

Division: Business Services

Program Characteristics:

Program Description

The DCA Business Services Division (BSD) provides financial and contractual expertise to support DCA operations. As stewards of public funds, BSD is responsible for core accounting functions, maintaining internal controls, and ensuring compliance with established accounting and contracting policies, requirements, and best practices. The Division integrates equity and inclusion practices into its processes. Specifically, the Division provides strategic leadership to DCA and the Non-Departmental Offices and Elected Officials in these three functional areas:

1. Procurement and Contracting provides solicitation and contract development, negotiation, risk assessment, vendor management, and contract administration. Areas of expertise include commercial services, construction, repair/maintenance, leases, software acquisition, professional services, and architecture and engineering.
2. Finance provides services that include capital project accounting and administration, accounts receivable, accounts payable, grant accounting, travel coordination and reconciliation, purchasing card management services, and general accounting support.
3. The Budget team leads DCA's annual budgeting, internal service rate development, and capital planning. They monitor spending on assets and major projects while managing monthly cost allocations to recover expenses from stakeholders. Additionally, they provide strategic recommendations on cost recovery, capital investment, and long-term financial obligations.

Equity Statement

DCA is committed to ensure that COBID (Certification Office for Business Inclusion and Diversity) firms are provided fair and equal access to compete for and secure business through our solicitation process.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$6,822,994	\$0	\$6,763,553	\$0
Materials & Supplies	\$115,311	\$0	\$124,361	\$0
Internal Services	\$601,244	\$0	\$601,098	\$0
Total GF/non-GF	\$7,539,549	\$0	\$7,489,012	\$0
Total Expenses:	\$7,539,549		\$7,489,012	
Program FTE	35.00	0.00	33.00	0.00
Program Revenues				
Other / Miscellaneous	\$6,649,514	\$0	\$6,518,539	\$0
Total Revenue	\$6,649,514	\$0	\$6,518,539	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Percentage of DCA programs and divisions that spend within their allocated budget.	100%	100%	100%
Number of procurements, purchases, and contracts processed.	1,253	1,120	1,155