



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

SACHI A. HAMAI
Interim Chief Executive Officer

DATE: April 30, 2015
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Gevork Simdjian
 - A) **Board Letter – TITLE INVESTIGATION AND REPORTING SERVICES**
TTC - Joseph Kelly or designee
 - B) **Board Letter - REQUEST FOR APPROVAL TO ENTER INTO A STANDARD SERVICES AGREEMENT WITH THE STATE OF CALIFORNIA, OFFICE OF TECHNOLOGY FOR INFORMATION TECHNOLOGY SERVICES FOR A BACKUP DATA REPOSITORY**
ISD – Dave Chittenden or designee
 - C) **Board Letter – CEO - QUARTZ HILL LIBRARY PROJECT ADOPT MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM; APPROVE APPROPRIATION ADJUSTMENT; AUTHORIZE DEPOSIT OF FUNDS TO ESCROW BANK; APPROVE PROJECT AND LEASE AGREEMENT**
CEO- Capital Projects - Brad Bolger or designee
 - D) **Board Letter – APPROVAL OF FUNDS FROM THE COUNTY OF LOS ANGELES INFORMATION TECHNOLOGY FUND FOR THE CAPTIVA SHARED INFRASTRUCTURE**
CIO - Richard Sanchez or designee
 - E) **Board Letter – REQUEST APPROVAL TO USE INFORMATION TECHNOLOGY FUNDS FOR ADOBE FORMS INFRASTRUCTURE UPGRADE**
CIO - Richard Sanchez or designee
2. Public Comment
3. Adjournment



JOSEPH KELLY
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 464
LOS ANGELES, CALIFORNIA 90012
TELEPHONE: (213) 974-2030 FAX: (213) 687-4857



HOME PAGE
TTC.LACOUNTY.GOV

PROPERTY TAX PORTAL
LACOUNTYPROPERTYTAX.COM

May 19, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**TREASURER AND TAX COLLECTOR
RECOMMENDATION TO AWARD CONTRACT FOR
TITLE INVESTIGATION AND REPORTING SERVICES TO
WESTCOAST TITLE AND ABSTRACT COMPANY, INC.
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The recommended action is to approve Contract Award to Westcoast Title and Abstract Company, Inc. (Westcoast) for the provision of Title Investigation and Reporting Services (TIRS).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award and instruct the Mayor to sign the attached Contract (Exhibit I) with Westcoast to provide TIRS to the Treasurer and Tax Collector (TTC) at a rate of \$79.00 per parcel for Parties of Interest Reports and at a rate of \$15.00 per parcel for Date Down Reports commencing on June 15, 2015, for a three-year term through June 14, 2018, with an annual maximum Contract Sum not to exceed \$800,000.00.
2. Delegate authority to the TTC to execute future amendments to extend the Contract for a maximum of two one-year renewals and/or six month-to-month extensions at the option of the TTC in accordance with the Terms of the Contract.
3. Delegate authority to the TTC to execute future amendments to modify the terms of the Statement of Work that do not materially alter the Contract and/or to add and/or change certain terms and conditions in the Contract as required by the Board of Supervisors (Board) or Chief Executive Office (CEO), provided County Counsel's approval is obtained prior to execution of such amendments.

4. Delegate authority to the TTC, if necessary, to execute amendments to increase the Contract Sum by no more than 15% annually based on any unanticipated workload increases or reporting requirements.
5. Delegate authority to the TTC, if necessary, to execute a substantially similar contract to the next highest ranked, most responsive, and responsible proposer identified in this Request for Proposals (RFP) process in order to ensure that unanticipated circumstances or changes in the TIRS workload requirements, or the incumbent's inability to provide the required services during the Term of the Contract do not jeopardize the TTC's mandated operations, provided County Counsel's concurrence is obtained prior to execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The TTC is required to notify all parties of interest of a proposed tax sale pursuant to Section 3701 of the Revenue and Tax Code. The TTC contracts to obtain TIRS for tax defaulted properties subject to the power to sell pursuant to Division 1, Part 6, Chapter 7 of the Revenue and Tax Code. The TTC utilizes TIRS in the forms of Parties of Interest Reports and Date Down Reports to identify all lien holders of record, any persons with Title of Record to all or any portions of the property, and all recorded documents affecting a property subject to sale. The TTC has contracted for TIRS since 1985.

The TTC currently contracts with First Corporate Solutions, Inc. (First Corporate) (formerly known as Pacific Corporate and Title Services, Inc.) and the Contract expires on June 14, 2015. The proposed Contract with Westcoast will ensure continuation of this vital service. The recommended Contract will commence upon your Board's approval or June 15, 2015, whichever is later. Westcoast previously provided this service to the TTC from September 2004 through January 2010.

Implementation of Strategic Plan Goals

The approval of this Contract is consistent with the Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability. The recommended Contract provides for this ongoing vital service.

FISCAL IMPACT/FINANCING

The maximum Contract Sum for the first year is \$800,000.00. Funding is included in the TTC's Fiscal Year 2015-2016 Proposed Budget. Funds required for subsequent years will be included in each year's budget request.

The title investigation fee is a component of the title search and party of interest notification fees and is recovered from the sale or redemption of tax defaulted properties pursuant to County Code Section 4.64.150. In the next several months, the TTC will bring a recommendation before your Board to revise the title search and party of interest notification fees. That recommendation will incorporate the revision to the title investigation fee resulting from this

recommended Contract Award, as well as revisions, if any, to the party of interest notification fee.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 31000, the Board is authorized to contract for special services.

The Contract contains the County's required provisions, including the requirement for the Contractor to notify and assist its employees with the Federal Earned Income Tax Credit application process, the consideration of qualified GAIN/GROW participants for employment openings, compliance with the Jury Duty Ordinance, Safely Surrender Baby Law, and Contractor notification to the County when the Contract is within six months from expiration of the Contract Term.

The recommended Contract with Westcoast is for a term of three years with two one-year renewals and/or six month-to-month extensions, for a maximum Contract Term of five years and six months. The Contractor is in compliance with all of the Board's, CEO's, and County Counsel's requirements.

Westcoast will not be asked to perform services that exceed the Contract Sum, scope of work, or go beyond the Term of the Contract. Westcoast shall notify the TTC when it has incurred 75 percent of the total Contract Sum. The Contract expressly provides that the County does not have an obligation to pay for expenditures by Westcoast that exceed the maximum Contract Sum. Additionally, the Contract contains performance standards, including liquidated damages for substandard and/or non-performance.

The attached Contract has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

On December 17, 2014, the TTC released and posted the RFP for TIRS on the County's bid website of registered vendors under the Commodity Code for Escrow and Title Services which consisted of approximately 31 registered vendors (Attachment I). The Contracts Section posted the RFP to the TTC's website and emailed the notification letter to a list of 44 vendors which consisted of TTC's title investigation and reporting services mailing list, vendors researched on the Internet, and the County's bid website of registered vendors (Attachment II).

A Mandatory Proposers' Conference (Conference) held on January 7, 2015, was attended by four firms. Subsequent to the Conference, the Contracts Section issued Addendum One on January 13, 2015, to provide responses to written questions received.

The proposal submission due date was January 26, 2015, 4:00 p.m. (Pacific Time). Three firms responded with proposals by the due date: Curative Title Solutions, Inc. (Curative); First Corporate; and Westcoast.

The Contracts Section performed a preliminary review (Pass/Fail Evaluation) of the proposals received to determine whether proposers met the Minimum Mandatory Requirements and were responsive to the RFP. After review by County Counsel, the TTC issued Supplemental Data Requests to the three proposers requiring a response by February 3, 2015. All three proposers responded.

The evaluation was conducted by an Evaluation Committee (Committee) comprised of members from the TTC's Public Administrator Division, TTC's Revenue and Enforcement Division, and the Office of the Assessor. The TTC utilized the County's Informed Averaging scoring methodology.

The proposal submitted by Westcoast was the highest ranked, most responsive, and responsible of the proposals evaluated. Westcoast met all of the minimum RFP requirements and its proposal was complete and detailed. The proposal clearly demonstrated that Westcoast has a good understanding of the scope of work and the complexity of the TTC's service requirements. Westcoast has 12 years of experience providing services similar to those requested by the TTC, including Contracts with other government entities. The proposal was evaluated by the Committee and was rated according to its responsiveness to criteria included in the RFP. As required by the TTC, the proposal submitted by Westcoast provided a description of Westcoast's qualifications, its proposed approach to providing services, and a quality control plan. Westcoast has verifiable experience providing TIRS as required by the TTC.

On March 27, 2015 the TTC notified the non-awarded proposers, Curative and First Corporate, of the debriefing process. Both proposers requested debriefings which were held on April 6, 2015. No further action was required.

Minority, Women, Disadvantaged, or Disabled Veteran Business Enterprise statistical information for Westcoast is included in Attachment III. Westcoast is not a certified Small Business Enterprise/Community Based Enterprise. The recommendation of Westcoast is made without regard to race, creed, or color. There are no provisions for a Cost of Living Adjustment in the attached Contract. This is not a Proposition A Contract; therefore, it is exempt from the Living Wage Program (County Code Chapter 2.201).

IMPACT ON CURRENT SERVICES

The current Contract for services expires on June 14, 2015. The recommended Contract will enable the provision of uninterrupted services.

The Honorable Board of Supervisors
May 19, 2015
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CONCLUSION

Instruct the Acting Executive Officer/Clerk of the Board to return two signed originals of the Contract and one adopted Board letter to the TTC.

Respectfully submitted,

JOSEPH KELLY
Treasurer and Tax Collector

JK:KK:SPB:EVT
SE:YK:ca:lc

TIRS Board Ltr - Draft - 4-23-15 (clean) pre-final evt jk kag kk st

Attachments (4)

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors

DOING BUSINESS WITH US

County Home

Home

E-mail

FAQ

Privacy



L.A. county
ONLINE

To Enrich Lives Through Effective and Caring Service

Award information has not been added at this time.

Search for a Closed Bid

- A B C D E F
- G H I J K L
- M N O P Q R
- S T U V W X
- Y Z All

Search By

Bid Title

title

Submit

Sort By

Bid Title

Sort

Bid Information

Bid Number : TTC RFP 2014-02 TIRS
Bid Title : Title Investigation and Reporting Services
Bid Type : Service
Department : Treasurer and Tax Collector
Commodity : ESCROW AND TITLE SERVICES
Open Date : 12/17/2014
Closing Date : 1/26/2015 4:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : [Available](#)

Bid Description : The County of Los Angeles (County) Treasurer and Tax Collector (TTC) is issuing this Request for Proposals (RFP) for the provision of Title Investigation and Reporting Services.

The RFP can be downloaded from the Internet by either accessing the County's website at <http://camisvr.co.la.ca.us/lacobids> and selecting "View Open Bids" and then "List by Department," or the TTC's website at <http://ttc.lacounty.gov> by clicking on the "TTC Contract Opportunities" link. Potential proposers should take care to download and review the entire RFP.

The RFP contains the service requirements, proposal content and format requirements, a description of the proposal selection process, and a sample contract for the TTC. Vendors that meet the minimum requirements identified in Paragraph 1.4, Minimum Mandatory Requirements, of the RFP are invited to submit a proposal to provide the services described further in Appendix B, Statement of Work, of the RFP. Potential proposers should carefully review the RFP and ensure that their proposal complies with all RFP requirements.

A Mandatory Proposers' Conference (Conference), to answer questions regarding the written specifications of the RFP, will be held at 10:00 a.m., Pacific Time, on Wednesday, January 7, 2015, at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Conference Room 140, Los Angeles, California 90012. Any vendor submitting a proposal MUST ATTEND this Conference or will be disqualified. To register to attend the Conference, please call Elena Villacrés Torres, Contracts Section, at (213) 974-7360 or send an email to contracts@ttc.lacounty.gov no later than Monday, January 5, 2015.

The RFP responses must be prepared in accordance with Section 2.0, Proposal Submission Requirements, of the RFP. Proposals are due no later than 4:00 p.m., Pacific Time, on Monday, January 26, 2015, and shall be delivered or mailed to the TTC, Contracts Section, 500 West Temple Street, Room 464, Los Angeles, California 90012. Proposals received after the scheduled deadline will not be accepted and shall be returned to the sender unopened.

Amendment Date TTC RFP 2014-02 TIRS
: 1/13/2015

Title Investigation and Reporting Services Request for Proposal - Addendum One

Download Available Title Investigation and Reporting Services - Addendum One PDF 89.65 K [TIRS_RFP_Adden_One.pdf](#)

Contact Name : Elena Villacres Torres

Contact Phone# : (213) 974-7360

Contact Email : contracts@ttc.lacounty.gov

Last Changed On : 12/18/2014 4:54:33 PM

TITLE INVESTIGATION AND REPORTING SERVICES MASTER CONTACT LIST

	Company	Street	City	State	Zip Code	Phone Number	Fax Number	Contact Person	E-Mail Address
1	Barry W. Leeder Inc	480 Williams Street	Folsom	CA	95630	916-487-3152	916-487-3265		tom@collectionplus.com
2	Bowler & Associates	3111 Camino Del Rio North, Suite 400	San Diego	CA	92108	858-292-6200	858-715-6808		kbowler@bowlerlaw.com
3	Cadre Design Group	7543 Old Pear Hill Lane	Penryn	CA	95663	916-663-2300			andrea@cadredq.com
4	California Counties Title Nation	8707 Research Drive	Irvine	CA	92618	888-282-5885	626-793-3054	Nona F. Thavaj	onlinePR@calCounties.com
5	California Land Title Association	P.O.Box 13968	Sacramento	CA	95853	916-444-2647	916-444-2851	Larry Buster	mail@clta.org
6	Search	3850 Convoy Street Suite 220	San Diego	CA	92110	858-278-8297	858-278-8393	Greg Peerbelle	info@lotbook.com
7	California Title Company	100 North First Street, Suite 404	Burbank	CA	91502	818-382-9889	818-380-0807		josha@caltitle.com ; brettb@caltitle.com
8	CalResource			CA					calresource@aol.com
9	Christine Hansen, Atty	3550 Watt Avenue, Suite 140	Sacramento	CA	95821	916-979-7029			chris@hansenlegal.net
10	Curative Title Solutions	5005 La Mart Drive Suite 204	Riverside	CA	92507				
11	DataSafe, Inc. dba Pacific Corporate & Title Se	574 Eccles Avenue	South San Francisco	CA	94080	650-875-3800			info@datasafe.com
12	Enterprise Networking Solutions	3054 Fite Circle, Suite 106	Sacramento	CA	95827	916-369-7567	916-369-0443		rnybal@ens-inc.com
13	Environmental Science Associates	626 Wilshire Boulevard, Suite 1100	Los Angeles	CA	90017	213-599-4300			cmcefee@esassoc.com
14	Environmental Title	12400 Imperial Highway	Norwalk	CA	90650				
15	Equity Title Company	425 West Broadway, Suite 300	Glendale	CA	91204	800-373-7000	818-240-6064	Sheri Hartley	sheri.hartley@equitytitle.com
16	Etech Recruiters, Inc.	10 Fullerton Court, Suite 110	Sacramento	CA	95825	877-921-1400	916-569-1514		tqallaway@etechresources.com
17	Fidelity National Title Co	915 Wilshire Boulevard, Suite 2100	Los Angeles	CA	90017	213-542-7100	213-689-9330		titleandescrow@fidelitytitle.net
18	First Corporate Solutions Inc.	914 South Street	Sacramento	CA	95811	800-406-1577	916-441-2217		Daniel.silverburg@ficoso.com
19	Harmony Research	8583 North Stephens Road	Stockton	CA	95215				harmonyresearch@earthlink.net
20	IMC Consulting	3109 SW 131st Street	Oklahoma City	OK	73170	405-343-0237	888-739-3830		Natasha@IMCconsulting.org
21	Land Title Services	PO Box 3718	Yuba City	CA	95992	530-755-2170			chuck.whitecotton@titlegroup.fntg.com
22	Landsafe Title of California Inc.	920-01-20	Simi Valley	CA	93065	877-572-5673			title@landsafe.com
23	Leaders in Community Alternatives Inc.	1035 Market Street, Suite 550	San Francisco	CA	94103	415-546-5222	415-546-1932		lconnelly@lcaservices.com
24	LPS Property Tax Solutions	3100 New York Drive, Suite 100	Pasadena	CA	91107	866-457-4112	9059	Jeffery Flach	jeffrey.flach@lpsvcs.com
25	M.F.I. Title	333 South Anita Drive	Orange	CA	92868	714-456-1100			jmullins@mfittitle.com
26	National Real Estate Information Services	100 Beecham Drive	Pittsburg	CA	15205	412-9370400	1465	Joseph Marccone	Joseph.Marccone@nreis.com
27	New Century Title	439 College Avenue, Suite 250	Santa Rosa	CA	95401	707-542-5185	619-308-1725		caria@newcenturytitle.com
28	North American Title Co.	1605 Tice Valley Boulevard	Walnut Creek	CA	94595	925-930-8800	925-930-9810	Angel Avery	aaverv@nat.com
29	Placer Title Company	189 Fulweiler Ave.	Auburn	CA	95603	530-887-2410		Randy Bradley	rbradley@mlhc.com
30	Pre-employ.com	2301 Balls Ferry Road	Anderson	CA	96007	800-300-1821			Marketing@pre-employ.com
31	Prime Vendor Inc.	4622 Cedar Avenue	Wilmington	NC	28403	800-746-9554	800-746-8307		bids1@prime-vendor.com
32	Provident Title Co.	8926 Sunland Boulevard	Sun Valley	CA	91352	818-504-3835	310-247-4982	Dennis L. Plank	ralphkelli@providenttitle.com
33	Provident Title Company Beverly Hills Branch	9300 Wilshire Boulevard	Beverly Hills	CA	90212	310-247-4950	310-247-4970	Jerry Millsaps	jerrymillsaps@providenttitle.com
34	Quality Group Homes, Inc.	4928 East Clinton Avenue, Suite 108	Fresno	CA	93727	559-252-6844	559-252-1121		qualitysac@yahoo.com
35	RZ Title Services, Inc.	8826 Ocean View Avenue	Whittier	CA	90605	714-783-3038		Zulema Delgado	info@rztitle.com
36	Tax Sale Services of California	3990 Black Oak Drive	Shingle Springs	CA	95682	530-677-2856			tsofcalifornia@yahoo.com
37	Ticor Title Company	2815 Townsgate Road	Westlake Village	CA	91361	ext. 205			
38	Title Court Service	205 South Broadway #302	Los Angeles	CA	90012	562-868-5881	562-864-6771	Glenn Shaw	calhall@verizonmail.com
39	University of the Pacific McGeorge School of L	3200 Fifth Avenue	Sacramento	CA	95817	916-739-7191			lmcperson@pacific.edu
40	ValuFinders, Inc.		Culver City	CA				Edward Zamarripa	ezamarripa0@gmail.com
41	Westcoast Title & Abstract Company, Inc.			CA				Greg Powell	wst@sprintmail.com
42	Western Resources Title	625 The City Drive, Suite 150	Orange	CA	92868	714-748-7000			resourcecentral@westernresourcestitle.com
43	Williams Cole, Inc. (Attorney's Diversified Serv	3031 "F" Street, Suite 101	Sacramento	CA	95816	800-266-4624			l.kirlin@attorneydiversified.com
44	Zoom Title	P.O. Box 290031	Phelan	CA	92329	760-403-0050		Gene Logan	zoomtitle@yahoo.com

ATTACHMENT III

**MINORITY, WOMEN, DISADVANTAGED OR
DISABLED VETERAN BUSINESS ENTERPRISE
STATISTICAL INFORMATION**

FIRM/ORGANIZATION INFORMATION AS PROVIDED BY PROPOSER
TITLE INVESTIGATION AND REPORTING SERVICES

The following information was gathered for statistical purposes only. On final analysis and consideration of award, vendor was selected without regard to gender, race, creed or color.

FIRM INFORMATION	Westcoast Title and Abstract Company, Inc.	
CULTURAL/ETHNIC COMPOSITION	% of Ownership	No.
OWNERS/ PARTNERS:		
Black/African American	N/A	
Hispanic/Latino	N/A	
Asian or Pacific Islander	N/A	
American Indian	N/A	
Filipino	N/A	
All others	100.00%	1
Women (included above)	N/A	
MANAGERS:		
Black/African American	0	
Hispanic/Latino	0	
Asian or Pacific Islander	0	
American Indian	0	
Filipino	0	
All others	0	
Women (included above)	1	
STAFF:		
Black/African American	0	
Hispanic/Latino	0	
Asian or Pacific Islander	1	
American Indian	0	
Filipino	0	
All others	2	
Women (included above)	0	
TOTAL NUMBER OF EMPLOYEES	5	
BUSINESS STRUCTURE	Corporation	
Certified as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise?	N/A	



JIM JONES
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

May 19, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL TO ENTER INTO A STANDARD SERVICES AGREEMENT
WITH THE STATE OF CALIFORNIA, OFFICE OF TECHNOLOGY FOR INFORMATION
TECHNOLOGY SERVICES FOR A BACKUP DATA REPOSITORY**

ALL DISTRICTS – 3 VOTES

CIO RECOMMENDATION:

APPROVE () APPROVE WITH MODIFICATION () DISAPPROVE ()

SUBJECT

Approval to negotiate, finalize and execute a standard services agreement for information technology services with the State of California (State), Office of Technology (OTech) site located in Rancho Cordova.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of ISD to finalize and execute a standard services agreement with the State of California, Office of Technology for information technology services for a tertiary data repository site and a fully managed local area network for an initial term of one-year with two (2) one-year renewal options.
2. Authorize the Director of ISD, or his designee, to execute extension options, make immaterial changes to, and to provide for expansion of the agreement as necessary.

3. Authorize the Director of ISD, or his designee, to amend, augment, and modify the agreement when authorized by proclamation of a local emergency by the Board of Supervisors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the above recommendations is to authorize the County to enter into an agreement with the State for a tertiary data repository site. This third, remote location in Rancho Cordova will serve as a backup data repository and possible recovery site should the two in-region data centers located in Downey and Santa Ana suffer simultaneous catastrophic failures. This backup location will house data storage equipment that contains backup copies of County IT systems operated by ISD and provides the County with the ability to restore its critical data in the event of a disaster. The premises will host existing ISD-owned equipment contained in secure cabinets with the network equipment and connectivity.

Approval of the standard services agreement, substantially similar to Exhibit A, in addition to the above Recommendations No. 2 and 3 will allow for the effective administration of the agreement. ISD will take the following steps to inform the Board of agreement change orders, modifications, or augmentations necessitating the increase in additional information technology capacity or services provided by the State as follows:

1. Provide a 30 day Board Notification of the departments' intent to augment the agreement for additional IT services due to expansion needs and growth in data storage; or
2. Should the Board proclaim a local emergency which directly impacts the County's IT infrastructure, ISD will immediately request an increase of service from the State and provide the Board Notification within 30 days after the initial request to the State.

OTech technical staff will provide routine maintenance pursuant to the standard inter-agency agreement, while ISD staff will perform routine backup services remotely. Workspace will be provided for ISD staff on an as needed basis, at no additional cost to the County.

Implementation of Strategic Plan Goals

This recommendation is consistent with the principles of the County Strategic Plan Goal 1: Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support the timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The County's first year costs under the agreement are \$225,600, which include (a) \$61,500 for premium services for three data cabinets, (b) \$69,800 for managed local network charges, (c) \$84,500 for telecommunications charges and (d) \$9,800 for one-time charges for installation costs.

The rates under this agreement for year two and three may not increase more than 5% per fiscal year (July 1 to June 30).

ISD has adequate appropriation for the standard services agreement first-year costs in its FY 2015-16 Recommended Budget, and will request appropriation for the additional two (2) one-year option costs in future fiscal years' budget requests, in addition to any increased cost due to expansion of IT services. ISD recovers all these costs through usage-based charges to customer departments and will not require additional net County cost (NCC) for the standard services agreement.

Should the storage needs for the County expand, ISD anticipates it will not exceed the addition of two (2) fully managed cabinets with premium service for ISD hosted IT systems data. The expansion costs would be \$87,500 for Year 1, \$92,000 for Year 2, and \$96,500 for Year 3. ISD would recover these costs through continued usage-based charges to departments and would not require additional NCC.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The standard services agreement will provide the County with uninterrupted use of a backup data repository site of sufficient distance to maintain the County's critical data in the event of a disaster in the greater Los Angeles area. The agreement provides for the following:

- A one-year term commencing July 1, 2015 through June 30, 2016, with two one-year renewal options.
- A total first-year agreement amount of \$225,600 which includes \$9,800 of one-time costs for installation.
- An option for the County to cancel the agreement upon a 45 calendar day written notice.

The standard services agreement also includes the County's standard terms and conditions that are applicable to the State, including various Board policy provisions.

CONTRACTING PROCESS

ISD contacted the State to inquire about possible reciprocal services for a data repository that would meet the County's needs. OTech advised that it had implemented, on behalf of the State, the California Government Enterprise Network (CGEN) utilizing vendor managed services available on its CALNET 3 contract. The CALNET 3 contract was competitively bid and provides a comprehensive array of telecommunications and network services to public entities throughout the State. The CALNET 3 contract provides an acceptable, competitive procurement option to obtain a tertiary data repository site. In addition, the rates in the recommended agreement are consistent with what has been charged to other public agencies for similar services.

The Honorable Board of Supervisors

May 19, 2015

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services provided, rather this would support the department's efforts in ensuring the recovery and backup of a data repository should a catastrophic event occur within the region. This strategy is consistent with current ISD plans for a primary and secondary data center located in the Los Angeles region to provide real-time redundancy for critical systems.

CONCLUSION

The Executive Office of the Board of Supervisors is requested to return two stamped copies of the approved Board letter to the Director of ISD.

Respectfully submitted,

JIM JONES

Director

JJ:DC:TT

JF:KHK

Attachment (Number of attachments)

c: Chief Executive Officer
Chief Information Officer
County Counsel



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Interim Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

May 19, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PUBLIC LIBRARY:
QUARTZ HILL LIBRARY PROJECT
ADOPT MITIGATED NEGATIVE DECLARATION AND
MITIGATION MONITORING AND REPORTING PROGRAM;
APPROVE PROJECT AND LEASE AGREEMENT;
APPROVE APPROPRIATION ADJUSTMENT; AUTHORIZE
DEPOSIT INTO ESCROW FUND
(FIFTH DISTRICT) (3 VOTES)**

SUBJECT

Approval of the recommended actions will adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, approve the proposed project, exercise the County's Option to Lease and execute the Lease Agreement, approve an appropriation adjustment and authorize deposit of fund into an escrow account.

IT IS RECOMMENDED THAT THE BOARD:

1. Consider the Mitigated Negative Declaration for the Quartz Hill Library Project together with any comments received during the public review period; find that the Mitigated Negative Declaration reflects the independent judgment and analysis of the Board; adopt the Mitigation Monitoring and Reporting program, finding that the Mitigation Monitoring and Reporting Program is adequately designed to ensure compliance with the mitigation measures during project implementation, and find on the basis of the whole record before the Board that there is no substantial evidence the project will have a

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significant effect on the environment; and adopt the Mitigated Negative Declaration.

2. Approve the Quartz Hill Library project, exercise the County's Option to Lease, and execute the three-year triple net Lease Agreement with Griffin|Swinerton for Quartz Hill Library.
3. Approve an appropriation adjustment to transfer \$11.5 million from C.P. 77606 to enable its deposit into an escrow fund to facilitate Quartz Hill Library lease payments.
4. Authorize the deposit of \$11.5 million into an escrow fund held by [Trust Bank TBD].

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will adopt the Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) for the Quartz Hill Library Project (Project); approve the Project and exercise the County's option to execute a Lease Agreement with Griffin|Swinerton; approve an appropriation adjustment; and authorize the deposit of monies into escrow fund for the purpose of making lease payments to Griffin|Swinerton.

On August 19, 2014, your Board found that Griffin|Swinerton was the most qualified and best value proposer, and approved an Option to Lease and Design Agreement with the for design services and an option to lease the proposed new Quartz Hill Library. The recommended actions will allow project construction to move forward, with the scheduled substantial completion in August 2016.

The new Quartz Hill library will replace the existing single-story 3,530 square foot County library located in leased space with a new single-story 12,514 sq. library located at 5040 West Avenue M-2 West in the unincorporated area of Quartz Hill under the recommended lease. The proposed library will include adult, teen, and children's reading areas, and an early childhood/family place area programming space, a homework center, two group study rooms, a 100-seat community meeting room with audio-visual system, express-service checkout machines at the lobby, information services pods, public access computers, Wi-Fi, staff areas, public restrooms, and associated site improvements, including landscaping, walkways, outdoor reading areas and security lighting. In keeping with the Board's policy on sustainability the building is being designed to achieve at least a LEED Silver rating from the United States Green Building Council and will include photo-voltaic panels to reduce energy consumption.

Implementation of Strategic Plan Goals

The proposed Project supports the County's Strategic Plan Goals of Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3), by investing in public infrastructure that will enhance the cultural, recreational, and lifelong learning opportunities for County residents.

FISCAL IMPACT/FINANCING

The Quartz Hill Library Project lease will commence following substantial completion in August 2016 and is for a three-year term. The lease has three annual payments due in the amount of \$3,833,000 each, for a total of lease payments of \$11.5 million. The lease amortizes total project costs of \$10,800,000, which reflects a construction cost of \$9.97 million and project financing related costs of \$820,000. Fifth district capital project discretionary funding and library operating budget savings previously budgeted in the Quartz Hill capital project account will be transferred to the escrow account in an amount sufficient to make all lease payments. The recommended actions will have no impact to the General Fund.

The County will have the ability of exercising an option to purchase at any time during the term of the lease, and the Chief Executive Office (CEO) will return to your Board to recommend doing so if the financial analysis indicates it is in the best financial interest of the County to do so.

Operating Budget Impact

The Public Library's FY 14-15 operating budget for the existing Quartz Hill Library is \$1,206,000. It is anticipated that the new library will begin operation in Fiscal Year 2016-17. If approved, the annual operating budget for the new Quartz Hill Library is estimated at \$1,496,000 based on increased staffing, support, facility maintenance and other operating costs that will be required. This represents a net increase of approximately \$290,000. Public Library will work with the CEO to determine the appropriate level of funding as the proposed Project nears completion. The operating costs will be funded through the Public Library's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended action to approve Lease Agreement is authorized by Government Code 25351, which allows the Board, among other things, to lease buildings for library use. Option to Lease was obtained by County pursuant to the August 19, 2014 Option to Lease and Design Agreement with GS.

Under the proposed form of lease, no lease payments will be owed by the County until such time as the building is substantially complete and has been accepted by the County. The lease will also contain an option to purchase the property which will be exercisable by the County at any time during the three-year lease term. The County's obligation to make lease payments upon completion of the building will be secured by the deposit of \$11.5 million into an escrow fund maintained by [Trust Bank TBD]. The Treasurer and Tax Collector (the "Treasurer") selected [Trust Bank TBD] to serve as escrow agent following a competitive solicitation process and in accordance with the Treasurer's ability to enter into banking contracts pursuant to Section 53630 et seq. of the Government Code. The use of an escrow agent helped facilitate a reduction in annual payments to Griffin|Swinerton under the Lease.

The Lease has been approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

As lead agency under the California Environmental Quality Act (CEQA), the County prepared an Initial Study (IS) for the proposed Project. The IS identified potentially significant impacts on aesthetics, biological resources, cultural resources, geology and soils, hazards and hazardous materials, and noise. However, prior to the release of the IS/Mitigated Negative Declaration for public review, revisions to the proposed Project were made or agreed to which would avoid the effects or mitigate the potentially significant impacts to a point where no significant effects would occur, as follows:

- Aesthetics: Use appropriate screening to buffer views of construction equipment, and materials and soil in staging areas.
- Biological Resources: If active nests are found at the Project site or a 100-foot buffer between February 15 and September 15, establish a construction avoidance zone and stop all construction activities within the established zone until the nests become inactive, as determined by a qualified biologist.
- Cultural Resources: Stop work if buried cultural deposits, human remains, or paleontological resources are encountered. Construction shall not resume until a qualified archaeologist, the County Department of Coroner, or a qualified paleontologist, respectively, have made appropriate findings and developed a response plan, if necessary.
- Geology and Soils: Implement applicable recommendations contained in the Geotechnical Engineering Report prepared by Earth Systems Southern California

(2006) to reduce the potential for hydrocompression during construction and implementation of the proposed project.

- Hazard and Hazardous Materials: Prior to issuance of construction and grading permits, test on-site soils for residual pesticides. If the concentrations of pesticides in any of the samples exceed the EPA Regional Screening Levels or California Human Health Screening Levels, notify the Los Angeles County Fire Site Mitigation Unit and the Los Angeles County Certified Unified Program Agency for further assessment and oversight.
- Noise: Prior to and during construction, the contractor shall implement noise mitigation measures to attenuate noise levels during construction to the County's threshold of 70dBA L_{max} defined by the County's municipal code; limit construction activities to between 7 a.m. and 7 p.m. Monday through Friday; design the HVAC system to ensure rooftop HVAC equipment complies with Section 12.08.390 of the Los Angeles County Code; and construct a permanent noise barrier) at the south and east property lines between the project site and the adjacent residential properties at the south and east property lines.

The IS and Project revisions showed that there is no substantial evidence, in light of the whole record before the County, that the proposed Project as revised may have a significant effect on the environment. Based on the IS and proposed Project revisions, an MND was prepared for the proposed Project and a proposed Mitigation and Monitoring Reporting Program (Section XX of Attachment C) was prepared to ensure compliance with the proposed environmental mitigation measures included in the Final MND (Attachment C) during implementation of the proposed Project.

Public Notice was published in the Antelope Valley Press on January 9, 2015, pursuant to Public Resources Code Section 21092 and posted pursuant to Section 21092.3. During the public comment period, which ended on February 9, 2015, two comment letters were received from public agencies (the County of Los Angeles Fire Department and County Sanitation Districts of Los Angeles County). The comment letters, as well as the responses to comments provided therein, are contained in the Final MND and have been sent to the commenting public agency pursuant to Section 21092.5 of the Public Resources Code.

The location of these documents and other materials constituting the record of the proceedings upon which the Board's decision is based in this matter is: County of Los Angeles Chief Executive Office (CEO), Capital Projects Division, 500 West Temple Street, 7th Floor, Los Angeles, California 90012. The custodian of such documents and materials is Ms. Alisa Chepeian, Senior Analyst CEO.

The Honorable Board of Supervisors
May 19, 2015
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The proposed Project is not exempt from payment of a fee to the California Department of Fish and Wildlife pursuant to Section 711.4 of the Fish and Game Code to defray the costs of fish and wildlife protection and management incurred by the California Department of Fish and Wildlife. Upon the Board's adoption of the MND, the CEO will file a Notice of Determination in accordance with Section 21152(a) of the California Public Resources Code and pay the required filing and processing fees with the Registrar-Recorder/County Clerk of approximately \$2, 210.00.

CONTRACTING PROCESS

Following a competitive solicitation (RFP) process, Griffin-Swinerton was awarded an Option to Lease and Design Agreement with the County on August 19, 2014.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects.

The Honorable Board of Supervisors
May 19, 2015
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CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; and Public Library.

Respectfully submitted,

ATTACHMENT A

**PUBLIC LIBRARY:
QUARTZ HILL LIBRARY PROJECT
ADOPT MITIGATED NEGATIVE DECLARATION AND
MITIGATION MONITORING AND REPORTING PROGRAM;
APPROVE PROJECT AND LEASE AGREEMENT**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	4/10/2015*
Jurisdictional Approvals	5/8/2015
Construction Start	6/15/2015
Substantial Completion	8/15/2016
Final Acceptance	11/28/16

* Actual completion date.

December 3, 2013

ATTACHMENT B

**PUBLIC LIBRARY:
QUARTZ HILL LIBRARY PROJECT
ADOPT MITIGATED NEGATIVE DECLARATION AND
MITIGATION MONITORING AND REPORTING PROGRAM;
APPROVE PROJECT AND LEASE AGREEMENT**

BUDGET ADJUSTMENT

ATTACHMENT C

**PUBLIC LIBRARY:
QUARTZ HILL LIBRARY PROJECT
ADOPT MITIGATED NEGATIVE DECLARATION AND
MITIGATION MONITORING AND REPORTING PROGRAM;
APPROVE PROJECT AND LEASE AGREEMENT**

**MITIGATED NEGATIVE DECLARATION
(See Attached)**



**COUNTY OF LOS ANGELES
CHIEF INFORMATION OFFICE**

350 South Figueroa Street, Suite 188
Los Angeles World Trade Center
Los Angeles, CA 90071

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Telephone: (213) 253-5600
Facsimile: (213) 633-4733

May 12, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF FUNDS FROM THE COUNTY OF LOS ANGELES
INFORMATION TECHNOLOGY FUND FOR THE
CAPTIVA SHARED INFRASTRUCTURE**

(ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

The Chief Information Officer is requesting Board approval of \$725,000 from the County of Los Angeles Information Technology Fund to deploy, manage and host the EMC Captiva Shared Infrastructure to scan and index documents; and execution of Work Orders for consulting services with EMC Documentum.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize utilization of \$725,000 from the County's Information Technology Fund (ITF) to deploy, manage, and host the Shared EMC Captiva Infrastructure.
2. Approve execution of two Work Orders for consulting services under the County's Master Services Agreement (MSA) with EMC Documentum to assist in the deployment and support of Captiva Shared Infrastructure. The Work Orders will not exceed \$377,000, and are included in the total amount requested from the ITF.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The ITF was established to fund Countywide technology projects that improve the delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

The County's Shared Enterprise Content Management (ECM) Infrastructure was deployed at the Internal Services Department (ISD) in December 2011. The Infrastructure start-up costs were funded through a Board grant from the ITF, and it provides a highly reliable, scalable, secure, and feature-rich electronic document management platform based on EMC's Documentum software suite to implement enterprise and departmental ECM solutions.

The County now desires to enhance this Infrastructure offering by adding a Shared EMC Captiva Infrastructure, which allows departments to scan and index documents, and then export them to EMC Documentum for storage and retrieval. Currently, this technology is distributed, and there are no economies of scale. Existing infrastructures and software licensing cannot be shared; there are high department entry costs, particularly for smaller departments, for licenses, hardware, installation, training and knowledge; and application support and expertise is dispersed residing in various departments.

The initial tenant for the Captiva Shared Infrastructure will be the Department of Children and Family Services' (DCFS) Court Reporting Project that is projecting to scan/index over seven million documents per year across 18 sites.

These recommended actions seek Board approval for ITF funding of \$725,000 to deploy, manage, and host for the Captiva Shared Infrastructure for the first year.

This Project will be supported by a combination of EMC and ISD services and includes:

- **Deployment of the Shared Captiva Infrastructure at ISD** – This Infrastructure will host the Captiva Enterprise Server software that manages and controls the document capture, indexing, data extraction, and exporting data;
- **Providing Captiva Training for ISD** – Provide online or classroom training for ISD system administrators for the design, implementation, and support of capture solutions using Captiva Enterprise Server software; and

- **Providing initial year of Captiva Support Services** – These support services include:
 - **Application Management Services** – Includes application customization and configuration, system administration, incident/problem management, software optimization, and software patch management that will be provided by EMC Captiva Application Managed Services (AMS). AMS services are required in the short-term to accelerate the Captiva software deployment and to leverage EMC expertise to maintain and optimize ongoing system performance; and
 - **Infrastructure support services** – ISD will provide the data center personnel, server hardware, and software required to support the development, staging, and production environments of the base infrastructure established for the Captiva software.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goal Number 1, Operational Effectiveness, which is to maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The Chief Information Officer is requesting \$725,000 to deploy, manage, and host the Shared Captiva Infrastructure. This includes \$56,000 for EMC Captiva Enterprise Server Software licenses and first year software maintenance and support; \$377,000 for EMC professional services for the software installation, first year of AMS, and education training; and \$292,000 for the first year of ISD infrastructure support services.

The funding for Captiva Enterprise Server annual software maintenance and support, application management, and infrastructure for future years will be included in subsequent years' budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions to this recommended action.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Shared Captiva Infrastructure provides the following benefits:

Honorable Board of Supervisors
May 12, 2015
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- Eliminates duplication of Captiva infrastructures by providing a common infrastructure, technology, and skills;
- Improves service levels because dedicated support teams will develop expertise, system reliability can be better managed, and cost-effective disaster recovery capabilities can be implemented to minimize data loss in case of an outage or event;
- Reduces software and maintenance costs due to consolidation of server licenses and better utilization of Captiva volume licenses; and
- Enables County application teams to leverage the Capture Infrastructure to quickly and cost-effectively implement ECM solutions and realize technology benefits by putting documents online in digital format. This infrastructure supports both day forward and back-file scan and capture.

CONCLUSION

Board approval of the recommended action will enable the County to reduce the use of paper, generate operational efficiencies, and improve services delivery.

Respectfully submitted,

RICHARD SANCHEZ
Chief Information Officer

RS:sjc

c: Executive Office, Board of Supervisors
County Counsel



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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RICHARD SANCHEZ
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May 12, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

REQUEST APPROVAL TO USE INFORMATION TECHNOLOGY FUNDS FOR ADOBE FORMS INFRASTRUCTURE UPGRADE

(ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

The Chief Information Officer is requesting Board approval to use \$300,000 from the County's Information Technology Fund to upgrade County's Adobe forms infrastructure to a more robust, scalable and feature rich platform for forms development, deployment and metrics measurement.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize utilization of \$300,000 from the County's Information Technology Fund (ITF) to acquire professional services from Adobe Systems, Inc. (Adobe) to upgrade the County's Adobe forms infrastructure.
2. Authorize the Chief Information Office to acquire Adobe professional services through the California Multiple Award Schedules (CMAS) contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County's ITF was established to fund Countywide technology projects that improve the delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

The County acquired an enterprise license for Adobe Lifecycle ES4 (LC ES4) software suite in November 2013 that enables the development of electronic forms, routing of electronic forms for review and approval, and creation of data interfaces that connect to County systems and allow forms to be stored securely.

The County has installed all the LC ES4 modules at ISD as a shared platform for development and deployment of countywide and departmental forms. It used this solution to successfully automate and deploy the County's Outside Employment Form (OEF) process as part of annual two-month campaign that ended in June 2014, and to develop and implement two additional forms – overtime and leave request – that are being deployed as part of the eCAPS Manager Self Services project.

In mid-2014, Adobe bundled LC ES4 with Adobe Experience Manager (AEM) 6 solution, which the County is licensed for, that provides new functionality for adaptive forms, forms management, and tracking of forms utilization metrics and other user information. Adobe LC ES4 is no longer being sold and is not being supported beyond March 2018. Rather than use the legacy LC ES4 platform to develop and deploy more forms and incur the future expense of migrating forms to a new platform, the County elected to upgrade to AEM 6.

This recommended action seeks Board approval for funding in the amount of \$300,000 to acquire Adobe professional services to upgrade the County's current Adobe forms infrastructure to a more robust, scalable, and feature rich platform for forms development, deployment, and metrics measurement.

This engagement will support the following activities:

- **Deploy on a Linux Server Infrastructure** – The County's existing Adobe infrastructure is on a Microsoft Windows Server platform and this project will implement a new Linux server infrastructure that provides a more stable, reliable and expandable platform for forms deployment. It enables more efficient management of computing resources and can serve a much higher number of users with fewer servers.
- **Upgrade to the AEM 6 solution** – Upgrading to the latest Adobe forms software version provides the following new functionality:
 - Forms Manager – simplifies management of forms repository (e.g., uploading, preview, configuring, activating and deactivating forms);
 - Adaptive Forms – provides capability for forms access from mobile devices;
 - Adobe Analytics – captures and tracks metrics around form utilization, end-user devices, abandonment and completion rate, browser preferences, etc.; and
 - Forms Portal – configure and integrate a web portal to allow access to active forms

- **Migrate existing County forms** – supports the migration existing County forms and ensure end-to-end functionality on the new AEM platform.
- **Provide knowledge transfer to ISD** – the implementation approach emphasizes shared responsibilities and tasks between the Adobe and ISD technical teams to ensure knowledge sharing and sustained enablement for forms creation, deployment, and maintenance.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan Goal Number 1, Operational Effectiveness, which is to maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

Request authorization of \$300,000 to acquire Adobe professional services to upgrade the County's current Adobe forms infrastructure to a more robust, scalable, and feature rich platform for forms development, deployment and metrics measurement.

The funding for ISD Adobe annual software maintenance and support, application management, and infrastructure will be included in subsequent years' budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions to this recommended action.

CONTRACTING PROCESS

Adobe is the manufacturer of the AEM 6.0 software and is uniquely qualified to support the upgrade of the County's Adobe Forms Infrastructure. The County does not have direct contract with Adobe and their professional services will be acquired through California Department of General Services California Multiple Award Schedule (CMAS) contract.

CMAS are statewide contracts that are available only to only to California State and Local Government agencies. They are established for information technology and non-information technology products and services that have been competitively bid and awarded on the Federal General Services Administration (GSA) schedule. The contracts are structured to comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Adobe Forms Shared Infrastructure provides the following benefits:

- Eliminates duplication of Adobe infrastructures by providing a common infrastructure, technology, and skills;
- Provides more economical on-going support for AEM forms applications across departments by centralizing AEM software components and technology support staff;
- Provides cost-effective disaster recovery capabilities to minimize data loss in case of an outage or event; and
- Provides a common platform to more quickly and more cost-effectively implement AEM solutions and realize the benefits of these technologies

CONCLUSION

Board approval of the recommended action will enable the County to reduce the use of paper, generate operational efficiencies, and improve services delivery.

Respectfully submitted,

RICHARD SANCHEZ
Chief Information Office

RS:pg

c: Chief Executive Office
Chief Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources