

Department Of Administration - Proprietary Rates						LFD page #
Funding		Rate FY 2022	Rate FY 2023	Proposed Rate FY 2024	Proposed Rate FY 2025	
Directors' Office						
Management Services	Internal Service	\$1,498,454	\$1,498,454	\$1,723,224	\$1,723,224	A - 179
Human Resources		\$1,113	\$1,113	\$1,265	\$1,265	
Chief Data Office	Internal Service	\$0	\$0	\$500,000	\$500,000	Handout
Continuity and Emergency Management	Internal Service	\$780,770	\$780,713	\$0	\$0	A-180
State Financial Services Division						
SABHRS Financial Services Technology Bureau	Internal Service	\$4,168,579	\$3,974,661	\$4,585,437	\$4,372,127	A - 192
SABHRS (Change proposed by agency 1/12/2023)	Internal Service	\$4,168,579	\$3,974,661	\$4,793,865	\$4,570,860	
Warrant Writer	Internal Service					A - 194
Mailers		\$0.83386	\$0.83386	\$0.88432	\$0.88432	
Non-Mailers		\$0.36059	\$0.36059	\$0.38241	\$0.38241	
Emergency		\$13.52212	\$13.52212	\$14.34045	\$14.34045	
Duplicate		\$9.01475	\$9.01475	\$9.56030	\$9.56030	
Payroll - Printed Warrants		\$0.15206	\$0.15206	\$0.16126	\$0.16126	
External - University System		\$0.12170	\$0.12170	\$0.12907	\$0.12907	
Direct Deposit Mailer		\$0.99162	\$0.99162	\$1.05163	\$1.05163	
Direct Deposit Non-Mailer		\$0.13522	\$0.13522	\$0.14340	\$0.14340	
UI - Mailer - Print Only		\$0.11847	\$0.11847	\$0.12564	\$0.12564	
UI - Direct Deposit		\$0.02982	\$0.02982	\$0.03162	\$0.03162	
Statewide Cost Allocation Plan (SWCAP)		\$4,000,000	\$4,000,000	\$4,500,000	\$4,500,000	
State Financial Services Division						
Local Government Audit and Reporting Program	Enterprise					
General Services Division						
Facilities Management Bureau	Internal Service					A - 211
Office Rent (per sq. ft.)		\$11.357	\$11.369	\$11.415	\$11.421	
Non-office Rent (per sq. ft.)		\$7.000	\$7.000	\$7.599	\$7.605	
Grounds Maintenance (per sq. ft.)		\$0.615	\$0.615	\$0.615	\$0.615	
Project Mgmt. (In-house)		15%	15%	15%	15%	
Project Mgmt. (Consultation)		Actual Cost	Actual Cost	Actual Cost	Actual Cost	
State Employee Access ID Card		Actual Cost	Actual Cost	Actual Cost	Actual Cost	
Surplus Property Program	Enterprise					
State Information Technology Services Division						
SITSD (additional information included below)	Internal Service	30-Day Working Capital Reserve	30-Day Working Capital Reserve	30-Day Working Capital Reserve	30-Day Working Capital Reserve	Blue Sheets
Potential Language to Included in the Boilerplate Language of HB 2:						
The office of budget and program planning shall establish a separate appropriation on the statewide accounting, budgeting, and human resource system for the funding included in each executive branch agency's budget to pay fixed cost allocations for the state information technology services division of the department of administration. The appropriations must be designated as restricted.						
Potential Agency Language:						
The 30-day working capital reserve used to establish state information technology services division rates for state agencies included in HB-2 shall be based on personal services of \$20,607,646 in FY 2024 and \$20,719,790 in FY 2025, operating expenses of \$45,621,313 in FY 2024 and \$45,517,736 in FY 2025, equipment and intangible assets of \$370,861 in FY 2024 and \$370,861 in FY 2025, and debt service of \$1,170,000 in FY 2024 and \$1,170,000 in FY 2025. The state information technology services division shall report to the legislative finance committee at its June 2023 meeting on how it implemented the state agency rates for information technology services. The state information technology services division shall also report any adjustments to state agency rates for information technology or changes in appropriations of 5.0% or greater to each expenditure category at each subsequent meeting of the legislative finance committee.						
eGovernment Services	Enterprise					
Health Care and Benefits Division						
State Employee Group Health Plan (Set in Statute)	Internal Service	\$1,054	\$1,054	\$1,054	\$1,054	A - 260
Worker's Compensation Management Program	Internal Service	\$0.97	\$0.97	\$0.97	\$0.97	A - 262
Flexible Spending Account Program FSA Account	Enterprise					A - 265

Department Of Administration - Proprietary Rates

	Funding	Rate FY 2022	Rate FY 2023	Proposed Rate FY 2024	Proposed Rate FY 2025	LFD page #
State Human Resources Division						
Professional Development Center	Internal Service					
Open Enrollment Courses						
Two-Day Course (per participant)		\$190.00	\$190.00	-	-	
One-Day Course (per participant)		\$123.00	\$123.00	-	-	
Half-Day Course (per participant)		\$95.00	\$95.00	-	-	
Eight-Day Management Series (per participant)		\$800.00	\$800.00	-	-	
Six-Day Management Series (per participant)		\$600.00	\$600.00	-	-	
Four-Day Administrative Series (per participant)		\$400.00	\$400.00	-	-	
Contract Courses						
Full-Day Training (flat fee)		\$830.00	\$830.00	-	-	
Half-Day Training (flat fee)		\$570.00	\$570.00	-	-	
Computer Maintenance Charge (Course Specific)		\$10.00	\$10.00	-	-	
State Management Training Center (per FTE cost)		\$0.00	\$0.00	\$33.2965	\$33.2965	A - 275
Human Resources Information System Fee	Internal Service	\$9.99	\$9.99	\$10.12	\$10.10	A - 272
Risk Management and Tort Defense						
Auto - Comprehensive/Collision	Internal Service	\$1,820,313	\$1,820,313	\$1,820,313	\$1,820,313	A - 283
Aviation		\$169,961	\$169,961	\$169,961	\$169,961	
General Liability		\$14,613,042	\$14,613,042	\$13,151,738	\$13,151,738	
Property/Miscellaneous		\$9,009,000	\$9,009,000	\$9,009,000	\$9,009,000	
Proposed Language:						
State agencies and universities will not be billed an insurance premium in the 2025 biennium by the Risk Management and Tort Defense Division (RMTD) due to an overage in the state insurance fund's reserves. Any insurance premium discounts that would have been realized in the 2025 biennium through participation in RMTD's risk management/loss mitigation programs must be applied from each state agency's or university's insurance premium holiday savings in a reasonable manner to avoid programmatic and funding shortfalls. RMTD has the authority to bill state agencies and universities an insurance premium if the agency or university does not participate in risk management/loss mitigation activities during the 2025 biennium.						

Funding	Rate FY 2022	Rate FY 2023	Proposed Rate FY 2024	Proposed Rate FY 2025
General Services Division, Continued				
Print and Mail Services	Internal Service			
Internal Printing				
Impressions	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Large Format Color per ft.	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Ink	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Bindery work	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Variable data printing	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Pick and Pack Fulfillment	\$1.00	\$1.00	\$1.00	\$1.00
Overtime	\$30.00	\$30.00	\$30.00	\$30.00
Desktop	\$75.00	\$75.00	\$75.00	\$75.00
Scan	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
IT Programming	\$95.00	\$95.00	\$95.00	\$95.00
File Transfer	\$25.00	\$25.00	\$25.00	\$25.00
Mainframe Print	\$0.071	\$0.071	\$0.071	\$0.071
Warrant Printing	\$0.250	\$0.250	\$0.300	\$0.300
CD/DVD duplicating	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Pre-Press work	Cost + 25%	Cost + 25%	Cost + 25%	Cost + 25%
Inventory Mark Up	20.00%	20.00%	20.00%	20.00%
External Printing				
Percent of Invoice Mark-Up	8.8%	8.8%	8.8%	8.8%
Managed Print				
Percent of Invoice Mark-Up	15.9%	15.9%	15.9%	15.9%
Mail Preparation				
Tabbing	\$0.023	\$0.023	\$0.023	\$0.023
Labeling	\$0.023	\$0.023	\$0.023	\$0.023
Ink Jet	\$0.036	\$0.036	\$0.036	\$0.036
Inserting	\$0.045	\$0.045	\$0.045	\$0.045
Waymark	\$0.069	\$0.069	\$0.069	\$0.069
Permit mailings	\$0.069	\$0.069	\$0.069	\$0.069
Mail Operations				
Machinable	\$0.043	\$0.043	\$0.043	\$0.043
Non-Machinable	\$0.110	\$0.110	\$0.110	\$0.110
Seal Only	\$0.020	\$0.020	\$0.020	\$0.020
Postcards	\$0.070	\$0.070	\$0.070	\$0.070
Certified Mail	\$0.620	\$0.620	\$0.620	\$0.620
Registered Mail	\$0.614	\$0.614	\$0.614	\$0.614
International Mail	\$0.510	\$0.510	\$0.510	\$0.510
Flats	\$0.150	\$0.150	\$0.150	\$0.150
Priority	\$0.614	\$0.614	\$0.614	\$0.614
Express Mail	\$0.614	\$0.614	\$0.614	\$0.614
USPS Parcels	\$0.510	\$0.510	\$0.510	\$0.510
Insured mail	\$0.614	\$0.614	\$0.614	\$0.614
Media Mail	\$0.320	\$0.320	\$0.320	\$0.320
Standard Mail	\$0.200	\$0.200	\$0.200	\$0.200
Postage Due	\$0.061	\$0.061	\$0.061	\$0.061
Fee Due	\$0.061	\$0.061	\$0.061	\$0.061
Tapes	\$0.245	\$0.245	\$0.245	\$0.245
Express Services	\$0.500	\$0.500	\$0.500	\$0.500
Mail tracking	\$0.250	\$0.250	\$0.250	\$0.250
Cass letters/postcards	\$0.047	\$0.047	\$0.047	\$0.047
Cass flats	\$0.100	\$0.100	\$0.100	\$0.100
Flat sorter	\$0.250	\$0.250	\$0.500	\$0.500
Interagency Mail				
Dollars-yearly	\$376,025	\$376,025	\$365,550	\$365,550
Postal Contract (Capitol)				
Dollars-yearly	\$38,976	\$38,976	\$38,976	\$38,976

Joint Appropriations Subcommittee on General Government
Decision Points for Legislative Audit Fixed Costs

		Estimated			
		2023 Biennium	2025 Biennium	Biennium	Percent
		Appropriation	Appropriation	Change	Change
2110	Judicial Branch	56,040	58,219	\$2,179	3.9%
3101	Governor & Lieutenant Governor	87,843	91,807	\$3,964	4.5%
3201	Secretary of State	51,729	53,741	\$2,012	3.9%
3202	Political Practices	17,243	22,392	\$5,149	29.9%
3401	State Auditor	62,075	64,489	\$2,414	3.9%
3501	Office of Public Instruction	130,424	129,874	(\$550)	-0.4%
4110	Justice	99,147	103,003	\$3,856	3.9%
4201	Public Service Regulation	34,486	40,306	\$5,820	16.9%
5101	Board of Education	17,243	20,153	\$2,910	16.9%
5102	CommHighEd/BdRegents	66,816	71,655	\$4,839	7.2%
5103	University of Montana	301,752	313,489	\$11,737	3.9%
5104	Montana State University	301,752	313,489	\$11,737	3.9%
5113	School for the Deaf & Blind	28,020	29,110	\$1,090	3.9%
5114	Arts Council	30,175	31,349	\$1,174	3.9%
5115	State Library	25,864	29,110	\$3,246	12.6%
5117	Historical Society	47,418	49,262	\$1,844	3.9%
5201	Fish, Wildlife & Parks	120,701	125,395	\$4,694	3.9%
5301	Environmental Quality	150,876	156,744	\$5,868	3.9%
5401	Transportation	211,226	219,442	\$8,216	3.9%
5603	Livestock	56,040	58,219	\$2,179	3.9%
5706	Natural Resource & Conservation	163,176	165,701	\$2,525	1.5%
5801	Revenue	206,915	206,007	(\$908)	-0.4%
6101	Administration	232,853	254,821	\$21,968	9.4%
	SABHRS	163,808	170,180	\$6,372	3.9%
	Lottery Financial Audit	68,972	71,655	\$2,683	3.9%
	Lottery Security Audit	66,385	68,967	\$2,582	3.9%
6103	State Fund	94,836	98,525	\$3,689	3.9%
6104	Public Employees Retirement Board	224,158	201,528	(\$22,630)	-10.1%
6105	Teachers Retirement Board	142,254	147,787	\$5,533	3.9%
6108	Public Defender Office	66,816	69,415	\$2,599	3.9%
6201	Agriculture	53,453	55,532	\$2,079	3.9%
6401	Corrections	137,944	134,352	(\$3,592)	-2.6%
6501	Commerce	176,074	161,223	(\$14,851)	-8.4%
	Investments	116,390	120,917	\$4,527	3.9%
	Facilities Financing Authority	17,243	22,392	\$5,149	29.9%
	Housing	60,350	62,698	\$2,348	3.9%
6602	Labor & Industry	168,119	165,701	(\$2,418)	-1.4%
6701	Military Affairs	94,836	107,482	\$12,646	13.3%
6901	Public Health and Human Services	<u>477,860</u>	<u>483,668</u>	<u>\$5,808</u>	<u>1.2%</u>
		<u>4,629,312</u>	<u>4,749,799</u>	<u>120,487</u>	<u>2.6%</u>