**Template Instructions**

This template provides the format and structure for the entry of the required information from the three specific APD Detailed Templates.

1. Enter the Title, County Name, and Submission Date on the Cover Page.
2. Enter one of the following APD Types:

* CWS/CMS
  + Program funding source is CWS/CMS and/or Child Welfare Only
  + Use the CWS/CMS Detailed APD Template
  + Send to CWS/CMS mailbox when complete
* Dual
  + Program funding source is CWS/CMS and SAWS (welfare-related)
  + Use the Dual Detailed APD Template
  + Send to CWS/CMS mailbox when complete
* SAWS or Generic
  + Program funding source is welfare-related (e.g. CalWORKs, SNAP, Medi-Cal). No CWS/CMS related program funding source, or
  + Program funding source does not directly benefit any specific program but instead indirectly benefits multiple programs
  + Use the SAWS/Generic Detailed APD Template
  + Send to SAWS mailbox when complete

1. Do not fill in the Tracking Number
2. Fill Sections 1 through 7 by replacing the {Enter Text} with the information required using the specific APD Detailed Template selected in Step
3. Fill in Section 8 Contact Information

**APD Mailboxes**

CWS/CMS Project

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

SAWS Project

[Project.approvals@osi.ca.gov](mailto:Project.approvals@osi.ca.gov)

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| --- |
| **California Health and Human Services Agency**  Office of Systems Integration (OSI)  Title: Child Welfare Services Equipment  County Name: Napa  **APD Submission Date: October 10, 2012** |

**APD Type:**

**CWS/CMS**

**Tracking Number\*\*:**

|  |
| --- |
|  |

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

# Description of Request

Napa County is a co-existent County and is requesting Federal and State financial participation and approval to purchase equipment and the related warranties specified in the Advance Planning Document (APD). The equipment will be used solely by eight (8) Clerical and 21 social workers in the Child Welfare Services division. The equipment will be purchased in Fiscal Year 2012-2013.

Table 1‑1 APD Summary

|  |  |
| --- | --- |
| **Items Description** | **Cost** |
| * Black and White Laser Jet Printer 52ppm, 1,100 sheet capacity, duplex printing, high capacity cartridges ($1,427.26 + $110.61 sales tax) with 3-year warranty ($110.59) | $1,648.46 |
| * Black and White Laser Jet Printer 35 ppm, 250 sheet capacity, duplex printing ($393.01 + sales tax $30.46) with 3-year extended support coverage ($59.84) | $483.31 |
| * Standard ergonomic USB Keyboard with PS/2 Adapter | $113.08 |
| * Ergonomic Optical Rollermouse | $224.20 |
| * PDF converter standard License | $191.58 |
| **Total:** | $2,793.52 |

# Business Justification

Napa County needs additional printers to print confidential ER materials required by law. The more expensive printer is needed for materials that need to be in high resolution (i.e. to show bruises, cuts and other traumas the children have suffered)

and faster print speed with networking capabilities. The lower price printer is needed for materials that are not required to be of high quality. These printers are used on a 24/7 basis and deal with confidential material that often needs to be distributed to law enforcement on an immediate basis. Making decisions to remove children from homes where they are neglected or abused demands that everything be done quickly. These printers will be used by 21 social workers and eight (8) clerical staff. These printers will be used for primary interaction with the CWS/CMS application.

The keyboard and rollermouse are required to respond to the recommendation of an ergonomic specialist to minimize and prevent further employee injuries.

A new program in Child Welfare Services has multiple forms that are currently in pdf format and cannot be saved. This software will allow users to save forms in Word format. Saving these forms in Word format will make it possible to put them in case reviews and provide information to the Court and attorneys as well as to other Social Workers, Supervisors and Managers. It also allows the Social Worker to add information and correct any errors quickly.

## Prior APD Approvals

There are no prior approvals related to this request.

# Impact on Operations and Programs

If the APD for the printers is not approved, Napa County will have inadequate resources to print documents mandated by the court.

If the APD for the keyboard and mouse are not approved, Napa County will risk worker’s compensation litigation for employee injuries, as well as lost productivity in the unit as the employee will be on leave and may need surgery as part of worker’s compensation.

If the APD for Adobe Acrobat is not approved, Napa County will be unable to convert required forms to a format that can be saved.

# Benefiting Programs

The two printers are CWS/CMS allowable and will benefit Child Welfare Services programs. The printers requested in this APD will be used to ensure that CWS/CMS is fully functional and operational in Napa County. The programs that will benefit from this procurement are Relative/Non Relative Home Approvals, CWSOIP, Foster Parent Training and Recruitment, Child Welfare Services, Independent Living Program, and Family Preservation. Please refer to Appendix A-Cost Allocation Plan for full details.

The keyboard, rollermouse, and pdf converter are not SACWIS allowable. The programs that will benefit from this procurement are Relative/Non Relative Home Approvals, CWSOIP, Foster Parent Training and Recruitment Child Welfare Services, Independent Living Program, and Family Preservation. Please refer to Appendix A-Cost Allocation Plan for full details.

# Cost and Cost Allocation

The request is 80% CWS/CMS and 20% non-CWS/CMS and costs could not be reasonably identified and directly allocated to benefiting programs. The percentages are based on conducting an observation of staff activities. The county is using the most recent four quarters or social worker’s time studies from 07/01/11 to 06/30/12 as a basis of indirectly allocating costs. Please refer to Attachment A for cost allocation details related to this APD.

## Acquisition Costs Description

This acquisition is for two (2) printers, each with 3-year warranties; a USB keyboard; a rollermouse; and an Adobe Acrobat license.

## Cost Allocation Methodology

### Self-Certified

This equipment will be direct charged to Child Welfare Services programs. This procurement is 80% CWS/CMS and 20% non-CWS/CMS. The County cost allocation methodology specified for this APD submission to the State is in conformance with regulations set forth in Title 2 of the Code of Federal Regulations (CFR), part 225 (formerly Office of Management and Budget Circular A-87) and the federally approved County Welfare Department (CWD) Cost Allocation Plan (CAP).

# Method of Procurement

## Self-Certified:

The equipment specified in this APD will be purchased using the Western States Contracting Alliance (WSCA). WSCA was formed by the state purchasing directors from fifteen NASPO western states to establish means by which participating states could join together in cooperative multi-state contracting. All governmental entities within WSCA states as well as authorized governmental entities in non-WSCA states are welcome to use the approved agreements. The competitive bid process established the WSCA agreements for PC equipment through various manufacturers and offers discount pricing to participating local and state governments. The original WSCA RFP solicitation document is currently on file with the CMS/CWS Office (iManage #25657).

Napa County ITS support policy authorizes county departments to standardize on workstations and peripherals which are Hewlett Packard and Dell branded. These brands have three primary characteristics: they are suitable for large volume purchases, they are suitable for enterprise deployment, and they each offer significant discounts to state and local government agencies. Both HP and Dell provide service and support which has been customized to state and local government needs. Furthermore, standardization of the county’s PC environment keeps overall support costs down by minimizing troubleshooting time, parts inventory, technical training and vendor coordination.

# Cost Benefit Analysis

This acquisition will allow Napa County Child Welfare Services to have capacity to print required, court-order documents and meet mandated processing time frames. These printers are used on a 24/7 basis and deal with confidential material that often needs to be distributed to law enforcement on an immediate basis. Making decisions to remove children from homes where they are neglected or abused demands that everything be done quickly.

The keyboard and mouse will prevent costly worker injuries and costly worker’s compensation claims and meet compliance standards in following the recommendation of a professional ergonomic assessment.

The Adobe Acrobat software will minimize staff time for converting new forms from a pdf format that cannot be saved to a Word format that can be saved for required documentation. Saving these forms in Word format will make it possible to put them in case reviews and provide information to the Court and attorneys as well as to other Social Workers, Supervisors and Managers. It also allows the Social Worker to add information and correct any errors quickly.

# County Contact Information

## County APD Preparer (Required)

|  |  |
| --- | --- |
| **Name of County Contact:** | Carol Haynes |
| **Position:** | Deputy Chief Fiscal Officer |
| **Department Name:** | Napa County Health and Human Services |
| **Business Telephone Number:** | 707-253-4674 |
| **Cell Phone Number:** | 707-287-3137 |
| **Business FAX Number:** | 707-259-8335 |
| **Email Address:** | Carol.haynes@countyofnapa.org |

## Additional County Contact (Optional)

|  |  |
| --- | --- |
| **Name of County Contact:** | Marjorie Lewis |
| **Position:** | Supervising Staff Services Analyst |
| **Department Name:** | Napa County Health and Human Services |
| **Business Telephone Number:** | 707-253-4756 |
| **Cell Phone Number:** | N/A |
| **Business FAX Number:** | 707-259-8310 |
| **Email Address:** | [Marjorie.lewis@countyofnapa.org](mailto:Marjorie.lewis@countyofnapa.org) |