



25-in-5: Driving Change for Colorado

Introduction: What is 25-in-5?

In 2007, the Governor’s Energy Office released **Governor Ritter’s “Greening Government” initiative**. A major goal of this initiative is to **reduce petroleum consumption by 25% in five years**, or by June 30, 2012.

As vehicle users, we all have an important role to play in the success of the “25-in-5” initiative. Apart from promoting efficiencies in time and reducing costs, we will be helping to reduce air pollution and smog, minimize CO₂—all of which are leading causes of ozone depletion and global warming, and improve the quality of lakes and streams that nourish our crops and our bodies. This initiative will also reduce reliance on imported petroleum fuel by replacing it with domestically produced renewable fuel. Most importantly, we will be ensuring Colorado’s long-term status as one of the country’s most beautiful states.

State Fleet is working closely with the Motor Vehicle Advisory Committee, the Governor’s Biofuel Coalition, and the Governor’s Energy Office to help vehicle users and their respective departments understand the impact of the policy and develop specific strategies for reducing petroleum use. The “25-in-5” plan for transportation calls for drivers and their departments to look at ways to:

- 1. Purchase high-technology vehicles.**
- 2. Reduce the number of miles driven.**
- 3. Increase the frequency of vehicle maintenance.**
- 4. Use alternative fuels where possible.**
- 5. Improve driving habits.**

Throughout the year you will hear from us about how we’re doing and we invite you to contact us at **303.866.5222** with any suggestions or questions you may have. In the meantime, we want to share some answers to common questions that we receive throughout the year.

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**Remember to Go Green.
Only Print What You Need!**

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What can I expect in 2008?

In 2007 we calculated baseline data and began the process for working with each department to understand their data and develop a department-specific plan to meet the 25-in-5 goals. In 2008, you can expect to:

- Learn more about the initiative, alternative fuels, and strategies for implementing the overall goals.
- Participate in focus groups to help State Fleet understand the challenges and opportunities facing workgroups and drivers.
- Understand your department's unique travel patterns and data.
- Compete with other departments in the race to reduce petroleum.
- Contribute to a blog to share tips and strategies with other vehicle users.
- Hear more about new fueling stations that carry E-85 and biodiesel fuel.

What can I do to help meet the goals of 25-in-5?

The State Fleet website lists a number of resources for drivers looking to reduce their petroleum consumption. Here are a few ideas to get you started:

- **Follow the preventative maintenance (PM) schedule.** Not only will this help you improve your gas mileage, but not doing so could potentially void your manufacturer's warranty.
- When using **Motor Pool, request a flex fuel or hybrid vehicle.**
- **Consider whether IDS can help you** reduce the need to use vehicles and staff time to process and deliver mail and/or printing services.
- **Use the trip optimizer tool** on the State Fleet website to figure out the quickest route to your meeting.
- **Utilize the Wright Express fuel price-mapping tool: www.wexonline.com.** Logon to using the username Wextoolkit and password Fuelprice, then select fuel price mapping
- **Arrange for informal carpools** to meetings, or better yet take advantage of **audio and videoconferencing.**

- **Reduce idling**—turn your engine off when stops are expected to exceed one minute.
- **Lighten your load**—every 250 pounds costs you one mile per gallon in fuel efficiency.

What are "alternative fuels" and why are they important?

The **two most commonly used alternative fuels available in Colorado are E-85 (Ethanol) and biodiesel.**

E-85 means that the fuel is 85% ethanol and 15% petroleum. **Every time you fuel up with E-85, you are reducing your petroleum consumption by 85%.**

Biodiesel is the name of a clean burning alternative fuel, produced from domestic, renewable resources. Biodiesel is sold in Colorado as B20 or B100. B20 contains a blend of 20% biodiesel and 80% petroleum. B100 is 100% biodiesel. We are currently recommending the use of B20 in State Fleet vehicles. **By doing so you are "reducing" your petroleum consumption by 40% – 20% is displaced with the use of B20 biodiesel fuel and by using a diesel engine, your fuel efficiency is increased by 20%.**

How do I know if I can use alternative fuels?

If you are driving a **"flex fuel" vehicle then you should use E-85.** Look for the bumper stickers, yellow gas caps, or FFV logos on flex fuel vehicles.

If you are **driving a diesel truck, you can choose biodiesel fuel**—either B20 or B100.



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Where do I find alternative fuels?

As of January 2008, **Colorado has 51 E-85 Ethanol and 27 biodiesel refueling sites with plans to open 20 more during 2008 that dispense E-85 and/or biodiesel.** To find a station near you, visit: <http://afdcmap2.nrel.gov/locator/FindPane.asp>.

Some other links can be found at the State Fleet website resources page at:
<http://www.colorado.gov/dpa/dcs/fleet/weblinks.htm>
<http://www.colorado.gov/dpa/dcs/fleet/index.htm>

State Fleet is working to secure additional fueling sites throughout Colorado by partnering with municipalities and counties wherever possible. We have established 23 tentative fueling site agreements with local governments that offer E-85 and biodiesel. These will add 23 sites where state employees can fuel their state vehicles and State Fleet expects to add more during 2008. Look for more information on these sites on the State Fleet website soon.



Greening TIDBITS

► **In recognition of the fact that there are no “green” credentials for hotels, the State Travel Management Program** has begun to showcase properties on its website that meet a minimum of ten (10) Green Seal criteria. This provides an opportunity for the State to recognize the greening efforts of hotels across Colorado and prioritize them for use by state employees traveling for business.

► **State Fleet is actively engaged** in conducting outreach with local governments across the state to develop joint-use agreements for future E-85 and biodiesel fueling sites. As of January, there are 23 tentative agreements in place with plans to add more in 2008.

Capitol Complex “LEEDing” the Way to Green Buildings

When the United States Green Building Council (USGBC) established the Leadership in Energy and Environmental Design—Existing Building (LEED–EB) 2.0 Certification program in 2005, the Capitol Complex group of the Division of Central Services knew they were ready to **“save green by going green.”**

The LEED–EB program was developed as a pilot program to provide a road map for building owners and managers to maximize operational efficiency while minimizing environmental impacts. The program has several modules, such as energy management; tenant impacts, including recycling and green cleaning; and transportation. A base level of certification is achieved and then higher levels can be earned through increased efforts.

Capitol Complex has focused on energy management tools for the State Services Building located at 1525 Sherman Street, the Human Services Building located at 1575 Sherman Street, and the Judicial/Museum Complex located at 1300 Broadway.

Funded by “avoided energy costs” in a Performance Contract, LEED–EB helps maintain **guaranteed savings of \$925,385 per year over an extended period of time**, in this case 19 years.

Receiving certification is a major accomplishment and Colorado is proud of the fact that **our three buildings were among the first 19 buildings, public or private, to receive this certification nationally.** Look for the certification plaques to be posted in the buildings soon.

Greening efforts in other state buildings continue to be a focus for Capitol Complex, including the State Capitol, Governor’s Residence and Carriage House. All three buildings are currently in a performance-tracking period (February 1 to April 30) in an effort to obtain LEED–EB certification. Colorado is striving to receive the nation’s first LEED–EB certification for a state capitol building.

For more information, please contact Frank Lombardi or Rick Lee at **303.866.4357**.



IDS announces the use of recycled paper in the Office Copier Program

The Integrated Document Solutions group of the Division of Central Services is pleased to announce that **effective February 1, 2008 all copiers will be supplied with recycled paper.**



- The move to recycled paper enables IDS and agencies under the program to take a proactive and significant step in meeting our common goal of lessening the State's impact on the environment. The **Greening Government Initiative** calls for the State to implement an Environmentally Preferable Purchasing policy by June 2008, which includes the purchase of products that are made from recycled content. A modest rate increase of \$0.001 per copy will enable IDS to equip 100 % of copiers with recycled content paper, in advance of the deadline.
- One strategy to **offset the cost** of the move to recycled paper is **to ask users to default to double-sided printing**. We estimate this step alone can help **reduce your copies by 20%** and potentially eliminate the fiscal impact of using recycled paper. Once the new machines are in place, you will have the option of **defaulting copiers to double-sided printing**.
- The change to recycled content paper will also assist more state buildings and agencies with securing and/or maintaining their **LEED certification**, which awards one point for the use of paper containing a minimum of 30% post-recycled content. Additionally, an estimated 1,260 trees will be saved annually through the use of recycled paper.
- The Office Copier Program still provides state agencies with the **lowest price per copy and highest quality of equipment and supplies**.

If you have questions regarding this change or would like assistance in reviewing your copying needs, we invite you to contact Mike St. Peter or Mike Lincoln at **303.866.4100**.

IDS Southern Region to "P.O.S.T." Scanning Record

IDS Southern Region is partnering with an office of the Department of Law (DOL) to assist them in their efforts to go paperless by converting their Peace Officer Standards Training (P.O.S.T.) documents into images. The six-month project is anticipated to result in the scanning and migration of over 450,000 documents into the Electronic Document Warehouse (EDW), a record for DOL.

Background

DOL maintains approximately **twenty (20) five-drawer file cabinets** consisting of over **30,000 peace officer certification files/records**.

State statute C.R.S. § 24-31-305 requires documentation of Certified Peace Officers' compliance with state law and P.O.S.T. Rules, such as education records; basic training and examinations administered by P.O.S.T.; and current first aid and CPR certificates. Applicant files also contain an application, appointment and separation forms, Order to Show Cause/Hearing actions, and other information.

Project Scope

Due to the sensitive nature of the documents, two IDS Southern Region staff members have been temporarily relocated to the Department of Law campus where they will perform all **prepping, scanning and indexing functions** using scanning equipment provided and maintained by IDS.

IDS performs quality reviews on all scanned images to ensure proper orientation and resolution, before **indexing records into pre-determined Filing Areas**.

Benefits for the Department of Law

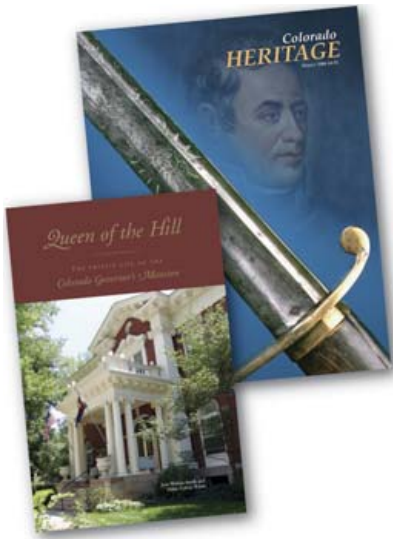
When complete, the project will enable P.O.S.T. to access records from a secure electronic database, providing the benefits of:

- Ease of access to records from any networked PC.
- Reduced staff time needed to conduct time-consuming manual searches of paper files.
- The ability to go paperless and eliminate storage space.
- The ability to e-mail, print and send scanned information electronically.

How Can We Help You?

IDS provides a full range of micrographic services, digital imaging, file conversion, high speed scanning, project management services, and digital storage management.

No matter where you are in the State, we want to be your **First Choice for Service**. Please contact us to discuss your project at **303.866.4100**



IDS Designers Win Awards for Creativity

Judged by the International Academy of the Visual Arts, an invitation-only body consisting of top-tier professionals from a “Who’s Who” of organizations including HBO, MTV, Polo Ralph Lauren, Victoria’s Secret, Wired, and Yahoo! among others, the **Davey Awards** honor the achievements of the “Creative David’s” who derive their strength from big ideas, rather than stratospheric budgets.

DCS extends **Congratulations** to **Darren Eurich** for receiving the **Gold Davey Award** for his work on *Colorado Heritage Winter '06* publication for the Colorado Historical Society, and **Rick Ciminelli** for receiving a **Silver Davey Award** for *The Queen of the Hill* publication on the Colorado Governor’s Mansion.

Contact IDS at **303.866.4100** to learn more about these publications or how our designers can help make your project stand out from the rest.

Drawing Down the Mail Threat

In 2007, the Division of Central Services’ Integrated Document Solutions (IDS) added safety equipment to its Mail Operations. Funded in part with **a grant from the federal Department of Homeland Security**, this \$50,000 addition to North Campus offers a proactive approach to ensuring the security of the State of Colorado’s incoming mail.

Since 2001, there have been more than 50,000 accounts of suspicious mail reported across the nation, including highly publicized incidents affecting government buildings in Maryland, New Jersey, Idaho, and Colorado. From anthrax to toxic industrial chemicals to homemade explosives, the security risks inherent in mail operations are at an all-time high. IDS is now in a unique position to mitigate these risks with the installation of x-ray and “Dual Draw” safety equipment.

IDS uses a **two-step process** to ensure the security of mail.

The **first step is to use x-ray** technology to look for devices, weapons and powder substances.

The **second step is to employ the “Dual Draw” equipment** to analyze suspicious mail through a biohazard detection process. This state-of-the-art equipment, also used by the Department of Defense, takes just 15 seconds or as the manufacturer notes, the time it takes to sing a quick rendition of the Star Spangled Banner, to:

- Take and analyze small air samples.



- Compare the findings against the machine’s library of known hazardous substances.
- Set off an alarm and engage the IDS emergency protocol if a match is detected.

With 10,000 to 12,000 pieces of mail processed by IDS each day, this extra step offers increased **peace of mind** to its customers.

Recognizing the potential for significant cost savings, the Department of Corrections (DOC) is currently working with IDS Mail Operations to test a model program of using “Dual Draw” equipment in place of guards to open and assess prisoner mail in its Denver complex. The use of IDS will significantly **reduce staff time and mail costs**, as well as improve the processing time of DOC mail. IDS Mail Operations anticipates saving the DOC valuable dollars each month in Denver alone. As service expands to the Pueblo and Colorado Springs regions, these savings will grow.

IDS is pleased to offer this increased level of mail security to its customers. To learn more about “Dual Draw” and how your agency can take advantage of this new service, please contact Don Thordsen at **303.866.3231**.



Look for Us at These Upcoming Events

5th Annual RMGPA Reverse Vendor Trade Show

March 13, 2008

PPA Event Center, 2105 Decatur Street, Denver

(just north of Invesco Field at Mile High & 2 blocks west of I-25)

12:30 to 5 p.m.

<http://www.dppa.com/EventCenter/Default.htm>



2008 Spring Educational Conference

(combined with Colorado Fiscal Managers Association, Colorado Information Management Association & the Colorado State Managers Association)

April 16–18, 2008

Cheyenne Mountain Resort Conference Center
Colorado Springs, CO

“M.A.P. to the Mountain:

Management, Accountability and Performance”



2008 CAASLAR Spring Conference

April 24–25, 2008—Park Hyatt Beaver Creek

<http://beavercreek.hyatt.com/hyatt/hotels/index.jsp>



Contact Compass

Pointing you in  the right direction

Can't find who you're looking for? DCS is excited to announce the development of a **NEW online tool, called Contact Compass.**

Rather than searching for a specific person, Contact Compass works by allowing users to input key words or phrases. For example, a visitor who enters the key words "motor" and "vehicle" will get results from the Department of Revenue for customer-facing contacts and the Department of Law for regulatory contacts, etc.

Search results show a main contact and phone number next to each department or division, and the visitor has the option to click on a link to open more information about each contact. The "more information" screen provides a current street address and a link to that agency's website.

Staff from Capitol Complex is working with agencies across the state to verify keyword and contact information.

Look for the NEW tool to launch on the State homepage in the next quarter.

Travel TIDBITS

➤ Jefferson County has recently signed an intergovernmental agreement that will enable them to access the State Travel Management Program beginning in 2008. The contract will enable Jefferson County to realize significant cost savings by tapping into the State's pricing contracts, and provides the State with the benefit of increased travel volume. Higher travel volume assists the program in securing better pricing contracts with vendors, thereby providing savings to everyone.

➤ As of December 2007, the State Lodging Program has become fully automated. Hotel vendors that offer State Budget rates may now directly enter their property's profile into the system via the website, reducing travel program staff time for data entry and facilitating ease of use for vendors.

State Travel: Helping Agencies Go in New Directions

You might have heard that the State Travel Management Program has rolled out several NEW options for managing state travel.

Gone are the days of Diners Club cards and having to keep track of all those pesky little 2"x 2" receipts. Thanks to the recent changes in Fiscal Rule 5-1, state agencies are now offered choices in managing travel for their employees.

Fiscal Rule 5-1 allows for agencies to implement "Central Travel Cards," also known as "corporate liability" or "Individual Travel Cards."

What's the difference?

If you travel out of state more than once per year or in state more than twice per year, the individual card might work best for you. Individual cards are issued to the cardholder, who is responsible for tracking and payment of travel expenses. Individual cards have limits of up to \$3,500 and can be set up to allow or disallow certain categories of travel expenses.

Some agencies, such as the Department of Agriculture, have chosen to **implement the "Central Travel Card."** These corporate liability cards **provide agencies the opportunity to get one bill (and make one payment) for all of their employees on the card.** The agency has the choice of what travel costs to allow to be charged to the card, while individuals have the option of getting a card in their name that they can carry, following the administrative policies established by their agency.

Mike Lucero, Accountant and Travel Compliance Designee for the Department of Agriculture,

notes that a major feature of the Central Travel Card is the increased credit line of up to \$7,500. This enables employees to use the card to arrange for conferences, for example. **For agencies with employees that travel frequently, this gives employees more flexibility** because they don't have to scrutinize their card balances in order to get on with their business plans.



In the Department of Agriculture, they have also established a policy of making their payment to U.S. Bank through one electronic fund transfer (EFT) payment per month. Employees have two weeks from the completion of travel to turn their paperwork in to Mike and voila—they're done. **No more late fees for individual cardholders, no more cumbersome administrative tracking, and best of all, no more complaints.**

Mike notes the program is "working really well" in part because he's taken the initiative to implement and post a comprehensive travel policy document on their intranet. Employees can access the document and its links quickly and conveniently. Look for a copy of the Department of Agriculture's policy to appear on State Travel's website soon.

Remember, both travel cards provide the following benefits:

- \$500,000 Travel Accident Insurance.
- Emergency Roadside Assistance.
- \$1,250 Lost Luggage Insurance.
- Lost-Luggage Locator Service.
- FREE Collision Damage Waiver Primary Insurance Coverage for Rental Vehicles.
- And More.

Have questions about the State Travel Management Program? Please visit our website, or contact Lenora Kingston at **303.866.3986** or **Lenora.Kingston@state.co.us**.

Welcome to DCS

Join us in extending the following new employees a warm welcome:

Mary Hendricks, Production II, Integrated Document Solutions, North Campus.

Mary, who brings 19 years of experience in bindery, will support the printing operations team and work the third shift. She loves to fish in the mountains and spend time with family and friends. Mary joined DCS in December 2007.

Pam Houpts, Data Entry Operator, Integrated Document Solutions, Pueblo.

Pam has three years of experience working as a data entry operator and processor. She enjoys playing softball, fishing, camping, hunting, and attending sporting events. Pam joined DCS in December 2007.

Melissa Martinez, Data Entry Operator, Integrated Document Solutions, Pueblo. Melissa has nearly four years of experience in data entry and batching. In her spare time, Melissa likes watching movies and spending time with her family. She joined DCS in December 2007.

Kenneth Naranjo, Structural Trades I, Capitol Complex. Kenneth has 15 years of experience with property maintenance and likes fishing, woodworking, and making small furniture. He joined DCS in December 2007.

Georgiana Santistevan, Data Entry Operator, Integrated Document Solutions, Pueblo. Georgiana has six years of experience in data entry and joined us in December 2007. She enjoys spending time with her children.

Ethan Sisneros, Production II, Integrated Document Solutions, Pueblo. Ethan provides support to mail operations and scanning. In his spare time he likes to coach youth sports, play softball and basketball, fish, camp, and spend time with his family. Ethan joined DCS in December 2007.

Dylan Thompson, Pipe Mechanic Trades II, Capitol Complex. Dylan brings 11 years of experience in heating, ventilation and air conditioning (HVAC) and will provide support to all the buildings downtown. In his spare time, Dylan enjoys spending time with his family. He joined DCS in December 2007.

Frances Walmer, Data Entry Operator, Integrated Document Solutions, Pueblo. With about eight years of prior experience in data entry. Frances joined DCS in November 2007. In her spare time, she likes to volunteer, play co-ed softball, and youth sports.

Kerry White, Communication/Project Coordinator, DCS Administration, North Campus. Kerry received her education from the University of Colorado, and will be responsible for division-wide communications and marketing outreach and special projects. She likes to read, travel, and when she isn't injured, run in half and full marathons. Kerry joined us in December 2007.

Tanya Wilkens, Data Entry Operator, Integrated Document Solutions, Pueblo. Tanya worked with the Pueblo facility as a temporary off and on for almost ten years before accepting a permanent position in November 2007. Tanya likes to dance, sing, and spend time with her kids.



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