



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: May 23, 2013
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 – REQUEST APPROVAL TO AMEND AGREEMENT NO. 77305 WITH HOV SERVICES, INC. FOR DOCUMENT IMAGING AND MICROFILM CONVERSION SERVICES**
BOS – Sachi Hamai or designee
- B) **Board Letter – RECOMMENDATION TO APPROVE MASTER AGREEMENT FOR EMPLOYEE RELATIONS COMMISSION HEARING OFFICER SERVICES**
BOS – Sachi Hamai or designee
- C) **Board Letter – AMENDMENT 1 TO AGREEMENT PW 001571 WITH TRANSORE ITS FOR THE COUNTYWIDE INFORMATION EXCHANGE NETWORK**
DPW/CIO – Gail Farber and Richard Sanchez or designee(s)
2. Public Comment
3. Adjournment

**COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

SACHI A. HAMAI
EXECUTIVE OFFICER

June 11, 2013

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 AMEND AGREEMENT NUMBER 77305
WITH HOV SERVICES, INC. FOR DOCUMENT IMAGING AND MICROFILM
CONVERSION SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT:

Request Board delegated authority to extend the term of the agreement with HOV Services, Inc., set to expire June 30, 2013, for one year with one optional six-month extension period, to provide the additional time needed to complete the conversion of specific historical Board meeting records to digital images. Also authorize incorporation of enhanced services to convert the remaining documents of the project to text-searchable files. Funding for this project is included in the current fiscal year budget.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Executive Officer of the Board, or her designee, to execute the attached Amendment Number One to Agreement Number 77305 with HOV Services, Inc. for converting microfilm and paper documents to digital images effective July 1, 2013, for one year with one (1) optional six-month extension period. There will be no change to the maximum contract amount.

2. Authorize the Executive Officer of the Board, or her designee, to prepare and execute an amendment to extend the Agreement for one optional six-month extension period, if exercised.
3. Delegate authority to the Executive Officer of the Board, or her designee, to prepare and execute amendments to the Agreement that do not exceed more than a 10% increase or decrease in the maximum Contract Sum for the Term of the Agreement when such amendment is necessitated by additional services due to unanticipated changes in the volume of work and/or number of digital images.
4. Delegate authority to the Executive Officer of the Board, or her designee, to prepare and execute amendments to the Agreement to incorporate or change any contracting provision required by the Board of Supervisors, Chief Executive Officer or designee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On June 15, 2010, your Board approved an agreement that authorized the Executive Office of the Board to initiate the first phase of a document imaging and microfilm conversion project to make historical meeting records of the Board of Supervisors available via the internet. This phase included converting the following documents to digital images: 1) Board of Supervisors' meeting minutes from December 1959 to December 2003 and 2) Statements of Proceedings from January 1950 to December 1984 that were stored on microfilm; and 3) County Ordinances approved by the Board from March 1899 to December 1984, and 4) agreements approved by the Board from October 1956 to March 1980 that are in paper form.

This project will not be fully completed by the time the existing Agreement expires on June 30, 2013. Therefore, the purpose of the recommended action is to obtain approval to extend the Agreement for one year, with one optional six month extension period, to complete the scanning of the Board-approved agreements and to allow time for any rescanning that may be necessary due to poor image quality identified during a quality assurance check of the images returned from the contractor. In addition, we are requesting approval to incorporate service enhancements to convert Board-approved agreements to *text searchable* PDF-A documents for an additional half cent per page.

The Agreement will also be amended to change the contractor's name to SourceHOV, due to merger.

On average, a new solicitation can take anywhere from 9 to 12 months from start to finish. It is in the Executive Office's best interest to extend the Agreement with HOV Services, Inc. to complete the project. The contractor is already familiar with the workload and a ramp up period will not be necessary. Funding is included in the current fiscal year budget

During this project, Executive Office staff has been responsible for the preparation work and creation of a manifest with specific identifying information about each document before providing the documents to the contractor for scanning and indexing. This preparation work has taken much longer than originally estimated, as staff has had to proceed with care to prevent damage to some of these historical documents, particularly the ordinances dating back to 1899.

To date, the microfilmed minutes from December 1959 to December 2003, and Statements of Proceedings from January 1950 to December 1984 have been converted to digital images for a total of nearly 2.9 million pages. In addition, 546,478 pages of County Ordinances from March 1899 to December 1984 have been scanned. Staff is currently working in-house to optically character scan each of these PDF documents to make them text searchable.

The documents that have been digitized have been utilized by staff to complete record search requests. The time to locate a specific document has in most cases been dramatically reduced from hours to minutes. In addition, there has been a reduction in printing, mailing or pick up of documents because they can often be emailed to the requestor. This has contributed to the Department's environmental efforts to reduce paper usage and vehicle emissions due to less vehicle trips to the Kenneth Hahn Hall of Administration.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

The document imaging services provided under this Agreement support the County's Strategic Plan Goal No. 1: Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING:

The contract sum for the term of the original Agreement was \$105,000, with an additional \$10,500 in potential increases under delegated authority, for a total maximum obligation of \$115,500. The contract sum for the amendment will not change and is included in the current budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Pursuant to Government Code Section 25101, the Executive Officer of the Board is responsible for permanently maintaining the minutes of the Board of Supervisors. By offering the records in a digital format for search purposes, it will not only provide the public greater access to the Board of Supervisors' official meeting records, but it will minimize the requests to access the original paper documents, thereby reducing their deterioration due to age and handling.

The Chief Executive Office and Chief Information Office have reviewed and approved this Board letter. The Chief Information Office (CIO) has determined that because this recommended action does not include any technology related matters, no formal CIO Analysis is required. The CIO completed a formal analysis in June 2010 for the original Agreement. County Counsel has reviewed this Board letter and approved the attached Amendment Number One as to form.

CONTRACTING PROCESS:

The vendor currently used under the Agreement was selected based on a Request for Proposals process conducted in March 2010. As this is an extension of the current Agreement, there is no associated contracting process.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended Amendment will allow the Executive Office to continue its Phase I digitizing project without interruption. No other impact to current services is anticipated.

Respectfully submitted,

SACHI A. HAMAI
EXECUTIVE OFFICER

SAH:rg

Attachment

c: Chief Executive Officer
County Counsel

**AGREEMENT FOR DOCUMENT IMAGING AND
MICROFILM CONVERSION SERVICES**

Agreement No. 77305

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2013,

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

HOV SERVICES, INC.
(hereafter "Contractor")

Business Address:
20500 Belshaw Avenue
Carson, CA 90746

WHEREAS, on July 1, 2010, the County entered into an agreement with HOV Services, Inc. for document imaging and microfilm conversion services (hereafter "Agreement"); and

WHEREAS, Section 8.2 of the Agreement prohibits the Contractor from delegating its duties or assigning its rights thereunder without prior written consent of County; and

WHEREAS, on or about May 1, 2011, HOV Services, Inc. (hereafter also referred to as "Assignor") and SOURCECORP, Incorporated merged to form a combined entity under the name SourceHOV (hereafter "Assignee"); and

WHEREAS, it is the intent of the County and Assignor to delegate the duties and assign the rights under this Agreement to Assignee; and

WHEREAS, the Assignor has represented that this merger has and will have no impact on its contractual agreements with the County, including the Agreement; and

WHEREAS, the Assignee has represented that it agrees to fulfill all contractual duties and obligations of the Contractor under the Agreement, and

WHEREAS, the County and Assignee mutually agree that it is to both of their benefit to extend the term of the Agreement and enhance the services provided under the Agreement; and

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between both parties that the Agreement shall be amended as follows:

1. This Amendment shall become effective upon execution.
2. The Assignee represents that following the effective date of the aforementioned merger, it has continued and will continue to do business under the name of HOV Services, Inc. The Assignee agrees to be fully responsible to fulfill all contractual duties and obligations of the Assignor, from the effective date of the aforementioned merger through the end of the term of the Agreement, and beyond if there are any surviving provisions. The Assignee understands and agrees that it will be entirely responsible to fulfill all contractual obligations under the Agreement.
3. All rights and responsibilities under the Agreement have been delegated and assigned by the Assignor to the Assignee.
4. The County hereby consents to such assignment and delegation.
5. That wherever the Agreement refers to the Contractor or HOV Services, Inc., it shall now become SourceHOV, unless otherwise stated.
6. Paragraph 4.0 – Term of Agreement, Subparagraph 4.2 shall be deleted in its entirety and replaced by the following:
 - 4.2 The County shall have the sole option to extend this Agreement term for one year, with one (1) optional six-month extension period. Such six month option shall be exercised by the County at the sole discretion of the Executive Officer of the Board of Supervisors or her designee as authorized by the Board of Supervisors. The Initial Term and Extension Period, if exercised, collectively shall constitute the “Term” of the Agreement.

7. Paragraph 4.0 – Term of Agreement, Subparagraph 4.4 shall be added to Agreement as follows:

- 4.4 Contractor Alert Reporting Database (CARD): The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an option to extend the agreement term.

8. Paragraph 8.24 – General Provisions For All Insurance Coverage, Subparagraph 8.24.3 and Subparagraph 8.24.4 shall be deleted in its entirety and replaced by the following:

- 8.24.3 The Contractor shall provide the County with, or the Contractor's insurance policies shall contain a provision that the County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

- 8.24.4 The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which the County immediately may withhold payments due to the Contractor, and/or suspend or terminate this Agreement. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to the Contractor or pursue Contractor reimbursement.

9. The following paragraph shall be added to Exhibit A, Statement of Work, Section 1.0, SCOPE OF WORK:

Upon request of the Executive Office of the Board of Supervisors, the CONTRACTOR shall also convert paper-based documents using optical character recognition (OCR) services. This process shall provide an accurate conversion of image data into a searchable PDF/A format.

10. The following paragraph shall be added to Exhibit A, Statement of Work, Section 6.3.2, DOCUMENT IMAGING (Paper Documents):

The CONTRACTOR shall run all the images through an Optical Character Recognition (OCR) engine. This process shall provide an accurate conversion of image data into a searchable PDF/A format.

11. Exhibit B, Pricing Schedule is deleted in its entirety and replaced with the attached Exhibit B, Pricing Schedule.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and the Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

CONTRACTOR: SourceHOV Inc.

By _____
Name

Title

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

JOHN KRATTLI
County Counsel

By _____
Deputy County Counsel

EXHIBIT B

PRICING SHEET

(Revised June 4, 2013)

Description of Service	Invoicing	Cost per image
Image from microfilm	Monthly	\$0.0127
Image from paper	Monthly	\$0.0491
Searchable PDF Creation	Monthly	\$0.005



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA
MARK RIDLEY-THOMAS
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

July 2, 2013

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:

RECOMMENDATION TO APPROVE MASTER AGREEMENT FOR EMPLOYEE RELATIONS COMMISSION HEARING OFFICER SERVICES (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request to approve Master Agreement for Employee Relations Commission Hearing Officer Services and authorize the Executive Officer of the Board of Supervisors to enter into and execute additional Agreements with other contractors throughout the term of the Master Agreement. The Executive Office, through the Master Agreement process, will be able to secure necessary hearing officer services to be used for the Employee Relations Commission hearings.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Officer of the Board of Supervisors to execute a new non-exclusive Master Agreement for Employee Relations Commission Hearing Officer Services with five (5) qualified contractors listed in Attachment I, in a format substantially similar to the sample Master Agreement provided in Attachment II, which has been approved as to form by County Counsel, effective August 1, 2013 for a term of three (3) years, with two (2) one-year renewal options and six (6) month to month extensions exercisable by the Executive Officer of the Board of Supervisors.
2. Delegate authority to the Executive Officer of the Board of Supervisors, or his/her designee, to enter into and execute Agreements for the Employee Relations Commission Hearing Officer Services with additional contractors throughout the Master Agreement term upon the recommendation of the Executive Director of the Employee Relations Commission, provided these contractors meet the minimum requirements and qualifications as outlined in the initial Request for Statement of Qualifications (RFSQ) dated February 5, 2013 and addendum dated March 7, 2013.

3. Delegate authority to the Executive Officer of the Board of Supervisors, or his/her designee, to approve and execute amendments to the Master Agreement for Employee Relations Commission Hearing Officer Services, as long as the amendments do not exceed the maximum term or the pricing schedule of the Master Agreement, are consistent with your original Board-approved intent of the Master Agreement, are in conformance with any mandatory or otherwise Board-ordered contract provisions, and have been approved as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommendation is to replace the existing Master Agreement for the Los Angeles County Employee Relations Commission (ERCOM) hearing officer services for which the current agreement extension expires on July 31, 2013. In order to continue providing hearing officer services, it is necessary to approve agreements with five (5) contractors (Hearing Officers) for the ERCOM. The new Master Agreement also provides the Executive Officer of the Board of Supervisors delegated authority to add qualified contractors (Hearing Officers) to the list upon the recommendation of the Executive Director of the ERCOM.

The ERCOM is a County Charter mandated independent commission, which promotes the improvement of personnel management and relations between the Los Angeles County and its employees and protects the public by assuring, at all times, the orderly and uninterrupted operations and services of county government. The ERCOM represents the County in ERCOM arbitrations, unfair employee relations practices, impasses, mediation, fact-finding, and other matters under the ERCOM's jurisdiction.

The ERCOM utilizes as-needed Hearing Officers to preside over administrative hearings to ensure that all county employees and their representatives are fairly treated, that their rights are maintained, and that their requests are fairly heard, considered and resolved in accordance to County Charter. The list of qualified contractors (Hearing Officers) will serve as a resource for parties participating in appeal hearings before the ERCOM.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. The Master Agreement will improve internal operations through the utilization of contractors' expertise to effectively provide services in a timely and responsive manner. This recommended Master Agreement will promote workforce excellence and organizational effectiveness through the orderly and systematic presentation, consideration and prompt resolution of personnel and employee relations matters, resulting in uninterrupted services to the employee and improve relationships between the County and its employees.

FISCAL IMPACT/FINANCING

Rates are standardized for all contractors under the Master Agreement. Services are used on an as-needed basis and the estimated cost is \$65,000. Funding for this service is available in the Executive Offices' Fiscal Year 2013-14 Adopted budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The ERCOM is authorized to assign matters to be heard by hearing officers pursuant to the provisions of Title 5, Chapter 5.04 of the County Code.

The ERCOM will assign cases to the hearing officers on a rotational basis. Rates are standardized for all contractors under the Master Agreement. The Executive Officer of the Board of Supervisors is also requesting authorization to execute Agreements with additional qualified contractors throughout the term of the Master Agreement. Doing so will ensure the availability of a sufficient number of hearing officers in order to ensure that administrative hearings continue to be conducted efficiently and in a timely manner.

The Master Agreement has been approved as to form by County Counsel and includes all of the Board required contract provisions such as Consideration of GAIN/GROW Program Participants for Employment, Compliance with the County's Jury Service Program, Safely Surrendered Baby Law, Assignment and Delegation, Budget Reductions, and the Defaulted Property Tax Reduction.

There is no impact to County employees as these services supplement current resources and are intermittent in nature.

CONTRACTING PROCESS

An RFSQ was released on February 5, 2013. The RFSQ was posted on the County's website and notification was mailed and/or emailed to contractors, as requested. A proposers' conference was held on February 28, 2013. In the conference, potential proposers raised general questions. As a result of the Proposers' Conference, an addendum to the RFSQ was released and posted on the County's website on March 7, 2013. A total of 5 responses were received and reviewed for compliance with the RFSQ. All 5 contractors were determined to be qualified and are being recommended for Agreements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Master Agreement will ensure continued uninterrupted services, and assist in reducing scheduling time for hearings.

The Honorable Board of Supervisors
July 2, 2013
Page 4

CONCLUSION

Please return one adopted copy of this letter to Executive Office, Fiscal Services Division.

Respectfully submitted,

Sachi A. Hamai
Executive Officer, Board of Supervisors

Attachments

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

DRAFT

DRAFT

June 18, 2013

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:

**AMENDMENT 1 TO AGREEMENT PW 001571 WITH
TRANSCORE ITS, INC.
FOR THE COUNTYWIDE INFORMATION EXCHANGE NETWORK
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

This action is to execute Amendment 1 to Agreement PW 001571 with TransCore ITS, Inc., for the Countywide Information Exchange Network to extend the contract term for 2 years to provide for continued services and maintenance of the system with no increase in the total contract sum.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Director of Public Works to execute Amendment 1 to Agreement PW 001571 with TransCore ITS, Inc., for the Countywide Information Exchange Network to extend the contract term for 2 years, effective July 1, 2013, with no increase in the total contract sum.

DRAFT

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to authorize the Director of Public Works or her designee to execute Amendment 1 to Agreement PW 001571 with TransCore ITS, Inc., for the Countywide Information Exchange Network (IEN) to extend the contract term for 2 years with no increase in the contract sum to provide for continued services and maintenance of the system as provided in the agreement. This extension will allow TransCore ITS to provide these services while Public Works finalizes the scope of work for a new agreement, which will include additional features and updated maintenance services. Public Works will return to the Board for approval of the enhanced services agreement during the 2-year term extension. To date, \$4,777,310 of the original contract amount of \$5,088,410 has been expended. The remaining \$311,100 will be used to provide continued services and maintenance of the system during the 2-year extension.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting this Plan.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

On July 12, 2005, Agenda Item 23, the Board approved Agreement PW 001571 with TransCore ITS, Inc., for the enhancement and full deployment of the Countywide IEN, including maintenance and support for a not-to-exceed fee of \$5,088,410. Approximately 85 percent of the cost of this work is funded from the Los Angeles County Metropolitan Transportation Authority's Call for Projects Proposition C Discretionary Grant Funds for the Traffic Signal Forums, with the remaining 15 percent being provided by County matching funds. Funding for the above agreement was included in the Fiscal Year 2005-06 Proposition C Local Return Fund Budget.

The recommended action, if approved by the Board, will extend the agreement for 2 years through June 30, 2015, to provide continued services and maintenance of the system with no increase in the contract sum. There will be no impact to the Proposition C Local Return Fund or other Public Works operating funds.

DRAFT

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The agreement was for an initial term of 3 years that commenced on July 20, 2005, with five optional 1-year renewals, previously executed under the Director's delegated authority, providing an extension of the contract term to June 30, 2013.

The enclosed Amendment 1 (Enclosure A) was reviewed and approved, as to form, by County Counsel and provides for a no-cost extension of the contract term for 2 years.

All other terms, conditions, requirements, prices, and specifications of the agreement will remain unchanged.

The Chief Information Office (CIO) recommends approval of Amendment 1 and has prepared the enclosed CIO Analysis (Enclosure B).

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378(b)(2) of the California Environmental Quality Act (CEQA) Guidelines and Section 307.B.(3) of the Environmental Reporting Procedures and Guidelines adopted by the Board, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA. This action provides for a continuing administrative or maintenance activity that will not result in a potentially significant impact on the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The IEN establishes a network for sharing information and control of the various traffic control systems in Los Angeles County. To date, 15 agencies have established connection to the IEN and a vendor is currently working on an interface, which will provide connection to an additional seven cities. Approving Amendment 1 provides continued services and maintenance of the system and will ensure system and reliability and support for core traffic management operations for the County and the partnering cities.

DRAFT

The Honorable Board of Supervisors
June 18, 2013
Page 4

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Traffic and Lighting Division.

Respectfully submitted,

Reviewed by:

GAIL FARBER
Director of Public Works

RICHARD SANCHEZ
Chief Information Officer

GF:DRL:sd

Enclosures

c: Chief Executive Office (Rita Robinson)
Chief Information Office
County Counsel (Carole Suzuki)
Executive Office



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER: CA 13-xx	DATE: 5/16/2013
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SUBJECT:

**Amendment 1 to Agreement PW 001571 with TransCore ITS for the
Countywide Information Exchange Network**

RECOMMENDATION:

- Approve Approve with Modification Disapprove

CONTRACT TYPE:

- New Contract Sole Source
 Amendment to Contract #: PW 001571 Other: Describe contract type.

CONTRACT COMPONENTS:

- Software Hardware
 Telecommunications Professional Services

SUMMARY:

Department Executive Sponsor: P. DeChellis, Deputy Director, DPW

Description: Amend contract PW 001571 with TransCore ITS, Inc. for the Countywide Information Exchange Network to extend the Agreement term for 2 years, effective July 1, 2013 with no increase in the total Agreement sum.

Contract Amount: \$5,088,410 cumulative Funding Source: Proposition C Local Return Funds

- Legislative or Regulatory Mandate Subvened/Grant Funded: 100%

DRAFT

Strategic and Business Analysis

PROJECT GOALS AND OBJECTIVES:

This project will result in more effective and efficient coordination of traffic signals, thus reducing traffic congestion, improving mobility, and reducing vehicle emissions. The full deployment of the IEN within the County will improve the overall quality of life for the County's residents.

The IEN Agreement was approved by the Board of Supervisors and executed in 2005, itself a successor to a 1999 agreement and series of supplemental agreements with TransCore ITS. The Agreement included IT professional services, a warranty period, maintenance and support for a not-to-exceed sum of \$5,088,410 through June 30, 2008, with the delegated authority to the Director, Public Works to extend the term of the Agreement for up to five one-year periods, ending on June 30, 2013. Since there are approximately \$311,100 in remaining funds under the 2005 Agreement but the maximum number of one-year optional extensions have been exercised, DPW is requesting an Amendment to the Agreement to extend the Agreement for two years with no increase in the maximum Agreement sum. This will enable DPW to prepare a successor agreement for IEN, as stated in the Board Letter, while maintenance continues as it has for at least the past five years.

BUSINESS DRIVERS:

The IEN is an advanced traffic management system and multijurisdictional network capable of sharing information between different types of traffic control systems and field devices located in agencies throughout Los Angeles County. The IEN provides a means to improve regional traffic flow with the exchange of traffic signal data among multiple agencies and enables a coordinated response to traffic congestion and incidents. Amending this Agreement for an additional 2-year term provides for extending maintenance and enables work to continue on remaining tasks. This ensures system reliability and support for core traffic management operations for the County and the partnering cities.

PROJECT ORGANIZATION:

The Executive Sponsor is Public Works Deputy Director P. DeChellis. The Consultant's performance is managed by a Project Manager within the Traffic and Lighting Division at Public Works. In addition, project goals and objectives are reviewed and vetted by all stakeholders, including LA County Metro and partner cities.

DRAFT

DRAFT

PERFORMANCE METRICS:

Work performed by the Consultant will be validated using the acceptance criteria detailed in the maintenance and support terms and conditions of the Agreement. The Agreement details the scope of work and maintenance services, including resolution timeframe based on severity and provision for downtime credits for failure to meet those timeframes.

STRATEGIC AND BUSINESS ALIGNMENT:

This project is consistent with Countywide Goal 1, Organizational Effectiveness, Goal 2, Fiscal Sustainability, and Goal 3, Integrated Services Delivery. It also aligns with several enterprise strategies, including information sharing, strategic sourcing, and information security. Since this is an on-going maintenance item (not new project), IEN was not specifically named in the FY12-13 Business Automation Plan (BAP), however it is part of the Intelligent Traffic Systems mentioned in the BAP.

PROJECT APPROACH:

This extension will allow TransCore ITS to continue work on remaining tasks and provide maintenance while Public Works finalizes the Scope of Work for a new Agreement, which will include additional features and updated maintenance services

ALTERNATIVES ANALYZED:

The IEN is a proprietary system that only the Consultant can maintain. Public Works represents that procuring and installing a new system is cost prohibitive at this point in the system's life-cycle. Additionally, Public Works keeps current with industry trends in traffic management and control systems and believes that the IEN has kept pace with industry developments and remains the appropriate solution.

Technical Analysis

ANALYSIS OF PROPOSED IT SOLUTION:

The proposed Amendment to extend maintenance and support for IEN is in alignment with CIO Strategic Directions. CIO recommends adoption of the Amendment, given the Amendment seeks only to increase the term while keeping the not-to-exceed amount the same as when the Agreement was executed in 2005 and given that the current IEN meets the needs of the Department and participating local agencies. In essence, using approved funds from the 2005 Agreement, IEN will be supported for a total of 10 years (2005-2015) rather than just the initial implementation, maintenance and support period of three years (2005-2008).

DPW is not requesting further optional time extensions and fully expects that a successor agreement via another enhancement phase of the IEN system be in place prior to the expiration of this requested Amendment in June 2015.

Financial Analysis

BUDGET:

Contract costs	
One-time costs:	
Hardware.....	\$ N/A
Software	\$ N/A
Services	\$ 4,256,000
Ongoing annual costs:	
Hardware.....	\$ N/A
Software	\$ N/A
Services	\$ 521,000
Sub-total Contract Costs:	\$ 4,777,000
Other County costs:	
One-time costs:	
Hardware	\$ 96,000
Software	\$ N/A
Services (ISD)	\$ N/A
County staff (existing)	\$ 907,000
County staff (net new)	\$ N/A
Sub-total one-time County costs:	\$ 1,003,000
Ongoing annual costs:	
Hardware.....	\$ N/A
Software	\$ N/A
Services (ISD)	\$ N/A
Services (Contractor)	\$ N/A
County staff (existing)	\$ 51,000
County staff (net new)	\$ N/A
Sub-total ongoing County costs:	\$ 51,000
Total one-time costs:	\$ 5,259,000
Total ongoing annual costs:	\$ 572,000

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Approximately \$4,777,310 of the original Agreement amount of \$5,088,410 has been expended, leaving \$311,100 available to fund additional maintenance and support. This Amendment seeks to extend the Agreement period by 2 years without increasing the maximum Agreement amount of \$5,088,410. There is no County General Fund impact or Proposition C Local Return Fund Budget impact since the costs were included in the FY2005-06 Proposition C Local Return Fund Budget.

Risk Analysis

- RISK MITIGATION:
1. DPW represents this is very low risk given this is a time extension for on-going maintenance activities and have had no performance- or contractor-related concerns. This Agreement has been in place since 2005 and 94% of the not-to-exceed sum has already been expended.

CIO Approval

PREPARED BY:

Eric Sasaki, Sr. Associate CIO

Date

APPROVED:

Richard Sanchez, County CIO

Date

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>

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