

☐ CalSAWS DD&I☒ C-IV M&O☐ CalWIN M&O☒ LRS M&E

Distribution Date:	February 2, 2021
To:	Fiscal Administrative and Management, Technical and Help Desk, PPOC.40, and Regional Project Managers (RPMs)
CIT Name:	CalSAWS End of Year County Purchases (State Fiscal Year 20/21)
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

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| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input checked="" type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input checked="" type="checkbox"/> Technical
<input type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to:</p> <ul style="list-style-type: none"> • Provide information on the periods for completing County Purchases such that the County's expenditures may be posted in State Fiscal Year 20/21. • This CIT affects all C-IV and LRS Counties. This does not affect CalWIN Counties. <p>Note: In preparation for the upcoming CalSAWS migration, the CalSAWS Project Management Office (PMO) will be issuing further guidance on the County Purchase Process.</p> <p>Background County Purchases are goods or services purchased through CalSAWS (C-IV and LRS Contracts) using County funds, as opposed to Project funds. The majority of County Purchase requests submitted by the CalSAWS Counties relate to equipment and software purchases.</p> <p>County Action For equipment and software related requests that would be procured through the C-IV Contract, the table below identifies due dates for submitting County Purchase</p>
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requests via the CA Service Desk Manager Change Order process, or the new ServiceNow Change Order process, as well as due dates for providing signed County Purchase documents and approved County Advance Planning Documents ("APDs") to the CalSAWS Project team. Please note that these dates apply to most equipment and software County Purchases; currently known exceptions to these dates are provided in the Exceptions table below.

The Project team will assess each CA Service Desk Manager Change Order or ServiceNow Change Order as it is submitted and notify the County if there are any issues with completing the request in this State Fiscal Year, including obtaining the date the County must receive an invoice in order to post the expenditure against State Fiscal Year 20/21.

Services-related requests in connection with the C-IV Contract or the LRS Contract will be assessed on a case-by-case basis. The due dates provided in the table below do not apply to Services-related requests.

Purchase Description	Due Date for CA Service Desk Manager or ServiceNow Change Order	Due Date for Approved County Purchase and Approved APD
Standard Equipment and Software Purchases (i.e., workstations, workstation memory upgrades, Windows upgrades, scanners, monitors, black/white printers, most Cisco equipment under \$5,000, etc.)	2/26/2021	4/23/2021
Support Renewals for Equipment and Software purchased through executed (already approved) County Purchases	3/26/2021	5/14/2021

Exceptions:

- 1) All Cisco equipment with a unit price of \$5,000 or greater (i.e., Cisco Catalyst 3750 48-Port Switch, Cisco 3945 Router) has an estimated lead time of up to 180 days for delivery. Such requests will be handled on a case-by-case basis.
- 2) Requests for Lobby Management Kiosks and Facilitated Access Control Tablets ("FACTs") will be handled on a case-by-case basis.
- 3) All non-standard hardware and software requests (i.e., color printers, any Cisco or Call Center related software) will be handled on a case-by-case basis.
- 4) Requests for Services only, "Services Purchases," will be handled on a case-by-case basis.
- 5) Requests for new sites or site expansions will be handled on a case-by-case basis.
- 6) Requests relating to Central Print (i.e., mail enclosures, IVR mailings) will be handled on a case-by-case basis. Please note that

	<div> <p>requests for mail enclosures must be submitted via the C-IV application (rather than CA Service Desk Manager) per CIT 0027-11 - <i>Process for Mail Enclosure Requests</i>.</p> </div> <p>Additional Information</p> <p>For equipment and software requests that would be procured under the C-IV Contract, please reference Volume VII, Appendix J, Procure 05 of the System Operations and Support Plan ("SOSP") for the County Purchase process. The SOSP is located on the C-IV Project Web Portal.</p> <p>If you have any questions about the content of this CIT, please contact the Primary Project Contact.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Michael Setz (916) 800-5351 setzm@calsaws.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Shanna Armstrong (916) 851-3219 armstrongs@calsaws.org</p>
Attachments:	None
Web Portal Link:	<div> <div></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder. </div>