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Distribution Date:	May 25, 2021
To:	Fiscal.Admin.Mgmt.18 and Fiscal.Admin.Mgmt.40 CC: PPOC.18; PPOC.40; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; Consortium.RegionalManagers.R6; PMO.Fiscal; Holly Murphy; Girish Uppal; Britt Carlsen; Diana Lam; Melissa Gates; Tracy Berhel; Stephanie Aragon; Fue Kue; Chia Thao
CIT Name:	Updated Template for County Advance Planning Documents
From:	CalSAWS PMO Fiscal

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

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| <input type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
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| <input type="checkbox"/> CMSP | <input type="checkbox"/> Security |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Migration |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> C4Yourself | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Your Benefits Now! | <input type="checkbox"/> Training |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Help Desk |
| <input checked="" type="checkbox"/> Other: County budget staff | |

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to distribute the updated County Advance Planning Document (APD) Template, which has been revised by the Office of Systems Integration (OSI) to clearly identify APDs that are related to CalSAWS county purchases (a.k.a. county directs).</p> <p>Background</p> <p>On May 21, 2021, OSI sent an email communication to each county regarding the updated County APD Template, which included the updated template with instructions as an attachment. This CIT is to ensure that CalSAWS county budget staff also receive such information.</p> <p>Additional Information</p> <p>Effective May 21, 2021, all 58 counties are required to enter the respective vendor's name for the procurement method on the Cover Page of the APD if it is related to</p>
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	<p>a county purchase. If the APD is not related to a county purchase, counties do not need to list a vendor's name.</p> <p>Examples of a vendor's name could be Accenture, Gainwell, Deloitte, etc., depending on the county request. All other APD sections of the template remain unchanged.</p> <p>The updated County APD Template is provided as an attachment to this CIT. The cover page includes revised instructions.</p> <p>County Action Counties should submit their APD requests using the updated County APD Template effective immediately.</p> <p>If you have any questions about the content of this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact.</p>
Primary Project Contact: (Name, phone number, email address)	<p>For APD questions, please contact OSI's SAWS County APD Unit:</p> <p>Sudakshina Biswas SudakshinaBiswas@osi.ca.gov Phone: (916) 790-4417</p> <p>Backup: Patty Goodwin Patty.Goodwin@osi.ca.gov</p>
Backup Project Contacts: (Name, phone number, email address)	<p>For CalSAWS-related questions:</p> <p>Girish Uppal (510) 543-6244 UppalG@CalSAWS.org</p>
Attachments:	<p>CIT 0131-21 APD_OSI_County_APD_Template (1)Governor Gavin Newsom-County Purchase-Final.doc</p>
Web Portal Link:	<p></p> <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.