

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 7, 2003

COUNTY FISCAL LETTER NO. 03/04-12

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS**SUBJECT:** CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM ESTIMATE OF
PLANNED COUNTY-LEVEL GOODS AND SERVICES FOR STATE FISCAL
YEARS 2003-04 and 2004-05**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this letter is to request information from the counties for all planned county-level goods and services necessary to support the Child Welfare Services/Case Management System (CWS/CMS) maintenance and operations activities in State Fiscal Years 2003-04 and 2004-05.

The federal Department of Health and Human Services, Administration for Children and Families (ACF), requires the state to annually report all county-level projected CWS/CMS activities and costs. This information is needed for the ACF planning and approval processes for CWS/CMS, and is necessary to secure federal funding for all CWS/CMS related activities.

This letter transmits a "CWS/CMS Related Expenditures Estimate" (Attachment 1) and an "Estimated Price Calculation Schedule" (Attachment 2) for counties to detail their planned activities. This information will be requested on a yearly basis. The attached price calculations must be used for completing the survey. The submission of this information should be coordinated between the Child Welfare Services program and fiscal staff so that it contains the most accurate information available.

Please note that the submission of this information does not constitute, in any manner, any federal or State government agency commitment to fund these proposed activities. Additionally, the submission of these documents does not guarantee these activities and/or funds will be approved. Funding for all of the planned activities is subject to availability of State and federal funding, and State and federal approval of certain activities within fiscal thresholds detailed in Division 28. Additional information will be provided in separate All County and County Fiscal Letters regarding the procedures counties must follow to secure these approvals.

Please submit the enclosed survey forms, approved and signed by your County Director, no later than August 15, 2003. The forms should be submitted via mail to the Health and Human Services Agency Data Center CWS/CMS Project Office at:

CWS/CMS Related Expenditures Estimate
CWS/CMS Project Office
3775 N Freeway Blvd. Suite 200
Sacramento, CA 95834

Training on Statewide Automated Child Welfare Information System (SACWIS) documents, cost allocation, and claiming will be given in conjunction with the Financial Analysis and Data Systems (FAADS) meeting scheduled for August 13, 2003. This training session may be attended by two persons per county, and will be held from 9:30am-12:00pm in the auditorium at the California Department of Social Services building at 744 P Street in Sacramento. Questions regarding this training may be directed to Edna Murphy of the County Financial Analysis Bureau at (916) 654-0701.

Questions on completing the attachment, allocations or claiming may be directed as follows:

Attachments/Estimate	CMS Project Office	(916) 263-1111
Allocations	County Financial Analysis Bureau	(916) 657-3806
Claiming	Fiscal Policy Bureau	(916) 657-3440

***Original Signed by
Gloria Merk on 7/7/03***

GLORIA MERK
Deputy Director
Administration Division

Attachments

c: County Welfare Directors Association (CWDA)

CWS/CMS RELATED EXPENDITURES ESTIMATE

Counties must provide their State Fiscal Year(SFY) 2003-04 & SFY 2004-05 CWS/CMS M&O estimated cost for items needed to effectively utilize the system in support of program goals (do not include equipment which the State will be purchasing on the county's behalf). If you do not anticipate a need for an item listed, please leave it blank.

Please list estimated fiscal year (FY) costs for CWS/CMS M&O for the following categories:

			Amount for County Merit Staff	Contracted Staff (indicate competitive or sole source (SS). If SS, what vendor?)	Unit Cost of Activity	# of Activities	Total Cost
I Moves, Adds and Changes (MACs) as defined in the MAC Plan dated October 15, 1999.							
a.	Move - service costs associated with relocating an existing site to a new location or combine within an existing site.						
b.	Add - service cost to install a new site in a county and/or install an additional piece of equipment in an existing county location.						
c.	Change - service cost to upgrade a server, printer, telecommunications equipment or circuit; relocate equipment (workstation, server, printer, router, CSU/DSU,etc) within an existing site and/or delete equipment no longer part of CWS/CMS.						

ATTACHMENT 1

II. Local Network Costs:				Unit Cost of Software	# of Units	Total Cost
	Additional telecommunication line charges incurred at the county level					
III. 2000/2001 Workstation Replacement ongoing costs		Unit Cost of Hardware	# of Units	Unit Cost of Software	# of Units	Total Cost
	Costs to continue any leases initiated under the 2000/01 State provided Workstation Replacement Lease Option Program					
IV. Hardware/Software Costs						
	a. Extension of equipment warranties. Please detail equipment specifications if known.	Unit Cost of Hardware	# of Units	Unit Cost of Software	# of Units	Total Cost
	PCs					
	Laptops					
	Printers					
	Lo-speed					
	Hi-speed					
	Color					
	Telecomm equip					
	Hubs					
	Switches					
	Routers					
	CWS/CMS Application Servers (not including DataMarts, local databases)					
	H2 Server					
	H1 Server					
	Training Server					
	b. Ad hoc Reporting Costs (i.e., County Access to Data (CAD), SAS, Business Objects, Safe Measures, DataMarts, etc.) Please identify each item separately.					

ATTACHMENT 1

			Unit Cost of Hardware	# of Units	Unit Cost of Software	# of Units	Total Cost
c.	Additional equipment purchases specific to the CWS/CMS application. Please detail equipment specifications if known.						
	Replacement PCs						
	Replacement laptops						
	New/Additional PCs						
	New/Additional laptops						
	Printers						
	Lo-speed						
	Hi-speed						
	Color						
	Telecomm equip						
	Hubs						
	Switches						
	Routers						
	CWS/CMS Application Servers (not including DataMarts, local databases)						
	H2 Server						
	H1 Server						
	Training Server						
	Non-CWS/CMS servers						
	DataMart						
	Structured Decision Making (SDM)						
	other (specify usage)						
d.	Miscellaneous						

ATTACHMENT 1

V. Staffing		Amount for County Merit Staff	Contracted Staff (indicate competitive or sole source (SS). If SS, what vendor?)			
a.	Support staff for county help desk, staff training and technical support staff.					
	<i>Be sure to state business need and methodology for support staff request. Please make sure to include costs already budgeted at the state level based upon currently agreed System Support Staff levels.</i>					
			GRAND TOTAL			
<p>To assist with this request, please refer to http://www.hwcws.cahwnet.gov/forms.asp to utilize standard CWS/CMS estimating.</p>						

ESTIMATED PRICE CALCULATION SCHEDULE				
Estimated price calculation method		Effective 4/11/03		
Estimated costs include software, taxes, 3 years maintenance, burn-in and installation costs rounded up to the nearest \$100.			Tax	7.25%
		Ethernet	Token Ring	
Workstation with 17" monitor		\$1,203.88	\$1,403.88	
Software & License		\$790.77	\$790.77	
(19" monitor add \$167.50 to 17" price -- see Unit Price spreadsheet)				
Tax		\$144.61	\$159.11	
3yr. Onsite maint/burn in/ship/install		\$213.59	\$213.59	
Total		\$2,352.85	\$2,567.35	
Rounded up to the nearest \$100		\$2,400.00	\$2,600.00	
Servers				
H2 Server		\$3,833.15	\$4,033.15	
Server software		\$8,572.04	\$8,572.04	
Tax		\$899.38	\$913.88	
3yr. Onsite maint/ship		\$334.11	\$334.11	
Installation (Onsite and Offsite)		\$2,040.00	\$2,040.00	
Total		\$15,678.68	\$15,893.18	
Rounded up to the nearest \$100		\$15,700.00	\$15,900.00	
H1 Server		\$3,496.80	\$3,696.88	
Server software		\$8,572.04	\$8,572.04	
Tax		\$874.99	\$889.50	
3yr. Onsite maint/ship		\$334.11	\$334.11	
Installation (Onsite and Offsite)		\$2,040.00	\$2,040.00	
Total		\$15,317.94	\$15,532.53	
Rounded up to the nearest \$100		\$15,400.00	\$15,600.00	
Training Server		\$3,496.80	\$3,696.88	
Server software		\$8,572.04	\$8,572.04	
Tax		\$874.99	\$889.50	
3yr. Onsite maint/ship		\$334.11	\$334.11	
Installation (Onsite and Offsite)		\$2,040.00	\$2,040.00	
Total		\$15,317.94	\$15,532.53	
Rounded up to the nearest \$100		\$15,400.00	\$14,300.00	
Laptop				
		\$1,654.63	\$0.00	
Software & License		\$790.77	\$0.00	
Tax		\$177.29	\$0.00	
3yr. Onsite maint/burn in/ship/install		\$262.36	\$0.00	
Total		\$2,885.05	\$0.00	
Rounded up to the nearest \$100		\$2,900.00	\$0.00	

ATTACHMENT 2

Printers			
Lo-Speed Printer		\$819.18	\$0.00
Tax		\$59.39	\$0.00
3yr. Onsite maint/ship		\$397.33	\$0.00
Installation		\$126.00	\$0.00
	Total	\$1,401.90	\$0.00
	Rounded up to the nearest \$100	\$1,500.00	\$0.00
Hi-Speed Printer		\$1,731.66	\$0.00
Tax		\$125.55	\$0.00
3yr. Onsite maint/ship		\$679.00	\$0.00
Installation		\$126.00	\$0.00
	Total	\$2,662.21	\$0.00
	Rounded up to the nearest \$100	\$2,700.00	\$0.00
Color Printer for CAD Usage		\$1,351.91	\$0.00
Tax		\$98.01	\$0.00
3yr. Onsite maint/ship		\$999.00	\$0.00
Installation		\$126.00	\$0.00
	Total	\$2,574.92	\$0.00
	Rounded up to the nearest \$100	\$2,600.00	\$0.00
Hubs & Switches			
24 Port switch		\$769.47	\$0.00
Tax		\$55.79	\$0.00
3yr. Onsite maint/ship/install		\$1,060.00	\$0.00
	Total	\$1,885.26	\$0.00
	Rounded up to the nearest \$100	\$1,900.00	\$0.00
12 Port switch		\$692.13	\$0.00
Tax		\$50.18	\$0.00
3yr. Onsite maint/ship/install		\$836.81	\$0.00
	Total	\$1,579.12	\$0.00
	Rounded up to the nearest \$100	\$1,600.00	\$0.00
Site Wiring			
Average cost per face plate drop		\$1,500	\$1,500
Technical Support Services (Services Only, Does Not Include HW/SW)			
Server/Network Engineer		\$165/hour + travel	
Desktop/Laptop Engineer		\$123/hour + travel	
New site with server(s) installation		minimum 12 hours + \$165/hour + travel	
Add/install server to existing site		12 hours @ \$165/hr + travel	
Server upgrade from H1 to H2		8 hours @ \$165/hr + travel	
Move server to site or location		\$165/hr + travel and/or shipping	
Services for server moves include de-install, re-install network check out, new site documentation and administration.			
MAC processing including capacity planning, updates to network, county, site and logical plans, order processing and tracking.			
Call (916) 567-2957 for quotes regarding other services.			

ATTACHMENT 2

Travel expense estimate: based on per trip travel for Server/Network Engineer					
Zones 1 & 2 include travel time & mileage					
				Travel & Mileage	Overnight charge
Zone 1 North	Including Stockton, Fairfield, Marysville, Grass Valley, Placerville.			\$690	\$125
South	Including Los Angeles, Riverside, Orange			\$690	\$125
Zone 2 North	Including Merced, San Jose/San Francisco, Lakeport, Chico, Tahoe, Loyalton			\$1,050	\$125
South	Including San Diego, Santa Barbara, Barstow, Palm Springs			\$1,050	\$125
Zones 3 & 4 include travel time, mileage and overnight expenses					
Zone 3 North	Including Fresno, Monterey, Ft. Bragg, Redding, Susanville			\$1,410	\$125
South	Including Indio, Lompoc, Bakersfield, Ridgecrest			\$1,410	\$125
Zone 4 North	Including Visalia, San Luis Obispo, Crescent City, Alturas			\$1,770	\$125
South	Including Blyth, El Centro, San Luis Obispo, Bishop			\$1,770	\$125