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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 90 LCM-107

Date: July 24, 1990

Division: Information  
Technology  
Management

TO: Local District Commissioners

SUBJECT: Required Format for Letters of Intent

ATTACHMENTS: Attachment A - Letter of Intent Sample Format  
Attachment B - Letter of Intent Format Instructions  
(Attachments are available on-line)

Based on our experience of reviewing and processing Letters of Intent during the last year, it has become apparent that the manner of submitting these requests needs to be streamlined to maximize efficiency and speed up response time. Please note that, for the most part, these changes will merely be a refinement of current practices.

1. Standardized Format: - Because of the increased volume of Letters of Intent (LOI's) processed by the Local District Proposal Review Section of the Bureau of Systems Review and because of the variety of ways in which each county words its requests, it has become necessary to standardize the format to include specific headings. Although the content as described in the Local District Manager's Guide (Section 10.5) has not changed, future updates will incorporate these refinements.

Adhering to this format will assure that all required information is submitted at the time of the initial request thereby reducing the potential for delays caused by an incomplete submission of data. Also, the standardized format will facilitate a more efficient and faster review and approval process. Effective immediately, all future Letters of Intent should include each of the headings listed and described on the following pages with the required information detailed under each. A blank format is attached to serve as a guide.

2. Separation of Unrelated Requests: - We are suggesting that unrelated purchases/activities be treated as separate requests and not grouped together as one Letter of Intent. This would avoid delays in approving all aspects of a request if a portion of that request required further analysis or additional explanation and/or documentation. Additionally, if a portion of a request was going to be disapproved, delays could occur while waiting for information to determine itemized costs and programmatic share(s) of the disapproved portion. An example of a related request would be hardware and software which is to be applied to the same development activity. An example of an unrelated request would be combining the purchase of 3 identical micros with identical software into one LOI with each one used for a different purpose (e.g., one would be used for a Medical Assistance activity, one for an Administrative function and one might be shared by Public Assistance and Medical Assistance).
  
3. Submission of Supplemental Schedule 923 "EDP Detail": - Because of the Department's increased capability to track funds approved and funds claimed, it has become increasingly more important for local districts to submit a NYSDSS Supplemental Schedule 923 "EDP Detail" when submitting claims for reimbursement. These forms are to be used to list approved project identification numbers when seeking reimbursement for money expended on data processing related costs for social services activities. Not including this information could cause delays in reimbursement of EDP costs.

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Igor Koroluk  
Director  
Bureau of Systems Review  
Office of Systems Assurance

ATTACHMENT A

LETTER OF INTENT SAMPLE FORMAT

DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

1. Statement of Needs -

2. Objective -

3. Description -

| SOFTWARE<br>PACKAGE NAME | VERSION | UNIT<br>COST | QUANTITY | TOTAL COST |
|--------------------------|---------|--------------|----------|------------|
|--------------------------|---------|--------------|----------|------------|

| HARDWARE<br>MANUFACTURER | DESCRIPTION | UNIT<br>COST | QTY | TOTAL COST |
|--------------------------|-------------|--------------|-----|------------|
|--------------------------|-------------|--------------|-----|------------|

4. Cost Allocation -

| Program Area | Amount |
|--------------|--------|
| PA           | \$     |
| MA           |        |
| FS           |        |
| Services     |        |
| IV-D         |        |
| HEAP         |        |
| Admin        |        |
| Total Amount | _____  |
|              | \$     |

5. Proposed Time Frame of Activity -

ATTACHMENT B

LETTER OF INTENT FORMAT INSTRUCTIONS

1. Statement of Needs - Explain the current situation and why there is a need for the requested equipment, service or development/modification.
2. Objective - Provide a general description of what is to be achieved by the system (qualitative and/or quantitative) and the anticipated improvement. (Example: improved reporting capabilities, better service, increased productivity, savings, etc.)
3. Description - The actual components/activities (one-time programming, analysis, training, equipment and/or software purchases, etc.) of the request are to be described in detail in this section.

For software purchases, specify the name of the package, the version, the cost per unit, the quantity and the total cost.

EXAMPLE:

| SOFTWARE<br>PACKAGE NAME | VERSION     | UNIT<br>COST | QUANTITY | TOTAL COST    |
|--------------------------|-------------|--------------|----------|---------------|
| Word Processor           | 5.0         | \$255        | 2        | \$ 510        |
| Data Base Pkg.           | 2.02        | \$458        | 2        | \$ 916        |
| Spreadsheet              | V - LAN PAK | \$240        | 2        | <u>\$ 480</u> |
|                          |             |              |          | \$1,906       |

For hardware purchases, specify the manufacturer, description, unit cost, quantity, and the total cost. (Include all specs for each piece of hardware under "description" heading.)

EXAMPLE:

| HARDWARE<br>MANUFACTURER | DESCRIPTION                                                                  | UNIT<br>COST | QTY | TOTAL COST     |
|--------------------------|------------------------------------------------------------------------------|--------------|-----|----------------|
| Brand X                  | 5.25" 1.2 MB high density<br>diskette drive                                  | \$ 189       | 3   | \$ 567         |
| Clone Y                  | 500/16-40 (3.5" 1.44MB<br>diskette drive, 40MB HD<br>803863X/16MHz, 1MB RAM) | \$2,530      | 2   | \$5,060        |
| Printer Co.              | Laser Printer                                                                | \$1,638      | 1   | <u>\$1,638</u> |
|                          |                                                                              |              |     | \$7,265        |

4. Cost Allocation - Provide the total dollar amount to be charged to each of the program areas listed below for each LOI submitted.

| Program Area | Amount |
|--------------|--------|
| PA           | \$     |
| MA           |        |
| FS           |        |
| Services     |        |
| IV-D         |        |
| HEAP         |        |
| Admin        |        |
| Total Amount | \$     |

Additionally, if the goods and/or services purchased will generate any on-going costs, an estimate of these costs must also be included separately.

5. Proposed Time Frame of Activity - Detail when the activity will take place and how long it will take (elapsed time). For extensive system development and/or acquisitions or when only a portion of a larger activity is being submitted for review and approval, an overall workplan detailing the entire implementation/acquisition must be submitted. This plan should include a description of all activities/phases regardless of when implementation is anticipated. An implementation schedule (with dates and a timeline) should be provided for each task (installation, development, acquisition, etc.) in a Gantt chart type of format. This is particularly important for those projects with phases that extend over a period of time.