

*California Statewide Automated Welfare System
(CalSAWS)*

**County Purchase AM-01-2023
Amador County – Administrative Charges for Equipment
Refresh**

I. Overview:

Pursuant to Section 4.6 of Exhibit X (Maintenance and Operations (“M&O”) Extension) of the Amended Restated and Revised Leader Replacement System Agreement dated August 16, 2019 (the “Base Agreement”) between CalSAWS Consortium and Accenture LLP (“Accenture”), Amador County (“County”) has requested asset-tagging, inventory, imaging, transportation, and installation for twenty-five (25) County-provided workstations, eight (8) scanners, and two (2) printers intended for a refresh of existing equipment, as further described in this County order form (the “County Purchase”). This County Purchase documentation includes Administrative Charges and Regulatory and Administrative (“R&A”) Change Budget Services for the refresh equipment.

The scope of this County Purchase includes the following:

- Administrative Charges
- R&A Change Budget Services

Assumptions:

- *General Assumptions*
 - The charges set forth in Section III below (the “Total Charges”) are an estimate and are subject to changes at the time of ordering. The final charges will be provided to the Consortium at the time of invoicing.
 - This County Purchase does not include any new equipment (i.e., workstations, monitors, keyboards, mice, headsets, IP phones, docking stations, scanners, printers, etc.), as the County will be responsible for providing such equipment.
 - The models of the refresh equipment procured by the County must be those approved by the Consortium, as the equipment will be CalSAWS Managed equipment.
 - Equipment specifications are located on the CalSAWS Web Portal (CalSAWS Web Portal > Resources > CalSAWS Hardware Specs).
 - The County will be responsible for shipping the workstations to the CalSAWS Remote Depot in Rancho Cordova, California, where Accenture staff will asset-tag and inventory the equipment, as well as image the workstations. Once those activities have been completed, Accenture will transport the workstations to the County for installation.
 - All refresh equipment must be located at the CalSAWS Remote Depot at the outset of this project.
 - The County will be responsible for storing all equipment until installation. The County-provided storage facility must be capable of holding all equipment at the outset of this project.
 - Accenture staff will be responsible for the deployment and installation of the County-provided refresh equipment.
 - Administrative Charges will be invoiced upon receipt of the hardware at the CalSAWS Remote Depot in Rancho Cordova, California.
 - Equipment must be received at the CalSAWS Remote Depot in Rancho Cordova, California by May 31, 2024 in order for Administrative Charges to be invoiced to

the County for State Fiscal Year (“SFY”) 2023/24. Otherwise, these charges will be invoiced to the County for SFY 2024/25 and will require a revision to this County Purchase.

- Administrative Charges are included in this County Purchase for Accenture staff to perform the following tasks:
 - Asset-tag refresh equipment.
 - Transport the refresh equipment from the CalSAWS Remote Depot in Rancho Cordova, California to the County site.
 - Install the refresh equipment.
 - Accenture staff will perform such work and equipment delivery to the County site during normal business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday (with the exception of County holidays). If the County requests that such work be performed after business hours, then additional Administrative Charges and R&A Change Budget Services would apply and would require a revision to this County Purchase.
- The charges for asset-tagging, transportation, and installation for four (4) scanners, of the total eight (8) mentioned in this County Purchase, were invoiced and paid as part of County Purchase AM-01-2022. This County Purchase will cover the charges for the additional four (4) scanners requested by the County.
 - Charges for asset-tagging, transportation, and installation for the four (4) scanners in the amount of \$432.00 were invoiced to the County under invoice number 1100841599.
- R&A Change Budget Services will be worked and invoiced on a time and materials (“T&M”) basis. Invoices for such charges will be submitted to the Consortium monthly in arrears, and the Consortium will, in turn, invoice the County. R&A Change Budget Services are included in this County Purchase for Accenture staff to perform the following tasks:
 - Provide up to three (3) hours for administration of the County Purchase order. This includes the management of the County Purchase work plan, coordination with CalSAWS teams and the County, tracking of the County Purchase progress, and providing status updates.
 - R&A Change Budget Services will be worked and invoiced in SFY 2023/24, through May 31, 2024. If the County requests for hours to be performed during SFY 2024/25, then a revision to this County Purchase would be required.
 - Accenture and County will monitor the hours for R&A Change Budget Services and discuss the addition of more hours if necessary. Any additional hours required for R&A Change Budget Services would result in additional charges. These additional charges would be provided to the County in a separate County Purchase.
- Accenture will work with the County to determine the schedule for installation and deployment following approval of this County Purchase.
- The County will be responsible for procuring twenty-five (25) new workstations, which will be used to replace those already in production.
 - Because the twenty-five (25) workstations will be used for refresh, no new software licenses or Production Operations Charges for the workstations are included in this County Purchase, as the workstations would assume the software and Production Operations Charges of the piece of equipment it replaces.

- If the County would like to deploy the twenty-five (25) new workstations as growth, additional software licenses, software support, and monthly recurring Production Operations Charges per Managed workstation would apply. These additional charges would be provided to the County in a separate County Purchase.
- The County will be responsible for all facility setup, including, but not limited to furniture, electrical, HVAC, and data/electrical cabling.
- The County must (1) approve this County Purchase and (2) provide the corresponding approved Advance Planning Document (“APD”) or alternative form of authorized spending from the Office of Systems Integration (“OSI”) that supports this purchase by January 5, 2024, in order to proceed with this purchase. Otherwise, the estimates provided in this County Purchase will not be valid and a new County Purchase will be required.
- *Assumptions regarding hardware de-installation/installation:*
 - After the equipment has been delivered to the Remote Depot in Rancho Cordova, California, Accenture staff will un-package and verify the model of each workstation. All equipment will be asset-tagged, and the asset information will be entered into ServiceNow.
 - Accenture staff will be responsible for imaging the twenty-five (25) County-provided workstations.
 - The CalSAWS Network Operations Center (“NOC”) team will work closely with the County to create and test an image for the workstations. That image will be based on the Microsoft Windows 10 Enterprise operating system.
 - The County will be responsible for assisting with testing of the workstation image.
 - Testing of the image must be completed before the workstations can be imaged.
 - After these activities have been completed, Accenture will re-package the workstations for transportation to the County.
 - Accenture staff will report any defective equipment to the County, who will be responsible for replacement of the defective equipment.
- *Hardware De-Installation/Installation Assumptions:*
 - Accenture staff will perform all hardware de-installations/installations during normal business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday (with the exception of County holidays).
 - The County will provide Accenture staff with the appropriate access badges or escorts throughout the duration of the project.
 - During the time of the installations, the County will provide sufficient personnel on site to accompany and support Accenture staff with the work effort (coordination at the site, coordination with the users, storage of user files, etc.).
 - The County will provide Accenture staff with suitable parking spots on site, including an enclosed parking facility overnight and employee parking during the day.

- The County will provide Accenture staff with a conference room or similar secured area at the installation site for staging of the new equipment.
- Accenture staff will require access to all equipment, including areas inaccessible to authorized personnel.
- The Accenture will work with the County to determine a roll-out schedule for installation of the equipment.
- County staff will be responsible for moving/storing users' files before any retiring equipment is removed. Users' files will no longer be accessible once the equipment has been removed.
- County staff will be responsible for ensuring that Accenture staff can access equipment placed on desks (i.e., removal of files and decorations at each cubicle must be performed by the user prior to installation/de-installation).
- For new workstations, Accenture staff will un-package and connect all necessary cables and cords.
- The County is responsible for providing all equipment, including cables and cords.
- Accenture staff will use existing power strips. New power strips will not be provided by Accenture, nor included in this order.
- After each new workstation has been set up on a desktop and powered on, Accenture staff will join the workstation to the domain with a new workstation ID as defined by the Central Network Operations team.
- County staff will be responsible for transferring files from the server (ex., PST, etc.). Once these activities have been completed, Accenture staff will verify installation by having the User log in and access the CalSAWS Application through Google Chrome. If the User is not available at the time of installation, Accenture staff will return to this cubicle at the end of the day, or on another day at the end of the installations (if not returning to that site the next day).
- County IT staff will be responsible for post-installation configuration of all new workstations (e.g., County printers and software).
- Peripheral County equipment (e.g., PDAs, speakers, etc.) will not be connected by Accenture staff.
- The County will provide Accenture staff with access to fax machines. At the end of each day, Accenture staff will submit asset information to the CalSAWS Central Depot team via fax for tracking purposes.
- County staff will be responsible for trash removal and recycling.
- Accenture staff will shut down the retiring workstations, de-install, and transport the workstations to the County warehouse, where the County will take possession of the retiring workstations. County staff will be responsible for wiping hard drives, as well as disposal of the retiring equipment.

II. Schedule:

The charges associated with this County Purchase will be incurred during SFY 2023/24.

III. Total Charges:

The following table outlines the total charges for this County Purchase.

Total County Purchase Charges	SFY 2023/24	SFY 2024/25	Total Charges
Administrative Charges	\$3,997.00	\$0.00	\$3,997.00
R&A Change Budget Services	\$461.79	\$0.00	\$461.79
Hardware and Software Charges	\$0.00	\$0.00	\$0.00
Hardware Charges	\$0.00	\$0.00	\$0.00
Hardware Maintenance and Support Charges	\$0.00	\$0.00	\$0.00
Software Charges	\$0.00	\$0.00	\$0.00
Software Maintenance and Support Charges	\$0.00	\$0.00	\$0.00
Production Operations Charges	\$0.00	\$0.00	\$0.00
One Time Charges	\$0.00	\$0.00	\$0.00
Recurring Charges - Production Operations	\$0.00	\$0.00	\$0.00
Recurring Charges - Technical Infrastructure Services	\$0.00	\$0.00	\$0.00
Total Charges	\$4,458.79	\$0.00	\$4,458.79

IV. References:

This purchase is tracked via ServiceNow Request RITM0032666.

V. Attachment 1 to County Purchase AM-01-2023 - Pricing Schedules

COUNTY PURCHASE APPROVAL

Subject: County Purchase - AM-01-2023

The subject document is accepted as allowing Accenture LLP to proceed with the subject County Purchase.

Amador County

By: 

Printed Name: Anne Watts

Title: Director

Date: 11/28/2023

Approved As to Form
Amador County Counsel

By: 

Printed Name: Greg Gilloft

Title: County Counsel

Date: 11/28/2023

Notice Address:
10877 Conductor Blvd., Suite 200
Sutter Creek, CA 95685

CalSAWS Consortium

By: Holly Murphy
Holly Murphy (Mar 1, 2024 15:41 PST)

Printed Name: Holly Murphy

Title: CalSAWS PMO Director

Date: Mar 1, 2024

Notice Address:
CalSAWS Consortium
620 Roseville Parkway
Roseville, CA 95747

Accenture LLP

By: Arnold J. Malvick
Arnold J. Malvick (Mar 1, 2024 14:34 MST)

Printed Name: Arnold J. Malvick

Title: Accenture Project Executive

Date: Mar 1, 2024