



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

WILLIAM T FUJIOKA  
Chief Executive Officer

**DATE:** May 9, 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 – APPROVAL TO EXECUTE 15 NEW AND FIVE SOLE SOURCE CONTRACTS FOR THE PROVISION OF COMMUNITY-BASED HEALTH OUTREACH, ENROLLMENT, RETENTION AND UTILIZATION SERVICES EFFECTIVE 7/1/13 THROUGH 6/30/15**  
Public Health – Jonathan E. Fielding or designee
- B) **Board Letter – APPROVE THE PURCHASE OF A MICROSOFT ENTERPRISE AGREEMENT FROM INSIGHT PUBLIC SECTOR**  
CDC – Sean Rogan or designee
- C) **Board Letter – REQUEST FOR APPROVAL AND AWARD OF TWO PARKING FACILITY MANAGEMENT SERVICES CONTRACTS**  
ISD – Tom Tindall or designee
- D) **Board Letter – REQUEST FOR APPROVAL TO ACQUIRE COMPUTER EQUIPMENT AND APPROVE APPROPRIATION ADJUSTMENT**  
ISD – Tom Tindall or designee
- E) **Internet Update**  
ISD – Tom Tindall or designee
- F) **eCAPS/eHR Update**  
Auditor-Controller – Wendy Watanabe or designee
2. Public Comment
3. Adjournment



COUNTY OF LOS ANGELES

Public Health



JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.  
Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

BOARD OF SUPERVISORS

Gloria Molina  
First District  
Mark Ridley-Thomas  
Second District  
Zev Yaroslavsky  
Third District  
Don Knabe  
Fourth District  
Michael D. Antonovich  
Fifth District

DRAFT

May 21, 2013

DRAFT (Rev 3-29-13-1:27pm)

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

Dear Supervisors:

**APPROVAL TO EXECUTE FIFTEEN NEW CONTRACTS AND FIVE SOLE SOURCE  
CONTRACTS FOR THE PROVISION OF COMMUNITY-BASED HEALTH OUTREACH,  
ENROLLMENT, RETENTION AND UTILIZATION SERVICES  
EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2015  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

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

**SUBJECT**

Request approval to execute 15 new contracts, and five sole source contracts for the provision of community health outreach, enrollment, retention and utilization services and activities for uninsured low/middle income children and families in Los Angeles County.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to execute new contracts, substantially similar to Exhibit I, for the provision of Children's Health Outreach, Enrollment, Utilization, and Retention (CHOEUR) services with the 15 agencies listed in Attachment A, effective July 1, 2013 through June 30, 2015, for a total County maximum obligation of \$8,600,800 (\$4,300,400 for fiscal year (FY) 2013-14 and \$4,300,400 for FY 2014-15), 100 percent offset by Families First Proposition 10 Commission (First 5 LA) funding and Medi-Cal Administrative Activities (MAA) reimbursements.
2. Approve and instruct the Director of DPH, or his designee, to execute non-competitively bid (sole source) contracts, substantially similar to Exhibit I, for the provision of CHOEUR services with the four agencies listed in Attachment B, effective July 1, 2013 through June 30, 2015, for a total County maximum obligation of \$1,134,528 (\$567,264 for FY 2013-14 and \$567,264 for FY 2014-15), 100 percent offset by First 5 LA funding and MAA reimbursements.

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3. Approve and instruct the Director of DPH, or his designee, to execute a non-competitively bid (sole source) contract, substantially similar to Exhibit II, with Computer Therapy, LLC for the provision of database technical assistance and training services to support DPH's Children's Health Outreach Initiatives (CHOI) internet based "CHOI" data collection system for CHOEUR contracted agencies, effective July 1, 2013 through June 30, 2015, for a total County maximum obligation of \$240,000 (\$120,000 for FY 2013-14 and \$120,000 for FY 2014-15), 100 percent offset by First 5 LA funding and MAA reimbursements.
4. Delegate authority to the Director of DPH, or his designee, to execute amendments to the contracts that extend the contract term for two (2) additional one year terms with an option to extend on a month-to-month basis for up to six additional months; allow the rollover of unspent contract funds; provide an internal reallocation of funds between budgets up to 10 percent of each term's annual base maximum obligation; and/or provide an increase or decrease in funding up to 10 percent above or below each term's annual base maximum obligation, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.
5. Delegate authority to the Director of DPH, or his designee, to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, up to an adjustment between all budget categories equal to 10 percent of each term's annual base maximum obligation, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's term and conditions.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow DPH to execute contracts to provide CHOEUR services and activities which include: 1) identifying uninsured children in hard-to-reach populations throughout Los Angeles County; 2) conducting targeted outreach to locate and contact children and their families utilizing a variety of strategic methods to find the targeted population, including seeking parents where they live, work, socialize and/or access services; 3) consistent enrollment, utilization and retention services; and 4) providing linkages and resources to additional services, including nutritional and housing assistance. DPH has provided these services to low and middle-income children and families since 2003. These services assist families in accessing healthcare services and renewing their coverage at the appropriate times, thereby retaining uninterrupted health coverage for the child(ren).

DPH has conducted a competitive solicitation process and as a result of that process is recommending approval to execute contracts with the 15 agencies that will replace current contracts upon expiration on June 30, 2013.

Approval of Recommendation 2 will allow DPH to execute sole source contracts with the Los Angeles Unified School District (LAUSD) and the Los Angeles County Office of Education (LACOE) because of their unique qualifications as public agencies with direct access to the target population. Specifically, these agencies provide school-based outreach, enrollment, utilization and retention services via LAUSD's Children's Health Access and Medical Programs (CHAMP). Additionally, LAUSD'S CHAMP and LACOE allow County contractors access to schools and school districts with large numbers of uninsured students and families who are eligible for low-cost health programs such as Medi-Cal and Healthy Kids. As the sole means to gain entrance to Los Angeles County school campuses and parents, contracting directly with LAUSD and LACOE ensures the linkage to school sites.

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Additionally, DPH will execute sole source contracts with the City of Pasadena and the City of Long Beach because they are the only health jurisdictions with authority to implement outreach and enrollment services with uninsured populations in Pasadena and Long Beach. Pasadena and Long Beach have incorporated outreach and enrollment services into many other programs, including the Pasadena/Altadena Health Partnership, Young & Healthy, the Black Infant Health Program, the Comprehensive Perinatal Services Program (CPSP), and the Child Health and Disability Prevention (CHDP) Program. Each of the aforementioned programs provides an excellent link with the Healthy Kids Outreach Partnership.

Approval of Recommendation 3 will allow DPH to execute a sole source contract with Computer Therapy, LLC for the provision of technical assistance and training for DPH's CHOI internet-based data collection system for CHOEUR contracted agencies. Computer Therapy, LLC will provide database services to the recommended agencies in Category 1 and 2 to ensure that all user training, troubleshooting, and technical assistance for the CHOI data system continues without interruption.

Since the inception of the CHOI database in 2001, Computer Therapy, LLC has played a key role in providing guidance in the programming necessary to allow for data collection, tracking and reporting. Computer Therapy, LLC has specialized experience working with an internet-based SQL server with the understanding of the client's business process and tracking needs of the CHOI data system. It is imperative for DPH to continue to contract with Computer Therapy, LLC. A disruption in oversight of the system would be detrimental to the project.

Approval of Recommendation 4 will allow DPH to execute amendments to contracts to extend the term of the contracts; rollover unspent funds; internally reallocate funds between budgets up to 10 percent of the annual base maximum obligation, and/or increase or decrease funding up to 10 percent above or below the annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary.

Approval of Recommendation 5 will allow DPH to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, up to an adjustment between all budget categories equal to 10 percent of each term's annual base maximum obligation, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

#### Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

#### **FISCAL IMPACT/FINANCING**

The total program cost for the 15 recommended contracts in Recommendation 1 is \$8,600,800 (\$4,300,400 for FY 2013-14 and \$4,300,400 for FY 2014-15), 100 percent offset by First 5 LA funding and MAA reimbursements, for the period of July 1, 2013 through June 30, 2015.

The total program cost for the four contracts in Recommendation 2 is \$1,134,528 (\$567,264 for FY 2013-14 and \$567,264 for FY 2014-15), 100% offset by First 5 LA funds and MAA reimbursements, for the period of July 1, 2013 through June 30, 2015.

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The total program cost for the contract in Recommendation 3 with Computer Therapy, LLC is \$240,000 (\$120,000 for FY 2013-14 and \$120,000 for FY 2014-15), 100% offset by First 5 LA funds and MAA reimbursements, for the period of July 1, 2013 through June 30, 2015.

There is no net County cost associated with this action.

Funding for these contracts is included in DPH's Proposed Budget for FY 2013-14 and will be included in future FY's, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On July 11, 2002, First 5 LA approved a \$100,000,000 allocation over five years for the development and implementation of the Healthy Kids Initiative for the State of California, from which Los Angeles County's Healthy Kids is derived. The program was developed to provide health coverage to children from birth to age five, with family incomes that do not exceed 300 percent of the federal poverty level (FPL) and who are not eligible for Medi-Cal or Healthy Families. Consequently, on May 13, 2003, your Board approved an agreement with First 5 LA for the administration of the health coverage outreach, enrollment, utilization, and retention component of the Healthy Kids Initiative.

In July 2003, the County's DPH CHOI contracted with 15 agencies to provide health coverage outreach, enrollment, utilization and retention (OEUR) services to low-income children and their families in Los Angeles County. The existing contracts are slated to expire on June 30, 2013.

On January 12, 2012, the First 5 LA Commission approved the extension of the Healthy Kids Outreach Program through June 30, 2015, and designated DPH as the lead agency to administer the project. First 5 LA awarded funds to DPH for the purpose of increasing the number of children enrolled in Healthy Kids, Medi-Cal, Healthy Families, and other no/low cost health coverage programs. DPH in turn, will continue to allocate the direct services portion of this funding to community agencies to provide OERU services for uninsured children and families.

On November 29, 2012, the First 5 LA Commission voted to extend eligibility for the Healthy Kids insurance program to eligible children ages 0-5 whose household income does not exceed 400% of the FPL (previously program eligibility was up to 300% FPL). The Commission, DPH and children's health stakeholders believe this extension will enable more moderate-income uninsured children to obtain coverage and help act as a bridge to health insurance for these families starting in 2014 through Covered California, the State Health Benefit Exchange.

Pursuant to Board Policy 5.100, on October 23, 2012 your Board was provided advance written notice of DPH's intent to enter into negotiations for Board-approved sole source contracts of \$250,000 or greater.

CIO has reviewed and recommends approval of the actions related to the Computer Therapy, LLC contract. The contract contains all of the current County-required provisions as well as certain applicable information technology provisions to protect the County such as intellectual property indemnification, assessment of credits for late delivery, failure to correct deficiencies timely, and termination for default.

County Counsel has approved Exhibit I and II as to form. Attachment A provides a list of the 15 recommended agencies, Attachment B provides a list of the five sole source contracts, Attachment C is the contracting opportunity announcement, Attachment D is the signed sole source checklist

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for the four contracts under Recommendation 2, Attachment E is the signed sole source checklist for the Computer Therapy, LLC contract, and Attachment F is the CIO Analysis Report.

### **CONTRACTING PROCESS**

On December 5, 2012, DPH released a Request for Proposals (RFP) to provide CHOEUR services in the following two categories: Category 1 - the provision of CHOEUR services by Service Planning Area (SPA), and Category 2 - county-wide training and technical assistance for CHOEUR grantees in Category 1 and other enrollment agencies throughout the County. Proposers could submit proposals for one or both categories. The contracting opportunity announcement was posted on the LA County Online web site (Attachment C), and DPH's website, and a notice of release of the RFP was also sent by electronic mail to 150 vendors registered with DPH. A proposer's conference was held on December 19, 2012, with 39 potential proposers in attendance. DPH received 24 proposals (22 proposals for Category 1, and 2 proposals for Category 2) by the submission deadline. Proposals were reviewed by an evaluation committee that consisted of representatives from various programs within DPH and external panelists who are experts in the subject matter.

Proposals were evaluated in accordance with the Evaluation Methodology for Proposals – Policy 5.054 approved by your Board on March 31, 2009. As a result of the evaluation process DPH is recommending contract award for 14 agencies under Category 1, and one agency under Category 2. The successful proposers received the highest score with consideration given to geographic distribution of funds and populations served.

A debriefing was offered to the non-selected proposers. XXXX requested a Proposed Contractor Selection Review, which DPH determined was without merit and therefore denied. XXXX subsequently requested a County Review Panel (Panel). The Panel was convened on DATE, heard both XXX and DPH positions and announced a decision in favor of DPH. Therefore, DPH is recommending the Board approve the recommended 15 contracts.

On July 12, 2007 Computer Therapy, LLC entered into a work order for the provision of information technology support services as a result of the Information Technology Support Services Master Agreement solicitation process conducted by County's Internal Services Division (ISD). A new ISD policy does not allow renewal or extension of ongoing work orders or allows current contractors to re-bid on existing work orders. The existing work order is slated to expire on June 30, 2013.

### **IMPACT ON CURRENT SERVICES (PROJECTS)**

Approval of the recommended actions will allow DPH to award new contracts for the continued provision of community based health outreach, enrollment, utilization and retention services and activities to uninsured children and families in Los Angeles County.

Respectfully submitted,

JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

JEF:sb  
pm#02607

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Enclosures

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

CONTRACTING PROCESS

On December 5, 2012, DPH released a Request for Proposal for services in the following two categories: Category 1 - the provision of CHSICUR services by Genova Planning Area (GPA) and Category 2 - county-wide training and technical assistance for CHSICUR services in Category 1 and other residential agencies throughout the County. Proposals were submitted for both categories. The contracting opportunity announcement was posted on the LA County Online web site (Attachment C) and DPH's website and a notice of release of the RFP was also sent by electronic mail to 350 vendors registered with DPH. A proposal's conference was held on December 19, 2012, with 39 potential proposers in attendance. DPH received 24 proposals (22 proposals for Category 1 and 2 proposals for Category 2) by the submission deadline. Proposals were reviewed by an evaluation committee that consisted of representatives from various programs within DPH and external partners who are experts in the subject matter.

Proposals were evaluated in accordance with the Evaluation Methodology for Proposals - Policy 5-084 approved by your Board on March 21, 2009. As a result of the evaluation process DPH is recommending actions award for 14 agencies under Category 1, and one agency under Category 2. The successful proposals received the highest score with consideration given to geographic distribution of funds and potential revenue.

Additional information is available in the attached public file. If you have any questions, please contact the County Counsel at (916) 487-3333 or the County Counsel's Office at (916) 487-3333. This information is for informational purposes only and does not constitute an offer of any services. The County Counsel's Office is not responsible for the accuracy of the information provided.

On July 12, 2007, Computer Therapy, LLC entered into a work order for the provision of information technology support services as a result of the Information Technology Support Services Agreement solicitation process conducted by County's Internal Services Division (ISD). A new ISD policy does not allow renewal or extension of existing work orders or allow current contractors to bid on existing work orders. The existing work order is slated to expire on June 30, 2013.

IMPACT ON CURRENT SERVICES (PROBOTS)

Approval of the recommended actions will allow DPH to award new contracts for the continued provision of currently leased health outreach, evaluation, utilization and retention services and access to numerous clinical and families in Los Angeles County.

Respectfully submitted,

KRYSTIANE FIELDS, M.D., M.P.H.  
Director and Health Officer

JEK:sp  
5/21/2013

June 4, 2013

Honorable Board of Commissioners  
Community Development Commission  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE THE PURCHASE OF A MICROSOFT ENTERPRISE AGREEMENT FROM  
INSIGHT PUBLIC SECTOR  
(ALL DISTRICTS) (3 VOTE)**

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

**SUBJECT**

This letter recommends the purchase of a three-year Microsoft Enterprise Agreement from Insight Public Sector, to provide Microsoft software for the Community Development Commission (Commission) and Housing Authority. The Commission currently uses various versions of Microsoft operating systems and Office products. The Agreement will entitle the Commission to access all upgrades in order to standardize all Microsoft products throughout the organization.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the purchase of a Microsoft Enterprise Agreement through Insight Public Sector is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
2. Approve and authorize the Executive Director to purchase a three-year Microsoft Enterprise Agreement from Insight Public Sector, using up to \$132,552 per year, plus a 10% contingency of \$13,255 per year.
3. Authorize the Executive Director to execute purchase orders and any other documents necessary to complete the purchase, as well as any non-monetary

amendments to the Enterprise Agreement, following approval as to form by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to purchase a Microsoft Enterprise Agreement through Insight Public Sector to enable the Commission to receive licenses and software assurance benefits for Microsoft products.

The Commission needs 570 licenses to update our software needs for our office and community training sites. Microsoft's Enterprise Agreement is the volume licensing option best utilized by organizations with more than 250 desktop computers. The benefits of an Enterprise Agreement include: simplified license and compliance tracking, flexibility to upgrade to newer versions of products, simplified budgetary planning, and unlimited web support for all servers. The Commission receives all licenses and rights immediately while allowing us to distribute payments over three years with no interest.

### **FISCAL IMPACT / FINANCING**

There is no impact on the County general fund. The maximum amount for all three years of the agreement will be \$397,656. An additional 10% contingency of \$39,765, or \$13,255 per year, is being set aside to permit the Commission to increase the number of licenses if needed.

For the first year of the Agreement, the Commission will use up to \$132,552 included in the Commission's approved Fiscal Year 2012-2013 budget. Funds for years two and three will be requested through the Commission's annual budget approval process.

Insight Public Sector confirms that no California sales or use taxes apply because all products for this purchase will be digitally downloaded.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Microsoft Enterprise Agreement has been reviewed by County Counsel. The Chief Information Office has reviewed and approved this request. The request is for a commodity software license purchase utilizing a standard enterprise agreement whereby a CIO analysis is not required.

### **CONTRACTING PROCESS**

The Microsoft Enterprise Agreement will be purchased under the California County Information Services Directors Association (CCISDA) Enterprise Agreement (#01E62044). The CCISDA Enterprise Agreement was a formal RFP led by the County of Riverside and awarded in 2002 to offer the lowest prices possible for state and local government customers in California. The

Commission received four quotes from approved CCISDA resellers. Insight Public Sector offered the lowest quote and is being recommended for the purchase award.

### **ENVIRONMENTAL DOCUMENTATION**

Computer software purchases are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT SERVICES AND PROJECTS**

The purchase of the Microsoft Enterprise Agreement will improve the efficiency and effectiveness of the Commission's administrative processes and maximize the return on the Commission's technology investments.

Respectfully submitted,

Reviewed by:

SEAN ROGAN  
Executive Director  
COMMUNITY DEVELOPMENT COMMISSION  
COUNTY OF LOS ANGELES

RICHARD SANCHEZ  
Chief Information Officer  
COUNTY OF LOS ANGELES



TOM TINDALL  
Director

# County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2084  
FAX: (323) 264-7135

*"To enrich lives through effective and caring service"*

May 21, 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 FOR APPROVAL AND AWARD OF TWO PARKING FACILITY MANAGEMENT SERVICES CONTRACTS (ALL DISTRICTS – 3 VOTES)**

### **SUBJECT**

Approval of two parking facility management services contracts.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that parking facility management services can be performed more economically by an independent contractor than by County employees.
2. Approve and instruct the Chairman to sign the attached contracts (Attachments 1 and 2) with Classic Parking, Inc. to provide parking facility management services for Regions 1 and 2 effective July 1, 2013 for a period of three (3) years, with two (2) one-year extension options, and six (6) month-to-month extensions at an estimated first year cost of \$4.4 million.
3. Authorize the Director of Internal Services Department (ISD) or his designee to exercise the renewal option extensions in accordance with the attached contracts, add and delete facilities, approve necessary changes to scope of services, and execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Currently, parking management services for 26 parking facilities are provided under a contract which expires June 30, 2013. The recommended actions will ensure that these parking facilities continue to receive services with no lapse in services.

### **Implementation of Strategic Plan Goals**

The recommended contracts support County Strategic Plan Goals Number 1 for Operational Effectiveness, by providing timely delivery of customer oriented and efficient public services and

Goal Number 2 for Fiscal Sustainability as revenue generated benefits the County General Fund.

**FISCAL IMPACT/FINANCING**

The management of parking facilities is divided into two geographic regions as follows:

- **Region 1** – Civic Center parking lots serving the Kenneth Hahn Hall of Administration, Music Center Performing Arts venues, and Hall of Records. Total of 7 parking lots.
- **Region 2** – All other Civic Center and Downtown Los Angeles parking lots as well as lots located throughout the County. Total of 19 parking lots.

A complete listing of the parking facilities is included in Attachment 3.

Classic Parking, Inc. (Classic) is being recommended for the two contracts (Regions 1 and 2). Classic will receive a percentage of the monthly adjusted gross revenue generated at revenue producing parking facilities, a fixed management fee, or a combination of both. Typically, the contractor receives a share of revenue at lots that are predominately revenue-generating and a fixed fee amount (management fee) for lots that do not generate revenue (e.g., employee lots, jury lots, etc.). First year contract costs, based on historical revenue are estimated as follows:

<b>Region</b>	<b>Estimated Revenue Generated</b>	<b>Proposed Revenue Share Percentage</b>	<b>Estimated Revenue Share</b>	<b>Management Fees</b>	<b>Estimated Cost</b>
1	\$ 5,937,659	21.94%	\$1,302,722	\$ 76,319	\$1,379,041
	\$ 1,588,283*			\$1,071,114	\$1,071,114
2	\$ 2,409,257	31.79%	\$ 765,903	\$ 766,126	\$1,532,029
	\$ 340,784*			\$ 466,560	\$ 466,560
<b>TOTAL</b>	<b>\$10,275,983</b>		<b>\$2,068,625</b>	<b>\$2,380,119</b>	<b>\$4,448,744</b>

\*Revenue generated by the respective Regions not shared with the Contractor.

The estimated annual revenue for all revenue-generating parking facilities for both regions is \$10,275,983 (based on revenue for Fiscal Year 2011-12). The costs of the two parking contracts are estimated to be \$4,448,744 which will result in estimated net revenue of \$5,827,239 for the County in the first fiscal year.

Sufficient appropriation for the fixed fee payments of the recommended contracts is included in ISD's Fiscal Year 2013-14 budget request and sufficient appropriation will be requested for future years.

County cost savings are estimated to be \$675,294 for Region 1 and \$895,352 for Region 2 for a total of \$1,570,646. The Auditor-Controller has approved the cost analysis that demonstrate that these contracts are cost effective (Attachment 4).

The management fee for each contract is fixed for the initial three years of the contracts. The

contracts allow for a Cost of Living Adjustment (COLA) increase during the fourth and fifth years of the contracts if the option years are exercised. The COLA language in the contracts complies with your Board's directive that COLAs for Living Wage contracts be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost. The revenue share percentage is fixed for the entire term of the contracts and not subject to any increases.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The terms and conditions of the recommended contracts have been approved as to form by County Counsel. The contracts contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

These contracts are subject to the Living Wage Program (County Code Chapter 2.201). Classic Parking has signed a Memorandum of Understanding with Teamsters Local Union No. 911 and will execute the Collective Bargaining Agreement (CBA) subsequent to your Board's approval of the contract. Classic Parking has applied and been approved for an exemption to the Living Wage Program contingent on Classic's execution of the CBA.

### **CONTRACTING PROCESS**

On August 27, 2012, ISD released a Request for Proposals (RFP) for Parking Facilities Management Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 5). Notice of the RFP was sent by electronic mail to 197 vendors registered with the County (Attachment 6). In addition, the contracting opportunity was advertised in Los Angeles Times, Long Beach Press Telegram, and La Opinion.

Nine (9) vendors attended the mandatory proposer's conference held on September 13, 2012. On October 15, 2012, proposals were received for each of the two (2) regions as indicated below. Each proposal was reviewed for compliance with the minimum requirement criteria stated in the RFP.

Region 1 – Four (4) proposals received; one (1) was disqualified  
Region 2 – Four (4) Proposals received; one (1) was disqualified.

The proposals that met the minimum requirements were evaluated by a committee in accordance with the evaluation process identified in the RFP. Non-Selected proposers received debriefings on January 29, 2013. There were no protests resulting from this solicitation.

The recommended vendor received the top ranked scores for each region and proposed the lowest cost to the County for both regions. A summary of Community Business Enterprise Program information for the Classic is attached (Attachment 7).

Honorable Board of Supervisors  
May 21, 2013  
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On final analysis, selection was made without regard to gender, race, creed or color, or national origin.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended contracts will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. The contracts will not result in reduced services. Finally, there is no employee impact as a result of these contracts as the services are currently being performed under a contract.

**CONCLUSION**

Approval of the contracts will allow the County to continue to provide parking management services for County employees, jurors and visitors in various parking facilities throughout the County of Los Angeles, and will ensure a continued revenue stream for the County.

Respectfully submitted,

TOM TINDALL  
DIRECTOR, ISD

TT:JS:YY  
Attachments (7)

c: Chief Executive Officer  
County Counsel



TOM TINDALL  
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 21, 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 FOR APPROVAL  
TO ACQUIRE COMPUTER EQUIPMENT,  
AND APPROVE APPROPRIATION ADJUSTMENT  
(ALL DISTRICTS - 3 VOTES)**

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

**SUBJECT**

Request approval to purchase computer equipment with a unit cost greater than \$250,000 to meet the needs of County departments and request approval of the attached appropriation adjustment.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Internal Services Department (ISD) to acquire computer server equipment for a total capital asset expenditure of \$468,000 to support County-wide automated applications.
2. Approve an appropriation adjustment to transfer \$1,004,000 from Services and Supplies to Capital Assets Equipment to provide adequate appropriation for the required capital asset purchases.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On an ongoing basis, ISD acquires computer and networking equipment to meet the computer application needs of County departments. Pursuant to County Policy, Board approval is required when individual components of this equipment exceed \$250,000.

This request is for approval to acquire one (1) mainframe computer server to meet the demand for County-wide Web Portal services at the Downey Data Center. We are experiencing growth in the number of departments using the County Web Portal and anticipate increased usage when new features and functionality are deployed beginning in August 2013. The capital asset cost of this procurement is \$468,000.

This new mainframe computer server is a planned financed purchase for FY2013-14. We are moving this purchase to FY2012-13 due to the increased demand for these computing services and a desire to reduce our use of financing when appropriate.

In addition to the \$468,000 for the new mainframe computer server purchase, the requested \$1,004,000 budget adjustment for capital assets covers an additional \$500,000 to acquire network and voice equipment for DPSS and \$36,000 for network equipment for the Public Library. No component of these two purchases exceeds \$250,000. The total cost of this purchase will be passed on to DPSS and Public Library respectively.

### **Implementation of Strategic Plan Goals**

The acquisition of this computer and networking equipment is necessary to meet the information technology requirements of the departments served by ISD and supports the County strategic goal for Operational Effectiveness.

### **FISCAL IMPACT/FINANCING**

The approval of the recommended appropriation adjustment to transfer \$1,004,000 from Services and Supplies to Capital Assets Equipment will provide adequate appropriation for the required capital asset purchases.

All costs are offset by billings to County departments. There will be no additional cost impact to County departments. All equipment will be purchased outright, rather than financed, to avoid interest charges in future years. No additional net County cost is required for these acquisitions.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This request complies with the County Equipment Policy that your Board approved on October 16, 2001. This policy requires that departments obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater. The Chief Information Officer recommends approval of this Purchase (CIO Analysis attached).

Honorable Board of Supervisors  
May 21, 2013  
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### **CONTRACTING PROCESS**

These equipment items are commodity acquisitions under the statutory authority of the County Purchasing Agent. The acquisitions will be competitively bid by the Purchasing Agent in accordance with the standard County Purchasing policies and procedures.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval will ensure that ISD can acquire the resources necessary to operate County computer systems managed by the Department.

### **CONCLUSION**

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

Reviewed by:

TOM TINDALL  
Director

RICHARD SANCHEZ  
Chief Information Officer

TT:DC:TJT  
Attachments (2)

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

**APPROVE ACQUISITION OF COMPUTER EQUIPMENT  
FACT SHEET FREQUENTLY ASKED QUESTIONS (FAQ)  
Z114 MAINFRAME COMPUTER SERVER (DOWNEY DATA CENTER)**

***What is the purpose?***

Authorize ISD to acquire one (1) IBM z114 mainframe server (z114) at a Capital Asset cost of \$468,000.

***When must the acquisitions be done?***

The current mainframe server (z10BC) can no longer support the growing demand for Web Portal Services and we require an additional mainframe computer server to handle the growth. The Web Portal onboarding schedule is for Animal Care and Control to go live in July 2013, DPSS with multi-language support (English & Spanish) in August 2013, with DHS and Probation in early 2014.

In addition to meeting our growth needs, adding this additional server will allow us to avoid some software maintenance costs to reduce the impact of this purchase. Splitting mainframe server workloads to save on software costs is a proven cost-savings measure that ISD has used for many years across two mainframe servers. By adding a third smaller mainframe server, ISD can avoid \$84,500 annually by splitting database workloads that currently run on one server across two servers.

***Why are the computer acquisitions needed?***

The Web Portal environment currently hosts ten County portal sites, including the Auditor Controller, Beaches and Harbors, Sheriff, Mental Health, Human Resources, Parks & Recreation, Military and Veterans Affairs and Child Support Services along with the main Los Angeles County home page. In addition, we are projecting that another four departments will be added in FY2013-14 (DPSS, Probation, Health Services and Animal Care & Control). For FY2014-15, we are also projecting portal growth with the addition of the Agricultural Commission, Community and Senior Services and a major expansion of the current Parks & Recreation site with the Trails project.

The Web Portal environment itself will experience growth, as we implement more features such as multi-language capabilities. Initially DPSS will be using multi-language capability to display English and Spanish and we expect more departments to seek to use this same capability. Other portal related features include added support for mobile devices along with ways to facilitate the development of websites.

The new z114 mainframe computer server is the most cost-effective way to add capacity for growth, due to the lower hardware maintenance costs and faster processors on the new server. If this purchase is not completed, we will hit the mainframe server capacity limits which would severely impact customer response time for the Web Portal and mainframe application systems or significantly delay the onboarding of new customers to the Web Portal.

***What does the computer acquisition cost and where is it budgeted?***

The mainframe server acquisition costs are estimated to be \$468,000 (including sales tax) of Capital Assets. If approved, the purchase will be budgeted in ISD's FY 2012-13 Adjusted Budget for IBM mainframe Cost Pool 110.

This is a projected LACCAL purchase in the FY13-14 Budget. By purchasing the server this Fiscal Year, we will avoid \$110,544 in lease related costs over the 5 year term.

***What is the impact upon customer departments?***

This purchase will allow ISD to meet commitments to new and existing customers who are expanding their use of LA County's Web portal services.

Eliminating the lease payments for this mainframe server will benefit all mainframe customers by reducing the costs that need to be recovered by rates for the next five years.

***What is the "green" or energy impact of this purchase?***

The new IBM z114 mainframe server has processor design improvements that reduce total power consumption while improving performance as well as automatically adjusts for environmental factors such as temperature and humidity levels to optimize energy use.

**APPROVE ACQUISITION OF EQUIPMENT  
FOR DPSS AND PUBLIC LIBRARY  
FACT SHEET AND FREQUENTLY ASKED QUESTIONS (FAQ)  
APRIL 16, 2013**

***What is the purpose?***

Authorize ISD to acquire networking equipment for Public Library to upgrade existing hardware at La Puente and Leland Weaver facilities. These two Libraries are part of the master plan to rehab/expand certain County Public Libraries; the existing network equipment has exceeded manufacturer end-of-support.

Authorize ISD to acquire network and voice equipment for DPSS to expand VoIP systems and implement a Customer Service Center, in order to comply with State's mandate to provide MediCal intake for program participants, under the California Healthcare Eligibility Enrollment and Retention System (CalHEERS) program.

CalHEERS is essentially a MediCal referral system that's an outcome of the Obama Affordable Care Act.

***When must the acquisitions be done?***

ISD needs to purchase these Capital Assets in FY12-13 and to start implementation ASAP to meet project deadlines.

***Why are these acquisitions needed?***

La Puente and Leland Weaver Public Libraries are being remodeled and refreshed including the existing legacy LAN equipment. ISD needs to purchase LAN switches at each location in order to perform the equipment refresh.

DPSS needs to expand the existing VoIP systems and deploy the State mandated CalHEERS CSC call center.

***What does the acquisition cost and where is it budgeted?***

The two Public Library projects require the purchase of four LAN switches as capital asset items at a total cost of \$36K. ISD will bill Public Library for these purchases by June 30.

The DPSS projects require the purchase of various network and voice capital asset items at a cost of \$500K (\$250K for VoIP expansions and \$250K for CalHEERS). ISD will bill DPSS for these purchases by June 30.

***What is the impact upon customer departments?***

These purchases will allow ISD to meet Public Library needs to refresh the network equipment for the two stated facilities, as well as meet DPSS' needs to expand their VoIP systems and implement a State-mandated inbound call center (CSC) for the CalHEERS program participants.

***What is the "green" or energy impact of this purchase?***

No significant impact.