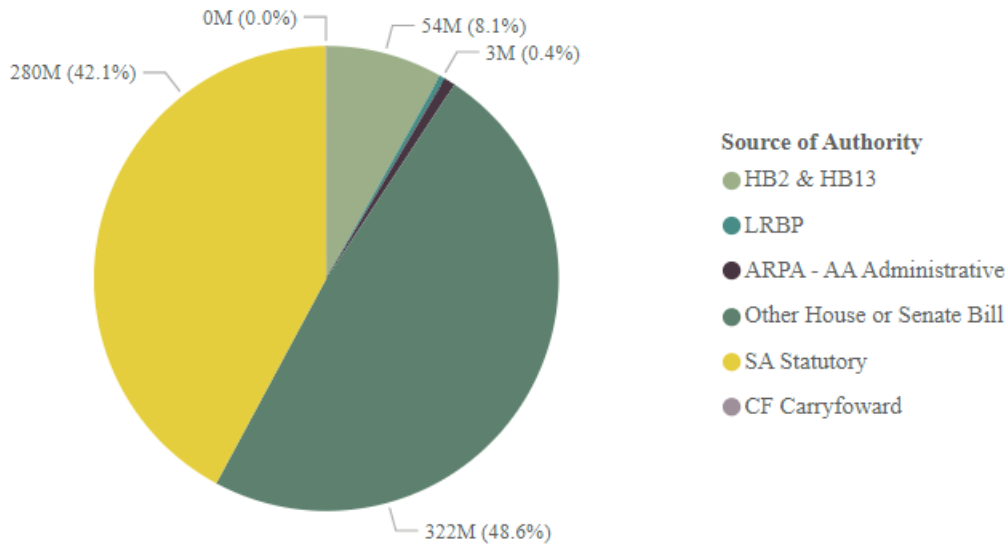


DEPARTMENT OF ADMINISTRATION (DOA)

TOTAL APPROPRIATION AUTHORITY

The total appropriation authority for the Department of Administration is shown in the pie chart below. HB 2 and HB 13 provide 8.1% of the total authority for this agency. All types of appropriation authority for this agency are described below, including total budget and the percent expended by source of authority.

Total Modified Budget by Source of Authority



Source of Authority	Modified Budget	Expended Budget	% Expended
HB2 & HB13	54,088,944	53,363,339	98.7%
CF Carryforward	282,021	148,447	52.6%
LRBP	2,522,771	2,346,111	93.0%
Other House or Senate Bill	322,495,155	106,329,843	33.0%
SA Statutory	279,672,114	241,619,379	86.4%
ARPA	5,129,706	2,025,720	39.5%
Total	664,190,711	405,832,839	61.1%

Carryforward

In FY 2024, the Department of Administration had approximately \$282,000 in carryforward authority. This included \$74,000 carried forward from FY 2022 and \$209,000 from FY 2023. Of the total carryforward, \$103,000 was in the general fund, \$91,000 in state special revenue, \$87,000 in the proprietary fund, and \$2,000 in federal special revenue. The department expended \$148,000, or 52.6%, of its carryforward appropriation in FY 2024. The majority of the remaining appropriation, which is from FY 2023, will be available in FY 2025. Expenditures in FY 2024 were primarily used for consulting and professional services, as well as termination pay.

Long-Range Building Program (LRBP)

The Architecture and Engineering Division had approximately \$2.5 million in Long-Range Building Program authority for FY 2024. Of this, \$2.4 million was allocated to the Infrastructure Investment and Jobs Act (IIJA) Broadband Equity, Access, and Deployment (BEAD) Program, a federal fund designed to improve broadband internet infrastructure. In FY 2024, \$2.3 million, or 92.9%, of these funds were expended. The remaining authority is designated for the IIJA Digital Equity Act, which provides federal funding to help communities lacking access to, or individuals unable to afford, high-speed internet. Of the \$98,000 appropriated for the IIJA Digital Equity Act in FY 2024, approximately \$94,000 was expended. The IIJA Digital Equity funds were available through February 28, 2024, while the IIJA BEAD funds will remain available until November 30, 2027.

Other Bills

A significant portion of the Department of Administration's budget—48.6%—comes from other house and senate bill authority, totaling \$322.5 million in FY 2024. Of this, \$106.3 million has been expended. About 67.8% of the total authority comes from HB 10, which supports long-range information technology (IT) projects within the State Information Technology Services Division. These projects often span multiple years, with appropriation authority transferred to relevant state agencies as the projects progress. Further details on the Long-Range Information Technology Program can be found here: [Legislative Fiscal Division's Interim Budget Committee - Section F](#).

Although most of the authority was for HB 10 projects, the largest expenditure in FY 2024 came from HB 569, which provided \$95.6 million in one-time-only general fund transfers at the start of the fiscal year for supplemental funding of the Montana Public Employee Retirement Account (MPERA). This funding supported the retirement systems of highway patrol officers, sheriffs, game wardens, and peace officers.

The table below outlines the original appropriations, transfers to other agencies, remaining funds after transfers, expenditures, and the percentage expended for other house and senate bill appropriations within the Department of Administration.

Department of Administration Other House and Senate Bill Authority FY 2024					
	Original Appropriation	Total Transferred to Date	Remaining Appropriation	Expenditures	Percent Expended
Director's Office					
HB 569 - MPERA Supplemental Funding	\$ 95,600,000	\$ -	\$ 95,600,000	\$ 95,600,000	100.0%
HB 949- Education and Workforce Data Governance Board	50,000	-	50,000	28,801	57.6%
Program Total	95,650,000	-	95,650,000	95,628,801	100.0%
State Financial Services Division					
HB 830 - Alternative Property Tax Payment (Biennial)	35,000	-	35,000	-	0.0%
Program Total	35,000	-	35,000	-	0.0%
Architecture and Engineering Division					
HB 5 - Major Repair Projects	2,000,000	-	2,000,000	-	0.0%
Program Total	2,000,000	-	2,000,000	-	0.0%
General Services Division					
HB 856 - Capitol Complex	6,000,000	-	6,000,000	1,059,580	17.7%
Program Total	6,000,000	-	6,000,000	1,059,580	17.7%
State Information Technology Services					
HB 890 - AV Training (Biennial)	5,000	-	5,000	180	3.6%
HB 10 -Long Range Information Technology Projects					
Department of Administration					
Montana Cybersecurity Enhancement Project	19,362,397	-	19,362,397	9,641,282	49.8%
E-Discovery/Public Information Request Software	1,800,000	-	1,800,000	-	0.0%
Montana Cybersecurity Enhancement Project*	500,000	249,719	250,281	-	0.0%
HVAC Network*	500,000	-	500,000	-	0.0%
Department of Agriculture					
Commodity Assessment System	370,000	350,000	20,000	-	0.0%
SAFHER Federal System	200,000	-	200,000	-	0.0%
Grant Management System	60,000	25,000	35,000	-	0.0%
Department of Livestock					
Animal Health System	450,000	-	450,000	-	0.0%
Snowflake Integration	125,000	-	125,000	-	0.0%
Google AI	425,000	375,000	50,000	-	0.0%
Department of Fish, Wildlife, and Parks					
Automated Licensing System Replacement*	10,000,000	2,502,810	7,497,190	-	0.0%
Public Service Commission					
Software Modernization (REDDI)	1,496,436	1,282,837	213,599	-	0.0%
Department of Natural Resources and Conservation					
Financial Management System	1,204,000	-	1,204,000	-	0.0%
Fire Finance Processing System	500,000	-	500,000	-	0.0%
Trust Land Management System Customer Portal	2,000,000	-	2,000,000	-	0.0%
Trust Land Management System II*	2,000,000	1,500,000	500,000	-	0.0%
Department of Corrections					
Offender Management System	17,750,000	75,000	17,675,000	-	0.0%
Department of Public Health and Human Services					
Comprehensive Child Welfare Information System	25,075,762	260,000	24,815,762	-	0.0%
Montana Child Support Enforcement Automated System	31,521,000	700,000	30,821,000	-	0.0%
Electronic Health Records & Billing - State Facilities	27,607,304	-	27,607,304	-	0.0%
Montana Healthcare Programs Modularity Project	49,406,130	29,456,130	19,950,000	-	0.0%
SNAP Employment & Training Enterprise Solution	2,800,000	-	2,800,000	-	0.0%
Electronic Benefits Transfer System Replacement	2,500,000	-	2,500,000	-	0.0%
Montana Family Safety Information System (MFSIS)*	5,445,238	-	5,445,238	-	0.0%
Department of Labor and Industry					
Unemployment Insurance Tax System Upgrade*	5,000,000	-	5,000,000	-	0.0%
Unemployment Insurance Benefits System Replacement*	45,000,000	-	45,000,000	-	0.0%
Department of Justice					
Mainframe Transition*	4,034,822	1,626,438	2,408,384	-	0.0%
Program Total	257,138,089	38,402,934	218,735,155	9,641,462	4.4%
State Human Resources Division					
HB 13 - Labor Management Training Program (Biennial)	75,000	-	75,000	-	0.0%
Program Total	75,000	-	75,000	-	0.0%
Total	\$ 360,898,089	\$ 38,402,934	\$ 322,495,155	\$ 106,329,843	33.0%

*Indicates appropriation authority from legislative sessions other than the 2023 Legislative Session.

HB 949 was approximately 57.6% expended, largely due to delayed hiring of the incumbent. The agency expects to use the majority of these appropriations in FY 2025. Both HB 856 and HB 5 fund long-term capital projects that often span multiple years, making lower expenditures in the early stages common. Meanwhile, HB 13 and HB 830 are biennial appropriations, which will remain available through FY 2025.

Statutory Appropriations

Statutory appropriations represent 42.1% of the Department of Administration's total FY 2024 budget. These include \$91.1 million in general funds, \$12.5 million in state special revenue, \$20.0 million in federal special revenue, and \$156.2 million in proprietary funds. Of the \$279.7 million allocated for FY 2024, \$241.6 million, or 86.4%, was expended. The table below details the appropriations, expenditures, remaining balances, and the percentage expended for each statutory appropriation within the Department of Administration.

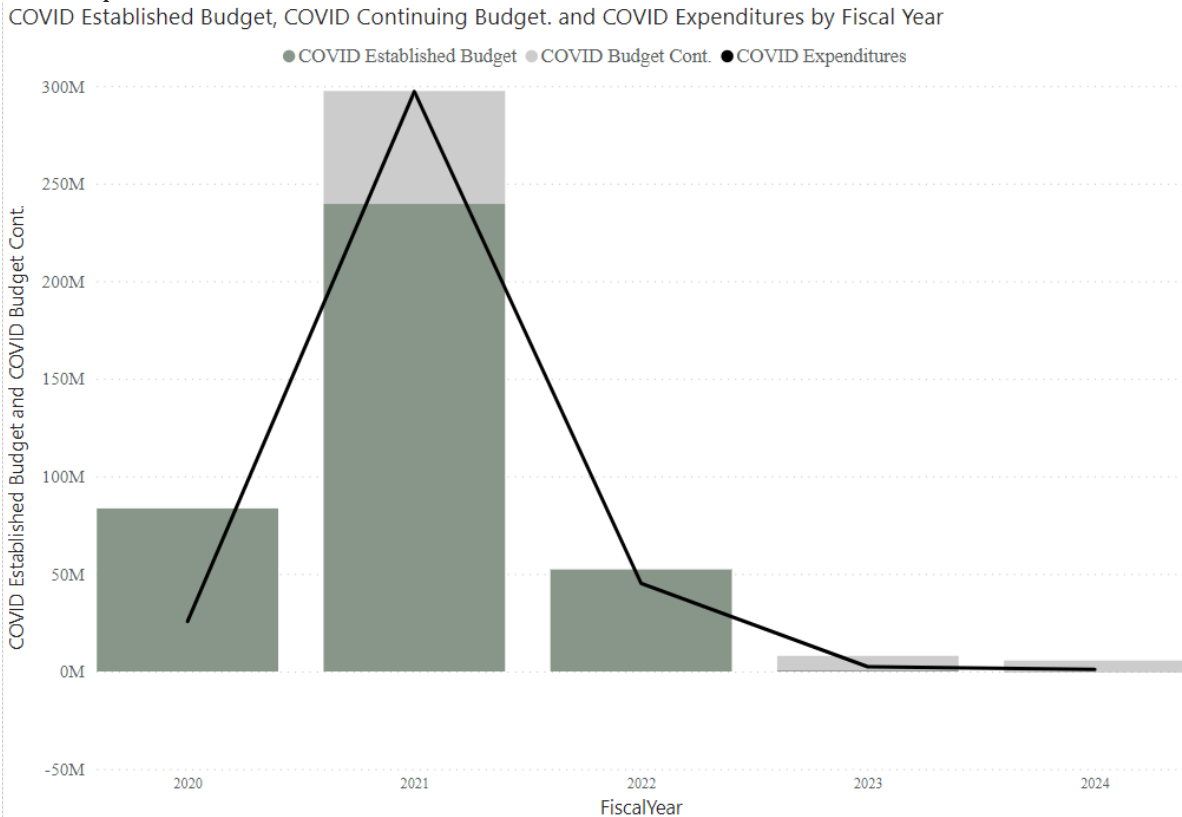
Department of Administration
Statutory Appropriations and Expenditures
FY 2024

	Appropriations	Expenditures	Remaining Appropriations	Percent Expended
General Fund				
Federal Rebates	310,649	310,649	-	100.0%
Lodging Tax	140,000	118,778	21,222	84.8%
Local Government PERS Contribution	1,307,255	662,124	645,131	50.6%
School District PERS Contribution	718,305	714,149	4,156	99.4%
TRS GABA Contribution	1,131,000	1,079,927	51,073	95.5%
TRS Supplemental Contribution	48,859,000	47,768,291	1,090,709	97.8%
State Fund Division	745,287	745,286	1	100.0%
Public Employees Retirement Transfer	35,329,705	35,329,705	-	100.0%
Bank Charges	2,437,228	2,437,227	1	100.0%
Cash Management Interest	4,585	4,585	-	100.0%
Fees and Bond Costs	<u>96,453</u>	<u>73,319</u>	<u>23,134</u>	<u>76.0%</u>
Total General Fund	91,079,467	89,244,040	1,835,427	98.0%
State Special Revenue				
Mineral Impact Fees	11,942,347	11,923,593	18,754	99.8%
State Building Insurance Proceeds	<u>511,500</u>	<u>507,607</u>	<u>3,893</u>	<u>99.2%</u>
Total State Special Revenue	12,453,847	12,431,200	22,647	99.8%
Federal Special Revenue				
Taylor Grazing Fees	125,000	125,000	-	100.0%
Forest Reserve Funds	<u>19,831,450</u>	<u>13,396,642</u>	<u>6,434,808</u>	<u>67.6%</u>
Total Federal Special Revenue	19,956,450	13,521,642	6,434,808	67.8%
Enterprise Funds				
Lottery Prizes	133,500,000	109,200,739	24,299,261	81.8%
Lottery Commissions	10,200,000	7,559,779	2,640,221	74.1%
Lottery Vendor Fees	<u>12,482,350</u>	<u>9,661,978</u>	<u>2,820,372</u>	<u>77.4%</u>
Total Enterprise Funds	156,182,350	126,422,496	29,759,854	80.9%
Total Statutory Appropriations	<u>\$ 279,672,114</u>	<u>\$ 241,619,378</u>	<u>\$ 38,052,736</u>	<u>86.4%</u>

During the 2023 Legislative Session, the appropriation authority for MPERA Local Government PERS was increased by \$679,000, exceeding the Department of Administration's estimates for the 2025 biennium. As a result, the agency's expenditures aligned with their normal projections, but still reflect a low percentage of the total appropriation authority. Lower expenditures for the forest reserve funds were a result of the state's spending being contingent on federal allocations, which differed from the initial estimates.

COVID-19 Authority

The following chart is provided to allow the legislature to examine the funding that is available to the agency for COVID-19 impacts.



In FY 2020, the Department of Administration received \$83.5 million in funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Of this amount, \$80.0 million was allocated to reimburse local governments for COVID-19-related expenses, including medical costs, public health initiatives, and employee wages tied to pandemic response. By the end of FY 2020, 27.2% of these appropriations had been expended, with the remaining budget authority carried forward to FY 2021.

In FY 2021, the department managed \$254.6 million in CARES Act funding and an additional \$43.2 million from the American Rescue Plan Act (ARPA), with a combined expenditure rate of 99.9% by the fiscal year's close. Key expenditures included:

- \$171.0 million in CARES Act funds to reimburse local governments for COVID-19-related expenses
- \$81.8 million in CARES Act funding for the School Funding for COVID-19 Related Impacts Program
- \$43.2 million in ARPA local government recovery funds, distributed to non-entitlement units of local government per federal formulas

In FY 2022, the department expended the remaining \$344,000 in CARES Act funding and utilized \$52.3 million in ARPA funds, of which \$43.2 million went toward reimbursing local governments for COVID-19 expenses and \$8.6 million supported the administration of the broadband program. Overall, 85.8% of ARPA funds were spent, with the remaining balance carried forward to FY 2023.

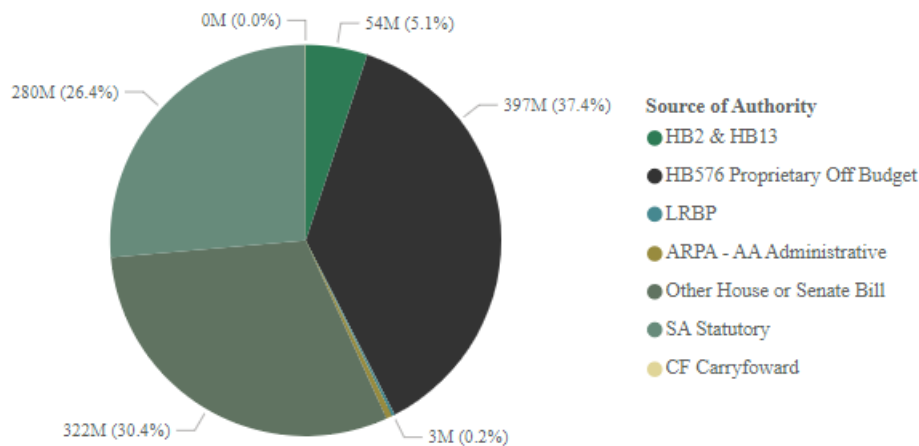
By FY 2023, \$7.3 million of ARPA funding was allocated for broadband program administration, and the State Information Technology Services Division (SITSD) had \$584,000 budgeted for the contact center. As of year-end, 29.8% of the allocated funds had been expended.

In FY 2024, \$5.1 million in ARPA funding was carried forward, including \$5.0 million for broadband program administration and \$81,000 for the contact center. The department expended \$1.9 million for broadband administration and fully utilized the \$81,000 for the contact center. The remaining \$3.1 million for broadband administration has been carried forward into FY 2025 and will remain available until December 2026.

EXPENDITURE AUTHORITY

The total expenditure authority for the agency is shown in the following pie chart. Total expenditure authority includes non-budgeted proprietary funding and non-budgeted expenditures such as transfers or indirect costs which are not included in the previous pie chart as the expenditures are not appropriated.

Modified Budget & Expended Budget by Source of Authority



Source of Authority	Modified Budget	Expended Budget	% Expended
HB2 & HB13	54,088,944	53,363,339	98.7%
CF Carryforward	282,021	148,447	52.6%
HB576 Proprietary Off Budget	396,776,547	378,908,998	95.5%
LRBP	2,522,771	2,346,111	93.0%
Other House or Senate Bill	322,495,155	106,329,843	33.0%
SA Statutory	279,672,114	241,619,379	86.4%
ARPA	5,129,706	2,025,720	39.5%
Total	1,060,967,258	784,741,836	74.0%

Non-budgeted Proprietary Fund Authority

In FY 2024, 37.4% of the Department of Administration’s appropriation authority comes from non-budgeted proprietary funds, totaling \$396.8 million. This authority supports various departmental programs, as detailed in the table below. As of FY 2024, 95.5% of the non-budgeted proprietary funds had been expended. However, there are lower expenditures in the Chief Data Office, Electronic Government Services, and group benefit claims within the State Human Resources Division.

The Chief Data Office's lower expenditures are primarily due to staffing vacancies. For Electronic Government Services, reduced spending resulted from the absence of audit fees and the fact that a significant portion of software costs were covered by SITSD or HB 10. In the State Human Resources Division, group benefit claims expenditures were lower because the Employee Assistance Program (EAP) fees were no longer charged to the division following the switch to Blue Cross Blue Shield as the vendor.

The table below outlines the budget, expenditures, remaining balance, and percentage expended for each non-budgeted proprietary fund in FY 2024.

Department of Administration
Non-Budgeted Proprietary Funds
FY 2024

	Appropriations	Expenditures	Remaining Appropriations	Percent Expended
Director's Office				
Management Services	\$ 2,607,690	\$ 2,136,516	\$ 471,174	81.9%
Office of Public Information Requests	202,319	195,450	6,869	96.6%
Chief Data Office	<u>500,000</u>	<u>315,877</u>	<u>184,123</u>	<u>63.2%</u>
Program Total	3,310,009	2,647,843	662,166	80.0%
State Financial Services Division				
Local Government Services Bureau	1,377,957	1,171,105	206,852	85.0%
SABHRS Financials	5,156,004	4,839,784	316,220	93.9%
Warrant Writing	<u>1,320,059</u>	<u>1,309,826</u>	<u>10,233</u>	<u>99.2%</u>
Program Total	7,854,020	7,320,715	533,305	93.2%
General Services Division				
Facilities Management	12,976,566	12,959,447	17,119	99.9%
Print and Mail Services	13,574,381	13,481,198	93,183	99.3%
Surplus Property	<u>879,366</u>	<u>869,848</u>	<u>9,518</u>	<u>98.9%</u>
Program Total	27,430,313	27,310,493	119,820	99.6%
State Information Technology Services				
Electronic Government Services	1,824,711	357,213	1,467,498	19.6%
SITSD Proprietary	<u>70,673,441</u>	<u>69,721,516</u>	<u>951,925</u>	<u>98.7%</u>
Program Total	72,498,152	70,078,729	2,419,423	96.7%
Health Care and Benefits Division				
Flexible Spending Funds	7,888,201	7,718,589	169,612	97.8%
Group Benefits Claims	234,518,842	233,657,099	861,743	99.6%
Workers' Compensation Management	<u>341,805</u>	<u>285,517</u>	<u>56,288</u>	<u>83.5%</u>
Program Total	242,748,848	241,661,205	1,087,643	99.6%
State Human Resources Division				
Group Benefits Claims	361,744	124,958	236,786	34.5%
Human Resources Information Services	3,983,538	3,626,438	357,100	91.0%
Enterprise Learning and Development	<u>407,099</u>	<u>362,676</u>	<u>44,423</u>	<u>89.1%</u>
Program Total	4,752,381	4,114,072	638,309	86.6%
Risk Management and Tort Defense Division				
Agency Insurance	<u>38,182,824</u>	<u>25,775,941</u>	<u>12,406,883</u>	<u>67.5%</u>
Program Total	38,182,824	25,775,941	12,406,883	67.5%
Total	<u><u>\$ 396,776,547</u></u>	<u><u>\$ 378,908,998</u></u>	<u><u>\$ 17,867,549</u></u>	<u><u>95.5%</u></u>

HB 2 BUDGET MODIFICATIONS

The following chart shows the HB 2 budget as passed by the legislature, including the pay plan, and the HB 2 modified budget from June 1, 2024, through June 30, 2024. Net modifications to the budget include operating plan changes from one expenditure account to another, program transfers, reorganizations, and agency transfers of authority. The **positive modifications** and **negative modifications** are shown by program, expenditure account, and fund type.

Legislative Budget Compared to Modified Budget - HB 2 Only

Agency Name	HB 2 Budget	Modified Budget	Net Modifications
Department of Administration	54,088,944	54,088,944	0
01 DIRECTORS OFFICE	33,184,748	33,184,748	
03 STATE FINANCIAL SERVICES DIV	1,805,913	1,823,638	17,725
04 ARCHITECTURE & ENGINEERING DIV	2,786,377	2,786,377	
05 STATE PROCUREMENT SERV. DIV.	1,832,203	1,934,478	102,275
14 DIV OF BANKING & FINANCIAL INS	4,871,125	4,751,125	-120,000
15 MONTANA STATE LOTTERY	6,640,776	6,640,776	
23 STATE HUMAN RESOURCES DIVISION	2,230,347	2,230,347	
37 MONTANA TAX APPEAL BOARD	737,455	737,455	
Total	54,088,944	54,088,944	0

Expenditure Type	HB 2 Budget	Modified Budget	Net Modifications
61000 Personal Services	13,825,810	13,768,770	-57,040
62000 Operating Expenses	7,485,322	7,542,362	57,040
63000 Equipment & Intangible Assets	85,000	85,000	
65000 Local Assistance	28,979	28,979	
68000 Transfers-out	31,834,925	31,834,925	
69000 Debt Service	828,908	828,908	
Total	54,088,944	54,088,944	0

Fund Type	HB 2 Budget	Modified Budget	Net Modifications
01 General	39,482,425	39,482,425	0
02 State/Other Spec Rev	7,863,100	7,863,100	0
03 Fed/Other Spec Rev	18,535	18,535	
06 Enterprise	6,640,776	6,640,776	
06 Internal Service	84,108	84,108	
Total	54,088,944	54,088,944	0

Since June 1, 2024, the Department of Administration has made two budget modifications, both involving program transfers to ensure the new State Procurement Services Division and the State Financial Services Division are adequately funded.

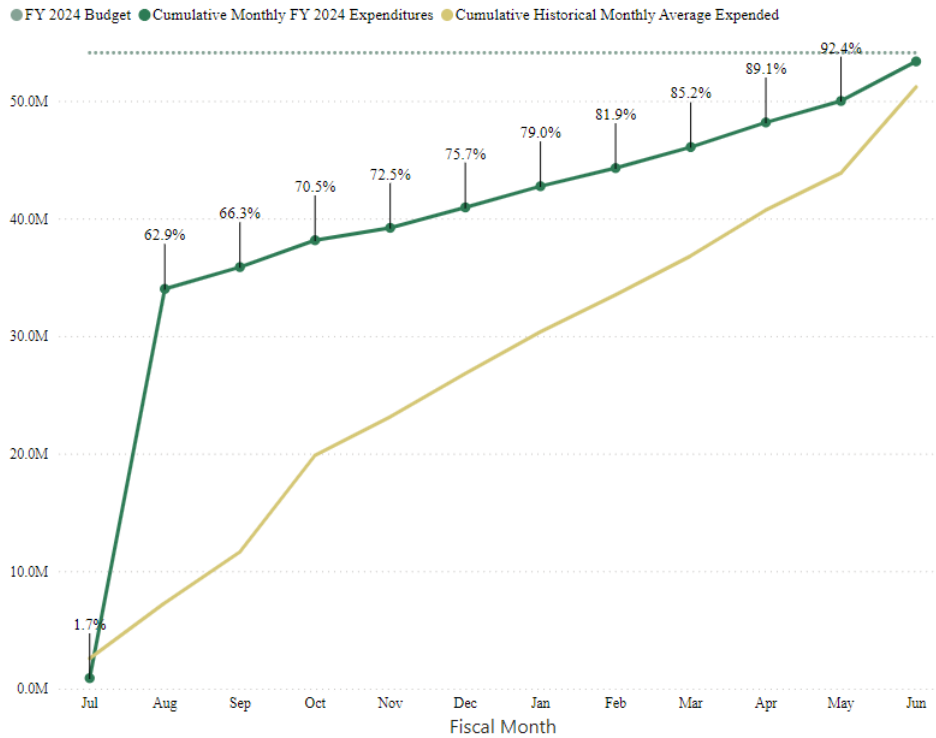
The first transfer moved approximately \$18,000 from the State Procurement Services Division to the State Financial Services Division to correct an error made during the initial reorganization, which separated the two divisions.

The second transfer reallocated \$120,000 from the Division of Banking and Financial Institutions to the State Procurement Services Division to address a shortfall in appropriation authority. As part of this transfer, \$57,000 was shifted from personal services to operating expenditures to record expenses more accurately.

HB 2 APPROPRIATION AUTHORITY

The following chart shows the appropriated budget for the agency compared to expenditures through June 30, 2024.

Monthly Expenditures Compared to Historical Average



Program Name	Modified Budget	Expended Budget	% Expended
01 DIRECTORS OFFICE	33,184,748	33,016,074	99.5%
03 STATE FINANCIAL SERVICES DIV	1,823,638	1,818,752	99.7%
04 ARCHITECTURE & ENGINEERING DIV	2,786,377	2,668,864	95.8%
05 STATE PROCUREMENT SERV. DIV.	1,934,478	1,924,147	99.5%
14 DIV OF BANKING & FINANCIAL INS	4,751,125	4,694,818	98.8%
15 MONTANA STATE LOTTERY	6,640,776	6,311,590	95.0%
23 STATE HUMAN RESOURCES DIVISION	2,230,347	2,199,907	98.6%
37 MONTANA TAX APPEAL BOARD	737,455	729,186	98.9%
Total	54,088,944	53,363,339	98.7%

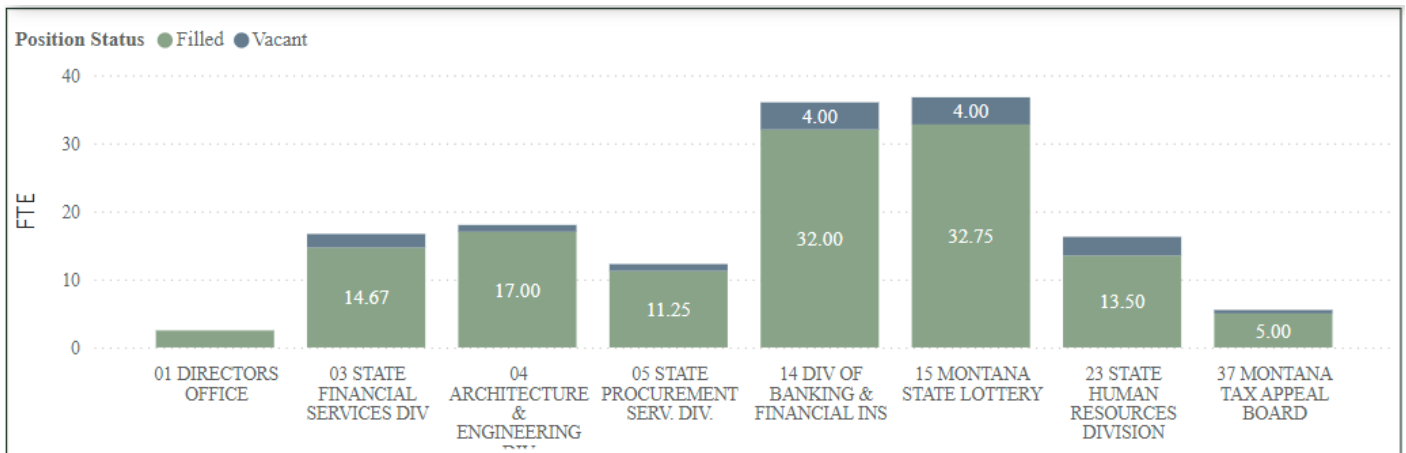
Expenditure Type	Modified Budget	Expended Budget	% Expended
Personal Services	13,768,770	13,446,976	97.7%
Operating Expenses	7,542,362	7,144,587	94.7%
Equipment & Intangible Assets	85,000	77,090	90.7%
Local Assistance	28,979	30,854	106.5%
Transfers-out	31,834,925	31,834,925	100.0%
Debt Service	828,908	828,907	100.0%
Total	54,088,944	53,363,339	98.7%

Fund Type	Modified Budget	Expended Budget	% Expended
01 General	39,482,425	39,265,784	99.5%
02 State/Other Spec Rev	7,863,100	7,688,207	97.8%
03 Fed/Other Spec Rev	18,535	13,649	73.6%
06 Enterprise	6,640,776	6,311,590	95.0%
06 Internal Service	84,108	84,108	100.0%
Total	54,088,944	53,363,339	98.7%

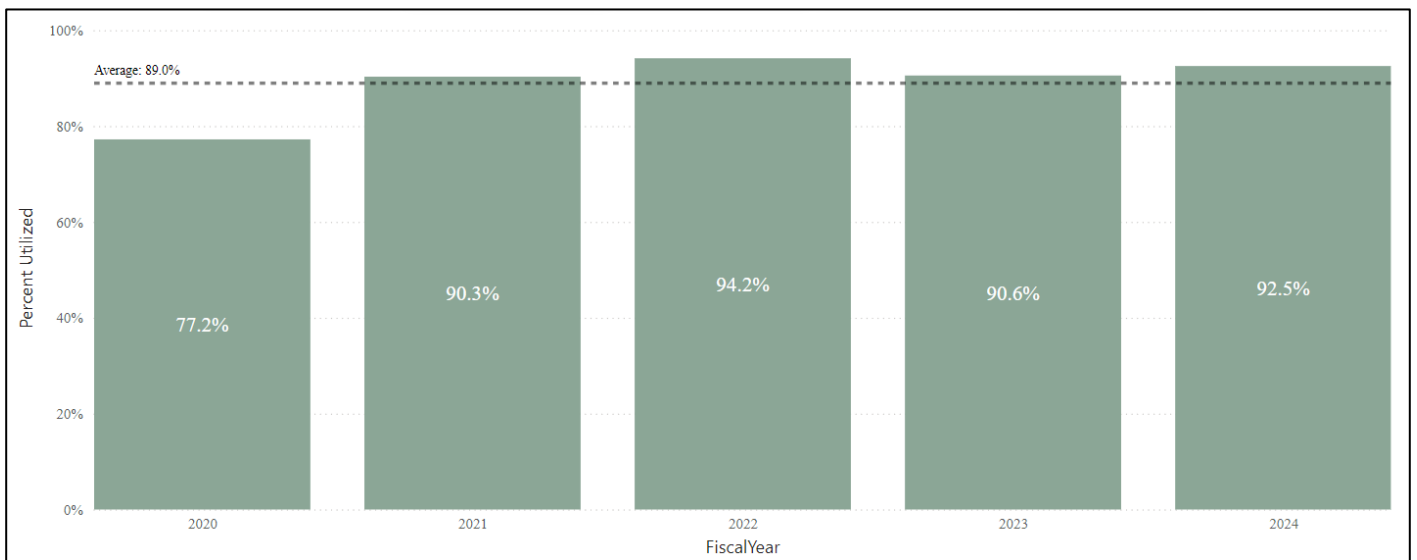
The Department of Administration expended 98.7% of its modified HB 2 authority in FY 2024. Higher expenditures occurred early in the fiscal year due to a \$23.1 million general fund transfer to the Capital Development Long-Range Building Program account, as mandated by 17-7-208, MCA, and an \$8.5 million transfer to the Major Repair Long-Range Building Program account, as required by 17-7-222, MCA. Overall, expenditures slightly exceeded the five-year historical average of 94.6%.

Personal Services

Appropriations for personal services in the Department of Administration total \$13.8 million and were 97.7% expended in FY 2024. The department has 143.92 HB 2 FTE and 89.4% of these positions are filled as of July 1, 2024. The following chart shows the filled and vacant FTE within the agency as of July 1, 2024.



The chart below shows the hourly utilization percentage for the Department of Administration for each fiscal year. Overall, the department has utilized 92.5% of the available hours for FY 2024, as shown in the chart below. This is slightly above the average utilization rate of 89.0%.



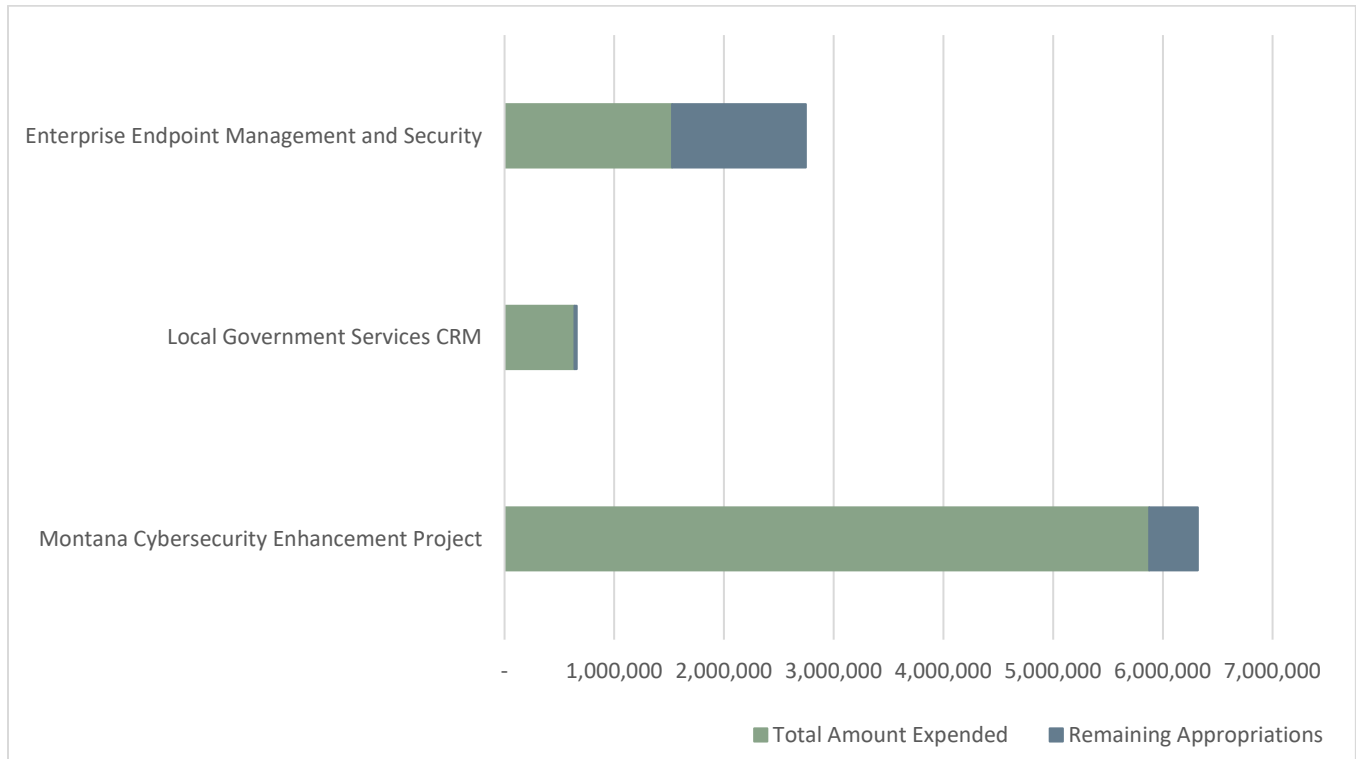
The chart below shows the vacant FTE in each division, the number of months each position has been vacant, and the midpoint hourly pay rate. Of the 15.25 FTE that are vacant, 7.25 FTE have been vacant for greater than

one year. It should be noted that one of the two IT examiner positions in the Banking and Financial Division was in an inactive, or unapproved, status and could not have been filled during that timeframe. The position was reactivated on July 1, 2023; as such, it has only been vacant for 12 months. Therefore, both IT examiner positions have been vacant for 12 months, not the 59.05 months reflected in the table below. Additionally, the secretary and short-term worker positions in the Montana Tax Appeal Board are seasonal positions that frequently show vacancies. As of July 31, 2024, the Department of Administration had job postings for 12 positions including, but not limited to, a contracts officer, customer service representative, executive assistant, a senior web developer, and a lottery sales representative.

Vacant Positions Report			
	FTE	Median Months Vacant	Market Midpoint (Hourly)
☐ 61010 ADMINISTRATION	15.25	12.00	30.00
☐ 03 STATE FINANCIAL SERVICES DIV	2.00	5.52	28.33
Business Systems Analyst	1.00	0.52	35.19
Program Support Assistant	1.00	10.52	21.48
☐ 04 ARCHITECTURE & ENGINEERING DIV	1.00	27.84	54.39
Construction Manager	1.00	27.84	54.39
☐ 05 STATE PROCUREMENT SERV. DIV.	1.00	0.46	28.54
Contracts Officer	1.00	0.46	28.54
☐ 14 DIV OF BANKING & FINANCIAL INS	4.00	11.56	48.36
Certified Mortgage Examiner	1.00	11.11	32.68
IT Examiner	2.00	59.05	48.36
Sr Bank Exmnr/Training Coord	1.00	1.93	48.36
☐ 15 MONTANA STATE LOTTERY	4.00	11.54	27.83
Info Systems Security Officer	1.00	2.36	40.08
Lottery Sales Representative	1.00	11.54	27.83
Marketing Insights Associate	1.00	1.61	26.21
Receptionist	0.50	12.75	15.17
Sales Rep	0.50	12.00	27.83
☐ 23 STATE HUMAN RESOURCES DIVISION	2.75	39.21	33.75
Administrative Assistant	0.50	19.38	18.15
Human Resources Generalist	1.00	54.95	30.00
Human Resources Manager	0.25	82.69	37.50
Labor Relations Specialist	1.00	23.48	42.24
☐ 37 MONTANA TAX APPEAL BOARD	0.50	80.16	7.59
Secretary	0.25	125.38	15.17
Short Term Worker	0.25	34.95	
Total	15.25	12.00	30.00

OTHER ISSUES

Information Technology Project Expenditures



Enterprise Endpoint Management and Security

This project will implement Tanium, a cybersecurity software that enhances endpoint security, reduces incident response time, and improves the efficiency of IT operations. This project began January 8, 2024, and is expected to be completed October 31, 2024. The budget for this project is \$2.7 million. To date, this project is 30.0% complete and has expended \$1.5 million.

Local Government Services CRM

This project replaces the current customer relationship manager (CRM) system as it was at the end of its life and unsupported by the vendor. The new CRM system is supported by Hike2. The original budget for this project was \$600,000; this budget has been revised to \$657,500. Additionally, the original delivery date of March 9, 2024, was revised to February 26, 2024. This project is 100.0% complete and the agency expended \$637,400. A post-implementation report has not been released to date.

Montana Cybersecurity Enhancement Project

The Montana Cybersecurity Enhancement Project began July 1, 2019, and was officially completed in FY 2023. The agency expended \$5.9 million out of the \$6.3 million budget. A post-implementation report has not been released to date.

APPENDIX A

The Department of Administration was asked to provide information on the following questions:

Did the agency utilize contractors in FY 2024?

The Department of Administration utilizes contractors to provide critical services to agencies in areas such as facilities management, insurance programs, IT systems implementation, management of IT procurement activities, other IT support, and one-time costs in support of new initiatives. In addition, contractors are used to perform work where ongoing permanent staffing is not expected to continue, such as the Broadband Program.

If so, how much did you pay contractors?

During FY 2024 the Department spent \$42.2 million on contracted staff and services. A large portion of this amount, \$34.7 million, is associated with our obligation to provide insurance programs to the enterprise in the areas of commercial insurance and employee benefit programs. The remaining \$7.5 million expended are in support of general department operations and new initiatives.

How much of the amount paid to contractors do you estimate is due to vacant positions? If contractors were paid because of vacant positions, what are the types of vacant positions that resulted in the need for contractors?

A total of \$58,801 was paid to contracted staff while positions were vacant. Vacant positions were in the areas of IT, print operations, treasury operations, and Capitol custodial services.

The Montana Lottery utilizes contracted services to support Lottery and Sports Bet systems, advertising services, and facility safety and security systems. The Lottery spent \$10.1 million on contracted services in FY 2024. No contractors were hired as a result of vacant positions within the agency.

The Montana Tax Appeal Board utilizes contracted services for general operations and spent \$6,324 in FY 2024. No contractors were hired as a result of vacant positions within the agency.

A list of contracted service payments made in FY 2024 has been provided for reference.

Department of Administration - Payments to Contracted Services - FY2024		
General Operations		Total FY 2024
American Databank LLC	Background Check Services	\$ 946.30
D Warner Group LLC	Card Integrity - Enterprise ProCard Monitoring Services	\$ 65,400.00
Dex Imaging LLC	Printer Leasing & Services	\$ 8,948.36
Dorsey & Whitney LLP	Bond Services	\$ 7,654.00
Helena Recycling LLC	Recycling Services	\$ 99,512.32
Hometown Leasing, LLC	Printer Leasing & Services	\$ 6,333.61
Iron Mountain Inc	Records Mgmt / Shredding Services	\$ 8,885.06
Junkermier Clark Campanella Stevens PC	Financial Consulting Services / Tax Withholding	\$ 4,488.12
KR Office Interiors Inc	Furniture Services	\$ 5,370.00
Piper Sandler & Co	Bond Services	\$ 65,000.00
Yellowstone E-Waste Solutions Inc	E-waste Recycling Services	\$ 2,662.00
		\$ 275,199.77
Facilities Maintenance & Support Services		
ABM Janitorial Services	Custodial Services	\$ 112,248.00
ALM Consulting LLC	Enironmental Engineering Consulting	\$ 1,727.50
Associated Construction Engr Inc	Engineering Services	\$ 2,850.00
Candace Stout	Enironmental Engineering Consulting	\$ 1,971.20
Convergint Technologies LLC	Security Systems Services	\$ 3,780.00
Dayspring Restoration Inc	Custodial Services	\$ 740,628.19
DG Investment Inter Holdings 2 Inc	Alarm Services	\$ 798.30
Dowl LLC	Engineering Services	\$ 1,800.00
DP Lund Company	Electrical work - Arc Flash Certification Services (Data Center)	\$ 7,000.00
Fire Guys Leasing Inc	Fire Suppression Inspection Services (Data Center)	\$ 890.00
Fire Protection Service Corp	Fire Alarm System Services	\$ 660.00
GPD PC	Engineering Services	\$ 11,964.23
Helena Abstract & Title Co	OGM Easement Assessment Services	\$ 500.00
Innovative Cutting Systems	Onsite Equipment Training & Preventive Maintenance Services	\$ 2,800.00
Integrity Electrical Contractors Inc	Electrical Work (Data Center)	\$ 11,960.00
James E Pace	Custodial Services	\$ 172,266.00
Johnson Controls Fire Protection LP	Fire Alarm System Services	\$ 1,856.40
Joki and Associates	Appraisal Services	\$ 6,000.00
Kalispell Low Voltage LLC	Statewide County Buildings Cabling Services	\$ 760.47
Karen Isola Murphy Silo Drive Enterprise	Fire Extinguisher Maintenance and Inspection	\$ 2,962.28
Kone Inc	Elevator Repair & Services	\$ 125,525.63
Lantek	Statewide Cabling Services	\$ 107,883.58
Larson Civil Engineering LLC	Engineering Services	\$ 5,605.00
Lapraim Stephen	Fiber Optic Installation Services	\$ 52,079.32
Long Building Technologies	Mechanical Maintenance & Support (Data Center)	\$ 4,046.87
Mark Bartholomew	Custodial Services (Miles City Data Center)	\$ 8,472.00
Marsh McLennan Agency	US Postal Service Contract Bond Services for the Capitol Post Office	\$ 650.00
Millenium Engineering Inc	Engineering / Technical Assistance	\$ 3,000.00
Morrison Maierle Inc	Facilities Engineering Consulting	\$ 7,498.00
Nitro Green	Pest Control Services	\$ 11,822.20
Northwest Subsurface Warning System	Temp Control / Humidity Sensor System Installation Services (Data Center)	\$ 1,106.92
Plant Lady	Plant Services	\$ 1,115.00
Rapid Fair Protection Inc	Fire Protection Services	\$ 3,500.00
Rocky Mountain Contractors	Statewide Fiber Optic Installation Services	\$ 3,799.00
Securitas Sec Svcs USA	Capitol Complex Security Services	\$ 310,429.59
Stahly Engineering	Facilities Engineering Consulting	\$ 15,157.50
Summit Fire & Security LLC	Fire Suppression System Services (Data Center)	\$ 396.00
Summit Utility Services LLC	Copper & Fiber Telephone / Data Cable Locating Services	\$ 28,280.00
Systems Northwest LLC	Fire Alarm System Services	\$ 1,083.75
Tank Management Services Inc	Tank Management Services (Data Center)	\$ 1,190.19
Todd Dotseth	Petroleum Compliance Services (Data Center)	\$ 3,452.02
Toms Crane Service Inc	Crane Services for Capitol Christmas Tree / Cogswell Generator Removal	\$ 1,020.00
Tracy Elizabeth Egeline	Architechture Services	\$ 18,000.00
Tri County Mechanical & Electrical Inc	Electrical Services / Removal of old PBX Equipment	\$ 1,580.00
Tyco Fire & Security US Management Inc	Fire Alarm System Services	\$ 79,259.06
Utilities Underground Location Center	811 Underground Location Services	\$ 605.44
West Mont	Custodial Services - HHS ¹⁶	\$ 127,466.04
		\$ 2,009,445.68

Insurance Program Support & Services		
Actuaries Northwest LLC	Actuary Services - Health Plan	\$ 54,168.75
Allegiance Benefit Plan Management Inc	TPA Services - Health Plan	\$ 4,500.00
Alliant Insurance Services Inc	Consulting Services - Health plan	\$ 196,866.70
Alliant Insurance Services Inc	Commercial Insurance Premium	\$ 14,708,602.51
ASI Flex	Flex Plan Administration	\$ 109,211.40
Blue Cross Blue Shield of MT	TPA Services - Health Plan	\$ 3,080,309.79
Brown & Brown of Massachusetts, LLC	Audit Services - statutorily required	\$ 162,420.47
BusinessSolver.com Inc	Benefit System Contract	\$ 703,950.21
Claim Technologies Incorporated	Audit Services - statutorily required	\$ 54,000.00
Crawford & Company	Claims Adjuster Services	\$ 19,707.33
Deerwalk Inc	Data Warehouse Services	\$ 109,651.11
Delta Dental Insurance Company	Dental Plan Services	\$ 370,542.37
Digital Insurance	Actuary Services - Health Plan	\$ 98,834.48
Health Care Service Corp, A MUTU	Administrative Fees - Health Plan	\$ 312,006.61
Montana Claims Service	Claims Adjuster Services	\$ 60,805.08
Motorcycle Safety Foundation	Commercial Insurance Premium	\$ 5,973.76
Mountain Air Insurance Services Inc	Commercial Insurance Premium	\$ 448,033.00
My Health Navigator LLC	Medication Management Services	\$ 705,953.20
Navitus Health Solutions LLC	Pharmacy Administrative and Claims Services	\$ 1,550,509.65
Premise Health Employer Solutions	State Employee Clinic Staffing & Services	\$ 11,929,328.23
Quality Claims Solutions Inc	Claims Adjuster Services	\$ 3,050.00
Vision Service Plan Insurance Company	Vision Plan Administration & Claims Mgmt	\$ 57,098.45
		\$ 34,745,523.10
Broadband Program (Federally Funded)		
Columbia Telecommunications Corp	Engineering / Technical Assistance	\$ 1,909,452.51
Ernst & Young US LLP	Financial Compliance Assistance	\$ 214,340.00
Lightbox Parent LP	Broadband Mapping System Support	\$ 262,500.00
Quadra Partners, LLC	Expert Consulting Services	\$ 90,000.00
Summit Consulting, LLC	Grant Support / Technical Assistance	\$ 145,000.00
		\$ 2,621,292.51
IT Systems Support / Maintenance		
BMC Software Inc	Used to migrate on Prem Control M to Helix Cloud for batch processing	\$ 61,450.00
Carahsoft	Reseller – SITSD uses service to purchase software as a solution (SaaS), hardware, and licensing	\$ 468,339.29
CDW Government Inc	Reseller - SITSD uses service to purchase software (non-SaaS), hardware, and licensing	\$ 46,250.00
Cerium Networks	Services for Implementation of Contact Center/Phone Deployment	\$ 377,461.64
CompuNet	Reseller - SITSD uses service to purchase system implementor services for Tanium (TrueZero)	\$ 283,727.37
Digital Communications Systems Inc	Statewide Transport Services	\$ 56,806.99
Levinson Enterprises Inc	IBARS System Maintenance & Support	\$ 41,562.50
SHI International Corp	Reseller – SITSD uses service to purchase software as a solution (SaaS), hardware, and licensing	\$ 105,447.17
Sockeye Business Solutions	Customer Case Mgmt System Support (HCBP)	\$ 25,620.00
Sockeye Business Solutions	Customer Case Mgmt System Support (Loc Gov--Contract Ending)	\$ 15,170.00
Tel Net Systems Inc	Telecommunications Equipment & Services	\$ 123,626.56
		\$ 1,605,461.52
One-Time Costs / Initiative Support		
BCC Software LLC	Onsite vendor training/consulting for staff	\$ 8,107.23
Civic Initiatives, LLC	Procurement Moderization Consulting Services	\$ 62,924.52
Hike2 LLC	Implementation of New Local Gov Services System	\$ 599,778.40
Mesa Systems Inc	Office Move Services	\$ 2,692.03
Schlenker & Mckittrick Architects PC	Capitol Complex Traffic Study	\$ 29,473.00
SpearMC Consulting Inc	Implementation of Enterprise Travel and Expense Module in SABHRS	\$ 17,500.00
Stabilize to Optimize Consulting LLC	IT Services - Innovation and Transformation Training Services	\$ 7,000.00
Strategy Management Group, Inc	Balanced Scorecard Consulting Services	\$ 9,000.00
The Envoy Portfolio LLC	Enterprise Leadership Training Services	\$ 150,000.00
		\$ 886,475.18

Temporary Staffing Services		
Brady Co Inc*	Temp Staff for Capitol Custodial Services	\$ 7,383.42
HQ: Adroit Employment Resources*	Temporary employment services / backfill for employee on leave of absence	\$ 27,331.26
Employbridge Holding Company*	Temp Staff for Print & Mail Services	\$ 11,217.89
Employbridge Holding Company*	Temp Staff for State HR Division	\$ 817.92
Employbridge Holding Company*	Temp Staff for Treasury / Warrant Writing Services	\$ 11,006.07
Westaff Workforce Solutions, LLC*	Temp Staff for Capitol Custodial Services	\$ 1,044.70
<i>*Contracted staff hired to cover vacant positions until positions could be filled or, in one instance, an employee returned from leave.</i>		\$ 58,801.26
Department of Administration Total		\$ 42,202,199.02
Montana Lottery - Payments to Contracted Services - FY2024		
406 Electric LLC	Alarm Monitoring & Maintenance Services; Electrical Services, as needed	\$ 4,373.04
ABM Janitorial Services / Central Inc	Custodial Services for Lottery Facility	\$ 39,991.56
Action Fire Extinguisher Service	Fire Extinguisher Inspection and Charging Services	\$ 168.15
Communications Graphics Inc	Displays for Scratch Tickets	\$ 6,652.00
Intralot	The provider of the Lottery and Sports Bet Operating Systems. This is a long term contract and Intralot is paid thru a percentage of our sales.	\$ 9,845,548.31
LexisNexis Risk Solutions	Open source information services to support backgrounds checks / investigations conducted by the Lottery to comply with the MCA.	\$ 2,400.00
Tear It Up LLC	Shredding Services / Lottery Ticket Disposal	\$ 895.40
Trans Union LLC	Background Investigation Services / Applicant Licenses	\$ 210.89
Wendt Inc	The Lottery has a contract with Wendt to provide advertising services to develop lottery sales.	\$ 270,528.39
Montana Lottery Total		\$ 10,170,767.74
Montana Tax Appeal Board - Payments to Contracted Services - FY2024		
Prudence Gildroy	Transcription Services	\$ 5,148.00
Iron Mountain Inc	Records Mgmt / Shredding Services	\$ 1,176.23
Montana Tax Appeal Board Total		\$ 6,324.23

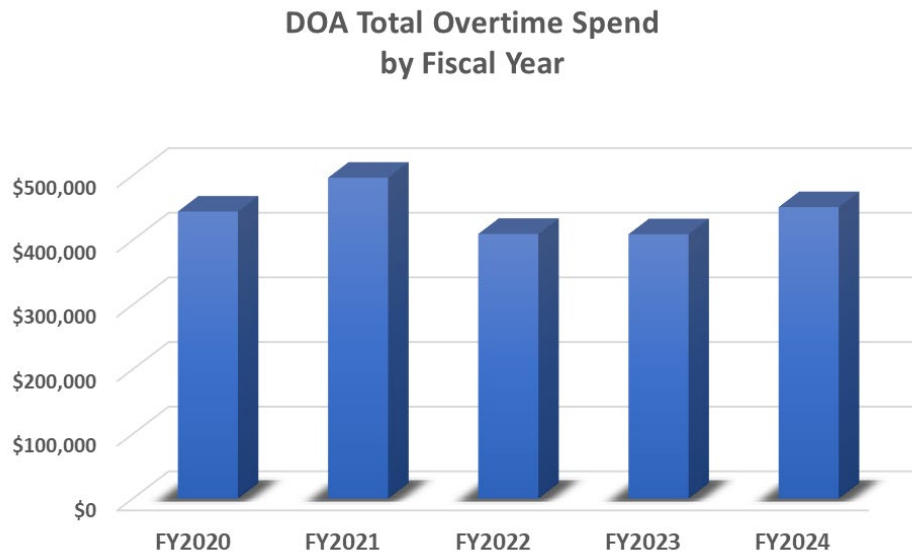
How much did you pay in overtime in FY 2024?

The Department of Administration has paid \$450,943 in overtime in FY 2024. The majority of overtime paid by the department is for IT systems maintenance performed outside of normal working hours; call out hours for IT system support or facilities incidents; and snow removal or other after hour activities on the Capitol Complex supported by the General Services Division.

How much of the overtime paid do you estimate is due to vacant positions? If overtime was paid because of vacant positions, what are the types of vacant positions that resulted in the need for overtime?

There is no process or coding that identifies overtime paid due to vacant positions. Based on a cursory review, the best estimate would be about 9.0% or \$40,585 in FY 2024 would fall into that category. This estimated amount would be associated with staff vacancies in information technology, custodial, print operations, and landscape maintenance.

The department does monitor overall overtime spending, which has remained relatively consistent over the past five years.



The Montana Lottery paid \$14,993 in overtime in FY 2024. Fifty percent of this overtime spend can be attributed to vacancies associated with work performed outside of normal working hours to conduct draws and to support other agency operations.

The Montana Tax Appeal Board had no overtime expenditures in FY 2024.