

Below is a chart of the 3 DOA services we may be interested in:

DOA Service	Current Cost	DOA Charge	Difference	Comments
HR Services	\$ -	\$ 8,855.00	\$ 8,855.00	Use State HR for no cost.
Internal Audit	\$ 180.00	\$ -	\$ (180.00)	Use a private CPA at \$60/hour.
Legal Services	\$ 2,904.00	\$ -	\$ (2,904.00)	Use DOJ Legal at \$121/hour (Avg hours = 24)
Total	\$ 3,084.00	\$ 8,855.00	\$ 5,771.00	Increase in costs

I've reached out to DOA twice to request their estimated costs for Internal Audit and Legal services, but they have not responded as of sending this email.

For HR Services I used the \$1,265/FTE that was in the DOA memo provided to the March IBC to calculate what we would pay. We are interested in all the HR services listed in that same memo except for Bi-Weekly Timesheet/Payroll Verification. We have a good process and will continue to complete that task in house regardless of where our HR services are being provided.

The only service we would consider under Budget/Accounting Services is Internal Audit. The private CPA we use for internal audits will be retiring in the next year or two, therefore we would be interested in using DOA once that happens.

We currently have an MOU with DOJ Agency Legal Services Division on an as needed basis at a \$121/hour rate. Over the last 5 years we have averaged using between 20 and 24 hours of legal services per year.

As stated during the March IBC, we already use DOA SITSD for all IT Services.

Let me know if you have any questions and we look forward to seeing the LFD's cost analysis.

Jenifer Alger
Chief Financial Officer
(406) 444-6489
Montana Arts Council