


Distribution Date	June 3, 2026
To	Enhanced.Lobby.Support.All; Committee.Lobby.Mgmt.All; PPOC.All; TPOC.All
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	Overview of Lobby Device Procurement Process

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

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| <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Policy <ul style="list-style-type: none"> <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"/> BenefitsCal <input type="checkbox"/> Customer Correspondence <input type="checkbox"/> OCAT <input checked="" type="checkbox"/> Other <u>Lobby Management</u> | <ul style="list-style-type: none"> <input type="checkbox"/> Reports <ul style="list-style-type: none"> <input type="checkbox"/> Fiscal <input type="checkbox"/> Caseload Movement <input type="checkbox"/> Management <input type="checkbox"/> Batch and Interfaces <input type="checkbox"/> Fiscal <input type="checkbox"/> GA/GR <input checked="" type="checkbox"/> Help Desk <input type="checkbox"/> Imaging <input type="checkbox"/> Security <input type="checkbox"/> Task Management <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Training |
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Description	<p>Purpose The purpose of this CIT is to inform Counties of the Lobby Device Procurement Process guide. This Quick Guide will be available in Communication Portal.</p> <p>Background The CalSAWS Quick Guide has been developed to provide counties with clear guidance on the process for procuring new or replacement lobby devices. This guide outlines the end-to-end steps for procuring new lobby kiosks, refreshing existing kiosk peripheral devices, and procuring or refreshing lobby tablets and printers. The CalSAWS Quick Guide will be in the below location. <div style="background-color: black; height: 20px; width: 100%; margin-top: 5px;"></div></p> <p>County Actions Counties must utilize the processes outlined in this CalSAWS Quick Guide- Lobby Device Procurement Process to procure new lobby devices and share this process with appropriate staff.</p>
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	<p>If you have questions on this CIT, please reach out to the Primary Contact and CC your Regional Manager(s).</p>
<p>Primary Project Contact</p>	<p>Sowmya Coppisetty CoppisettySV@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Rhiannon Chin ChinR@CalSAWS.org</p>
<p>Attachments</p>	<p>CIT 0097-26 CalSAWS Quick Guide-Lobby Device Procurement Process.pdf CIT 0097-26 CalSAWS Hardware Recommendation and Requirements.pdf CIT 0097-26 CalSAWS Quick Guide- Equipment Add Request Lobby Device.pdf</p>
<p>Communication Portal Link</p>	<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. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. 4. Click on the appropriate CIT # folder.