



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: October 2, 2014
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 – Santos H. Kreimann
 - A) **Board Letter – RECOMMENDATION TO AUTHORIZE THE EXECUTION OF AMENDMENT NO. 16 TO THE LOS ANGELES ELIGIBILITY, AUTOMATION DETERMINATION, EVALUATION AND REPORTING (LEADER) SYSTEM INFORMATION TECHNOLOGY AGREEMENT WITH UNISYS CORPORATION**
DPSS/CIO – Sheryl Spiller and Richard Sanchez or designee(s)
 - B) **Board Letter – TREASURER AND TAX COLLECTOR RECOMMENDATION TO AWARD CONTRACT FOR PERSONAL PROPERTY AUCTIONEERING SERVICES TO CWS MARKETING GROUP, INC.**
TTC – Mark Saladino or designee
 - C) **Risk Management Presentation**
ISD – Jim Jones or designee
 - D) **Upcoming IT Items**
CIO – Richard Sanchez or designee
2. Public Comment
3. Adjournment



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746
 Tel (562) 908-8400 · Fax (562) 695-4801



SHERYL L. SPILLER
 Director

PHIL ANSELL
 Chief Deputy

Board of Supervisors
 GLORIA MOLINA
 First District

MARK RIDLEY-THOMAS
 Second District

ZEV YAROSLAVSKY
 Third District

DON KNABE
 Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

September 30, 2014

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

Dear Supervisors:

**RECOMMENDATION TO AUTHORIZE THE EXECUTION OF AMENDMENT
 NUMBER SIXTEEN TO THE LOS ANGELES ELIGIBILITY, AUTOMATION
 DETERMINATION, EVALUATION AND REPORTING (LEADER) SYSTEM
 INFORMATION TECHNOLOGY AGREEMENT WITH UNISYS CORPORATION
 (ALL DISTRICTS - 3 VOTES)**

SUBJECT

This is a joint recommendation by the Department of Public Social Services (DPSS) and the Chief Information Officer that the Board approve Amendment Number Sixteen to the Los Angeles Eligibility, Automation Determination, Evaluation and Reporting (LEADER) System Agreement (County Agreement Number 68587) to extend the term of the LEADER Agreement by two years and increase the Total Maximum Contract Sum by \$56,000,000 to provide continued services until the LEADER Replacement System (LRS) is fully implemented Countywide.

IT IS RECOMMENDED THAT THE BOARD:

Approve and instruct the Chairman to sign Amendment Number Sixteen (Attachment I) to County Agreement Number 68587 with Unisys Corporation (Unisys) which will:

- a. Extend the term of the Agreement for two consecutive one-year periods, commencing on May 1, 2015;
- b. Authorize the amount from \$125,875,906 to \$181,875,906 for the Second Extended Option Term and increase the aggregate Total Maximum Contract Sum for the Agreement from \$467,378,543 to \$523,378,543;

"To Enrich Lives Through Effective And Caring Service"

- c. Add provisions for Data Destruction, Disabled Veterans Business Enterprise Preference Program, and Transitional Job Opportunities Preference Program; and
- d. Update the name of Contractor's Vice President and General Manager.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The LEADER Agreement will expire on April 30, 2015. Extending the Agreement for two years will maintain uninterrupted service to California Work Opportunities and Responsibility to Kids (CalWORKs), Cash Assistance Program for Immigrants (CAPI), CalFresh, Medi-Cal, Foster Care Programs, Kinship Guardianship Assistance payment program (KIN-GAP), and Adoption Assistance Program (AAP) beneficiaries, while DPSS implements LRS.

Implementation of Strategic Plan Goals

These recommendations are consistent with the principles of the Countywide Strategic Plan, Goal 1: Operational Effectiveness: Maximize the effectiveness of processes, structure and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

Amendment Number Sixteen increases the aggregate Total Maximum Contract Sum by \$56,000,000 from \$467,378,543 to \$523,378,543.

Cost for Fiscal Year 2014-15

The total estimated costs for the Second Extended Option Term in Fiscal Year (FY) 2014-15 (May 2015 through June 2015) are \$5,500,000. These costs will be subvented by the State and federal revenue in the estimated amount of \$5,115,000. The net County cost (NCC) is estimated at \$385,000. Sufficient funding has been included in the Department's FY 2014-15 Adopted Budget.

Costs for Fiscal Year 2015-16

The total estimated costs for the Second Extended Option Term in FY 2015-16 are \$28,000,000. These costs will be subvented by State and Federal revenue in the estimated amount of \$26,040,000. The NCC is estimated at \$1,960,000. Sufficient funding will be included in the Department's FY 2015-16 Budget Request.

Cost for Fiscal Year 2016-17

The total estimated costs for the Second Extended Term in FY 2016-17 (July 2016 through April 2017) are \$22,500,000. These costs will be subvented by the State and Federal revenue in the estimated amount of \$20,925,000. The NCC is estimated at \$1,575,000. Sufficient funding will be included in the Department's FY 2016-17 Budget Request.

FACTS AND PROVISION/LEGAL REQUIREMENTS

This Board Letter and associated Amendment were reviewed by the Chief Executive Office and approved as to form by County Counsel. As with the existing LEADER System Agreement and its previous amendments and modification notices, outside counsel, Mitchell, Silberberg & Knupp LLP, reviewed and commented on the Board Letter and Amendment in accordance with the Board's policy regarding technology contracts.

All terms and conditions, including information technology provisions which are part of the current Agreement, will continue to apply to the Agreement following execution of the proposed Amendment Number Sixteen.

This is not a Prop A contract and accordingly is exempt from the requirements of the Living Wage Ordinance.

State and Federal Approval

The funding approval for Amendment Number Sixteen has been received from the requisite State and federal agencies.

CONTRACTING PROCESS

Unisys was selected via a competitive solicitation. On September 12, 1995, the Board awarded a seven years and six months contract (with the option for two additional years) to Unisys to provide an automated welfare system. Amendment Number Three and Amendment Number Four approved by the Board extended the seven years and six months contract term by two years to April 30, 2005, making the Initial Term of the LEADER Agreement nine years and six months. On March 15, 2005, the Board approved Amendment Number Ten to extend the contract term for the optional two years, from May 1, 2005 through April 30, 2007. Amendment Number Twelve, approved by the Board on January 30, 2007, extended the LEADER Agreement for four years through April 20, 2011, with four optional one-year extensions that could extend the LEADER Agreement through April 30, 2015.

On March 15, 2011, the Board approved the County's option to exercise the first two years of County's Second Extended Option Term, from May 1, 2011 to April 30, 2013, under the LEADER Agreement. On April 9, 2013, the Board approved the County's option to exercise the last two years of County's Second Extended Option Term, from May 1, 2013 to April 30, 2015, under the LEADER Agreement. The Agreement is scheduled to expire on April 30, 2015, and approval of this Amendment will extend the Agreement to April 30, 2017, to provide continued public assistance services until the LRS is fully implemented Countywide.

IMPACT ON CURRENT SERVICES

The execution of Amendment Number Sixteen will maintain uninterrupted services to California Work Opportunities and Responsibility to Kids (CaWORKs), Cash Assistance Program for Immigrants (CAPI), CalFresh, Medi-Cal, Foster Care Programs, Kinship Guardianship Assistance payment program (KIN-GAP), and Adoption Assistance Program (AAP) beneficiaries, while DPSS implements LRS Countywide.

CONCLUSION

Upon the Board's approval, the Executive Officer, Board of Supervisors is requested to return three original signed copies of the Amendment and one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

SHERYL L. SPILLER
Director

RICHARD SANCHEZ
Chief Information Officer

SLS:MS:ph

Enclosures

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



MARK J. SALADINO
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CALIFORNIA 90012
TELEPHONE: (213) 974-2101 FAX: (213) 626-1812



HOME PAGE
TTC.LACOUNTY.GOV

PROPERTY TAX PORTAL
LACOUNTYPROPERTYTAX.COM

October 21, 2014

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

Dear Supervisors:

**TREASURER AND TAX COLLECTOR
RECOMMENDATION TO AWARD CONTRACT FOR
PERSONAL PROPERTY AUCTIONEERING SERVICES TO
CWS MARKETING GROUP, INC.
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The recommended action is to approve Contract Award to CWS Marketing Group, Inc. (CWS) for the provision of Personal Property Auctioneering Services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award and instruct the Chairman to sign the attached Contract (Exhibit I) with CWS to provide Personal Property Auctioneering Services to the Treasurer and Tax Collector (TTC) at a Commission Rate of up to a maximum of 22% of gross sales and a Buyer's Premium of up to a maximum of 15%, commencing on November 21, 2014, for a three-year term through November 20, 2017.
2. Delegate authority to the TTC to execute future amendments to extend the Contract for a maximum of two one-year renewals and/or six month-to-month extensions at the option of the TTC in accordance with the Term of the Contract.
3. Delegate authority to the TTC to execute future amendments to modify the terms of the Statement of Work that do not materially alter the Contract and/or to add and/or change certain terms and conditions in the Contract as required by the Board of Supervisors (Board) or Chief Executive Office (CEO), provided County Counsel's (Counsel) approval is obtained prior to execution of such amendments.

4. Delegate authority to the TTC to approve, if necessary, any assignment and delegation of services performed by CWS in order to ensure continuation of Personal Property Auctioneering Services needs to meet the TTC's mandated operations provided that Counsel's approval is obtained prior to such assignment to meet the TTC's fiduciary obligations to conservator and decedent estates under its administration.
5. Delegate authority to the TTC, if necessary, to execute substantially similar Contract(s) to the next highest ranked, most responsive, and responsible proposer identified in this Request for Proposals (RFP) process in order to ensure that unanticipated circumstances or changes in the Personal Property Auctioneering Services workload requirements, or the incumbent's inability to provide the required services during the Term of the Contract do not jeopardize the TTC's mandated operations, provided Counsel's concurrence is obtained prior to execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The California Probate Code requires the Public Administrator (PA) of each county to take charge of and administer decedent estates for which no personal representative has been appointed.

In Los Angeles County (County), the TTC also serves as the PA and, under Contract, also provides administrative services to the County Public Guardian as representative of certain conservator estates. The California Probate Code authorizes the PA to sell personal property of decedent or conservator estates according to requirements set forth in California Probate Code Sections 10250-10263, when necessary in the best interest of the estates, either by public or private sale.

The TTC currently contracts with CWS to provide Personal Property Auctioneering Services. The Contract expires on November 20, 2014. The new proposed Contract with CWS will ensure continuation of the Personal Property Auctioneering Services needs of the TTC. The recommended Contract will commence upon your Board's approval or November 21, 2014, whichever is later.

Implementation of Strategic Plan Goals

The approval of this Contract is consistent with the County's Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability. The recommended Contract provides for ongoing Personal Property Auctioneering Services.

FISCAL IMPACT/FINANCING

There is no Net County Cost as the auctioneer will be paid a commission of up to a maximum of 22% of gross sales from each auction of estate assets.

The buyers will also pay directly to the auctioneer up to a maximum 15% fee as a premium on their purchase. This Buyer's Premium does not financially impact the estates or the County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

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

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

CWS will not be asked to perform services that exceed the Contract Commission Rate, scope of work, or Contract dates of the Contract. The Contract expressly provides that the County has no obligation to pay for expenditures by CWS that exceed the maximum Contract Commission Rate. Additionally, the Contract contains performance standards, including liquidated damages for substandard and/or non-performance.

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

CONTRACTING PROCESS

The RFP for Personal Property Auctioneering Services was released on March 24, 2014, and was posted on the County Bid Website of registered vendors under the Commodity Code for Auctioneering Services, which consisted of approximately 31 registered vendors (Attachment I). The RFP was also posted to the TTC Website and the notification letter was sent to an additional 96 vendors listed in Attachment II.

A Mandatory Proposers' Conference (Conference) was held at the TTC's Warehouse location on April 8, 2014, with eight firms attending. Subsequent to the Conference, Addendum 1 was issued on April 7, 2014, to provide updated information related to Section 2.4, Solicitation Requirements Review, and Section 2.5, Proposers' Questions.

Addendum 2 was issued on April 11, 2014, to provide updated information related to Section 2.3, RFP Timetable, and Section 2.10, Proposal Submission.

Addendum 3 was issued on April 16, 2014, to provide responses to written questions received and to provide updated information related to Subparagraph 1.4, Mandatory Minimum Requirements.

The proposal submission deadline was April 30, 2014. A total of three firms responded with proposals by the due date: CWS; GWS Auctions, LLC (GWS); and PropertyRoom.com (PR).

The Contracts Section performed a preliminary review (Pass/Fail Evaluation) of the proposals received to determine whether proposers were in compliance with the minimum mandatory requirements and responsive to the RFP before being evaluated. After consultation with Counsel, the TTC issued Supplemental Data Requests to the three proposers requiring responses by May 13, 2014.

The evaluation was conducted by an Evaluation Committee comprised of members from the TTC's PA Division and the Department of Mental Health's Public Guardian Division. The County's Informed Averaging scoring methodology was utilized.

The proposal submitted by CWS was the highest ranked, most responsive, and responsible of the proposals evaluated. CWS met all of the minimum RFP requirements and its proposal was complete and detailed. The proposal clearly demonstrated that CWS has a good understanding of the scope of work to be performed and the complexity of the TTC's service requirements. CWS has over 25 years' experience providing services similar to those being requested by the TTC, including Contracts with other government entities. The proposal was evaluated and rated according to its responsiveness to criteria included in the RFP. As required by the TTC, the proposal submitted by CWS provided a description of CWS's qualifications, its proposed approach to providing services, and a quality control plan. CWS has verifiable experience providing Personal Property Auctioneering Services as required by the TTC.

The TTC has obtained a letter of intent from CWS for Personal Property Auctioneering Services, affirming their respective negotiated terms and conditions. Debriefings were offered to the two non-recommended proposers, GWS and PR, and both proposers requested and received debriefings.

The Honorable Board of Supervisors
October 21, 2014
Page 5

GWS submitted a Notice of Intent (NOI) to Request a Proposed Contractor Selection Review. The TTC complied with the NOI request and provided GWS with the required documents and the Transmittal to Request a Proposed Contractor Selection Review (Transmittal). The Transmittal was due to the TTC by September 8, 2014, at 5:00 p.m. (Pacific Time). GWS did not submit the Transmittal; therefore, on September 10, 2014, the TTC sent formal notification to GWS that the Proposed Contractor Selection Review process was officially closed and no further action was required.

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

IMPACT ON CURRENT SERVICES

The current Contract for Personal Property Auctioneering Services expires on November 20, 2014. The recommended Contract will enable the Contractor to continue the provision of Personal Property Auctioneering Services for the TTC.

CONCLUSION

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

Respectfully submitted,

MARK J. SALADINO
Treasurer and Tax Collector

MJS:KK:JK:SPB:

EVT:VMA:ca

Board Letter - CEO Draft Final 9-18-14 vma

Attachments (4)

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

ATTACHMENT I

DOING BUSINESS WITH US

County Home

Home

E-mail

FAQ



L.A. county ONLINE

To Enrich Lives Through Effective and Caring Services

Search for a Closed Bid

Award information has not been added at this time.

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

Bid Information

Search By Bid Title

Submit

Sort By Bid Title

Sort

Bid Number : TTC RFP 2014-01 PPA
Bid Title : Personal Property Auctioneering Services
Bid Type : Service
Department : Treasurer and Tax Collector
Commodity : AUCTIONEERING SERVICES
Open Date : 3/24/2014
Closing Date : 8/5/2014 4:00 PM

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

Bid Amount : N/A

Bid Download : [Available](#)

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

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

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

A Mandatory Proposers' Conference, to answer questions regarding the written specifications of the RFP, will be held at 10:00 a.m., Pacific Time, on Tuesday, April 8, 2014, at 16610 Chestnut Street, City of Industry, California 91748. Any vendor submitting a proposal MUST ATTEND this Conference or will be disqualified. To register to attend the Mandatory Proposers' Conference, please call Victor Andrade, Contracts Section, at (213) 974-7360 or send email to contracts@ttc.lacounty.gov no later than Monday, April 7, 2014.

The RFP responses must be prepared in accordance with Section 2.0, Proposal Submission Requirements, of the RFP. Proposals are due no later than 4:00 p.m., Pacific Time, on Thursday, April 24, 2014, and shall be delivered or mailed to the TTC, Contracts Section, 500 West Temple Street, Room 437, Los Angeles, California 90012. Proposals received after the scheduled deadline will not be accepted and shall be returned to the sender unopened.

Amendment Date : 4/8/2014 Addendum One

Distribution List Name: PPA RFP 2014

Members:

A&A Auction	webmaster@aaauctions.com
A.N. Abell Auction Company	don@abell.com
A-1 Auction Liquidators Inc.	a1auction@worldnet.att.net
A1 Auction Service	vendetta@pacbell.net
Abamex Auction Co.	auctions@abamex.com
Alexander Slatopolsky	slato@molaa.com
American Auctioneers	dadotson@aol.com
Ashman Co. Auctioneer & Appraisals Inc.	ashmanco@pacbell.net
Asset Reliance International, LLC	alex@ar-int.com
Avanti Fine Arts Appraisers & Auctioneers	avantiarts@sbcglobal.net
Barry Sweet Auctioneers	bnsweet3@home.com
BBC	jrrodeffer@mac.com
Bendis Auctioneers	dbendis@charter.net
Bishop Auctions International	baiappraisals@yahoo.com
Brian Testo & Associates	brian@btesto.com
Broken Bow Livestock Supply	brokenbo@silcom.com
C.G. Wyatt & Associates	cwyatt@dishfactory.com
California State Auctioneers Association	aherman@auctioneers.org
Cardoza Auctions	cardozaauctions@hotmail.com
Carl Johnson Co	info@carljohnsonco.com
Central Valley Auction, Inc.	cva@sierratel.com
Charles Dreyer	urgency@loveyourbid.com
Clutterby's Auctions	clutterbys@mail.com
Cowan Alexander LLC	adam@cowanalexander.com
CWS Marketing Group	sfraley@cwsmarketing.com
DGW Auctioneers	dgw@dgwauctioneers.com
DoveBid, Inc.	bbaird@alamedanet.net
Eddie Lugo	chinocalfman@yahoo.com
Fausset Auction Service	noiauction@aol.com
Fred Bush & Associates	sales@fredbush.com
Frontier Auction Service	ktfrankhouser@yahoo.com
Great American Group	mweitz@greatamerican.com
Hambrook's Auction Center	hambrooks@hambrooks-auction.com
Harvey Clars Estate Auction & Gallery	redge@harveyclar.com
Have Gavel Will Travel	gates@rickadee.net
Horse Housing Construction	syndhhc@aol.com
Huisman Auctions Inc.	auctioninfo@huismanauctions.com
I.M. Chait Gallery	chait@chait.com
Jim Glines	jimglines@verizon.net
Joe Tadlock Auctioneer	jotad@aol.com
John Moran Auctioneers, Inc.	info@johnmoran.com
John S. Manocchia Auctioneer & Realtor	auction41@aol.com
Joseph Ward	j.ward@lycos.com
Kanon & Rose	alkanon@hotmail.com

PERSONAL PROPERTY AUCTIONEERING SERVICES - MAILING LIST**ATTACHMENT II**

Ken Porter Auction Co. Inc.	dale@kenporterauctions.com
Kennedy Wilson	rwinchell@kennedywilson.com
Kingston Auctions	michelle@gobid4art.com
Kohn-Megibow Co.	outbidu@sbcglobal.net
Kozma Auction Service, Inc.	kaas@verizon.net
Manuel Fonseca	cva@sti.net
Mark Fischer	himark@volcano.net
McCormack Auction Co., Inc.	jm@mccormackauction.com
Moving and Associated Service Inc.	luis@masmoving.com
Mulrooney Auction Co.	info@mulrooneyauction.com
Nathan Leibovici & Associates	nleibovici@aol.com
Nationwide Auction Systems	dnelson@nationwideauction.com
Ogrens Auction	ogrens@pacbell.net
Ostrin & Ostrin Company	auctions@ostrinauctioneers.com
Pacific Auction Exchange	info@auctionsells.com
Pacific Auction Exchange Inc.	chuck@paxinc.com
Pacific Auction Exchange, Inc.	marti@paxinc.com
Pacific Auction Exchange, Inc.	miketheauctioneer@yahoo.com
Pacific Coast Realty & Auction	pacreal@earthlink.net
Pacific Realty Network	mark@pacific-realty.net
Partager Fine Art & Auction	partager-arts@msn.com
Ponterio & Associates	coins@ponterio.com
ProAuction.Net	Donald.Rehkopf@gmail.com
Property Bureau.com	blythe@propertyroom.com
R.L. Spear Co, Inc.	rlspear1@yahoo.com
Rabin Worldwide, Inc.	drew.hynes@rabin.com
Rabin Worldwide, Inc.	ivina.okun@rabin.com
Real Estate Auction Marketing Assoc.	casellers@frontiernet.net
Real Estate Disposition	rob@landstuff.com
Rich Wasser, Auctioneers	richwasser@verizon.net
Rick Cole & Associates, LLC	gotorickcole@aol.com
Robert Flores Auctions	rcflores2@juno.com
Ronald J. Gillio, Inc.	rjgillio@gte.net
Sacramento Auction House, Inc.	gene@tahsac.com
Slawinski Auction Co.	antiques@slawinski.com
South Coast Auction	billysca@verizon.net
Southern California Public Auction	socalauc@pacbell.net
Stanley M. Friedman Inc.	smfco@concentric.net
Surplus Sales	ssauctioneers@aol.com
Tech Exec Partners, Inc.	dianne@techexecpartners.com
Tom Frankhouser	ktfrankhouser@direcway.com
Treasure Trove	hot329@aol.com
Tri State Auction Systems	info@tristateauction.com
U Bid 4 It Auction Company Inc.	ubid4it@earthlink.net
U.S. Enterprises	walt@userprises.com
Van Horn Auction & Appraisal Group, LLC	vanhornauctions@cox.net
Walt Adams Auctioneer	buy@waltadams.com
Wayne Wittenmore	waynekevin@comcast.net

PERSONAL PROPERTY AUCTIONEERING SERVICES - MAILING LIST

ATTACHMENT II

West Auctions

jack@westauction.com

West Auctions, LLC

dennis@westauction.com

Western Construction Auctions, Inc.

Grant.cook@wca-online.com

Western Construction Auctions, Inc.

info@wca-online.com

ATTACHMENT III

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

FIRM/ORGANIZATION INFORMATION AS PROVIDED BY PROPOSER
PERSONAL PROPERTY AUCTIONEERING SVCS.

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

FIRM INFORMATION	CWS Marketing Group, Inc.	
CULTURAL/ETHNIC COMPOSITION	% of Ownership	No.
OWNERS/ PARTNERS:		
Black/African American	N/A	0
Hispanic/Latino	N/A	0
Asian or Pacific Islander	N/A	0
American Indian	N/A	0
Filipino	N/A	0
All others	49.00%	1
Women (included above)	51.00%	1
MANAGERS:		
Black/African American	0	
Hispanic/Latino	1	
Asian or Pacific Islander	1	
American Indian	0	
Filipino	0	
All others	4	
Women (included above)	4	
STAFF:		
Black/African American	0	
Hispanic/Latino	1	
Asian or Pacific Islander	0	
American Indian	0	
Filipino	0	
All others	3	
Women (included above)	2	
TOTAL NUMBER OF EMPLOYEES	18	
BUSINESS STRUCTURE	Corporation	
Certified as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise?	N/A	

Internal Services Department

Risk Management Plan: FY 2014-15

(Previously: Risk Exposure Cost Avoidance Plan [RECAP])

This Risk Management Plan describes risks, trends, and mitigation measures planned to address these issues. Risk issues are identified through evaluations of business operations and review of claim trends.

Note: This document replaces the Risk Exposure Cost Avoidance Plan (RECAP) and the Departmental Risk Management Overview issued for presentations to Board Deputies.

APPROVALS:

Araceli H. Aranda
Risk Management Coordinator

Araceli H. Aranda
Signature

9/15/14
Date

JIM JONES
Department Head

Jim Jones
Signature

9-15-14
Date

Overview of Department Risk Management Program

Insert a brief description of the department, hazards/exposures, and its risk management program (use as much space as necessary).

	Name
Risk Management Coordinator:	Mark A. Colton/Araceli H. Aranda
Safety Officer/Coordinator:	Robert Shephard
Return-to-Work Coordinator:	Janet A. Reyes/Catherine Stein-Romo

Risk Issues, Plans, and Mitigation Measures

RISK MANAGEMENT ISSUE #1

Issue: Safe driving practices

Risk Management Plan/Mitigation Measure:

ISD will implement a Driver Safety Training Program and develop a policy addressing the series of training sessions to be offered and the frequency based on the driver's status.

The purpose of the Driver Safety Training Program is to promote safe driving habits while protecting our drivers and the public. The training program is also designed to remind our drivers of their responsibilities when driving on County business, and their compliance with the Department's policies, as well as local, State and federal regulations. This program is intended to increase accountability and awareness for safe driving practices.

Every year, ISD employees who drive on County business either as mileage permittees or assigned vehicle drivers will attend the following mandatory training:

- Defensive Driving – Small Vehicle – Annual web-based training consisting of 65 minutes. This course will provide a consistent, defensive approach to driving and reducing the likelihood of error.

Note: Field employees who do not have regular computer access will attend a classroom-type training.

Employees involved in a preventable motor vehicle accident will attend the following mandatory training:

- Smith System Advance Driver Training – A mileage permittee or assigned vehicle driver that is responsible for a preventable motor vehicle accident will attend an 8-hour training course to include classroom training plus on-road training within 1 month of a motor vehicle accident that has been deemed preventable by the Vehicle Accident Review Committee (VARC). Should the mileage permittee or assigned vehicle driver appeal the decision of a preventable motor vehicle accident, the training will be in pending status until a final determination is made. If, after the appeal process has concluded and the preventable designation stands, the employee will be scheduled within 1 month of the final determination.

Employees who receive a "How Am I Driving?" (HAID) complaint via the HAID hotline will attend the following mandatory training:

- Targeted Driver Training – Driving activities of assigned vehicle drivers who use County vehicles on County business will be monitored through the HAID program. Drivers who receive complaints through the HAID hotline will participate in a web-based training specifically for the unsafe behavior that was observed (e.g. speeding, failure to stop, etc.). The employee will complete this training within 10 business days of notification.

Responsible Party: Risk Manager

Completion Date: June 30, 2015

RISK MANAGEMENT ISSUE #2

Issue: Strain/sprain injury prevention

Risk Management Plan/Mitigation Measure:

Strains/sprains continue to be ISD's number 1 cause of work-related injuries. To supplement material handling communication efforts through safety tailgate meetings, ISD will implement material handling training on an annual or biannual basis dependent upon the type of work performed and job classification. The targeted groups in ISD are non-office employees within the Facilities Operations Service (FOS) and the Purchasing Contracts Service (PCS). Specifically, employees in the crafts field and County Messenger Drivers have been identified to attend the mandatory training.

The material handling training will be conducted in-person and will consist of the following training objectives:

- Understand the back and how it works
- Use of body mechanics or exercises to improve posture, coordination and stamina
- How to properly execute job duties and prevent injury
- Maintain knowledge of skills learned and use everyday

The goal is to train approximately 350 employees on a yearly basis or more often as needed. The data from the newly created digital dashboard will be used to identify whether this training is instrumental in reducing the WC claims and OSHA recordables in FY 14-15.

Responsible Party: Risk Manager

Completion Date: June 30, 2015

Add additional space if more issues are being reported

Statistical Information (***) data to be provided when available)

Claim Performance (data provided by CEO; see footnotes)				
Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
WORKERS' COMPENSATION				
1. Number of Workers' Compensation claims filed during the period.	98	92	87	92.3
2. Number of employees as of June 30.	1847	1832	1807	1828.7
3. Workers' Compensation Claim Report Rate (number of claims reported per 100 employees) for the period.	5.31	5.02	4.81	5.05
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments).	11.19	11.40	11.31	11.30
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments, excluding Fire, Probation, Sheriff).	6.83	6.86	6.62	6.77
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (only Fire, Probation, and Sheriff).	22.78	23.46	24.01	23.42
4. Workers' Compensation expense paid during the period (including final accounting of allocated and unallocated expenses).	4,201,006	3,911,354	3,228,108	3,780,156
5. Workers' Compensation Expense Rate (expenses paid per current employee) for the period.	2,275	2,135	1,786	2,065
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments).	\$3,505	\$3,633	3,535	3,558
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments, excluding Fire, Probation, Sheriff).	\$2,258	\$2,273	2,164	2,232
Benchmark: Countywide Average Workers' Compensation Expense Rate (only Fire, Probation, and Sheriff).	\$6,822	\$7,241	7,247	7,103
6. Salary Continuation and Labor Code 4850 paid during the period (100%IA, 70%IA, MegalA).	124,647	219,084	137,789	160,507
AUTOMOBILE LIABILITY				
7. Number of Automobile Liability claims filed during the period.	26	21	20	22.3
8. Automobile Liability indemnity (OC) paid during the period.	84,539	119,181	25,021	76,247
9. Automobile Liability legal fees and costs (SS) paid during the period.	32,607	17,328	300	16,745
GENERAL LIABILITY				
10. Number of General Liability claims filed during the period.	33	18	7	19.3
11. General Liability indemnity (OC) paid during the period.	9,240	125,466	9,500	48,069
12. General Liability legal fees and costs (SS) paid during the period.	107,748	402,719	560,843	357,103

Claim Performance (data provided by CEO; see footnotes) [Continued]

Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
MEDICAL MALPRACTICE				
13. Number of Medical Malpractice claims filed during the period.	0	0	0	0
14. Medical Malpractice indemnity (OC) paid during the period.	0	0	0	0
15. Medical Malpractice legal fees and costs (SS) paid during the period.	0	0	0	0
TOTAL CLAIMS AND EXPENSE				
16. Total number of claims filed during the period.	157	131	114	134.0
17. Total expenses paid during the period.	4,559,787	4,795,132	3,961,561	4,438,827
18. Department operating budget.	444,889,000	433,208,000	455,843,000	444,646,667
19. Cost of Risk. (% total expenses paid/operating budget)	1.02%	1.11%	0.87%	1.00%
Benchmark: Countywide Cost of Risk.	2.21%	2.19%	2.15%	2.18%

- All workers' compensation loss information is available on the CEO Risk Management Branch RECAP intranet site.
- The number of employees is the sum of currently filled full-time and part-time positions (see monthly payroll report).
- The number of liability claims is the total of all claims (including all suffixes) entered into the Risk Management Information System (RMIS) during the fiscal year (see monthly Cognos report).
- Total paid for liability is based on transaction dates within each fiscal year as listed in RMIS (see monthly Cognos report).

Vehicle and Fleet Safety Performance (data maintained at the department level)

Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
DEPARTMENT-OWNED VEHICLES				
20. Number of Department-owned vehicles as of June 30.	696	660	642	666.0
21. Total number of vehicle accidents involving Department-owned or leased vehicles.	51	50	69	48.3
22. Total cost paid for damage involving Department-owned or leased vehicles (not including third party claim/damage cost).	58,630	57,563	26,849	47,681
23. Number of miles driven by Department-owned or leased vehicles.	5,810,375	5,227,447	4,957,167	5,331,663
24. Number of vehicle accidents involving Department-owned or leased vehicles per 100,000 miles.	0.88	0.96	1.39	1.08
Benchmark: Countywide	1.78	1.45	n/a	1.62
PERMITTEE DRIVERS				
25. Number of Department permittee drivers as of June 30.	775	503	558	612.0
26. Total number of vehicle accidents involving permittee drivers.	2	10	7	6.3
27. Total cost paid for damage involving vehicles driven by permittee drivers (not including third party claim/damage cost).	3,812	16,408	6,134	8,785
28. Number of permittee miles driven during period.	562,678	519,050	417,196	499,641.3
29. Number of vehicle accidents involving permittee drivers per 100,000 miles.	0.36	1.93	1.68	1.32
Benchmark: Countywide	2.02	1.70	n/a	1.86

Return-to-Work Performance (industrial and non-industrial)

(data maintained at the department level)

Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
30. Number of active return-to-work cases as of June 30.	288	405	481	391.3
31. Number of employees off work due to medical leave for own injury/illness (excluding pregnancy) as of June 30.	19	21	20	20.0
32. Number of employees on work hardening transitional assignment agreements as of June 30.	37	41	90	56.0
33. Number of employees on conditional assignment agreements as of June 30.	37	40	79	52.0
34. Number of return-to-work cases closed in the prior year.	103	140	104	115.7

Short-Term Disability (data provided from Sedgwick except for #41 which is from payroll)

Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
35. Number of active claims as of June 30.	6	6	2	4.7
36. Number of closed claims reaching maximum benefit duration during the fiscal year.	7	7	4	6.0
37. Number of claims converted to Long-Term Disability during the fiscal year.	7	5	4	6.0
38. Number of new claims during the fiscal year.	31	25	17	24.3
39. Number of lost workdays paid under Short-Term Disability during the fiscal year.	1,610	1,589	1,058	1419.0
40. Number of lost calendar days, including elimination period, for closed claims.	2,817	2,239	2,062	2,372.7
41. Total payments for all claims paid during the fiscal year.	461,763	536,024	337,244	445,010
42. Number of paid lost workdays for closed claims.	1,691	1,397	1,349	1,479.0

Long-Term Disability (data provided from Sedgwick)

Measure	FY 2011-12	FY 2012-13	FY 2013-14	3-Year Average
43. Number of active claims as of June 30.	42	42	41	41.7
44. Number of claims opened during the fiscal year.	17	20	16	17.7
45. Total payments for all claims paid during the fiscal year.	1,077,492	982,777	1,007,232	1,022,500
46. Total payments to date on claims closed during the fiscal year.	1,466,565	934,277	950,643	1,117,162
47. Number of claims approved for "AnyOcc" (Any Occupation) until age 65.	31	29	24	28

Performance Data and Statistical Goal Definitions

Active Return-to-Work Case:	Employee is off work due to an industrial or non-industrial disability. Employee is working in any temporary modified/alternative position pending resolution of work status. Employee has a pending request for reasonable accommodation. Any situation where the department determines risk exposure requires ongoing action or monitoring. Additional information about return-to-work can be found in the Return-to-Work Desk Reference Manual at http://ceo.lacounty.gov/RTW/rtw_default.htm.
AnyOcc	An approved disability that precludes an individual from performing any job, as documented by the Social Security guidelines.
Conditional Assignment Agreement:	An agreement between the employer and employee that allows an employee to work in a temporary assignment while the department conducts a department-wide or Countywide search for a compatible position. This status is determined when an employee with an Industrial Injury/Illness becomes Permanent and Stationary (P&S) or has reached Maximum Medical Improvement (MMI); or an employee with a Non-Industrial Injury/Illness obtains a work restriction (either temporary or permanent). If a position cannot be identified within the employee's department, then a Countywide Job Search shall be conducted.
Cost of Risk:	Percentage of Total Paid/Department Operating Budget.
Department-Owned/ Leased Vehicles:	Vehicles driven by County employees, owned or leased by the Department or County. These are not the drivers' personal vehicles.
General Liability Claim:	Claim arising when negligent acts and/or omissions result in bodily injury and/or property damage on the premises of a business, when someone is injured as the result of using the product manufactured or distributed by a business, or when someone is injured in the general operation of a business.
Indemnity Cost (OC):	Amount of money paid to compensate claimant and/or plaintiffs for damages, including their attorney fees and cost that are paid by the County. Also referred to as the settlement amount. Cost listed as (OC) in RMIS.
Legal Fees and Costs (SS):	Amount of money paid for defense counsel (in-house and/or panel attorney) for a claim that is paid by the County. Cost listed as (SS) in RMIS.
Liability Claim:	A document submitted by a third party in accordance with statutory requirements, and alleging personal injury, bodily injury, property damage, or other losses sustained due to the acts or omissions of the County, its employees, officers, or agents. This is the total number of open/closed claims that were filed during the period. A claim includes all lawsuits and claims, but does not include incident reporting, unless a claim is opened as a result of the incident report.
Medical Malpractice Claim:	Claim arising from professional negligence by act or omission by a health care provider in which care provided deviates from accepted standards of practice in the medical community and causes injury or death to the patient.
Number of Miles Driven During Period:	Actual number of miles driven by departmental drivers for County-related activity (course and scope of work).

Performance Data and Statistical Goal Definitions [Continued]

Permittee Driver:	County employee who is participating in the County permittee driver program and is certified/approved to drive a non-department-owned vehicle for work purposes.
Return-to-Work Cases Closed:	Employee has returned to usual and customary position with or without work restriction (and department has no risk exposure concerns). Employee has returned to a permanent modified/alternative position and has demonstrated the ability to perform the essential functions of the position with or without a reasonable accommodation.
Risk Management Information System (RMIS):	The County's risk management and claims administration management system with ad-hoc reporting capabilities, which supports County claims administration and financial, statistical, and loss prevention functions.
Salary Continuation/ Labor Code 4850:	Supplemental salary replacement benefits paid in excess of indemnity benefits provided by the workers' compensation system according to County Code or State of California law.
Total Paid:	This is the actual amount of money paid on a claim during the reporting period. This is not the amount agreed to or discussed in settlement, but the actual amount of money disbursed on the claim, to include both indemnity (OC) and legal fees and costs (SS).
Vehicle Accident:	An accident involving a department-owned/leased vehicle and/or a permittee-owned vehicle (including drivers classified as occasional drivers) that resulted in damage or any other type of loss to persons, property, etc.
Vehicle Liability Claim:	Claim arising from negligent operation of a motor vehicle involving third party damage to property and/or people.
Work Hardening Transitional Assignment Agreement:	An agreement between the employer and employee that allows an employee to return to work in an assignment, performing functions other than those usually assigned, and is intended to allow an employee the opportunity to recover from their injury/illness while continuing to work. This agreement is temporary and can be revisited every 12 weeks up until the employee becomes Permanent and Stationary (P&S) or has achieved Maximum Medical Improvement (MMI).
Workers' Compensation Claim:	Claim filed by department employee for injury and/or illness that arose out of the course and scope of employment and provides compensation and medical care for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee's right to sue his/her employer for the tort of negligence.

RISK MANAGEMENT PLAN (RMP)
 (Previously: Risk Exposure Cost Avoidance Plan [RECAP])
STATUS REPORT – FISCAL YEAR 2013-14
 (Due September 15, 2014)

DATE	DEPARTMENT
September 15, 2014	Internal Services

Summary and Assessment of Results:

Include a summary of your department's activities and an assessment of your results.

RISK MANAGEMENT ISSUE #1
Issue: Promotion of a safe workplace
<p>Risk Management Plan/Mitigation Measure:</p> <p>ISD retained the services of Boretti, Inc. Integrated Safety Solutions to provide the following:</p> <ul style="list-style-type: none"> • A marketing and promotional program to promote safety awareness throughout ISD • Evaluate the current safety program and direct more creative approaches (recommendations to strengthen the safety communications process) <ul style="list-style-type: none"> ○ Perform a detailed written gap analysis of the current communications strategy for Safety at ISD. ○ Provide a written communications strategy to strengthen areas of improvement identified in the gap analysis. • A strategy to implement all programs designed to promote a "Safety First" attitude throughout ISD operations. <ul style="list-style-type: none"> ○ Provide strategy including samples of targeted safety messages and promotional tools <p>ISD will compare data from the previous year and future years to determine the effectiveness of the safety awareness campaign.</p>
Responsible Party: Safety Officer
Completion Date: June 30, 2014

Project Status:

- This risk management issue was completed. On June 17, 2013, following the completion of an RFP process ISD began work with Borretti Inc., ISD's Safety Awareness Campaign Plan was completed on **March 12, 2014** and presented to ISD's Executive Committee. The preparation of the plan included the following action items:
 - Evaluation of ISD's current safety programs, safety communication methods, and safety trends - completed on August 27, 2013.
 - Completion of a gap analysis of ISD's safety communications, that included both an employee survey and employee focus groups – completed on January 22, 2014.

In addition to the completion of the Safety Awareness Campaign Plan, ISD has already begun to implement the following elements of the Plan:

- Created specific safety campaign slogans and marketing messages for the following three target employee markets (completed April 2, 2014):
 - Field employees
 - Non-Field employees
 - Management and Supervisors
- Approved ISD's overarching safety marketing message - *I'm **S**afety **D**riven* (completed May 13, 2014)
- Obtained approximately 500 photos of actual ISD employees at worksites and engaged in work activities for use as content in marketing materials (i.e., posters, etc.,) and on ISD's Safety area of the intranet site (completed May 13, 2014)
- Created posters, banners, revamped Safety portion of ISD website, safety feedback post cards, safety message pop-ups, and safety suggestion boxes, all scheduled for implementation during 2014.

Rollout of the campaign will be in full force in FY 14-15. Data from the previous fiscal year and future fiscal years will be compared to determine the effectiveness of the campaign.

RISK MANAGEMENT ISSUE #2

Issue: Establish Key Performance Indicators (KPIs) in the area of Workers' Compensation (WC) to provide information of effective internal processes and how this impacts the reduction of WC costs.

Risk Management Plan/Mitigation Measure:

The KPIs will provide the Department with an understanding of the current status of the WC claims and a projection of possible outcomes. The reported information will assist in the continued emphasis on prevention-based activities to reduce the number of WC claims and focus on quality claim management to contain costs associated with WC.

The KPIs include the following:

- 1) Monitor WC claim activity for average lifespan of a new claim.

Goal: Provide quality case management by timely addressing components of a claim within the first year and seek quick resolution.

- 2) Monitor new claims filed per month, by service and type of injury.

Every year, ISD establishes a 10% reduction goal for work-related injuries and illnesses.

Goal: Focus on Services who do not meet this goal and provide specific prevention-based activities, such as safety meetings, inspections and training.

- 3) Analyze costs associated with new claims and focus on reducing the frequency of claims in excess of \$10,000.

Goal: Identify the costliest factors of a claim in excess of \$10,000 and determine the cause of those expenses

This information will be presented in a digital dashboard with real-time data and will function as a tool for upper management. Management will have the ability to work collaboratively with the Risk Management office to maintain a highly productive and safe work environment.

Responsible Party: Risk Manager

Completion Date: June 30, 2014

Project Status:

This project was completed. A digital dashboard was created for ISD executive management to view current trends of WC claim activity, costs associated with those claims, and the causes of injuries and illnesses. The purpose of this project was to focus our resources to those areas with frequent injuries/illnesses and provide the necessary attention, such as safety training, inspections, and other activities that would result in a reduction of workplace injuries and illnesses. Information from previous fiscal years was also included to compare data and highlight any trends. The following data was used to populate the dashboard (by Service):

- A) All 24-hour reports received – includes information on incidents that involve workplace injuries/illnesses, vehicle accidents, lost time, safety concerns or complaints, and other incidents with insufficient information to classify into any of the specific categories.

B) OSHA recordables – this area focuses on work-related injuries or illnesses that require reporting to the state of California on what is known as the Cal/OSHA 300 log. A work-related injury or illness must be recorded if it results in one or more of the following:

- 1) Death
- 2) Days away from work known as lost time
- 3) Restricted work or transfer to another job
- 4) Medical treatment beyond first aid
- 5) Loss of consciousness
- 6) A significant injury or illness diagnosed by a physician or other licensed health care professional

C) WC claims – any work-related injury or illness that resulted in a claim filed with the Third Party Administrator (TPA) and where benefits (i.e. medical care, wage replacement, etc.) may have been provided to the employee under the California Labor Code.

The following information for FY 13-14 was identified as a result of the dashboard:

- The average lifespan of a new claim is 3 months;
- 87 new WC claims were opened while 40 of these claims were closed; the reason for closure was either the claim was denied, or the employee was medically discharged and no longer in need of medical care;
- 3 WC claims exceeded \$10,000; contributing factors were salary continuation, surgery and medical expenses;
- Based on OSHA recordables, in the 2013 calendar year, the Facilities Operations Service (FOS) and the Information Technology Service (ITS) did not meet the 10% goal for reducing work-related injuries and illnesses. Currently, the Safety staff and the Training and Development section are working together to train employees on awareness of job safety performance in specific areas.

This status report should be submitted to:

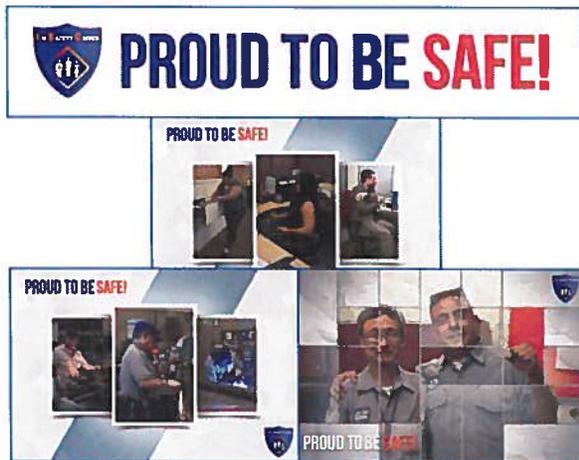
Steven E. NyBlom
Chief Executive Office – Risk Management Branch
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
Email: snyblom@ceo.lacounty.gov
Fax No. (213) 252-0404

I:\RECAP-RMP\Master Forms\FY13-14 RMP Status Report.docx

SAFETY AWARENESS CAMPAIGN MATERIALS AND PROMOTIONAL ITEMS

Posters/Banners

Posters/banners provide a visual reminder on “targeted” safety topics and encourages a safety culture at ISD.



Suggestion Boxes

Suggestion boxes are to be mounted in various locations to encourage the interactive process from employees to the Safety Office through the exchange of ideas.



Safety Hub (Intranet)

The Safety Hub is a complete revamp of the safety section on the ISD Intranet. It is categorized into 6 tabs for easy navigation for employees and supervisors. It is updated monthly with new video clips and newsletters. In addition, contact numbers, emails, and team photos have been added to increase visual awareness.

The New “Safety HUB” (Intranet)

- Environmental Health
- Safety Clips
- Safety Links
- Safety Newsletters
- Safety Programs
- Safety Tailgates

WELCOME TO THE HUB!

Here at ISD, your safety is our top priority. ISD is made up of a diverse workforce with varying work environments and tasks. No matter what you do, safety should be a priority to you too. The Safety Hub was created as a resource to help keep you and your coworkers safe while at work. Inside you'll find a diverse array of safety programs, tailgates for a variety of topics, videos, educational newsletters, and a host of other safety tidbits. Can't find what you need or just have a question? Contact one of your Safety Team Members for further assistance.

Contact Us

Safety Office Hours: M - Th 6:30 a.m. - 5:00 p.m.
 Safety Hotline: (800) 353-1300 or (323) 267-2470
 After Hours: (323) 496-7860
 Email: safety@isd.lacounty.gov

Meet Your Safety Team!



Robert Sheppard
Acting Safety Officer II
(323) 267-2852
rsheppard@isd.lacounty.gov



Darryl Nguyen
Safety Inspector
(323) 881-4593
nguyend@isd.lacounty.gov



Jessica Avalos Borlin
Safety Inspector
(323) 267-2423
javab@isd.lacounty.gov

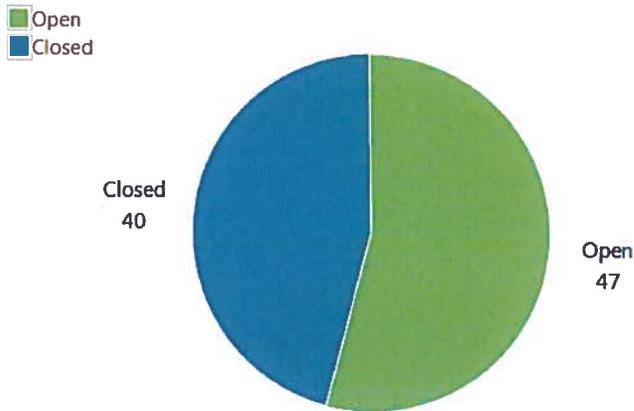
Mission Statement

At ISD Safety, our mission is to honor our commitment and responsibility to provide for the safety and well-being of our employees through education, awareness, and communication; and to encourage a sense of pride and culture in all aspects of safety.

Workers' Compensation

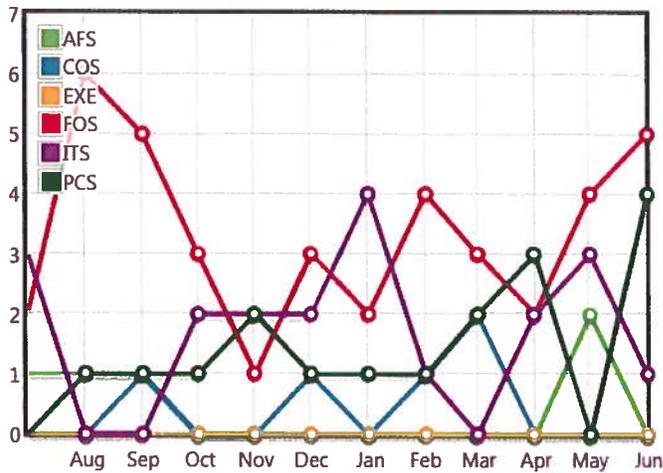
Fiscal Year 13/14

Total Workers Compensation Claims



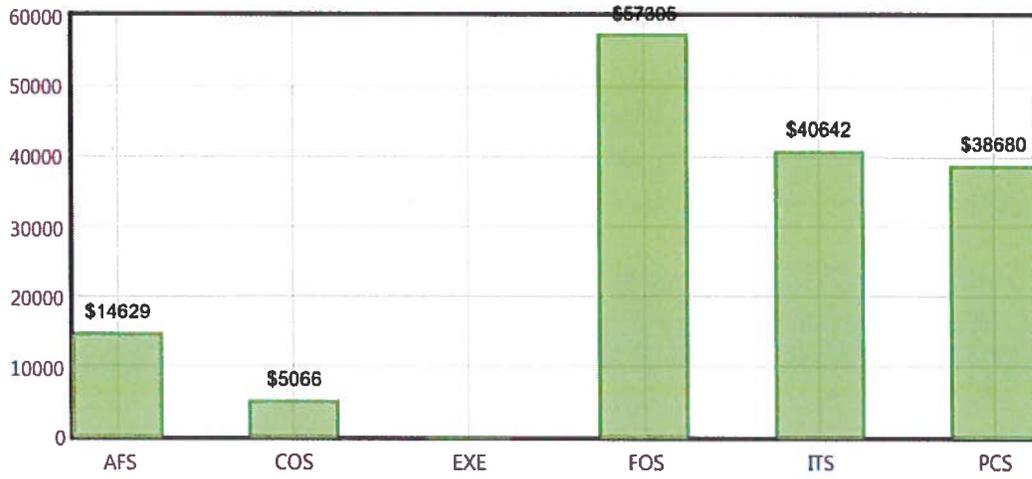
Fiscal Year 13/14

Monthly Workers Compensation Claims



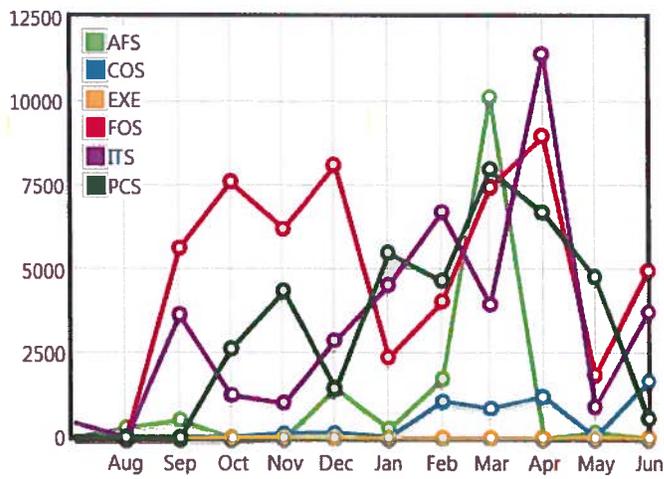
Fiscal Year 13/14

Workers Compensation Cost



Fiscal Year 13/14

Monthly Workers Compensation Costs



Fiscal Year 13/14

#1 Cause - Workers Compensation Claims

Service	#1 Cause of Injury	#
AFS	Exposure	2
COS	Overexertion	2
EXE	N/A	0
FOS	Exposure	15
ITS	Exposure	7
PCS	Exposure, Fall	5

OSHA Recordables

Fiscal Year 13/14

#1 Cause - Osha Recordables

Service	#1 Cause of Injury	#
AFS	N/A	0
COS	Fall, Overexertion, Struck	1
EXE	N/A	0
FOS	Exposure	8
ITS	Fall	4
PCS	Exposure	4

Board IT Agenda Items

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
DPW	Award a Sole-Source Agreement for an Integrated Transportation Management System with Kimley-Horn and Associates, Inc. for Enhancement and Continued Maintenance	<p>The Kimley-Horn Integrated Transportation System (KITS) is the County's existing traffic control system. Public Works is now seeking a new sole-source agreement with Kimley-Horn and Associates, Inc., to provide enhancements and continued maintenance to the system. Sole source advance notification to the Board was given on 11/21/2013.</p> <p>Funding Source: Los Angeles County Metropolitan Transportation Authority (LACMTA) and County Proposition C Local Return Fund Existing Agreement: N/A</p>	\$2.7M	Community & Municipal Services	4 years with one 2-year option	9/30/2014
LASD	Amendment 16 to Sole Source Agreement with 3M COGENT for Support and Maintenance of Automated Fingerprint Identification System (AFIS)	<p>This software provides the core application functionality for the Sheriff's Automated Fingerprint Identification System (AFIS), and is a proprietary product of 3M COGENT. This Agreement will provide continuous support for this system until a new Multimodal Biometric Identification System (MBIS) is obtained and implemented. Negotiations are currently underway for an MBIS solution.</p> <p>Funding Source: 100% AFIS Fund, as approved by the Remote Access Network (RAN) Board Existing Agreement: 74083</p>	\$5.082M	Public Safety	2 years + one 12-month optional extension	9/30/2014
RRCC	Sole Source Agreement with IDEO for the Voter System Assessment Project (VSAP) Phase 3	<p>Sole Source Agreement with IDEO for the design and engineering of a new voting system for LA County.</p> <p>Funding Source: RRCC FY 2014-15 Operating Budget. Existing Agreement: N/A</p>	\$13.648M	Operations	Through 3/14/2016, plus 6 month-to-month extension options, if needed.	10/14/2014
ISD	Approval to acquire computer equipment	<p>ISD is requesting approval to acquire computer equipment for a total financed capital asset expenditure of \$696,191.</p> <p>Funding Source: ISD FY 2014-15 Operating Budget Existing Agreement: N/A</p>	\$697,000	Operations	Five-year finance term through LAC-CAL	10/21/2014

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
DPSS/CIO	DPSS LEADER Amendment 16	Amendment 16 will extend the LEADER contract with Unisys an additional 2 years to cover LRS' design, development and implementation window Funding Source: No NCC (Subvented 100% by State and Federal revenue) Existing Agreement: 68587	\$56M	Children & Families Well-being	2 additional years	10/21/2014
CIO	Approval of Revisions to Board IT Security Policies 6.100-6.112	All of the Board's Information Technology (IT) Security Policies have been revised to address currency and technology evolution. Some of the major revisions to highlight are: consistent use of language, newly defined terms, appropriate use of technology, further clarification of the Countywide Information Security Program, and support of recent IT capabilities in the area of mobile and portable devices (i.e., County-owned only), internet, social media, and internet storage websites. Funding Source: N/A Existing Agreement: N/A	\$0	Operations	N/A	11/5/2014
RRCC	Sole Source Maintenance Agreement with Data Information Management Systems (DIMS) for Voter Information Management System (VIMS)	Sole Source extension of maintenance and support agreement with DIMS, for VIMS. Funding Source: RRCC FY 2014-15 Operating Budget Existing Agreement: 76010	TBD	Operations	3 years, with 2 one-year options	11/12/2014
DCFS	Amendment One to Contract with National Council on Crime and Delinquency (NCCD)	Requesting Board approval for Amendment Number One to: 1) extend the term for one year with two additional one-year renewal periods; 2) delegate authority to the Director, or his designee, to exercise optional periods; and 3) delegate authority to the Director, or his designee, to amend the Contract to increase or decrease the Maximum Annual Contract Sum by no more than 10 percent per year during the Contract term. Funding Source: DCFS' FY 2014-15 Operating Budget (36% Federal Title IV-E funds, 33% State unds, 31% NCC funds) Existing Agreement: 11-012-01	\$513,054	Children & Families Well-being	One year with two additional one-year renewal periods	11/18/2014

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
LASD	University of California, Irvine (UCI) Risk Assessment Application	<p>Sole Source Agreement with University of California, Irvine for Risk Assessment Application. The action will allow the Department to implement the Los Angeles Risk Assessment (LARA), which is based on the unique capabilities of UCI's California Static Risk Assessment tool (CSRA). CSRA was developed by UCI for the State of California Department of Corrections and Rehabilitation (CDCR) inmate population. LARA will enhance the Department's Jail Information Classification System (JIGS), enabling the Department to identify inmates for community placement. UCI will modify the CSRA solution by adapting its model to:</p> <p>1) capture County inmate demographics and criminal history; and 2) interface with the U.S. Department of Justice and the Department's Jail Information Management System (JIMS).</p> <p>Approx. Board Date: TBD Funding Source: TBD Existing Agreement: N/A</p>	TBD	Public Safety	TBD	
CIO-LASD-FIRE-OEM	County Mass Notification System (Alert LA)	<p>Purchase of a replacement Mass Notification System (Alert LA), which is used to notify County residents and businesses of emergencies, and to provide information regarding necessary actions to take in those emergencies, such as evacuations. The Office of Emergency Management (OEM) will assume administrative management of the System, while the Los Angeles County Sheriff's Department will continue in its role and responsibility of operating the System 24/7.</p> <p>Approx. Board Date: TBD Funding Source: TBD Existing Agreement: 76945, which will terminate upon execution of a new agreement.</p>	\$3M	Public Safety	5+2 years	
FIRE	Mobile Electronic Patient Care Reporting System (e-PCR)	<p>Purchase of a commercial off-the-shelf (COTS) Mobile Electronic Patient Care Reporting System</p> <p>Approx. Board Date: TBD Funding Source: TBD Existing Agreement: N/A</p>	TBD	Public Safety	7 years	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
CIO/CEO/DHS/DMH & DCFS	Countywide Master Data Management (CWMDM)	<p>Implement a Master Data Management solution for the entire County, to include:</p> <ol style="list-style-type: none"> 1. Development and maintenance of a catalog of enterprise data objects. (Data entities, Authoritative sources, Attributes, Values, Access control and policies). 2. Development and maintenance of a catalog of existing system interfaces. 3. Development of policies for enterprise information management. 4. Building of an Enabling Infrastructure (shared service) for enterprise information management, including Master Data Management; Enterprise Messaging and Service Bus; and Data Analytics. <p>Approx. Board Date: TBD Funding Source: ITF, CEO IT Fund, and PIF Existing Agreement: N/A</p>		Operations	TBD	
LASD	Multimodal Biometric Identification System (MBIS)	<p>Development of an automated biometric identification system to replace current Cogent system.</p> <p>Approx. Board Date: TBD Funding Source: 100% by Remote Access Network (RAN) Board AFIS Fund - \$0 Net County Costs Existing Agreement: N/A</p>	\$24.4M	Public Safety	6 years with one 4-year extension option	
LASD	Sole Source Agreement with DataWorks Plus, LLC	<p>Sole Source Agreement with DataWorks for maintenance and support services of DataWorks' proprietary software and hardware relating to the DataWorks' Digital Imaging System (System), known as Los Angeles PhotoManager (LAPH). LAPH is used by the Sheriff for capturing, storing, archiving, and retrieving mug shot photographs of all subjects criminally booked within Los Angeles County .</p> <p>Approx. Board Date: TBD Funding Source: Automated Fingerprint Identification System (AFIS) Fund. \$0 net County cost. Existing Agreement: N/A</p>	\$TBD	Public Safety	4 years, with three 1-year option extensions (7 years total)	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
CIO	Enterprise IT Security and Privacy Awareness Training Content	Use of Information Technology Fund (ITF) funds for the acquisition, customization, and implementation of the Enterprise IT Security and Privacy Awareness Training content, for use in the County's Learning Net (or Learning Management System - LMS). This training content includes HIPAA/HITECH, security best practices, etc., to support Board Policy # 6.111 Security Awareness Training. Approx. Board Date: TBD Funding Source: ITF Existing Agreement: MA-IS 1440029-1	\$240,000	Operations	N/A. This action only seeks Board approval to use ITF funds.	