

Distribution Date	November 18, 2025
To	Committee.GA.All PPOC.All
CC	Consortium.SectionDirectors; Consortium.RegionalManagers.All
CIT Name	Change to CalSAWS GAGR County Purchase Process

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

- | | |
|--|---|
| ☒ General | ☐ Reports |
| ☐ Policy | ☐ Fiscal |
| ☐ CW | ☐ Caseload Movement |
| ☐ CF | ☐ Management |
| ☐ MC | ☐ Batch and Interfaces |
| ☐ CMSP | ☐ Fiscal |
| ☐ FC/KG/AAP | ☒ GA/GR |
| ☐ Child Care | ☐ Help Desk |
| ☐ WtW | ☐ Imaging |
| ☐ Other Program(s) _____ | ☐ Security |
| ☐ BenefitsCal | ☐ Task Management |
| ☐ Customer Correspondence | ☐ Technical |
| ☐ OCAT | ☐ Training |
| ☐ Other _____ | |

Description

Purpose

The purpose of this CIT is to inform counties that any new GA/GR county specific enhancements and all SCR's scheduled beyond Release 26.05, will require a County Purchase Order (CPO).

Background

CalSAWS has a limited budget for each release to support county enhancements related to GA/GR changes. The initial goal was to cover some county enhancements within this budget. However, enhancement requests have continued to increase, exceeding CalSAWS' capacity to accommodate county-specific enhancements under the existing budget.

Additional Information

The limited budget for GA/GR will continue to be utilized to maintain GA/GR functionality. Effective immediately, all GA/GR county enhancements will require a county purchase to ensure adequate resources are available to address county requests in a timely manner.

	CalSAWS M&E funded GA/GR SCRs currently scheduled through 26.05 will not require a CPO. However, all SCRs scheduled beyond 26.05 are subject to the CPO requirement. County Actions 1. GA/GR enhancements submitted through the County Operational Request (COR) process will be reviewed by CalSAWS, and a high-level estimate will be provided to the county via email. If the County would like to proceed with the request, a county purchase/procurement request should be opened. (See attached flowchart) 2. For existing SCRs scheduled beyond 26.05 that may have been opened with a CER, CalSAWS will work with the counties to provide a high-level estimate via email, to help them determine how they wish to proceed. 3. A tentative target release date will be assigned at the creation of the SCR which will be confirmed once the signed CPO is received by CalSAWS. 4. Ongoing – Please submit a COR as soon as the need is identified.
Primary Project Contact	Jennifer Hahner hahnerje@calsaws.org If you have questions, please cc your Regional Manager for awareness.
Backup Project Contact	Adelaide Mendoza mendozaa@calsaws.org
Attachments	CIT 0140-25 County Purchase Guidelines_10222025.pdf CIT 0140-25 GA GR COR County Purchase Process 11.5.2025.pdf CIT 0140-25 - CIT 0107-25 County Operational Requests Revised.pdf
Web Portal Link	 OR You may also retrieve the CIT document and attachments by following these steps: 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 "2025" folder. 4. Click on the appropriate CIT # folder.