DEPARTMENT: Child Support Services       By: Marita Green       PHONE: 966-3400

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes   No   )

1. The State Department of Child Support Services has recommended a three-year replacement schedule for hardware and software used to support the automated child support program. The current computer workstation server and two printers were purchased four ago and should be replaced as soon as possible to insure the stability of the system and be more cost effective overall.

A resolution is requested authorizing the Department of Child Support Services to expend fixed asset funds prior to adoption of the final budget for fiscal year 2002/2003 so that the equipment may be purchased and installed in a timely manner.

2. It is requested that a resolution be adopted authorizing the Department of Child Support Services to purchase workstations, one server and two printers in an amount not to exceed $30,931.00 and to waive the formal bid process to purchase the equipment from Informatix, Inc. through CAMS #3-02-70-1331C. Informatix, Inc. provides service and support to the State approved child support computer systems (CASES) used by the Department.

The cost of the equipment is totally funded, 66% Federal Funds and 34% State funds.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved expenditure of Fixed Asset funds prior to adoption of final budget and has previously approved waiving the formal bid process to purchase through a CAMS contract.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1) Approve
2) Provide alternative direction

COSTS:    ( ) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

$30,931
$  
$  
$

SOURCE:    ( ) 4/5ths Vote Required
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description: 66% Federal, 34% State Funds
Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
State Fiscal Year 2002/2003 Child Support Administrative

Final Planning Allocation letter dated June 11, 2002 Pages 1-5

Informatix, Inc. Cost Estimate Detail Pages 1-5

CLERK'S USE ONLY:
Res. No.: Ord. No.: 4273
Vote - Ayes: 7  Noes: 0
Absent: 2
Approved:  ) Denied:  )
Minute Order Attached:  ) No Action Necessary

COUNTY ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:  

C.A.O. Initials:  

The foregoing instrument is a correct copy of the original on file in this office.

Date:  
ATTEST:  MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By:  Deputy
June 11, 2002

Marita Green, Director
Department of Child Support Services
Mariposa County
P.O. Box 748
Mariposa, CA 95338-0748

Dear Ms. Green:

SUBJECT: STATE FISCAL YEAR 2002/03 CHILD SUPPORT ADMINISTRATIVE FINAL PLANNING ALLOCATION

The purpose of this letter is to provide local child support agencies (LCSA) with their State Fiscal Year (SFY) 2002/03 final planning allocation for administrative costs, including funds required for Electronic Data Processing (EDP) Maintenance and Operation (M&O) costs. This allocation is being issued prior to the signing of the SFY 2002/03 Governor’s Budget and is therefore subject to change upon enactment of the annual Budget Act effective July 1, 2002.

The initial planning allocation issued on March 29, 2002, provided a brief summary of the current budget situation and its impact on the child support program. In developing the initial planning allocations, the objective of the Department of Child Support Services (DCSS) was to align allocations more closely with projected LCSA expenditures and not to reduce the level of service or responsiveness in any LCSA. The final planning allocation retains those same objectives.

Based on additional information received from counties and release of the May Revision of the Governor’s Budget for SFY 2002/03, DCSS was able to allocate funding for critical county needs that could not be considered in the initial planning allocation. The additional funding was based on requests received from the LCSA, analysis of LCSA expenditure patterns, staffing levels, and available funds. DCSS believes that this process has produced a sound final planning allocation.
Non-EDP Administrative Allocation

The non-EDP administrative final planning allocation is comprised of three components. Attachment I details the final planning allocation for your local agency. The following describes each of the three components.

Initial Planning Non-EDP Allocation: This component is the total of the ten components of the Initial Planning Non-EDP Allocation (refer to Attachment I of the SFY 2002/03 Child Support Administrative Initial Planning Allocation Letter dated March 29, 2002).

Additional Special Consideration Adjustment: The budget sufficiency of each LCSA was re-examined on an individual basis. Based on requests received from LCSAs, spending trends, staffing levels and/or unique LCSA circumstances, adjustments were made as determined necessary and within available funds.

Phase III Transition Costs/Savings:

Adjustments in this component resulted from the approval of Phase III LCSA transitions from the District Attorney’s Office. Allocations were adjusted for costs or savings related to Phase III transition. Positive or negative adjustments were made as applicable.

EDP Maintenance and Operations Allocation

Attachment II provides the LCSAs with a conditional initial planning allocation for only EDP M&O for SFY 2002/03. The conditional allocation results from EDP M&O budget reviews pursuant to the instructions provided in the Child Support Services (CSS) letter #02-06 dated February 1, 2002.

During the EDP M&O budget review process, all activities categorized as either administrative or enhancement activities were removed from the EDP M&O budget, and the LCSA was notified by telephone.

As part of the EDP M&O budget review process, DCSS compared each LCSA request against actual expenditures claimed during SFYs 1999/00, 2000/01 and 2001/02. Funding decisions for SFY 2002/03 were based on overall individual LCSA needs compared against prior actual expenditures as well as available overall EDP funds.

The following bullets remind LCSAs of the rules and regulations associated with utilizing EDP M&O funds.

- According to *federal regulation 45 CFR 95.611(b)(2)(iii) and (iv)*, EDP contracts and contract amendments (including purchase orders and leases) that exceed
the $100,000 threshold, or have a contract time extension of more than 60 days, must be submitted for prior federal approval to the Administration for Children and Families (ACF). To meet this federal requirement, LCSAs must submit documentation to DCSS for review before submittal to ACF. Documentation must be submitted to DCSS allowing for a 30-day review period in addition to the 60-day required by ACF (a total of 90 days).

- Three items must be in place prior to the LCSA expending funds for M&O, conversion and/or enhancement projects: 1) when applicable, the LCSA must have a federally approved contract per 45 CFR 95.611(b)(2); 2) the LCSA must hold an approved DCSS letter that provides claiming account numbers; and 3) DCSS must obtain ACF's approval for funding via the Annual Advance Planning Document Update (APDU).

- The EDP M&O funding allocations in this letter are ONLY good for the upcoming SFY 2002/03, (July 1, 2002 through June 30, 2003). Any claiming account numbers utilized during SFY 2001/02 to claim EDP M&O (any account numbers beginning with the letter "N") are NO LONGER VALID FOR EDP M&O activities after June 30, 2002. The unexpended EDP M&O funding for SFY 2001/02 does not transfer or rollover to SFY 2002/03.

- All requests for EDP equipment for new staff, or EDP M&O specific projects, must be submitted to DCSS for approval and are subject to the availability of EDP funding.

This letter does not address proposed enhancement activities for SFY 2002/03. This information will be released at a later date once ACF and the Department of Finance (DOF) review and approve proposed enhancements for next year.

**Budget Execution and Oversight**

LCSAs are expected to carefully monitor their expenditures and make appropriate adjustments throughout the year to remain within the total non-EDP administrative allocation. LCSA's have the flexibility to utilize the local administrative allocation to meet their local program needs within the parameters stated within their related allocation letters. Budget category controls linked to administrative claiming are not placed on the individual components of this allocation. However, it is important to stress that the expectations for use of these funds is governed by policy directive and LCSAs are expected, for example, to have training, quality assurance program improvement (QAPI), outreach and customer service activities in place.

Likewise, LCSAs are expected to monitor their EDP M&O expenditures carefully. LCSAs are not to exceed the allocations assigned to specific claiming account numbers. Funds may not be shifted between local administration and EDP M&O or conversion-enhancements.
DCSS will also closely monitor the expenditures of each LCSA on a quarterly basis. DCSS plans to conduct a mid-year review process upon receipt of two quarters of expenditure data. At that time, DCSS will review the situation in every county and assess the need for redistribution of funds if warranted and available.

Upon enactment of the annual Budget Act effective July 1, 2002, a final allocation will be released. If EDP enhancements have been approved via the review process of the APDU by the federal government and by the State’s DOF, these allocations will also be included and sent to the Consortia Lead Counties. If you have any questions or concerns regarding the Non-EDP allocation, please contact your County Allocations and Claims Policy Team analyst (Attachment III) or Linette Kleinsasser at (916) 464-5086. If you have any questions or concerns regarding the EDP M&O allocation, please contact the LCSA’s assigned Automation Funding Approvals analyst (Attachment IV) or Cathy MacRae at (916) 464-5777.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

Attachments (4)
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<td><strong>I. INITIAL PLANNING</strong></td>
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<td>NON-EDP ALLOCATION (March 29, 2002)</td>
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<td>452,132</td>
<td>232,917</td>
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<td>SPECIAL CONSIDERATION ADJUSTMENT</td>
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<td>PHASE III TRANSITION COSTS/SAVINGS</td>
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<td><strong>NON-EDP ALLOCATION TOTAL</strong></td>
<td>685,049</td>
<td>452,132</td>
<td>232,917</td>
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<td><strong>II. EDP M &amp; O</strong></td>
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<td>RECURRING</td>
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<td>NON-RECURRING</td>
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Informatix, Inc.
649 Mission Street, Ste. 400
San Francisco, CA 94105
(415) 365-1515 fax (415) 365-1516

Cost Estimate Detail

Prepared For
Name: Mariposa DCSS
Address: 5070 Bullion Street
City: Mariposa
Phone: (209) 966-0404

Prepared By
Name: J. Hawley-Jones
Date: 07/01/2002

<table>
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<th>Unit Price</th>
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<td>HARDWARE DETAIL: Workstations: Evo D510 Convertible Minitower with Intel <a href="mailto:P4@1.8Ghz">P4@1.8Ghz</a> 512 MGI PC2100 SDRAM 20 GB Ultra ATA 100 5400 RPM Hard Drive 1.44 MB Floppy Disk Drive 16x/10x/40x DVD/DE-RW Combo w/ Roxio CD Creator Compaq TFT5017 15&quot; Flat Panel Microsoft Windows 2000 Professional SP 2 Compaq Enhanced 104-key Keyboard Compaq Scroll Mouse 32MB Intel Integrated Extreme Graphics Integrated Intel Audio with internal speaker Intel Pro/100+ NIC 3 Year Parts, Labor, Next Business Day Onsite Warranty MS XP Professional Lucent V.90 56K PCI Modem</td>
<td>$1,965.00</td>
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SubTotal $1,965.00
Shipping & Handling $58.95
State Tax @ 7.25% $142.46

TOTAL $2,166.41

Important Information to Customer:
This estimate detail is for hardware and software ONLY.
This estimate is for budget purposes only and is subject to change.
All costs quoted herein are subject to change, without notice from the manufacturer.
The Shipping/Handling estimate above is 3% of purchase price of durable goods;
Cost Estimate Detail

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<th>Description</th>
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Workstations:  
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256 MB/ PC2100 SDRAM  
20 GB Ultra ATA 100 5400 RPM Hard Drive  
1.44 MB Floppy Disk Drive  
48x CD-ROM drive  
Compaq TFT5017 15" Flat Panel  
Microsoft Windows 2000 Professional SP 2  
Compaq Enhanced 104-key Keyboard  
Compaq Scroll Mouse  
32MB Intel Integrated Extreme Graphics  
Integrated Intel Audio with internal speaker  
Intel Pro/100+ NIC  
3 Year Parts, Labor, Next Business Day Onsite Warranty  
MS XP Professional  
Lucent V.90 56K PCI Modem | $1,772.00 | $10,632.00 |

SubTotal | $10,632.00 |
Shipping & Handling | $318.96 |
State Tax @ 7.25% | $770.62 |

TOTAL | $11,721.78 |

Important Information to Customer:

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The Shipping/Handling estimate above is 3% of purchase price of durable goods;  
the exact amount will change at the time an order is placed freight-on-board (FOB).
## Cost Estimate Detail

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<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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</tr>
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<td>MS XP Professional</td>
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<td>Lucent V.90 56K PCI Modem</td>
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**Unit Price**   **TOTAL**
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$1,900.00        $5,700.00

**SubTotal**  **$5,700.00**

**Shipping & Handling**  **$171.00**
**State Tax @ 7.75%**  **$413.25**

**TOTAL**  **$6,284.25**

---

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**Informatix, Inc.**

649 Mission Street, Ste. 400  
San Francisco, CA 94105  
(415) 365-1515 fax (415) 365-1516

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**Cost Estimate Detail**

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<td>Phone: (209) 966-0404</td>
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<td>Duplex Unit</td>
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SubTotal $4,968.00  
Shipping & Handling $149.04  
State Tax @ 7.25% $360.18  
**TOTAL** $5,477.22

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Informatix, Inc.
649 Mission Street, Ste. 400
San Francisco, CA 94105
(415) 305-1515 fax (415) 305-1516

Cost Estimate Detail

<table>
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<tr>
<th>Prepared For</th>
<th>Prepared By</th>
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<tr>
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<tr>
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<tr>
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Server: Compaq ProLiant ML330 G2 Intel® Pentium® III 1.40GHz  
384MB Total SDRAM 133MHz  
2 - 18.2GB Ultra3 SCSI 10,000 rpm Hard Drive  
1.44 MB Floppy Disk Drive  
High Speed IDE CD ROM Drive  
Compaq S5500 Color Monitor (Carbon/silver - 15" CRT)  
Microsoft Windows 2000 with 5 Client Access Licenses  
12/24GB DDS-3 DAT Drive - Internal  
Compaq Scroll Mouse  
16MB nVidia Vanta 3D 4X AGP Graphics  
Integrated Intel Audio with internal speaker  
Intel Pro/100+ NIC  
3 Year Parts, Labor, 9 Hour x 5-Day, 4 Hour Response Time | $3,769.00  
| 5   | 1     | Windows 2000 Client Access Licenses | 27.13 | $135.65 |

SubTotal | $3,904.65  
Shipping & Handling | $117.14  
State Tax @ 7.25% | $28.39  

TOTAL | $4,304.88

Important Information to Customer:
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