



Additional Export of Time-On-Aid Documents

Ventura County

VN-01-2025

February 25, 2025

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/14/2025	1.0	Created Document	Brian Sikes
02/25/2025	1.1	Updated assumptions and pricing	Anna Buenviaje
02/25/2025	2.0	Delivered to Consortium	Brian Sikes
02/27/2025	2.1	Addressed Comments	Brian Sikes

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REQUESTED SERVICES

1. OVERVIEW

Pursuant to Section 8.7 of the CalSAWS Infrastructure Agreement between the CalSAWS Consortium and Gainwell Technologies LLC ("Gainwell") effective October 01, 2024, Consortium shall also have the right to order and purchase Work that is in connection with the CalSAWS System and which will be used by Consortium Members, by executing and delivering an order form that is agreed to in writing by Contractor and Consortium and executed by the applicable Consortium Member. In the event of a conflict or inconsistency between the terms and conditions of an order and this Agreement, the terms and conditions of this Agreement shall control to the extent of the conflict or inconsistency.

Ventura County ("County") has requested an incremental export load for Time-On-Aid documents.

2. SCOPE OF WORK: REQUIREMENTS AND DESIGN

The County has requested the need to export 52,238 Time-On-Aid documents from its legacy imaging system FileNet P8 to CalSAWS. This will be a one-time upload to CalSAWS, and the documents will be stored into two (2) different drawers for import: the County Case/Confidential Drawer and/or the County Quality Assurance/Quality Control ("QA/QC") Specialty Drawer, respectively. A custom script will be created and used to route documents to the appropriate drawer. Prior to import, the Gainwell will conduct testing in a non-production environment (STG) to perform validation of images and metadata and provide the results to the County.

- Gainwell will review the County-provided Import CSV file(s) prior to import for the test and Production environments.
- Gainwell will create and provide the linking file of Ventura CalSAWS case numbers and confidential mappings to CalSAWS.
- Gainwell will perform up to two (2) test imports into one (1) non-production environment and perform pre-production validation/review and provide results to the County.
- Gainwell will support up to two (2) small batch validation efforts prior to final full import. These efforts will include up to 100 documents (metadata, and

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associated page images) to be imported and reviewed in collaboration with the County.

- Gainwell will perform a post-import case number linking and confidential mapping of imported case documents using CSV.
- Gainwell will coordinate efforts between themselves and the County inclusive of:
 - Provide up to four (4) one (1)-hour meetings between the County and Gainwell
 - Provide coordination of review/validation efforts, and
 - Troubleshoot CSV formatting.

This estimate assumes a maximum volume of up to 52,238 documents.

The scope of this County Purchase includes the development of custom iScript(s) that include logic to store documents to either the Case or QA/QC drawers. If a case number provided in the CSV can be located and validated, this script will place the document in the Ventura Case or Ventura Confidential drawer. If a case number cannot be located, this script will place the document in the QA/QC drawer.

This County Purchase also includes one-time Infrastructure Change Budget Services of up to twenty (20) 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.

3. ASSUMPTIONS

3.1. FINANCIAL ASSUMPTIONS:

- a. The charges in Section 4 below, "Total Estimated Charges," are estimates and are subject to change. The estimates include taxes if appropriate.
- b. The Total Charges below reflect the scope of work outlined within this County Purchase. Any changes in scope must be mutually agreed upon by the parties involved and may result in additional charges. Any additional charges will be executed as a revision/amendment to this County Purchase.
- c. Invoicing will occur through the Consortium through standard procedures as time and materials not to exceed the total cost of this county purchase.
- d. Gainwell will work with the County to develop a schedule for this project upon

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approval of this County Purchase.

- This estimate is based on a staggered timeline based on the criticality provided by the County. Any changes to the staggered project timeline requested by the County must be reviewed and assessed by Gainwell and may result in additional Infrastructure Change Budget Services, which would be provided to the County in a revision to this County Purchase.
- e. One-Time Infrastructure Change Services will be worked and invoiced on a time and materials ("T&M") basis up to a maximum of 135 hours. Invoices for such charges will be submitted to the Consortium monthly in arrears, and the Consortium will, in turn, invoice the County. The County will be invoiced for actual hours worked.
- One-time Infrastructure Change Services are estimated to commence upon approval of this County Purchase and are subject to a mutually agreed upon schedule. Changes to this schedule must be mutually agreed upon in writing and may result in additional Infrastructure Change Services, which would be provided to the County in a revision to this County Purchase.
 - Up to 135 hours will be worked and invoiced in State Fiscal Year ("SFY") 2024/25, estimated to commence upon approval of this County Purchase. Such hours may be worked and invoiced through the end of SFY 2024/25, May 31, 2025. If the County requests more hours for SFY 2024/25 or 2025/26, a revision to this County Purchase would be required.
 - Gainwell and County will monitor the hours for Infrastructure Change Services and discuss the addition of more hours with the County if necessary. Any additional hours required for Infrastructure Change Services would result in additional charges. These additional charges would be provided to the County in a separate County Purchase.

3.2. GENERAL ASSUMPTIONS:

- a. Storage of the additional images and metadata will be covered under existing Imaging vendor SaaS agreement.
- b. Testing of scripts will leverage existing CalSAWS test environments and unmasked data.
 - This estimate includes twenty-five (25) hours of data validation/testing across the two (2) efforts in total. The County will be responsible for any additional data validation.
 - The County will be responsible for reviewing and approving the results of test

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cases performed by Gainwell.

- The County will identify and provide the appropriate County staff to support project activities throughout the term of this County Purchase.
 - The County will be responsible for generating the CSV file(s) with the metadata for the Time-On-Aid documents for testing and Production. The format will align with the existing CalSAWS Imaging Reference Guide (v2.4).
 - The County will be responsible for generating the image files corresponding to the metadata records for testing and production.
- c. Any delays caused by the County or any County-requested changes that may impact the delivery timeline may result in additional Infrastructure Change Budget Services and will require a revision to this County Purchase.
- d. Gainwell Project Leader: Oversees the timeline, resources, and coordination of all activities.

To begin this project, the County must:

Approve this County Purchase, and

Provide the corresponding approved Advance Planning Document (APD) or alternative form of authorized spending from the Office of Technology and Solutions Integration (OTSI) that supports this purchase to proceed with this

County Purchase by April 1st, 2025. Otherwise, the estimates provided in this County Purchase will not be valid and a new County Purchase will be required.

Services are assumed to begin when the following are completed:

County approves this County Purchase

County must obtain an approved APD

Consortium Approves this County Purchase

Project timelines will be collaboratively developed to meet the following:

CalSAWS release planning schedule

County target implementation month

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4. TOTAL ESTIMATED CHARGES

Total estimated charges are shown below. These are estimates based on information available as of the date of submission of this County Purchase document.

The total amount of this county purchase for is **\$ 14,976.50**, which can be found in the table below.

Total County Purchase Charges	SFY 24/25	SFY 25/26	Total Charges
One time Infrastructure Services	\$ 14,976.50	\$ 0 -	\$ 14,976.50
Recurring Infrastructure Services	\$ 0 -	\$ 0 -	\$ 0 -
Hardware and Software Charges	\$ 0 -	\$ 0 -	\$ 0 -
Hardware Maintenance and Support	\$ 0 -	\$ 0 -	\$ 0 -
Software Charges	\$ 0 -	\$ 0 -	\$ 0 -
Software Maintenance and Support Charges	\$ 0 -	\$ 0 -	\$ 0 -
Total Charges	\$ 14,976.50	\$ 0 -	\$ 14,976.50

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5. ESTIMATED PROJECT PHASE DURATIONS

Task Name	Estimated Duration	Resource(s)	Hours
Project Management	40 Days		30
<ul style="list-style-type: none"> Administration of County Purchase Order 	10 Days	Project Manager	20
<ul style="list-style-type: none"> Production Operations Management: Internal Kickoff Meeting, Perform Project Oversight, Meetings & Consultations 	30 Days	Project Manager, Developers, BA's	10
Implementation & Support	30 Days		105
<ul style="list-style-type: none"> Development 	5 Days	Developers	35
<ul style="list-style-type: none"> County Coordination 	30 Days	Business Analysts	4
<ul style="list-style-type: none"> County Support 	30 Days	Business Analysts	11
<ul style="list-style-type: none"> Execution 	5 Days	Developers	7
<ul style="list-style-type: none"> Test Support 	5 Days	Developers	6
<ul style="list-style-type: none"> Rework of Scripts 	5 Days	Developers	7
<ul style="list-style-type: none"> Data Review & Validation 	5 Days	Business Analysts	25
<ul style="list-style-type: none"> Post Migration Support 	2 Days	Business Analysts	10
TOTAL HOURS			135

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COUNTY PURCHASE APPROVAL

Subject: County Purchase VN-01-2025 - Additional Export of Time-On-Aid Documents

The subject document is accepted as allowing Gainwell Technologies to proceed with the subject County Purchase.

Ventura County

By: Melissa Lorenzen Digitally signed by Melissa Lorenzen
Date: 2025.04.02 10:45:15 -07'00'

Printed Name: Melissa Lorenzen

Title: Sr. Procurement Specialist

Date: 4/2/2025

Notice Address:

County of Ventura, Human Services Agency
855 Partridge Dr
Ventura, CA 93003

Ventura County Counsel

By: Lisa Canale Digitally signed by Lisa Canale
Date: 2025.04.01 14:58:46 -07'00'

Printed Name: Lisa Canale

Title: Assistant County Counsel

Date: 4/1/2025

Notice Address:

County of Ventura, Human Services Agency
855 Partridge Dr
Ventura, CA 93003

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CalSAWS Consortium

By: _____

Holly Murphy

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Holly Murphy

Printed Name: _____

Chief Administrative Officer

Title: _____

4/21/2025

Date: _____

Notice Address:

CalSAWS Consortium
11971 Foundation Place, 3rd Floor
Gold River, CA 95670

Gainwell Technologies

By: _____

Dawn Wilder

B3831DBEBB9E4A1...

Dawn wilder

Printed Name: _____

Account Delivery Executive

Title: _____

4/21/2025

Date: _____

Notice Address:

Gainwell Technologies
11971 Foundation Place, 3rd Floor
Gold River, CA 95670



California Health and Human Services Agency
Office of Technology & Solutions Integration
Statewide Automated Welfare System (SAWS) Project
2495 Natomas Park Drive, Suite 515
Sacramento, California 95833
(916) 263-3900



GAVIN NEWSOM
GOVERNOR

November 26, 2024

Mr. Jacques Girod
Ventura County Human Services Agency
855 Partridge Drive
Ventura, CA 93003

RE: FY 2024-25 CalSAWS Export of Time-On Aid Documents

Dear Mr. Girod,

This letter approves your Fiscal Year (FY) 2024-25 request received November 26, 2024 to purchase R&A Change Budget Services for the Ventura County Human Services Agency. I understand that this purchase will be competitively procured in accordance with state and federal guidelines.

Estimated one-time maintenance and operations costs in the amount of **\$61,819.00** are approved.

This approval is contingent upon the availability of state and federal funds. For claiming purposes, *this approval is for M&O costs only. **These costs are not eligible to be claimed as developmental costs**. Account # (APD Project #) **56-24-13360** has been assigned as a project identification number for your claiming within the County Expense Claim Reporting Information System (CECRIS), internal tracking, and audit purposes. Please now utilize this project number when claiming M&O costs in CECRIS.* If you have questions regarding the claiming of costs, please e-mail them to fiscal.systems@dss.ca.gov

If you have other questions or concerns, please contact Sudakshina Biswas at (916) 263-0478 or email her at Sudakshina.Biswas@otsi.ca.gov

Sincerely,

DocuSigned by:

8CC5804B02F141C

PATRICE YANG
SAWS Project

cc: Analyst, Fiscal Policy Bureau, CDSS
Analyst, County Expense Claim, CDSS

