

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

January 22, 2001

CSS LETTER: 01-01

TO: ALL IV-D DIRECTORS  
ALL DISTRICT ATTORNEYS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: ELECTRONIC DATA PROCESSING MAINTENANCE AND OPERATIONS  
FUNDING AND ENHANCEMENT REQUESTS FOR SFY 2001/02

The Department of Child Support Services (DCSS) is issuing this Child Support Services (CSS) Letter to instruct counties how to submit Electronic Data Processing (EDP) Maintenance & Operations (M&O) and Enhancement budget requests for State Fiscal Year (SFY) 2001/02. **Please be sure to read the entire CSS letter for complete instructions, guidelines and examples.**

For SFY 2001/02, the State is continuing to separate the initial EDP budget request process from the Non-EDP Administrative budget request process. This is necessary in order to prepare the Advance Planning Document Update (APDU) timely, which reports EDP M&O and Enhancement costs to the federal government. However, once the initial budget process is completed for both Non-EDP and EDP M&O funding, the State will include the Non-EDP Administrative and EDP funding allocations into one allocation letter to each county.

The attached documents provide instructions for two types of funding activities: EDP M&O and Enhancements. EDP M&O instructions and examples have been provided to assist counties in filling out the forms. Under separate cover via e-mail and fax, each county will receive their four-page, county-specific Recurring and Non-Recurring EDP M&O baseline allocation form, along with the EDP Non-Recurring M&O Justification Worksheet. Please utilize the baseline form and justification worksheet when requesting Recurring and Non-Recurring EDP M&O funds for SFY 2001/02 (refer to *Interim Systems EDP M&O Guidelines, Instructions and Examples* section).

Budget language is proposed that will allow counties the opportunity to "rollover" funding allocations and expenditures from State Fiscal Year 2001/02 to 2002/03. If passed, this budget language will only affect Conversion and Enhancement activities, and not EDP M&O activities.

Also included in this packet is the Enhancement form and guidelines for SFY 2001/02. Per the Administration for Children and Families' (ACF) letter dated November 15, 2000, ACF will apply the following policy with respect to interim systems enhancements:

- ACF will provide federal financial participation (FFP) to enhance interim systems to meet Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) *distribution and reporting* requirements;
- It is not the intent of ACF to provide FFP to make the interim systems Family Support Act of 1988 (FSA 88) and PRWORA compliant. However, ACF will consider FFP for additional Federal and State regulatory requirements and State business practices on a case-by-case basis when it is determined by ACF to be cost/collection beneficial and across all interim consortia systems;
- ACF will consider single interim consortia enhancements *on an exception basis* when it is determined by ACF to be cost/collection beneficial and in the best interest of both the Federal and State government; and
- ACF will not consider single county enhancements.

Given the criteria provided by ACF, the State requests the Lead Consortia Counties to submit only enhancement projects that benefit all consortia member counties. The State is also accepting Enhancement requests from counties on legacy systems that are necessary due to Federal or State mandates; business process improvement Enhancement requests will not be considered for legacy systems. All Enhancements will be reviewed on a case-by-case basis. Additionally, the DCSS has currently proposed budget language that will allow counties the opportunity to "rollover" funding allocations and expenditures from SFY 2001/02 to 2002/03. If passed, this budget language will effect Conversion and Enhancement activities **only**, and not EDP M&O activities. Please refer to the guidelines stated under the *Interim Systems Enhancement Guidelines and Instructions* section.

The State plans to send the EDP M&O and Enhancement forms both electronically and by fax, to the LCSA Director on file. If a county has not received an e-mail copy of these forms by **January 24, 2001**, please contact Cathy MacRae at (916) 464-5359, or Julie Arico at (916) 464-5327.

All EDP M&O and Enhancement funding budget requests for SFY 2001/02 must be submitted to the State, at the address listed below, **no later than February 23, 2001**:

Department of Child Support Services  
Technology Services Division  
Attention: Automation Approvals Unit  
P. O. Box 419064  
Rancho Cordova, CA 95741-9064  
Main #: (916) 464-5333  
FAX #: (916) 464-5335

If you have any questions or concerns regarding this matter, please contact Cathy MacRae at (916) 464-5359 or Julie Arico at (916) 464-5327.

Sincerely,

CHERYL HOTALING  
Deputy Director  
Technology Services Division

# **INTERIM SYSTEMS EDP M&O GUIDELINES, INSTRUCTIONS, AND EXAMPLES**

*Please do not utilize the forms marked “Example” in this section. Each LCSA Director will receive a county-specific baseline form via e-mail, and a hardcopy by fax, in order for the County to submit their respective EDP M&O budget request for SFY 2001/02.*

# INTERIM SYSTEMS EDP M&O AUTOMATION FUNDING REQUESTS

## GUIDELINES / INSTRUCTIONS

### **General Rules:**

- Please provide as much detail as possible for both recurring and non-recurring EDP M&O funding requests. In this case, more information is better.
- When working with dollar figures, please round to the nearest dollar.
- Report EDP equipment which staff utilizes to access the child support application for more than 50 percent of their time.
- Counties cannot “rollover” Non-Recurring M&O funding allocations from one State Fiscal Year to another. For further instructions on how to handle these types of funding situations, please refer to **General Rules for Non-Recurring EDP M&O** below.
- If a county’s conversion to an approved interim consortia system is completed before the end of SFY2000/01, the county needs to budget EDP M&O based on the new system costs. If a county is scheduled to convert to an approved interim consortia system after SFY 2000/01, please request EDP M&O based on the existing legacy system. As conversion schedules that affect EDP M&O costs during the SFY 2001/02 are completed, the EDP M&O funding will be adjusted at that time to reflect the changes from a legacy system to one of the consortia systems.
- Do not include Enhancements or Conversion funding dollars in the EDP M&O funding worksheets. Enhancements are addressed later in this packet; and, Conversion activities are developed separately from this process.
- The Local Child Support Agency Director must sign the EDP M&O budget request documentation at the bottom of page 3 of the Interim System Automation Costs form.
- Once counties receive assigned claiming account numbers, please utilize the account number in its **entirety** when submitting for reimbursement on the CS 356.2a claim form. An entire account number consists of the activity code, the county number sequentially, a random three-digit number, and the funding code. For example, N-C01123-R2, represents the following: “N” signifies EDP M&O activity (all activity codes are listed on the CS 356.2a form), “C01” equates to the County (numerically and alphabetically), “123” is a randomly generated number which makes the claim number unique, and “R2” shows the funding code source. **When submitting claims, counties must additionally write in “A” if the billing agency**

is a private vendor, “B” if the agency is a local IV-D agency, or “C” if it is another public agency.

**General Rules for Recurring EDP M&O:**

- If a county has no changes in recurring costs, please carry forward the same dollar amounts for each line item under the new column heading “State Fiscal Year 2001/02 Request” on *Table 1* and *Table 2*.
- If a county requests funding to accommodate wage increases due to cost of living allowances, or salary escalation clauses, a county must submit backup documentation.

**General Rules for Non-Recurring EDP M&O:**

- **If a county or consortia lead county spent only partial non-recurring dollars approved by the State in SFY 2000/01, and funds are needed in SFY 2001/02 to complete the non-recurring project, the county or consortia lead county must request the needed funds during this budget process.** In addition, the county or consortia lead county must provide the State with a written explanation as to the amount expended in SFY2000/01 versus what remains to be purchased and expended in SFY2001/02. Additionally, in the written explanation, please provide the reason(s) as to the cause of unsuccessful project completion during the last year (SFY 2000/01). If approved, the allocation previously approved for SFY 2000/01 will be reduced to reflect the revised amount.
- If the county is not requesting funding for any non-recurring EDP M&O activities for the upcoming fiscal year, complete *Table 3, Part 2*, by placing “\$0” in the “Non-Recurring County Cost Total” line. Please sign page three of the Interim System Automation Costs sheet, and submit pages one through three of the Interim System Automation Costs form to the Department of Child Support (DCSS), Technology Services Division (TSD).
- Non-recurring requests such as PC replacements for obsolete equipment are one-time costs. ***Recurring EDP M&O baseline allocations, in Table 1, should not include any software upgrades. If a county has software upgrades in their baseline, please recategorize them by zeroing the dollars out of the recurring baseline and submitting the needed dollars as a non-recurring request.*** Ongoing software licenses for current products remain as a recurring item; however, the procurement of new software licenses for additional PCs falls under non-recurring one-time costs and must be requested as such.
- Counties may request Non-Recurring EDP equipment for new staff positions during SFY 2001/02. The State will consider these requests during the Non-EDP Administrative allocation approval process. Once the Non-EDP Administrative budgets have been developed and approved, then the Non-Recurring EDP allocation for equipment will be adjusted accordingly, as necessary.

- When requesting non-recurring dollars, group logical items together to create one non-recurring project. For example, a project can be the purchase of 25 new PCs and 4 new printers for 25 new staff members. A single justification statement can be written to support this procurement. If a project consists of several items and several justifications, break the components down to create an individual project that can be supported by one justification.

**General EDP M&O Regulations:**

- Per federal regulation 45 CFR 95.605 (f), Service Agreements, all counties must submit an updated Information Technology (IT) Agreement or Memorandum of Understanding (MOU) for services rendered through the LCSA's IT department.
- As a reminder to the counties, the State sent out a Child Support Services (CSS) Letter #00-11 regarding contracts in excess of \$100,000 that require prior federal approval. As quoted from the above-referenced CSS letter, *per federal regulation 45 CFR 95.611(b)(2)(iii), EDP contracts for child support in excess of \$100,000 must be submitted for **prior** federal approval to the Administration for Children and Families (ACF) before execution. Additionally, 45 CFR 95.611(2)(iv) states that contract amendments also need prior federal approval if a contract cost increase exceeds the \$100,000 threshold and/or the contract time extension is more than 60 days. The counties should note that ACF interprets these contract requirements to include purchase orders and lease agreements.*

## INTERIM SYSTEMS AUTOMATION COSTS EXAMPLE FORMS (4 Pages in Length)

### **TABLE 1: RECURRING COUNTY M&O COSTS:**

Each county will receive their individual recurring local baseline funding printed on the form under the column heading, "State Fiscal Year 2000/2001 Baseline." Please review each line item in *Table 1*. The "Cost Categories" in *Table 1* have not changed this year.

Any increases or decreases from SFY 2000/01 to SFY 2001/02 must be reflected and explained through a notation under "Explanation References." For the purpose of annotating "Explanation References," *Table 6: Footnote Sheet for "Explanation References"* has been provided.

### **TABLE 2: RECURRING COUNTY STAFF RESOURCES:**

This table shows each county's individual recurring LCSA staff resources. The staff listed in *Table 2* should only represent staff directly involved with the technical component of the Child Support Application for the LCSA (e.g., staff that are part of the County IT/DP Shop should not be listed in *Table 2*. Instead, they should be listed as part of "County IT/DP Shop, Personnel Charges," on *Table 1*).

Please be sure to fill in the Personnel Year (PY) category. This category illustrates how many full-time and/or part-time equivalent staff make up a particular salary cost. If, for any reason, there is a "?" in the PY category for SFY2000/01 in the county baseline, please provide the correct information. Then, if there are any changes, please reflect them under the SFY 2001/02 column.

When deciding where to reflect contract funding, think of it in the following terms: Whichever entity (LCSA or County IT/DP Shop) holds the contract for personnel or contractor services, that is the line item where the dollars should be reflected for the contracted services. For example, if the LCSA holds a contract for services, then the contract company name and associated dollar amount would be reflected in *Table 2*, and brought forward to *Table 1* under the heading of "Contractor LCSA Services." However, if the County IT/DP Shop holds a service agreement, and the LCSA utilizes those services, do not list these contract dollars in *Table 2*, but instead, list the dollars under the "County IT/DP Shop, Personnel Charges (Contractor & County)" category on *Table 1*.

List all vendors for which the LCSA holds a contract for services under the Contractor section in *Table 2*. The counties do not need to list the County IT/DP shop as a separate vendor because the category is listed on *Table 1*. If contracts (or contract amendments) have **not** been previously submitted to the State for review and approval, please be sure to submit a hardcopy of the contract(s) with your SFY2001/02 EDP M&O request. If the County IT/DP Shop agreement has expired, counties **must** submit an updated version of the agreement to the State.



**TABLE 3: NON-RECURRING COUNTY M&O COSTS SUMMARY:**

Please write in the total dollars on the summary sheet for each individual non-recurring project. Each project is labeled as “M&O Project # 1”, then “M&O Project #2”, etc., [number projects sequentially]. Next to the “M&O Project #,” write a one or two word description of the project (e.g., M&O Project #1: PC Purchase – refer to “Example” County sheet). The total dollars for a particular project number will need to be fully explained on the appropriate Justification Worksheet.

**Note:** There are two sections within *Table 3*: Part 1: Hardware / Operating Systems Software; and, Part 2: Application Software Modification. Please request appropriate dollars under the correct headings. For example, Application Software Modification deals strictly with any changes to the Child Support Application only (e.g., increasing the length of a data field). As a general rule, most non-recurring EDP M&O requests fall under *Part 1* in *Table 3*. Be sure to sub-total *Part 1* and *Part 2*, placing the grand total under the “Non-Recurring County Cost Total” line (see “Example” County sheet).

**TABLE 4: RECURRING CONSORTIA M&O COSTS:**

*Table 4* is to be completed **only** by the Consortia Lead Counties. State approved baseline allocations for SFY 2000/01 are listed on the Consortia Lead county forms. As stated above in the instructions for local county recurring costs, please list the new funding request under the SFY 2001/02 column, and provide an annotation as to the reason for any increases or decreases in *Table 6*. **Additionally, a separate list showing the cost allocation for each consortia member county needs to be attached when submitting the EDP M&O funding request.**

**TABLE 5: NON-RECURRING CONSORTIA M&O COST SUMMARY:**

*Table 5* is to be completed **only** by the Consortia Lead Counties. Complete this section using the same premise as described under *Table 3* for the local counties. Please refer to “*Table 3: Non-Recurring County M&O Cost Summary*” description as a guideline.

**TABLE 6: FOOTNOTE SHEET FOR “EXPLANATION REFERENCES”:**

This table provides space to write footnote explanations as to the reasons why funding has increased or decreased from SFY 2000/01 to SFY 2001/02.

**NON-RECURRING M&O COSTS JUSTIFICATION WORKSHEETS:**

Included in the packet are three different Justification Worksheets, each two pages in length. One Justification Worksheet is for non-recurring (one-time) costs for items associated with the Application Software Modifications for the Child Support System only. The other two Justification Worksheets are for non-recurring (one-time) costs associated with Hardware / Operating Systems Software.

Complete the appropriate Justification Worksheet for each separately identified non-recurring project. For example, if a county is purchasing regularly scheduled replacement PCs, write the information on one set of the Justification Worksheets entitled, “Hardware / Operating Systems Software.” If a county needs to increase the

length of a data field specific to the Child Support Application, then utilize the Justification Worksheets entitled, "Application Software Modification" for these costs.

When filling out these Worksheets, please refer back to "Table 3: Non-Recurring County M&O Cost Summary" for the specific Project # that is being justified (refer to "Example" worksheet).

#### **APPLICATION SOFTWARE MODIFICATION:**

Be sure to write a **complete** description of what the county intends to accomplish with the funds. Please itemize dollars associated with the non-recurring project on page one of the Justification Worksheet. At the bottom of page one, complete the "Statement of Problem" phrase (refer to "Example" County sheet). When completing the "Statement of Problem" section, it is recommended the county include a description of the consequences if a project is not funded. On page two, be sure to include the major tasks, along with start and completion dates. **Be sure to check only one of the "Competitive Procurement" options.** If the procurement is non-competitive (sole-source), please provide justification at the bottom of page two.

#### **HARDWARE / OPERATING SYSTEMS SOFTWARE:**

Once again, write a **complete** description of what the county intends to accomplish with the one-time funds. If the county is replacing equipment, describe the level of old equipment being replaced. It is recommended the county include its viewpoint of the consequences if a project is not funded. Please itemize dollar requests on page one, and **check only one statement problem per identified non-recurring project.** On page two, continue to provide complete specifications of the new equipment to be purchased. Include purchase cost, and maintenance cost (if any). Also, provide the schedule for the major tasks, along with start and completion dates. **Be sure to check only one of the "Competitive Procurement" options.** If procurement is non-competitive (sole-source), please provide justification at the bottom of page two.

#### **MATRIX OF ADMINISTRATIVE COSTS VERSUS EDP M&O COSTS**

A matrix entitled, "County Child Support EDP Costs Reportable in APDs versus ADMINISTRATIVE Costs", is enclosed for counties to review. The information described in the matrix was discussed with the Administration for Children and Families (ACF) last year to obtain clarification as to the types of activities needing to be claimed as non-EDP and the types of activities needing be claimed as EDP M&O.

**County Child Support EDP Costs Reportable in APDs vs. ADMINISTRATIVE Costs**

| <b>DESCRIPTION</b>   | <b>Administrative</b> | <b>EDP – Reportable in APD</b> |
|--|-----------------------|--------------------------------|
| 1. PCs (desktop or laptop) for county LCSA staff that are used for accessing CSE system.   |                       | X                              |
| 2. PCs (desktop or laptop) for county LCSA staff accessing support systems: <ul style="list-style-type: none"> <li>• Payrolling System</li> <li>• Accounting/Budgeting System</li> </ul>   | X                     |                                |
| 3. Office Automation Support Systems/Software/Hardware for county LCSA staff – software is not integrated into the CSE system: <ul style="list-style-type: none"> <li>• MS Office</li> <li>• LCSA Payrolling</li> <li>• Time Tracking</li> <li>• Accounting/Budgeting</li> <li>• Equipment Inventory</li> <li>• Legal Reference Data</li> <li>• Calendaring</li> <li>• E-Mail</li> <li>• Internet Access/Software</li> <li>• Equipment (e.g., CD Rom towers) for accessing reference data</li> </ul> | X                     |                                |
| 4. Voice Response Units (VRUs) – data from CSE system is loaded into VRU system.   |                       | X                              |
| 5. OE&E expenses for county LCSA systems staff: <ul style="list-style-type: none"> <li>• Pagers</li> <li>• Cell Phones, etc.</li> <li>• Training</li> </ul>  | X                     |                                |
| 6. All supplies for office equipment such as office Xerox machines, LAN printers, mainframe output: <ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner Cartridges, etc.</li> </ul>  | X                     |                                |
| 7. Document imaging system to convert paper files to electronic media and manage the documents – not integrated with the CSE system (e.g., anything that replaces bookshelves, file drawers, etc.).  | X                     |                                |
| 8. Check scanning or check writing equipment that is integrated with the CSE system.   |                       | X                              |

*Agreement to claiming categories per a meeting between the State and ACF on 2/2/2000.*

**INTERIM SYSTEM AUTOMATION COSTS**

|                                       |   |
|---------------------------------------|---|
| <b>County M&amp;O Account #</b> _____ | <b>(To be completed by PRISM staff)</b> |
|---------------------------------------|---|

In accordance with provisions of 45 CFR 95.621 (e) and State Division 28-105 (b), please provide recurring and non-recurring costs to maintain and operate the county’s existing child support system. All proposed non-recurring costs must be limited to maintaining system functionality and must receive prior State approval. Only the Consortia Host County shall complete “Table 3: Recurring Consortia M&O Cost” and provide an attachment showing the allocations of these costs to the member consortia counties.

**TABLE 1: RECURRING COUNTY M&O COSTS**

| Include all local ongoing support and production costs for the existing system.<br>Do not include allocations from the Consortia Host County. |   |  |                           |                          |
|---|---|--|---------------------------|--------------------------|
| COST CATEGORIES   | State Fiscal Year<br>2000/2001 Baseline | State Fiscal Year<br>2001/2002 Request | Increase or<br>(Decrease) | Explanation<br>Reference |
| Site and Facilities   | -                                       | -                                      |                           |                          |
| • Lease   | -                                       | -                                      |                           |                          |
| • Maintenance/Utilities   | -                                       | -                                      |                           |                          |
| • Other: (Identify)   | -                                       | -                                      |                           |                          |
| County LCSA Personnel<br>(Enter annual Totals from Table 2)   | \$ 295,900                              | \$ 385,818                             | \$ 89,918                 | 1                        |
| Contractor LCSA Services<br>(Enter annual Totals from Table 2)  | -                                       | -                                      |                           |                          |
| County IT/DP Shop   |   |  |                           |                          |
| • Personnel Charges (Contractor & County)   | \$ 10,000                               | \$ 20,000                              | \$ 10,000                 | 2                        |
| • Production Charges  | \$ 200,000                              | \$ 100,000                             | (\$ 100,000)              | 3                        |
| Equipment Lease & Maintenance   |   |  |                           |                          |
| • Data communications/network   | \$ 125,000                              | \$ 125,000                             | \$ 0                      | -                        |
| • Hardware Lease  | \$ 160,000                              | \$ 100,000                             | (\$ 60,000)               | 4                        |
| • Hardware Maintenance  | \$ 65,000 *                             | \$ 80,000                              | \$ 15,000                 | 5                        |
| • Other: (Identify)   | -                                       |  |                           |                          |
| Software Maintenance  |   |  |                           |                          |
| • Operating Systems   | -                                       |  |                           |                          |
| • Application   | \$ 1,245,000                            | \$ 0                                   | (\$ 1,245,000)            | 6                        |
| • Office Systems  | -                                       |  |                           |                          |
| • Other: (Identify)   | -                                       |  |                           |                          |
| Security  | -                                       |  |                           |                          |
| Overhead/Indirect   | -                                       |  |                           |                          |
| Other:  | -                                       | -                                      |                           |                          |
| Add'l M&O attributed to approved upgrade/enhancement project  | \$ 0 *                                  | \$ 8,000                               | \$ 8,000                  | 7                        |
| <b>RECURRING COUNTY COST TOTAL</b>  | <b>\$ 2,100,900</b>                     | <b>\$ 818,818</b>                      | <b>(\$ 1,282,082)</b>     |                          |

“Additional M&O . . .” in the amount of \$5,500 requested from Non-Recurring costs in SFY 2000/01, was recategorized to the Hardware Maintenance cost category above.

**TABLE 2: RECURRING COUNTY M&O STAFF RESOURCES**

| COUNTY PERSONNEL<br><b>Classification</b> | State Fiscal Year<br>2000/2001 Baseline |                   | State Fiscal Year<br>2001/2002 Request |                   | Increase /<br>(Decrease) |                  |
|---|---|-------------------|--|-------------------|--------------------------|------------------|
|   | PY                                      | Cost              | PY                                     | Cost              | PY                       | Cost             |
| Management                                | 1                                       | \$ 125,000        | 1                                      | \$ 131,250        | 0                        | \$ 6,250         |
| Technical Staff                           | 2                                       | \$ 160,500        | 2.5                                    | \$ 243,960        | .5                       | \$ 83,460        |
| Support Staff                             | 1                                       | \$ 10,400         | 1                                      | \$ 10,608         | 0                        | \$ 208           |
| <b>TOTAL</b>                              | <b>4</b>                                | <b>\$ 295,900</b> | <b>4.5</b>                             | <b>\$ 385,818</b> | <b>.5</b>                | <b>\$ 89,918</b> |
| <b>CONTRACTOR</b><br>(List Vendors)       |   |                   |  |                   |                          |                  |
|   |   | -                 |  |                   |                          |                  |
|   |   | -                 |  |                   |                          |                  |
|   |   | -                 |  |                   |                          |                  |
|   |   | -                 |  |                   |                          |                  |
| <b>TOTAL</b>                              | <b>0</b>                                | <b>\$ 0</b>       | <b>0</b>                               | <b>\$ 0</b>       | <b>0</b>                 | <b>\$ 0</b>      |

**TABLE 3: NON-RECURRING COUNTY M&O COST SUMMARY**

|   |  |  |
|---|--|--|
| <p>Include non-recurring costs to maintain system functionality or to correct errors or deficiencies present in the software or hardware. All non-recurring costs must be itemized and explained on the appropriate Justification Worksheet. Enhancements or upgrades that modify system functionality <b>cannot</b> be included as either a recurring or non-recurring M&amp;O cost.</p> |  |  |
| <p><i>Hardware/Operating Systems Software required for staff increases and equipment obsolescence.<br/>Enter annual non-recurring costs by M&amp;O Project # from the Total columns on the “Hardware/Operating Systems Software” Justification Worksheet.</i></p>   |  |  |
| <i>Part 1</i><br><b>Hardware/Operating Systems Software</b>   | <b>State Fiscal Year<br/>2001/2002</b> | <b>Account Number<br/>(To be completed by PRISM staff)</b> |
| • <b>M&amp;O Project # 1: PC Replacements</b>   | <b>\$ 36,000</b>                       |  |
| • M&O Project # 2: PC for New Staff   | <b>\$ 11,000</b>                       |  |
| • M&O Project #   |  |  |
| • M&O Project #   |  |  |
| • M&O Project #   |  |  |
| <b>Subtotal</b>   | <b>\$ 47,000</b>                       |  |
| <p><i>Application Software Modifications are limited to maintaining system functionality, e.g., Y2K.<br/>Enter annual non-recurring costs by M&amp;O Project # from Total columns on “Application Software Modification ” Justification Worksheet.</i></p>  |  |  |
| <i>Part 2</i><br><b>Application Software Modification</b>   | <b>State Fiscal Year<br/>2001/2002</b> | <b>Account Number<br/>(To be completed by PRISM staff)</b> |
| • <b>M&amp;O Project # 3: Increase I.D. Field</b>   | <b>\$ 20,000</b>                       |  |
| • <b>M&amp;O Project #</b>  |  |  |
| • <b>M&amp;O Project #</b>  |  |  |
| • <b>M&amp;O Project #</b>  |  |  |
| <i>Subtotal</i>   | <b>\$ 20,000</b>                       |  |
| <b>NON-RECURRING COUNTY COST TOTAL</b>  | <b>\$ 67,000</b>                       |  |

**TABLE 4: RECURRING CONSORTIA M&O COST**

*(To be completed by Consortia Host Counties Only)*

|   |                                  |
|---|----------------------------------|
| <b>Consortia M&amp;O Account # _____</b><br><b>staff)</b> | <b>(To be completed by PRISM</b> |
|---|----------------------------------|

| <b>Only the Consortia Host County itemizes consortia cost. A separate table showing the allocation of these costs to the consortia member counties must be attached.</b> |   |  |                           |                          |
|--|---|--|---------------------------|--------------------------|
|  | State Fiscal Year<br>2000/2001 Baseline | State Fiscal Year<br>2001/2002 Request | Increase or<br>(Decrease) | Explanation<br>Reference |
| Central Processing Charges<br>(if applicable)  |   |  |                           |                          |
| Maintenance Contractor Charges   |   |  |                           |                          |
| Overhead/Indirect Charges  |   |  |                           |                          |
| <b>RECURRING CONSORTIA COST<br/>TOTAL</b>  |   |  |                           |                          |

**TABLE 5: NON-RECURRING CONSORTIA M&O COST SUMMARY**

|  |  |  |
|--|--|--|
| Include non-recurring costs to maintain system functionality or to correct errors or deficiencies present in the software or hardware. All non-recurring costs must be itemized and explained on the appropriate Justification Worksheet. Enhancements or upgrades that modify system functionality <b>cannot</b> be included as either a recurring or non-recurring M&O cost. |  |  |
| <i>Hardware/Operating Systems Software required for staff increases and equipment obsolescence.</i><br><b>Enter annual non-recurring costs by M&amp;O Project # from the Total columns on the “Hardware/Operating Systems Software” Justification Worksheet.</b>   |  |  |
| <i>Part 1</i><br><b>Hardware/Operating Systems Software</b>  | <b>State Fiscal Year<br/>2001/2002</b> | <b>Account Number<br/>(To be completed by PRISM staff)</b> |
| • <b>M&amp;O Project # C1</b>  |  |  |
| • <b>M&amp;O Project # C2</b>  |  |  |
| <b>Subtotal</b>  |  |  |
| <i>Application Software Modifications are limited to maintaining system functionality, e.g., Y2K.</i><br><b>Enter annual non-recurring costs by M&amp;O Project # from Total columns on “Application Software Modification ” Justification Worksheet.</b>  |  |  |
| <i>Part 2</i><br><b>Application Software Modification</b>  | <b>State Fiscal Year<br/>2001/2002</b> | <b>Account Number<br/>(To be completed by PRISM staff)</b> |
| • <b>M&amp;O Project # C3</b>  |  |  |
| • <b>M&amp;O Project # C4</b>  |  |  |
| <i>Subtotal</i>  |  |  |
| <b>NON-RECURRING CONSORTIA COST<br/>TOTAL</b>  |  |  |

Enclosed is a copy of the current EDP service agreement as required by Federal Regulations 45 Part 95.621(e). The County is fully accountable for all requirements specified under State Division 28 Regulations, the IV-D State Plan and Federal Regulations 45 CFR Parts 95 and Parts 301-307.

Signature:

\_\_\_\_\_  
Local Child Support Agency Director

\_\_\_\_\_  
Date

**TABLE 6: FOOTNOTE SHEET FOR “EXPLANATION REFERENCES”**

|   |   |
|---|---|
| 1 | Management staffing remains at 1 PY with a 5% wage increase equaling \$6,250. Technical staffing increased by .5 PY for new part-time position at a starting salary of \$80,250. Additionally, current 2 PYs received a 5% wage increase equaling \$3,210. Support staffing remains at 1 PY with a 2% wage increase equaling \$208. Contractual support documentation enclosed.       |
| 2 | Personnel Charges (Contractor & County) wages increased by \$10,000 over last SFY. Documentation that supports yearly COLAs is attached.  |
| 3 | Production charges decreased in FY 2001/02 by \$100,000 because County IT/DP reduced production rates.  |
| 4 | In SFY 2000/01, purchased 200 new PCs. This purchase decreases the yearly lease by \$60,000.  |
| 5 | Printer warranty expired. Printer purchased in SFY 2000/01 created the need for a maintenance agreement in the amount of \$9,500 in FY 2001/02. Additionally, the baseline amount increased due to the additional M&O generated through SFY2000/01 non-recurring purchase of PCs for the amount of \$5,500. The maintenance contract is enclosed for the State’s review and approval. |
| 6 | Software Maintenance Application reduced this SFY due to the county’s earlier transition to a Consortium System.  |
| 7 | Additional M&O needed for maintenance contract for the 25 new PCs being purchased this SFY 2001/02. (See EDP M&O Project #1)  |
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NON-RECURRING M&O COST  
JUSTIFICATION WORKSHEET

M&O PROJECT # 1

| <b>HARDWARE / OPERATING SYSTEMS SOFTWARE</b>   |
|--|
| <p><b>Description</b></p> <p>Need to purchase 25 new PCs and 2 LaserJet printers for 25 new staff beginning in the LCSA by March 2001.</p>   |
| <p><b>PROJECT CONTACT:</b> <u>Cathy MacRae</u></p> <p><b>County</b> <u>Example</u></p> <p>Phone: <u>(916) 464-5359</u> Email <u>cathy.macrae@dcss.ca.gov</u> Fax <u>(916) 464-5335</u></p> |

| <b>ESTIMATED NON-RECURRING PROJECT COSTS</b>                         |                                    |
|--|------------------------------------|
| <b>M&amp;O Project Cost Categories</b>                               | <b>State Fiscal Year 2001/2002</b> |
| County Personnel   |                                    |
| Contractor Services  |                                    |
| Hardware   | \$ 36,000                          |
| Software   |                                    |
| Other:   |                                    |
| Other:   |                                    |
| <b>TOTAL</b><br>(Enter annual totals on Table 3, Part 1)             | <b>\$ 36,000</b>                   |
| <b>ESTIMATED ADDITIONAL RECURRING COSTS</b>                          |                                    |
| <b>M&amp;O</b><br>(Enter annual totals on Table 1, Add'l M&O . . . ) | <b>\$ 8,000</b>                    |
| <b>TOTAL</b>   | <b>\$ 8,000</b>                    |

**PROJECT SUMMARY: NARRATIVE**

I. STATEMENT OF PROBLEM:

The County requests approval to acquire additional/replacement hardware, operating or office software to address **(PLEASE ONLY CHECK ONE BOX PER PROJECT)**:

- Increase in staffing due to caseload growth.
- Hardware obsolescence.
- New capacity/processing requirements.
- Other business need. Please explain business need:



NON-RECURRING M&O COST  
 HARDWARE/OPERATING & OFFICE SOFTWARE  
 M&O PROJECT # 1

To meet current needs, the following hardware/software is required:

| Qty | Hardware/Software   | Purchase Cost    | Maintenance Cost  |
|-----|---|------------------|---|
| 25  | Pentium III, 450 Mhz loaded w/ SW (does not include GroupWise e-mail) | \$ 27,500        | \$ 8,000 (NOT under warranty for the purpose of this example) |
| 2   | LaserJet Printers   | \$ 8,500         | \$ 0 (under warranty)   |
|     |   |                  |   |
|     |   |                  |   |
|     |   |                  |   |
|     | <b>TOTAL</b>  | <b>\$ 36,000</b> | <b>\$ 8,000</b>   |

(Attach an itemized list if more space is needed.)

II. SCHEDULE:

| Major Tasks             | Start Date       | Completion Date  |
|-------------------------|------------------|------------------|
| Purchase PCs & Printers | December 3, 2001 | February 1, 2002 |
|                         |                  |                  |
|                         |                  |                  |
|                         |                  |                  |

III. COMPETITIVE PROCUREMENT:

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement

A copy of the proposed contract / purchase order is enclosed for review and approval.

If the procurement is non-competitive (sole-source), please provide justification:

NON-RECURRING M&O COST  
JUSTIFICATION WORKSHEET

M&O PROJECT # 2

| <b>HARDWARE / OPERATING SYSTEMS SOFTWARE</b>   |
|--|
| <p><b>Description</b></p> <p>Need to purchase 10 PCs as part of the county-wide replacement schedule. The county is currently replacing Pentium 133 Mhz systems with Pentium III, 450 Mhz systems. The Pentium 133s are more than 3 years old, which follows the State and federal guidelines for replacement schedules.</p> |
| <p><b>PROJECT CONTACT:</b> <u>    Cathy MacRae    </u><br/> <b>County</b> <u>    Example    </u><br/>                     Phone: <u>    (916) 464-5359    </u> Email <u>    cathy.macrae@dcss.ca.gov    </u> Fax <u>    (916) 464-5335    </u></p>   |

| <b>ESTIMATED NON-RECURRING PROJECT COSTS</b>                         |                                    |
|--|------------------------------------|
| <b>M&amp;O Project Cost Categories</b>                               | <b>State Fiscal Year 2001/2002</b> |
| County Personnel   |                                    |
| Contractor Services  |                                    |
| Hardware   | \$ 11,000                          |
| Software   |                                    |
| Other:   |                                    |
| Other:   |                                    |
| <b>TOTAL</b><br>(Enter annual totals on Table 3, Part 1)             | <b>\$ 11,000</b>                   |
| <b>ESTIMATED ADDITIONAL RECURRING COSTS</b>                          |                                    |
| <b>M&amp;O</b><br>(Enter annual totals on Table 1, Add'l M&O . . . ) | <b>\$ 0</b>                        |
| <b>TOTAL</b>   | <b>\$ 0</b>                        |

**PROJECT SUMMARY: NARRATIVE**

I. STATEMENT OF PROBLEM:

The County requests approval to acquire additional/replacement hardware or operating systems software to address (**PLEASE ONLY CHECK ONE BOX PER PROJECT**):

- Increase in staffing due to caseload growth.
- Hardware obsolescence.
- New capacity/processing requirements.
- Other business need. Please explain business need:

NON-RECURRING M&O COST  
 HARDWARE/OPERATING SYSTEMS SOFTWARE  
 M&O PROJECT # 2

To meet current needs, the following hardware/software is required:

| Qty | Hardware/Software   | Purchase Cost    | Maintenance Cost      |
|-----|---|------------------|-----------------------|
| 1   | Pentium III, 450 Mhz loaded w/ SW (does not include GroupWise e-mail) | \$ 11,000        | \$ 0 (under warranty) |
|     |   |                  |                       |
|     |   |                  |                       |
|     |   |                  |                       |
|     |   |                  |                       |
|     | <b>TOTAL</b>  | <b>\$ 11,000</b> | <b>\$ 0</b>           |

(Attach an itemized list if more space is needed.)

II. SCHEDULE:

| Major Tasks  | Start Date     | Completion Date   |
|--------------|----------------|-------------------|
| Purchase PCs | August 1, 2001 | September 1, 2001 |
|              |                |                   |
|              |                |                   |
|              |                |                   |

IV. COMPETITIVE PROCUREMENT:

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement

A copy of the proposed contract / purchase order is enclosed for review and approval.

If the procurement is non-competitive (sole-source), please provide justification:

**NON-RECURRING M&O COSTS  
JUSTIFICATION WORKSHEET**

M&O PROJECT #     3    

| APPLICATION SOFTWARE MODIFICATION  |
|--|
| <p><b>Description</b></p> <p>County needs to increase the length of the identification field from 9 characters to 11 characters for continued sequential caseload numbering.</p>   |
| <p><b>PROJECT CONTACT:</b> <u>    Cathy MacRae    </u><br/> <b>County</b> <u>    Example    </u><br/>                     Phone: <u>    (916) 464-5359    </u> Email <u>    cathy.macrae@dcss.ca.gov    </u> Fax <u>    (916) 464-5335    </u></p> |

| ESTIMATED NON-RECURRING PROJECT COSTS                               |                                |
|---|--------------------------------|
| M&O Project Cost Categories   | State Fiscal Year<br>2001/2002 |
| County Personnel  |                                |
| Contractor Services   | \$ 20,000                      |
| Hardware  |                                |
| Software  |                                |
| <b>TOTAL</b><br>(Enter annual total on Table 3, Part 2)             | <b>\$ 20,000</b>               |
| ESTIMATED ADDITIONAL RECURRING COSTS                                |                                |
| <b>M&amp;O</b><br>(Enter annual total on Table 1, Add'l M&O . . . ) | \$ 0                           |
| <b>TOTAL</b>  | <b>\$ 0</b>                    |

PROJECT SUMMARY: NARRATIVE

I. STATEMENT OF PROBLEM:

The proposed application software modification maintains current system functionality and is needed to address:

Caseload has grown tremendously, therefore creating the need for additional caseload sequential numbering. If funding request is not granted, the application runs the risk of duplication errors in the numbering system.

NON-RECURRING M&O COSTS  
APPLICATION SOFTWARE MODIFICATION  
PROJECT # 3

II. PROPOSED PROJECT SCHEDULE:

| Major Tasks            | Start Date        | Completion Date    |
|------------------------|-------------------|--------------------|
| Begin Design           | July 15, 2001     | August 15, 2001    |
| Review Design w/ Team  | August 16, 2001   | August 31, 2001    |
| Implement Final Design | September 1, 2001 | September 20, 2001 |
|                        |                   |                    |
|                        |                   |                    |
|                        |                   |                    |

III. COMPETITIVE PROCUREMENT:

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement.

Please provide a copy of the proposed contract for review and approval.

If the procurement is non-competitive (sole-source), please provide justification:

# **INTERIM SYSTEMS ENHANCEMENT GUIDELINES AND INSTRUCTIONS**

# INTERIM SYSTEMS ENHANCEMENT FUNDING REQUESTS

## GUIDELINES / INSTRUCTIONS

### General Rules:

- The federal definition of Enhancements is as follows: *Modifications which change the functions of software and hardware beyond their original purposes, not just to correct errors or deficiencies which may have been present in the software or hardware, or to improve the operational performance of the software or hardware.*
- The Welfare and Institutions Code Section 10085(d), as added by Assembly Bill 150, (Chapter 479, Statutes of 1999), prohibits counties from enhancing or expanding an interim child support automation system without the Director of the Department of Child Support Services' (DCSS) specific approval.
- The State must make “a finding that the enhancement or expansion costs are necessary to maintain existing levels of service, accommodate changes in state or federal law, or will result in increased short-term program performance and is otherwise cost effective.”
- It is not the intent of ACF to provide FFP to make the interim systems Family Support Act of 1988 (FSA 88) and PRWORA compliant. However, ACF will consider FFP for additional Federal and State regulatory requirements and State business practices on a case-by-case basis when it is determined by ACF to be cost/collection beneficial and across all interim consortia systems.
- Currently, budget language is proposed that will allow counties the opportunity to “rollover” funding allocations and expenditures from State Fiscal Year 2001/02 to 2002/03. If passed, this budget language will only affect Conversion and Enhancement activities, and not EDP M&O activities.
- As discussed in the January PRISM Advisory Group meeting, the State anticipates the following enhancements may be necessary during SFY 2001/02, and requests the consortia lead counties to include estimates for the following enhancements activities:
  1. IV-A – IV-D Interface for CalWin
  2. Case Closure
  3. Fair Hearing and Complaint Resolution Process
  4. Data Reliability (CS 155 and CS 156 Reports)
  5. IFCR – Enhancements for any new source of information that may become available
  6. Rhode Island Interface for Insurance Settlement

7. Accounting Reconciliation and Adjustment Process (CS 800 – CS 820)

- Counties that will still be operating on a Legacy system past June 30, 2001 should submit enhancement requests for:

1. Data Reliability (CS 155 and CS 156 Reports)



**ENHANCEMENT REQUEST FORM**

**Enhancement Project # \_\_\_\_\_**

Local Child Support Agency, County of: \_\_\_\_\_

LCSA/County Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

**I. STATEMENT OF PROBLEM (This must include a brief description of the enhancement.)**

A. The county requests funding approval to enhance the county’s existing Child Support system to comply with (check one):

- 1. \_\_\_\_\_ new State/Federal program mandate(s) not currently supported by the existing system. Please identify specific mandate.
  
- 2. \_\_\_\_\_ new court ordered program requirement. Please identify court order.
  
- 3. \_\_\_\_\_ other. Please identify.

B. The Local Child Support Agency operates a fully automated child support system. The County has conducted an alternatives analysis for this enhancement and keeps documentation on file for audit purposes. The results of this analysis are the basis for the proposal in this request. The major tasks, start dates, and estimated completion dates to implement the required enhancements are:

| <b>Major Tasks</b> | <b>Start Date</b> | <b>Completion Date</b> |
|--------------------|-------------------|------------------------|
|                    |                   |                        |
|                    |                   |                        |
|                    |                   |                        |

**II. ALTERNATIVES CONSIDERED**

State the alternatives considered, the estimated costs and the reason for selecting the proposed solution presented in this request.

**III. COST BENEFIT**

The proposed enhancement will enable the county to comply with mandated requirements in a cost effective manner. Estimated benefits/cost avoidance are quantified as follows:

- A. Benefits (e.g., increased collections).
- B. Cost avoidance (e.g., loss of collections, penalties, and overtime).

**IV. PROPOSED BUDGET**

- A. The county has itemized all anticipated one-time costs below related to the proposed enhancement (e.g., system analysis/design, programming, testing, training and implementation). The county has indicated whether work will be performed by in-house or contractor personnel. If both in-house and contractor personnel are used, their costs are shown on separate lines.

| TASKS | Staff Resource (In-house/ Vendor) | Estimated Hours | Estimated Costs – Year 1 | Estimated Costs – Year 2 | Estimated Costs – Year 3 | Estimated Costs – Year 4 | Estimated Costs – Year 5 |
|-------|-----------------------------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|       |                                   |                 |                          |                          |                          |                          |                          |
|       |                                   |                 |                          |                          |                          |                          |                          |
|       |                                   |                 |                          |                          |                          |                          |                          |
|       |                                   |                 |                          |                          |                          |                          |                          |

- B. Hardware/software requirements (in applicable):

| Quantity      | Hardware | Purchase Year | Purchase Cost | Annual Ongoing Maintenance Cost |
|---------------|----------|---------------|---------------|---------------------------------|
|               |          |               |               |                                 |
|               |          |               |               |                                 |
| <b>Total:</b> |          |               |               |                                 |

**V. COMPETITIVE PROCUREMENT**

The county will comply with competitive procurement procedures as defined in 45 CFR Part 74, Subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- \_\_\_\_\_ a. Purchase through a county master purchase agreement.
- \_\_\_\_\_ b. Purchase through a state master purchase agreement, e.g. CMAS (California Multiple Awards Schedule).
- \_\_\_\_\_ c. Conduct a competitive procurement through the county purchasing office.

A copy of the proposed contract/purchase order is enclosed for review and approval. If the procurement is non-competitive (e.g. sole-source), please provide justification.

**VI. REGULATIONS**

The county understands that this request form is an expedited process to meet immediate needs. The County remains fully accountable for all requirements specified under State Division 28 Regulations, Section 28-110 and Federal Regulations 45 CFR 95.605 and 95.611.

Signature:

\_\_\_\_\_

Local Child Support Agency Director

\_\_\_\_\_

Date

**NON-RECURRING M&O COST  
JUSTIFICATION WORKSHEET  
M&O PROJECT # \_\_\_\_\_**

| <b>HARDWARE / OPERATING SYSTEMS SOFTWARE</b>  |
|---|
| <b>Description</b>  |
| <b>PROJECT CONTACT:</b> _____ <b>County</b> _____<br>Phone: _____ Email _____ Fax _____ |

| <b>ESTIMATED NON-RECURRING PROJECT COSTS</b>                        |  |
|---|--|
| <b>M&amp;O Project Cost<br/>Categories</b>                          | <b>State Fiscal Year<br/>2001/2002</b> |
| County Personnel  |  |
| Contractor Services   |  |
| Hardware  |  |
| Software  |  |
| Other:  |  |
| Other:  |  |
| <b>TOTAL</b><br>(Enter annual totals on Table 3, Part 1)            |  |
| <b>ESTIMATED ADDITIONAL RECURRING COSTS</b>                         |  |
| <b>M&amp;O</b><br>(Enter annual totals on Table 1, Add'l M&O . . .) |  |
| <b>TOTAL</b>  |  |

**SUMMARY: NARRATIVE**

**I. STATEMENT OF PROBLEM:**

The County requests approval to acquire additional/replacement hardware or operating systems software to address (**PLEASE ONLY CHECK ONE BOX PER PROJECT**):

- Increase in staffing due to caseload growth.
- Hardware obsolescence.
- New capacity/processing requirements.
- Other business need. Please explain business need:

NON-RECURRING M&O COST  
 HARDWARE/OPERATING SYSTEMS SOFTWARE  
 M&O PROJECT # \_\_\_\_\_

To meet current needs, the following hardware/software is required:

| Qty | Hardware/Software | Purchase Cost | Maintenance Cost |
|-----|-------------------|---------------|------------------|
|     |                   |               |                  |
|     |                   |               |                  |
|     |                   |               |                  |
|     |                   |               |                  |
|     |                   |               |                  |
|     |                   |               |                  |
|     | <b>TOTAL</b>      |               |                  |

*(Attach an itemized list if more space is needed.)*

**II. SCHEDULE:**

| Major Tasks | Start Date | Completion Date |
|-------------|------------|-----------------|
|             |            |                 |
|             |            |                 |
|             |            |                 |
|             |            |                 |
|             |            |                 |

**III. COMPETITIVE PROCUREMENT:**

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement

A copy of the proposed contract / purchase order is enclosed for review and approval.

If the procurement is non-competitive (sole-source), please provide justification:

**NON-RECURRING M&O COSTS  
JUSTIFICATION WORKSHEET  
M&O PROJECT # \_\_\_\_\_**

| <b>APPLICATION SOFTWARE MODIFICATION</b>  |
|---|
| <b>Description</b>  |
| <b>PROJECT CONTACT:</b> _____ <b>County</b> _____<br>Phone: _____ Email _____ Fax _____ |

| <b>ESTIMATED NON-RECURRING PROJECT COSTS</b>                       |  |
|--|--|
| <b>M&amp;O Project Cost<br/>Categories</b>                         | <b>State Fiscal Year<br/>2001/2002</b> |
| County Personnel   |  |
| Contractor Services  |  |
| Hardware   |  |
| Software   |  |
| <b>TOTAL</b><br>(Enter annual total on Table 3, Part 2)            |  |
| <b>ESTIMATED ADDITIONAL RECURRING COSTS</b>                        |  |
| <b>M&amp;O</b><br>(Enter annual total on Table 1, Add'l M&O . . .) |  |
| <b>TOTAL</b>   |  |

**PROJECT SUMMARY: NARRATIVE**

**I. STATEMENT OF PROBLEM:**

The proposed application software modification maintains current system functionality and is needed to address:

NON-RECURRING M&O COSTS  
APPLICATION SOFTWARE MODIFICATION  
M&O PROJECT # \_\_\_\_\_

**II. PROPOSED PROJECT SCHEDULE:**

| Major Tasks | Start Date | Completion Date |
|-------------|------------|-----------------|
|             |            |                 |
|             |            |                 |
|             |            |                 |
|             |            |                 |
|             |            |                 |
|             |            |                 |

**III. COMPETITIVE PROCUREMENT:**

The County will comply with competitive procurement procedures defined in 45 CFR part 74, subpart P when acquiring services from private vendors or consultants. If the county plans to use contractor personnel, please indicate how the county plans to comply with this requirement:

- Purchase through a County Master Purchase Agreement.
- Purchase through a State Master Purchase Agreement, e.g. CMAS
- Conduct a competitive procurement.

Please provide a copy of the proposed contract for review and approval.

If the procurement is non-competitive (sole-source), please provide justification: