



5 Procure05: County Equipment/Software Purchase Process

5.1 Introduction

This document describes the process by which the Consortium Counties may acquire Services, Equipment, Software, and associated support charges and recurring charges. There are several reasons for County purchases, including, but not limited to:

- A County experiences growth in workers and or offices and requires additional C-IV Equipment to support this growth.
- A County wishes to supplement existing C-IV Equipment e.g. imaging storage devices, and software
- A County requires the development and implementation of a County Specific interface

All purchases made through this process are funded by the counties and not by the C-IV Project budget. The ability to transfer money between the counties and the Consortium to pay for these purchases is documented in the latest approved Memorandum of Understanding (MOU) between the California Statewide Automated Welfare System (SAWS) Consortium IV and each Consortium County. The remainder of this document describes the purchase process and key responsibilities.

5.2 Assumptions

The following general assumptions were made when developing this process:

- All Equipment and Software will be purchased by the Consortium for the Counties. Unless otherwise stipulated, Equipment with a unit price in excess of \$5,000 will be leased in accordance with State and Federal Guidelines and Exhibit H of the Agreement and Exhibit E of the Implementation Agreement.
- Equipment and Software Maintenance Agreements will be purchased in association with each Equipment and Software purchase unless otherwise noted.
- All Equipment, excluding Local Equipment, and Software will be owned by the Consortium. For Local Equipment, the Consortium will complete an Asset Transfer using the Equipment Disposal Process to transfer ownership to the requesting County in accordance with the timeframes outlined in the Asset Transfer/Equipment Disposal Process (typically quarterly).
- Equipment purchased through this process is not automatically refreshed. If a County requests to refresh Equipment purchased through this process, the County will need to submit a new County Purchase Request. Counties will be notified of renewals for the upcoming State Fiscal Year. Documentation, including a Unicenter Change Order, will be developed and distributed at the beginning of each State Fiscal Year with upcoming renewals
- The Total County Purchase Cost provided at the time of approval (refer to steps 7-10 below) is an estimate and subject to changes at the time of ordering. The estimate will include an estimate of taxes, shipping and freight charges. The final cost will be provided to the Consortium at the time of invoicing (refer to step 12 below).



- Services costs will be based on the labor rates in application Agreement; Schedule D-5 of the Amended and Restated Revised System Agreement Costs Schedules and Schedule H of the Implementation Agreement Cost Schedules. Services will be in accordance with terms in the County Purchase documentation and invoicing provisions outlined in section 4.6 of the Agreement and section 3.7 of the Implementation Agreement.
- If escalation is required, Counties will use the current process through the Consortium Project Director/County IT Director to the JPA Board of Directors.
- The annual deadline for submission of County Purchases before State Fiscal Year cutoff is April 30 each calendar year.

5.3 County Purchase Process

This section describes the County Purchase Process.

Figure 1.0 County Purchase Process

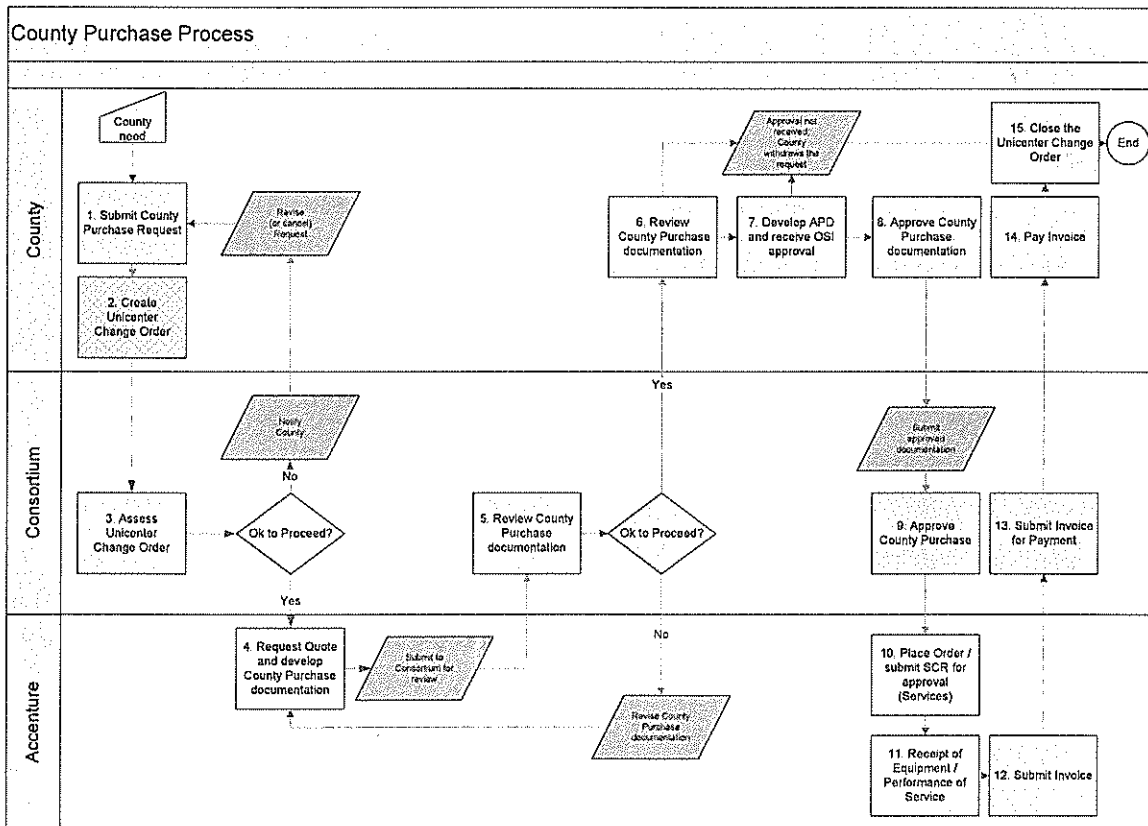


Table 1.0 County Purchase Process

Step	Responsible	Action
1	County	Submit County Purchase Request A request for a new purchase is received from a County. The



Step	Responsible	Action
		<p>request is provided in one of the following ways:</p> <ul style="list-style-type: none"> • An email to the Consortium Technical Analyst, County Project Manager (CPM), or appropriate Accenture personnel; • A Unicenter Change Order; or • A verbal request. <p><i>An Implementation Readiness request that is not approved by OSI may be routed through the County Purchase Process [should the county still want the items]. The County will fund the purchase.</i></p>
2	County	<p>Create Unicenter Change Order In conjunction with submitting a request, a Unicenter Change Order is created or updated documenting the particulars of the requested purchase by the appropriate County personnel. This Unicenter Change Order becomes the source documentation for all related information during the purchase process.</p> <p>If the request requires Application Development work, then a System Change Request (SCR) will be created by the requesting county CPM (or designee). The Application Development team will develop a high level estimate that will be used as input for the County Purchase documentation.</p>
3	Consortium	<p>Assess Unicenter Change Order The Consortium Technical Analyst performs an assessment of the Unicenter Change Order to determine completeness, and compatibility with the current C-IV architecture. Additional conference calls and discussions with the requesting County may occur at this time.</p> <p>In the event the request is not accepted, the County contact (with a cc to the CPM) is notified via email via the Consortium Technical Analyst. The County contact should update the Unicenter Change Order annotated with the specifics of the decision and the Unicenter Change Order is closed.</p> <p>If the request requires Application Development work, then the Consortium Deputy Director - Application, or designee, will review the SCR and estimate.</p>
4	Accenture	<p>Request Quote and develop County Purchase documentation Accenture forwards pertinent information from the accepted Unicenter Change Order, via email, to Proquire, Accenture's purchasing agent, to obtain an official quote for Equipment and</p>



Step	Responsible	Action
		<p>Software items. Proquire quotes are time-sensitive and are subject to change. Quotes are typically received from Proquire within two weeks, but can vary up to four weeks depending on the size and complexity of the order. <u>Quotes are only valid for thirty (30) days.</u></p> <p>The C-IV Project Management Office (PMO) works with the Accenture Technical and Application teams to complete the County Purchase template. The County Purchase template documents the purpose of the purchase, assumptions, schedule, and total cost. The template also satisfies:</p> <ul style="list-style-type: none"> • Section 6.8 of the Agreement, which states, "Consortium may add items of Equipment and Software to the System in accordance with the Change Order or other ordering procedures and standard configurations for Equipment and Third Party Software agreed to in writing by the parties.", and meets the stipulations of Section 10.0, which prescribes the Consortium's Change Order process. • 6.11 Orders for Services for Counties. Consortium shall also have the right to order and purchase Services that are in connection with the System and which will be used by Counties in their local Sites, by executing and delivering an order form that is agreed to in writing by Contractor and Consortium and executed by the applicable County. In the event of a conflict or inconsistency between the terms and conditions of an order and this Agreement, the terms and conditions of the Agreement shall control to the extent of the conflict or inconsistency.
5	Consortium	<p>Review County Purchase Documentation The Consortium Technical Analyst, or designee for Services, completes a review of the Proquire Equipment/Software quotes and the draft County Purchase documentation. If revisions are required, go back to step 4. If no revisions are required, the Consortium Technical Analyst or the County Project Manager [for Migration Counties until the counties are live on the C-IV System] forwards, via email, to the requesting County contact (and ccs the CPM) for review and approval.</p>
6	County	<p>Review County Purchase Documentation The County reviews the documentation and submits questions to</p>



Step	Responsible	Action
		the Consortium as appropriate. If the county withdraws the request, then the Unicenter Change Order is closed and the process ends (step 15).
7	County	<p>Develop APD and receive OSI approval The County is responsible for developing and receiving approval from the Office of Systems Integration (OSI) the required APD documentation. The APD process is required for all Electronic Data Processing Equipment ("EDP"). In accordance with Section 2.6.2 of AMENDMENT I TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA STATEWIDE AUTOMATED WELFARE SYSTEM CONSORTIUM IV AND THE COUNTY, "the County will be responsible for providing written approval, from the State, of the cost estimate to the Consortium."</p> <p>If OSI does not approve the APD request, then the Unicenter Change Order is closed and the process ends (step 15).</p>
8	County	<p>Approve County Purchase Documentation Following OSI approval of the APD, the requesting County approves the County Purchase Request and the appropriate County resource signs the County Purchase documentation.</p> <p>The Director, Deputy Director or authorized designee, signs on behalf of the County.</p> <p>An electronic copy of the signed County Purchase Request and APD approval is emailed to the Consortium Technical Analyst and / or CPM [for Migration Counties, will be emailed to Migration CPM]. The Consortium Technical Analyst and Migration CPM [for Migration County requests] must email this to Accenture PMO. In addition, the <i>original</i>, signed hardcopy of the County Purchase documentation is delivered to the Consortium Technical Analyst and Accenture PMO [for Migration requests]. For Production Counties, the hardcopy is delivered to the Consortium Technical Analyst; for Migration, these are currently delivered to Accenture PMO.</p>
9	Consortium	<p>Approve County Purchase The Consortium Technical Analyst forwards the County Purchase Request documentation via email, to the Consortium Project Director for review and approval. The required contents of a completed packet for Consortium Project Director review and approval are listed below:</p> <ol style="list-style-type: none"> 1) Consortium Technical Analyst referral email;



Step	Responsible	Action
		<p>2) Completed County Purchase Request, signed by the requesting county; 3) Approved APD documentation; and 4) Proquire quote.</p> <p>The Consortium Project Director, or designee, reviews the submitted County Purchase Request packet and approves the purchase by returning the signed Proquire quote and the signed County Purchase to Accenture. The required contents of a completed packet for Accenture order submission are listed below:</p> <p>1) Completed County Purchase template, signed by the requesting county and Consortium Project Director; and 2) Proquire quote signed by the Consortium Project Director.</p> <p>The Consortium retains the original, signed County Purchase document. Accenture and the requesting County retain a copy only. A scanned copy will be sent either from Accenture or the Consortium Technical Analyst to the County Contact and CPM. The Migration CPMs are responsible for distributing to the requesting County contact.</p>
10	Accenture	<p>Place Order / submit SCR for approval (Services) Accenture notifies Proquire, via email, of the County Purchase Request's approval and requests Proquire place the order with the vendor. The order and shipping process can take up to three weeks to occur may vary based on the Equipment being ordered and vendor. Accenture updates the procurement database with costs, quantities, serial numbers if applicable, and support renewal dates for proper reporting. Each purchase will be noted in the database with a new BAFO ID which will differentiate between County and Consortium purchases. (The BAFO ID will be notated in the following format: MR [County]-01[No. Order]-2006 [Calendar Year])</p> <p>For Services, the SCR is submitted to the Change Control Board for approval and the Application/Technical teams commence work as defined in the County Purchase documentation.</p>
11	Accenture	<p>Receipt of Equipment / Performance of Service</p>
12	Accenture	<p>Submit Invoice Accenture submits the invoice upon one of the following events:</p> <ul style="list-style-type: none"> • Constructive Receipt of Equipment and Software; • Services rendered; or • As otherwise outlined in the County Purchase



Step	Responsible	Action
		<p>documentation</p> <p>For recurring charges:</p> <ul style="list-style-type: none"> a. Accenture will submit invoices containing fixed price payments monthly in arrears for the duration stated in the approved County Purchase document. <p>For Services:</p> <p>Unless otherwise specified in the County Purchase documentation, Accenture submits an invoice on the 7th of the month with actual hours worked for the prior month at the rates specified in the County Purchase documentation.</p>
13	Consortium	<p>Submit Invoice for Payment</p> <p>Consortium will submit invoices to San Bernardino for processing in accordance with established processes and procedures.</p>
14	County	<p>Pay Invoice</p> <p>The County will transfer to the County of San Bernardino an amount sufficient to satisfy the Consortium's actual expenditures based on invoiced documentation provided by the Consortium.</p>
15	County	<p>Close the Unicenter Change Order</p> <p>Accenture, in coordination with the requesting county, updates the Unicenter Change Order with all of the pertinent information. The Unicenter Change Order is closed by the requesting County once the Equipment/software has been received. In the event the county withdraws the request, the county updates the Unicenter Change Order with pertinent information and closes the Unicenter Change Order</p> <p>For Service related purchases that require Application Development services, the System Change Request will remain open until the SCR is deployed to Production per the approved Release Management process that is documented in Volume VI of the SOSP. The associated Unicenter Change Order will also be closed once the SCR is deployed to Production.</p>

5.3.1 Agreement Amendment Process

The Agreement between the Consortium and Accenture will be amended at least annually, (typically each August), to increase the Contract Value in Exhibit A by the sum of all County



Purchases for the preceding State Fiscal Year. The following Schedules and Exhibits will be revised as follows:

- Revise the County Purchases worksheet in the Cost Schedules (updated annually).
- Revise the Revised A-Summary Cost Schedule to include a new sub-total in section 3. C-IV Maintenance and Operations Costs years 1-8 (updated one time only to add the row and sub-total).
- Revise Part C. Maintenance and Operations Payments and Part A. Maximum for Deliverables and Services in Exhibit A.

5.4 Responsibilities

The table below lists the division of responsibilities by organization.

Role	Responsibilities
County	<ul style="list-style-type: none"> • Open a Unicenter Change Order for the purchase of Equipment, Software support charges and recurring charges • Work with CPM to create an SCR if the request is for Application Maintenance Services • Review the County Purchase documentation • Develop APD and submit for OSI approval • Approve the County Purchase • Close the Unicenter Change Order
Consortium Technical Analyst	<ul style="list-style-type: none"> • Review requests for Services, Equipment, Software, support charges and recurring charges. Request clarification from the requesting County as appropriate • Make decision to proceed with process based on information in a Unicenter Change Order • Review and approve the quote for Hardware and Software and County Purchase documentation • Request revisions from Accenture as appropriate to the County Purchase documentation and / or quote • Distribute County Purchase documentation to the requesting Production County and copy the CPM
Consortium Deputy Project Manager – Application	<ul style="list-style-type: none"> • Review and approve System-related requests for Services
Consortium Project Director	<ul style="list-style-type: none"> • Approve the County Purchase and countersign the County Purchase
Consortium Finance Manager	<ul style="list-style-type: none"> • Submit Invoice for Payment in accordance with Invoicing processes and procedures
Migration County Project Manager (CPM)	<ul style="list-style-type: none"> • Submit County Purchase request to Accenture PMO • Provide County Purchase documentation to the



Role	Responsibilities
	<p>requesting County</p> <ul style="list-style-type: none"> • Provide an electronic copy of the approved APD and an electronic copy of the signed County Purchase documentation to Accenture PMO. In addition, the <i>original</i>, signed hardcopy of the County Purchase documentation is delivered to Accenture PMO [for Migration requests]. • Send email to the requesting County when Consortium has approved the County Purchase. Send scanned copy of approved document to the County
<p>Director, Deputy Director or authorized designee</p>	<ul style="list-style-type: none"> • Signs County Purchase on behalf of the requesting County
<p>Accenture</p>	<ul style="list-style-type: none"> • <i>Open a Unicenter Change Order for the purchase of Equipment, Software support charges and recurring charges [for Migration Counties until they are live on the C-IV System]. Also revise and close Unicenter Change Order on behalf of the Migration County [for Migration Counties until they are live on the C-IV System].</i> • Request a quote through Proquire, LLC for Equipment and Software • Develop estimate for Services • Complete County Purchase templates • Send quotes and completed County Purchase documentation to the Consortium Technical Analyst / Consortium Deputy Project Manager - Application • For Migration Counties, submit County Purchase documentation to the requesting County CPM • Place an order for the requested Equipment / software • Submit invoice(s) • Provide Agreement amendment documentation