

BUDGET LETTER

NUMBER: 03-37

SUBJECT: FEASIBILITY E-MAIL CONSOLIDATION SAVINGS

DATE ISSUED: September 26, 2003

REFERENCES:

SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Budget Officers are requested to forward a copy of this budget letter (BL) to departmental Chief Information Officers.

Recently enacted legislation, Chapter 225, Statutes of 2003, (AB 1752) requires that the Department of Finance (Finance) prepare a plan for the consolidation of the Teale Data Center and the Health and Human Services Agency Data Center effective July 1, 2004. Finance is in the process of preparing the plan, which must be submitted to the Legislature by December 1, 2003. In preparing the plan, the statute requires Finance to consider the feasibility of consolidating existing data servers to produce savings in future fiscal years. To meet this requirement, Finance will explore the feasibility of consolidating electronic mail (e-mail) services as a potential source of savings. To gather the financial information necessary to determine the feasibility of savings, Finance is gathering the total cost of e-mail systems for each department including personnel year costs, hardware, and software costs.

The purpose of this BL is to gather specific information from departments on the costs of e-mail services.

All departments must complete the attached questionnaire and the attached signature page.

Responses must be submitted to Annde Ewertsen of Finance by October 7, 2003. This BL includes the following attachments:

- A. Instructions
- B. Signature Page
- C. Questionnaire on E-mail Services (The questionnaire is an Excel spreadsheet.)

If you have any questions, please call Annde Ewertsen of the Department of Finance, Performance Review Unit, at (916) 445-1932, extension 3228.

/s/ Kathryn Radtkey-Gaither

KATHRYN RADTKEY-GAITHER
Deputy Director

Attachments

Instructions For Completing The Questionnaire

Completed signature pages and questionnaires must be submitted by close of business, **October 7, 2003.**

1. All departments must complete and submit the signature page, even if HHSDC provides e-mail services to the department. **Both** the Budget Officer and the Chief Information Officer must sign the signature page.
2. There is one questionnaire form (Excel spreadsheet) to be completed.
3. Enter dollars in whole numbers (i.e., do not use thousands of dollars).
4. **Submit the signature page by fax or mail.** A hard copy is necessary in order to validate that the appropriate review and approvals were obtained.

Send by fax to: Annde Ewertsen
 (916) 324-4888

OR

Send by mail to: Annde Ewertsen
 Department of Finance
 Performance Review Unit
 915 L Street
 Sacramento, CA 95814

5. **Submit the questionnaire spreadsheet electronically**, so that the information can be consolidated onto a master spreadsheet that incorporates all of the responses.

Send by e-mail to: annde.ewertsen@dof.ca.gov

6. Departments must retain the detailed documentation used to derive the responses to the questionnaire, and be prepared to present it to the Department of Finance when requested.

Signature Page

Instructions: Check the appropriate box below, provide the designated signatures, and submit by October 7, 2003, to Annde Ewertson of the Department of Finance, either by fax or mail.

Send by fax to: Annde Ewertson
(916) 324-4888

OR

Send by mail to: Annde Ewertson
Department of Finance
Performance Review Unit
915 L Street
Sacramento, CA 95814

Department Name: _____

Check one box, below:

- The department has completed the questionnaire.
 The department **has not** completed the questionnaire.

Signed by:

Budget Officer

Date

Chief Information Officer

Date