpose									2,225		Grand Totals		2,225	
Sub-Total (a and b):									3,715		Total Space		3,715	
Circulation:							0%		-		Needs In 5		0%	
TOTAL SQUARE FEET:									3,715		Years:		3,715	

CONFERENCE CENTER AND SHARED SPACE BREAKDOWN

*Note: All line items have been collected here for reference. The Square Footage of each area is already included in the respective departments

REQUEST	Square Footage	
Conference, Specify Average Attendance	800	partition
Conference Room	800	partition
Conference Room	800	partition
Conference Room	400	
Office of Administration	1,200	partition
Lunch room	1,280	
Lactation Room	320	
Total	5,600	

SPECIAL PURPOSE SPACE ADDITIONAL CLARIFICATION

STORAGE						
Storage Areas (for supplies, etc.)	AG		2		300	Open
Storage	UI		15		225	Secured - sensitive equipment for new hires
Storage/Supply Room Secured as PII is stored	Gov's Workforce Board		1		150	Secured
Storage/Supplies	DWDAL		1		150	Secured
Storage/Sensitive and other equipment	DWDAL		1		150	Secured
Storage/Communications publications, give aways, etc.	DWDAL		1		150	Secured
Storage/Sensitive Equipment - Must be secured	General Services		1		300	Secured
Storage room for training materials	Office of Admin		1		150	Locked
Storage Room - OGS Office (supplies and onhand items needed)	General Services		1		300	Onsite (Secured)
Storage Room/Supplies - Must be secured	Office of Admin		1		150	
Storage - Must be locked w/limited access and adjacent to OIT's space	OIT		1		150	
Sensitive Equipment Storage - Secured - does not have to be adjacent	OIT		1		250	
Storage Room (supplies and sensitive equipment)	Office of Occ & Pro		1		150	
SUPPLY CLOSET						
Supply Closet	UI		3		45	Open area. Cabinet will lock.
Supply Closet - Workforce Development	DWDAL		3		45	Open area. Cabinet will lock.
Supply Closet - Correctional Education	DWDAL		1		15	Open area. Cabinet will lock.
Supply Closet - Ad Ed	DWDAL		2		30	Open area. Cabinet will lock.
Supply Closet - OAS	DWDAL		2		30	Open area. Cabinet will lock.
Supply Closet	Internal Audit		1		15	Open area. Cabinet will lock.
Supply Closet	Office of Admin		3		45	Open area. Cabinet will lock.
Supply Closet	Office of Fair Practices		1		15	Open area. Cabinet will lock.
Supply Closet - materials for Bosrd meetings and office supplies	Gov's Workforce Board		3		45	Open area. Cabinet will lock.
Supply Closet	OIT		2		30	Open area. Cabinet will lock.
Supply Closet	Office of the Secretary		2		30	Open area. Cabinet will lock.
Supply Closet	AG		3		45	Open area. Cabinet will lock.
EXTRA FILES - LOCKED						
Extra Files (Specify Number)	AG		36		540	Placed throughout the space
File Cabinets (7 SF/Cabinet)	Financial Reg		24		168	Placed throughout the space
Lateral File Cabinets (15 SF/Cabinet)	Office of Secretary		5		75	Placed throughout the space
Lateral File Cabinets (15 SF/Cabinet) Fiscal Services 8 w/4 Drawer	Office of Admin		8		120	
Lateral File Cabinets (15 SF/Cabinet) 5 Drawer	Office of Fair Practices		6		90	
File Cabinets in Open Area	Office of Occ & Pro		80		900	
FILEROOM						
File room - Workforce Development (This needs to be a locked room)	DWDAL		22		330	Locked
File room - Correctional Education (Needs to be locked - PII)	DWDAL		10		150	Locked
File room - Adult Ed (needs to be locked - PII)	DWDAL		6		90	Locked
File room - OWIP	DWDAL		8		120	
File room - Fiscal (with locking storage for fiscal records)	DWDAL		13		195	Locked. No rolling system.
File room 1/HR Records Room (rolling system) + 6 w/4 drawer lateral cabinets	Office of Admin		30		450	Locked. File cabinets and HD Mobile filing system.
File Room Depository – (Locked)	Financial Reg		12		180	Secured - 8 vertical, 5 drawer and 4 rolling shelving units
File Room Non-Depository – (Locked)	Financial Reg		10		90	Secured - 8 vertical 5 drawer and 2 locker units (4x4)
File Storage/Supply Room (Locked)	Financial Reg		12		156	secured - 3 vertical, 5 drawer and 9 shelving units/vertical files
File Room 2 (boxed confidential files)	Office of Occ & Pro		500		700	secured - on shelves
CONFERENCE						
Conference, Specify Average Attendance	AG		40		800	Conference Center - Partition
Conference Room	AG		20		400	
Conference Room	UI		30		600	
Conference Room	UI		40		800	Conference Center - Partition

Conference Room	DWDAL		-		600	
Conference Room	DWDAL		-		800	Conference Center - Partition
Conference Room	Financial Reg				240	
Conference Room	Financial Reg				0	
Conference Room	Internal Audit		5		100	
Conference Room	General Services		-		400	Conference Center
Conference Room	Office of Secretary		16		320	
Conference Room A	Office of Admin		60		1200	Conference Center - Partition
Conference Room	Office of Admin		30		600	
Conference Room	Office of Fair Practice		5		100	
Conference Room	OIT		40		500	
Conference Room 1 (board/public meetings)	Office of Occ & Pro		1		500	
Breakroom						
Coffee Nook	DWDAL		3		210	
Coffee Nook	UI		5		350	
Coffee Nook	Office of Admin		2		140	
Coffee Nook	AG		1		70	
Coffee Nook	Financial Reg		2		140	
Coffee Nook	General Services		1		70	
Coffee Nook	Office of Occ & Pro		2		140	
Coffee Nook	OIT		2		140	
Coffee Nook	Office of the Secretary		1		70	
Coffee Nook	Internal Audit		1		70	
Coffee Nook	Gov's Workforce Board		1		70	
Coffee Nook	Office of Fair Practices		1		70	
Receptionist Area						
Receptionist Area	AG		8		80	Will a receptionist be seated in these areas? No
Reception / waiting rooms sq. ft. per person	Office of Secretary		10		175	Which using units need to be behind a locked door? OOS, OAG, OOA, OFP; and UI Cashier's Office and UI Document and Scanning Unit (adjacent to each other)
Receptionist Area	Office of Admin		10		175	Will have receptionist and waiting area. 115 sf.
Reception waiting area	Office of Fair Practice		5		125	Will have receptionist and waiting area. 105 sf.
TRAINING						
Training room 10 -15 computers	UI		15		450	Secured - Computer training room w/in UI
MAIL PREP AREA						
Mail Prep Area	AG		1		80	
Mail Room	DWDAL		1		80	
Mail Room	OOA		1		80	
Mail Room (Scanning and Processing)	UI		1		450	Secured -Scanning and cashier's office need to be next to each other
Mail Room	Financial Reg		1		80	
Mailroom - Must be secured	General Services		8		3000	secured
PAYMENT CENTER						
Client Facing - Payment Area - 1st floor	Office of Occ & Pro		1		1000	2 / 3 Staff
Payment Center/Mail Processing Areas	Office of OCC & PRO		1		80	
OPEN AREA COPIERS						
Copy Area	DWDAL/CE		1		12	Standard
Copy Area	DWDAL/AE		1		12	Standard
Copy Area	DWDAL/Workforce		1		12	Standard
Copy Area	DWDAL/Workforce		1		12	Standard
Copy Area	DWDAL/Fiscal		1		12	Standard
Copy Area	DWDAL/OWIP		1		12	Standard
Copy Area	DWDAL/OWIP		1		12	Standard
Copy Area	Fin Reg/OOC		1		12	Standard
Copy Area	Fin Reg/depository		1		12	Standard
Copy Area	Fin Reg/non-depository		1		12	Standard

Copy Area	Client Facing Area / Occ Pro		1	12	Standard
Copy Area	Office of Fair Practices		1	12	Standard
Copy Area	OIT		1	12	Standard
Copy Area	OOA/Fiscal		1	12	Standard
Copy Area	OOA/HR		1	12	Standard
Copy Area	OOA/Procurement		1	12	Standard
Copy Area	OOA		1	12	Standard
Copy Area	OOA/Fiscal FMIS printer		1	12	Standard
Copy Area	OOA/Fiscal		1	12	Desk Top
Copy Area	UI/Benefit Payment		1	12	Standard
Copy Area	UI/Acct Receivable		1	12	Standard
Copy Area	UI/Benefits		1	12	Standard
Copy Area	UI/Acct Maintenance		1	12	Standard
Copy Area	UI/Document Mgt		1	12	Standard
Copy Area	UI/Employer Call Center		1	12	Standard
Copy Area	UI/ISPI and BAM		1	12	Standard
Copy Area	UI/OAS		1	12	Standard
Copy Area	UI/Policy and Comms		1	12	Standard
Copy Area	OGS/Maintenance		4	48	Standard
Copy Area	OGS/Mailroom		2	24	Standard
Copy Area	OGS		1	12	Standard
Copy Area	Office of Occ & Pro		4	48	Standard
LUNCHROOM					
Lunch room, minimum of 100 sq ft.	Office of Secretary		12	1280	Based on 640 (75% of staff) * 1/2 * 4 - Conference Center
SERVER ROOM					
Server Room - Mandatory - will need generator power, cooling and a back up system	DoIT		1	1600	
LIBRARY					
Law Library	AG		1	500	
Library	UI		1	150	
Library - Correctional Education - required by law	DWDAL		1	150	
HUDDLE ROOM					
Huddle Room	DWDAL		4	320	
Huddle Room	UI		10	800	
Huddle Room	Office of Admin		2	160	
Huddle Room	AG		1	80	
Huddle Room	Financial Reg		2	160	
Huddle Room	General Services		1	80	
Huddle Room	Office of Occ & Pro		2	160	
Huddle Room	OIT		2	160	
Huddle Room	Office of the Secretary		1	80	
TEAM ROOM					
Team Room	DWDAL		5	600	
Team Room	UI		11	1320	
Team Room	Office of Admin		2	240	
Team Room	Financial Reg		3	360	Original request was 120 sf
Team Room	Office of Occ & Pro		3	360	
Team Room	OIT		2	240	
Team Room	General Services		1	120	
PC REPAIR & STAGING ROOM					
PC Repair and Staging Room	DoIT		1	300	
LACTATION ROOM					
Lactation/Wellness Rooms - Conference Area (w/ sink and countertop)	Governors Workforce		4	320	Conference Center

	<i>b. Total Special Purpose</i>		32,682	
	<i>Sub-Total (a and b):</i>		32,682	
	<i>Circulation:</i>	0%	0	
	<i>TOTAL SQUARE FEET:</i> →		32,682	