



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

September 3, 2024

State Budget Director
NM Department of Finance & Administration
190 Bataan Memorial Building
407 Galisteo Street
Santa Fe, NM 87501

Greetings,

The Office of the Secretary of State (“Office”) is excited to present our budget and strategic plan for fiscal year 2026. This plan details our priorities for the coming year as we continue our commitment to serving the people of New Mexico and adapting our services to meet the evolving needs of our constituents.

Over the past year, the Office has successfully met its statutory and regulatory obligations, with the majority of our performance measures exceeding established targets. This year, New Mexico's election administration was ranked number one in the nation by the Massachusetts Institute of Technologies' prestigious [Elections Performance Index](#), a testament to the dedicated work of the Legislature, the state's county clerks, and our Office over the past years.

Our budget proposal for FY26 reflects our commitment to ongoing initiatives and introduces innovative programs for the year ahead. Our major legislative success of the last year, the passage of [Senate Bill 108](#), stabilized our operating budget by enabling direct election costs to now be funded solely out of the Election Fund. This change puts our Office on stable footing for the future, eliminates dramatic fluctuation in budget submissions from year to year, depending upon the number of statewide elections for that fiscal year, and accounts for our reduced overall FY26 request, which is approximately half of our FY25 General Fund request.

Our FY26 elections program goals are focused on enhancing existing systems and procedures, like our voter registration and campaign finance systems, while creating new efficiencies for election administrators, such as deploying a new election management system for counties and maintaining election security. We also aim to expand the work of our Elections Outreach Program, with a particular emphasis on civics education among young people in underserved areas of the state. Our one FTE expansion request for FY26 reflects our commitment to public outreach as we seek to make the Elections Outreach Coordinator, currently funded through grant funds, a permanent position.

Protecting our elections and election systems from malicious actors remains a top priority for the Office and our FY26 funding request aims to accomplish critical Information Technology Division and Election Security Program goals. While our current policies and programs help



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reduce the risks faced by election administrators, the threat environment remains a concern and necessitates the funding detailed in our request to effectively address it. As technology utilized to exploit systems increase, so do our efforts to combat malicious actors who seek to disrupt election administration.

Lastly, our Business Services goals address several key areas. As part of our mission to improve customer satisfaction wherever we can, we will continue to improve and maintain the new, fully functional, online business and commercial filing system, funded by the Legislature. Our new system, which will go live prior to the New Year, will streamline the registration and reporting process while ensuring compliance with state statutes. We will continue training, outreach, and education about the business and commercial filing system, catering to both internal and external stakeholders. Using the Secretary of State's rulemaking authority, we plan to update all rulemaking procedures for business entities within the state during FY26. As we continue to address the risks of fraudulent business filings, we will implement processes and procedures to prevent those fraudulent filings and level the playing field for legitimate businesses looking to operate in our state. Providing our staff with the necessary tools and resources is also essential for accurate and timely processing of all corporate filings. Our comprehensive approach includes cross-training within the Business Services Division to ensure proficient customer support and the delivery of precise information. Our intention is to continue to find ways to enhance this new system, so it is always meeting the growing needs of our business community and constituents we serve.

Thank you for the opportunity to present the Secretary of State's fiscal year 2026 budget request. If you have any questions, please feel free to contact me or Justin P. O'Shea at 505-827-3615.

Best Regards,

Maggie Toulouse Oliver

Maggie Toulouse Oliver
New Mexico Secretary of State

**APPROPRIATION REQUEST
CERTIFICATION
FORM S-1**

Agency Name: Secretary of State

Business Unit: 37000

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numeric information has been verified.

Maggie Toulouse Oliver

Maggie Toulouse-Oliver, Secretary of State

Justin P. O'Shea

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Note: Appropriation Requests for agencies headed by a board or commission must be approved by the board or commission by official action and signed by the chairperson. Operating Budgets of other agencies must be signed by the director or secretary. Appropriation Requests not properly signed will be returned.

P-1 Program Overview

BU PCode
37000 P642

Program Description:

The Administration and Operations Program is a multi-divisional bureau executing the mission of the Office of the Secretary of State (SOS) with three (3) divisions: Administration, Information Technology (IT), and Business Services. The Administrative Division incorporates the Office's Administrative Technology (IT), and Business operational, financial, human resources, legal, and legislative affairs of the Office.

The IT Division oversees the technology-related tasks and responsibilities of the Office. It develops, manages, and maintains the Office's technology-related assets, policies, procedures and systems. The Division provides business infrastructures, network and operating systems, which enable staff and the general public to communicate, collaborate, and provides the functionality required to perform their duties. It ensures that stakeholders and citizens receive maximum benefit from IT innovations through the convenient delivery of services and information related to elections, governmental ethics, and commerce in the State of New Mexico (NM). Such services are securely delivered using modern and proven information technology solutions and are hosted on SOS-owned equipment housed at the NM State Data Center. The Division is also responsible for operating, maintaining, and overseeing equipment and systems that are designated as Critical Infrastructure (CI) in support of statewide elections and election security systems.

Authorized through Sections 14-14A-1 through 14-14A-32, Sections 53-2-1 through 53-2-11, Sections 53-4-6 through 53-4-7, and Section 53-18-1 NMSA 1978, the SOS through its Business Services Division is responsible for providing operational services to commercial and business entities in NM, including the administration of notary public commissions, uniform commercial code filings (UCCs), trademark registrations and partnerships, and to provide administrative services needed to carry out elections. The Business Services Division is a customer service-focused program within the Administration and Operations Program that provides support services to businesses in NM and assists with compliance with NM statutes. The Business Services Division also preserves commercial records vital to commerce and industry in NM and is the sole administrator of several acts, including the Business Corporations Act, the Non-Profit Corporations Act, and the Notary Public Act.

Major Issues and Accomplishments:

One of the primary issues for the program is completing the implementation of the new Business Filing System the completion of which has been delayed by several months. The SOS is planning on submitting a supplemental request to true up the current FY25 operating budget. In addition,

Overview of Request:

This request incorporates the entirety of the costs necessary to support the program's ongoing costs. The SOS utilized a hybrid approach to develop the budget for FY26 using a combination of prior-year actuals with a zero base methodology. The SOS evaluated each prior year procurement item against needs for FY26 and rolled the results up to each account code. This request includes the Base Operating Budget with 69 FTE. The SOS is not requesting an FTE expansion in FY26.

Programmatic Changes:

The significant change in the program is the inclusion of costs to own the new Business Filing System, which requires hosting, maintenance and support. In addition, the ongoing maintenance of new systems has increased to additions to the IT infrastructure.

Base Budget Justification:

The most significant increase is the inclusion of costs to own the new Business Filing System.

BU PCode
37000 P783

P-1 Program Overview

Program Description:

The Elections Program is a multi-divisional bureau executing the mission of the Office of the Secretary of State (SOS) and administering the New Mexico Election Code (EC) with three (3) divisions: Elections, Security, and Special.

Authorized through Sections 1-2-1 through 1-2-30 NMSA 1978, Sections 1-19-1 through 1-19-29.1 and Sections 10-16A-1 through 10-16A-8 NMSA 1978, the Elections Division through the Office's Bureau of Elections (BOE), supervises all statewide elections in the State of New Mexico (NM) governed by the EC. This includes administering the EC in its appropriate statewide application, preparing instructions for the conduct of election and voter registration matters in accordance with NM law, advising county clerks, boards of county commissioners and boards of registration on the proper methods of performing their duties under the EC; and providing publications and training as directed by the EC. The Election Division's responsibility, on behalf of the Secretary of State, is to ensure accuracy and integrity of the election process, secrecy of ballots, election safety, and to guard against abuse of the EC. It also receipts all signed and vetoed bills and is tasked with the annual distribution of session laws. The Division is also responsible for ensuring compliance with the federal National Voter Registration Act, the Help America Vote Act and the Voting Rights Act. Under Federal and NM law, the SOS is required to maintain and provide an official statewide voter file, provide rules for the administration of state-agency-based voter registration, and ensure that elections and registration procedures are conducted in a uniform, fair, and non-discriminatory manner. In addition, the BOE oversees the administration of the governmental ethics acts for NM. This includes educating candidates, political action committees, public officials, and the general public on compliance with the Campaign Reporting Act, the Financial Disclosure Act, and the Governmental Conduct Act. It is also responsible for ensuring compliance with and registering reports under the Lobbyist Regulation Act and the Voter Action Act. These laws govern the public financing of qualified candidates and oversees distribution and reporting of public election funding for candidates under the Public Regulation Commission and statewide judicial offices that are certified as public candidates under the Voter Action Act.

The Security Division is the newest division within the BOE which provides cyber and physical security support to the Office and NM's thirty-three (33) counties. The program provides hardware, software, and consultation in support of election security initiatives across NM. The program partners with state and federal entities to train county personnel, report events/incidents, provide scrubbing services, support ballot drop boxes, support election night reporting, manage tabulator security, and support cyber security projects. This Division also conducts IT roundtables which provide support and guidance to county clerks and IT staff during the election cycle and assesses cyber security risk for the Office and counties.

The BOE lastly supports a Special Division derived from the Confidential Substitute Address Act and authorized through Section 40-13B NMSA 1978 called Safe at Home. This program allows survivors of domestic violence, sexual assault, stalking, or similar crimes to receive mail using the SOS's address as a substitute for their own, while keeping their actual address confidential. The Office collects mail for Safe at Home participants from an undisclosed P.O. Box and then forwards the mail on to the participant's actual, private address. When participants in the program enter business relationships with state, city, and/or other agencies, the use of the fictitious address maintains that person's confidentiality. It also relieves those agencies of the difficult and costly responsibilities of maintaining confidential records. Safe at Home allows participants to vote with reduced risk from being tracked using public records.

Major Issues and Accomplishments:

Navigating the removal of direct election costs from the SOS base budget has been a challenge. Following passage of SB108, the SOS had to navigate election costs for 3 elections with limited budget including entering a negative cash standing. As the mechanism of reimbursing the fund is still not quite implemented, the budget for FY25 is still in flux. The SOS hopes however that this budget request in FY26 will stabilize the budget going forward.

BU PCode
37000 P783

P-1 Program Overview

Overview of Request:

This request incorporates the entirety of the costs necessary to support the program's ongoing costs. The big change to this program is the removal of direct election costs and the inclusion of operating election costs to the base budget. The SOS utilized a hybrid approach to develop the budget for FY26 using a combination of prior-year actuals with a zero base methodology. The SOS also closely evaluated each prior year procurement item against needs for FY26 and classified each as either a direct election cost or an operational cost and rolled up the results to each account code. This request includes the Base Operating Budget with 69 FTE. The SOS is not requesting an FTE expansion in FY26.

Programmatic Changes:

Following passage of SB108, all direct election costs would be removed from the agency's operating budget. Instead the Election Fund would be replenished within 90 days following each Election. This is a massive change to the structure of the SOS's operating budget, but one that will have a lasting positive impact once the appropriate mechanisms are in place.

Base Budget Justification:

This programs base request will be lower than previous requests due to the removal of direct election costs. All of the items in the request support the Elections Division's cost of business and does not reflect direct election costs which will instead come out of the Election Fund. The request is a culmination of a thorough review and analysis of all expenditures to determine the classification of a direct election cost as opposed to an office operational cost.

BU PCode Department
37000 0000 0000000000

S-8 Financial Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
REVENUE							
111 General Fund Transfers	16,212.1	15,498.9	17,172.2	0.0	12,765.8	0.0	12,765.8
112 Other Transfers	0.0	1,312.7	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
130 Other Revenues	103.6	83.7	80.0	0.0	90.7	0.0	90.7
150 Fund Balance	525.8	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	16,841.5	21,084.8	18,108.5	0	14,245.8	0.0	14,245.8
REVENUE	16,841.5	21,084.8	18,108.5	0	14,245.8	0.0	14,245.8
EXPENSE							
200 Personal Services and Employee Benefits	5,783.1	6,260.2	6,430.2	7,607.5	7,276.5	0.0	7,276.5
300 Contractual services	1,642.2	2,869.5	874.5	0.0	3,721.0	0.0	3,721.0
400 Other	9,416.2	11,950.7	10,803.8	0.0	3,248.3	0.0	3,248.3
EXPENDITURES	16,841.5	21,080.4	18,108.5	7,607.51	14,245.8	0.0	14,245.8
EXPENSE	16,841.5	21,080.4	18,108.5	7,607.51	14,245.8	0.0	14,245.8
FTE POSITIONS							
810 Permanent	61.00	69.00	65.00	69.00	65.00	0.00	65.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	4.00
FTEs	65.00	72.00	69.00	72.00	69.00	0.00	69.00
FTE POSITIONS	65.00	72.00	69.00	72.00	69.00	0.00	69.00

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
37000 P642 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Agency Request	Total
REVENUE								
111 General Fund Transfers	4,733.5	4,526.9	5,161.8	0.0	7,654.9	0.0	0.0	7,654.9
112 Other Transfers	0.0	206.6	0.0	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	78.1	83.7	80.0	0.0	90.7	0.0	0.0	90.7
REVENUE, TRANSFERS	4,811.6	4,817.2	5,241.8	0.0	7,745.6	0.0	0.0	7,745.6
REVENUE	4,811.6	4,817.2	5,241.8	0.0	7,745.6	0.0	0.0	7,745.6
EXPENSE								
200 Personal Services and Employee Benefits	3,911.1	4,497.4	4,418.1	5,716.1	4,875.7	0.0	0.0	4,875.7
300 Contractual services	177.9	55.0	151.7	0.0	1,246.4	0.0	0.0	1,246.4
400 Other	722.6	260.4	672.0	0.0	1,623.5	0.0	0.0	1,623.5
EXPENDITURES	4,811.6	4,812.8	5,241.8	5,716.13	7,745.6	0.0	0.0	7,745.6
EXPENSE	4,811.6	4,812.8	5,241.8	5,716.13	7,745.6	0.0	0.0	7,745.6
FTE POSITIONS								
810 Permanent	42.00	54.00	44.00	54.00	44.00	0.00	0.00	44.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	0.00	4.00
FTEs	46.00	56.00	48.00	56.00	48.00	0.00	0.00	48.00
FTE POSITIONS	46.00	56.00	48.00	56.00	48.00	0.00	0.00	48.00

Elections

State of New Mexico

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department
37000 P783 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	FY 2026 Agency Request Expansion	Total
REVENUE							
111 General Fund Transfers	11,478.6	10,972.0	12,010.4	0.0	5,130.9	0.0	5,130.9
112 Other Transfers	0.0	1,106.1	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
130 Other Revenues	25.5	0.0	0.0	0.0	0.0	0.0	0.0
150 Fund Balance	525.8	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS	12,029.9	16,267.6	12,866.7	0.0	6,500.2	0.0	6,500.2
REVENUE	12,029.9	16,267.6	12,866.7	0.0	6,500.2	0.0	6,500.2
EXPENSE							
200 Personal Services and Employee Benefits	1,872.0	1,762.8	2,012.1	1,891.4	2,400.8	0.0	2,400.8
300 Contractual services	1,464.3	2,814.5	722.8	0.0	2,474.6	0.0	2,474.6
400 Other	8,693.6	11,690.3	10,131.8	0.0	1,624.8	0.0	1,624.8
EXPENDITURES	12,029.9	16,267.6	12,866.7	1,891.37	6,500.2	0.0	6,500.2
EXPENSE	12,029.9	16,267.6	12,866.7	1,891.37	6,500.2	0.0	6,500.2
FTE POSITIONS							
810 Permanent	19.00	15.00	21.00	15.00	21.00	0.00	21.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
FTEs	19.00	16.00	21.00	16.00	21.00	0.00	21.00
FTE POSITIONS	19.00	16.00	21.00	16.00	21.00	0.00	21.00

Secretary of State

State of New Mexico

BU PCode Department
37000 0000 0000000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
499105 General Fd. Appropriation	16,212.1	15,498.9	17,172.2	0.0	12,785.8	0.0	12,785.8
111 General Fund Transfers	16,212.1	15,498.9	17,172.2	0.0	12,785.8	0.0	12,785.8
499905 Other Financing Sources	0.0	299.4	0.0	0.0	0.0	0.0	0.0
499906 OFS - INTRA-Agency	0.0	1,013.3	0.0	0.0	0.0	0.0	0.0
112 Other Transfers	0.0	1,312.7	0.0	0.0	0.0	0.0	0.0
451903 Federal Direct - Operating	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
120 Federal Revenues	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
405801 Unclaimed Property (GRT)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
417902 Other Registration Fees	24.7	0.0	0.0	0.0	0.0	0.0	0.0
422902 Other Fees	78.1	81.9	80.0	0.0	90.7	0.0	90.7
441201 Interest On Investments	0.8	1.6	0.0	0.0	0.0	0.0	0.0
442501 Auto Rental	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
461402 Other Penalties	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496901 Miscellaneous Revenue	0.0	0.2	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	103.6	83.7	80.0	0.0	90.7	0.0	90.7
325900 Restricted FB - Gov	525.8	0.0	0.0	0.0	0.0	0.0	0.0
150 Fund Balance	525.8	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE	16,841.5	21,084.8	18,108.5	0	14,245.8	0.0	14,245.8
520100 Exempt Perm Positions P/T&F/T	796.3	998.4	1,159.1	1,145.6	1,093.5	0.0	1,093.5
520200 Term Positions	0.0	186.0	59.0	74.0	0.0	0.0	0.0
520300 Classified Perm Positions F/T	3,333.0	3,307.3	3,570.7	4,326.0	4,336.0	0.0	4,336.0
520500 Temporary Positions F/T & P/T	13.0	22.3	12.9	85.1	200.5	0.0	200.5
520600 Paid Unused Sick Leave	8.2	1.3	0.0	0.0	0.0	0.0	0.0
520700 Overtime & Other Premium Pay	26.1	59.2	34.5	0.0	0.0	0.0	0.0
520800 Annl & Comp Paid At Separation	33.6	11.0	2.8	0.0	0.0	0.0	0.0
521100 Group Insurance Premium	453.8	407.3	378.0	504.6	403.8	0.0	403.8
521200 Retirement Contributions	716.6	825.3	786.4	1,018.1	813.6	0.0	813.6
521300 F I C A	287.9	332.3	317.7	345.6	328.8	0.0	328.8
521400 Workers' Comp Assessment Fee	0.8	3.7	3.6	0.0	3.8	0.0	3.8
521410 GSD Work Comp Insur Premium	3.1	0.0	0.0	0.0	0.0	0.0	0.0
521500 Unemployment Comp Premium	0.0	3.6	3.6	0.0	4.2	0.0	4.2
521600 Employee Liability Ins Premium	33.0	16.8	18.0	0.0	6.0	0.0	6.0
521700 RHC Act Contributions	77.7	85.8	83.9	108.5	86.3	0.0	86.3

Secretary of State

State of New Mexico

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

BU PCode Department
37000 0000 0000000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Request	Total
523000 COVID Related Admin Leave	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
523200 COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services and Employee Bene	5,783.1	6,260.2	6,430.2	7,607.5	7,276.5	0.0	0.0	7,276.5
535100 Medical Services	0.0	0.0	0.0	0.0	0.7	0.0	0.0	0.7
535200 Professional Services	248.8	374.5	152.3	0.0	148.1	0.0	0.0	148.1
535300 Other Services	20.6	850.8	52.8	0.0	590.6	0.0	0.0	590.6
535400 Audit Services	47.6	47.7	50.0	0.0	47.9	0.0	0.0	47.9
535500 Attorney Services	0.0	10.4	0.0	0.0	17.0	0.0	0.0	17.0
535600 IT Services	1,325.2	1,586.1	619.4	0.0	2,916.7	0.0	0.0	2,916.7
300 Contractual services	1,642.2	2,869.5	874.5	0.0	3,721.0	0.0	0.0	3,721.0
540000 Other Expenses	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542100 Employee I/S Mileage & Fares	11.3	6.6	6.0	0.0	1.0	0.0	0.0	1.0
542200 Employee I/S Meals & Lodging	7.6	12.1	12.0	0.0	0.5	0.0	0.0	0.5
542300 Brd & Comm Mbr Meals & Lodging	5.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542500 Transp - Fuel & Oil	4.5	1.2	1.5	0.0	0.0	0.0	0.0	0.0
542600 Transp - Parts & Supplies	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
542700 Transp - Transp Insurance	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
542800 State Transp Pool Charges	13.9	7.4	9.0	0.0	4.6	0.0	0.0	4.6
543200 Maint - Furn, Fixt, Equipment	4.2	2.4	1.5	0.0	0.0	0.0	0.0	0.0
543400 Maint - Property Insurance	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543700 Maintenance Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	3.0	104.5	110.0	0.0	485.9	0.0	0.0	485.9
543830 IT HW/SW Agreements	1,406.6	332.0	698.6	0.0	805.6	0.0	0.0	805.6
543900 Other Maintenance	209.3	0.0	0.0	0.0	31.4	0.0	0.0	31.4
544000 Supply Inventory IT	246.3	4.5	7.0	0.0	0.0	0.0	0.0	0.0
544100 Supplies-Office Supplies	14.9	206.2	18.0	0.0	206.2	0.0	0.0	206.2
544500 Supplies-Food	0.0	0.0	0.0	0.0	10.0	0.0	0.0	10.0
544700 Supplies-Clothing,Uniforms,Linen	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
544900 Supplies-Inventory Exempt	10.9	0.0	0.0	0.0	7.3	0.0	0.0	7.3
545600 Reporting & Recording	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
545700 ISD Services	50.0	417.1	55.0	0.0	228.5	0.0	0.0	228.5
545710 DOIT HCM Assessment Fees	20.2	20.0	21.0	0.0	39.9	0.0	0.0	39.9
545900 Printing & Photo Services	513.8	802.3	745.0	0.0	0.0	0.0	0.0	0.0

Secretary of State

State of New Mexico

BU PCode Department
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S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
545909 Printing & Photo - Interagency	0.0	31.4	25.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	499.3	661.6	655.0	0.0	227.3	0.0	227.3
546400 Rent Of Land & Buildings	28.5	14.8	13.0	0.0	57.3	0.0	57.3
546500 Rent Of Equipment	2,732.1	1,761.8	3,065.7	0.0	48.8	0.0	48.8
546600 Communications	95.5	0.0	0.0	0.0	0.0	0.0	0.0
546610 DOIT Telecommunications	131.2	121.3	101.0	0.0	4.1	0.0	4.1
546700 Subscriptions/Dues/License Fee	37.3	663.2	470.0	0.0	501.3	0.0	501.3
546800 Employee Training & Education	45.1	613.9	19.0	0.0	22.0	0.0	22.0
546900 Advertising	384.5	51.4	50.0	0.0	0.0	0.0	0.0
547000 Legal Settlements	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	87.7	95.0	0.0	90.7	0.0	90.7
547400 Grants To Local Governments	1,978.3	5,819.3	4,515.0	0.0	350.1	0.0	350.1
547900 Miscellaneous Expense	918.7	10.4	10.0	0.0	0.0	0.0	0.0
547909 Misc Expense Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547999 Request to Pay Prior Year	0.0	66.2	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	3.5	47.3	20.0	0.0	0.0	0.0	0.0
548300 Information Tech Equipment	0.0	24.4	0.5	0.0	20.0	0.0	20.0
548400 Other Equipment	0.0	9.9	10.0	0.0	0.0	0.0	0.0
549600 Employee O/S Mileage & Fares	17.6	21.2	30.0	0.0	75.5	0.0	75.5
549700 Employee O/S Meals & Lodging	14.4	27.6	40.0	0.0	30.3	0.0	30.3
400 Other	9,416.2	11,950.7	10,803.8	0.0	3,248.3	0.0	3,248.3
TOTAL EXPENSE	16,841.5	21,080.4	18,108.5	7,607.51	14,245.8	0.0	14,245.8
810 Permanent	61.00	69.00	65.00	69.00	65.00	0.00	65.00
810 Permanent	61.00	69.00	65.00	69.00	65.00	0.00	65.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	4.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	4.00
TOTAL FTE POSITIONS	65.00	72.00	69.00	72.00	69.00	0.00	69.00

S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request		Total
					Base	Expansion	
499105 General Fd. Appropriation	4,733.5	4,526.9	5,161.8	0.0	7,654.9	0.0	7,654.9
111 General Fund Transfers	4,733.5	4,526.9	5,161.8	0.0	7,654.9	0.0	7,654.9
499905 Other Financing Sources	0.0	206.6	0.0	0.0	0.0	0.0	0.0
112 Other Transfers	0.0	206.6	0.0	0.0	0.0	0.0	0.0
422902 Other Fees	78.1	81.9	80.0	0.0	90.7	0.0	90.7
441201 Interest On Investments	0.0	1.6	0.0	0.0	0.0	0.0	0.0
461402 Other Penalties	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496901 Miscellaneous Revenue	0.0	0.2	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	78.1	83.7	80.0	0.0	90.7	0.0	90.7
TOTAL REVENUE	4,811.6	4,817.2	5,241.8	0.0	7,745.6	0.0	7,745.6
520100 Exempt Perm Positions P/T&F/T	587.9	763.2	948.5	901.2	951.4	0.0	951.4
520200 Term Positions	0.0	58.7	0.0	0.0	0.0	0.0	0.0
520300 Classified Perm Positions F/T	2,196.6	2,391.2	2,284.4	3,235.6	2,527.6	0.0	2,527.6
520500 Temporary Positions F/T & P/T	13.0	22.3	12.9	85.1	200.5	0.0	200.5
520600 Paid Unused Sick Leave	4.7	1.3	0.0	0.0	0.0	0.0	0.0
520700 Overtime & Other Premium Pay	14.1	42.2	24.5	0.0	0.0	0.0	0.0
520800 Annl & Comp Paid At Separation	23.6	11.0	2.8	0.0	0.0	0.0	0.0
521100 Group Insurance Premium	325.8	298.8	273.0	393.2	298.8	0.0	298.8
521200 Retirement Contributions	482.2	589.5	566.4	760.2	589.5	0.0	589.5
521300 F I C A	191.3	238.8	227.7	259.2	238.8	0.0	238.8
521400 Workers' Comp Assessment Fee	0.4	3.6	3.4	0.0	3.6	0.0	3.6
521410 GSD Work Comp Insur Premium	3.1	0.0	0.0	0.0	0.0	0.0	0.0
521500 Unemployment Comp Premium	0.0	3.6	3.6	0.0	4.2	0.0	4.2
521600 Employee Liability Ins Premium	16.0	12.0	12.0	0.0	0.0	0.0	0.0
521700 RHC Act Contributions	52.4	61.3	58.9	81.7	61.3	0.0	61.3
523000 COVID Related Admin Leave	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services and Employee Bene	3,911.1	4,497.4	4,418.1	5,716.1	4,875.7	0.0	4,875.7
535100 Medical Services	0.0	0.0	0.0	0.0	0.7	0.0	0.7
535200 Professional Services	1.5	11.7	11.7	0.0	0.0	0.0	0.0
535300 Other Services	1.5	9.9	30.0	0.0	535.3	0.0	535.3
535400 Audit Services	47.6	47.7	50.0	0.0	47.9	0.0	47.9
535600 IT Services	127.3	(14.3)	60.0	0.0	662.5	0.0	662.5
300 Contractual services	177.9	55.0	151.7	0.0	1,246.4	0.0	1,246.4

S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
540000 Other Expenses	6.0	0.0	0.0	0.0	0.0	0.0	0.0
542100 Employee I/S Mileage & Fares	2.5	0.5	3.0	0.0	1.0	0.0	1.0
542200 Employee I/S Meals & Lodging	1.5	0.1	6.0	0.0	0.5	0.0	0.5
542500 Transp - Fuel & Oil	1.5	0.0	0.0	0.0	0.0	0.0	0.0
542700 Transp - Transp Insurance	0.4	0.0	0.0	0.0	0.0	0.0	0.0
542800 State Transp Pool Charges	2.6	4.6	6.0	0.0	4.6	0.0	4.6
543200 Maint - Furn, Fixt, Equipment	4.2	0.0	0.0	0.0	0.0	0.0	0.0
543400 Maint - Property Insurance	0.1	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543830 IT HW/SW Agreements	116.1	7.2	15.0	0.0	360.9	0.0	360.9
544000 Supply Inventory IT	29.7	0.0	5.0	0.0	351.3	0.0	351.3
544100 Supplies-Office Supplies	9.0	0.9	5.0	0.0	0.0	0.0	0.0
544700 Supplies-Clothing,Uniforms,Linen	0.0	0.0	0.0	0.0	113.4	0.0	113.4
544900 Supplies-Inventory Exempt	10.0	0.0	0.0	0.0	0.0	0.0	0.0
545600 Reporting & Recording	0.5	0.0	0.0	0.0	0.0	0.0	0.0
545700 ISD Services	50.0	26.9	30.0	0.0	228.5	0.0	228.5
545710 DOIT HCM Assessment Fees	15.9	14.2	15.0	0.0	25.9	0.0	25.9
545900 Printing & Photo Services	101.7	37.1	35.0	0.0	0.0	0.0	0.0
545909 Printing & Photo - Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	70.3	0.0	20.0	0.0	0.0	0.0	0.0
546400 Rent Of Land & Buildings	3.0	0.0	4.0	0.0	62.3	0.0	62.3
546500 Rent Of Equipment	5.7	14.7	23.0	0.0	3.1	0.0	3.1
546600 Communications	12.5	0.0	0.0	0.0	48.8	0.0	48.8
546610 DOIT Telecommunications	128.2	58.3	60.0	0.0	0.0	0.0	0.0
546700 Subscriptions/Dues/License Fee	14.6	7.8	315.0	0.0	4.1	0.0	4.1
546800 Employee Training & Education	31.9	0.3	7.0	0.0	280.1	0.0	280.1
546900 Advertising	0.7	0.0	0.0	0.0	22.0	0.0	22.0
547000 Legal Settlements	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	69.7	80.0	0.0	0.0	0.0	0.0
547900 Miscellaneous Expense	85.5	0.9	3.0	0.0	90.7	0.0	90.7
547999 Request to Pay Prior Year	0.0	14.0	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	3.5	2.2	5.0	0.0	0.0	0.0	0.0
549600 Employee O/S Mileage & Fares	7.0	0.3	15.0	0.0	10.0	0.0	10.0
549700 Employee O/S Meals & Lodging	8.0	0.6	20.0	0.0	10.0	0.0	10.0
					6.3	0.0	6.3

S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
400 Other	722.6	260.4	672.0	0.0	1,623.5	0.0	1,623.5
TOTAL EXPENSE	4,811.6	4,812.8	5,241.8	5,716.1	7,745.6	0.0	7,745.6
810 Permanent	42.00	54.00	44.00	54.00	44.00	0.00	44.00
810 Permanent	42.00	54.00	44.00	54.00	44.00	0.00	44.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	4.00
830 Temporary	4.00	2.00	4.00	2.00	4.00	0.00	4.00
TOTAL FTE POSITIONS	46.00	56.00	48.00	56.00	48.00	0.00	48.00

Elections

S-9 Account Code Revenue/Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
499105 General Fd. Appropriation	11,478.6	10,972.0	12,010.4	0.0	5,130.9	0.0	5,130.9
111 General Fund Transfers	11,478.6	10,972.0	12,010.4	0.0	5,130.9	0.0	5,130.9
499905 Other Financing Sources	0.0	92.8	0.0	0.0	0.0	0.0	0.0
499906 OFS - INTRA-Agency	0.0	1,013.3	0.0	0.0	0.0	0.0	0.0
112 Other Transfers	0.0	1,106.1	0.0	0.0	0.0	0.0	0.0
451903 Federal Direct - Operating	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
120 Federal Revenues	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
405801 Unclaimed Property (GRT)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
417902 Other Registration Fees	24.7	0.0	0.0	0.0	0.0	0.0	0.0
441201 Interest On Investments	0.8	0.0	0.0	0.0	0.0	0.0	0.0
442501 Auto Rental	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
496901 Miscellaneous Revenue	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	25.5	0.0	0.0	0.0	0.0	0.0	0.0
325900 Restricted FB - Gov	525.8	0.0	0.0	0.0	0.0	0.0	0.0
150 Fund Balance	525.8	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE	12,029.9	16,267.6	12,866.7	0.0	6,500.2	0.0	6,500.2
520100 Exempt Perm Positions P/T&F/T	208.4	235.2	210.6	244.4	142.1	0.0	142.1
520200 Term Positions	0.0	127.2	59.0	74.0	0.0	0.0	0.0
520300 Classified Perm Positions F/T	1,136.4	916.1	1,286.3	1,090.4	1,808.4	0.0	1,808.4
520600 Paid Unused Sick Leave	3.5	0.0	0.0	0.0	0.0	0.0	0.0

Elections

State of New Mexico

BU PCode Department
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S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request		Total
					Base	Expansion	
520700 Overtime & Other Premium Pay	12.0	17.0	10.0	0.0	0.0	0.0	0.0
520800 Annl & Comp Paid At Separation	10.0	0.0	0.0	0.0	0.0	0.0	0.0
521100 Group Insurance Premium	128.0	108.5	105.0	111.4	105.0	0.0	105.0
521200 Retirement Contributions	234.4	235.8	220.0	258.0	224.1	0.0	224.1
521300 F I C A	96.6	93.5	90.0	86.5	90.0	0.0	90.0
521400 Workers' Comp Assessment Fee	0.4	0.1	0.2	0.0	0.2	0.0	0.2
521600 Employee Liability Ins Premium	17.0	4.9	6.0	0.0	6.0	0.0	6.0
521700 RHC Act Contributions	25.3	24.5	25.0	26.8	25.0	0.0	25.0
523200 COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services and Employee Bene	1,872.0	1,762.8	2,012.1	1,891.4	2,400.8	0.0	2,400.8
535200 Professional Services	247.3	362.8	140.6	0.0	148.1	0.0	148.1
535300 Other Services	19.1	840.9	22.8	0.0	55.3	0.0	55.3
535500 Attorney Services	0.0	10.4	0.0	0.0	17.0	0.0	17.0
535600 IT Services	1,197.9	1,600.4	559.4	0.0	2,254.2	0.0	2,254.2
300 Contractual services	1,464.3	2,814.5	722.8	0.0	2,474.6	0.0	2,474.6
542100 Employee I/S Mileage & Fares	8.8	6.1	3.0	0.0	0.0	0.0	0.0
542200 Employee I/S Meals & Lodging	6.1	12.0	6.0	0.0	0.0	0.0	0.0
542300 Brd & Comm Mbr Meals & Lodging	5.8	0.0	0.0	0.0	0.0	0.0	0.0
542500 Transp - Fuel & Oil	3.0	1.2	1.5	0.0	0.0	0.0	0.0
542600 Transp - Parts & Supplies	0.0	1.0	0.0	0.0	0.0	0.0	0.0
542800 State Transp Pool Charges	11.3	2.8	3.0	0.0	0.0	0.0	0.0
543200 Maint - Furn, Fixt, Equipment	0.0	2.4	1.5	0.0	0.0	0.0	0.0
543700 Maintenance Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	3.0	104.5	110.0	0.0	0.0	0.0	0.0
543830 IT HW/SW Agreements	1,290.5	324.7	683.6	0.0	125.0	0.0	125.0
543900 Other Maintenance	209.3	0.0	0.0	0.0	454.3	0.0	454.3
544000 Supply Inventory IT	216.6	4.5	2.0	0.0	0.0	0.0	0.0
544100 Supplies-Office Supplies	5.9	205.4	13.0	0.0	92.8	0.0	92.8
544500 Supplies-Food	0.0	0.0	0.0	0.0	10.0	0.0	10.0
544900 Supplies-Inventory Exempt	0.9	0.0	0.0	0.0	7.3	0.0	7.3
545600 Reporting & Recording	0.9	0.0	0.0	0.0	0.0	0.0	0.0
545700 ISD Services	0.0	390.2	25.0	0.0	0.0	0.0	0.0
545710 DOI/IT HCM Assessment Fees	4.3	5.8	6.0	0.0	14.0	0.0	14.0
545900 Printing & Photo Services	412.1	765.2	710.0	0.0	0.0	0.0	0.0

Elections

State of New Mexico

BU PCode Department
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S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		Total
					Base	Expansion	
545909 Printing & Photo - Interagency	0.0	31.4	25.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	429.0	661.6	635.0	0.0	165.0	0.0	165.0
546400 Rent Of Land & Buildings	25.5	14.8	9.0	0.0	54.2	0.0	54.2
546500 Rent Of Equipment	2,726.4	1,747.0	3,042.7	0.0	0.0	0.0	0.0
546600 Communications	83.0	0.0	0.0	0.0	0.0	0.0	0.0
546610 DOJT Telecommunications	3.0	63.0	41.0	0.0	0.0	0.0	0.0
546700 Subscriptions/Dues/License Fee	22.7	655.3	155.0	0.0	221.2	0.0	221.2
546800 Employee Training & Education	13.2	613.6	12.0	0.0	0.0	0.0	0.0
546900 Advertising	363.8	51.4	50.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	17.9	15.0	0.0	0.0	0.0	0.0
547400 Grants To Local Governments	1,978.3	5,819.3	4,515.0	0.0	350.1	0.0	350.1
547900 Miscellaneous Expense	833.2	9.4	7.0	0.0	0.0	0.0	0.0
547909 Misc Expense Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547999 Request to Pay Prior Year	0.0	52.2	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	0.0	45.1	15.0	0.0	10.0	0.0	10.0
548300 Information Tech Equipment	0.0	24.4	0.5	0.0	0.0	0.0	0.0
548400 Other Equipment	0.0	9.9	10.0	0.0	0.0	0.0	0.0
549600 Employee O/S Mileage & Fares	10.6	20.9	15.0	0.0	65.5	0.0	65.5
549700 Employee O/S Meals & Lodging	6.4	27.0	20.0	0.0	24.0	0.0	24.0
400 Other	8,693.6	11,690.3	10,131.8	0.0	1,624.8	0.0	1,624.8
TOTAL EXPENSE	12,029.9	16,267.6	12,866.7	1,891.4	6,500.2	0.0	6,500.2
810 Permanent	19.00	15.00	21.00	15.00	21.00	0.00	21.00
810 Permanent	19.00	15.00	21.00	15.00	21.00	0.00	21.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
820 Term	0.00	1.00	0.00	1.00	0.00	0.00	0.00
TOTAL FTE POSITIONS	19.00	16.00	21.00	16.00	21.00	0.00	21.00

Secretary of State

State of New Mexico

BU PCode Department
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S-9 Account Code Revenue Summary
(Dollars in Thousands)

Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
499105 General Fd. Appropriation	16,212.1	15,498.9	0.0	0.0	12,785.8	0.0	12,785.8
111 General Fund Transfers	16,212.1	15,498.9	17,172.2	0.0	12,785.8	0.0	12,785.8
499905 Other Financing Sources	0.0	299.4	0.0	0.0	0.0	0.0	0.0
499906 OFS - INTRA-Agency	0.0	1,013.3	0.0	0.0	0.0	0.0	0.0
112 Other Transfers	0.0	1,312.7	0.0	0.0	0.0	0.0	0.0
451903 Federal Direct - Operating	0.0	4,189.5	0.0	0.0	1,369.3	0.0	1,369.3
120 Federal Revenues	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
405801 Unclaimed Property (GRT)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
417902 Other Registration Fees	24.7	0.0	0.0	0.0	0.0	0.0	0.0
422902 Other Fees	78.1	81.9	0.0	0.0	90.7	0.0	90.7
441201 Interest On Investments	0.8	1.6	0.0	0.0	0.0	0.0	0.0
442501 Auto Rental	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
461402 Other Penalties	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496901 Miscellaneous Revenue	0.0	0.2	0.0	0.0	0.0	0.0	0.0
130 Other Revenues	103.6	83.7	80.0	0.0	90.7	0.0	90.7
325900 Restricted FB - Gov	525.8	0.0	0.0	0.0	0.0	0.0	0.0
150 Fund Balance	525.8	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE	16,841.5	21,084.8	18,108.5	0	14,245.8	0.0	14,245.8

S-9 Account Code Revenue Summary
 (Dollars in Thousands)

Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
499105	4,733.5	4,526.9	5,161.8	0.0	7,654.9	0.0	7,654.9
111	4,733.5	4,526.9	5,161.8	0.0	7,654.9	0.0	7,654.9
499905	0.0	206.6	0.0	0.0	0.0	0.0	0.0
112	0.0	206.6	0.0	0.0	0.0	0.0	0.0
422902	78.1	81.9	80.0	0.0	90.7	0.0	90.7
441201	0.0	1.6	0.0	0.0	0.0	0.0	0.0
461402	0.0	0.0	0.0	0.0	0.0	0.0	0.0
496901	0.0	0.2	0.0	0.0	0.0	0.0	0.0
130	78.1	83.7	80.0	0.0	90.7	0.0	90.7
TOTAL REVENUE	4,811.6	4,817.2	5,241.8	0.0	7,745.6	0.0	7,745.6

S-9 Account Code Revenue Summary
 (Dollars in Thousands)

Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	Expansion	Total
499105	11,478.6	10,972.0	12,010.4	0.0	5,130.9	0.0	5,130.9
111	11,478.6	10,972.0	12,010.4	0.0	5,130.9	0.0	5,130.9
499905	0.0	92.8	0.0	0.0	0.0	0.0	0.0
499906	0.0	1,013.3	0.0	0.0	0.0	0.0	0.0
112	0.0	1,106.1	0.0	0.0	0.0	0.0	0.0
451903	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
120	0.0	4,189.5	856.3	0.0	1,369.3	0.0	1,369.3
405801	0.0	0.0	0.0	0.0	0.0	0.0	0.0
417902	24.7	0.0	0.0	0.0	0.0	0.0	0.0
441201	0.8	0.0	0.0	0.0	0.0	0.0	0.0
442501	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
496901	0.0	(0.0)	0.0	0.0	0.0	0.0	0.0
130	25.5	0.0	0.0	0.0	0.0	0.0	0.0
325900	525.8	0.0	0.0	0.0	0.0	0.0	0.0
150	525.8	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE	12,029.9	16,267.6	12,866.7	0.0	6,500.2	0.0	6,500.2

Elections

BU 37000 **PCode** P783 **Department** 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

Secretary of State
 BU PCODE Department
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State of New Mexico

S-9 Account Code Expenditure Summary
 (Dollars in Thousands)

	2023-24		2023-24		2024-25		2025-26		FY 2026 Agency Request	
	Opbud	Actuals	Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total	
520100 Exempt Perm Positions P/T&F/T	796.3	998.4	1,159.1	998.4	1,145.6	1,145.6	1,093.5	0.0	1,093.5	
520200 Term Positions	0.0	186.0	59.0	186.0	74.0	74.0	0.0	0.0	0.0	
520300 Classified Perm Positions F/T	3,333.0	3,307.3	3,570.7	3,307.3	4,326.0	4,326.0	4,336.0	0.0	4,336.0	
520500 Temporary Positions F/T & P/T	13.0	22.3	12.9	22.3	85.1	85.1	200.5	0.0	200.5	
520600 Paid Unused Sick Leave	8.2	1.3	0.0	1.3	0.0	0.0	0.0	0.0	0.0	
520700 Overtime & Other Premium Pay	26.1	59.2	34.5	59.2	0.0	0.0	0.0	0.0	0.0	
520800 Annl & Comp Paid At Separation	33.6	11.0	2.8	11.0	0.0	0.0	0.0	0.0	0.0	
521100 Group Insurance Premium	453.8	407.3	378.0	407.3	504.6	504.6	403.8	0.0	403.8	
521200 Retirement Contributions	716.6	825.3	786.4	825.3	1,018.1	1,018.1	813.6	0.0	813.6	
521300 F I C A	287.9	332.3	317.7	332.3	345.6	345.6	328.8	0.0	328.8	
521400 Workers' Comp Assessment Fee	0.8	3.7	3.6	3.7	0.0	0.0	3.8	0.0	3.8	
521410 GSD Work Comp Insur Premium	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
521500 Unemployment Comp Premium	0.0	3.6	3.6	3.6	0.0	0.0	4.2	0.0	4.2	
521600 Employee Liability Ins Premium	33.0	16.8	18.0	16.8	0.0	0.0	6.0	0.0	6.0	
521700 RHC Act Contributions	77.7	85.8	83.9	85.8	108.5	108.5	86.3	0.0	86.3	
523000 COVID Related Admin Leave	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
523200 COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
200 Personal Services and Employee Benefits	5,783.1	6,260.2	6,430.2	6,260.2	7,607.5	7,607.5	7,276.5	0.0	7,276.5	
535100 Medical Services	0.0	0.0	0.0	0.0	0.0	0.0	0.7	0.0	0.7	
535200 Professional Services	248.8	374.5	152.3	374.5	0.0	0.0	148.1	0.0	148.1	
535300 Other Services	20.6	850.8	52.8	850.8	0.0	0.0	590.6	0.0	590.6	
535400 Audit Services	47.6	47.7	50.0	47.7	0.0	0.0	47.9	0.0	47.9	
535500 Attorney Services	0.0	10.4	0.0	10.4	0.0	0.0	17.0	0.0	17.0	
535600 IT Services	1,325.2	1,586.1	619.4	1,586.1	0.0	0.0	2,916.7	0.0	2,916.7	
300 Contractual services	1,642.2	2,869.5	874.5	2,869.5	0.0	0.0	3,721.0	0.0	3,721.0	
540000 Other Expenses	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
542100 Employee I/S Mileage & Fares	11.3	6.6	6.0	6.6	0.0	0.0	1.0	0.0	1.0	
542200 Employee I/S Meals & Lodging	7.6	12.1	12.0	12.1	0.0	0.0	0.5	0.0	0.5	
542300 Brd & Comm Mbr Meals & Lodgin	5.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
542500 Transp - Fuel & Oil	4.5	1.2	1.5	1.2	0.0	0.0	0.0	0.0	0.0	
542600 Transp - Parts & Supplies	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	
542700 Transp - Transp Insurance	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Secretary of State

State of New Mexico

BU PCODE Department
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S-9 Account Code Expenditure Summary
(Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
542800 State Transp Pool Charges	13.9	7.4	9.0	0.0	4.6	0.0	4.6
543200 Maint - Furn, Fixt, Equipment	4.2	2.4	1.5	0.0	0.0	0.0	0.0
543400 Maint - Property Insurance	0.1	0.0	0.0	0.0	0.0	0.0	0.0
543700 Maintenance Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	3.0	104.5	110.0	0.0	485.9	0.0	485.9
543830 IT HW/SW Agreements	1,406.6	332.0	698.6	0.0	805.6	0.0	805.6
543900 Other Maintenance	209.3	0.0	0.0	0.0	31.4	0.0	31.4
544000 Supply Inventory IT	246.3	4.5	7.0	0.0	0.0	0.0	0.0
544100 Supplies-Office Supplies	14.9	206.2	18.0	0.0	206.2	0.0	206.2
544500 Supplies-Food	0.0	0.0	0.0	0.0	10.0	0.0	10.0
544700 Supplies-Clothing,Unifrms,Linen	0.0	0.0	0.0	0.0	0.0	0.0	0.0
544900 Supplies-Inventory Exempt	10.9	0.0	0.0	0.0	7.3	0.0	7.3
545600 Reporting & Recording	1.4	0.0	0.0	0.0	0.0	0.0	0.0
545700 ISD Services	50.0	417.1	55.0	0.0	228.5	0.0	228.5
545710 DOIT HCM Assessment Fees	20.2	20.0	21.0	0.0	39.9	0.0	39.9
545900 Printing & Photo Services	513.8	802.3	745.0	0.0	0.0	0.0	0.0
545909 Printing & Photo - Interagency	0.0	31.4	25.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	499.3	661.6	655.0	0.0	227.3	0.0	227.3
546400 Rent Of Land & Buildings	28.5	14.8	13.0	0.0	57.3	0.0	57.3
546500 Rent Of Equipment	2,732.1	1,761.8	3,065.7	0.0	48.8	0.0	48.8
546600 Communications	95.5	0.0	0.0	0.0	0.0	0.0	0.0
546610 DOIT Telecommunications	131.2	121.3	101.0	0.0	4.1	0.0	4.1
546700 Subscriptions/Dues/License Fee	37.3	663.2	470.0	0.0	501.3	0.0	501.3
546800 Employee Training & Education	45.1	613.9	19.0	0.0	22.0	0.0	22.0
546900 Advertising	384.5	51.4	50.0	0.0	0.0	0.0	0.0
547000 Legal Settlements	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	87.7	95.0	0.0	90.7	0.0	90.7
547400 Grants To Local Governments	1,978.3	5,819.3	4,515.0	0.0	350.1	0.0	350.1
547900 Miscellaneous Expense	918.7	10.4	10.0	0.0	0.0	0.0	0.0
547909 Misc Expense Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547999 Request to Pay Prior Year	0.0	66.2	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	3.5	47.3	20.0	0.0	20.0	0.0	20.0
548300 Information Tech Equipment	0.0	24.4	0.5	0.0	0.0	0.0	0.0

Secretary of State
 BU PCode Department
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State of New Mexico

S-9 Account Code Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	FY 2026 Agency Request Expansion	----- Total
548400 Other Equipment	0.0	9.9	10.0	0.0	0.0	0.0	0.0
549600 Employee O/S Mileage & Fares	17.6	21.2	30.0	0.0	75.5	0.0	75.5
549700 Employee O/S Meals & Lodging	14.4	27.6	40.0	0.0	30.3	0.0	30.3
400 Other	9,416.2	11,950.7	10,803.8	0.0	3,248.3	* 0.0	3,248.3
TOTAL EXPENSE	16,841.5	21,080.4	18,108.5	7,607.51	14,245.8	0.0	14,245.8

Administration and Operations
 BU PCode Department
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State of New Mexico

S-9 Account Code Expenditure Summary
 (Dollars in Thousands)

	2023-24	2023-24	2024-25	2025-26	FY 2026 Agency Request		Total
	Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	
520100 Exempt Perm Positions P/T&F/T	587.9	763.2	948.5	901.2	951.4	0.0	951.4
520200 Term Positions	0.0	58.7	0.0	0.0	0.0	0.0	0.0
520300 Classified Perm Positions F/T	2,196.6	2,391.2	2,284.4	3,235.6	2,527.6	0.0	2,527.6
520500 Temporary Positions F/T & P/T	13.0	22.3	12.9	85.1	200.5	0.0	200.5
520600 Paid Unused Sick Leave	4.7	1.3	0.0	0.0	0.0	0.0	0.0
520700 Overtime & Other Premium Pay	14.1	42.2	24.5	0.0	0.0	0.0	0.0
520800 Annl & Comp Paid At Separation	23.6	11.0	2.8	0.0	0.0	0.0	0.0
521100 Group Insurance Premium	325.8	298.8	273.0	393.2	298.8	0.0	298.8
521200 Retirement Contributions	482.2	589.5	566.4	760.2	589.5	0.0	589.5
521300 F I C A	191.3	238.8	227.7	259.2	238.8	0.0	238.8
521400 Workers' Comp Assessment Fee	0.4	3.6	3.4	0.0	3.6	0.0	3.6
521410 GSD Work Comp Insur Premium	3.1	0.0	0.0	0.0	0.0	0.0	0.0
521500 Unemployment Comp Premium	0.0	3.6	3.6	0.0	4.2	0.0	4.2
521600 Employee Liability Ins Premium	16.0	12.0	12.0	0.0	0.0	0.0	0.0
521700 RHC Act Contributions	52.4	61.3	58.9	81.7	61.3	0.0	61.3
523000 COVID Related Admin Leave	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services and Employee	3,911.1	4,497.4	4,418.1	5,716.1	4,875.7	0.0	4,875.7
535100 Medical Services	0.0	0.0	0.0	0.0	0.7	0.0	0.7
535200 Professional Services	1.5	11.7	11.7	0.0	0.0	0.0	0.0
535300 Other Services	1.5	9.9	30.0	0.0	535.3	0.0	535.3
535400 Audit Services	47.6	47.7	50.0	0.0	47.9	0.0	47.9
535600 IT Services	127.3	(14.3)	60.0	0.0	662.5	0.0	662.5
300 Contractual services	177.9	55.0	151.7	0.0	1,246.4	0.0	1,246.4
540000 Other Expenses	6.0	0.0	0.0	0.0	0.0	0.0	0.0
542100 Employee I/S Mileage & Fares	2.5	0.5	3.0	0.0	1.0	0.0	1.0
542200 Employee I/S Meals & Lodging	1.5	0.1	6.0	0.0	0.5	0.0	0.5
542500 Transp - Fuel & Oil	1.5	0.0	0.0	0.0	0.0	0.0	0.0
542700 Transp - Transp Insurance	0.4	0.0	0.0	0.0	0.0	0.0	0.0
542800 State Transp Pool Charges	2.6	4.6	6.0	0.0	4.6	0.0	4.6
543200 Maint - Furn, Fixt, Equipment	4.2	0.0	0.0	0.0	0.0	0.0	0.0
543400 Maint - Property Insurance	0.1	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	0.0	0.0	0.0	0.0	360.9	0.0	360.9
543830 IT HW/SW Agreements	116.1	7.2	15.0	0.0	351.3	0.0	351.3

Administration and Operations
 BU PCode Department
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S-9 Account Code Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
544000 Supply Inventory IT	29.7	0.0	5.0	0.0	0.0	0.0	0.0
544100 Supplies-Office Supplies	9.0	0.9	5.0	0.0	113.4	0.0	113.4
544700 Supplies-Clothing,Uniforms,Linen	0.0	0.0	0.0	0.0	0.0	0.0	0.0
544900 Supplies-Inventory Exempt	10.0	0.0	0.0	0.0	0.0	0.0	0.0
545600 Reporting & Recording	0.5	0.0	0.0	0.0	0.0	0.0	0.0
545700 ISD Services	50.0	26.9	30.0	0.0	228.5	0.0	228.5
545710 DOJT HCM Assessment Fees	15.9	14.2	15.0	0.0	25.9	0.0	25.9
545900 Printing & Photo Services	101.7	37.1	35.0	0.0	0.0	0.0	0.0
545909 Printing & Photo - Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	70.3	0.0	20.0	0.0	62.3	0.0	62.3
546400 Rent Of Land & Buildings	3.0	0.0	4.0	0.0	3.1	0.0	3.1
546500 Rent Of Equipment	5.7	14.7	23.0	0.0	48.8	0.0	48.8
546600 Communications	12.5	0.0	0.0	0.0	0.0	0.0	0.0
546610 DOJT Telecommunications	128.2	58.3	60.0	0.0	4.1	0.0	4.1
546700 Subscriptions/Dues/License Fee	14.6	7.8	315.0	0.0	280.1	0.0	280.1
546800 Employee Training & Education	31.9	0.3	7.0	0.0	22.0	0.0	22.0
546900 Advertising	0.7	0.0	0.0	0.0	0.0	0.0	0.0
547000 Legal Settlements	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	69.7	80.0	0.0	90.7	0.0	90.7
547900 Miscellaneous Expense	85.5	0.9	3.0	0.0	0.0	0.0	0.0
547999 Request to Pay Prior Year	0.0	14.0	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	3.5	2.2	5.0	0.0	10.0	0.0	10.0
549600 Employee O/S Mileage & Fares	7.0	0.3	15.0	0.0	10.0	0.0	10.0
549700 Employee O/S Meals & Lodging	8.0	0.6	20.0	0.0	6.3	0.0	6.3
400 Other	722.6	260.4	672.0	0.0	1,623.5	0.0	1,623.5
TOTAL EXPENSE	4,811.6	4,812.8	5,241.8	5,716.13	7,745.6	0.0	7,745.6

Elections
 BU PCode Department
 37000 P783 000000

State of New Mexico

S-9 Account Code Expenditure Summary
 (Dollars in Thousands)

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- Base	----- Expansion	----- Total
520100 Exempt Perm Positions P/T&FT	208.4	235.2	210.6	244.4	142.1	0.0	142.1

Elections

State of New Mexico

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

BU PCode Department
37000 P783 000000

	2023-24 Oppbud	2023-24 Actuals	2024-25 Oppbud	2025-26 PCF Proj	FY 2026 Agency Request		Total
					Base	Expansion	
520200 Term Positions	0.0	127.2	59.0	74.0	0.0	0.0	0.0
520300 Classified Perm Positions F/T	1,136.4	916.1	1,286.3	1,090.4	1,808.4	0.0	1,808.4
520600 Paid Unused Sick Leave	3.5	0.0	0.0	0.0	0.0	0.0	0.0
520700 Overtime & Other Premium Pay	12.0	17.0	10.0	0.0	0.0	0.0	0.0
520800 Annl & Comp Paid At Separation	10.0	0.0	0.0	0.0	0.0	0.0	0.0
521100 Group Insurance Premium	128.0	108.5	105.0	111.4	105.0	0.0	105.0
521200 Retirement Contributions	234.4	235.8	220.0	258.0	224.1	0.0	224.1
521300 F I C A	96.6	93.5	90.0	86.5	90.0	0.0	90.0
521400 Workers' Comp Assessment Fee	0.4	0.1	0.2	0.0	0.2	0.0	0.2
521600 Employee Liability Ins Premium	17.0	4.9	6.0	0.0	6.0	0.0	6.0
521700 RHC Act Contributions	25.3	24.5	25.0	26.8	25.0	0.0	25.0
523200 COVID Related Time Worked	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services and Employee	1,872.0	1,762.8	2,012.1	1,891.4	2,400.8	0.0	2,400.8
535200 Professional Services	247.3	362.8	140.6	0.0	148.1	0.0	148.1
535300 Other Services	19.1	840.9	22.8	0.0	55.3	0.0	55.3
535500 Attorney Services	0.0	10.4	0.0	0.0	17.0	0.0	17.0
535600 IT Services	1,197.9	1,600.4	559.4	0.0	2,254.2	0.0	2,254.2
300 Contractual services	1,464.3	2,814.5	722.8	0.0	2,474.6	0.0	2,474.6
542100 Employee /S Mileage & Fares	8.8	6.1	3.0	0.0	0.0	0.0	0.0
542200 Employee /S Meals & Lodging	6.1	12.0	6.0	0.0	0.0	0.0	0.0
542300 Brd & Comm Mbr Meals & Lodgin	5.8	0.0	0.0	0.0	0.0	0.0	0.0
542500 Transp - Fuel & Oil	3.0	1.2	1.5	0.0	0.0	0.0	0.0
542600 Transp - Parts & Supplies	0.0	1.0	0.0	0.0	0.0	0.0	0.0
542800 State Transp Pool Charges	11.3	2.8	3.0	0.0	0.0	0.0	0.0
543200 Maint - Furn, Fixt, Equipment	0.0	2.4	1.5	0.0	0.0	0.0	0.0
543700 Maintenance Services	0.0	0.0	0.0	0.0	0.0	0.0	0.0
543820 Maintenance IT	3.0	104.5	110.0	0.0	125.0	0.0	125.0
543830 IT HW/SW Agreements	1,290.5	324.7	683.6	0.0	454.3	0.0	454.3
543900 Other Maintenance	209.3	0.0	0.0	0.0	31.4	0.0	31.4
544000 Supply Inventory IT	216.6	4.5	2.0	0.0	0.0	0.0	0.0
544100 Supplies-Office Supplies	5.9	205.4	13.0	0.0	92.8	0.0	92.8
544500 Supplies-Food	0.0	0.0	0.0	0.0	10.0	0.0	10.0
544900 Supplies-Inventory Exempt	0.9	0.0	0.0	0.0	7.3	0.0	7.3
545600 Reporting & Recording	0.9	0.0	0.0	0.0	0.0	0.0	0.0

State of New Mexico

S-9 Account Code Expenditure Summary

Elections
 BU PCode Department
 37000 P783 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		Total
					Base	Expansion	
545700 ISD Services	0.0	390.2	25.0	0.0	0.0	0.0	0.0
545710 DOIT HCM Assessment Fees	4.3	5.8	6.0	0.0	14.0	0.0	14.0
545900 Printing & Photo Services	412.1	765.2	710.0	0.0	0.0	0.0	0.0
545909 Printing & Photo - Interagency	0.0	31.4	25.0	0.0	0.0	0.0	0.0
546100 Postage & Mail Services	429.0	661.6	635.0	0.0	165.0	0.0	165.0
546400 Rent Of Land & Buildings	25.5	14.8	9.0	0.0	54.2	0.0	54.2
546500 Rent Of Equipment	2,726.4	1,747.0	3,042.7	0.0	0.0	0.0	0.0
546600 Communications	83.0	0.0	0.0	0.0	0.0	0.0	0.0
546610 DOIT Telecommunications	3.0	63.0	41.0	0.0	0.0	0.0	0.0
546700 Subscriptions/Dues/License Fee	22.7	655.3	155.0	0.0	221.2	0.0	221.2
546800 Employee Training & Education	13.2	613.6	12.0	0.0	0.0	0.0	0.0
546900 Advertising	383.8	51.4	50.0	0.0	0.0	0.0	0.0
547105 Bank Fees/Services	0.0	17.9	15.0	0.0	0.0	0.0	0.0
547400 Grants To Local Governments	1,978.3	5,819.3	4,515.0	0.0	350.1	0.0	350.1
547900 Miscellaneous Expense	833.2	9.4	7.0	0.0	0.0	0.0	0.0
547909 Misc Expense Interagency	0.0	0.0	0.0	0.0	0.0	0.0	0.0
547999 Request to Pay Prior Year	0.0	52.2	0.0	0.0	0.0	0.0	0.0
548200 Furniture & Fixtures	0.0	45.1	15.0	0.0	10.0	0.0	10.0
548300 Information Tech Equipment	0.0	24.4	0.5	0.0	0.0	0.0	0.0
548400 Other Equipment	0.0	9.9	10.0	0.0	0.0	0.0	0.0
549600 Employee O/S Mileage & Fares	10.6	20.9	15.0	0.0	65.5	0.0	65.5
549700 Employee O/S Meals & Lodging	6.4	27.0	20.0	0.0	24.0	0.0	24.0
400 Other	8,693.6	11,690.3	10,131.8	0.0	1,624.8	0.0	1,624.8
TOTAL EXPENSE	12,029.9	16,267.6	12,866.7	1,891.37	6,500.2	0.0	6,500.2

DFA Performance Based Budgeting Data System

Annual Performance Report

Agency: 37000 Secretary of State

Program: P642 Administration and Operations

The purpose of the administration and operations program is to provide operational services to commercial and business entities and citizens, including administration of notary public commissions, uniform commercial code filings, trademark registrations and partnerships, and to provide administrative services needed to carry out elections.

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Output	Average number of days to process corporate registration requests	5	TBD	No	
Output	Average number of days to process partnership registration requests	2	TBD	No	

Program: P783 Elections

The purpose of the elections program is to provide voter education and information on election law and government ethics to citizens, public officials and candidates so they can comply with state law.

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Explanatory	Number of campaign finance training sessions offered each fiscal year	N/A	7	N/A	
Explanatory	Number of counties meeting the Uniformed and Overseas Citizens Absentee Voting Act deadline of mailing overseas ballots not later than forty-five days before an election	N/A	33	N/A	
Explanatory	Number of reporting individuals out of compliance with campaign finance reporting requirements	N/A	115	N/A	
Explanatory	Percent of eligible voters that voted in the June statewide primary election in even fiscal years	N/A	22.83%	N/A	
Explanatory	Percent of eligible voters that voted in the November statewide general election in odd fiscal years	N/A	N/A	N/A	
Explanatory	Percent of eligible voters that voted in the November statewide local election in even fiscal years	N/A	20.54%	N/A	
Outcome	Percent of county clerks satisfied with the election training provided by the secretary of state's office	90%	90%	Yes	
Outcome	Percent of eligible voters registered to vote	87%	82%	No	
Outcome	Percent of reporting individuals in compliance with campaign finance reporting requirements	99%	86%	No	
Outcome	Percent of reporting individuals who have been issued a notice of final determination for non-compliance	100%	100%	Yes	
Outcome	Percent of voting machines tested	100.00%	100.00%	Yes	
Output	Number of training sessions provided to all county clerks on changes to the election code	2	4	Yes	

Performance Measures Summary

P642 Administration and Operations

Purpose: The purpose of the administration and operations program is to provide operational services to commercial and business entities and citizens, including administration of notary public commissions, uniform commercial code filings, trademark registrations and partnerships, and to provide administrative services needed to carry out elections.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Average number of days to process corporate registration requests	21	TBD	15	15	
Output	Average number of days to process partnership registration requests	7	TBD	2	2	

P783 Elections

Purpose: The purpose of the elections program is to provide voter education and information on election law and government ethics to citizens, public officials and candidates so they can comply with state law.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Number of training sessions provided to all county clerks on changes to the election code	4	4	2	2	
Outcome	Percent of county clerks satisfied with the election training provided by the secretary of state's office	96%	90%	90%	91%	
Outcome	Percent of eligible voters registered to vote	83%	82%	85%	85%	
Outcome	Percent of voting machines tested	100.0%	100.0%	100.0%	100.0%	
Outcome	Percent of reporting individuals in compliance with campaign finance reporting requirements	83%	86%	97%	97%	
Outcome	Percent of reporting individuals who have been issued a notice of final determination for non-compliance	100%	100%	100%	100%	
Explanatory	Number of counties meeting the Uniformed and Overseas Citizens Absentee Voting Act deadline of mailing overseas ballots not later than forty-five days before an election	33	33	N/A	N/A	
Explanatory	Number of campaign finance training sessions offered each fiscal year	8	7	N/A	N/A	
Explanatory	Number of reporting individuals out of compliance with campaign finance reporting requirements	112	115	N/A	N/A	
Explanatory	Percent of eligible voters that voted in the June statewide primary election in even fiscal years	N/A	22.8%	N/A	N/A	
Explanatory	Percent of eligible voters that voted in the November statewide general election in odd fiscal years	52.0%	N/A	N/A	N/A	
Explanatory	Percent of eligible voters that voted in the November statewide local election in even fiscal years	N/A	20.5%	N/A	N/A	

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 37000
Agency: Secretary of State
Program:
Analyst: JUSTIN O'SHEA
Phone: 505.487.6080

Request Type: Supplemental (FY 25)

Rank: 1

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	5,500.0	Other	5,500.0
Total Sources	5,500.0	Total Uses	5,500.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

For the election fund to ensure it's full solvency for future elections.

Justification Quantitative Data (Description)

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

This request is to true up the Election Fund such that the SOS does not have to operate under a negative cash standing to fund elections.

Request: How the dollars will be spent.

These funds are intended as a one-time infusion to the Election Fund such that the mechanisms defined by SB108 can work as intended.

Request: Explain why request is nonrecurring need.

This request is non-recurring because it intends to be a one-time fix to a problem that could spiral out of control. After this infusion and with the mechanism of reimbursing election costs in place, the issue of spending into the red should be resolved.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

The consequence would be continual spending into the red or entering a significant negative cash standing. The implications of this are that the state will continue to support negative cash spending to support election costs while being unable to pay our critical election infrastructure vendors.

Performance: How will agency performance be affected.

Continual spending into the red or entering a significant negative cash standing is not good policy. The implications of this are that the state will continue to support negative cash spending to support election costs.

Performance: How will agency performance will be improved.

Agency performance will be improved because county satisfaction will increase due to timely granting of election funds and vendors will be equally appreciative of timely payment of invoices.

Brief description of problem agency is addressing.

The SOS is constantly having to back pay for prior elections due to budget constraints leading to a persistent issue of having to spend in the red because of insufficient fund balance.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 37000
Agency: Secretary of State
Program:
Analyst: JUSTIN O'SHEA
Phone: 505.487.6080

Request Type: Special (FY 26)
Rank: 2

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	400.0	Other	400.0
Total Sources	400.0	Total Uses	400.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

For consultation services in support of migrating the office's information technology infrastructure to the department of information technology environment.

Justification Quantitative Data (Description)

Estimated: \$400,000 based on 1600 hours of work at \$250/hour.

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

The SOS intends to contract with an IT vendor on price agreement for consultation services in support of a mass infrastructure migration of systems not currently on the DoIT infrastructure with the intent of migrating to such infrastructure.

Request: How the dollars will be spent.

The SOS intends to use these funds solely to contract with an IT vendor on price agreement for consultation services in support of a mass infrastructure migration of systems not currently on the DoIT infrastructure with the intent of migrating to the DoIT environment.

Request: Explain why request is nonrecurring need.

We are proposing a phased approach where we determine the scope and options for acquiring identity services for all systems, but that the first phase tackle implementation only for the SOS staff. Once the SOS staff identity management has been tackled across all systems, we could then expand the solution to cover the external customer base for the our Business Services, Campaign Finance, and various Election systems with these one-time services.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

A robust Identity Management solution to help control access to our systems and lower the risk of cyber-attacks and fraud will improve performance and proactively reduce the financial risk to the state.

Performance: How will agency performance be affected.

An initiative to employ a robust Identity Management solution to help control access to our systems will lower the risk of cyber-attacks and fraud and not make the state liable for damages or fraud.

Performance: How will agency performance will be improved.

A robust Identity Management solution to help control access to our systems will improve performance by providing more secure elections and services to the counties.

Brief description of problem agency is addressing.

As technology is evolving and our adversaries are becoming more sophisticated, the SOS has a growing need for a robust Identity Management solution to help control access to our systems and lower the risk of cyber-attacks and fraud. To secure access to our internal and Internet-facing information systems, we need to be able to establish the identities for both the SOS staff and our customers.

State of New Mexico
SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 37000
Agency: Secretary of State
Program:
Analyst: JUSTIN O'SHEA
Phone: 505.487.6080

Request Type: Deficiency (FY 25)

Rank: 2

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	Amount	Uses Account	Amount
General Fund Transfers	2,100.0	Other	2,100.0
Total Sources	2,100.0	Total Uses	2,100.0
Full Time Equivalents (FTE)			
Type	Amount of FTE	Request is related to a recurring expense	No
	0.00	Request is related to a capital request	No
Total FTE	0.00	Request is related to proposed legislation	No

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

For a prior-year shortfall in the election fund.

Justification Quantitative Data (Description)

Attached

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

DFA has approved the use \$2.1M of current FY25 funding to pay for outstanding obligations due to prior year (FY24) outstanding balances.

Request: How the dollars will be spent.

This request will serve to true up a deficiency in the Election Fund from the Primary Election in June 2024. The funds will free up FY25 budget as the liabilities were already expensed from current fiscal year budget.

Request: Explain why request is nonrecurring need.

This request is a non-recurring need as it is taking care of a one-time prior fiscal year obligation.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

Not funding this appropriation will lead to a continuation of the status quo which is the inability for the Office to pay its vendors for critical election services.

Performance: How will agency performance be affected.

With the requested funds, the agency will be able to ensure it's liabilities are addressed leading to improved performance.

Performance: How will agency performance will be improved.

This appropriation will lead to increased efficiency by streamlining processes and reducing bottlenecks. It will improve vendor satisfaction especially among our key stakeholders that support key election infrastructure which will lead to better outcomes and improved vendor relations.

Brief description of problem agency is addressing.

The Agency is facing issue of rising election costs and navigating budget constraint. For several fiscal years, the Agency has had to request special appropriations and deficiency requests to compensate. Although there is a new funding mechanism in place to solve the issue, the transition to this new mechanism has proven to be challenging. This appropriation will serve to true up the fund and ensure its stability going forward.



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE

STRATEGIC PLAN FOR FISCAL YEAR 2026

INTRODUCTION

The Office of the Secretary of State ("the Office") fulfills two primary roles in serving the people of New Mexico. Firstly, as the chief elections officer, the Secretary of State supervises all elections governed by the New Mexico Election Code. This crucial responsibility encompasses safeguarding the security and integrity of the state's elections, offering guidance to public officials throughout New Mexico on their duties under the Election Code, ensuring adherence to federal acts such as the National Voter Registration Act, the Help America Vote Act, and the Voting Rights Act. The Office also oversees the administration of governmental ethics acts, promotes civic engagement through public educational initiatives, and undertakes various vital duties essential for the effective functioning of our democratic system.

Secondly, the Business Services Division within the Office serves as the initial point of contact for enterprises seeking to conduct business in New Mexico. Focused on providing exceptional customer service, the Division assists businesses of all sizes in navigating compliance with state statutes, facilitating their entry into our state's economy. Additionally, the Division is tasked with commissioning Notaries Public, processing Trademarks, UCC filings, and the authentication of documents.

Beyond these primary roles, the Office performs an array of other essential functions and responsibilities detailed in the following document, including certifying election results, managing the state's Safe at Home confidential address program, processing notary applications, registering trademarks, and more.

OFFICE ORGANIZATION

The Office is organized into two major programs: (1) the Elections Program and (2) the Administration & Operations Program. The Office has a total of 69 authorized full-time equivalents (FTEs), and over the last fiscal year is almost 100% fully staffed.

ELECTIONS PROGRAM (P-783)

- Elections Division
- Security Division
- Special Division (Safe at Home Program)



STATE OF NEW MEXICO
MAGGIE TOULOUSE OLIVER
SECRETARY OF STATE

ADMINISTRATIVE & OPERATIONS PROGRAM (P-642)

- Administration Division
- Information Technology (IT) Division
- Business Services Division

A detailed overview of the functions and objectives of each program and their specific divisions can be found in the “Program Detail” section below.

SUMMARY OF FY2026 INITIATIVES

- Continue the Office’s goal of modernizing New Mexico’s elections to maximize voter access and create efficiencies for election administrators:
 - Provide enhancements to our voter registration and campaign finance information systems
 - Deploy a new election management for county clerks
 - Expand the work of our Elections Outreach Program and make the Elections Outreach Coordinator position permanent in our office
- Our legislative priorities over the next year include:
 - Establishing procedures for the continued administration of elections during a natural disaster
 - Amending sections of the Campaign Reporting Act to comply with a judicial decision that determined parts of the Act are unconstitutional
 - Revise portions of the state’s Election Code by implementing technical and administrative fixes that provide more efficiency for county election administrators
- Continue the Office’s commitment to provide exceptional business services to New Mexico enterprises:
 - Implement processes to prevent fraudulent business filings
 - Update all rulemaking procedures for business entities using SOS rulemaking authority
 - Continue to improve and maintain the new online business and commercial filing system, which is now fully implemented and functional



STATE OF NEW MEXICO
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PROGRAM DETAIL

ELECTIONS PROGRAM (P-783)

Overview

The Elections Program is a multi-divisional bureau (Bureau of Elections or “BOE”) executing the mission of the Office of the Secretary of State (SOS) and administering the New Mexico Election Code (EC) with three (3) divisions: Elections, Security, and Special. Authorized through Sections 1-2-1 through 1-2-30 NMSA 1978, Sections 1-19-1 through 1-19-29.1 and Sections 10-16A-1 through 10-16A-8 NMSA 1978, the **Elections Division** through the Office’s Bureau of Elections (BOE), supervises all statewide elections in the State of New Mexico (NM) governed by the EC. This includes administering the EC in its appropriate statewide application, preparing instructions for the conduct of election and voter registration matters in accordance with NM law, advising county clerks, boards of county commissioners and boards of registration on the proper methods of performing their duties under the EC; and providing publications and training as directed by the EC. The Election Division’s responsibility, on behalf of the Secretary of State, is to ensure accuracy and integrity of the election process, secrecy of ballots, election safety, and to guard against abuse of the EC. It also receipts all signed and vetoed bills and is tasked with the annual distribution of session laws. The Division is also responsible for ensuring compliance with the federal National Voter Registration Act, the Help America Vote Act and the Voting Rights Act. Under Federal and NM law, the SOS is required to maintain and provide an official statewide voter file, provide rules for the administration of state-agency-based voter registration, and ensure that elections and registration procedures are conducted in a uniform, fair, and non-discriminatory manner. In addition, the BOE oversees the administration of the governmental ethics acts for NM. This includes educating candidates, political action committees, public officials, and the general public on compliance with the Campaign Reporting Act, the Financial Disclosure Act, and the Governmental Conduct Act. It is also responsible for ensuring compliance with and registering reports under the Lobbyist Regulation Act and the Voter Action Act. These laws govern the public financing of qualified candidates and oversees distribution and reporting of public election funding for candidates under the Public Regulation Commission and statewide judicial offices that are certified as public candidates under the Voter Action Act.

The **Security Division** is the newest division within the program which provides cyber and physical security support to the Office and NM’s thirty-three (33) counties. The program provides hardware, software, and consultation in support of election security initiatives across NM. The program partners with state and federal entities to train county personnel, report events/incidents, provide scrubbing services, support ballot drop boxes, support election night reporting, manage tabulator security, and



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

support cyber security projects. This Division also conducts IT roundtables which provide support and guidance to county clerks and IT staff during the election cycle and assesses cyber security risk for the Office and counties.

The BOE lastly supports a *Special Division* derived from the Confidential Substitute Address Act and authorized through Section 40-13B NMSA 1978 called *Safe at Home*. This program allows survivors of domestic violence, sexual assault, stalking, or similar crimes to receive mail using the SOS's address as a substitute for their own, while keeping their actual address confidential. The Office collects mail for Safe at Home participants from an undisclosed P.O. Box and then forwards the mail on to the participant's actual, private address. When participants in the program enter business relationships with state, city, and/or other agencies, the use of the fictitious address maintains that person's confidentiality. It also relieves those agencies of the difficult and costly responsibilities of maintaining confidential records. Safe at Home allows participants to vote with reduced risk from being tracked using public records.

Fiscal Year 2026 Goals – Elections Program

Some of the primary purposes of the Office's Elections Program are to facilitate uniform, non-discriminatory, accessible, fair, and accurate elections in New Mexico, maintain public confidence in the electoral process by maintaining a complete and accurate statewide voter file, and provide public access to information and educational materials.

Elections Division Goals

- Ensure integrity and public trust in New Mexico's electoral process
- Maximize citizen access to comprehensive, timely and accurate election related information
- Serve as a resource to local government and other agencies while advancing new and innovative systems and technology
- Establishing standardization and uniformity in critical election administration areas
- Strengthen security and business continuity preparedness for all elections including participation in a multi-state data and security program and the development of an election business continuity and disaster recovery plan
- Continue assisting counties with the implementation of permanent, secure ballot drop boxes around the state
- Implement enhancements to the Statewide voter registration database (SERVIS) and the Campaign Finance Information System (CFIS) to improve user experiences



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- Assist counties with needs related to the availability of same-day voter registration throughout early voting and on Election Day
- Conduct a statewide public information campaign to inform voters about how, when, and why to vote
- Ensuring integrity and public trust in New Mexico's electoral and legislative process
- Maximizing public access to information regarding political spending and required financial disclosures
- Advancing new and innovative systems and technology
- Assist candidates with the Voter Action Act application process
- Ensure compliance with the provisions regarding collection of seed money and qualifying contributions, in-kind contributions and the uses of publicly financed campaign funds
- Provide outreach and education to assist with accurate and timely campaign finance reporting as required

Special Program Goals

- Provide legal substitute address as program participant's legal residence, whenever they obtain state and local government services
- Serve as a legal agent for receipt of mail and service of process for all confidential address participants
- Provide participants with first-class mail forwarding service
- Enable confidentiality of two normally public records -- voter registration and marriage licenses
- Provide program outreach to local domestic violence/sexual assault victim advocates and coalitions, Motor Vehicle Division, other relevant state agencies, public schools, judicial offices and law enforcement



STATE OF NEW MEXICO
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ADMINISTRATIVE & OPERATIONS PROGRAM (P-642)

Overview

The Administration and Operations Program is a multi-divisional bureau executing the mission of the Office of the Secretary of State (SOS) with three (3) divisions: Administration, Information Technology (IT), and Business Services.

The *Administrative Division* incorporates the Office's Administrative personnel responsible for the operational, financial, human resources, legal, and legislative affairs of the Office.

The *IT Division* oversees the technology-related tasks and responsibilities of the Office. It develops, manages, and maintains the Office's technology-related assets, policies, procedures and systems. The Division provides business infrastructures, network and operating systems, which enable staff and the general public to communicate, collaborate, and provides the functionality required perform their duties. It ensures that stakeholders and citizens receive maximum benefit from IT innovations through the convenient delivery of services and information related to elections, governmental ethics, and commerce in the State of New Mexico (NM). Such services are securely delivered using modern and proven information technology solutions and are hosted on SOS-owned equipment housed at the NM State Data Center. The Division is also responsible for operating, maintaining, and overseeing equipment and systems that are designated as Critical Infrastructure (CI) in support of statewide elections and election security systems.

Authorized through Sections 14-14A-1 through 14-14A-32, Sections 53-2-1 through 53-2-11, Sections 53-4-6 through 53-4-7, and Section 53-18-1 NMSA 1978, the SOS through its *Business Services Division* is responsible for providing operational services to commercial and business entities in NM, including the administration of notary public commissions, uniform commercial code filings (UCCs), trademark registrations and partnerships, and to provide administrative services needed to carry out elections. The Business Services Division is a customer service-focused program within the Administration and Operations Program that provides support services to businesses in NM and assists with compliance with NM statutes. The Business Services Division also preserves commercial records vital to commerce and industry in NM and is the sole administrator of several acts, including the Business Corporations Act, the Non-Profit Corporations Act, and the Notary Public Act.



STATE OF NEW MEXICO
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SECRETARY OF STATE

Fiscal Year 2026 Goals – Administration & Operations Program

Administration Division

- Provide overall leadership, policy, direction setting and management coordination
- Provide policy information and resources to the state legislature as well as consulting with them regarding all areas of the Office of the Secretary of State
- Guide all executive request legislation through the legislative process
- Provide management support in completing employee evaluations in accordance with State Personnel Board rules
- Provide guidance and support on disciplinary issues to ensure compliance with federal and state laws
- Provide recruitment and hiring support based on office needs, appropriate placement and budget availability
- Ensure staff training and development is available and provided in accordance with office needs
- Process purchase orders, invoices and vouchers in a timely and accurate manner in compliance with Model Accounting Practices
- Ensure contracts submitted for approval are accurate, complete, and processed in a timely manner
- Ensure cash received and automatic clearinghouse (ACH) transfers is tracked and deposited daily
- Assist with implementing the Voter Action Act by monitoring operating transfers into and out of the Public Election Fund, reviewing reimbursement formula and issuing payments to qualified candidates approved to receive public election financing
- Track agency expenditures and update leadership monthly
- Develop standard operating procedures for the agency

IT Division

- Continually improve user efficiency
- Enhance service and information delivery to constituents
- Establish standardization and uniformity in critical election administration areas
- Maintain equipment on replacement cycle
- Ensure adequate system controls and security are in place



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Business Services Division

- Expand online business filings that are recorded, filed, and registered with the Secretary of State, which will increase customer satisfaction by facilitating the registration and reporting of these entities so that businesses are in compliance with state statutes
- Continue to improve the implementation of the new Revised Uniform Law on Notarial Acts.
- Continue to improve the newly implemented online filing system for Notarial Officer filings, Apostille filings, and Facsimile signature filings
- Process chartered documents, amendments, conversions, mergers and annual reports within the statutory timeline of fifteen (15) business days
- Continue the development, training, outreach and education on the newly implemented Business Filing System to both internal and external customers
- Provide staff with the tools and resources to ensure that all corporations' filings are processed accurately and within the statutory timeline
- Cross-train all staff in the Business Services Division to better assist customers and provide accurate information



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

Fiscal Year 2026

Office of the Secretary of State

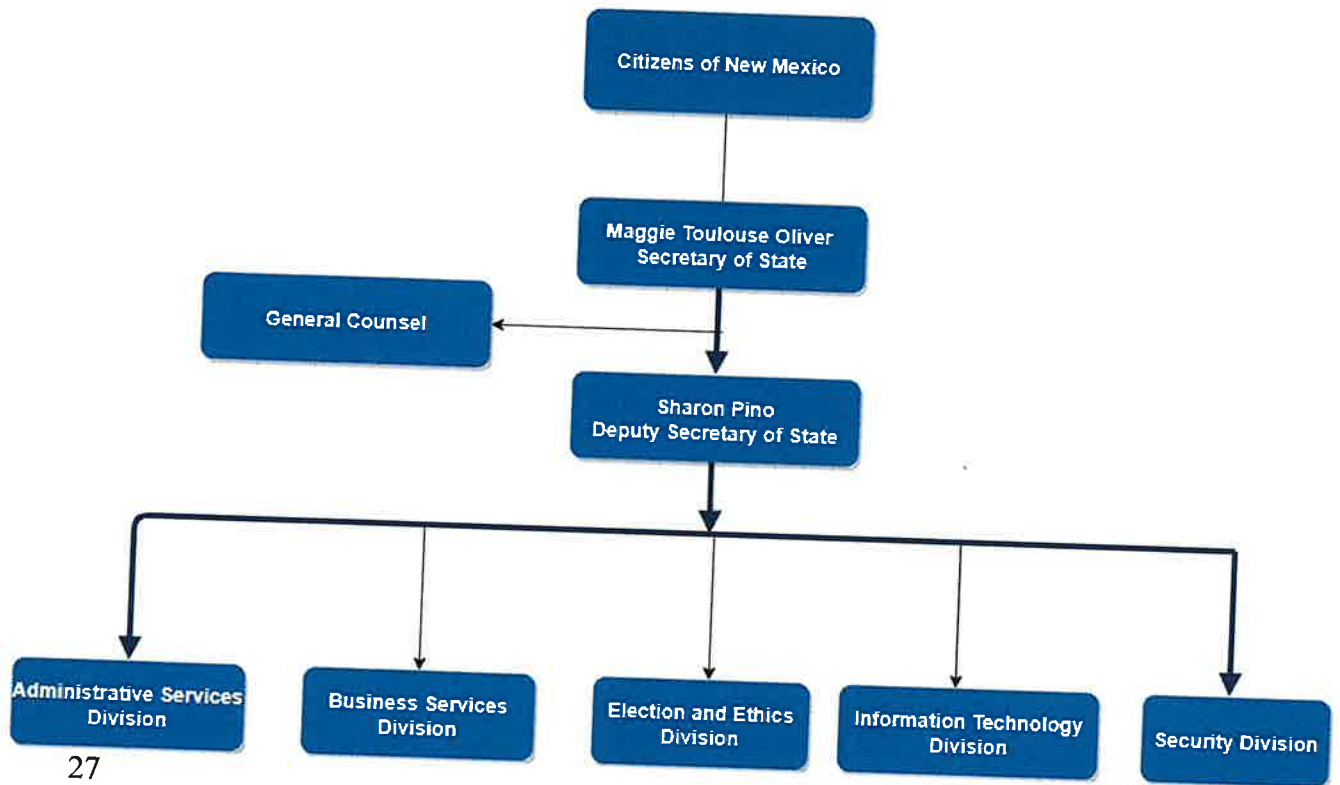
IT STRATEGIC PLAN

September 3, 2024

Gregory Rockstroh
Chief Information Officer

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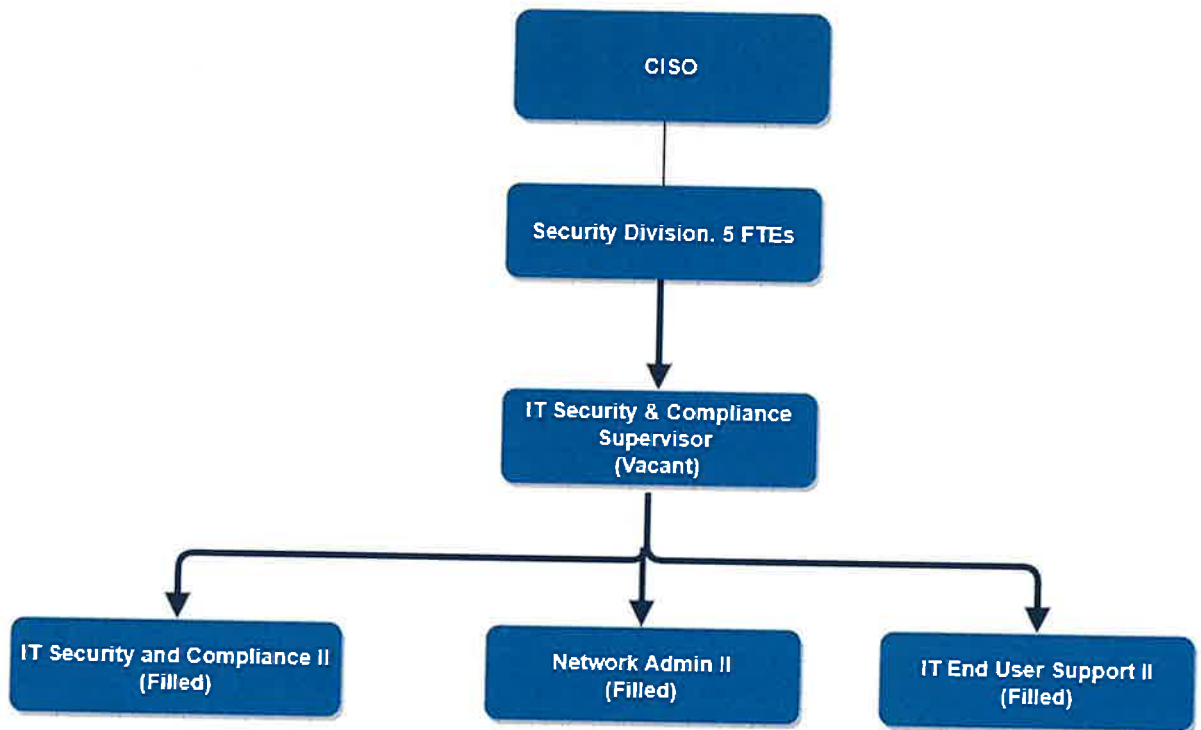
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APPENDIX A-III: C2 IT Data Processing CSEF 30

EXECUTIVE SUMMARY

The New Mexico Office of the Secretary of State (SOS) is a small office with great responsibility for many constitutional and statutory obligations related to conducting elections, maintaining designated critical infrastructure and operating a business in New Mexico. Our constituency is largely external and includes the general public, businesses, media, election officials throughout the state, as well as candidates, lobbyists, and political action committees. The SOS is currently authorized for 69 or fewer full-time employees (FTE) including fifteen direct IT Staff. Significant IT modernization efforts have been underway in recent years and those will continue as we press forward with the goals of streamlining business operations and leveraging technological solutions to bring greater efficiencies and security to the SOS.

To serve our mission, the SOS operates three public-facing lines of business: Elections, Ethics or Campaign Finance, and Business Services. Each line of business has a large, complex information system that is used by the SOS and our external customers to efficiently administer our statutory mission in these areas. In addition, the SOS maintains and operates numerous smaller systems. These primarily support the day-to-day needs of the Office's staff, but some are also utilized by the public to conduct business with our office. With the exception of the Business Filing System, which is transitioning to a vendor-managed cloud platform, the SOS's large systems are hosted on SOS owned and operated servers and equipment that are housed at the State Data Center in Santa Fe, NM.

The SOS is also responsible for operating, maintaining, and overseeing equipment and systems that are designated by the United States Federal Government as Critical Infrastructure (CI). Although these systems are not under specific regulatory controls, our federal partners have great interest in ensuring that we properly operate and manage these systems in keeping with applicable standards and best practices. The CI designation has greatly increased our reporting requirements and the actual work necessary to secure these systems. Also notable is that much of the CI that we oversee is housed with county election partners. This situation innately creates geographical and communication challenges for our limited staff when fulfilling our oversight role and performing necessary due diligence.

In order to best manage the ever-increasing security and cybersecurity needs of the SOS, we created and filled a Chief Information Security Office position in late FY24. This position now oversees the SOS's newly-formed Security Division. Additionally, the Election Security Program has also been moved into this division. Please see the organization charts for additional detail.

Priorities for the SOS IT through FY26 include:

1. Maintaining our IT infrastructure and information systems so that they continue to meet the core mission of the office including support of:
 - a. voter registration;
 - b. election management;
 - c. business filings;
 - d. candidate campaign finance filings;
 - e. filing and public posting of statutes and executive orders; and,
 - f. notary public registrations and certifications.
2. Replacing the Campaign Finance Information System. Because we have been unsuccessful with meeting New Mexico's needs by migrating the system to the vendor's software as a service (SaaS) ethics compliance solution, we are now seeking to remedy the system's shortcomings by replacement. The SOS is seeking C2 funding in FY26 to permit this critical undertaking.
3. In conjunction with the Office's new Security Division and the New Mexico , IT will continue to improve our business continuity and disaster recovery plans, procedures, and technical capabilities.
4. Continuing to enhance the State Elections, Registration, and Voting Integrity System (SERVIS) to meet the evolving needs of modern, secure elections and to better support election administration statewide.
5. In keeping with the Office's strategy to leverage technology to improve services for our business customers, the SOS will continue to seek opportunities to adjust and improve the newly-implemented Business Filing System, the SOS Enterprise (SOSE).
6. In order to address a long-standing business process gap, and eliminate time-consuming manual procedures, the SOS is undertaking procurement and implementation of a new information system that will enable us to efficaciously collaborate with New Mexico's county election offices and gather all election records required by statute. This system will also help standardize the elections people, process, and property activities across New Mexico's thirty-three counties. The SOS is seeking C2 funding in FY26 to enable implementation of this vital solution.
7. The SOS desires to effectively partner with the New Mexico Department of Information Technology (DoIT) to deliver cost-effective, secure technology solutions to the Office. Strong partnership will help the state, and the NM Information Security Office achieve better visibility into the SOS's security posture and better inform the evolving security needs of the state. Cloud-based disaster recovery, Microsoft Defender, and joining Azure AD are good examples of projects that are in progress, but others will certainly materialize.

Significant IT modernization efforts have been underway in recent years and those will continue as we press forward with the goals of streamlining business operations and leveraging technological solutions to bring greater efficiencies and security to the SOS.

Finally, it should be stated that the SOS will make unforeseen course corrections as needed in FY25 and FY26. Although we do our best to plan ahead, the landscape occasionally moves in unexpected

directions and our Office will react to such situations in all appropriate manner to better the office and the services we provide to New Mexico and its constituents.

I. AGENCY OVERVIEW

A. AGENCY MISSION

The mission of the SOS is to administer elections, oversee campaign finance administration, lobbyist registration and expenditure reporting, and financial disclosure filings by elected officials and government appointees, business registrations and notary certification in accordance with state and federal law. Furthermore, the SOS is charged with maintaining and providing public access to the laws, official acts, and other instruments which are vital to the efficient and transparent operation of state government.

The IT staff supports and maintains the information systems which host two of our three primary lines of business, as well as the servers and technology infrastructure necessary to enable the necessary internal functions of the Office. In addition, the IT Division supports the day-to-day technology needs of our office staff who are responsible for engaging with the people and businesses of New Mexico. These systems are hosted on SOS-owned equipment that is housed at the New Mexico State Data Center.

The Business Filing System (BFS) is transitioning to vendor-hosted Software as a Service (SaaS) solution in the cloud. The SOS has worked diligently with the New Mexico Department of Information Technology (DoIT) to establish the proper exception requests and to ensure that we clearly understand our obligations to oversee, manage, and protect New Mexican's information regardless of location.

B. AGENCY GOALS

The SOS is divided into two main business units, namely the Elections and Business Services Divisions. These divisions provide three distinct faces, or public-facing lines of business, to New Mexico's citizens. Via the software systems that support the Business Filing, the Campaign Finance, and the Elections lines of business, New Mexicans are able to explore, monitor, and interact with their government.

Regarding the next few paragraphs, although the Office's goals are consistent and related across all divisions, they are described separately to best articulate them in the context of impact to a particular business unit.

Elections Division Goals: Fulfill the statutory requirements of the Secretary of State for statewide election administration and provide strong leadership, support, systems, and guidance to county clerks, registration agents, and third parties regarding state election policies and practices. Support the State Ethics Commission in their role to ensure compliance with governmental ethics laws through education and enforcement and provide public access to information regarding political

spending by public officials, candidates, political action committees, and lobbyists. Manage the state confidential address program and public records request for the agency.

Business Services Division Goals: Expand online business filings and official government filings that are recorded, filed, and registered with the Secretary of State, which will increase customer satisfaction by facilitating the registration and reporting of these entities so that businesses are compliant with state statutes, increase public access to government documents, notary certification and support the orderly administration of our state government system.

The SOS has established the following INITIATIVES for FY 2025 and FY 2026:

- Replace the Office's Business Filing System in order to provide more intuitive online functions for businesses, including mobile device access, all with a more user-friendly platform. The new system will support recent legislature changes regarding remote online notarizations and allow registration and certification of notaries under the new Revised Uniform Law on Notarial Acts and remote online notarization. As of early FY 2024, three of the seven modules are in production and hosted in Azure cloud environment.
- Scope and apply long overdue enhancements to the statewide voter registration database (SERVIS) as well as statutorily required systemic changes related to the implementation of automatic voter registration (AVR).
 - The SOS and Motor Vehicle Department and already actively engaged in collaborating on the system changes that are necessary in both of our systems to accomplish implementation of the AVR by the deadline of July 1, 2025.
 - In FY24, the SOS performed five enhancement releases to the SERVIS, thereby correcting numerous deficiencies and pain points in the system. We expect to continue to invest in improvements to the system throughout its life. The system, however, went into production in 2017 and it is aging. Consequently, the SOS is investigating long-term options.
- Replace the Campaign Finance Information System with a system that better aligns to New Mexico's statutes and is which is easier for our customers to use. In the meantime, we will continue to leverage the SOS's IT expertise and engage the with the current system's maintenance and support vendor to correct bugs and improve user experience where it makes sense to do so.
- In FY24, the SOS partnered with the DoIT to implement a cloud-based disaster recovery environment for our election systems. This solution has *greatly* improved the SOS's resilience to a ransomware or similar cyberattack. In FY25, we will be creating failover and failback runbooks so we can swiftly take advantage of the system's capabilities, should the unfortunate need arise.
- Replace the aging power infrastructure at the SOS.
- Continue with an FY24 project to separate the hosting environments for our BFS, CFIS, and Elections lines of business. Although initiated by a PCI finding, the underlying purpose is to make it harder, should one system get owned by adversaries, for them to move laterally into our other critical systems.

- Migration of SOS emails and websites from the state.nm.us domain to sos.nm.gov. Email migration is complete, but web applications are ongoing due to embedded references to the old domain.
- Continue to adjust the IT staff and their collective skill set to meet the expanding and changing needs of the SOS.
- Continue assisting counties with the implementation of permanent, secure ballot drop boxes around the state, including the statutory requirement for video surveillance of the boxes.
- Continue supporting county IT staff with IT security by providing and facilitating IT support and services.

C. VISION AND PRIORITIES

The SOS IT Division ensures that stakeholders and citizens receive maximum benefit from SOS IT innovations through the convenient delivery of services and information related to elections, governmental ethics, and the conduct of business in New Mexico. Such services are securely delivered using modern and proven information technology solutions.

The SOS IT Division continues modernization efforts in support of the following strategic priorities:

- Improving user efficiency;
- Enhancing applications to comply with statutory changes and mandates;
- Enhancing service and information delivery to constituents and stakeholders;
- Standardizing critical areas of election administration;
- Replacing equipment on a regular cycle so as to maximize reliability and provide consistent information delivery;
- Refreshing software on a regular cycle to take advantage of performance and security improvements;
- Ensuring system and security controls are in place to protect critical IT infrastructure and data assets; and,
- Ensuring necessary planning and redundancy to protect critical services in the event of a primary site system failure for all critical systems.

D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE

The SOS is located in the North Capitol Campus in Santa Fe and organized into five main business units, all of which answer to the Secretary of State and the Deputy Secretary of State (see Appendix A-I). The business units are the Administrative Services Division, the Business Services Division, the Elections Division, the Information Technology Division, and lastly, the Security Division (see Appendix A-II). The relatively new Elections Security Program Bureau (see Appendix A-IIa) has been removed from the Elections Division and it is now housed within the newly formed Security Division.

II. IT ENVIRONMENT

1. Major Applications

Statewide Electronic Registration and Voter Information System (SERVIS) - SERVIS is the New Mexico voter registration and election management system. It is used daily by county election officials for voter registration processing. All statewide and special elections are organized and managed by SERVIS. Other key functions include capturing candidate filing data, generating ballot programming load files, official public results reporting and results canvassing (auditing). Its primary users are New Mexico's voters, the county clerk offices, municipal clerks and SOS elections staff. Daily maintenance and operational support is provided by in-house SOS staff and backed by a support contract with KnowInk, LLC for system enhancements and escalation of larger system problems.

b. **Campaign Finance Information System (CFIS)** - CFIS tracks and makes available to the public thousands of campaign contributions and expenditures of candidate campaign committees, political action committees, and lobbyists. It is used extensively by the media and the public in support of governmental and political transparency and other government agencies charged with enforcing state ethics laws, to include the State Ethics Commission, the Office of the Attorney General, and local District Attorney offices. The system was implemented in 2020, replacing an older campaign finance system, and it is locally hosted by the SOS. Daily maintenance and operational support is provided by in-house SOS staff with a support contract in place with PCC Technology, Inc. dba Civix, for system enhancements and escalation of larger system problems.

In FY24 the SOS was engaged with the vendor on a significant upgrade effort to improve system functionality and performance, while also lowering the ongoing operational costs of the system and meeting the vendor's changing software delivery model. This effort was abandoned after several failed attempts to migrate the system to the vendor's new, hosted solution. Moreover, it had become obvious that the new system was incapable of meeting New Mexico's statutory and business requirements. Consequently, the SOS is seeking C2 funding in FY26 to create a new ethics e-file system that is custom developed or otherwise customized for New Mexico.

c. **New Mexico Business Filings System (NMBFS)** - NMBFS is the business services information system, which is utilized for business formation, business report filing, registration of notaries, UCC registrations and various other business filing functions in New Mexico. This system generates over \$5 million in revenue for the general fund annually. Finally, the system provides New Mexicans with a tool they can use to research business legitimacy and status in New Mexico.

This system is undergoing a phased transition to a new system and vendor. Daily maintenance and operational support for both systems is provided by in-house SOS staff. After months of negotiation in FY24, the SOS was unable to establish a maintenance and support contract with the legacy system's development vendor, PCC Technology, Inc. dba Civix. We were, however, successful with obtaining the source code for the system and the SOS's IT staff are the sole technical support for the legacy NMBFS. The oncoming system, SOS Enterprise by Tecuity, Inc is scheduled to fully replace the business services needs for the Office by the end of calendar year 2024. The SOS has a maintenance and support contract in place with Tecuity to cover issue escalation and system enhancements.

d. **Online Voter Services Portal (OVSP)** - New Mexico's voters expect to be able to complete many common tasks associated with voting via the Internet. This suite of systems offers them the following services in a safe and secure manner: register to vote, apply for an

absentee ballot, receive and mark an electronic ballot if visually impaired. Also, New Mexicans can register to vote and vote on the same day, including Election Day. These systems were developed in-house between 2016 and 2019. Daily maintenance and operational support is provided by in-house SOS staff.

e. **Election Results Reporting System (ENR)** – ENR’s primary purpose is to report results for the many and varied election contests and questions throughout New Mexico on Election Day. Candidates, the news media, and New Mexicans depend on this website for accurate and timely results. The system is hosted in the Microsoft Azure cloud which allows for considerable flexibility in adjusting to demand because the site’s use is so seasonal. Daily maintenance, operational support, and system enhancements are obtained via a maintenance and operations contract with the vendor, KnowInk LLC.

2. Infrastructure

The SOS infrastructure environment consists primarily of virtual servers, but a few physical servers have been strategically retained. Our production hosting environment is in the state datacenter at the Department of Information Technology (DoIT) and serves both internal and external customers. The disaster recovery hosting environment, located in Albuquerque, is physically located in the DoIT cage within the commercial Oso Grande data center. During FY24, the SOS partnered with the DoIT and added a second disaster recovery environment which is located in the Amazon Cloud and leverages VMware for operations. This environment will allow recovery of the Office’s critical election systems in less than a day should we experience a system failure or ransomware attack during the critical voting window. Finally, the SOS’s users and supporting infrastructure are located in two buildings at the North Capitol Annex in Santa Fe.

We are primarily a Microsoft Windows shop; thus, we have the usual trappings of Active Directory, Microsoft Domain Name System and so on. On the networking side we use Cisco or Dell products. Our short-term backups are stored on spinning disk, but tape is also used to accomplish air-gapped and offsite storage of backups. Lastly, the SOS’s critical servers are automatically replicated from the production hosting environment to the disaster recovery location.

Specific details regarding component brands, models, and hosting location are intentionally withheld from this document for security reasons. Most of the physical infrastructure was replaced in 2018 and 2019. Consequently, we are beginning a hardware refresh cycle with more to come in FY27 and beyond. The daily maintenance and operational support for the infrastructure is provided by in-house SOS staff with some augmentation by vendors for especially complex or uncommon tasks. All production systems have an active maintenance agreement in place.

3. Security

The SOS is security conscious, and we are actively improving our security practices. The Election Security Program was created in 2018 with the mission to analyze and orchestrate available resources to secure election and voting systems which are designated Critical Infrastructure by the US Department of Homeland Security. The work of this program provides security services to the SOS as well as county offices throughout the state.

We have several disconnected security policies, plans and procedures that have evolved over the life of the agency. In 2019 and 2020 we worked with a vendor who had expertise in this area to

compare our documents to the State Security Policy and update and write policies to close identified gaps. Implementation and improvement of the resultant plans is ongoing.

The SOS continues to participate in and receive value from the New Mexico Vulnerability Scanning Program that is sponsored by the DoIT. We continued our partnerships with federal agencies, the MS ISAC, and the EI ISAC, and we take advantage of various tools and resources that they offer.

The Office conducted a proof of concept using FirstNet, a dedicated wireless First Responder Network, to provide Internet services to ten polling places in FY24. The solution did not meet our goals and objectives; consequently, this solution was discontinued and will not be pursued in the future. Unfortunately, this means that we are still seeking a solution to provide Internet connectivity to remote polling places with known connectivity problems.

In FY24, the SOS was onboarded to the Department of Finance and Administration's vulnerability scanning program for Internet-facing PCI systems. Several unexpected findings were disclosed by this program. Using financial aid from the New Mexico Board of Finance, the SOS hired contract expertise and we were able to successfully mitigate the discovered issues. The SOS maintained PCI compliance throughout FY24.

Our agency adheres to the following security practices and standards:

- We adhere to the National Institute of Standards and Technology controls.
- We require Cybersecurity Awareness Training during onboarding and annually thereafter.
- We provide regular security outreach and training to county election and county IT staff.
- We participate in National Tabletop exercises.
- We utilize a third party to conduct an annual risk and vulnerability test of our infrastructure and a portion of our hosted applications, the most recent of which was completed in March 2024.
- When feasible, we take advantage of security assessments and security information from our federal partners, most notably the US Department of Homeland Security. Moreover, we are active members of the Multi-State Information Sharing and Analysis Center (MS-ISAC) and their elections counterpart, the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC).

Lastly, we participate in the National Cybersecurity Review Self-Assessment, and we use the results as a benchmark to monitor our progress.

4. Agency IT Certified Projects

PROJECT NAME	
Project Description	BFS Replacement Project – Directly supports business filing and registration needs for New Mexico
Estimated Project Costs	\$5.5 M
Current Funding	\$5.5 M (\$2.8M spent prior to FY25)
Certified Project Phase	Implementation
Estimated Completion	FY25
Strategic Priority	Improving customer experience and platform flexibility by increasing automation and online filing features

TABLE II.1: Current Certified IT Projects

5. Workforce

A. Full-Time Employees

The SOS has twenty full-time authorized IT positions, and most are currently filled. The full-time positions include:

IT Leadership* (2 FTE):

Chief Information Officer

Deputy Chief Information Officer

*See the Security Division for the Chief Information Security Officer role. Although this position also provides IT leadership to the SO, the Security Division exists in parallel to the IT Division because of its oversight and compliance within the Office.

Software Team (5 FTE):

Application developer III: Maintains and supports most of the the SOS’s in-house developed and maintained election application systems, including the Online Voter Registration System, the Online Absentee Ballot System, the Same Day Registration system, and others. It also serves as the lead SOS technical representative for the vendor-supported SERVIS.

Application developer II: This position supports SERVIS operations and serves as a backup for the election application systems and the BFS.

Application developer II: This position supports the BFS, backs up the website administrator, and assists the application team as needed.

Application developer II: This position supports the CFIS and assists the application team as needed.

System Administrator I: This position maintains and supports the SOS’s internal and external websites and the primary SOS representative to the NM Web Accessibility Initiative. This position will be reclassified as web application developer position.

Infrastructure Team (2 FTE):

Network Administration III: This position is responsible for the day-to-day operations as well as the maintenance and support of all the SOS's network devices and systems.

System administrator II: Supports all SOS servers, hosting environments, and storage. This position is the backup for the desktop system administrator.

System administrator II: This position is our email and antivirus administrator. It also supports all SOS desktops, laptops, phones, printers and scanners. and acts as a backup to the (server) system administrator.

IT Project Management Office (5 FTE):

Business Analyst I: This position performs day-to-day operations and troubleshooting of the various the various election application systems, but has a particular focus on SERVIS.

Business Analyst (GovEX): This is a subject matter expert who is supporting the Business Filing System Replacement project.

Project Manager II: This position is detailed to the Elections Division for SERVIS enhancement management.

Business Analyst II: This position is detailed to the Elections Division for SERVIS enhancement management.

Project Manager II – (vacant): This is a new expansion position that will run various internal and external projects for the IT Division. If our FY26 C2 requests are funded, this position will be intimately involved with both projects.

Security Division (5 FTE)

Chief Information Security Officer (CISO): Oversees the Security Division, including the Election Security Program. Provides physical and cybersecurity oversight and guidance to the SOS. Via the ESP, collaborates with the elections and IT resources in all thirty-three counties on their security needs. This program is responsible for ensuring the security of SOS-owned Critical Infrastructure which is distributed to Counties for operation.

Election Security Program (ESP) Team:

Information Security and Compliance Supervisor – (vacant): This position contributes general security expertise to the SOS and the ESP. It is also responsible for oversight and supervision of the NM Election Security Program Team.

Election Security Compliance Analyst: This position provides general IT security expertise in multiple IT disciplines. It is also responsible for managing the ESP's computers, laptops, and the ballot box cameras and video retention systems.

IT End User Support II: This position provides general desktop support and IT services to the SOS and consults on the same with county election offices. It also manages the SOS's cybersecurity training program and aids with election equipment setup and tracking in the counties.

Network Administrator II: This position provides network expertise to the ESP when working with counties. It also performs SOS network and log research for federal and state inquiries. Additionally, this position serves as a partial backup to the main SOS network administrator; however, this is limited because an operational boundary is necessary since the position fills a network compliance and oversight role.

Telework notes:

100% telework positions = 2

All other IT positions have approved hybrid work schedules in keeping with the SOS Non-Mandatory and Emergency Telework Policy.

Proposed Expansion Positions for FY26:

NONE

Although the SOS is not seeking any expansion positions in the IT Series in FY26, lack of depth in several key IT areas continues to be a challenge for our Office. We currently compensate in the network and system administration areas by hiring contractors to assist with system operations throughout the year and to directly augment existing staff for key events like Election Day. It would be more ideal to simply add a System Administrator III to grow our in-house server expertise and depth of coverage. In similar manner, it would improve the SOS's continuity of operations and depth of coverage to add Network Administrator II to work directly with and complement our current Network. Finally, the day-to-day support needs of the Office's staff keep our desktop support system administrator quite busy and only rarely is he able to work on a project or cross train with other staff.

The software team has similar issues, but with a somewhat different impact. In an ideal situation, each of our three lines of business (Business Filings, Campaign Finance, and Elections), plus our in-house developed and maintained systems would have a primary and a backup application developer to ensure that we always have desired resiliency and necessary expertise. As it is, our staff work hard just to keep up with the basics, meet reporting and data mining requests, and to make sure that our vendors are being good partners. Our in-house developed applications are all on older technologies and we been unsuccessful in updating them despite obvious need. The SOS is extremely grateful for the two expansion IT positions it received in FY25 and we will endeavor to continue to provide the best possible value to the needs of the SOS and New Mexico. Even though we are not seeking any expansion staff in FY26, that should not be taken to imply that human resources are not needed. As noted above, they certainly are, but given many competing priorities, the SOS has chosen to focus elsewhere this cycle. I am confident, however, that we will return to the long-term resource adjustment plan in future years.

B. IT Professional Services Contractors

The SOS utilizes contracts and small purchases using the statewide price agreement (SPA) to acquire professional services from a small number of vendors. These vendors assist with tasks that range from augmenting our network and server administrator staff when conducting complex evolutions to executing the full systems development lifecycle while enhancing the SOS's line of business information systems. For reference, here is a list of our current IT professional services contractors:

Advanced Network Management (ANM) – ANM is a valued partner that provides staff augmentation services to enhance the skill set of the SOS Infrastructure Team when needed. Their engineers provide standing network and Splunk support. As needed, we lean on them for VMware expertise. In addition, ANM has been greatly aided the SOS with the design and implementation of video surveillance of permanently installed ballot drop boxes throughout the state.

Automated Election Systems (AES) – AES provides ballot on demand (BOD), polling place technical staff augmentation, and Same Day Registration services. Their systems also provide near real time absentee, early and election day voting information to the SOS.

Center for Internet Security (CIS) – CIS contracts with the US Government and is the host for the Multi-State Information Sharing and Analysis Center (MS-ISAC) and the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC). At no cost to New Mexico or the SOS, they provide security and threat information feeds. They also provide

24 hr/day x 7 days/week x 365 days/year security operations center that monitors intrusion detection systems at the SOS.

CIVIX - We use contracts with them to obtain application maintenance and support (M&S) for the Business Filing and Campaign Filing Information Systems.

Cloverleaf – They are providing Independent Validation and Verification (IV&V) Services for the BFS Replacement Project, our only current project that is under the Department of Information Technology Project Certification Committee process.

Cyber Security Works, Inc – This company performs the annual independent penetration test of the SOS networks and Internet-facing software systems. They also contract with the DoIT and perform monthly vulnerability scanning of the SOS computer systems so we know where to focus our resources and get the most security value.

Democracy Live, Inc – This company was added in FY24 to help the SOS close a long-standing service gap. They provide a secure electronic ballot delivery and receiving system for overseas and military voters. Moreover, this system maintains secrecy of the ballot for that population of voters.

Dominion Voting Systems – We receive ballot and tabulation programming services Dominion. In addition, they provide polling place technical staff augmentation for statewide elections.

Enhanced Voting, Inc – They provide absentee ballot tracking and delivery notifications to New Mexican's who choose to subscribe. This service was added in FY24 and was highly successful.

KnowInk, Inc – KnowInk was selected through the Request for Proposal process to provide M&S services for our primary election management and voter registration database, SERVIS. They also provide application enhancement services for the same. Finally, they host the Election Results Reporting system in a private Microsoft Azure Cloud. This gives us the flexibility and scaling necessary for that system to react to peaks in demand around election days, while not having to acquire, train, and maintain such a skill set within the SOS.

Mobikasa, Inc – Mobikasa aids the SOS and several municipalities in the state by providing a system that allows campaign petition signatures to be electronically collected from New Mexicans. In the future, the SOS intends to expand the capability by enabling collection of \$5 contributions for campaigns.

One Technology – This vendor provides staff augmentation services to enhance the skill set of the SOS Infrastructure Team and provide additional depth of coverage when needed.

RESPEC – The SOS currently has a contract with them for our project manager for the BFS Replacement Project. In the recent past, we have acquired IV&V and Policy development services from them.

Robis – They provide ballot on demand (BOD), polling place technical staff augmentation, and Same Day Registration services. Their systems also provide near real time absentee, early and election day voting information to the SOS.

Ricoh – Most of the SOS's printers, copiers, and multi-function devices are leased from Ricoh. They provide M&S and repair services for the same.

US Department of Homeland Security (DHS) and the Cybersecurity and Infrastructure Security Agency (CISA) – Services include risk and vulnerability assessments of varying complexity and intensity, automatic monitoring for and reporting of publicly exposed vulnerabilities, and various training exercises.

6. Challenges

The principal concerns associated with the current IT environment at the SOS include:

- As IT becomes more sophisticated and integrated into the core operations of the office, IT shortcomings and failures, regardless of nature, become a higher risk.
 - As a case in point, the recent creation of a new instance of SERVIS that was needed to ease software release cycle testing has consumed much of the free storage in our hosting environment. Consequently, we are now low on space to build new systems and looking into options because the hardware is also approaching end of life in FY27.
- Insufficient IT staffing, whether from limited depth of FTE or turnover, impacts the ability to provide adequate IT coverage, support, and oversight in critical areas such as security, business continuity preparedness, and proactive administration and monitoring. Moreover, it makes the SOS dependent on vendor supported information systems instead of allowing for in-house development and support of complex applications.
- Emergency IT professional services are not easily procured using existing procurement vehicles. We use small, open POs to address this need, but it feels like a workaround, not a solution. Moreover, use of the cloud-based disaster recover solution that was implemented in FY24 falls into this category. Although we have the tool, if we turn it on, we do not have a clear way to pay for the expensive services that will immediately begin to accrue. We are working with the DoIT, our service provider, to close this gap, but it has not been easy or straight-forward.
- Insufficient IT staffing and lack of a continuing training program limits the ability of the staff to keep up with current trends, implement statutory mandates, support the newest technologies and evolve the systems to current industry standards. The SOS is committing to an IT training budget in FY26 to address this concern.
- New Mexico struggles to compete with the private sector when recruiting, hiring, and retaining qualified IT personnel. Where feasible and practical, the SOS is using telework as a tool to expand its applicant pool for IT positions.
- The state's advancement norms are biased in favor of staff moving from agency to agency, which makes it difficult to retain quality staff. The SOS leverages hybrid work

to make our positions more attractive. Occasionally, it puts us in the awkward position of acquiring needed staff from other state agencies.

- The lead time necessitated by New Mexico budget cycle makes it difficult to respond to emerging technology needs in a timely manner. Also, we often miss opportunities to take advantage of special pricing because of multi-year commitments that are required.
- Resource limitations continue to keep us from realizing the full potential of our disaster recovery (DR) systems. For our traditional DR system, the software that is used to copy the servers from production to DR is difficult to keep operational. Once servers are copied to the DR site, the network remains unprepared to host those servers to the Internet. The needed network design is particularly complex, and its implementation is incomplete. Usage playbooks need to be developed for the cloud-based DR system. Contractors are being used as funding is available to address both environments, with priority being given to the cloud solution.
- The IT staff works overtime regularly and evidence of overburdening was noted during by a systems strategy vendor that was engaged in FY22.
- Whereas telework is a benefit of working at the SOS, we are out of office space to bring all staff into the office for extended periods of time should the need arise.
- The Project Certification Committee and related processes are cumbersome, as are the hosting exceptions processes. While these processes are important to the DoIT and NM for ensuring the success of projects and proper oversight of vendor-hosted information systems, they pose a real burden to small offices as they work to comply. In addition, the desired standards and thresholds at the state level seem to be lacking, therefore it is difficult to know whether the mark is being met in required planning and documentation until feedback is received from the DoIT. The DoIT's Enterprise Project Management Office's support liaisons are extremely helpful, however, and that helps to mitigate this somewhat.

III. FY24 KEY ACCOMPLISHMENTS

A. FY24 STRATEGIC IT ACCOMPLISHMENTS

STRATEGIC PRIORITY 1 – Maintain SOS Systems on Current Technology	
Goal Statement: Keep SOS hardware, software, and systems on commonly supported and secure platforms.	
FY24 Strategy 1	Commence a standard, recurring refresh of end-user computers.
Accomplishments	Special funding for a one-time replacement was received in late FY24, and all SOS end-user computers were replaced at the end of FY24. We are starting a regular three-year replacement cycle in FY26.
Outcomes/Metrics	Replace one-third of end-user computers.
FY24 Strategy 2	Refresh home-grown applications and update them to newer technology that is commonly in use.

Accomplishments	In FY25, all new development was done in newer Microsoft Technologies. This included a small system for our Safe at Home program as well as several web services to support the data needs of three new elections systems: Electronic Petitions, Ballot Tracking and Notification, and an electronic ballot system for overseas voters. We did not; however, meet our goal of updating our existing systems to newer technologies.
Outcomes/Metrics	Replace 50% of systems using web forms technologies with newer, more mainstream technologies.
FY24 Strategy 3	Establish a schedule and tracker for updating the SOS infrastructure operating systems and other key software
Accomplishments	Tracking is being done at the subject matter expert level, but still needs to be consolidated at the divisional level.
Outcomes/Metrics	Tracker and schedule created Relevant IT Procedures updated to incorporate these documents into our processes.
FY24 Strategy 4	Establish a schedule and tracker for the SOS infrastructure hardware
Accomplishments	Tracking is being done at the subject matter expert level, but still needs to be consolidated at the divisional level.
Outcomes/Metrics	Tracker and schedule created Relevant IT Procedures updated to incorporate these documents into our processes.
FY24 Strategy 5	Refresh identified software and systems that are old
Accomplishments	Spiceworks was replaced by Rezolve. Microsoft LAPS, a local password management system, is in the process of being implemented with an estimated completion date of October 15, 2024. The outdated computer imaging solution was retired, but it has not been replaced.
Outcomes/Metrics	Spiceworks Help Desk software replaced and retired Implement a Local Admin Password management system Replace outdated computer imaging system

STRATEGIC PRIORITY 2 – Replace the Business Filing System	
Goal Statement: Implement a modern business filing system that offers more robust electronic and online features and a more flexible technology platform	
FY24 Strategy 1	Contract with an outside vendor to provide a customizable commercial of the shelf system to replace the existing NMBFS system.
Accomplishments	Four major modules went live in FY24 and the last is on track to be implemented in the first half of FY25.

Outcomes/Metrics	Replaced system including data conversion
FY24 Strategy 2	Ensure new software system has improved mobile and electronic filing features
Accomplishments	Electronic filing is a basic tenet of the new SOS Enterprise filing system. Mobile features have been prioritized behind electronic filings. Nonetheless, the new system is more mobile-friendly than the outgoing system.
Outcomes/Metrics	Reduced paper filings and increased electronic filings

STRATEGIC PRIORITY 3 – Implement an Improved SERVIS management and growth plan	
Goal Statement: Improve service delivery and user satisfaction with SERVIS and all election related software applications maintained by the SOS.	
FY24 Strategy 1	Implement and support a software release cycle that provides for continued software improvement on a regular cycle to better manage change
Accomplishments	The SOS project manager that is detailed to the Elections Division manages and maintains the release cycle for this software. Currently, we receive a monthly release from the software’s maintenance and support vendor for testing. When not in a blackout period due to an upcoming election, that release is tested, adjusted if needed, and deployed to the production system.
Outcomes/Metrics	Schedule of Software Release Cycles
FY24 Strategy 2	Document and follow an updated change management process that will aid SOS in managing customer expectations and managing system changes from competing stakeholders.
Accomplishments	The change processes for SERVIS have matured and reached a normalized state. The process includes communications with they system’s customers that include release notes and regular updates regarding upcoming features.
Outcomes/Metrics	Documented change management process Documented release notes Regular status reports from dedicated business analyst

TABLE III.1: FY24 Strategic IT Accomplishments

B. OTHER KEY IT ACCOMPLISHMENTS – FY24

APPLICATION	
Accomplishment	<ul style="list-style-type: none"> A. The SOS purchased SQL 2022 B. The SOS Added several in-house test and production servers C. The SOS Added a vendor-hosted enhancement server.
Value or Impact	<ul style="list-style-type: none"> A. The agency can upgrade its databases to the current version of SQL and eliminate security flaws present in older versions.

- B. Move the election applications from the old servers to the new ones. This also provides a hosting environment that is designed to run newer, more secure software technologies which the SOS is using.
- C. Development and Testing of Bug and Enhancement can move forward in parallel

DATA

Accomplishment	<ul style="list-style-type: none"> A. The SOS upgraded our servers to 2016. B. The SOS added memory to our production hosting environment.
Value or Impact	<ul style="list-style-type: none"> A. Move to the current version of Microsoft Operating Systems. B. Our hosting environment had gotten constrained by memory, which was negatively impacting the performance of our election systems. The additional memory was effective and the Primary Election ran without any significant system slow-downs.

PROCESS IMPROVEMENT

Accomplishment	<ul style="list-style-type: none"> A. VxRail upgrade B. Implemented another instance of SERVIS.
Value or Impact	<ul style="list-style-type: none"> A. The upgrade was necessary to add another physical server to the cluster, which was completed. It also eliminated many security vulnerabilities which have started to plague VMware. B. The additional instance of SERVIS is enabling the SOS to continue to receive, test, and provide feedback to the SERVIS software vendor on a regular cadence. Moreover, the release cycle can continue without interruptions, often months in length, due to the operational requirements of the election cycle.

WORKFORCE

Accomplishments	The SOS created and filled a Chief Information Security Officer position.
Value or Impact	Security and cybersecurity are being addressed more consistently and with a focus on long-term processes and outcomes.

CUSTOMER SERVICE

Accomplishments	<ul style="list-style-type: none"> A. Worked with DoIT to successfully implement softphones; we are actively using the new phone system. B. Our new ticketing system was expanded to include our Elections and Administrative Services Divisions.
Value or Impact	<ul style="list-style-type: none"> A. This system allows our call center staff to be available regardless of work location, making us more resilient to unexpected events. The SOS leadership team greatly appreciates the flexibility of the new system and reports much shorter wait times for callers. B. Customer issue tracking, accountability, and reporting are more available and fewer issues go undone.

TELEWORK	
Accomplishments	<p>The SOS IT Staff continue to have hybrid (some in-office and some telework) work schedules for all positions in keeping with the SOS's Telework Policy.</p> <hr/>
Value or Impact	<p>Telework allows us to fill our positions with the best person for the job, in spite of that person being physically distant from Santa Fe. Telework has also allowed the SOS to retain staff that would otherwise have been forced to resign due to moving households. This policy has positively impacted good working relationships and staff are more willing to work outside of normal working hours because it can often be accomplished remotely.</p>
SECURITY	
Accomplishments	<p>A. Implementation of VMware Cloud Disaster Recovery Environment. B. The SOS met all requirements and maintained PCI compliance throughout FY24. C. The SOS met our annual cybersecurity penetration test requirements. D. The SOS implemented a patching system that automatically patches most of our end users' computers and our servers.</p> <hr/>
Value or Impact	<p>A. The system can be used to rapidly recover from a ransomware attack, should one occur. There are times during the election cycle, when such an attack would probably cause the state to be unable to run an election on time if traditional recovery methods (recovery via air-gapped backup tapes), were used. The system is scheduled to take snapshots of the on-premise systems and store them in the cloud for a period of time. It could also be used for other disaster recovery scenarios should the need arise. B. The SOS did not incur any PCI fines or cause New Mexico to go out of PCI compliance. C. The SOS is compliant with the New Mexico IT Security Policy requirement and has the external assessment's findings to help inform our efforts to improve our cybersecurity posture. D. The patching status of the SOS's computer systems is more up to date and the Leadership Team has visibility into the status and trends. The system that was chosen also covers a long-standing gap because it also patches third-party software including Adobe Professional and Google Chrome in addition to the Microsoft operating systems and software.</p>

TABLE III.2: Other Key IT Accomplishments – FY24

IV. FY26 IT STRATEGIC GOALS AND STRATEGIES

STRATEGIC PRIORITY 1 – Replace the Campaign Finance Information System (CFIS)	
Goal Statement: The SOS will design, build, and implement a comprehensive, easy-to-use CFIS that meets the State’s filing, compliance, and administrative requirements per the Campaign Reporting Act, the Lobbyist Regulation Act, and the Financial Disclosure Act.	
FY26 Strategy 1	Use Request For Proposal (RFP) procurement to contract with a qualified vendor to design and implement a custom, secure, web-based ethics filing system.
Outcomes/Metrics	The RFP for the new CFIS is awarded by the end of Q1, FY26. The new CFIS project is in the planning stage by the end of Q2, FY26. The new CFIS project is in the implementation stage by the end of Q4, FY26.
FY26 Strategy 2	The project will engage with external stakeholders to validate its functions and usability.
Outcomes/Metrics	The project plan includes representatives from external stakeholders (i.e. – Lobbyists, Lobbyist Employers, Candidates, etc) as members of the project team. Specific engagement points for external stakeholders are included in the project plan.
FY26 Strategy 3	Efficient use of hosting resources is planned
Outcomes/Metrics	A plan to destroy and reclaim the old CFIS’s host servers and infrastructure is included in the project plan. A draft decommissioning plan has been created.

STRATEGIC PRIORITY 2 – Implement a new system to manage the Election People, Process, and Property logistics for statewide elections.	
Goal Statement: The SOS will specify, procure, design, and build a new information system to facilitate real time collaboration with the county election officials for election logistics and record keeping.	
FY26 Strategy 1	Use RFP to procure a commercial off the shelf solution (preferred) to fill this critical need.
Outcomes/Metrics	RFP issued and awarded.
FY26 Strategy 2	Follow state statute and rule for project management and execution
Outcomes/Metrics	Engage with the DoIT EPMO office to evaluate the project and follow all proper processes.

FY26 Strategy 3	Evaluate system use and effectiveness 2026 Primary and General Elections
Outcomes/Metrics	Collaborate with Election Leadership to define useful utilization reporting metrics. Ensure reports are specified to that include the desired data points. Include analysis of these metrics in the project closeout.

STRATEGIC PRIORITY 3 – Support State and Partner Agency Initiatives	
Goal Statement: The SOS will do our best to actively participate with and support projects and initiatives of our New Mexico State Partners.	
FY26 Strategy 1	Perform web presence assessment with accessibility standard WCAG 2.1 AA
Outcomes/Metrics	Determine and document the gap between the current state of the SOS website and the accessibility standard.
FY26 Strategy 2	Participate in the New Mexico One-Stop Business Portal Planning and implementation process.
Outcomes/Metrics	Work with the selected implementation vendor and project team to determine the gap between the current state and the desired state. Ensure SOS has appropriate representation at 80% of the meetings deemed appropriate by the project team.
FY26 Strategy 3	Participate in the DoIT-Sponsored cybersecurity vulnerability scanning program.
Outcomes/Metrics	As time and human resources allow, react to and mitigate findings on the SOS computer network.
FY26 Strategy 4	Collaborate with the Department of Finance and Administration to ensure ongoing PCI regulatory compliance for the SOS.
Outcomes/Metrics	React to and mitigate findings that are identified by the website vulnerability scanning program. React to and mitigate findings that identified by the website compliance review program. Comply with state statute and rule regarding adding, changing, or removing PCI systems or controls.

TABLE IV.1. FY26 IT Strategic Goals and Strategies

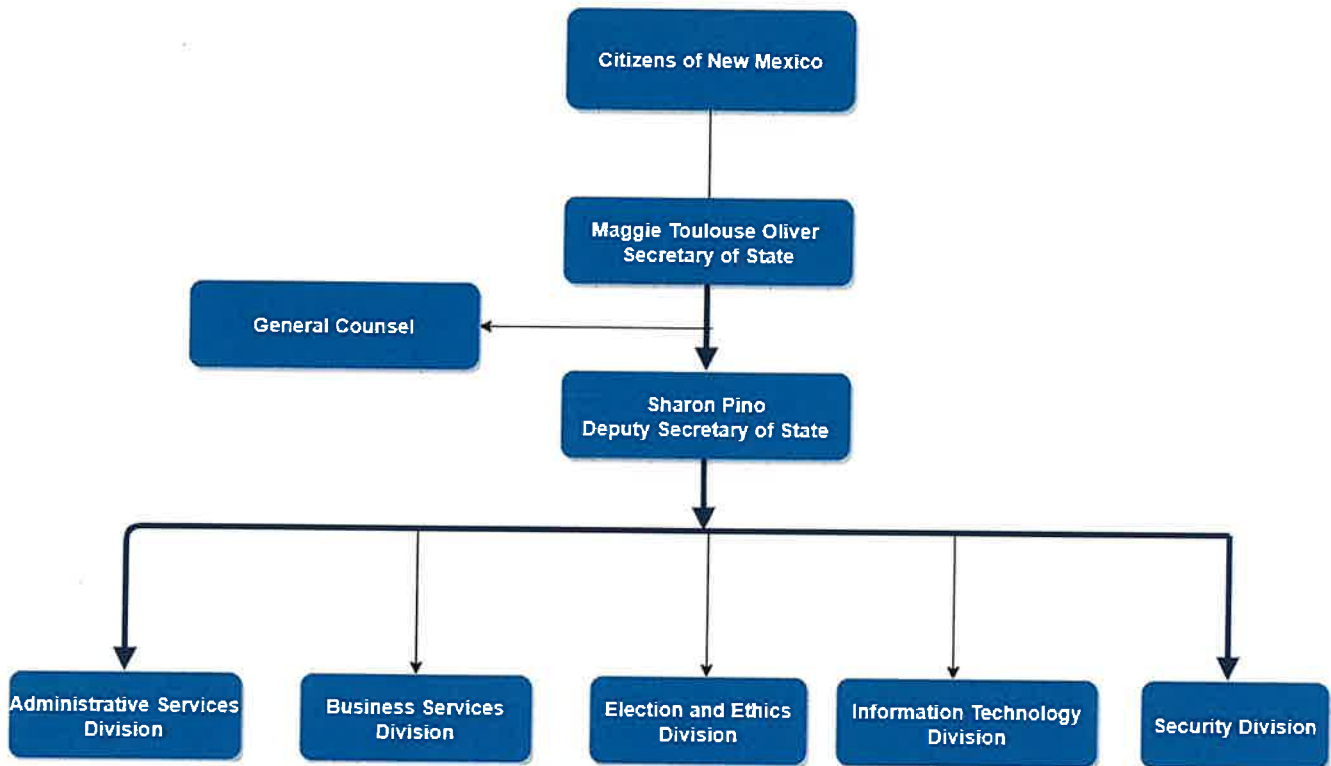
V. IT FISCAL AND BUDGET MANAGEMENT

Information Technology (IT) Operating Budget (C1)

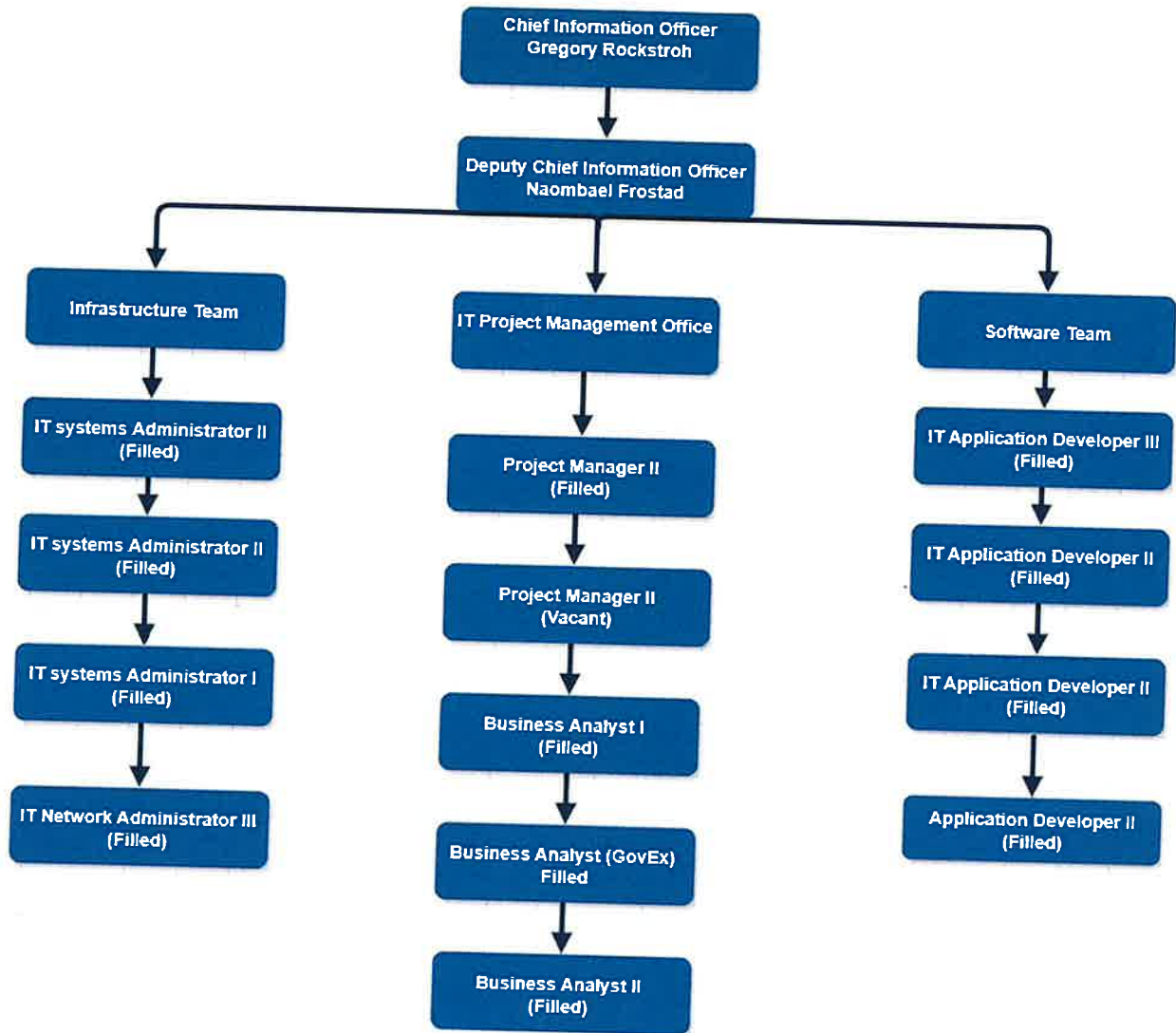
(To update this table, please double click on the embedded spreadsheet and add the required information. Before exiting the spreadsheet, please make sure to scroll up. Otherwise, the entries of this table will not be fully previewed.)

Agency Name		Agency Code				
Office of the Secretary of State		370				
Base Request Operational Support of IT. Check one of the options below:					Flat Budget	Expansion from previous year
Yes/No						x
Revenue IT Base Budget (dollars in thousands)						
Appropriation Funding Type	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate	
General Fund	0.0	2,006.4	1,991.0	2,314.8	2,592.0	
Other State Funds	0.0	0.0	0.0	0.0	0.0	
Federal Funds	0.0	0.0	0.0	0.0	0.0	
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0	
Total	0.0	2,006.4	1,991.0	2,314.8	2,592.0	
Expenditure Categories (dollars in thousands)						
Category or Account Description	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate	
Personal Services & Employee Benefits	0.0	1,141.0	1,141.0	1,141.0	1,142.0	
Contractual & Professional Services	0.0	136.3	125.0	207.5	250.0	
IT Other Services	0.0	729.0	725.0	966.3	1,200.0	
Other Financing Uses	0.0	0.0	0.0	0.0	0.0	
Total	0.0	2,006.4	1,991.0	2,314.8	2,592.0	
	Print Name	Phone	Email Address	Date		
Agency Cabinet Secretary/ Director (Mandatory)	Maggie Toulouse-Oliver 505-827-3600					
Chief information Officer or IT Lead(Mandatory)	Gregory Rockstroh 505-827-3600 gregory.rockstroh@sos.nm.gov					
Chief Finance Officer (Mandatory)	Justin O'Shea 505-827-3600 justin.oshea@sos.nm.gov					

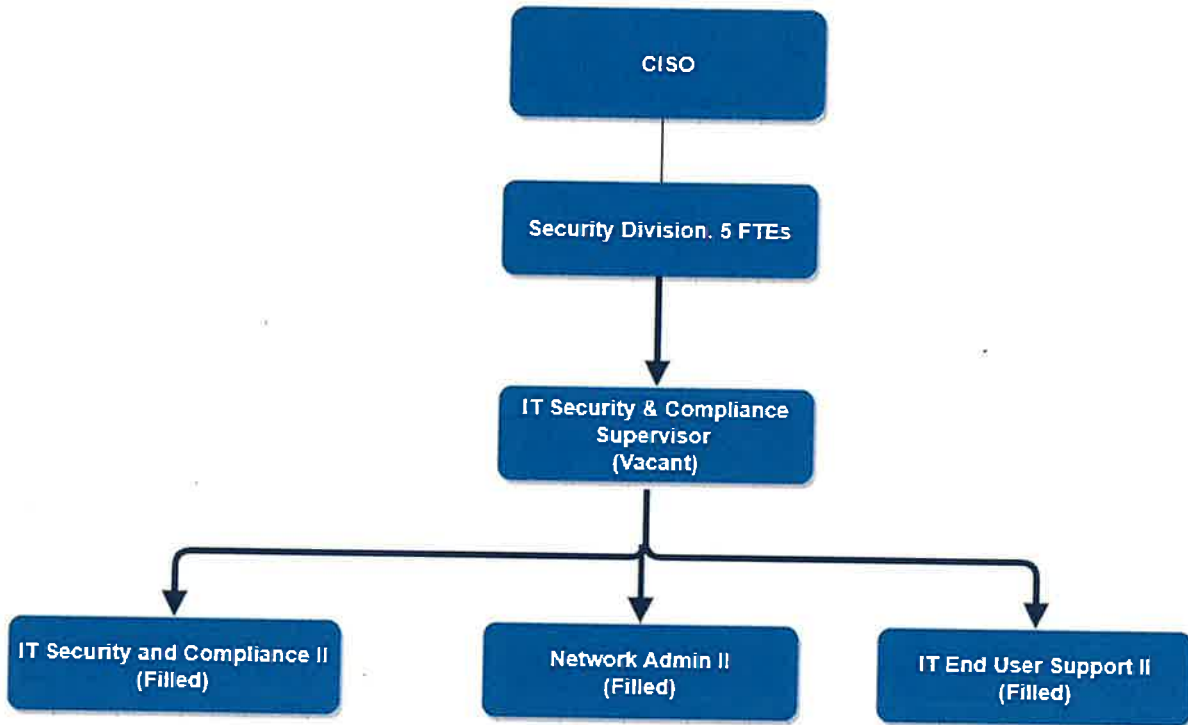
APPENDIX A-I: AGENCY ORGANIZATION CHART



APPENDIX A-II: IT ORGANIZATION CHART



APPENDIX A-IIa: SECURITY DIVISION ORG CHART.



APPENDIX A-III: C2 IT DATA PROCESSING CSEF

APPENDIX A-III: C2 IT Data Processing CSEF

CSEF for Ethics E-File (First of two CSEFs)

C2: Information Technology Data Processing - Computer Systems Enhancement Fund (CSEF)

Agency Name	Agency Code	Project Name			
Secretary of State	370	Ethics E-File			
Multi-Agency Project	Participating Agencies	Priority	Projected Start Date	Projected End Date	
No		1	7/1/2025	6/30/2027	

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate (If any)	Total
General Fund (CSEF)	0.0	0.0	5,000.0	0.0	5,000.0
Other State Funds (*specify funds below)	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Src Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	5,000.0	0.0	5,000.0
*If Other State Funds, Specify Funding Source/Fund Name					

Expenditure Categories (dollars in thousands)					
	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Estimate	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	5,000.0	0.0	5,000.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	5,000.0	0.0	5,000.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Maggie Toulouse Oliver	505-827-3600	Maggie.Toulouse.Oliver	08/29/2024
Chief information Officer or IT Lead(Mandatory)	Gregory Rockstroh	505-827-3600	gregory.rockstroh@sos.nm.gov	08/29/2024
Chief Finance Officer / Budget Director (Mandatory)	Justin P. O'Shea	505-827-3600	justin.oshea@sos.nm.gov	08/30/2024

CSEF for Election People, Property, and Process Management System (Second of two CSEFs)

C2: Information Technology
Data Processing - Computer Systems Enhancement Fund (CSEF)

Agency Name	Agency Code	Project Name			
Secretary of State	370	Election People, Property, and Process Management System (EPPPMIS)			
Multi-Agency Project	Participating Agencies	Priority	Projected Start Date	Projected End Date	
No		1	7/1/2025	6/30/2027	

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate (If any)	Total
General Fund (CSEF)	0.0	0.0	1,956.8	0.0	1,956.8
Other State Funds (*specify funds below)	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	1,956.8	0.0	1,956.8
*If Other State Funds, Specify Funding Source Fund Name					

Expenditure Categories (dollars in thousands)					
	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Estimate	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	1,130.0	273.3	1,403.3
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	200.0	210.0	410.0
Other	0.0	0.0	70.0	73.5	143.5
Total	0.0	0.0	1,400.0	556.8	1,956.8

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Maggie Toulouse Oliver	505-827-3600	<i>Maggie Toulouse Oliver</i>	09/03/2024
Chief information Officer or IT Lead(Mandatory)	Gregory Rockstroh	505-827-3600 gregory.rockstroh@sos.nm.gov	<i>Gregory Rockstroh</i>	08/30/2024
Chief Finance Officer / Budget Director (Mandatory)	Justin P. O'Shea	505-827-3600 justin.oshea@sos.nm.gov	<i>J.P. O'Shea</i>	08/30/2024

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Information Technology (IT) Operating Budget (C1)

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Agency Name		Agency Code			
Office of the Secretary of State		370			
Base Request Operational Support of IT. Check one of the options below:					
Yes/No	Flat Budget	Expansion from previous year	x		
Revenue IT Base Budget (dollars in thousands)					
Appropriation Funding Type	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate
General Fund	0.0	2,006.4	1,991.0	2,314.8	2,592.0
Other State Funds	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency	0.0	0.0	0.0	0.0	0.0
Transfer					
Total	0.0	2,006.4	1,991.0	2,314.8	2,592.0
Expenditure Categories (dollars in thousands)					
Category or Account Description	FY23 Actual	FY24 Actual	FY25 OpBud	FY26 Request	FY27 Estimate
Personal Services & Employee Benefits	0.0	1,141.0	1,141.0	1,141.0	1,142.0
Contractual & Professional Services	0.0	136.3	125.0	207.5	250.0
IT Other Services	0.0	729.0	725.0	966.3	1,200.0
Other Financing Uses	0.0	0.0	0.0	0.0	0.0
Total	0.0	2,006.4	1,991.0	2,314.8	2,592.0
Agency Contact Information					
Agency Cabinet Secretary/ Director (Mandatory)	Print Name	Phone	Email Address	Date	
Maggie Toulouse-Oliver	Maggie Toulouse-Oliver		maggie.toliver@sos.nm.gov	9/3/2024	
Chief Information Officer or IT Lead (Mandatory)	Gregory Rockstroh		gregory.rockstroh@sos.nm.gov	9/3/2024	
Chief Finance Officer (Mandatory)	Justin O'Shea		justin.oshea@sos.nm.gov	9/3/2024	



**Fiscal Year 26
Information Technology Funding (C2) Request
Full Business Case**

Gregory Rockstroh
Chief Information Officer

Release Date: September 3, 2024

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I. Executive Summary

The Office of the Secretary of State (SOS) seeks \$5 million in funding to contract with a qualified vendor to design and implement a secure web-based e-file solution. The solution will be designed to meet the State's filing, compliance, and administrative requirements for the Campaign Reporting Act, the Lobbyist Regulation Act, and the Financial Disclosure Act. This aligns with the SOS goal of utilizing technology to efficiently and accurately fulfill statutory requirements related to governmental ethics laws administered by the office. Currently, we have been unsuccessful with meeting New Mexico's needs by migrating the system to the vendor's software as a service (SaaS) ethics compliance solution, we are now seeking to remedy the system's shortcomings by replacement.

The SOS is mandated to maintain an electronic filing system that integrates required information collected across the three ethical acts administered by the office. The current Campaign Finance Information System (CFIS) is a Commercial Off the Shelf (COTS) software system. The current CFIS system was implemented in 2020, it lacks required features and has had notorious issues. While the SOS was promised a state-of-the-art solution, the system has been riddled with bugs, performance issues, and incomplete functionality. The current vendor has failed to provide a customized COTS solution to meet New Mexico requirements. Our filers struggle to comply with the registration and reporting requirements under the Acts due to continued system issues. Furthermore, the SOS has a difficult time holding filers accountable for meeting legal requirements and paying penalties because of the numerous system issues which undermine trust in the data.

The SOS seeks a new ethics e-file system that is custom developed or otherwise customized for New Mexico. The implemented systems must allow for nonexclusive, perpetual, irrevocable, royalty-free license to use the software and documentation. This will benefit the State of New Mexico by providing a system that can be maintained by state staff or a vendor of its own choosing. This will enable in house ability to maintain, modify, update, adapt, enhance, or improve the software as needed to ensure the system meets the business requirements at inception and into the future as technology and laws change.

Some key objectives of the project include:

- Improved transparency to the public by publishing real-time and accurate data for viewing, sorting, and downloading from the web;
- A solution that meets the legal requirements of the Campaign Reporting Act, the Lobbyist Regulation Act, and the Financial Disclosure Act;
- A solution that is easy to use that reduces support calls and improves compliance for filers including candidates, lobbyists, and public officials;
- Provides for robust compliance tracking and administrative tools to look up and assist filers with meeting registration and reporting requirements;
- A nimble system that can be modified to meet an update in business requirements or to improve usability as needs change.

II. Project Background

Project Description:

The SOS seeks to replace the current CFIS system with a new ethics e-file system that is custom developed or otherwise customized specifically for New Mexico. The custom solution will allow for nonexclusive, perpetual, irrevocable, royalty-free license to use the software and documentation. The requested \$5 million in funding would be utilized to pay for professional services to design, develop, implement, perform data conversion, document, and train staff on a custom solution. The requested funding will also include Project Management and IV&V services for the duration of the project. These costs are based on actuals from a project of similar scope. After the product has been implemented, the SOS intends to maintain a contract for maintenance and support with an outside provider while also utilizing internal staff for some support depending upon the effort and complexity. This model is expected to provide continuity while also building internal staffing knowledge and expertise on the system.

We prefer the system be hosted in a redundant cloud space secured and otherwise controlled by the state. This would provide for adequate hosting and redundancy without having to invest additional monies for premise-based hardware located at the SOS or the risk of losing control of state assets by using a vendor provided hosting solution.

If funding is secured for FY26, the SOS intends to issue an RFP at the start of FY26 to award a contract and begin system design by the end of the second quarter of FY26 with the solution begin implemented prior to the end of FY27. This is ideal timing as the maintenance period for the current CFIS system ends in FY27. The office requests full, not phased, funding for this project since the duration of the project is expected to only take 12-18 months to complete, and the office already has clearly defined requirements providing for a “shovel ready” project. If necessary, the project funding could be split across two fiscal years with half the funding in FY26 for project management, IV&V and system design and the remaining funding awarded in FY27 to complete the implementation.

Project History:

This is a new request for a new ethics e-file system. The previous CFIS system was funded in FY18 and is nearing end of life with the support and maintenance contract expiring in FY27.

Fiscal Year	Certification Phase (if any)	Appropriation Amount	Funding Source (Please include any reauthorizations if applicable)	Reauthorization (Yes/No)

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			N/A	

III. Risks

The SOS intends to mitigate many of the risks of the proposed project by contracting with an experienced and dedicated project manager and subject matter expert knowledgeable of the applicable laws, business and technical requirements for the project. The assigned project team will have the majority of their time assigned to the project to provide timely and expert knowledge related to business requirements and can ensure that project deliverables, technical requirements, and legal standards are adhered to. The dedicated team will also be key to ensuring the accuracy and quality of data conversion and system testing. Having an experienced and dedicated project team is critical to ensuring the project stays in scope, on schedule, and within budget. The SOS has already spent time clearly defining the user requirements and this will keep the project on track and help ensure project objectives are met.

Risk Assessment for Proposed Solution

Criteria		Risk Score = 1	Risk Score = 2	Risk Score = 3	Score
1	Estimated project cost	Less than \$250K	\$250K - \$1M	Greater than \$1M	3
2	Estimated total calendar months before completion	6 or less	6 to 12	More than 12	3
3	Number of project team members	5 or less	6 to 10	More than 10	2
4	Number of subject matter experts required to execute the project	3 or less	4 or 5	6 or more	1
5	Project manager experience level	3 or more projects of similar scope	1 to 2 projects of similar scope	No prior projects of similar scope	1
6	Estimated total effort hours	Less than 500	500 – 1800	More than 1800	3
7	Number of sites/offices impacted by the project	1	2 to 5	More than 5	2
8	Uniqueness of project's technical requirements	Similar to others in the department	Similar to others, but complex	New and complex	2
9	Impact of noncompliance with applicable laws and regulations	None or minimal	Moderate	Significant	2

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10	Impact of 12-month project postponement on existing systems	Existing systems can compensate with minimal costs	Existing or new systems can compensate with substantial costs	Existing systems must be curtailed because of the lack of proposed project	2
11	Number of interfaces to existing systems affected	0	1 to 3	More than 3	1
12	User requirements definition	Clearly defined	Somewhat defined, but complex	Very vague and complex	1

Total Risk Score: 23

IV. Scope and Constraints

The following are elements of the project which are in-scope and out-of-scope that are identified to manage trade-offs during execution.

Scope:

In Scope	Description
Timeframe	FY26-FY27 (12-18 months)
Departments	<ul style="list-style-type: none"> • Bureau of Elections • Information Technology
Functionality	<ul style="list-style-type: none"> • Campaign Finance – public/private access • Lobbyist Regulation – public/private access • Financial Disclosure – public/private access • Compliance and Admin functions
Technology	<ul style="list-style-type: none"> • Web-based solution • Cloud Hosting • Public downloadable data • Online credit card and e-check

Out of Scope	Description	Reason Why
Third Party Interface	Interfaces with SERVIS Interfaces with BFS	High complexity; not budgeted
External cloud hosting	Hosting solution with third party vendor	Potential security risk/data loss
Mobile Friendly technology	Smart phone; mobile friendly	Complexity of system; not budgeted
Premise based hosting	Hosting at SOS	Not budgeted

Constraints:

Constraints	
Category	Description

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Personnel Availability	Multiple IT projects occurring at one time
Time-to-implement	Project schedule must be considered in terms of critical and competing regulatory deadlines. Project must also be complete prior to the end of the current system maintenance and support contract.
Compliance	Ensuring adherence to legal requirements
Technology	Availability of hosting environment at DoIT

V. Alternative Approach Analysis

JUSTIFICATION FOR PROJECT SELECTION:

The SOS is mandated to maintain an electronic filing system that integrates required information collected across the three ethical acts administered by the office. The current CFIS system is a commercial off the shelf (COTS) software system that was implemented in 2020 which lacks required features and has had notorious issues. While the SOS was promised a state-of-the-art solution, the system has been riddled with bugs, performance issues, and incomplete functionality. This includes an inaccurate display of public information and even an inability for some filers to register, login, or file timely reports as required by statute. While the current vendor has acknowledged the issues, they have failed to deliver on promises to provide a revamped solution on more than one occasion. Four years later, the vendor continues to promise the future delivery of a "minimally viable product" with no schedule or roadmap forward. Furthermore, the software license agreement does not provide access to the source code so using another vendor to support the current system is not an option.

Other COTS systems are not currently on the market and our research has found that states who have a custom developed solution (whether vendor supported or in house) have much higher satisfaction rates than those using a COTS system. Most of the current COTS systems in use by states today are supported by the same vendor currently being used in New Mexico. These states report having similar experiences as we have had with the vendor failing to meet promises and failing to meet service level agreements for maintenance and support.

While the cost to do custom development vs COTS is more at the outset, we expect that the end-product will ultimately last longer and be more widely supportable in the long run. The decision to ensure that we have a nonexclusive, perpetual, irrevocable, royalty-free license will protect the state's investment and opens up the opportunity to change support vendors if needed. This reduces the risk of being stuck in a no-win solution with a problematic system, a vendor struggling to perform, and no other alternative, as we find ourselves in today.

The following table includes viable alternatives, including preliminary research and analysis, that were eliminated in favor of the proposed project.

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Alternative Description (e.g. Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Status Quo	Current software product does not meet all business requirements and the vendor is working toward placing current product at end of life without providing a clear roadmap to an upgrade. Current maintenance contract ends in FY27.	\$70.0 per year	Yes – maintenance in place for status quo through FY27
Enhancements	Options for enhancement are limited to working with the same problematic vendor. The SOS has previously attempted to work with the vendor on upgrading to a “minimally viable product” but the vendor has been unable to deliver.	\$0.00	Yes – Vendor offered a no cost “upgrade” but has been unable to deliver.

VI. Key Stakeholders

The following table identifies internal and external stakeholders, their project responsibilities and their expected impact on the project’s success.

Project Impact Scale:
1 = Low Impact; 2 = Medium Impact; 3 = High Impact

Internal Stakeholders	Department or Agency	Project Responsibilities	Project Impact
SOS Staff	Elections	Subject Matter Expertise	3
SOS Staff	Information Technology	Security/technical expertise	2

External Stakeholders	Company or Organization	Project Responsibilities	Project Impact
Customers – Candidates, elected & public officials,		Consumers of the end software product	1

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lobbyists, political committees			
Public Interest Groups/Media		Consumers of the public data	1
Solution Provider	TBD	Provides and supports end-product	3

VII. Objectives, Outcomes, Key Performance Indicators

The following are key project objectives with related deliverable outcomes and quantifiable Key Performance Indicators (KPIs). The objectives **MUST** align with the objectives described in Section I, Executive Summary. These objectives, outcomes, and benefits must be included in the project charter and will be used during the project closeout phase to validate the success of your project, if funded.

Objectives	Outcomes/Deliverables	Benefits/KPIs (as applicable)
Improved transparency	Public access to downloadable files of all data. On demand public search functionality to narrow in on data of interest	
Compliance with legal requirements	System meets all current legal requirements defined in statute	
Easy to use system – reduced support calls	Decrease in support tickets and calls on filing days related to bugs and missing features	Self-reported improved job satisfaction by support staff 75% reduced support inquiries related to system issues (expect training/educational calls only)
Easy to use system – improved voluntary compliance	Improved voluntary compliance by improving report filing experience & improving admin compliance features	2% increase in compliance
Improved System Support	Support personnel meet service level agreement to ensure system operation	90% Service Level Agreement Terms in Contract are Met when tickets are submitted
Complete data conversion	All data from CFIS is converted to new system	CFIS is decommissioned by the end of the maintenance & support contract

VIII. Benefits

The following is a list of tangible and intangible benefits anticipated from the project.

Tangible Benefits	
	\$0.00
	\$0.00

Intangible Benefits	Metrics
Improve workforce job satisfaction	Less staff turnover in elections
Develop subject matter experts in IT	Maintenance and support tickets completed by internal IT staff
Improved trust by media and public interest groups	Fewer negative comments and feedback
Improved filer compliance	More reports filed by the deadline
Improved user satisfaction	Fewer support tickets filed due to system issues
Improved data transparency to the public	All public data being searchable and downloadable for the web

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IX. Total Cost of Ownership

The following table lists the total potential cost to develop or acquire, implement, operate and maintain the proposed project for its entire life cycle.

IX. Total Cost of Ownership
Ethics E-File

Category	Previous Actuals ¹	FY25	FY26	FY27	FY28	FY29	Total
Non-Recurring Cost- Development & Implementation							
(In thousands)							
200 Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300 Contractual Services							
IT Professional Services: Project Management	\$0.0	\$0.0	\$2,400.0	\$2,500.0	\$0.0	\$0.0	\$4,900.0
IT Professional Services: IV&V	\$0.0	\$0.0	\$30.0	\$30.0	\$0.0	\$0.0	\$60.0
IT Professional Services: Dev./Imp./Training/UAT	\$0.0	\$0.0	\$2,225.0	\$2,225.0	\$0.0	\$0.0	\$4,450.0
Other Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400 Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Travel/Lodging	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Software Licenses	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Subtotal Non-Recurring Cost	\$0.0	\$0.0	\$2,495.0	\$2,505.0	\$0.0	\$0.0	\$5,000.0
Recurring Maintenance and Operations (M&O) Cost							
(In thousands)							
200 Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$69.0	\$71.0	\$73.0	\$213.0
300 Contractual Services							
IT Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$264.3	\$274.9	\$539.2
Training	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400 Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Software Licenses	\$0.0	\$0.0	\$7.5	\$7.9	\$8.3	\$8.7	\$32.3
Facilities	\$0.0	\$0.0	\$70.0	\$73.5	\$77.2	\$81.0	\$301.7
Compliance and Security	\$0.0	\$0.0	\$0.0	\$30.0	\$31.5	\$33.1	\$94.6
Subtotal Recurring M&O Cost	\$0.0	\$0.0	\$77.5	\$180.4	\$452.2	\$470.7	\$1,180.8
¹ Applicable for on-going or existing project.							
Total Cost	\$0.0	\$0.0	\$2,572.5	\$2,685.4	\$452.2	\$470.7	\$6,180.8

FY26 Information Technology Funding (C2) Request – Full Business Case

X. C2 Form – Computer System Enhancement Fund (CSEF)

**C2: Information Technology
Data Processing - Computer Systems Enhancement Fund (CSEF)**

Agency Name	Agency Code	Project Name			
Secretary of State	370	Ethics E-File			
Multi-Agency Project	Participating Agencies	Priority	Projected Start Date	Projected End Date	
No		1	7/1/2025	6/30/2027	

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate (If any)	Total
General Fund (CSEF)	0.0	0.0	5,000.0	0.0	5,000.0
Other State Funds (*specify funds below)	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	5,000.0	0.0	5,000.0
*If Other State Funds, Specify Funding Source/Fund Name					

Expenditure Categories (dollars in thousands)					
	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Estimate	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	5,000.0	0.0	5,000.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	5,000.0	0.0	5,000.0

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)	Maggie Toulouse Oliver	505-827-3600	<i>Maggie Toulouse Oliver</i>	08/29/2024
Chief information Officer or IT Lead(Mandatory)	Gregory Rockstroh	505-827-3600	gregory.rockstroh@sos.nm.gov	<i>Gregory Rockstroh</i> 08/29/2024
Chief Finance Officer / Budget Director (Mandatory)	Justin P. O'Shea	505-827-3600	justin.oshea@sos.nm.gov	<i>J.P. O'Shea</i> 08/30/2024



New Mexico
Office of the Secretary of State

Fiscal Year 26
Information Technology Funding (C2) Request
Full Business Case
for the
Election People, Property, and Process
Management System
(EPPPMS)
PRIORITY I

Gregory Rockstroh

Chief Information Officer

Release Date: September 3, 2024

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I. Executive Summary

The Office of the Secretary of State (SOS) wants to procure a proven commercial off the shelf (COTS) Software as a Service (SaaS) election management solution to manage and oversee the three Ps of a statewide election: People, Property, and Process.

The SOS is mandated to administer elections and to ensure that they are accurate, fair, and secure. For far too long, the SOS has used a patchwork of tracking spreadsheets, email directives, tickler files, and so on to coordinate the logistics of the county election offices who execute the election for the constituents in their respective counties. It is the county who hires and trains New Mexico's election workers. Although, the equipment is owned and inventoried by the SOS, the counties store that equipment, test and certify its proper operation, and transport the voting machines to the polling locations.

Without a system, our counties store relevant and needed records using historical practice for their office. Some have ready access to polling site viability surveys, but others do not. Many have requested a system that will allow them to schedule and keep records on poll workers including their pay, training, and performance. The proposed system will allow New Mexico to provide our counties with tools that will address these concerns. Moreover, this system will give the SOS visibility into the processes to be more effective in our role as election administrators and enable us to ensure that all processes and records are being followed. Without such a system, SOS will continue to do our absolute best, but our vision is hampered, and our limited resources are at risk of failure to catch a missed process or record.

Some key objectives of the project are: 1) Standardized management and record keeping for election workers, including training records, assignments, performance notes, and pay, 2) Centralized inventory and oversight of the counting systems that are used during an election, 3) Collaborative communications among the SOS and counties while administering an election, 4) A repository for election records created at the county level with visibility at the state level, 5) To provide SOS with the capability to better monitor for county compliance with state statute and rule regarding people, property, and process for election execution, and 6) Improved cybersecurity for election communications and record sharing.

This project directly supports and aligns to the Office's strategy of fulfilling the statutory requirements of the Secretary of State for statewide election administration and providing strong leadership, support, systems, and guidance to county clerks, registration agents, and third parties regarding state election policies and practices.

II. Project Background

Project Description:

This project is a new solution SOS plans to procure a proven commercial off the shelf (COTS) Software as a Service (SaaS) election management solution to manage and oversee the People, Property, and Process aspects of elections in New Mexico. The SaaS system will be hosted by the vendor, which is typical for current SaaS solutions, but the data will remain the exclusive property of the SOS and shall not be exposed to artificial intelligence engines for any purpose. The SOS plans to leverage in-house project management resources to run the project from the SOS's perspective, but the Independent Validation and Verification (IV&V) services will be contracted. The scope of implementation will be to gather NM SOS business requirements and perform gap analysis against the selected vendor's COTS solution. This will be followed by system configuration and light custom development.

SOS will procure professional services for the system's implementation, hosting, and maintenance & support services. The project will be acquired using an RFP. SOS will also procure professional services from the selected vendor to provide training and technical assistance to the SOS and the counties from system's launch through its first year of operation. These professional services should end in FY27. If it becomes evident that an in-house Full-Time Equivalent (FTE) is needed to be a subject matter expert and support the counties beyond FY27, the SOS will seek an expansion FTE at the appropriate time.

The new Service (SaaS) election management solution will manage and oversee the three Ps of a statewide election: People, Property, and Process.

The first "P" to manage and oversee in the statewide election is the People that includes the Election Workers and Officer management, Election Site Managers, Surveys for availability, and Integrated Communications (text, email, document sharing, etc.)

The next "P" to manage and oversee in the statewide election is the Property that includes the Voting Systems (ballot tabulators and county counting and aggregation servers), Pollbooks, Election and Voting Site availability, accessibility, and suitability, Election Supplies and the Warehouse and Facility Management.

The final "P" to manage and oversee in the statewide election is the Process that includes the Logic and accuracy testing and record keeping, Chain of Custody, Election Readiness, and Data Privacy and Security, and the Incident Reporting and Resource Management.

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The estimated start is July of 2025 through the end of June of 2027. The total estimated cost for implementation plus the first year of operation is \$1.96M and this amount SOS is seeking from the C2 Information Technology Data Processing – Computer Systems Enhancements Fund. The SOS will seek an adjustment to our base budget for the fiscal years following the project to cover the recurring annual licensing and operational costs.

The SOS has already drafted an RFP. As soon as funding is confirmed in late FY25, SOS can formally start the RFP process. This would allow the RFP to be awarded no later than September, 2025. The project would start immediately thereafter and would finish by June 30, 2027. Ideally, the system would be in place for use by some early-adopting counties for the 2026 Primary Election.

Given the short duration of the project, full funding is requested. In the event that full funding is not available, SOS may be able to plan for the implementation to finish in early FY27, August 2026. The consequence would be that the system would be available for the General Election rather than the Primary Election that happens earlier in the year. Although not desired because of the missed Primary Election, this extension into FY27 would allow the funding to be spread across two fiscal years. Because the proposed solution is a greenfield COTS SaaS solution, the system is not well suited to a phased approach and phasing could be perceived by counties as favoritism which would negatively affect adoption.

Project History:

This project is a **new request** for a new election management solution. This request is for full funding; the project cannot be a phased project. Currently, the Office of the Secretary of State does not have a cohesive, comprehensive solution to manage these aspects of state-wide elections.

Fiscal Year	Certification Phase (if any)	Appropriation Amount	Funding Source (Please include any reauthorizations if applicable)	Reauthorization (Yes/No)
N/A	N/A	N/A	N/A	N/A

III. Risks

The following table provides a quick risk assessment of the proposed project's inherent risks. The SOS plans to mitigate and reduce the risks to the Project using the following risk mitigation strategies:

1. Using Request for Proposal (RFP) procurement to seek and acquire a SaaS provider with experience and proven success with other election offices.
2. Using a SaaS solution instead of attempting to define and implement a custom solution.
3. Engaging with the Department of Information Technology and following the certified project process for New Mexico.
4. The SOS will also reduce by testing the proposed system and its components, including verification that all requirements of the delivered system and its components are fully satisfied, and including
 - Functional Testing – To demonstrate each of the discrete functional capabilities of the system.
 - Operational Testing – To demonstrate the full operability of all integrated components in an operational environment and to validate associated user and maintenance documentation.
 - Benchmark Testing – To demonstrate that the system meets or exceeds performance requirements, including throughput and response times.
 - Final Acceptance Testing – To demonstrate that system components are completely ready for production implementation.
5. The SOS will involve the new Chief Information Security Officer in the project to ensure that prudent and appropriate security practices are followed to ensure the availability, confidentiality, and integrity of system throughout the implementation.
6. The awarded Offeror/Vendor will be required to fix vulnerabilities prior to acceptance by the SOS.

Finally, offerors will be required to submit with their proposals a risk assessment using the methodology published by the Project Management Institute or other comparable methodology. Offerors should describe their risk mitigation strategies as well as the resources the Procuring Agency may use to reduce risk for the duration of the entire Project

**FY26 Information Technology Funding (C2) Request – Full Business Case
Risk Assessment for Proposed Solution**

Criteria		Risk Score = 1	Risk Score = 2	Risk Score = 3	Score
1	Estimated project cost	Less than \$250K	\$250K - \$1M	Greater than \$1M	3
2	Estimated total calendar months before completion	6 or less	6 to 12	More than 12	3
3	Number of project team members	5 or less	6 to 10	More than 10	2
4	Number of subject matter experts required to execute the project	3 or less	4 or 5	6 or more	1
5	Project manager experience level	3 or more projects of similar scope	1 to 2 projects of similar scope	No prior projects of similar scope	1
6	Estimated total effort hours	Less than 500	500 - 1800	More than 1800	3
7	Number of sites/offices impacted by the project	1	2 to 5	More than 5	3
8	Uniqueness of project's technical requirements	Similar to others in the department	Similar to others, but complex	New and complex	3
9	Impact of noncompliance with applicable laws and regulations	None or minimal	Moderate	Significant	1
10	Impact of 12-month project postponement on existing systems	Existing systems can compensate with minimal costs	Existing or new systems can compensate with substantial costs	Existing systems must be curtailed because of the lack of proposed project	1
11	Number of interfaces to existing systems affected	0	1 to 3	More than 3	2
12	User requirements definition	Clearly defined	Somewhat defined, but complex	Very vague and complex	2

Total Risk Score: 25

IV. Scope and Constraints

The following are elements of the project which are in-scope and out-of-scope that are identified to manage trade-offs during execution.

Scope:

In Scope	Description
COTS SaaS Application Implementation	The scope of implementation will be to gather NM SOS business requirements and perform gap analysis which would be followed by system configuration and light custom development.
COTS SaaS Application Hosting	Because of the sensitivity of election information and election systems, as well as the potential for future regulatory requirements, the Application shall be hosted in a FedRAMP or Government-certified Cloud and include both production (real time transactions) and non-production (testing and training) environments. The Procuring Agency's users' administrator access must be integrated with the Procuring Agency's MS Azure AD for identity management.
Ongoing Maintenance & Support	The Contractor will provide ongoing Maintenance and dedicated Support for the Procuring Agency for the application and infrastructure throughout the life of the contract.

Constraints:

Constraints	
Category	Description
Funding	This request is for full funding; the project cannot be a phased project. Currently, the Office of the Secretary of State does not have

FY26 Information Technology Funding (C2) Request – Full Business Case

	a solution to manage these aspects of statewide elections.
Timing	<ul style="list-style-type: none"> • Because we are seeking standardization of process and records across New Mexico’s thirty-three counties, this project is not well suited to a phased implementation. • Completion prior to the 2026 Primary Election with adequate time to train the users is aggressive, but necessary to help with adoption.
SOS Staff Resources	<ul style="list-style-type: none"> • SOS staff will be used to meet the project management and business analysis needs of this project. • Other SOS staff will participate on an as- needed basis. • One additional staff member may be needed to become the lead operator of the system. If needed, said FTE would be created in the FY28 budget.

V. Alternative Approach Analysis

JUSTIFICATION FOR PROJECT SELECTION:

The following table includes viable alternatives, including preliminary research and analysis, that were eliminated in favor of the proposed project.

Alternative Description (e.g. Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Status Quo	This method does not help the SOS and New Mexico achieve the goals of standardizing the processes, record keeping, and open collaboration.	\$0.00	N/A

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Alternative Description (e.g. Status Quo, Enhancements, Replacement)	Reason Eliminated	Cost	Preliminary research and analysis conducted (Yes/No)
Custom Development by in- house IT Staff	<ul style="list-style-type: none"> The SOS wants a proven solution that can be implemented quickly and is setup for ongoing maintenance and support that reaps the benefits of a SaaS Platform. Also, the SOS does not have adequate IT staff to specify and build an information system of this size and complexity. 	\$0.00	No
Custom Development by a contract vendor	<ul style="list-style-type: none"> Again, the SOS is seeking a proven solution to minimize the risks associated with creating a solution from the ground up. In addition, designing, building, and implementing a custom solution will take longer than the implementation target and require additional time commitment from the SOS for subject matter expertise while working all phases of the project. 	\$5.3M	<p>Yes, this assumes: 1 Year to Design, Build, Test, and Implement</p> <p>Development team consisting of: 1 Senior Application Developer, 3 Mid-grade Application Developers, 2 Business Analysts, 1 Project Manager, 1 Database Administrator, 1 QA person, ¾ Technical Writer, and ½ Trainer</p> <p>It does not account for hosting and ongoing maintenance and support</p>

VI. Key Stakeholders

The following table identifies internal and external stakeholders, their project responsibilities and their expected impact on the project’s success.

Project Impact Scale:
1 = Low Impact; 2 = Medium Impact; 3 = High Impact

Internal Stakeholders	Department or Agency	Project Responsibilities	Project Impact
NM Secretary of State	SOS	Executive Sponsorship	2
NM Election Director	SOS	Business Owner and Executive Sponsor	3
CIO	SOS	Technical resource management	2
CISO	SOS	Security resource management and compliance	2
Bureau of Elections Staff	SOS	Subject matter expertise; ultimately, they are the SOS’s end-users of the system	2

External Stakeholders	Company or Organization	Project Responsibilities	Project Impact
SaaS Provider	To Be Determined	Project management; subject matter expertise in gap analysis, design and implementation of the solution; technical implementation, security, maintenance and support; quality assurance; training	3
County Clerks from each of NM’s 33 counties		Executive project support and subject matter expertise	3
County Managers from each of NM’s 33 counties		Executive Project support and sponsorship	2
IT staff from each of NM’s 33 counties		County-level technical support and subject matter expertise	1

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Municipal Clerks from approximately 20 cities in NM		Subject matter expertise for city- specific needs	1
DoIT EPMO	DoIT	Project Oversight and Compliance	2

VII. Objectives, Outcomes, Key Performance Indicators

The following are key project objectives with related deliverable outcomes and quantifiable Key Performance Indicators (KPIs). The objectives **MUST** align with the objectives described in Section I, Executive Summary. These objectives, outcomes, and benefits must be included in the project charter and will be used during the project closeout phase to validate the success of your project, if funded.

Objectives	Outcomes/Deliverables	Benefits/KPIs (as applicable)
Standardization	<ul style="list-style-type: none"> • Election worker management and tracking forms and process are available • Standard chain of custody • Forms for polling location surveys are made available to counties • Vote counting equipment location tracking is made available to counties 	At least 25 counties (76%) adopt and actively use the EPPMS for the 2026 Primary Election
Elections communications between the SOS and counties are more secure	<ul style="list-style-type: none"> • Reduced use of email to facilitate election management • Reduced use of email for election record delivery 	Help desk tickets to the Clerks Help Desk instance drop by 25% for the 2026 Primary Election when compared to the 2024 Primary Election

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The inventory of counting systems is kept more up to date	<ul style="list-style-type: none"> County staff update inventory when machines move to other counties or to the vendor 	SOS's annual physical inventory finds 20% less discrepancies in the state when compared to FY24 Inventory
SOS is able to monitor for county compliance with state statute and rule.	<ul style="list-style-type: none"> County election records are centralized and available for inspection by the SOS 	Spot check of expected county records finds them to be present for adopting counties
SOS is able to track election worker pay	Poll worker time, effort, and pay rate records are available for review and inspection by the SOS	Spot check of poll worker records finds them to be present for adopting counties
Improved Cybersecurity for election communication and record sharing	Implementation of a secure, end-to-end encrypted communication platform designed for election officials.	The platform would include features such as secure messaging and file sharing that allow for collaboration and that protect against cyber threats.

VIII. Benefits

The following is a list of tangible and intangible benefits anticipated from the project.

Tangible Benefits	
Counties will have a standard poll-worker management system. Currently they all have different processes and systems they use to cover this gap.	\$0.00
County-level retention process of election records will be standardized.	\$0.00

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Intangible Benefits	Metrics
SOS will have direct access to election records that are currently held by the counties.	<ul style="list-style-type: none"> • Improve workforce efficiency • Increase span of control • Standardized processes • Improved communications among SOS and local election officials
SOS will gain visibility into the cybersecurity posture of the counties in more real time.	<ul style="list-style-type: none"> • Increased span of control • Better able to target the use of limited NM State resources to support the counties
Tabulators, which are Critical Infrastructure and also owned by the State, will be tracked and location information will be visible to the SOS.	<ul style="list-style-type: none"> • Increased span of visibility and control • Tabulators won't move without SOS having knowledge which will improve the SOS's inventory and audit performance

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IX. Total Cost of Ownership

The following table lists the total potential cost to develop or acquire, implement, operate and maintain the proposed project for its entire life cycle.

**IX. Total Cost of Ownership
Election People, Property, and Process Management System (EPPMS)**

Category		Previous Actuals ¹	FY25	FY26	FY27	FY28	FY29	Total
Non-Recurring Cost - Development &		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
300	Contractual Services							
	IT Professional Services: Project Management	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	IT Professional Services: IV&V	\$0.0	\$0.0	\$30.0	\$0.0	\$0.0	\$0.0	\$30.0
	IT Professional Services: Dev./Imp./Training/UAT	\$0.0	\$0.0	\$1,000.0	\$0.0	\$0.0	\$0.0	\$1,000.0
	Other Professional Services	\$0.0	\$0.0	\$100.0	\$273.3	\$0.0	\$0.0	\$373.3
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Travel/Lodging	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$200.0	\$210.0	\$0.0	\$0.0	\$410.0
	Facilities	\$0.0	\$0.0	\$70.0	\$73.5	\$0.0	\$0.0	\$143.5
Subtotal Non-Recurring Cost		\$0.0	\$0.0	\$1,400.0	\$556.8	\$0.0	\$0.0	\$1,956.8
Recurring Maintenance and Operations (M&O) Cost		(in thousands)						
200	Personal Services and Employee Benefits	\$0.0	\$0.0	\$0.0	\$0.0	\$71.0	\$73.0	\$144.0
300	Contractual Services							
	IT Professional Services	\$0.0	\$0.0	\$0.0	\$0.0	\$105.0	\$110.3	\$215.3
	Training	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
400	Other	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Hardware	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
	Software Licenses	\$0.0	\$0.0	\$0.0	\$0.0	\$220.5	\$231.5	\$452.0
	Facilities	\$0.0	\$0.0	\$0.0	\$0.0	\$77.2	\$81.0	\$158.2
	Compliance and Security	\$0.0	\$0.0	\$0.0	\$0.0	\$287.0	\$301.3	\$588.3
Subtotal Recurring M&O Cost		\$0.0	\$0.0	\$0.0	\$0.0	\$760.6	\$797.1	\$1,557.8
¹ Applicable for on-going or existing project.								
Total Cost		\$0.0	\$0.0	\$1,400.0	\$556.8	\$760.6	\$797.1	\$3,514.6

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X. C2 Form – Computer System Enhancement Fund (CSEF)

C2: Information Technology
Data Processing - Computer Systems Enhancement Fund (CSEF)

Agency Name	Agency Code	Project Name			
Secretary of State	370	Election People, Property, and Process Management System (EPPPPMS)			
Multi-Agency Project	Participating Agencies		Priority	Projected Start Date	Projected End Date
No			1	7/1/2025	6/30/2027
Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	Estimate (If any)	Total
General Fund (CSEF)	0.0	0.0	1,400.0	556.8	1,956.8
Other State Funds / *specify funds below	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	1,400.0	556.8	1,956.8
*If Other State Funds, Specify Funding Source/Fund Name					
Expenditure Categories (dollars in thousands)					
	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Estimate	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	1,100.0	241.8	1,341.8
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	200.0	210.0	410.0
Other	0.0	0.0	100.0	105.0	205.0
Total	0.0	0.0	1,400.0	556.8	1,956.8
	Print Name	Phone	Email Address	Date	
Agency Cabinet Secretary/ Director (Mandatory)					
Chief information Officer or IT Lead (Mandatory)					
Chief Finance Officer / Budget Director (Mandatory)					