



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

SACHI A. HAMAI  
Interim Chief Executive Officer

**DATE:** June 11, 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 – APPROVAL OF REVISED BOARD POLICY NO. 3.020 CLEAN FUEL SUSTAINABLE FLEET**  
ISD – Dave Chittenden or designee
  - B) **Board Letter – APPROVAL OF CONSULTING SERVICES AGREEMENT WITH LEED ELECTRIC, INC., FOR INSTALLATION AND IMPLEMENTATION OF AN AUTOMATED DATA ACQUISITION AND TELEMETRY SYSTEM**  
DPW/CIO – Gail Farber and Richard Sanchez or designee(s)
  - C) **Board Letter – APPROVAL OF A SOLE SOURCE MASTER SERVICES AGREEMENT FOR PREMIER SUPPORT SERVICES WITH MICROSOFT CORPORATION**  
CIO – Richard Sanchez or designee
  - D) **Enterprise IT Initiatives Update**  
CIO – Richard Sanchez or designee
2. Public Comment
3. Adjournment



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”*

June 30, 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 REVISED  
BOARD POLICY NUMBER 3.020 – CLEAN FUEL SUSTAINABLE FLEET  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Recommendation to approve the revised Board of Supervisors Policy Number 3.020, Clean Fuel – Sustainable Fleet policy that establishes vehicle fleet replacement standards, and enhances sustainability efforts and standards for the County vehicle fleet.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the attached Board of Supervisors Policy Number 3.020, Clean Fuel – Sustainable Fleet (“Policy”), revised to establish vehicle fleet replacement standards, and enhance sustainability efforts and standards for the County vehicle fleet.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended revised Policy was approved by your Audit Committee on May 2, 2015, and include the following enhancements:

- Establishes standards for new vehicle purchases and replacement cycles.
- Incorporates sustainable fleet policy to improve air quality and reduce consumption, pollutants and greenhouse gas emissions.
- Adopts minimum fuel consumption and emission requirements for non-emergency passenger sedans.

- Establishes that 10% of non-emergency passenger sedan purchases are to be Plug-in hybrids or electric vehicles with zero emission or near zero emission.
- Establishes that 10% of non-emergency light duty truck or van purchases are to be alternative fuel such as CNG, propane or plug-in hybrids.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

### **FISCAL IMPACT/FINANCING**

The Chief Executive Office (CEO) provided a one-time \$5M contribution of Net County Cost (NCC) to the Motor Vehicle Accumulated Capital Outlay (MVACO) fund to address one of the many deferred maintenance needs of the County that have suffered through the recent recession. \$4.6M of the contribution in the MVACO will be used to fund vehicle replacement, as established in the Policy, for NCC departments.

Departments will be required to prepare an annual vehicle replacement plan based on vehicle fleet replacement guidelines contained in the Policy.

The CEO will also work with partially subvned departments to understand the most efficient method to utilize NCC for vehicle replacement in conjunction with their subvention requirements.

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

The Policy revisions and vehicle fleet replacement guidelines were initiated as a result of vehicle repair costs increasing for ISD managed fleet over the past several years. The age of the County light duty fleet on average is over nine years and is a significant contributing factor in the rise in vehicle repair costs overall.

ISD engaged Mercury Associates, Inc. to review the light vehicle fleet and provide a report and recommendations to include:

- Information on established industry standards for light duty vehicle replacement
- Fleet replacement cycles for light-duty vehicles
- A multiple-year fleet replacement plan
- A recommendation on a Fleet replacement policy

At the time of the study, 64% of the ISD-managed fleet exceeded recommended replacement criteria, which would cost approximately \$80.8M to replace. The consultant recommended a 5-year “catch-up” or Renewal Replacement of these vehicles which would result in the replacement of 74% of current vehicles over a five-year period versus only 19% if County were to continue spending only \$5M annually. The 3,891 light duty vehicles maintained by ISD were included in analysis.

Vehicle replacement plan benefits include optimized vehicle replacement cycles, improved fuel economy and reduced greenhouse gas emissions, improved vehicle safety, and reduced total cost of ownership and maintained value of County capital assets.

### **ENVIRONMENTAL DOCUMENTATION**

Approval of this recommendation is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

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

Approval of the revised Policy will enhance the operational effectiveness of the County’s vehicle fleet.

### **CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

JIM JONES  
Director

JJ:DC:JS:MN:as  
Attachment

c: Chief Executive Officer  
County Counsel



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

ATTACHMENT

Policy #:	Title:	Effective Date:
<b>3.020</b>	<b>Clean Fuel – Sustainable Fleet</b>	<b>XX/XX/15</b>

### PURPOSE

---

Establishes a clean air – sustainable fleet policy to improve air quality in the South Coast Basin through the expanded use of clean fuels for County vehicles in conjunction with other County-sponsored environmental programs. This policy establishes standards for new vehicle purchases and vehicle replacement cycles that will ensure the County’s vehicles are replaced in a fiscally responsible and consistent manner that reduces energy/fuels consumption, criteria pollutants generation, and greenhouse gas (GHG) emissions.

### REFERENCE

---

September 20, 1994 Board Order, [Synopsis 9](#)

[November 30, 1994](#) Chief Administrative Office and Internal Services Department memo, “Los Angeles County Clean Fuels Policy”

January 10, 1995 Board Order, [Synopsis 8](#)

November 15, 2005 [Board Order No. 2](#)

February 3, 2009 [Board Order No. 23](#)

July 1, 2011 [Chief Executive Office Policy/Procedure/Guidelines – County Vehicle Policy](#)

[California Air Resources Board \(CARB\)](#)

[South Coast Air Quality Management Districts \(AQMD\)](#)

[California’s Global Warming Solutions Act \(AB 32\)](#)

[California’s Sustainable Communities Strategy \(SB 375\)](#)

[Vehicle Retirement and Replacement \(SB 1275\)](#)

## POLICY

---

It is the policy of the County of Los Angeles to transition its motor vehicle fleet to viable clean fuels, including hybrids and alternative fuels vehicles, as approved by the California Air Resources Board (CARB) and South Coast Air Quality Management Districts (AQMD).

The following County standards are provided for new vehicle purchases:

1. The standard for all new non-emergency passenger sedans for conducting routine County business shall be hybrid vehicles<sup>1</sup>, and shall have a minimum EPA Combined City/Highway fuel consumption of 35 miles per gallon and produce less than 250 grams of CO<sub>2</sub> per mile, as rated by the U.S. Environmental Protection Agency. Any exceptions to this provision shall be made for cause and approved by the Chief Executive Office (CEO) in consultation with ISD for technical clarification.

Additionally, departments shall make at least ten percent (10%) of the non-emergency passenger sedans purchased as original equipment manufactured [Transitional Zero Emission Vehicles](#) (T-ZEVs)<sup>2</sup> or [Zero Emission Vehicles](#) (ZEVs)<sup>3</sup>. All T-ZEV Sedans shall have a minimum all-electric range of at least 16 miles. Any exceptions to this provision shall be made for cause and approved by the CEO in consultation with ISD for technical clarification.

2. The standard for new non-emergency trucks and medium to heavy-duty vehicles (Gross Vehicle Weight over 14,000 pounds) with emphasis on buses, trucks, street sweepers, and waste collection vehicles will be Compressed Natural Gas (CNG), or other alternative fuels other than diesel.
3. Departments shall make at least 10% of all non-emergency light duty trucks or vans (14,000 pounds Gross Vehicle Weight or less) purchased as original equipment manufactured alternative fuel, such as CNG, Propane (LPG), T-ZEV or ZEV (Plug-In models). Any exceptions to this provision shall be made for cause and approved by the CEO in consultation with ISD for technical clarification.
4. Departments shall provide basis for seeking an exemption from the acquisition of vehicles not meeting the County standards to the CEO for review and approval. The written approval must be submitted along with the vehicle purchase requisition to the Internal Services Department's (ISD) Purchasing Division.

All exemptions will be reported by ISD, or the appropriate reporting department, in their Annual Clean Fuels – Sustainable Fleet report. (See No. 5 below)

5. Departments that manage fleet operations shall report to the Board by March 1<sup>st</sup> each year on the composition of their fleet and the number of vehicles powered by clean fuels, including hybrids and other alternative fueled vehicles.

---

<sup>1</sup> Examples of Hybrids: Ford C-MAX, Ford Fusion, Honda Accord, Honda Civic, Toyota Prius, Toyota Camry, etc.

<sup>2</sup> Examples of T-ZEVs: Chevrolet Volt, Ford CMAX Energi, Ford Fusion Energi, etc.

<sup>3</sup> Examples of ZEVs: Chevrolet Spark EV, Ford Focus Electric, Kia Soul EV, Nissan LEAF, Volkswagen e-Golf

The following are the guidelines to achieve a systematic approach to vehicle replacement:

1. All departments will utilize the following vehicle fleet replacement cycle standards for light-duty vehicles:

Vehicle Class	Years	Mileage
Emergency Vehicle*	7	110,000
Sedan	8	115,000
SUV	8	105,000
Van	8	105,000
Truck-Light-duty *	9	110,000

\* Emergency Vehicle includes light duty emergency-related vehicles as defined by the California Vehicle Code Sections 165, 30, 25269, 21055, and 27002. Light duty trucks are defined as those of 14,000 pounds gross vehicle weight or less. All vehicle replacement standards are applicable on 'whichever comes first' basis.

2. Vehicles become candidates for replacement when they reach either the age or mileage replacement criteria, whichever comes first. When vehicles are identified as candidates for replacement, the vehicles are not mandated to be replaced. Rather, vehicle replacement candidates will be subject to further analysis, including current utilization level; front-line or backup assignment status; repair history and pending repair/refurbishment costs; perceived reliability, suitability, and safety; and ease of replacement. Departments will report the results of this review to the CEO as part of their annual vehicle budget requests.
3. Departments will consult with the CEO to develop budgetary plans to fund replacement vehicles. Vehicle replacement will be coordinated centrally through the CEO as part of the annual budget process. ISD will provide fleet utilization and repair historical data and help develop the replacement strategy for departments that use ISD Fleet Services. Other departments will similarly work directly with the CEO. Each department should prepare an annual vehicle replacement plan.
4. Departments shall review vehicle utilization for opportunities to reduce fleet operating costs. Where feasible, departments shall reduce vehicle counts by pooling, renting County motor pool vehicles, employee mileage reimbursement, etc. Departments shall review vehicles that are driven 5,000 miles or less annually. Generally, such vehicles will be considered underutilized, and should be removed/turned in or redeployed unless fully justified based on business/operating requirements. Departments are advised to periodically rotate higher use vehicles with lower use units.
5. Increases to departmental vehicle counts will require CEO approval based on operating and/or program needs.
6. Unless otherwise justified based on operating/business needs, vehicles must be replaced "in kind". Replacement vehicles must meet departmental business requirements, limit features/accessories to those that improve safety and/or reduce risk or liability issues, enhance employee productivity, and are clearly needed for operations.

7. In procurement calculations of the Total Cost of Ownership bid evaluation shall utilize replacement mileage standards detailed above to determine the lowest responsible bid.
8. All retired/replaced vehicles must be turned in for disposal or salvage, and may not be retained within any County operation unless approved by the CEO. For salvaged vehicles, auction proceeds will be deposited to Motor Vehicle Accumulated Capital Outlay (MVACO) and returned as appropriate to each department.

### **RESPONSIBLE DEPARTMENT**

---

Internal Services Department

Chief Executive Office

### **DATE ISSUED/SUNSET DATE**

---

**Issue Date: January 10, 1995**  
**Review Date: February 19, 2004**  
**Review Date: November 15, 2005**  
**Review Date: January 18, 2007**  
**Reissue Date: February 3, 2009**  
**Reissue Date: February 18, 2010**  
**Review Date: December 18, 2013**  
**Issue Date: XXXXX ##, 2015**

**Sunset Review Date: January 10, 2004**  
**Sunset Review Date: January 10, 2007**  
**Sunset Review Date: January 10, 2009**  
**Sunset Review Date: January 10, 2010**  
**Sunset Review Date: January 10, 2010**  
**Sunset Review Date: February 18, 2014**  
**Sunset Review Date: February 18, 2016**  
**Sunset Review Date: December 31, 2016**

June 30, 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:

**DOMINGUEZ GAP BARRIER PROJECT TELEMTRY SYSTEM PHASE 2  
AUTOMATED DATA ACQUISITION AND TELEMTRY SYSTEM  
CONSULTANT SERVICES AGREEMENT  
(SUPERVISORIAL DISTRICTS 2 & 4)  
(3 VOTES)**

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

**SUBJECT**

This action is to approve entering into a consultant services agreement with Leed Electric, Inc. for the installation and implementation of an Automated Data Acquisition and Telemetry System that will enable the County of Los Angeles Department of Public Works to remotely collect, store, analyze, and present status information on operational conditions at facilities associated with the Dominguez Gap Barrier Project.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed project is categorically exempt from the provisions of the California Environmental Quality Act.
2. Award and authorize the Director of Public Works or her designee to execute a consultant services agreement with Leed Electric, Inc., for the installation and implementation of the Dominguez Gap Barrier Project Telemetry System Phase 2 for a maximum not-to-exceed fee of \$2,286,464. Funding for these services is included in the Fiscal Year 2014-15 Internal Service Fund Budget, which will be reimbursed by the Flood Control District Fund Budget. The term of his agreement shall commence upon full execution by both parties, and shall extend for a period of either two years from the commencement date, or until the final acceptance of the project by the County, plus one-year of maintenance and support from the date of acceptance, whichever period is longer. The agreement also includes a one-year renewal option, to be exercised at the sole discretion of the County.

3. Delegate authority to the Director of Public Works or her designee to exercise the one, 1-year extension option on the above-referenced agreement at the sole discretion of the Director of Public Works, based upon the level of satisfaction with the services provided.
4. Delegate authority to the Director of Public Works or her designee to execute change orders for unforeseen, additional work directly related to the scope of the agreement by utilizing contingency funds in the total amount of \$210,000 included in the not-to-exceed fee of \$2,286,464.
5. Delegate authority to the Director of Public Works, or her designee, to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

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

The purpose of the recommended actions is to install and implement an Automated Data Acquisition and Telemetry System (Telemetry System) for the Dominguez Gap Barrier Project (DGBP). The County of Los Angeles Department of Public Works (Public Works) has an existing Seawater Barrier Telemetry System already installed and functioning that monitors segments of the Alamitos Barrier Project (ABP), the DGBP, and the West Coast Basin Barrier Project (WCBBP). The existing Seawater Barrier Telemetry System utilizes Siemens WinCC software and other Siemens related equipment and appurtenances to monitor operational conditions at injection wells, observation wells, and pressure reducing valves. The data is transmitted directly to Public Works' Headquarters in real time, where engineers can evaluate the information and improve operational efficiency of the Seawater Barriers in order to protect the groundwater from seawater intrusion. This work will extend the existing Seawater Barrier Telemetry System to monitor segments of the DGBP still without a telemetry system. The DGBP Telemetry System will utilize the same hardware installation and software configuration used on the existing Seawater Barrier Telemetry System, and will be integrated seamlessly.

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

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1) and Community Support and Responsiveness (Goal 2). The recommended actions will help achieve these goals by maximizing the collection of accurate and timely data to ensure that the County's groundwater supply is protected from seawater intrusion.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

This agreement is for a not-to-exceed amount of \$2,286,464, which includes \$210,000 as contingencies for necessary changes or additions that may arise during the progress of the work related to the original scope of the agreement. Funding for these services is included in the Fiscal Year 2014-15 Internal Service Fund Budget, which will be reimbursed by the Flood Control District Fund Budget. Additional work within this allowance will not be performed without prior written authorization from the Director of Public Works or her designee.

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

The recommended consultant is Leed Electric, Inc., located in Santa Fe Springs, California. This agreement will commence upon full execution by both parties, and shall extend either for a period of two years from such commencement date, or until County's final acceptance of the project, plus one year of maintenance and support, whichever period occurs later. With your Board's delegated authority, the Director or her designee may extend the term of the agreement for an additional 1-year.

An agreement approved as to form by County Counsel (Enclosure A) will be used. The Chief Information Office (CIO) Analysis, prepared by the County CIO, is enclosed for your review (Enclosure B). The recommended agreement was solicited on an open-competitive basis and is in accordance with the applicable Federal, State, and County requirements. The consultant is in compliance with the requirements of the Chief Executive Officer and your Board.

The construction of the DGBP Telemetry System was split into two phases. Phase 1 was awarded by your Board on May 6, 2014, for a contract amount of \$1,877,745, and will be completed in June 2015. It included the installation of conduits, pull boxes, and new observation well vaults. The proposed Phase 2 includes programming of commercial off-the-shelf software and the installation of cables, instrumentation, and sensors within the existing facilities constructed in Phase 1 of the project. Phase 2 requires a one-year maintenance and support period from the date of Public Works' final acceptance to ensure that all instrumentation and system components are integrated and properly functioning.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations.

The contract contains terms and conditions supporting your Board's ordinances, policies, and programs including, but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the consultant before any work is assigned.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt from California Environmental Quality Act (CEQA) and is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

### **CONTRACTING PROCESS**

On February 4, 2015, Public Works issued a Request for Proposals (RFP). The RFP was posted on the "Doing Business with Us" website and the "Public Works Contract Opportunities" website. On March 4, 2015, three firms responded to the RFP. An evaluation committee, comprised of staff from Public Works, evaluated the proposals and determined that Leed Electric, Inc., is the highest rated, responsive and responsible proposer for this project. The evaluation was based on criteria described in the RFP, which included the price, technical expertise, work plan, experience, personnel qualifications, performance history/references, and understanding of the work requirements. The evaluation was completed without regard to race, creed, color, or gender.

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

The implementation of DGBP Telemetry System Phase 2 will enable Public Works to remotely collect, store, analyze, and present status information on operational conditions at DGBP facilities to ensure that the County's groundwater supply is protected from seawater intrusion.

**CONCLUSION**

Please return one adopted copy of this letter to Public Works, Water Resources Division.

Respectfully submitted,

Reviewed by:

GAIL FARBER  
Director of Public Works

Richard Sanchez  
Chief Information Officer

GF:

Enclosures (3)

c: Chief Executive Office ()  
County Counsel  
Executive Office  
Chief Information Office ()

bc: Flood Maintenance  
Watershed Management  
Architectural Engineering  
Budget/Fund Management  
Technology Planning and Governance (Trinh)

C:\NRP\Portb\HOA\THALAB\1156916\_1.DOC



**RICHARD SANCHEZ**  
CHIEF INFORMATION OFFICER

Office of the CIO  
**CIO Analysis**

DATE: 6/30/2015
--------------------

SUBJECT:

**Dominguez Gap Barrier Project Telemetry System Phase 2  
Automated Data Acquisition and Telemetry System Consultant  
Services Agreement**

RECOMMENDATION:

Approve                       Approve with Modification                       Disapprove

CONTRACT TYPE:

New Contract                       Sole Source  
 Amendment to Contract #: Enter contract #.                       Other: Describe contract type.

CONTRACT COMPONENTS:

Software                       Hardware  
 Telecommunications                       Professional Services

SUMMARY:

Department Executive Sponsor: Deputy Director Gary Hilderbrand

Description: Approve entering into a consultant services agreement with Leed Electric, Inc. (Santa Fe Springs, CA) for the installation and implementation of an Automated Data Acquisition and Telemetry System that will enable the Department of Public Works (DPW) to remotely collect, store, analyze, and present status information on operational conditions at facilities associated with the Dominguez Gap Barrier Project (DGBP).

Contract Amount: \$2,286,464                      Funding Source: Public Works Flood Fund

Legislative or Regulatory Mandate                       Subvened/Grant Funded: 0%

***Strategic and  
Business Analysis***

PROJECT GOALS AND OBJECTIVES:

The primary goal is to extend the existing Seawater Barrier Telemetry System to the remaining portion of the DGBP that does not currently have a telemetry system installed. The DGBP Telemetry System will enhance operational performance and effectiveness. The Agreement will allow Public Works to minimize the impact of the project on its existing resources. The Contractor's expertise will help make the extension seamless and minimize any downtime of the telemetry system.

**BUSINESS DRIVERS:**

Public Works’ Water Resources Division would like to expand the Seawater Barrier Telemetry system to cover the remaining segments of the barriers by incorporating additional facilities such as new injection wells and observation wells into the existing telemetry system. The extension of the DGBP is a component of that expansion effort, and will allow the Department to more effectively manage groundwater quality.

**PROJECT ORGANIZATION:**

The executive sponsor for this Agreement is Public Works’ Deputy Director Gary Hilderbrand. The Consultant’s performance will be managed by a Project Manager within the Water Resources Division of DPW.

**PERFORMANCE METRICS:**

The work performed by the vendor will be governed by acceptance criteria for each of the tasks in the Scope of Work, which is an Exhibit of the Agreement. The Contractor will be required to provide project management and documentation (drawings, permits, manuals etc.) and to demonstrate that all hardware and software are working and conform to Public Works’ specifications, regulatory requirements and best management practices. Unless authorized, work shall be done in presence of the Project Manager, who shall inspect and reject if materials and workmanship are not in accordance with specifications. When the work is near completion, the Contractor will be required provide two sets of technical workshops, first to demonstrate the system functionality, and second, to provide training and knowledge transfer. Final acceptance is contingent upon Public Works’ successful testing and written acceptance of the deliverables and completion of a 60-day deficiency-free period.

**STRATEGIC AND BUSINESS ALIGNMENT:**

This project is consistent with Countywide Goal 1, Organizational Effectiveness, Countywide Goal #2, Fiscal Sustainability, and Countywide Goal #3, Integrated Service Delivery. The ability to monitor additional segments of the DGBP increases the efficiency, effectiveness and integration of the Seawater Barrier Telemetry System and enhances the County’s long-term ability to manage its water resources. As this is a very specialized data acquisition and telemetry system, there are no applicable Enterprise IT considerations, although it is consistent with the technology approach used by previous seawater intrusion barrier projects within DPW.

**PROJECT APPROACH:**

This is Phase II of the DGBP, one of three DPW-operated seawater intrusion barrier systems. This phase will extend the existing Seawater Barrier Telemetry System (SBTS) to monitor additional portions of the DGBP. The first phase (\$1,877,745 and approved by the Board on May 6, 2014) completed the physical infrastructure preparation. This phase will add the additional sensors and controls for the new sections of the DGBP, upgrade the central monitoring/control software, and program the SBTS to utilize the additional sensors and controls.

	<p><b>ALTERNATIVES ANALYZED:</b></p> <p>As this project was for new expansion of the SBTS, DPW had the option to hire additional staff to perform the installation and configuration work or to issue a request for proposals for a consultant to perform that work. Since the needs are temporary in nature and the skill sets and knowledge required are varied, specialized, and technical in nature, the Department elected to proceed with an RFP. This Agreement seeks approval to award to the highest rated proposer of the three proposals received through that open solicitation.</p>
<p><b>Technical Analysis</b></p>	<p><b>ANALYSIS OF PROPOSED IT SOLUTION:</b></p> <p>The Office of the CIO has determined that the Information Technology matters related to this Agreement is minimal compared to the overall implementation cost for this portion of the DGBP, the majority of which includes the installation of sensors that monitor pressures, water levels, and the like. Approximately \$100,000 (of the maximum contract value of \$2,286,464) are related to the upgrade of server software and programming tasks associated with configuring the sensors and workstations to interface with the existing DPW telemetry system known as SBTS. The SBTS system uses commercial, off-the-shelf software, Siemens WinCC, hosted on servers at DPW’s headquarters building in Alhambra. DPW operates three seawater barrier projects using the same technology, reducing the risk and leveraging the existing IT investment.</p>

**Financial Analysis**

**BUDGET:**

Contract costs

One-time costs:

Hardware.....	\$ 1,887,866 (furnish/install/test)
Software .....	\$ 0 (license included in County costs)
Services .....	\$ 170,142 (proj. mgmt. & docs)

Ongoing annual costs:

Hardware.....	\$ 0
Software .....	\$ 0
Services .....	\$ 18,456 (maintenance)

Contingency..... \$ 210,000

**Sub-total Contract Costs: \$ 2,286,464**

Other County costs:

One-time costs:

Hardware .....	\$ 0
Software .....	\$ 50,000 (license for software upgrade)
Services (ISD) .....	\$ 0
County staff (existing) .....	\$ 50,000
County staff (net new) .....	\$ 0

**Sub-total one-time County costs: \$ 100,000**

Ongoing annual costs:

Hardware.....	\$ 0
Software .....	\$ 0
Services (ISD).....	\$ 0
Services (Contractor) .....	\$ 0
County staff (existing) .....	\$ 50,000
County staff (net new) .....	\$ 0

**Sub-total ongoing County costs: \$ 50,000**

**Total one-time costs: \$ 2,368,008 (including contingency)**

**Total ongoing annual costs: \$ 68,456**

Optional one year maintenance extension if exercised would be funded from remaining authorized agreement amount.

<p><b>Risk Analysis</b></p>	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> <li>1. Vendor Performance: The Schedule of Payments of the Agreement includes a 10% holdback of payments of all deliverables until Final Acceptance of all deliverables. The RFP required proposers to have a minimum of three (3) years of recent experience programming the hardware in question and configuring the Siemens WinCC software. Additionally, Leed Electric, Inc., the highest rated, responsive and responsible proposer, has performed similar work on the Dominguez Gap Barrier Project (2004), Alamitos Barrier Project (2007) and the West Coast Basin Barrier Project (2010). Leed holds an as-needed maintenance contract with DPW for maintenance of seawater barrier telemetry systems.</li> <li>2. Information Security and Data Privacy: The Agreement includes language requiring the Contractor to conform to all applicable laws as well as County information security and confidentiality requirements. There is further language requiring the Contractor to install and configure all components of the system consistently with good security practices and must provide those configurations for review and approval by the Departmental Information Security Officer and the Contract Manager.</li> </ol> <p>The Chief Information Security Officer (CISO) has reviewed the Agreement/Amendment/Contract and did not identify any IT security or privacy related issues.</p>
<p><b>CIO Approval</b></p>	<p>PREPARED BY:</p> <p>_____</p> <p>Eric M. Sasaki, Sr. Associate CIO <span style="float: right;">Date</span></p> <hr/> <p>APPROVED:</p> <p>_____</p> <p>Richard Sanchez, County CIO <span style="float: right;">Date</span></p>

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



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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

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

June 30, 2015

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

Dear Supervisors:

**REQUEST FOR APPROVAL OF A MASTER SERVICES AGREEMENT WITH MICROSOFT CORPORATION FOR PREMIER SUPPORT SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Chief Information Officer (CIO) is requesting Board approval of a Master Services Agreement for Premier Support Services with Microsoft Corporation.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair of the Board to execute the attached proposed Master Services Agreement (Agreement) with Microsoft Corporation (Microsoft) for Premier Support Services (PSS). This Agreement will be effective upon execution by your Board for a term of five (5) years. This Agreement also provides for two (2), one-year extensions, for a maximum contract term of seven (7) years.
2. Delegate authority to the CIO, pursuant to the terms of the Agreement, to approve and execute Statements of Services (SOS) on behalf of County departments for Microsoft Premier Support Services and notifying your Board on all SOS exceeding \$300,000. The total annual amount authorized for expenditure under this Agreement shall not exceed \$3,000,000 for each calendar year.
3. Delegate authority to the CIO, pursuant to the terms of the Agreement, to add and delete Microsoft Premier Support Services Support Packages, as necessary, during the Term of the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Premier Support Services are highly technical advisory and support services that are developed in conjunction with Microsoft's Product Groups and contain Intellectual Property that can only be provided by Microsoft Consulting Services. There are no other third party companies or resellers that have similar access to Microsoft's intellectual property or engineering and product

groups. PSS include technical planning and assessments, third tier product support that provides direct high-end technical engineering resources, and dedicated engineering support to assist in the design and deployment of Microsoft products and technologies.

County departments have been acquiring Microsoft PSS through the CIO's Microsoft Master Services Agreement (MSA) since 2005. The Microsoft MSA expired 12/31/2014 and departments have been purchasing PSS through individually negotiated contracts approved by the County's Purchasing Agent. Twelve (12) departments including the Executive Office of the Board (BOS), Chief Executive Office (CEO), Chief Information Office (CIO), Department of Health Services (DHS), Department of Mental Health (DMH), Department of Public Health (DMH), Public Social Services (DPSS), Department of Public Works (DPW), Fire Department (FD), Internal Services Department (ISD), Register Recorder (RR/CC), and the Sheriff's Department (Sheriff) have needs for Microsoft Premier Support Services in Fiscal Years 2015-16 and beyond.

Approval of this Agreement will streamline the department procurement of PSS using Statements of Services (SOS) under a single master services agreement with a single set of terms and conditions that have been approved as to form by County Counsel and CEO Risk Management.

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

The services proposed within the Master Services Agreement support the County Strategic Plan Goals One: Operational Effectiveness by providing the technical and engineering services in support of departmental use of Microsoft products and technologies.

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

The total annual expenditure under this Agreement will not exceed three million dollars (\$3,000,000). The Master Services Agreement expressly includes Microsoft's acknowledgement that the County is not required to issue any SOSs under this Agreement. SOS will be funded by Board approved department operational budgets. The Administrative provisions of the Agreement require confirmation that funding is available before a SOS is executed.

#### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

The attached Agreement has been approved as to form by County Counsel. Except as detailed below, the Agreement contains the Board's required contract provisions including those pertaining to compliance with the County's Child Support Program, consideration of GAIN participants for employment, and Jury Service requirements. This Agreement is not subject to the County's Living Wage Program. Microsoft is providing highly-technical services and resources in support of their products. These specialized services and resources cannot be provided by County personnel. Accordingly, this is not a Proposition A contract, and, it is exempt from the Living Wage provisions of County Code.

#### **CONTRACTING PROCESS**

Microsoft is the sole provider for the type of support services sought. Microsoft PSS can draw from a wide range of internal Microsoft resources, including the actual software developers for the technologies/products upon which the County utilizes. The CIO submitted a Notice of Intent to enter into sole source negotiations with Microsoft to your Board on May 4, 2015. A Sole Source Justification is also attached.

The following are areas within the negotiated Agreement that differ from the County's preferred position:

1. **Limitation of Liability:** The negotiated Agreement limits Microsoft's liability for damages sustained by the County to \$400,000 or two times the cost of the SOS, whichever is greater. It excludes all liability for consequential damages for such things as business interruption and the County's loss of revenues. This limitation of liability does not apply to damages caused by gross negligence or willful misconduct caused by Microsoft and/or its affiliates, obligations, Confidentiality, obligations of indemnification throughout the Agreement, and obligations of the parties arising from a breach of the other party's intellectual property rights.
2. **Indemnification:** Microsoft limits its indemnification of the County from claims by third parties to claims for damages to tangible real and personal property, bodily injury, and death for which it is legally liable to the third party.
3. **Most Favored Public Entity:** The "Most Favored Public Entity" clause is removed from the proposed Agreement. However, Microsoft did agree that in the event its Public Sector hourly rates decrease, the lower rates will be extended to the County for subsequent SOS.
4. **Cost of Living Adjustment (COLA):** The Board's COLA standard contract language has been replaced by a provision in the Agreement that provides to annually adjust the PSS fees consistent with Microsoft's published Public Sector Rates for the then current Fiscal Year but not to exceed three percent. The increases shall be applied only to PSS SOS executed after the applicable anniversary date of the Agreement.
5. **Confidentiality:** The Agreement includes an obligation for County to maintain the confidentiality of certain Microsoft information.
6. The following Terms and Conditions were modified to work with Microsoft, a large multi-national corporation:
  - **Consideration of Hiring County Employees Targeted for Layoff or Re-Employment List;** Microsoft has indicated that it will provide consideration to County employees targeted for layoff or re-employment lists but cannot target reporting of job openings and listings to County employees.
  - **Consideration of Hiring GAIN/GROW Participants:** Microsoft has indicated that it will consider to Gain/Grow participants but cannot target reporting of job openings and listings to GAIN/GROW participants.
  - **Complaints:** This provision is not applicable since the services under this agreement are limited to advisory, support and maintenance.
  - **Damage to County Facilities, Buildings or Grounds:** Not applicable.

- **Liquidated Damages:** This provision is not applicable since the services under this agreement are limited to advisory, support and maintenance.
7. **Prohibition on Open Source Software:** The County agrees that it will not knowingly incorporate, modify, combine and/or distribute its (Microsoft) proprietary computer source code with any other non-Microsoft computer source code.

In light of past practices with Microsoft, the provisions as described above represent the best positions that could be reached by the parties involved. This Master Services Agreement is submitted to your Board with this office's belief that it represents a minimal risk position for the County.

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

The proposed Agreement will provide County departments with access to Microsoft's technical engineers, Intellectual Property and Product Groups in direct support of department's use of Microsoft products and technologies. County departments utilize PSS to plan, architect, design and assist in deployments of Microsoft products and technologies, as well as to assist in resolution of unanticipated service disruptions.

### **CONCLUSION**

Your Board's approval of the proposed Microsoft Master Services Agreement will ensure that County departments have access to needed support for Microsoft technologies/products that can only be provided by Microsoft.

Upon your Board's approval, it is requested that the Executive Office, Board of Supervisors please return to my office three (3) executed copies of the Agreement.

Respectfully submitted,

RICHARD SANCHEZ  
Chief Information Officer

Enclosure

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

## **Sole Source Justification for a Microsoft Premier Support Services (PSS) Master Services Agreement (MSA)**

### ***1. What is being requested?***

The proposed Master Services Agreement (MSA) with Microsoft for Premier Support Services (PSS) provides highly technical engineering services that are developed in conjunction with Microsoft's Product Groups and contain Intellectual Property in direct support of Microsoft products and technologies.

### ***2. Why is the product needed – how will it be used?***

The MS PSS Agreement enables County departments to access highly technical engineering resources, which can only be provided by Microsoft Consulting Services, to assist with planning, architecting and advance technical support for Microsoft products and technologies, such as Microsoft Cloud Services, Office 365 Services, SQL databases, document file/retrieval, network printing, SharePoint, Active Directory Services, and personal computer/server operating systems.

### ***3. Is this “brand” of product the only one that meets the user’s requirements? If yes, what is unique about this product?***

Yes, the technical and engineering services included in the PSS MSA can only be provided by Microsoft Consulting Services and include use of Microsoft's intellectual capital.

### ***4. Have other products/vendors been considered? If yes, which products/ vendors have been considered and how did they fail to meet the user’s requirement?***

No, the technical and engineering services included in the PSS MSA can only be provided by Microsoft Consulting Services and include use of Microsoft's intellectual property.

### ***5. Will purchase of this product avoid other costs, e.g., data conversion, etc. or will it incur additional costs, e.g., training, conversion, etc.?***

Not applicable. PSS are highly technical and engineering services that are used by departments to assist in the planning, architecting, deployment and support for Microsoft products and technologies.

### ***6. Is this product proprietary or is it available from various dealers? Have you verified this?***

Yes, these PSS MSA services can only be provided by Microsoft Consulting Services and include use of Microsoft's intellectual property.

### ***7. Reasonableness of Price.***

The pricing of the services described in the PSS MSA is Microsoft's Published Public Sector rates for PSS for all Federal, State and Local governments.



## ENTERPRISE INITIATIVES HIGHLIGHTS

### 1. Managed Print Services

- ▶ Nine departments completed. 2,845 printers installed. 6,062 printers in deployment and 22,953 printers being replaced.
- ▶ Current estimated cost savings/cost avoidance is \$8.5 million annually based on completed designs and installed.
- ▶ Three bids for 1,063 printers issued in May and one bid for 600 printers planned for June.

### 2. Office 365 Implementation (O365)

- ▶ Fifteen departments with 13,353 email boxes have been migrated to the O365 environment in the general County tenant.
- ▶ Sheriff's O365 migration in progress with planned completion in July.
- ▶ District Attorney has completed the O365 pilot and plans to begin migration in mid-June and complete by July.
- ▶ Two remaining departments are in the process of being moved to ISD's centralized email as a prerequisite to being migrated to O365.

### 3. Workstation Encryption

- ▶ 56,916 workstations (63%) have been encrypted.
- ▶ 8 departments are completed. Most all departments plan to be completed in June; however, 3 departments may carryover and not complete until August.
- ▶ Draft Board Policy for contract language requiring encryption of contractor's workstations is in final review.
- ▶ Technology Directive for the encryption of all County workstations will be scheduled for Operations Cluster review.

### 4. Data Center Assessment and Consolidation – Gartner Study

- ▶ The Enterprise Data Center Governance Model and five-year Consolidation Roadmap draft was vetted with the CIO Leadership Committee and the Board. Pending Operations Cluster review.
- ▶ CEO Capital Projects, ISD and CIO are finalizing a Statement of Work with Gartner to address the lease/build/buy analysis portion of the Data Center Motion.

## Upcoming IT Board Agenda items

- ▶ Assessor – Oracle Work Order for Assessor Modernization Project (AMP).
- ▶ Public Works – Amendment 2 to Agreement with Transcore for Countywide Information Exchange Network Project and Dominguez Gap Barrier Telemetry System Phase II.
- ▶ Public Social Services – Amendment 1 to LEADER Replacement System (LRS) Agreement with Accenture and Amendment 3 to Agreement with SAS Institute for Data Mining Solution.
- ▶ CIO – Microsoft Premier Support Services Master Agreement and IBM Work Order for Countywide Master Data Management.
- ▶ Health Services – Amendment to Agreement with Verinform Systems.

## Enterprise IT Initiatives Dashboard by Department – June 2015

Department	Managed Print Services (Target completion - Dec 2016)	Office 365 Implementation (Target completion – Nov 2015*)	Workstation Encryption (Target completion - June 2015)
Agricultural Commissioner / Weights and Measures	<b>Completed</b> From 91 to 39 printers Est. savings – 40% @\$48K / yr. PM: S. Hunter	<b>Completed*</b> 322 users 3-year email retention PM: ISD	Completion Status: 4% PM: S. Hunter
Alternate Public Defender	Design on hold From 134 to 128 printers Est. savings – 5% @ \$5K / yr. PM: J. Yerian	<b>Completed</b> 7-year email retention PM: ISD	Completion Status: 98%* PM: J. Yerian
Animal Care & Control	Deployment in progress From 101 to 59 printers Est. savings – 54% @ \$63K / yr. PM: R. Ignacio	Pilot completed (5 users) 3-year email retention PM: ISD	Completion Status: 94% PM: ISD/IT Shared Services
Assessor	Design review in progress From 561 to 269 printers Est. savings – 42% @ \$298K / yr. PM: J. Krantz	<b>Completed</b> 1,342 users Unlimited email retention PM: ISD	Completion Status: 94%* PM: J. Krantz
Auditor-Controller	<b>Completed</b> From 150 to 85 printers 44% savings @ \$90K / yr. PM: J. Neill	Pilot completed (12 users) 3-year and 7-year email retention PM: ISD	<b>Completed*</b> PM: J. Neill
Beaches & Harbors	<b>Completed</b> From 85 to 61 printers 26% savings@ \$77K / yr. PM: K. Fountain	<b>Completed*</b> 200 users No email retention PM: ISD	Completion status: 97%* PM: ISD/IT Shared Services
Chief Executive Office	<b>Completed</b> From 212 to 129 printers 42% savings @ \$118K / yr. PM: D. Aardema	Pilot completed (21 users) No email retention PM: ISD	Completion Status: 72%* PM: D. Sunabe
Chief Information Office	<b>Completed</b> From 8 to 3 printers 69% savings @ \$19K / yr. PM: J. Arnstein	<b>Completed</b> 28 users 3-year email retention PM: ISD	<b>Completed</b> PM: ISD/IT Shared Services
Child Support Services	Phase 1 deployment in progress From 395 to 157 printers Est. savings – 17% @ \$48K / yr. Phase 2 design in progress* PM: B. Bowden	<b>Completed</b> 1,564 users 3-, 5-, and 7-year email retention PM: ISD	Completion Status: 68%* PM: B. Bowden

\* Denotes updates from prior reporting period

Department	Managed Print Services (Target completion - Dec 2016)	Office 365 Implementation (Target completion – Nov 2015*)	Workstation Encryption (Target completion - June 2015)
Children & Family Services	Wateridge deployment completed From 39 to 27 printers Design for remainder of dept. in progress From 1,295 to 1,019 printers Est. savings – 42% @ \$1.62M / yr. PM: N. Ahmad	Pilot completed (15 users) 3-year email retention PM: ISD	Completion Status: 68%* PM: ISD/IT Shared Services
Community & Senior Services	Design review in progress* From 111 to 75 printers* Est. savings – 38% @ \$56K / yr.* PM: M. Agostinelli	Pilot completed (22 users) 3-year, 5-year and unlimited mail retention PM: ISD	Completion Status: 98%* PM: ISD/IT Shared Services
Consumer/Business Affairs	<b>Completed</b> From 39 to 24 printers 41% savings @ \$20K / yr. PM: K. Shelton	<b>Completed</b> 3-year email retention PM: ISD	<b>Completed*</b> PM: ISD/IT Shared Services
Medical Examiner - Coroner	Deployment in progress From 99 to 75 printers Est. savings – 44% @ \$33K / yr. PM: B. Cosgrove	No pilot. Dependency on case management system replacement project 3-year email retention PM: ISD	Completion Status: 70%* PM: ISD/IT Shared Services
County Counsel	Bid, design review in progress* From 471 to 142 printers* Est. savings - 42% @ \$131K / yr.* PM: M. Der	Migration to CES in progress Email retention pending PM: ISD	Completion Status: 95% PM: M. Der
District Attorney	Phase 1 deployment in progress (109 printers) Phase 2 design in progress* From 1,741 to 788 printers Est. savings – 27% @\$425K / yr.* PM: T. Pelkey	Pilot completed* Email retention pending PM: T. Pelkey	<b>Completed</b> PM: T. Pelkey
Fire	Phase 1 deployment in progress (27 printers) Phase 2 design review in progress* From 1,610 to 558 printers Est. savings – 23% @ \$249K / yr.* PM: V. Mesrobian	Migration to CES in progress* Email retention pending PM: R. Sawyer	Completion Status: 2% PM: R. Sawyer

\* Denotes updates from prior reporting period

Department	Managed Print Services (Target completion - Dec 2016)	Office 365 Implementation (Target completion – Nov 2015*)	Workstation Encryption (Target completion - June 2015)
Health Services	<p><b>High Desert</b> Phase 1 completed, Phase 2 deployment in progress From 523 to 109 printers Est. savings – 37% @ \$90K / yr.</p> <p><b>MLK</b> deployment completed From 759 to 281 printers Est. savings – 53% @ \$425K / yr.</p> <p><b>Harbor UCLA</b> Phase 1 deployment completed Phase 2 deployment completed Phase 3 deployment in progress Phase 4 bid, design review in progress* From 1,191 to 582 printers* Est. savings - 35% @ \$248K / yr.*</p> <p><b>HSA</b> design review in progress From 677 to 280 printers Est. savings – 57% @ \$501K / yr.</p> <p><b>Rancho Los Amigos</b> Phase 1 deployment completed From 126 to 35 printers Est. savings – 50% @ \$54K / yr. Phase 2 deployment in progress From 854 to 297 printers Est. savings – 40% @ \$154K / yr.</p> <p><b>Olive View</b> Phase 1 design review in progress From 663 to 276 printers Est. Phase 1 savings – 47% @ \$220K / yr. Phase 2 design review in progress From 440 to 221 printers Est. savings – 41% @ \$101K / yr.</p> <p><b>LAC+USC</b> Phase 1 deployment in progress From 378 to 368 printers Phase 2 current state in progress* Est. 3,000 existing printers Dept. PM: K. Lynch</p>	<p>Pilot completed (15 users) 3-year, 5-year and 7-year email retention PM: ISD</p>	<p>Completion Status: 7%* PM: E. Garcia</p>

\* Denotes updates from prior reporting period

Department	Managed Print Services (Target completion - Dec 2016)	Office 365 Implementation (Target completion – Nov 2015*)	Workstation Encryption (Target completion - June 2015)
Human Resources	Deployment in progress From 124 to 82 printers Est. savings - 25% @ \$82K / yr. PM: S. Contreras	Pilot completed (7 users) 3-year email retention PM: ISD	Completion Status: 86%* PM: ISD/IT Shared Services
Internal Services	Deployment in progress From 645 to 176 printers Est. savings – 58% @ \$739K / yr. PM: G. Plummer	<b>Completed*</b> 2,000 users 3-year email retention PM: ISD	Completion Status: 82%* PM: ISD/IT Shared Services
Mental Health	Deployment in progress From 1,631 to 777 printers Est. savings - 35% @ \$561K / yr. PM: K. Van Sant	Pilot in progress Email retention pending PM: K. Van Sant	Completion Status: 73%* PM: K. Van Sant
Military & Veterans Affairs	<b>Completed</b> From 24 to 12 printers Est. savings – 9% @ \$4K / yr. PM: K. Gutierrez	<b>Completed</b> 30 Users 3-year email retention PM: ISD	<b>Completed</b> PM: ISD/IT Shared Services
Parks & Recreation	Design review in progress From 265 to 81 printers Est. savings – 55% @ \$92K / yr. PM: M. Brown	<b>Completed</b> 936 users 7-year email retention PM: ISD	Completion Status: 62%* PM: K. Ta
Probation	Phase 1 deployment in progress From 1,604 to 258 printers Est. savings - 39% @ \$282K / yr. Phase 2 design review in progress From 1,983 to 599 printers Est. savings – 46% @ \$581K / yr. PM: B. Chacko	Pilot completed (24 users) 15-year email retention PM: ISD	<b>Completed</b> PM: V. Chin
Public Defender	Design review resumed* From 386 to 178 printers Est. savings – 58% @ \$420K / yr. PM: N. Kennamer	<b>Completed</b> 1,200 users Unlimited email retention PM: ISD	Completion Status: 11%* PM: A. Lew
Public Health	Deployment in progress From 2,264 to 927 printers Est. savings - 50% @ \$1.29M / yr. PM: E. Hidalgo	Pilot completed (23 users) 3-year, 7-year, and unlimited email retention PM: ISD	Completion Status: 6%* PM: J. Green
Public Library	Design review in progress From 1,586 to 490 printers Est. savings – 40% @ \$280K / yr. PM: B. Le	<b>Completed</b> 655 users 7-year email retention PM: ISD	Completion Status: 42%* PM: M. Acosta

\* Denotes updates from prior reporting period

Department	Managed Print Services (Target completion - Dec 2016)	Office 365 Implementation (Target completion – Nov 2015*)	Workstation Encryption (Target completion - June 2015)
Public Social Services	Phase 1 deployment in progress From 748 to 570 printers Est. savings – 2% @ \$31K / yr. Est. 5,961 total printers PM: P. Choday	Pilot in progress Email retention pending PM: C. Nguyen	Completion Status: 92%* PM: C. Nguyen
Public Works	Phase 1 design review in progress From 940 to 415 printers Est. savings – 31% @ \$291K / yr. PM: D. Carney	<b>Completed</b> 4,034 users Email retention pending PM: ISD	Completion Status: 59%* PM: P. Anderson
Regional Planning	<b>Completed</b> From 106 to 59 printers Est. savings - 53% @ \$100K / yr. PM: J. Calas	<b>Completed*</b> 220 users Unlimited email retention PM: ISD	<b>Completed</b> PM: J. Calas
Registrar-Recorder	Design review in progress From 865 to 530 printers Est. savings – 42% @ \$193K/yr. PM: K. Ponte	Pilot completed (10 users) 3-year, 5-year, and unlimited email retention PM: ISD	Completion Status: 40%* PM: K. Ponte
Sheriff	HOJ deployment in progress Patrol deployment in progress* Patrol from 1,176 to 527 printers Est. Patrol savings – 61% @ \$1M / yr. Custody inventory in progress Est. 6,120 total printers PM: Lt. T. Leon	Migration in progress* 2-year email retention PM: Capt. P. Drake	<b>Completed</b> PM: S. Naimi
Treasurer & Tax Collector	<b>Completed</b> From 321 to 161 printers 28% savings @ \$74K / yr. PM: L. Adran	<b>Completed*</b> 500 users Email retention pending PM: ISD	Completion Status: 92%* PM: L. Adran

\* Denotes updates from prior reporting period