

# Year 2000 Budget Questionnaire

## Purpose

This document should be used to request funds to upgrade/replace embedded systems equipment that has been determined to be non-Year 2000 compliant. All of the following information is based on the procedures and methodologies described in the General Support Services Department of Personnel's *Year 2000 Embedded Systems Toolkit*. All non-compliant embedded systems equipment, regardless of priority level, must be recorded on the attached spreadsheet to aid in present and future budgeting. However, only those items that are prioritized as Fatal or Critical will be recommended by the Governor's Office of State Planning and Budgeting for funding.

## Problem Statement

The Year 2000 poses a crisis for many building systems and moveable equipment that utilize microprocessor technology. This crisis is created by the use of embedded date logic functions that process the year using only the last two digits rather than implementing the full year nomenclature. This problem could cause invalid date computations and failure of embedded system equipment.

In an effort to assist Departments in evaluating their embedded systems Year 2000 issues, a four tiered prioritization system has been developed and is defined as follows:

1. **Fatal:** Defines a function that is essential to your operation. Failure of this system would result in death, injury, severe financial loss or legal liability to your agency. *(examples: defibrillators, imaging equipment, sterilizers, pacemakers, fire alarm systems)*
2. **Critical:** Defines a function that is critical to your operation. Working around this system is very cumbersome and unlikely to be sustainable for more than a short period. *(examples: security systems, surveillance systems, elevators )*
3. **Important:** Defines a function that is important to your agency but not critical. These devices are needed but do not play a critical role. *(examples: copiers, still and video cameras, pagers )*
4. **Marginal:** Defines those devices that are not important to your department. Failure of these devices would result in an inconvenience to the user or department but are not important to an established project. *(examples: coffee makers, refrigerators, microwaves )*

## Instructions

Use the attached spreadsheets, Building Systems (building systems and fixed equipment installations) and Moveable Equipment (moveable equipment), to record line item budget requests for your Department's non-compliant embedded systems. Refer to the following column definitions when entering data.

<b>Item</b>	Name of equipment that is being evaluated (i.e. Fire Alarm System, Defibrillator, Elevator Controller.)
<b>Vendor</b>	Manufacturer of item (i.e. Honeywell, Meditech, Westinghouse.)
<b>Model #</b>	Model or series number of item (Mandatory for Year 2000 compliance determination.)
<b>Qty</b>	Number of items
<b>Priority Level</b>	Refer to GSS Priority Level Definitions

**Compliance Source**      Source for item compliance information (i.e. Web Page, Vendor Letter, White Paper.) *Must be available upon request.*  
**Conversion Amount**      Upgrade/replacement cost of item - include costs for implementation testing  
**Funding Source**            Identified by Department Budget Officer (GF, CF, CFE, CCFE, FF)

**Return the completed forms no later than December 18, 1998 to:**

**Governor's Office of State Planning and Budgeting**  
**ATTN: Michael Farley**  
**114 State Capitol**  
**Denver, CO 80203**

### **Required Signature**

*(Please check appropriate statement)*

**(Department Name)** has demonstrated its due diligence by implementing the policies and procedures outlined in the *Year 2000 Embedded Systems Toolkit* or by adopting similar evaluation methods and procedures. To the best of its knowledge, the Department believes that the following budget request accurately represents Year 2000 compliance status and cost estimates to replace/upgrade building systems (and related equipment) and moveable equipment that is essential to the operation of the Department.

**OR**

**(Department Name)** has demonstrated its due diligence by implementing the policies and procedures outlined in the *Year 2000 Embedded Systems Toolkit* or by adopting similar evaluation methods and procedures. To the best of its knowledge, the Department believes that either there are no outstanding embedded systems Year 2000 risks, or such risks have already been identified and resolved. Therefore, the Department will not be participating in this Year 2000 program budget request.

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Executive Director or Authorized Representative, (Department Name)