



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

SACHI A. HAMAI
Chief Executive Officer

DATE: August 4, 2016
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 – James Blunt / Gevork Simdjian
 - A) **Board Letter – SERVICES CONTRACT AWARD SERVICES CONTRACT FOR NEXT GENERATION MAINTENANCE MANAGEMENT SYSTEM MAXIMO UPGRADE AND SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS**
DPW – Gail Farber or designee
 - B) **Board Letter – APPROVE LOCAL PLANNING COUNCIL CONTRACT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND ENDORSE 2016-17 MEMBERSHIP SLATE OF THE CHILD CARE PLANNING COMMITTEE**
CEO – Harvey Kawasaki and Michele Sartell or designee
 - C) **Board Letter – REQUEST FOR APPROVAL AND AWARD OF LANDSCAPE SERVICES CONTRACT FOR REGION 2**
ISD – Dave Chittenden or designee
 - D) **Enterprise IT Initiatives**
CIO – Peter Loo or designee
2. Public Comment
3. Adjournment

August 30, 2016

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:

**SERVICES CONTRACT
AWARD SERVICES CONTRACT FOR
NEXT GENERATION MAINTENANCE MANAGEMENT SYSTEM
MAXIMO UPGRADE AND SERVICES
FOR THE DEPARTMENT OF PUBLIC WORKS
(ALL DISTRICTS)
(3 VOTES)**

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

SUBJECT

This action is to award a service contract for the upgrade of the Department of Public Works' Maintenance Management System from the current Maximo Version 6.2 to the Next Generation Maximo Asset Management Version 7.6 including Maximo Spatial Geographic Information System and a mobile Maintenance Management System solution.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that this action is not a project pursuant to the California Environmental Quality Act.
2. Award the services contract for the Next Generation Maintenance Management System Maximo Version 7 upgrade and related services to Electronic Data, Inc., for a maximum not-to-exceed contract amount of \$4,120,500. The requested amount is comprised of \$2,905,500 allocated for the initial 2-year term of the contract with Electronic Data, Inc., \$340,000 allocated for the mobile Maintenance Management System solution; \$250,000 allocated for each one of the two 1-year extensions; and an additional 10 percent in contingency funds in the amount of \$375,000. This contract will commence upon the Board's approval and execution by both parties, whichever occurs later, and will continue for a term of 2 years with up to two 1-year renewal options for a maximum potential contract term of 4 years.

3. Authorize the Director of Public Works or designee to finalize and execute the contract with Electronic Data, Inc.
4. Delegate authority to the Director of Public Works or her designee to execute change notices and amendments to the contract, to exercise the contract renewal options if it is in the best interest of the County; to add and/or update standard County contract provisions as required by the Board or the County's Chief Executive Office; to suspend work under the contract if it is in the best interest of the County; and execute work orders for optional work utilizing pool dollars as authorized under the contract and with prior concurrence of County Counsel, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enter into a contract with Electronic Data, Inc., (EDI) to upgrade the Department of Public Works' current Maintenance Management System (MMS) from the current Maximo Version 6.2 to the Next Generation Maximo Enterprise Asset Management Version 7.6, Maximo Spatial Geographic Information System (GIS) and mobile MMS solution, and to obtain professional services to maximize Public Works' implementation of Maximo Version 7.6 features and line-of-business best practices. Public Works' Maximo Version 6.2.3 installation is obsolete and is no longer supported by IBM (the product's vendor). In order to resume receiving IBM standard product support, Public Works must upgrade to the current release, Maximo Version 7.6. County of Los Angeles Departments of Fire, Parks and Recreation, and Sheriff have already upgraded their MMS systems to Maximo Version 7.5.

This contract will provide Public Works with the following MMS services: (a) upgrade to IBM's Maximo Version 7.6; (b) documentation and implementation of a number of work process and data structure improvements and industry-specific Maximo best practices; (c) implementation of Maximo Spatial GIS an IBM add-on GIS product; (d) selection and implementation of a mobile MMS solution; and (e) provision of training to Public Works MMS users.

Public Works originally implemented Maximo Version 3 as its MMS in 1997. It was upgraded to Maximo Version 4 in 2000, and data was migrated to Maximo Version 6 in 2009. To date, MMS has processed over 3.75 million work orders and uses over 13,000 preventive maintenance routines to help Public Works crews plan and track maintenance for over 1.2 million Public Works infrastructure assets, including road segments, flood control drains and channels, sewer lines, pump stations, waterworks meters, traffic signals and other traffic control devices, dams, and building maintenance

equipment, such as air conditioners and boilers, saltwater intrusion prevention injection wells, catch basins, and retaining walls.

Rather than simply migrating the current data to the more current version, this Maximo upgrade will be a new installation. It will vastly improve the current system dating back to the 1999 upgrade allowing Public Works to take full advantage of several new or improved Maximo Version 7.6 features and line-of-business best practices that will significantly benefit MMS maintenance operations, including:

1. Tight integration with Public Works' Environmental System Research Institute ArcGIS database to provide geolocation data for work orders and spatial analytic capabilities.
2. Division-specific workflows and data entry screens to increase efficiency with work assignment processing and improve the accuracy and ease of data entry.
3. Enhanced electronic Countywide Accounting and Purchasing System (eCAPS) integration by passing timesheet data entered by first line supervisors or field staff from Maximo into electronic Countywide Accounting and Purchasing System to reduce nonproductive hours spent entering work time data into two separate systems.
4. MMS on mobile devices, such as tablets and smartphones assigned to field staff to perform various MMS activities in the field, which are currently required to be performed back in the office; thus improving efficiency, reducing paperwork, and providing for near-real-time data updates.
5. The ability to collect data for and develop root cause analyses of asset failures, perform asset lifecycle management, and conduct business intelligence analytics with the goal of improving organizational outcomes.

This contract will provide Public Works staff with the ability to conduct business process redesign, application configuration, asset hierarchy modifications, application script development, and data modification, cleansing and imports; as well as to develop initial standard reports and design and deliver a user training course.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide

these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contract with EDI will have a maximum amount of \$4,120,500. This includes a base contract amount of \$2,905,500 for the initial 2-year term plus a planned change order to obtain the mobile MMS solution having a not-to-exceed cost of \$340,000 and two 1-year elective extensions for optional services of \$250,000 each. An additional 10 percent in the amount of \$375,000 included in the contract sum is requested as a contingency for unforeseen, additional work within the scope of work of the contract, if required.

Project costs for the base 2-year contract are expected to be incurred during Fiscal Years 2016-17 through 2017-18. Financing for a prorated portion of the first year of this contract is included in various Fiscal Year 2016-17 Public Works Fund Budgets. Funding to finance future contract years will be requested through the annual budget process. Total expenditures for this contract, however, will not exceed the amount approved by the Board.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor, EDI, is certified by IBM (the product's vendor) for providing services relating to IBM's Maximo products. This contract will commence upon the Board's approval and execution by both parties, whichever occurs later, and will continue for the initial term of 2 years, with up to two 1-year renewal options for a maximum potential total contract term of 4 years.

The contract will be in the form substantially similar to the form previously reviewed and approved by County Counsel (Enclosure A). Prior to the Director or her designee executing this contract, the contractor will sign and County Counsel will review it as to form. The recommended contract with EDI was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and the Board.

The contract contains all standard County required terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure D reflects the contractor's minority participation. Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Pursuant to the applicable memorandum of understanding, on July 15, 2015, the Request for Proposals (RFP) for this solicitation was submitted to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

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 contractor before any work is assigned.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code, Chapter 2.201) does not apply to this recommended contract, which is for services required on an as-needed and intermittent basis; hence, this contract is not a Proposition A contract (Los Angeles County Code, Chapter 2.121).

The Chief Information Office has reviewed this Board letter and recommends approval. The Chief Information Office Analysis is attached as Enclosure B.

ENVIRONMENTAL DOCUMENTATION

This service is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the State California Environmental Quality Act Guidelines. The proposed action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On July 16, 2015, a notice of the RFP was placed on the County's "Doing Business With Us" website (Enclosure C), Public Works Business Opportunities website, and Twitter. Also, Public Works informed over 1,200 local small business enterprises about this business opportunity.

On October 6, 2015, four proposals were received. They were first reviewed to ensure they met the minimum requirements in the RFP. One proposer was disqualified for proposed exceptions determined by Public Works to be unacceptable. The remaining three proposals, having met these requirements, were then evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, work plan, financial resources, and references utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, apparent responsive, and responsible proposer, EDI.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this request will provide Public Works with services to implement a new MMS based on the latest version of IBM Maximo Asset Management. This new system will be used to enhance the efficient and accountable management of Public Works' infrastructure assets within the County that are maintained by Public Works.

The award of this contract will not result in the displacement of any County employees.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Architectural Engineering Division.

Respectfully submitted:

Reviewed by:

GAIL FARBER
Director of Public Works

PETER LOO
Acting Chief Information Officer

GF:JQ:so

Enclosures

c: Chief Executive Office (Rochelle Goff)
Chief Information Office (Eric Sasaki)
County Counsel (Carole Suzuki, Victoria Mansourian)
Executive Office

bc: Information Technology – Systems & Applications (Moore)



PETER LOO

ACTING CHIEF INFORMATION OFFICER

Office of the CIO CIO Analysis

NUMBER:

CA 16-XX

DATE:

7/21/2016

SUBJECT:

AWARD SERVICES CONTRACT FOR NEXTGEN MAINTENANCE MANAGEMENT SYSTEM MAXIMO UPGRADE AND SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS

RECOMMENDATION:

- Approve
 Approve with Modification
 Disapprove

CONTRACT TYPE:

- New Contract
 Sole Source
 Amendment to Contract #:
 Other:

CONTRACT COMPONENTS:

- Software (*less than 10% of value)
 Hardware
 Telecommunications
 Professional Services

SUMMARY:

Department Executive Sponsor: Dept. of Public Works Chief Deputy Director Mark Pestrella

Description: The Department of Public Works (DPW) is seeking to award a professional services contract to Electronic Data, Inc. (EDI) to upgrade the department's Maintenance Management System (MMS), which helps DPW to plan and track maintenance routines and service requests on approximately 1.2 million assets, from infrastructure (such as roads and dams) to building equipment (such as air conditioners). Using the IBM Maximo software license the department already owns, the contractor will upgrade the MMS from a no-longer-supported version to the current release, implement IBM Maximo Spatial Geographic Information Systems (GIS) integration, and implement a mobile MMS solution to enable access to the MMS from the field. The contract term is two (2) years with two (2), one-year optional extensions. DPW requests delegated authority to the Director of Public Works to finalize, execute, add or update required County contract provisions as required by the CEO or the Board, and suspend the contract if necessary. It further requests delegated authority to the Director of Public Works to exercise renewal options and to authorize work orders for optional work using the contingency pool dollars of the contract.

Contract Amount: Not to exceed \$4,120,500 Funding Source: DPW Internal Service Fund

- Legislative or Regulatory Mandate
 Subvended/Grant Funded: N/A

Strategic and Business Analysis

PROJECT GOALS AND OBJECTIVES:

The DPW Next Generation Maintenance Management System (MMS) Upgrade project has the following goals:

- A. Upgrade from the existing version of Maximo 6.2.3 to the current version of Maximo (currently version 7.6)

- B. Document and implement a number of work processes and data structure improvements and industry-specific Maximo best practices to take full advantage of new and improved features of Maximo 7.6
- C. Implement Maximo Spatial, an IBM add-on product
- D. Select and implement a mobile MMS solution
- E. Provide training to the Department MMS users

BUSINESS DRIVERS:

IBM’s Maximo Asset Management software is the enterprise asset management/work order management application in use at DPW, Fire Department, Department of Parks and Recreation, and Sheriff’s Department. The other three Departments are on Maximo version 7.5. Public Works’ Maximo version 6.2.3 is obsolete compared to the versions used by other County departments. It is no longer supported by the product vendor and has compatibility problems with version 11 of Internet Explorer and IBM’s Maximo Spatial, an add-on application that would allow Public Works to integrate Maximo with its ESRI ArcGIS database. DPW believes that integrating GIS capabilities into its MMS will allow tremendous work synergies across several operational areas.

Another business driver is the need to implement an effective and easy-to-configure mobile MMS solution to enable workers’ access to Maximo from the field. This will vastly improve data accuracy and timeliness as well as user effectiveness.

Additionally, the upgrade provides the opportunity to re-design key work processes specific to each maintenance division (Flood Maintenance, Road Maintenance, Sewer Maintenance, and Waterworks) and implement line-of-business-specific Maximo best practices, increasing efficiency and enhancing workflow, thus maximizing the software benefits.

The final business driver is the opportunity to use the new Maximo features to collect data and develop root cause analyses of asset failures, perform asset lifecycle management, and conduct business intelligence analytics, with the goal of improving organizational outcomes.

PROJECT ORGANIZATION:

The Executive Sponsor is Public Works' Chief Deputy Director Mark Pestrella. The Contractor's performance will be managed by an experienced project manager within the Information Technology Systems and Applications Division. In addition, the project goals and objectives were developed by the five maintenance divisions which are the primary users of Maximo. DPW indicates their representatives were consulted during the development of the RFP, participated in the proposal evaluations and scoring, and will be working closely with the Contractor throughout the project.

PERFORMANCE METRICS:

The department plans to monitor and validate the work performed by the Contractor as follows:

- Deliverables and acceptance criteria are detailed in the Contract's Statement of Work.
- A detailed implementation plan and a requirements traceability matrix will be used throughout the Contract to ensure all work is scheduled and accounted for and all requirements are identified and completed.
- The Contract provides for monetary damages to be imposed for failure to meet critical dates in the implementation plan and also provides for payment deductions for failures to meet various defined performance indicators.
- In addition to formal written monthly status reports from the contractor to the Department, a quarterly project "Executive Status Report" summarizing the status of the project and specifically noting project problems or schedule slips (if any) will be provided to the Department's Administration throughout the duration of the contact, ensuring transparency and accountability.

STRATEGIC AND BUSINESS ALIGNMENT:

DPW indicates the award of this services contract will support Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). By upgrading Maximo, leveraging GIS and mobility services, and re-examining key maintenance work processes each of DPW's four maintenance divisions, this project should enable more effective, responsive, and integrated service delivery.

PROJECT APPROACH:

DPW intends to have the Contractor perform the professional services to meet the stated Project Goals and Objectives, including the upgrade of the Maximo software that the department has used since 1997, the documentation and implementation of new work processes within the current version of Maximo to take advantage of new and improved features, the implementation of Maximo Spatial, an add-on project to integrate GIS capabilities into Maximo, the selection and implementation of a mobile MMS solution, and the training of DPW's MMS users on the NextGen system.

ALTERNATIVES ANALYZED:

In 2012, DPW internally evaluated five asset management/work order management products, one of which was the incumbent IBM Maximo solution. DPW notes that with five qualifiers, including the ability for more recent versions of Maximo to model work processes much better than the existing version (6.3), the DPW evaluation team decided that a project to upgrade Maximo to a current and supported version was the most viable and cost-effective. DPW incorporated those qualifiers into the upgrade scope of work that was later solicited in an RFP.

Prior to issuing an RFP, DPW engaged two small work orders with the IBM (\$285,000 and \$99,900, respectively) under the County's IBM Master Services Agreement (MSA). These work orders resulted in the preliminary planning, design, approach, cost scoping, systems training, and initial use cases for a follow-on Maximo upgrade project. However, DPW and IBM were unable to come to a mutually acceptable agreement under the County's IBM MSA, for the main upgrade project.

The department issued an RFP in July 2015 for professional services to implement the desired Maximo upgrade, subsequently receiving four proposals. Of the three proposals that were deemed responsive and evaluated according to the County's Informed Averaging methodology, EDI's was the highest scoring proposal.

<p>Technical Analysis</p>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The department’s existing Maximo-based MMS is internally hosted on servers and databases at DPW’s Alhambra data center, and the Statement of Work associated with this contract calls for an on-premises implementation of Maximo 7.6. As departments, such as DPW, migrate to the County’s Enterprise Data Center (EDC), departmental systems like this would need to migrate to the EDC. There is currently no adopted criteria and migration schedule for the data center consolidation project, and the leasing of the EDC and migration of the Downey Data Center to the EDC is anticipated to be completed by the end of the 2017, at which point departmental migrations would begin. Should the migration schedule or approach call for a change in DPW’s strategy of upgrading Maximo at DPW’s data center, then the delegated and contingency authorities requested by DPW should help to accommodate that change.</p> <p>A portion of the project involves a planned change order, estimated at \$340,000, to identify, acquire, and implement the Mobile MMS component. Since DPW does not own Mobile MMS licenses and since the design and implementation of such a solution is part of the scope of work, an undetermined portion of the contract value will be used to purchase the licenses of the identified Mobile MMS solution. If necessary, DPW will use contingency to cover costs exceeding the planned \$340,000.</p>																						
<p>Financial Analysis</p>	<p>BUDGET:</p> <p>One-Time Costs:</p> <p><i>Contract costs:</i></p> <table border="0"> <tr> <td>Services, first two years</td> <td style="text-align: right;">\$ 2,905,500</td> </tr> <tr> <td>Mobile MMS solution</td> <td style="text-align: right;">\$ 340,000</td> </tr> <tr> <td>1st optional services extension</td> <td style="text-align: right;">\$ 250,000</td> </tr> <tr> <td>2nd optional services extension</td> <td style="text-align: right;">\$ 250,000</td> </tr> <tr> <td>Contingency (10%)</td> <td style="text-align: right;"><u>\$ 375,000</u></td> </tr> <tr> <td>Subtotal Contract costs:</td> <td style="text-align: right;">\$ 4,120,500</td> </tr> </table> <p><i>County costs:</i></p> <table border="0"> <tr> <td>Hardware & software environments</td> <td style="text-align: right;">\$ 40,000</td> </tr> <tr> <td>County labor (24 months, estimated)</td> <td style="text-align: right;"><u>\$1,728,500</u></td> </tr> <tr> <td>Subtotal, County costs:</td> <td style="text-align: right;">\$1,768,500</td> </tr> </table> <p>Total One-Time Costs: \$ 5,889,000</p> <p>Already Expended Project Costs:</p> <table border="0"> <tr> <td>County labor (March 2013-Oct. 2015)</td> <td style="text-align: right;">\$ 582,200</td> </tr> <tr> <td>Project design work order (IBM, March through Dec. 2013)</td> <td style="text-align: right;">\$ 285,000</td> </tr> </table>	Services, first two years	\$ 2,905,500	Mobile MMS solution	\$ 340,000	1st optional services extension	\$ 250,000	2nd optional services extension	\$ 250,000	Contingency (10%)	<u>\$ 375,000</u>	Subtotal Contract costs:	\$ 4,120,500	Hardware & software environments	\$ 40,000	County labor (24 months, estimated)	<u>\$1,728,500</u>	Subtotal, County costs:	\$1,768,500	County labor (March 2013-Oct. 2015)	\$ 582,200	Project design work order (IBM, March through Dec. 2013)	\$ 285,000
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	<p>Core team training/use case work order (IBM, April through Aug. 2014) \$ 99,900 IBM Maximo License (1995) \$ 0 (see note below) IBM Spatial License (FY14-15) \$ <u>193,300</u></p> <p>Total Already Expended Project Costs: \$ 1,160,400</p> <p>Note: DPW does not include the cost of the IBM Maximo license since it was acquired in 1995 for \$619,000. The department has been paying annual maintenance since then, entitling it to upgrades.</p> <p>Ongoing Annual Costs:</p> <p>Software maintenance (Maximo) \$ 185,000 Software maintenance (Maximo Spatial) \$ 48,000 Staffing (Business & IT Support) \$ 370,000 Server & Database Infrastructure \$ <u>60,000</u></p> <p>Total Ongoing Annual Costs: \$ 663,000</p>
<p>Risk Analysis</p>	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> 1. Risk: Failure to complete tasks by the agreed-to deadlines – The department will only make payment upon acceptance of specified deliverables. Also, the Contract contains a damages clause for failure to provide timely deliverables and provides for payment deductions for failures to meet certain defined performance indicators. 2. Risk: Price increases by the vendor or unforeseen work is required – This is a fixed-price scope of work for the stated deliverables. Additional, unforeseen work will be funded by the 10% contingency authority requested. 3. Risk: Technology components do not work as intended – Component and system level tests will be performed and documented by the Contractor. The system will then undergo thorough user acceptance testing by Department staff. A dress rehearsal to validate the system configuration will be conducted only after successful testing and prior to the go-live event. A post production fix period is established to address any unforeseen issues while still under contract. 4. Risk: Internal stakeholders request out-of-scope changes that threaten on-time and on-budget project completion – DPW indicates that it will not allow change to the project scope unless the change is formally requested by a stakeholder division, additional funding (if needed) is identified, a majority of the five maintenance divisions are

	<p>in favor of the change, and the change is approved via the Project Change Order process as provided for in the Contract.</p> <p>5. Risk: Users demand features that would require custom programming to implement, making future upgrades difficult - The Contract requires that no true programming customization shall be performed if it would interfere with the ability of the Department to apply bug fixes, patches, or application upgrades in the future, without the Department’s prior written approval. The Contractor will only use Maximo-supported configuration tools including automation scripting, configured workflows, and similar native Maximo capabilities that do not interfere with subsequent patches or upgrades if such configurations are needed to meet specific user requirements that go beyond out-of-the-box features.</p>
<p><i>CIO Approval</i></p>	<p>PREPARED BY:</p> <p>_____</p> <p>Eric Sasaki, Sr. Associate CIO Date</p> <hr/> <p>APPROVED:</p> <p>_____</p> <p>Peter Loo, Acting Chief Information Officer Date</p>

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



County of Los Angeles CHIEF EXECUTIVE OFFICE

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

SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 30, 2016

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:

**APPROVE LOCAL PLANNING COUNCIL CONTRACT FROM THE CALIFORNIA
DEPARTMENT OF EDUCATION AND ENDORSE 2016-17 MEMBERSHIP SLATE
OF THE CHILD CARE PLANNING COMMITTEE
(ALL DISTRICTS) (3-VOTES)**

SUBJECT

Approve the annual contract from the California Department of Education (CDE) for local planning councils, which supports the work of the Los Angeles County Child Care Planning Committee (Planning Committee) and the Policy Roundtable for Child Care and Development (Roundtable). Endorse the membership slate of the Planning Committee for Fiscal Year (FY) 2016-17. The slate has been approved by the Planning Committee and endorsed by the Los Angeles County Superintendent of Schools.

JOINT RECOMMENDATION WITH THE CHILD CARE PLANNING COMMITTEE THAT THE BOARD:

1. Approve and instruct the Chair to sign in blue ink three copies of the attached contract (Attachment A) with the CDE in the amount of \$190,669 for the period beginning July 1, 2016 through June 30, 2017. These funds will support ongoing local child care and development planning efforts of the Planning Committee and the Roundtable.
2. Adopt the attached Resolution (Attachment B) to authorize the Chief Executive Officer (CEO), or her designee to act as the agent for the County to execute the State and Federal Certifications regarding lobbying, debarment, suspension, and a drug-free workplace, as well as any amendments that may be deemed necessary to implement this contract.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

3. Endorse the Planning Committee Membership Roster for FY 2016-17 as listed in the Certification Statement Regarding Composition of LPC Membership (Attachment C) and instruct the Chair to sign in blue ink three copies of the certification form.
4. Authorize the Planning Committee, with staff support from the Office of Child Care (OCC) within the Service Integration Branch of the CEO, to implement the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Acceptance of this contract will support the ongoing implementation of local child care and development planning activities mandated in the California Education Code, Sections 8499-8499.7. These Sections of the Education Code mandate that local planning councils provide a forum for the identification of local priorities for child care and development services and the development of policies to meet these needs.

In addition, the Education Code requires that the County Superintendent of Schools and the Board of Supervisors (Board) appoint the Planning Committee members from the following five categories, each accounting for 20 percent of the total membership. The categories are:

1. Persons who are currently using child care and development services or have used the services in the past 36 months;
2. Representatives of licensed family child care homes, licensed child care and development centers, and license-exempt child care providers;
3. Public agency representatives;
4. Community representatives with agencies or businesses that provide private funding for child care services or who advocate for child care services through participation in civic or community-based agencies, but are not providers or CDE-contracted agency representatives; and
5. Discretionary appointees.

The membership roster includes a nominee or placeholder from each Board office; meets the requirements of the Education Code; has been approved by the Planning Committee and endorsed by the County Superintendent of Schools. The proposed membership of the Planning Committee represents the ethnic, programmatic, and geographic diversity of the County of Los Angeles. Proposed members are individuals with expertise in a variety of fields, which can contribute to the ongoing efforts to improve the availability and quality of child care and development services in Los Angeles County.

In summary, formal approval of the Planning Committee contract and membership slate are required by the Board to comply with the Education Code pertaining to adoption of the membership and to secure funding to support the ongoing work of the Planning Committee.

Implementation of Strategic Plan Goals

The Planning Committee contributes to the County's efforts to achieve Strategic Plan Goal 2: Community Support and Responsiveness and Goal 3: Integrated Services Delivery by working to increase access to quality child care and development programs and promoting meaningful partnerships with ancillary community-based services that meet the needs of children and families. Furthermore, this work specifically addresses the needs of children and families involved with the child welfare system and families experiencing homelessness. High quality child care and development services can mitigate the impact of abuse and neglect, respond to the effects of trauma, and foster the optimal development of children while supporting economic self-sufficiency of their families and the vitality of their communities.

FISCAL IMPACT/FINANCING

Approval of this CDE contract will provide \$190,669 to fund the operations of the Planning Committee, including salaries and employee benefits for staff in the OCC, data collection and analysis, equipment, document development, printing and distribution, and travel and training. Planning Committee members serve as uncompensated volunteers.

This contract has a maximum reimbursable amount of \$190,669 and includes a Maintenance of Effort requirement (net County cost) of \$64,000. Funding is included in the CEO, FY 2016-17 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Planning Committee has been operating under contract with CDE since 1995. The Education Code defines a number of specific tasks for local planning councils to address, including:

- Operate within the parameters of the Education Code, including the appointment of members by the Board and the County Superintendent of Schools.
 - The Planning Committee began recruiting new members in March 2016. Applications were distributed to all school districts within the County, individuals on the Planning Committee's contact lists, attendees at monthly Planning Committee meetings, and through outreach efforts of individual members. In addition, the application for membership was posted on the OCC website.
 - The membership roster reflects the Planning Committee's efforts to arrive at a body that represents the geographic, programmatic, ethnic, and cultural diversity of the County, while also complying with the mandates of the Education Code. The membership includes individuals nominated by members of the Board and representatives of the County Superintendent of Schools, as well as representatives from the Los Angeles County Departments of Public Social Services and Public Health.

- Conduct a Countywide child care needs assessment at least once every five years.
 - The Planning Committee completed its most recent Countywide child care needs assessment in 2013.
 - Data from that needs assessment informed the Planning Committee's Strategic Plan for 2013-18, which was adopted by the Los Angeles County Superintendent of Schools and the Board in June 2013. This Strategic Plan guided the Planning Committee's work during FY 2015-16.
 - The Planning Committee has launched its work on the next iteration of the needs assessment and has targeted completion of its work by early 2017.

In addition to the mandated activities in 2015-16, the Planning Committee:

- Coordinated the voluntary, temporary transfer of over \$1.4M in child care subsidy funds to ensure that funding was retained to provide much needed subsidized child care and development services to low-income children.
- Conducted, in conjunction with the Policy Roundtable for Child Care and Development analyses of State legislation and budget proposals having major impact on the field of child care and development. Specifically, the Roundtable weighed in on and participated in advocacy efforts to create a bridge fund in the state budget beginning with FY 2016-17 to ensure young children in foster care have access to child care and development services. Unfortunately, the item was not included in the budget agreement approved by the State legislature.
- Provided representation to the Quality Rating and Improvement System (QRIS) Architects convened by First 5 LA to serve as an advisory to the planning, design and implementation of a unified, countywide QRIS.
- Updated the LPC Local Funding Priorities reflecting the need for subsidized child care and development services throughout the County, which were approved by the Board of Supervisors on May 10, 2016.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The mission of the Planning Committee is to engage parents, child care providers, allied organizations, the community, and public agencies in collaborative planning efforts to improve the overall child care and development infrastructure of Los Angeles County, including the quality, continuity, affordability, and accessibility of child development services for all families.

To advance its mission in the coming year, the Planning Committee will:

- Contribute to ongoing planning and design of a countywide QRIS while continuing to lend on-the-ground expertise to the implementation of the QRIS California State Preschool Program (CSPP) Block Grant and Infant/Toddler Block Grant;
- Support implementation of Cycle 18 of the AB 212 - Investing in Early Educators Stipend Program;
- Support implementation of the California Transitional Kindergarten Stipend Incentive Program targeted to Transitional Kindergarten teachers and CSPP early educators.
- Work with a variety of local partners to continue to facilitate the expansion of child care and development services;
- Conduct a countywide comprehensive needs assessment for release in early 2017; and
- Continue implementation of the Strategic Plan for Child Care and Development for the County of Los Angeles (2013-2018).

The OCC oversees implementation of the Planning Committee and its projects – the Investing in Early Educators Stipend Program and the California Transitional Kindergarten Stipend Incentive Program. In addition, the OCC is a partner with the Los Angeles Office of Education (LACOE), LAUP, and the Child Care Alliance of Los Angeles in implementing the QRIS-CSPP and Infant/Toddler Block Grants.

CONCLUSION

Upon approval by the Board, the following documents will require the Chair's signatures in blue ink:

- Attachment A - includes three original copies of one complete contract, each requiring an original signature by the Chair, and
- Attachment B - is a Resolution Form that is to be completed and signed by the Executive Officer of the Board and the Certification (CCA-307) and Federal Certifications (CO.8) for signature by the Chief Executive Officer.
- Attachment C - includes one complete and two additional signature pages of the Certification Statements Regarding Composition of the LPC Membership, each requires an original signature by the Chair.

The Honorable Board of Supervisors
August 30, 2016
Page 6

Two completely signed original documents should be returned to:

Office of Child Care
Service Integration Branch, Chief Executive Office
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

The OCC will forward the signed documents to the CDE, as required.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SARAH M. SORIANO
Chair, Child Care Planning Committee

SAH:JJ:FD
HK:MPS:km

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel

Local Planning Council Board Letter to Renew Contract and Certify the Child Care Planning Committee Membership for Fiscal Year 2016-17 – 8/30/16 Agenda

BACKGROUND

- In 1991 the Board of Supervisors authorized the convening of the Los Angeles County Child Care and Development Block Grant Planning Council (“Council”) in response to AB 2141, which created local planning councils (LPCs) in each county to establish priorities for the allocation of federal Child Care and Development Block Grant (CCDBG) funds.
- AB 2141 also authorized the LPCs to determine local child care needs, and to prepare a countywide plan for child care and development. In July 1992, the Board of Supervisors delegated the responsibility for countywide child care planning to the Council.
- The Council changed its name to the Child Care Planning Committee (Planning Committee) in January of 1993.
- In 1997, the role of the LPCs was strengthened with the advent of welfare reform that resulted in the California Work Opportunity and Responsibility to Kids Act (CalWORKs).
- Annually, the Board of Supervisors has approved the LPC contract and the membership slate as required by Education Code.

CURRENT STATUS

- The Office of Child Care received the contract from the California Department of Education on June 21, 2016.
- At the time the contract was received, the Certification of Membership was pending return to the Office of Child Care with the endorsement of the County Superintendent of Schools. The membership slate was approved by the Planning Committee on June 1, 2016.
- The LPC contract supports the work of the Planning Committee and the Policy Roundtable for Child Care and Development (Roundtable).

BOARD RECOMMENDATIONS

1. Approve the LPC contract (Attachment A) with the CDE in the amount of \$190,669 for the period beginning July 1, 2016 through June 30, 2017.
2. Adopt the Resolution (Attachment B) authorizing the Chief Executive Officer (CEO), or her designee, to act as the agent for the County to execute the State and Federal Certifications regarding lobbying, debarment, suspension, and a drug-free workplace, as well as any amendments that may be deemed necessary to implement this contract
3. Endorse the Planning Committee Membership Roster for Fiscal Year 2016-17 as presented in the Certification Statement Regarding Composition of LPC Membership (Attachment C)
4. Authorize the Planning Committee, with staff support from the Office of Child Care (OCC) within the Service Integration Branch of the CEO, to implement the contract



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

DAVE CHITTENDEN
Chief Deputy Director

Telephone: (323) 267-2103
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

August 30, 2016

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
LANDSCAPE SERVICES CONTRACT FOR REGION 2
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Request approval to award and execute a contract with J. Orozco Enterprises, Inc. dba Orozco Landscape and Tree Company to provide landscape services for Region 2 at various county facilities.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that landscape services for Region 2 can be more economically performed by an independent contractor than by County employees.
2. Approve and instruct the Chair to sign the attached contract with J. Orozco Enterprises, Inc. dba Orozco Landscape and Tree Company (Attachment 1) to provide landscape services for Region 2 to various county facilities for a period of three years, with two one-year renewal options and six month-to-month extensions for a maximum total contract term of five years and six months, for estimated first year cost of \$104,508.
3. Authorize the Director of ISD, or designee, to exercise the renewal options and month-to-month extensions in accordance with the attached contract, add and delete facilities, approve necessary changes to scope of services, and execute applicable contract amendments should the original contracting entities merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

ISD currently contracts for landscape services for 17 County departments at approximately 120 buildings located throughout the County. The work is divided by six geographic regions with one contract per region. The recommended contractor for Region 2, which is comprised of eight locations, is J. Orozco Enterprises, Inc. dba Orozco Landscape and Tree Company.

The existing landscape service contract will expire on September 30, 2016. The recommended action will ensure that these County facilities for Region 2 continue to receive services with no lapse in service.

To meet the operational needs of ISD's client departments, there may be occasions during the term of the contract when the scope of service at a facility must be changed or when a facility needs to be added or deleted. Approval of recommendation No. 3 will provide ISD with the ability to effectively manage these situations.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended contract supports the County's Strategic Plan Goal No. 1, Operational Effectiveness by maximizing the effectiveness of the County's processes and operations to support timely delivery of customer oriented and efficient public service by providing landscape services countywide.

FISCAL IMPACT/FINANCING

The estimated first year cost for the recommended contract is \$104,508. The estimated second year cost for the recommended contract is \$115,677. The estimated third year cost for the recommended contract is \$127,242.

ISD has included sufficient appropriation in its FY 2016-17 budget request and will continue to do so in future fiscal years. Expenditures will be offset through billings to County departments.

ISD has conducted cost analyses to ensure the contract is cost effective, summaries are attached (Attachment 2). ISD also took into consideration other low-cost resource options and found that the contract can be more economically performed by an independent contractor.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains 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, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. The proposed contract is subject to the County's Living Wage Program (County Code Chapter 2.201). The contractor will pay an hourly rate of no less than \$13.25 per hour from October 1, 2016 to December 31, 2016, \$14.25 per hour from January 1, 2017 to December 31, 2017, \$15.00 per hour from January 1, 2018 to December 31, 2018, and \$15.79 per hour from January 1, 2019 to September 30, 2019.

The contract rates are fixed for the initial three-year term of the contract. The contract allows for a Cost of Living Adjustment (COLA) increase during the option years, if the option years are exercised by the County. The COLA language in the contract complies with your Board's directive that COLA's 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.

CONTRACTING PROCESS

On February 4, 2016, ISD released a Request for Proposals (RFP) for Landscape Services for Region 2 and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" website (Attachment 3). Notice of the RFP was sent by electronic mail to 254 vendors registered with the County (Attachment 4). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Long Beach Press Telegram, and La Opinion (Spanish language newspaper).

The Mandatory Proposer's Conference was held on February 25, 2016. On March 17, 2016, two proposals were received. Each proposal was reviewed for responsiveness and compliance with the minimum requirements set forth in the RFP.

The proposals that met the minimum requirements were evaluated by an evaluation committee in accordance with the evaluation process identified in the RFP. The non-selected proposer received a debriefing on May 11, 2016. There was no protest resulting from this solicitation.

The Honorable Board of Supervisors
August 30, 2016
Page 4

Both proposals met the criteria to qualify as a Local Small Business Enterprise (LSBE) vendor. A summary of Community Business Enterprise Program information for the recommended contractor is attached (Attachment 5).

On final analysis and consideration of the award, the recommended contractor was selected without regard to gender, race, color, creed, or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended contract will allow the County to continue to provide landscape services for various County departments throughout the County of Los Angeles.

CONCLUSION

The Executive Office of the Board of Supervisors is requested to return two stamped and signed copies of the approved contract to the Chief Deputy Director of ISD.

Respectfully submitted,

DAVE CHITTENDEN
Chief Deputy Director

DC:JS:YY:ct

Enclosures

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



Office of the CIO

OPERATIONS CLUSTER BRIEFING

August 4, 2016

FY 15-16 ACCOMPLISHMENTS

1. Office 365 Implementation
2. Encryption of County Workstations
3. Data Center Assessment and Consolidation Strategy
4. Board Policies
 - a. Updated Information Security Policies
 - b. Records Management
5. Key Departmental Projects
 - a. ORCHID Implementation
 - b. LEADER Replacement System
 - c. Integrated Behavioral Health Information System (Clinical)

FY 16-17 KEY IT INITIATIVES

ENTERPRISE INITIATIVES

1. Enterprise Portfolio Management – Implement enhancements to the Application Portfolio tool to support IT capital planning for legacy application replacement and SB 272 reporting.
2. Enterprise Data Center (EDC) Consolidation – Implement EDC Governance and develop roadmap to consolidate department data centers.

INFORMATION SECURITY

1. Security Architecture Assessment – Evaluate Security Architecture to update security capabilities to protect, detect and respond to evolving cyber threat landscape.
2. Identity and Access Management (IAM) – Develop a countywide IAM Strategy that includes a single point of authentication to access County IT resources.
3. Enterprise Mobility Suite (EMS) – Direct the countywide implementation to protect county data and mobile devices.
4. Develop a Cyber Disruption Response Plan to plan for, prevent, mitigate and respond to cyber risks and disruptions to County's IT services.

INFORMATION MANAGEMENT

1. Countywide Master Data Management (CWMDM) implementation – Increase data sharing among County departments by expanding CWMDM to identify common clients across county human services and justice systems.
2. Enable data sharing and information access for Board priorities:
 - a. ER Social Worker Portal – Implement a mobile solution to enable ER social worker access to data allowed by Child Abuse Multidisciplinary Team Protocol.
 - b. Centralized Electronic Health Record – Leverage CWMDM to identify common patients to enable the sharing of electronic health records.
 - c. Leverage the use of CWMDM to identify common clients to enhance Enterprise Linkages and to support coordinated care delivery.
 - d. Leverage County's Open Data Portal to publish aggregated data for public policy and economic research.



Office of the CIO

OPERATIONS CLUSTER BRIEFING

August 4, 2016

COUNTYWIDE MASTER DATA MANAGEMENT UPDATE

DCFS – 2.5M records
(June 2016)



DMH – 1.5M records
(August 2016)



DHS – 3.6M records



Department-level Person Registry

- Resolve and de-duplicates clients and service providers
- Identify common clients among department systems

CWMDM w/DHS (August 2016)



Countywide-level Person Registry

- Resolve and de-duplicates clients
- Identify common clients among department systems
- Countywide Person and Provider Registries

RFP - Dec. 2016

Implementation – Dec. 2017



Data Integration Services

- Alerts and notifications
- Compliance and consent management
- Referral services

Architecture review - Dec. 2016

Service consolidation – Dec. 2016



Data-as-a-Service

- Access to aggregated information
- Analytics and Insight