

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



May 16, 2013

LCSA LETTER: 13-05

ALL IV-D DIRECTORS

SUBJECT: ELECTRONIC DATA PROCESSING
 MAINTENANCE AND OPERATIONS FUNDING REQUESTS FOR STATE
 FISCAL YEAR 2013/14

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation
 Change
 Court Order or Settlement
 Change
 Clarification requested by
 One or More Counties
 Initiated by DCSS

This letter provides the local child support agencies (LCSAs) with a preliminary Electronic Data Processing (EDP) Maintenance and Operations (M&O) allocation for State Fiscal Year (SFY) 2013/14 (Attachment I). The allocations have been adjusted to reflect the updated workstation numbers for the LCSAs that have had their SFY 2012/13 equipment refresh completed by the Department of Child Support Services (DCSS).

This letter also provides the LCSAs with the necessary information required to prepare the next cycle of EDP M&O budget requests for SFY 2013/14. DCSS requests submission of the completed EDP M&O documents by close of business on Monday, June 17, 2013.

DCSS has provided authorized LCSA representatives with access to their specific agency EDP M&O electronic budget worksheets for SFY 2013/14 through the secured LCSA website. LCSAs with a change in designated EDP M&O representatives from SFY 2012/13, or who have other issues regarding LCSA EDP website access, should contact their assigned LCSA Budget Unit Analyst for assistance.

Please use the EDP Budget form to provide your line-item budget details of the allocation. These line-item amounts should reflect your **actual needs** for SFY 2013/14, including any justification for excess funds needed over the allocation. This budget form should also include any one-time non-recurring project requests. DCSS will review these requests and **may** make a change to the allocation.

- **Memorandum of Understanding or Service Agreement:** Based on federal requirements (45 CFR 95.605 and 45 CFR 95.611), LCSAs receiving a charge back fee from their county Information Technology (IT) departments must submit a current Memorandum of Understanding (MOU) agreement for SFY 2013/14 as part of the yearly EDP budget request process. LCSAs may submit MOU documents signed by the LCSA Director to their assigned LCSA Budget Unit Analyst.

- **Contracts/Leases/Purchase Orders:** Any contracts, leases, or purchase orders equal to or greater than \$1,000,000, or contract amendments that are equal to or greater than \$1,000,000 and/or extend the schedule over 120 days, require **prior** federal approval. LCSAs must submit contracts to their assigned LCSA Budget Unit Analyst. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by the federal Administration for Children and Families.
- **Operating Expenses & Equipment:** LCSAs are required to capture direct and indirect Operating Expenses and Equipment (OE&E) costs in the EDP M&O budget associated with EDP project staff. Direct OE&E costs associated with EDP staff, such as training, travel, or any other costs must be submitted under the EDP M&O budget and directly charged whenever possible.
- **A-87 Countywide Cost Allocation Plan & Expenses:** DCSS will issue a separate A-87 account as part of the annual recurring allocation to account for each LCSA's total approved maximum A-87 expense.
- **Training PCs:** PCs used for training are funded through your Administrative allocation, not your EDP M&O Budget.
- **Child Support Enforcement Travel Expenses:** Travel budget requests and allocations in support of Child Support Enforcement (CSE) projects are budgeted and allocated separately from this funding request. Contact your assigned LCSA Budget Unit Analyst for assistance.
- **Depreciable Equipment:** EDP equipment exceeding a total acquisition cost of \$5,000 must be depreciated and claimed over a five-year period. This applies for the first and following four years of a five-year depreciation schedule.
- **Summary of Required Supporting Documents:** The following supporting documents are required to complete the SFY 2013/14 EDP Funding Request, preferably by electronic copy sent to the assigned LCSA Budget Unit Analyst:
 - a. EDP equipment inventory (updated for 2013/14).
 - b. IT MOU agreement (if receiving county IT services and charge-back fees).
 - c. Justification documentation and written quotes for non-recurring project purchases or lease requests.
 - d. Justification for excess funds needed over the allocation.

To assist the LCSAs in filling out the website forms correctly, DCSS provides the following reference documents:

- Attachment II provides definitions by the line items listed in the EDP M&O budget request form.
- Attachment III provides LCSAs with a set of guidelines and instructions to assist LCSAs in filling out the EDP M&O website budget request.

- Attachment IV details cell references.
- Attachment V provides LCSA Budget Unit Analyst assignments.

If LCSAs need to submit documents via e-mail, please refer to Attachment V for the LCSA's assigned LCSA Budget Unit Analyst. Please send all hardcopy documents to the following address:

California Department of Child Support Services
Administrative Services Division
Attention: LCSA Budget Unit
P. O. Box 419064 - MS-621
Rancho Cordova, CA 95741-9064

Once the EDP M&O budget request forms have been completed on the website, the IV-D Director will be required to submit them to DCSS. The IV-D Director's submission locks the data and serves as the Director's approval. Changes to the data after submission will require coordination with the LCSA Budget Unit Analyst.

For questions, please contact your assigned LCSA Budget Unit Analyst.

Sincerely,

[eos]

LINDA ADAMS
Deputy Director
Administrative Services Division

Attachments

FY 13/14 Initial EDP M&O Allocation

Attachment I

County	FY 13/14 Initial EDP Allocation
Statewide Total	\$ 26,062,455
Alameda	\$ 1,038,052
Butte	\$ 381,491
Central Sierra	\$ 6,830
Colusa	\$ -
Contra Costa	\$ 559,140
Del Norte	\$ 49,639
El Dorado	\$ 181,829
Fresno	\$ 1,292,482
Glenn	\$ 3,800
Humboldt	\$ 42,121
Imperial	\$ 87,633
Inyo	\$ 500
Kern	\$ 774,331
Kings	\$ 85,205
Lake	\$ 2,000
Lassen	\$ 13,000
Los Angeles	\$ 3,804,112
Madera	\$ 123,079
Marin	\$ 147,295
Mariposa	\$ 5,628
Mendocino	\$ 80,941
Merced	\$ 239,548
Modoc	\$ 1,000
Mono	\$ 350
Monterey	\$ 317,189
Napa	\$ 120,975
Nevada	\$ 247,634
Orange	\$ 1,968,270
Placer	\$ 257,396
Plumas	\$ 2,892
Riverside	\$ 1,522,174
Sacramento	\$ 1,542,138
San Benito	\$ 1,300
San Bernardino	\$ 1,337,964
San Diego	\$ 2,411,501
San Francisco	\$ 827,324
San Joaquin	\$ 397,622
San Luis Obispo	\$ 219,842
San Mateo	\$ 426,803
Santa Barbara	\$ 452,632
Santa Clara	\$ 1,217,581
Santa Cruz	\$ 213,735
Shasta	\$ 336,844
Sierra	\$ 43,702
Siskiyou	\$ 54,634
Solano	\$ 465,490
Sonoma	\$ 590,615
Stanislaus	\$ 639,295
Sutter	\$ 7,613
Tehama	\$ 5,730
Trinity	\$ 5,636
Tulare	\$ 557,199
Ventura	\$ 675,134
Yolo	\$ 199,541
Yuba	\$ 76,043

EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Table 1: Recurring LCSA M&O Costs	
A. Personnel / Services	
<i>LCSA Personnel (Rolls forward from Table 2)</i>	The LCSA staff that provide management, technical, and support services to the Child Support Enforcement (CSE) system.
<i>Contractor LCSA Services (Rolls forward from Table 2)</i>	The LCSA-held contracts directly supporting the CSE system such as: IT personnel that provide programming and/or maintenance of the CSE system, or maintenance agreements for Servers, PCs, Printers, etc.
<i>Personnel Charges (Contractor and County)</i>	Costs charged back to the LCSA from the County Information Services Division (ISD). These County ISD personnel or Contractor staff directly support the CSE system. <i>(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD.)</i>
B. LCSA's County IT/DP Shop (Contractor & County)	
<i>Production Charges</i>	The LCSA should not have production charges. Contact your LCSA Budget Unit Analyst for questions.
<i>Network Charges</i>	Costs charged back to the LCSA from the County ISD for charges associated with installation, access, or usage of wide-area networks (WAN) utilized for accessing the CSE system. <i>(Commonly included in ISD service & rate schedules, and written in an executed Memorandum of Understanding between the LCSA and the County ISD.)</i>
C. Equipment Lease & Maintenance	
<i>Network (Itemize)</i>	The LCSA-specific "local" costs related to maintenance, operation, or usage of WAN for accessing the CSE application.
<i>HW Lease (Itemize)</i>	Continuing the LCSA lease agreements on hardware, such as: mainframes, network servers, network printers, PCs. <i>(Note: The LCSA's initial lease payment for first year setup must be submitted through a non-recurring project request on Table 3.)</i>
<i>HW Maintenance (Itemize)</i>	Ongoing costs for maintenance service agreements to support CSE system hardware beyond the manufacturer's original warranty. This does not include new or replacement equipment. Depreciation charges for years two through five would be entered here.

EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Table 1: Recurring LCSA M&O Costs	
D. Software Maintenance	
<i>SW Maintenance (Itemize)</i>	Itemize all recurring software costs associated with the CSE system such as: operating systems, terminal emulators, subscriptions, licenses, etc. <i>Do not include new software purchases, enhancements or upgrades in this section.</i>
E. OE&E	
<i>Site & Facilities (Itemize)</i>	Include direct site and facilities costs associated with EDP staff located in a facility separate from the LCSA office. These costs are for EDP staff supporting the CSE system as listed in <i>Table 2: Recurring LCSA M&O Staff Resources</i> . Also include EDP share of indirect site and facilities costs whereby program and EDP project staff are co-mingled.
<i>Training (Itemize)</i>	Training associated with the LCSA personnel itemized in <i>Table 2: Recurring LCSA M&O Staff Resources</i> .
<i>Travel (Itemize)</i>	Travel associated with the LCSA personnel itemized in <i>Table 2: Recurring LCSA M&O Staff Resources</i> .
<i>Other (Itemize)</i>	Include any other direct and indirect costs associated with EDP staff listed in <i>Table 2: Recurring LCSA M&O Staff Resources</i> . The “Other” category captures all other miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as communication, printing, postage, cell phones, pagers, etc.
F. County Wide Overhead A-87	
<i>A-87 Costs</i>	Costs charged as an A-87 countywide cost allocation plan overhead expense must be listed in this section.

EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Table 2: Recurring LCSA M&O Staff Resources	
A. LCSA Personnel	
<i>Management Staff</i>	The LCSA staff that perform management activities directly related to the maintenance and operations of the CSE system. These employees are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10 percent of the time on EDP up to a full FTE entered as 1, which would represent an FTE working 100 percent on EDP.
<i>Technical Staff</i>	The LCSA staff that perform technical activities directly related to the maintenance and operations of the CSE system. These employees are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10 percent of the time on EDP up to a full FTE entered as 1, which would represent an FTE working 100 percent on EDP.
<i>Support Staff</i>	The LCSA staff that perform support activities directly related to the maintenance and operations of the CSE system. These employees are counted by FTEs. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10 percent of the time on EDP up to a full FTE entered as 1, which would represent an FTE working 100 percent on EDP.
B. Contractor(s) – List Vendors	
<i>Contractor(s) (Itemize)</i>	Contracts held directly by the LCSA that support the CSE system. <i>(Be sure to include applicable portion of a vendor's contract, if vendor provides multiple services.)</i>

EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Table 3: Non-Recurring LCSA M&O Cost Summary	
Non-Recurring LCSA M&O Cost Summary	This summary page rolls up all non-recurring LCSA EDP M&O projects as defined by the LCSAs. Includes totals for each non-recurring project, and provides a grand total of all non-recurring project costs. Acceptable non-recurring EDP M&O projects include components in the infrastructure directly used to access the CSE system, (e.g., LAN, network servers, PCs, printers), or subsystems that directly connect to or share information with the CSE system, (e.g., Voice Response Units).
Table 3 Project #X: Non-Recurring LCSA M&O Cost Justification Worksheet	
Non-Recurring LCSA M&O Cost Justification Worksheet	A detailed justification worksheet providing an explanation of a non-recurring EDP M&O project requesting new, upgrades or replacement schedules of hardware and/or software; or, IT automation solutions to maintain the existing CSE system.
<i>Description</i>	An in-depth description of a non-recurring project that includes an explanation of the new equipment to be purchased and related technical specifications. Also, identify consequences if a project is not funded. If applicable, the in-depth description needs to include the current hardware/software specifications that are being replaced.
<i>Project Contact</i>	The LCSA point of contact for DCSS staff to contact when reviewing LCSA EDP M&O funding requests. Whoever signs into the EDP system and begins the request of a non-recurring project, the <i>Project Contact</i> area will automatically populate that person's information.
<i>LCSA Personnel</i>	The total cost of LCSA staff performing IT technical services required to complete implementation of the non-recurring project described. LCSA must time study applicable staff costs and claim against the non-recurring project. These hours/FTEs/costs will be exclusive of recurring M&O staff listed in Table 2: Recurring LCSA M&O Staff Resources.
<i>Contractor Services</i>	The total cost of Contract staff performing IT technical services required to complete implementation of the non-recurring project described. The Contract staff must time study applicable costs and claim against the non-recurring project. These hours/FTEs/costs will be exclusive of recurring M&O contract staff listed in Table 2: Recurring LCSA M&O Staff Resources, Contractor(s).

EDP M&O Funding Requests

Budget Line Item Definitions

DATA	DEFINITION
Table 3 Project #X: Non-Recurring LCSA M&O Cost Justification Worksheet (continued)	
<i>Hardware</i>	The total cost of non-recurring EDP M&O project hardware supporting or interfacing with the CSE system with a cost of less than \$5,000 per unit. <i>(This equipment is minor, therefore, considered non-depreciable.)</i>
<i>Hardware: Depreciable (>=\$5,000)</i>	<p>The total cost of non-recurring EDP M&O project hardware supporting or interfacing with the CSE system with a cost of more than \$5,000 per unit.</p> <p>The LCSA funding requests for depreciable EDP hardware over \$5,000 must be depreciated on a five-year schedule, meaning that only 20 percent of the projected total depreciable hardware expense is funded by DCSS and only 20 percent of the ACTUAL total depreciable hardware expense can be claimed on the CS 356 County Expense Claim annually. Funding for years two through five should be included on <i>Table 1, Section C – Hardware Maintenance (Itemize)</i>.</p>
<i>Software</i>	The total cost of non-recurring EDP M&O operating systems, interface applications, or terminal emulation software required to support the CSE system. This category is also used for software upgrades.
<i>Statement of Problem</i>	A statement identifying what the LCSA plans to accomplish with the funds. A pull-down list provides the LCSA with allowable problem statements.
<i>Item Description</i>	Line item detail of hardware, software, LCSA Personnel, Contractor Services, or other costs summarized under the <i>Estimated Non-Recurring Project Costs</i> section.
<i>Schedule</i>	An outline that describes the major tasks for the non-recurring EDP M&O project schedule, sequentially listing task start and completion dates. <i>If a request involves depreciable hardware, the schedule start date must coincide with the date of planned purchase and implementation.</i>
<i>Competitive Procurement</i>	In accordance with Title 45, Code of Federal Regulations, Section 74.43, all procurement transactions shall promote open and free competition to the maximum extent possible. The LCSA must select the purchase method that it plans to utilize when purchasing items associated with the non-recurring EDP M&O project.

EDP M&O Funding Requests

Guidelines & Instructions

Introduction:

Each local child support agency's (LCSA's) designated budget analyst will be provided with access to the State Department of Child Support Services' (DCSS) secured website for read/write use of the Electronic Data Processing (EDP) Maintenance & Operations (M&O) forms. LCSA IV-D Directors must provide approval for the electronic submission of the LCSA's budget request.

General Rules: EDP M&O Budget Requests

- EDP budget requests, LCSA personnel staff detail costs must be filled out for EDP staff costs under Table 2, Recurring LCSA M&O Staff Resources. The salary detail will include: base salary, cost of living allowance (COLA), merit salary increases, health insurance, worker's compensation, retirement, and other.
- Provide detailed explanations for all recurring and non-recurring EDP M&O funding requests.
- When requesting funds, include any associated expenses, (i.e., tax, shipping, installation, etc.), in the funding request where appropriate. Round amounts requested to the nearest dollar.
- Unspent EDP M&O funding allocations do not "roll forward" from one state fiscal year to another.
- Report EDP equipment that staff utilizes to access the child support system.
- LCSAs must receive **prior** approval from DCSS regarding the use of cost savings associated with recurring and non-recurring project allocations.
- Do not include software upgrades as a recurring cost. If the LCSA's baseline figures currently include software upgrades, the costs need to be re-categorized into a non-recurring project(s).
- EDP staff costs must include associated Operating Expenses & Equipment (OE&E) costs.
- Training personal computers are funded through the Administrative budget and not the EDP M&O budget.
- LCSAs are required to submit an inventory list of all EDP M&O equipment.
- Any contracts, leases, or purchase orders equal to or greater than \$1,000,000, or contract amendments that are equal to or greater than \$1,000,000 and/or extend schedule over 120 days, require **prior** federal approval. LCSAs must allow for a 30-day review by DCSS with an additional 60-day review by the federal Administration for Children and Families.

EDP M&O Funding Requests

Guidelines & Instructions

Any purchases or contracts for software and hardware using EDP M&O funding require prior DCSS approval. LCSAs must submit contracts to their assigned LCSA Budget Unit Analyst.

General Rules: Non-Recurring EDP M&O Projects

- LCSAs must submit to DCSS price quotes for all hardware and software items requested in non-recurring projects.
- Non-recurring project funds are not transferable between non-recurring projects unless authorized by DCSS.
- DCSS expects LCSAs to complete all approved non-recurring EDP M&O projects as defined by the LCSAs in their original justification worksheets for the specific state fiscal year. If LCSAs fail to complete approved non-recurring EDP M&O projects within the same state fiscal year, funding must be re-requested and the project re-justified for completion in the following budget year. However, LCSAs risk receiving no additional funds in the budget year for project completion. Incomplete non-recurring EDP M&O projects will be reviewed and assessed for approval on the same basis as newly submitted non-recurring EDP M&O projects for budget year.
- For non-recurring projects that require additional LCSA staff resources above and beyond the staffing levels identified in *Table 2: Recurring LCSA M&O Staff Resources*, LCSAs need to identify these additional resource costs within the non-recurring project. Additionally, the staff must time study to the specific non-recurring projects.
- If LCSAs opt to lease equipment instead of purchase, a cost benefit analysis must be submitted to support the lease option.
- For components requested with a cost greater than \$500, the LCSA is required to maintain the component on an inventory log in accordance with federal EDP hardware inventory requirements pursuant to Title 45, Code of Federal Regulations 92.

Information Technology (IT) Agreements:

Pursuant to federal regulation Title 45, Code of Federal Regulations 95.605, LCSAs are required to maintain a service agreement or a memorandum of understanding (MOU) between the LCSA and its respective County Information Services Division (ISD). An MOU must be in place if the County ISD provides IT services at a cost to the LCSA. DCSS requires the LCSA to update the MOU annually. LCSAs must submit a copy of their current MOU during the EDP M&O budget process. Further, Title 45, Code of Federal Regulations 95.605, requires the following components be addressed in a service agreement or MOU:

EDP M&O Funding Requests

Guidelines & Instructions

- Identify Automatic Data Processing services provided by the Central Data Processing Facility.
- Identify charges associated with the services along with a schedule of expected total charges.
- Identify accounting method for services rendered and computing service charges.
- Include assurances that services provided will be timely and satisfactory.
- Include assurances that information, access, use and disposal of data will be safeguarded in accordance with Title 45, Code of Federal Regulations 205.50.
- Include period of performance.

Disposition of Equipment:

DCSS has issued an instructional letter to all LCSAs regarding clarification of federal regulations Title 45, Code of Federal Regulations 92.32. See LCSA Letter: 05-19, dated November 2, 2005.

EDP M&O Funding Requests

Guidelines & Instructions

Recurring EDP M&O Entry

The Recurring Budget Request identifies annually incurred automation expenses in support of the LCSA's Child Support Enforcement (CSE) system. Through DCSS's EDP M&O website, LCSAs request funding for annual recurring expenses associated with the designated cost categories listed in *Table 1: Recurring LCSA M&O Costs*.

LCSAs receive *Table 1: Recurring LCSA M&O Costs* populated with current state fiscal year approved baseline allocations under the heading "SFY 2012/2013 Baseline." LCSAs need to compare actual expenditures claimed versus projected costs for current year. If LCSAs anticipate not expending their entire EDP M&O allotment in the current year, the new EDP M&O request for budget year must reflect the more accurate and lesser budget amount required. Any recurring budget line item increases or decreases between current fiscal year and budget year must be explained in the "Explanation" field associated with the impacted budget line item.

TABLE 1: Recurring LCSA M&O Costs

Section A. Personnel/Services: (No input required for items 1 and 2, totals rollup from Table 2)

This cost category reports EDP IT costs as measured in full-time equivalents (FTEs) requested for LCSA Personnel and Contractor LCSA Services and includes costs to be billed to the LCSA for County ISD or Contractor staff providing CSE maintenance and operations support to the LCSA. The LCSA needs to report costs associated with IT contracts held by the County ISD in this cost category. Increased personnel COLA must be supported by documentation. (See Data Definitions attachment II, Table 2, for further explanation of cost categories). Personnel and service contracts held by the LCSA need to be submitted to DCSS for review and approval.

Section B. LCSA's County IT/DP Shop:

This cost category reports the total costs charged back to the LCSA from the County ISD for IT services provided to the LCSA in support of CSE system maintenance and operations. The LCSA is required to provide projected recurring CSE system maintenance and operations costs for the following County IT/Data Processing sub-cost categories:

Production Charges ~ The LCSA should have zero production charges. Do not enter in this field.

Network Charges ~ Include costs charged back to the LCSA for installation, access, or usage of Wide Area Network (WAN) used to access the CSE system.

EDP M&O Funding Requests

Guidelines & Instructions

Required supporting documentation for LCSA's County IT/DP Shop category:

- IT service agreements or MOUs covering the state fiscal year.
- ISD costs supporting documentation (ISD cost projections or ISD billing invoices).
- Supporting documentation for any COLA increase in IT staff costs.
- Any contracts equal to or greater than \$1,000,000 that need prior federal approval.

Section C. Equipment Lease & Maintenance:

This cost category identifies recurring costs at the local LCSA level for hardware lease and maintenance and services supporting the LCSA CSE system connectivity.

Network ~ Include costs associated with local charges for M&O of the LCSA's local WAN used for CSE system access. Services provided to the LCSA by the County ISD must be included in an MOU between the LCSA and the County ISD.

Hardware Lease ~ Include costs associated with ongoing annual lease agreement payments for hardware utilized for the CSE system. **When initiating a lease agreement, the initial lease agreement and associated payment must be requested as a one-time non-recurring project.** Further, if the LCSA opts to lease hardware instead of purchasing it, a cost benefit analysis needs to be included as part of the justification. LCSAs must receive prior federal and state approval before executing any lease agreement equal to or greater than \$1,000,000.

Hardware Maintenance ~ Include annual ongoing costs for local maintenance service agreements that are outside of the manufacturer's original purchase warranties. This is not for new or replacement equipment. Also included are any depreciation costs for years two through five of a project. These depreciation costs should be itemized.

Required supporting documentation for Equipment Lease & Maintenance category:

- IT service agreement or MOU identifying network costs.
- ISD billing invoice identifying network costs.
- Lease agreements for all leased equipment, if applicable.
- Hardware maintenance agreements, if applicable.

Section D. Software Maintenance

This cost category reflects an itemized listing of software costs associated with the LCSA's CSE system. Examples of typical recurring software costs are: operating systems, terminal emulators, subscriptions, licenses, etc.

EDP M&O Funding Requests

Guidelines & Instructions

Note: Do not include costs in this category for new software purchases or software modifications or upgrades.

Required supporting documentation for Software Maintenance category:

- Price quotes for software licenses/applications, subscriptions, and other related software maintenance costs.

Section E. OE&E

This cost category reports itemized costs for OE&E associated with LCSA staff supporting CSE system maintenance and operations. The LCSA needs to report OE&E costs applicable to each LCSA staff member as identified in *Table 2: Recurring LCSA M&O Staff Resources*. OE&E costs must be broken down into the following sub-cost categories:

Site and Facilities ~ Include direct costs related to any separate facility that houses only LCSA EDP staff listed in *Table 2: Recurring LCSA M&O Staff Resources*. For indirect site and facilities costs for LCSA EDP staff co-mingled in a facility, the LCSAs need to identify the method of sharing costs.

Training ~ Include direct costs related to the training of LCSA staff resources itemized in *Table 2: Recurring LCSA M&O Staff Resources*.

Travel ~ Include direct travel costs associated with LCSA personnel training activities as itemized in *Table 2: Recurring LCSA M&O Staff Resources*.

Overhead/Indirect ~ Include direct Overhead/Indirect costs associated with LCSA EDP staff itemized in *Table 2: Recurring LCSA M&O Staff Resources*. For indirect Overhead/Indirect costs for LCSA EDP staff, the LCSAs need to identify the method of sharing costs. Overhead/Indirect costs include external fees paid to supporting departments and/or agencies for services that indirectly support EDP M&O activities; includes ISD overhead/indirect fees.

Other ~ Include direct other costs associated with EDP staff itemized in *Table 2: Recurring LCSA M&O Staff Resources*. For indirect "Other" costs for LCSA EDP staff, the LCSAs need to identify the method of sharing costs. The "Other" category captures miscellaneous operating expenses and equipment attributable to the LCSA EDP staff such as cell phones, supplies, toner, etc.

Countywide Overhead A-87 ~ Include costs charged as an A-87 countywide cost. Allocation plan overhead expense must be listed in this section.

EDP M&O Funding Requests

Guidelines & Instructions

Required supporting documentation for *OE&E* category:

- Provide all supporting documentation for direct costs associated with LCSA EDP staff for site and facilities, Overhead/Indirect, and “Other” categories.
- Provide methodology for shared EDP costs.
- LCSA EDP staff training class schedules and course outlines; include associated travel costs with detailed methodology.

TABLE 2: Recurring LCSA M&O Staff Resources

Section A. LCSA Personnel

This section must reflect the LCSA’s IT staff resources directly involved with supporting the CSE system. This section requires an itemized list of management, technical, and support staff classifications and costs, corresponding number of months staff work in the classification, and corresponding FTEs associated with each position. FTEs indicate how many full-time and/or part-time equivalent staff makes up a particular salary cost. LCSAs must provide explanations for changes in cost and/or FTEs from SFY 2012/2013 Baseline to SFY 2013/2014 request. Increased personnel costs associated with COLA must be supported by documentation.

Section B. Contractor(s) – List Vendors

This section must reflect the LCSA’s contractor resources involved with supporting the CSE system. These contracts are held directly by the LCSA for maintenance and operations support services. This section requires an itemized input of each LCSA-held EDP M&O contract and the corresponding number of FTEs associated with each contract. For contracts in which a single vendor provides multiple services, include only the costs related to maintenance and operations of the CSE system.

Required supporting documentation for *Recurring LCSA M&O Staff Resources* category:

- Contracts between LCSA and contract vendors providing CSE maintenance and operations support to LCSA. Contracts of \$1,000,000 or more require prior federal approval, and must be submitted to DCSS.

TABLE 3: Non-Recurring LCSA Cost Summary

This Cost Summary worksheet automatically populates data rolled up from total costs of the LCSA’s non-recurring projects. The summary table is “read only” and requires no LCSA data input.

EDP M&O Funding Requests

Guidelines & Instructions

TABLE 3 PROJECT #X: Non-Recurring LCSA Cost Justification Worksheet

The *Non-Recurring LCSA Cost Justification Worksheet* provides the LCSA with the opportunity to request EDP funding for one-time, non-recurring projects. Each non-recurring project requires a detailed description and justification of the project, a detailed list of hardware/software components, project priority, and consequences if project is not approved. EDP hardware equaling \$5,000 per unit or greater must be depreciated. For non-recurring projects that require additional LCSA staff resources beyond the staffing levels identified in *Table 2: Recurring LCSA M&O Staff Resources*, LCSAs need to identify these additional resource costs within the non-recurring project under the “LCSA Personnel” line item. Likewise, if LCSAs require additional contractors to implement the non-recurring project, then resources need to be displayed on the “Contractor Services” line item.

The following information provides general line item instructions to assist LCSAs in filling out the *Non-recurring LCSA Cost Justification Worksheet* more accurately and consistently.

Description: Provide an in-depth description of the non-recurring project as follows:

- If the LCSA plans to request multiple non-recurring EDP M&O projects, identify in the description the LCSA’s project priority by using Priority #1, Priority #2, etc.
- When identifying a replacement schedule, describe the quantity, year, model, fraction of equipment replacement schedule being replaced, along with a description of new equipment to be purchased, incorporating the model and hardware specifications.
- When identifying new equipment or other business needs, describe quantity, year, and model, and justify the business need thoroughly.
- LCSAs must resubmit new funding requests for any incomplete non-recurring projects from the prior state fiscal year.
 - Explain why the project was not completed in the previous state fiscal year.
 - Explain how much was expended.
 - Explain in detail the project status and projected completion date.
 - Explain consequences if not funded in new state fiscal year.

Project Contact:

- Project contact information will be used by DCSS staff for the purpose of contacting LCSA staff to obtain project information and establish funding allocations. The project contact information populates automatically based on the user’s log-on identification.

EDP M&O Funding Requests

Guidelines & Instructions

Estimated Non-Recurring Project Costs:

LCSA Personnel ~ List total costs associated with LCSA Personnel staff required to implement the requested non-recurring project. For the purpose of deploying hardware and software, the LCSA may utilize existing LCSA staff. If the LCSA anticipates an additional resource need above the recurring EDP staff, then associated costs need to be requested in the non-recurring project. Further, any additional resources need to time-study to the specific non-recurring project.

Contractor Services ~ List total costs associated with LCSA Contractor Services staff required to implement the requested non-recurring project. For the purpose of deploying hardware and software, the LCSA may utilize established locally held recurring contracts. If the LCSA anticipates an additional resource need above the recurring EDP Contractor Services staff, then associated costs need to be requested in the non-recurring project. Further, any additional resources need to time-study to the specific non-recurring project.

Hardware ~ List the total cost of non-recurring project hardware with a unit cost of less than \$5,000. Hardware under \$5,000 per unit is considered “minor” equipment; therefore, the equipment is not depreciable. LCSAs must provide system configurations and corresponding price quotes for each requested hardware component.

Hardware: Depreciable (\geq \$5,000) ~ List total cost of non-recurring project hardware with a unit cost equal to or greater than \$5,000. LCSAs must provide system configurations and corresponding price quotes for each requested hardware component.

Software ~ List EDP software costs associated with non-recurring projects, such as new operating system software, terminal emulation software, or interface application software. This category is also used for non-recurring software upgrades.

Summary: Narrative

I. Statement of Problem:

From a pull-down menu, select an allowable problem statement to identify what the LCSA plans to accomplish with the requested funds. The pull-down menu provides categories for depreciable and non-depreciable project hardware components. If the LCSA selects “Other Business Needs” as a problem statement, an additional justification must be written in the next available field in the form. Also, in this section of the Justification Worksheet, itemize all project costs listed in the “Estimated Non-Recurring Project Costs” section. For example, itemize costs identified for each category such as, LCSA Personnel, Contractor Services, Hardware, and Software. All costs need to be itemized by Quantity, Item Description, Unit Price, and Purchase Cost.

EDP M&O Funding Requests

Guidelines & Instructions

When itemizing under section, "Statement of Problem," please utilize the following instructions:

Quantity ~ List the number of units required such as:

- LCSA Personnel ~ Include the estimated number of LCSA Personnel hours required for project completion.
- Contractor Services ~ Include the estimated number of contractor staff hours required for IT services for project completion.
- Hardware ~ Include the number of hardware components requested by the specified item.
- Software ~ Include the number of software licenses requested by the specified item.

Item Description ~ Provide component name and detailed specifications.

Unit Price ~ Enter the unit price in total dollars corresponding to hardware specifications and price quotes associated with each project; including tax and shipping costs.

Purchase Cost ~ No entry required. The Purchase Cost column will populate automatically based on unit price times quantity for each line item.

- **Note:** The total itemized summary of costs for the "Statement of Problem" section must equal the total costs under the "Estimated Non-Recurring Project Costs" section. If these figures do not match, the EDP website will not allow submission to DCSS.

II. Schedule:

LCSAs need to provide realistic non-recurring project schedules, which includes a sequential listing of the description of the major tasks and associated project start and completion dates. The scheduled start date must coincide with the planned date of purchase. The LCSA needs to develop its project schedule allowing sufficient time for procurement and project approvals required to successfully start and complete the project within the state fiscal year.

- **Note:** Depreciation of equipment begins with the actual procurement date of the depreciable hardware. The major task start date identified in the LCSA's project schedule related to hardware procurement must coincide with the actual procurement date.

EDP M&O BUDGET DISPLAY INSTRUCTIONS

Input Cell Reference	Cell Instructions
Global	To enter information into electronic forms, tab into and out of data fields. Data is retained only after using the "Save" button located at the bottom of the electronic form.
Global	Cell reference numbers are listed in the cell instructions according to order of appearance within the electronic forms.
Table 1	Recurring LCSA M&O Costs
001	No Entry. Baseline funding from prior year.
002	No Entry. Automatically populates from Table 2.
003	No Entry. Automatically calculates.
004	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
005	No Entry. Baseline funding from prior year.
006	No Entry. Automatically populates from Table 2.
007	No Entry. Automatically calculates.
008	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
009	No Entry. Sub-Total automatically calculates.
010	No Entry. Sub-Total automatically calculates.
011	No Entry. Sub-Total automatically calculates.
012	No Entry. Baseline funding from prior year.
013	Enter charges billed to the LCSA by the County ISD or Contractor staff costs that support the CSE system; exclude LCSA staff counted in Table 2.
014	No Entry. Automatically calculates.
015	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
016	No Entry. Baseline funding from prior year.
017	Enter costs charged back to the LCSA from the County ISD for data center computer systems usage directly related to the CSE system. Costs include processor time, disk storage, tape storage, etc.
018	No Entry. Automatically calculates.
019	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
020	No Entry. Baseline funding from prior year.
021	Enter costs charged back to the LCSA from the County ISD for PC network connectivity and network support. Costs include usage of LANs/WANs, installation, etc.
022	No Entry. Automatically calculates.
023	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
024	No Entry. Sub-Total automatically calculates.
025	No Entry. Sub-Total automatically calculates.
026	No Entry. Automatically calculates.
027	For SFY 13/14 request, click on the "New Item" button to create new blank lines to input separate and individual Network detail(s) and associated cost(s).
028	No Entry. Baseline funding from prior year.
029	Enter itemized charges associated with local network charges for maintenance and operation of the LCSAs' network connections.
030	No Entry. Automatically calculates.
031	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
032	SFY 13/14 request, click on the "New Item" button to create new blank lines to input separate and individual HW Lease(s) detail and associated cost(s).
033	No Entry. Baseline funding from prior year.

Input Cell Reference	Cell Instructions
034	Enter costs for continuing LCSA lease agreements for mainframes, mini-mainframes, servers, PCs, printers; excludes any start-up lease agreements/payments. Initial lease agreements and associated payment must be requested through a Non-Recurring project.
035	No Entry. Automatically calculates.
036	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
037	SFY 13/14 request, click on the "New Item" button to create new blank lines to input separate and individual HW maintenance agreement(s) detail and associated cost(s).
038	No Entry. Baseline funding from prior year.
039	Enter cost of each individual EDP equipment maintenance agreement for service outside of the manufacturer's original purchase warranty.
040	No Entry. Automatically calculates.
041	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
042	No Entry. Sub-Total automatically calculates.
043	No Entry. Sub-Total automatically calculates.
044	No Entry. Automatically calculates.
045	SFY 13/14 request, click on the "New Item" button to create new blank lines to input separate and individual SW Maintenance item(s) detail and associated cost(s).
046	No Entry. Baseline funding from prior year.
047	Enter cost of each individual EDP software maintenance service agreement.
048	No Entry. Automatically calculates.
049	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
050	No Entry. Sub-Total automatically calculates.
051	No Entry. Sub-Total automatically calculates.
052	No Entry. Automatically calculates.
053	SFY 13/14 request, click on the "New Item" button to create new blank lines and input itemized site and facilities cost(s) as apportioned to Table 2 staff.
054	No Entry. Baseline funding from prior year.
055	Enter costs related to any separate facility that houses only EDP staff listed in Table 2 as apportioned to LCSA personnel or contractor staff resources.
056	No Entry. Automatically calculates.
057	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
058	SFY 13/14 request, click on the "New Item" button to create new blank lines and input training costs associated with Table 2 staff.
059	No Entry. Baseline funding from prior year.
060	Enter itemized costs associated with training LCSA personnel itemized in Table 2.
061	No Entry. Automatically calculates.
062	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
063	For SFY 13/14 request, click on the "New Item" button to create new blank lines and input Travel costs associated with Table 2 staff.
064	No Entry. Baseline funding from prior year.
065	Enter itemized costs associated with travel for LCSA personnel itemized in Table 2.
066	No Entry. Automatically calculates.
067	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
073	Under the baseline figure for SFY 12/13, Other charges are included in one total, and hard coded, if the LCSA had associated Other costs related to Table 2 staff. For the SFY 13/14 request, click on the "New Item" button to create new blank lines and input an itemized percent of Other costs associated with Table 2 staff.
074	No Entry. Baseline funding from prior year.

Input Cell Reference	Cell Instructions
075	Enter a percent to total of "other" costs associated with EDP IT staff as itemized in Table 2: Recurring LCSA M&O Staff Resources. Other costs include operating expenses and equipment costs (cell phones, pagers, supplies, etc.), attributable to LCSA EDP IT staff.
076	No Entry. Automatically calculates.
077	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
078	No Entry. Sub-Total automatically calculates.
079	No Entry. Sub-Total automatically calculates.
080	No Entry. Automatically calculates.
329	No Entry. Baseline funding from prior year.
330	Enter costs charged as an A-87 countywide cost allocation plan overhead expense.
331	No Entry. Automatically calculates.
332	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
333	No Entry. Sub-Total automatically calculates.
334	No Entry. Sub-Total automatically calculates.
335	No Entry. Sub-Total automatically calculates.
081	No Entry. Recurring LCSA Cost Total automatically calculates.
082	No Entry. Recurring LCSA Cost Total automatically calculates.
083	No Entry. Recurring LCSA Cost Total automatically calculates.

Input Cell Reference	Cell Instructions
Table 2	Recurring LCSA M&O Staff Resources (Roll-up to Table 1)
Management Staff	
084	Under the baseline figure for SFY 12/13, Management Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 13/14 request, click on the "New Item" button to create new blank lines and input itemized management staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title, (i.e., cell B1, C1, D1 ...etc.).
085	No Entry. Based on prior year.
086	No Entry. Baseline funding from prior year.
087	Enter number of FTEs associated with the classification title requested for budget year as measured by how many full-time and/or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin. prior to requesting EDP funding of additional salaries.
088	Enter the number of months during the State Fiscal Year the position will be filled.
089	Total annual costs associated with position. (No Entry. Automatically calculates from pop up containing cells 319-328.)
319	Enter the base salary amount. (Salary times number of months.)
320	Enter the COLA Amount.
321	Enter the Merit Amount.
322	Enter any Salary Increases.
323	Enter any Health Insurance.
324	Enter any Workers Comp.
325	Enter any Retirement.
326	Enter any other amounts.
327	Enter the explanation for the other cost.
328	No Entry. Automatically calculates.
090	No Entry. Automatically calculates.
091	No Entry. Automatically calculates.
092	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
Technical Staff	
093	Under the baseline figure for SFY 12/13, Technical Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 13/14 request, click on the "New Item" button to create new blank lines and input itemized technical staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title, (i.e., cell B1, C1, D1 ...etc.).
094	No Entry. Based on prior year.
095	No Entry. Baseline funding from prior year.
096	Enter number of FTEs associated with the classification title requested for budget year as measured by how many full-time and/or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin. prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10% of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100% on EDP.
097	Enter the number of months during the State Fiscal Year the position will be filled.
098	Total annual costs associated with position. (No Entry. Automatically calculates from pop up containing cells 319-328.)
319	Enter the base salary amount. (Salary times number of months.)
320	Enter the COLA Amount.

Input Cell Reference	Cell Instructions
321	Enter the Merit Amount.
322	Enter any Salary Increases.
323	Enter any Health Insurance.
324	Enter any Workers Comp.
325	Enter any Retirement.
326	Enter any other amounts.
327	Enter the explanation for the other cost.
328	No Entry. Automatically calculates.
099	No Entry. Automatically calculates.
100	No Entry. Automatically calculates.
101	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
Support Staff	
102	Under the baseline figure for SFY 12/13, Support Staff charges are itemized and hard coded if the LCSA had associated prior year costs. For the SFY 13/14 request, click on the "New Item" button to create new blank lines and input itemized support staff cost(s). This is an expanding field that will roll into additional cell rows for each additional classification title, (i.e., cell B1, C1, D1 ...etc.).
103	No Entry. Based on prior year.
104	No Entry. Baseline funding from prior year.
105	Enter number of FTEs associated with the classification title requested for budget year as measured by how many full-time and/or part-time equivalent staff make up the salary cost. Additions to staffing must have pre-approval for positions through DCSS Admin. prior to requesting EDP funding of additional salaries. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10 percent of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100 percent on EDP.
106	Enter the number of months during the State Fiscal Year the position will be filled.
107	Total annual costs associated with position. (No Entry. Automatically calculates from pop up containing cells 319-328.)
319	Enter the base salary amount. (Salary times number of months.)
320	Enter the COLA Amount.
321	Enter the Merit Amount.
322	Enter any Salary Increases.
323	Enter any Health Insurance.
324	Enter any Workers Comp.
325	Enter any Retirement.
326	Enter any other amounts.
327	Enter the explanation for the other cost.
328	No Entry. Automatically calculates.
108	No Entry. Automatically calculates.
109	No Entry. Automatically calculates.
110	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
120	No Entry. Sub-Total automatically calculates.
121	No Entry. Sub-Total automatically calculates.
122	No Entry. Sub-Total automatically calculates.
123	No Entry. Sub-Total automatically calculates.
124	No Entry. Sub-Total automatically calculates.
125	No Entry. Sub-Total automatically calculates.

Input Cell Reference	Cell Instructions
Contractor(s)	
126	Under the baseline figure for SFY 12/13, Contractor charges are itemized and hard coded if the LCSA had prior year contractor costs. For the SFY 13/14 request, click on the "New Item" button to create new blank lines and input itemized contractor cost(s). This is an expanding field that will roll into additional cell rows for each additional vendor contract entered, (i.e., cell B, C, D ...etc.). Note: LCSA must have State and federal approval prior to contract execution.
127	No Entry. Based on prior year.
128	No Entry. Baseline funding from prior year.
129	Enter number of full or partial FTEs associated with vendor staff provided by the contract as measured by how many full-time and/or part-time equivalent staff make up the salary cost. Note: FTEs should be entered in full or partial increments starting with .1 which would represent a partial FTE working 10 percent of the time on EDP up to a Full FTE entered as 1, which would represent an FTE working 100 percent on EDP.
130	Enter the number of months associated to each individual FTE during the State Fiscal Year the contract period of performance will cover.
131	Enter the period of performance costs as associated with each contract vendor FTE position (vendor staff costs times number of months).
132	No Entry. Automatically calculates.
133	No Entry. Automatically calculates.
134	Enter detailed explanation of increase or decrease of costs in comparison to prior year baseline.
135	No Entry. Sub-Total automatically calculates.
136	No Entry. Sub-Total automatically calculates.
137	No Entry. Sub-Total automatically calculates.
138	No Entry. Sub-Total automatically calculates.
140	No Entry. Sub-Total automatically calculates.

Input Cell Reference	Cell Instructions
Table 3	Non-Recurring LCSA M&O Cost Summary
	NO ENTRY. Table provides a summary of non-recurring project descriptions and total project costs.
Table 3	Non-Recurring LCSA M&O Cost Justification
141	Enter a detailed project description and explanation of business need for LCSA requested non-recurring project. Identify any LCSA personnel or contractor services required to complete the project. Do not include system conversion or enhancement requests.
142	No Entry. Automatically populates.
143	No Entry. Automatically populates.
144	No Entry. Automatically populates.
145	No Entry. Automatically populates.
146	No Entry. Automatically populates.
147	Enter cost of LCSA staff required to complete project, (i.e., HW/SW installation).
148	Enter cost of contractor services required to complete project, (i.e., HW/SW installation).
149	Enter EDP equipment with a unit cost less than \$5,000 (non-depreciable equipment) required to complete project.
150	Enter EDP equipment with a unit cost of \$5,000 or greater (depreciable equipment) required to complete project.
151	Enter cost of software applications required to complete project.
152	Enter description of any "other" associated project components not previously identified. This is an expanding field that will roll into additional cell rows for each additional entry by clicking on the "New Item" button.
153	Enter the itemized costs of "other" project components.
165	No Entry. Automatically calculates.
154	Select appropriate response that best describes the project business need.
155	Enter explanation detailing the project needs/justification.
156	Enter total number (quantity) of project components requested. If personnel or contractor services are requested, identify FTEs required for project completion.
157	Enter a description of the item requested. When requesting HW/SW, include equipment type, model, software name, and version. For personal or contractor services, identify source.
158	Enter per unit price for requested project component.
159	No Entry. Automatically calculates.
160	Enter major task description required for project completion.
161	Enter major task start date.
162	Enter major task completion date.
163	Select appropriate response from pull down menu.
164	Enter detailed justification, if applicable, for sole source procurement.

