**Template Instructions**

This template provides the detailed instructions and examples for the APD type “Dual“.

This template is to be used when “Dual” is entered on the APD Standard Template. Do not use this template for “CWS/CMS”, “Generic” or “SAWS” type APDs.

The APD Standard Template cover page should already have the following information:

* Title
* County Name and
* Submission Date
* “Dual”

Do not fill in the Tracking Number.

The detailed instruction and examples provided below are to be used to enter required information into the APD Standard Template for all sections.

Examples are shown in *italicized* text while instructions are provided in **bold** text.

The completed Standard Template with Dual specific information should be submitted to:

CWS/CMS Project

[CWS\_APD@osi.ca.gov](mailto:CWS_APD@osi.ca.gov)

|  |
| --- |
| **California Health and Human Services Agency**  Office of Systems Integration (OSI)    Title: Enter Title  County Name: Enter the County Name  **APD Submission Date: Enter Date as Month Name, Day, 4-Digit Year** |

**APD Type:**

**DualTracking Number\*\*:**

|  |
| --- |
|  |

**(\*\*CWS/CMS Project Office will assign tracking Number after first submission of APD)**

# Description of Request

**Describe the nature, scope, and total cost of the acquisition. Specify if this is a purchase of computer equipment, software, or services. Specify planned purchase/implementation date and/or period of performance for services.**

*The following is an example of information to be provided in this section of the APD. This example describes a project that will acquire hardware/software.*

* *“The county needs to purchase a new 17” monitor, Port Replicator, Keyboard/Video/Mouse (KVM) switch, and additional hardware to use an existing workstation with two computers. One computer services ISAWS (CalWORKs, SNAP and Medi-Cal), and the other services CWS/CMS. The county also needs a program necessary for Child Welfare Services, Development Profile Services, which will be staged on the Non-CWS/CMS PC to avoid configuration conflicts.”*

Table 1‑1 APD Summary

|  |  |
| --- | --- |
| **Items Description** | **Cost** |
| * Hardware: Monitor, Port Replicator, AC adapter, KVM switch, and Cables | $432.71 |
| * Software: Developmental Profile-3 (DP-3) | $401.22 |
| * Non-Taxable Services and fees | $ 81.95 |
| **Total:** | **$915.88** |

**Also Specify the CAPE project name(s) that relates to this APD.**

*The following is an example of information to be provided in this section of the APD:*

* **“***This project is not associated with any prior CAPE activity.”*

# Business Justification

**Describe why this acquisition is necessary. Identify distinct and specific business problems being solved or benefits to be gained which are not currently being supported and how the acquisition requested through this APD will provide the identified benefits or resolve the identified business problems.**

*The following is an example of information to be provided in this section of the APD:*

* *“Our DEC Social worker is using a laptop for her CWS/CMS program, and due to the security associated with this program, the ISAWS program cannot be loaded onto the same computer. The Sheriff's Dept has provided her with an ISAWS computer which enables her to gather information on Drug Endangered Children prior to our probation/parole searches or search warrants. She is now in a new location with the Sheriff’s Office. Currently, she has a laptop, a separate monitor, a mouse, and two keyboards on her desk as well as a separate PC unit on the floor. A docking station would enable her to use one monitor and one keyboard to flip back and forth between the two systems.”*
* *“The Developmental Program-3 (DP-3) will be installed on our non-CWS/CMS computer so as not to create a conflict with the CWS/CMS system or ISAWS.*

*The DP-3 program is the most comprehensive developmental screening tool and has the widest age range, up to age 12. The DP-3 is the updated version of the DP-2, the test that VMRC had provided as an example; therefore, when we refer a child for services and submit the recommendations from the DP-3, VMRC should easily interpret the results. The test can be administered multiple times to track developmental progress over time. The test can be administered in either an interview format, or completed independently which may need to be done if parents are absent/incarcerated/etc. The examiner just inputs the Y/N answers into the program which in turn completes the report with recommendations. The program is independent, therefore should not conflict with the CWS/CMS system. Online PEDS requires internet access and therefore it will be installed on the ILP computer.”*

## Prior APD Approvals

**Specify related, previously approved APDs by OSI assigned Tracking Number and a brief description of the relationship. If none apply indicate with “None”.**

*The following is an example of information to be provided in this section of the APD:*

* **“***This project is not associated with any prior APD activity.”*

# Impact on Operations and Programs

**How will failure to approve this APD request impact current operations and the county’s effective and efficient administration of State public assistance programs?**

*The following is an example of information to be provided in this section of the APD:*

* *“The DEC Social Worker will not be able to conduct required business at the Sherriff’s location as specified in Section 2.”*

# Benefiting Programs

**List the programs that will benefit from the use of the goods or services and briefly explain how the programs are benefited.**

*The following is an example of information to be provided in this section of the APD:*

* *“The DEC Social Worker will be able to do searches for the adults on probation/parole and determine if there are children in the home and their ages. This assists the task force in developing an Ops plan with the task force being aware of the vulnerability of children in the home. If there are multiple teams, the searches that have been identified as having children in the home are assigned to her team. That allows her to assess the health and safety risks to the children in the home. She is able to identify any type of public assistance benefits the household has received/receives, which assists her in providing resource and referrals to service providers. The MEDS connection helps her to determine whether the elderly or disabled are currently receiving IHSS or APS assistance, also for the purposes of risk assessment and referrals to resources. She uses the CWS/CMS computer to identify whether or not we have any previous history regarding the parents or children and if so, what services were offered, declined, or used. This helps with the risk assessment of previous health and safety threats, family dynamics, and the safety of the children in the home. If the parents have been identified as being abused or neglected as children themselves in the CWS/CMS system, which also assists in offering resources and referrals. The CWS/CMS system does have the MEDS connection.”*

# Cost and Cost Allocation

**Provide a detailed description of the goods and/or services to be purchased, estimate of the costs to be incurred with the APD, and how those costs are subsequently allocated to the benefiting programs.**

## Acquisition Costs Description

**Provide a detailed description of the goods and/or services to be purchased and estimate of the costs to be incurred with the APD. Provide a list of one-time and recurring costs that detail unit costs, peripheral equipment, extensions, and totals.**

### Description of the Acquisition

**The description of the goods and/or services to be purchased must be to a level necessary to adequately define required functionality and support the estimate of the costs to be incurred with the APD.**

* **Services contract - summary of the SOW requirements and deliverables**
* **Hardware – specifications to a detail level that will ensure required specifications are met but not exceeded**
* **Software – details of the required functionality to support the requirements of the APD**

*The following are examples of information to be provided in this section of the APD.*

* *“The port replicator and AC adapter will support the existing Gateway Solo Laptop. The KVM switch, monitor cables will support standard VGA video cables, PS2 keyboard and USB or serial mouse adapters. The monitor will support color SVGA video and will be flat screen for minimum footprint.”*
* *“Specifications for the PC and printer will meet CWS/CMS minimum standards found on the CWS/CMS WEB site*[[1]](#footnote-1)*. The required COTS software licenses are necessary for the operation of the CWS/CMS application.”*
* *“The Service Contract will be a fixed price of $NNN,NNN for the 52 weekly downloads as specified in Section 1 with additional optional support for a maximum of 3 modifications with costs to be based on hourly rates. Previous changes have taken approximately 100 hours for each change the maximum cost for the 3 optional modifications is $NNN,NNN.”*
* *“The Scanner will be capable of black and white operation, operate at a minimum of 10 pages per minute, duplex printing is not required, and will be capable of copying multiple sheets.”*
* *“The minimum specifications for the PCs are:*
  + *Processor: Pentium 4 520/2.80GHz*
  + *Network Interface Card: Gigabit*
  + *NTFS File System*
  + *Memory: 256MB Non – ECC 400MHZ DDR2 1x256*
  + *Keyboard*
  + *17 Inch Monitor 25MM 1280x1024 66Hz*
  + *Integrated Video Adapter*
  + *40GB Hard Drive*
  + *3.5 inch, 1.44MB Floppy Drive*
  + *V.92, PCI, Data/Fax Modem, Full Height*
  + *Windows 2000 Professional Service Pack 4 w/Windows XP Professional License*
  + *2 Button Mouse with scroll*
  + *48X CD-ROM/DVD, EIDE*
  + *Internal Chassis Speaker”*
* *“The voice recognition package must:*
  + *Be compatible with Windows 2000*
  + *Support speech to command conversion*
  + *Support speech to text conversion”*

### Cost Detail

*The following is an example of information to be provided in this section of the APD. The first example describes a hardware acquisition while the second example describes a service acquisition:*

* *“Specific details on the costs of the Hardware, Software, and Services can be found in the table below.”*

Table 5‑1 Costs Summary

| **Tax** | **Depr or Per** | **QTY** | **Description** | **Unit Price** | **Extended Price** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | ***Hardware*** |  |  |
| X |  | 1 | 17 Inch Flat Screen Monitor | $229.99 | $ 229.99 |
| X |  | 1 | Monitor Stand | $59.99 | $59.99 |
| X |  | 1 | 65 Watt AC Adapter | $40.49 | $40.49 |
| X |  | 1 | 2-Port KVM Switch | $47.99 | $47.99 |
| X |  | 1 | Cables | $25.00 | $25.00 |
|  |  |  | Taxable Subtotal |  | **$ 403.46** |
|  |  |  | Non-Taxable Subtotal |  | **$-** |
|  |  |  | Tax (7.25%) |  | **$29.25** |
|  |  |  | Subtotal |  | **$ 432.71** |
|  |  |  |  |  |  |
|  |  |  | ***PC Software*** |  |  |
| X |  | 1 | Developmental Profile - 3 | $374.10 | $ 374.10 |
|  |  |  | Taxable Subtotal |  | **$ 374.10** |
|  |  |  | Non-Taxable Subtotal |  | **$-** |
|  |  |  | Tax (7.25%) |  | **$27.12** |
|  |  |  | Subtotal |  | **$ 401.22** |
|  |  |  |  |  |  |
|  |  |  | ***Services and Fees*** |  |  |
|  |  | 1 | Shipping and Handling | $7.95 | $7.95 |
|  |  | 1 | Recycle Fee | $8.00 | $8.00 |
|  |  | 1 | Technical Services | $66.00 | $66.00 |
|  |  |  | Taxable Subtotal |  | **$-** |
|  |  |  | Non-Taxable Subtotal |  | **$81.95** |
|  |  |  | Tax (7.25%) |  | **$-** |
|  |  |  | Subtotal |  | **$81.95** |
|  |  |  |  |  |  |
|  |  |  | Non-Taxable Total |  | **$81.95** |
|  |  |  | Taxable Total |  | **$ 777.56** |
|  |  |  | Tax (7.25%) |  | **$56.37** |
|  |  |  | **GRAND TOTAL** |  | **$ 915.88** |
|  |  |  | Depreciable Total |  | $- |
|  |  |  | Depreciable Tax Total |  | $- |
|  |  |  | **Depreciable Grand Total** |  | **$-** |

### Depreciation Costs

A depreciation schedule is used as a means of allocating the cost of equipment with an acquisition cost greater than $5,000 and a useful life of more than one year. Equipment with an acquisition unit cost less than or equal to $5,000 does not need to be depreciated. Only items with a unit cost above $5,000 shall be depreciated.

*The following are examples of information to be provided in this section of the APD:*

* *“There are no depreciable items in this APD.”*
* *“The four CWS/CMS Application Servers totaling $92,640 will be depreciated for their expected useful life of 5 years.”*

Table 5‑2 Depreciation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **FY 2007** | **FY 2008** | **FY 2009** | **FY 2010** | **FY 2011** | **FY 2012** | **Total** |
| October |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| November |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| December |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| January |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| February |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| March |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| April |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| May |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| June |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| July |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| August |  | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |
| September | $1,544 | $1,544 | $1,544 | $1,544 | $1,544 |  |  |
| **Total** | **$1,544** | **$18,528** | **$18,528** | **$18,528** | **$18,528** | **$16,984** | **$92,640** |

### Quarterly Budget Detail

The county must include a quarterly budget detail. The total estimated project costs of the APD are to be broken down in a table format that displays when costs are expected to be incurred by quarter (i.e., Oct-Dec, Jan-Mar, Apr-Jun, and Jul-Sep). The chart will indicate the activity being performed / requested and show the amount expected to be incurred each quarter.

*The following are examples of information to be provided in this section of the APD. The first example describes a purchase that is concluded with a one-time payment while the second example describes a purchase based on a periodic payment schedule.*

* *“The following Quarterly Budget Table shows the one-time costs for the PCs and Software being purchased.”*

Table 5‑3 Quarterly Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Oct-Dec/06** | **Jan-Mar/07** | **Apr-Jun/07** | **Jul-Sep/07** | **Total** |
| PCs and Software | $0 | $0 | $0 | $915.88 | $915.88 |

## Cost Allocation Methodology

**Cost Allocation Methodology may be provided via the self-certification method or may fully describe the cost allocation method associated with this APD:**

### Self-Certified

**For those APDs that meet the requirements for using the County Cost Allocation Self-Certification method, the County may use this method in lieu of the fully described cost allocation method. Please refer to the CWS/CMS County Cost Allocation Self-Certification form for detailed instructions on limitations and guidance. After completing this form, include the signed Statement of Certification with the APD package that is submitted to the State and provide a cost allocation description at the federal and State/county program level for those costs associated with this APD.**

*The following is an example of information to be provided in this section of the APD. This example reflects the percentage of total project costs allocated to the federal and State/county programs that directly benefit from these costs.*

* *“The use of PCs by the DEC Social Worker was observed for a 1 month period and adjusted for the estimate of the new application. The following table shows the distribution between major programs.*

Table 5‑4 Major Program Distribution

|  |  |
| --- | --- |
| **Major Program** | **Funding Source % of Cost** |
| Hardware (flat screen monitor, etc.) |  |
| CalWORKS (TANF) | 17.4% |
| SNAP | 5.8% |
| Medi-cal (XIX) | 10.8% |
| CWS/CMS | 66% |
| Software (DP-3) |  |
| CWS/CMS | 100% |

*An additional Study was accomplished during the same time period that shows during the CWS/CMS time the equipment is used 87.2% of the time for CWS/CMS application use. The remaining time can not be allocated to specific programs so the DEC Social Worker time-study hours were used to allocate the Non-CWS/CMS activities including the DP-3 program.*

*The following table shows the allocated distributions for the project:”*

Table 5‑5 Abbreviated Cost Allocation by Program

|  |  |
| --- | --- |
| **Benefiting Program** | **Funding Source % of Cost** |
| Title IV-E SACWIS | 45.17% |
| Title IV-E Non-SACWIS (Discount rate= 14.76%) | 6.92% |
| Title IV-A (TANF) | 22.94% |
| Title IV-B | 0.03% |
| Title XIX | 19.26% |
| Chafee ILP | 0.54% |
| Other State/County Programs | 5.14% |
| **TOTAL** | **100.00%** |

### Fully Described:

**.**

**For those APDs that do *not* meet the requirements for using the County Cost Allocation Self-Certification method, the County must fully describe the cost allocation method associated with this APD. Please refer to the County APD Guidelines[[2]](#footnote-2) posted on the CWS/CMS website and refer to Section II.B.5.d, which provides a detailed description for preparing a full description of the county’s cost allocation plan. Also:**

* **Describe the cost allocation methodology to be compliant with OMB Circular A-87**
* **Ensure the cost allocation methodology is in compliance with the federally approved County Welfare Department Cost Allocation Plan**
* **Ensure the Cost Allocation Methodology provided in this Section is consistent with the description provided in Section 4 of this APD**

# Method of Procurement

**Method of Procurement may be Self-Certified or fully described:**

## Self-Certified:

* **Include the signed Statement of Certification with the APD package**
* **Provide a detailed narrative of the Procurement Methodology**

*The following are examples of information to be provided in this section of the APD:*

* *“The equipment will be competitively bid. Our county’s competitive bid process is (describe the process)…*

*A signed Procurement Statement of Certification has been included with the APD.”*

* *“The service contract will be procured sole source from IBM Global Services using the rates established in the California CWS/CMS contract 31091. IBM Global Services is the only company that can support the required extracts.”*

### Fully described:

**When providing a full description of the procurement method, explain how the equipment, software, or services will be purchased and include all related procurement documents including RFPs, SOWs, Bids, Unexecuted Contracts, Leveraged Procurement Vehicles, etc. Also, briefly describe:**

**In General:**

* **How procurement will be advertised, who will be allowed to bid & selection method**
* **Local Preference – why your local preference does not apply, if one exists**
* **Audit Clause – where you will include the required federal clause**

**For Small/Informal purchase:**

* **Applicable county policy and number of quotes that will be obtained**

**For Sole Source:**

* **Applicable county policy**
* **Justification for using sole source**
* **Cost or Price Analysis required by federal regulation**

**For Contract Amendment:**

* **Whether the base contract previously received State or federal approval**
* **If not, how base contract met all federal procurement requirements**

*The following are examples of information to be provided in this section of the APD:*

* *“The equipment will be acquired through a county master purchase agreement procured through a competitive bid process that was (1) open to the public, (3) not inclusive of any local preference, and (3) awarded on the basis on the vendor’s compliance with county contractual terms and conditions. Our county policy allows us to notify 3 vendors on the approved list and select the lowest cost quote. (See Exhibit A, p. 3). We will place the required audit clause on our purchase order, a draft copy of which is attached, as is the RFP and Contract for the master agreement.”*
* *“The software maintenance services will be acquired though a sole source purchase permitted by our county policy when only one vendor can fulfill the county’s need. (See Exhibit A, p. 5). In this case the software licensing restrictions require us to use the services of this company for maintenance. (See Exhibit B, Software License, p. 2). Our market survey of hourly rates demonstrated that the rates being charged are reasonable for software maintenance. (See Exhibit. C, Market Survey). We will place the required audit clause in our Statement of Work, a draft of which is attached as is the draft contract.”*

# Cost Benefit Analysis

**Provide a narrative analysis that shows the benefits compared to the costs. Identify the cost savings and/or benefits in quantitative or qualitative terms as appropriate to the acquisition.**

*The following are examples of information to be provided in this section of the APD:*

* *“There is not enough room at the Sheriff’s work station to place three complete systems (CWS/CMS, non-CWS/CMS, and ISAWS) and have enough work space remaining for other activities. Additionally, purchasing two monitors, two keyboards, and two mice for the CWS/CMS and non-CWS/CMS computers would be more expensive than purchasing the KVM and port equipment.”*
* *“Staff Savings: This acquisition saves 50 workers 30 minutes per day, leading to productivity and time gains that would allow these staff more time for delivery of XX services. This would eliminate the need to hire additional staff. (Explain how the minutes were determined, i.e. time study, observation, or survey of a sample of workers, etc).”*
* *“This acquisition will improve the quality of services by reducing client wait time.”*
* *“This acquisition will eliminate the substantial cost of repairs….”*
* *“This acquisition will reduce travel expense…”*
* *“By automating this manual process, social workers will no longer be required to travel to the XXXX office to complete the work. The benefit analysis calculation is based on 10 workers traveling and average of 50 miles to-and-from the XXXXX office (based on Map Quest).*
  + *50 miles/travel X $0.50 per mile = $25.00 per trip*
  + *50 weeks/year X $25.00/trip = $1,250.00 /year in travel costs*
  + *10 workers X $1,250.00/year = $12,500.00 annually*
  + *$25,000 total project costs / $12,500.00 travel costs annually = 2 years payback period”*
* *“Using historical data, the acquisition and implementation of this automated system will save the County an estimated $XXXXXXXX from the reduction in overpayments.*
  + *Cost of System $10,000.00 = 2 year payback period*
  + *Potential Savings per Year $5,000”*

# County Contact Information

## County APD Preparer (Required)

|  |  |
| --- | --- |
| **Name of County Contact:** | Enter Name |
| **Position:** | Enter Title |
| **Department Name:** | Enter department name |
| **Business Telephone Number:** | Enter Work telephone number including area code |
| **Cell Phone Number:** | Enter Cell telephone number including area code |
| **Business FAX Number:** | Enter FAX telephone number including area code |
| **Email Address:** | Enter Email address |

## Additional County Contact (Optional)

|  |  |
| --- | --- |
| **Name of County Contact:** | Enter Name |
| **Position:** | Enter Title |
| **Department Name:** | Enter department name |
| **Business Telephone Number:** | Enter Work telephone number including area code |
| **Cell Phone Number:** | Enter Cell telephone number including area code |
| **Business FAX Number:** | Enter FAX telephone number including area code |
| **Email Address:** | Enter Email address |

1. <http://www.hwcws.cahwnet.gov/Projects/CFP/Misc/041905_PC_Laptop_Printer_Min_Require.doc> [↑](#footnote-ref-1)
2. <http://www.hwcws.cahwnet.gov/Projects/CFP/> [↑](#footnote-ref-2)