



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

FESIA A. DAVENPORT  
Chief Executive Officer

**DATE:** August 10, 2022  
**TIME:** 2:00 P.M. – 4:00 P.M.  
**LOCATION:** **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**  
**TELECONFERENCE ID: 439827168#**

To Join Via Phone, Dial 1(323)776-6996, Then Press 439827168#.

**YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:**

[Click here to join the meeting](#)

**THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED UNDER STATE LAW**

**AGENDA**

Members Of The Public May Address The Operations Cluster On Any Agenda Item After All Informational Items Are Presented.  
Two (2) Minutes Are Allowed For Each Item.

1. **Call To Order – Kirk Shelton/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
  - A) Board Letter:  
RESPONSES TO THE 2021-2022 CIVIL GRAND JURY FINAL REPORT  
RECOMMENDATIONS  
CEO – Cheri Thomas, Senior Manager
  - B) Board Letter:  
APPROVE THE USE OF THE INFORMATION TECHNOLOGY  
INFRASTRUCTURE FUND FOR AN ASSESSMENT OF COUNTY'S  
ELECTRONIC PERMITTING AND INSPECTIONS – LOS ANGELES AND  
AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2022-23  
DRP – Dennis Slavin, Department of Regional Planning Chief Deputy

**CONTINUED ON PAGE 2**

C) Board Memo:

ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS  
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER  
55301 WITH CONDUENT STATE & LOCAL SOLUTIONS, INC. FOR  
PARKING CITATION PROCESSING SERVICES

LASD – Irma Santana, Contracts Manager and Lt. Christina Baker

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**  
(2 Minutes Each Speaker)

5. **Adjournment**

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**FUTURE AGENDA TOPICS**

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**CALENDAR LOOKAHEAD:**

None available.

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	8/10/2022	
<b>BOARD MEETING DATE</b>	8/30/2022	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> <b>All</b> <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Department of Regional Planning (DRP)	
<b>SUBJECT</b>	Approve the Use of The Information Technology Infrastructure Fund (ITF) for an Assessment of County's Electronic Permitting and Inspections - Los Angeles and an Appropriation Adjustment for Fiscal Year 2022-23	
<b>PROGRAM</b>	County's Electronic Permitting and Inspections - Los Angeles (EPIC-LA)	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>	N/A	
<b>COST &amp; FUNDING</b>	Total cost: \$550,000, includes \$495,000 for the consultant engagement and \$55,000 contingency for unanticipated work	Funding source: Information Technology Infrastructure Fund
	TERMS (if applicable):	
	Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	Requesting Board approval for: 1) not to exceed one-time funding from the County's ITF for Gartner Incorporated (Gartner) to conduct an independent assessment of the County's EPIC-LA program; and 2) an appropriation adjustment to reallocate funding to the DRP.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The County's EPIC-LA is a multi-departmental program that administers land development, permitting, inspections and related business functions. On June 22, 2021, the Board passed a motion directing DRP and Department of Public Works to engage a consultant to assess the EPIC-LA service model and provide recommendations for organizational changes, process improvements and technology improvements. Garter was selected through an Internal Services Department Enterprise Services Master Agreement competitive solicitation.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Dennis Slavin, DRP Chief Deputy, (213) 974-6305, <a href="mailto:dslavin@planning.lacounty.gov">dslavin@planning.lacounty.gov</a>	

# LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING

**AMY J. BODEK, AICP**  
Director,  
Regional Planning

**DENNIS SLAVIN**  
Chief Deputy Director,  
Regional Planning

**CONNIE CHUNG, AICP**  
Deputy Director,  
Regional Planning

**DAVID DE GRAZIA**  
Deputy Director,  
Regional Planning

**JON SANABRIA**  
Deputy Director,  
Regional Planning

**JOSEPH HORVATH**  
Administrative Deputy,  
Regional Planning

August 30, 2022

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:

**APPROVE THE USE OF THE INFORMATION TECHNOLOGY INFRASTRUCTURE FUND  
FOR AN ASSESSMENT OF COUNTY'S ELECTRONIC PERMITTING AND INSPECTIONS  
– LOS ANGELES AND AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2022-23  
(ALL SUPERVISORIAL DISTRICTS – 4 VOTES)**

**CIO RECOMMENDATION: APPROVE (X)**

**SUBJECT**

The Department of Regional Planning (DRP) is requesting the Board of Supervisors' (Board) approval of an appropriation adjustment to use \$550,000 in not to exceed one-time funding from the County of Los Angeles' (County) Information Technology Infrastructure Fund (ITF) to engage a consultant to conduct an independent assessment of County's Electronic Permitting and Inspections – Los Angeles (EPIC-LA) program.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the use of \$550,000 in not to exceed one-time funding from the ITF to engage a consultant to conduct an independent assessment of the County's EPIC-LA program.
2. Approve a Fiscal Year 2022-23 appropriation adjustment in the ITF to reallocate \$550,000 from Services and Supplies (S&S) to Other Financing Uses, and to increase the DRP's S&S Budget.

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

The County's EPIC-LA is a multi-departmental program comprised of business processes, workflows, and an information technology system used to administer land development, permitting, inspections and related business functions. Feedback from EPIC-LA customers (homeowners, engineers, architects, contractors, land developers, small business developers, and other professional groups) on their experience with EPIC-LA indicated inconsistent experiences with EPIC-LA and that program processes are not easy to understand and navigate. A common theme from this customer feedback is the desire for faster and more predictable service.

In June 2021, the Board directed DRP and Department of Public Works (DPW) to engage a consultant to assess the EPIC-LA service model and provide recommendations for organizational changes, process improvements and technology improvements.

DRP and DPW collaborated with the County's Office of the Chief Information Office and other EPIC-LA departments to develop and issue a competitive solicitation through Internal Services Department's (ISD) Enterprise Master Services Agreement (ESMA), which led to the selection of Gartner Incorporated (Gartner) to conduct the EPIC-LA engagement.

We are requesting Board approval for one-time funding in the amount of \$550,000 from the County's ITF to engage Gartner to conduct an independent assessment of its EPIC-LA service model, including organization and governance, business processes, and technology.

The assessment by Gartner is expected to identify opportunities to enhance services and improve collaboration to improve customer service, increase consistency in delivery, facilitate economic development, and provide an actionable plan and roadmap for the successful implementation of study recommendations.

## **Implementation of Strategic Plan Goals**

The recommended action supports Strategy II.1 – Drive Economic and Workforce Development in the County, Strategy III.2 – Embrace Digital Government for the Benefit of our Internal Customers and Communities, Strategy III.3 – Pursue Operational Effectiveness, Fiscal

The Honorable Board of Supervisors  
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Page 3

Responsibility, and Accountability, and Strategy III.4 – Engage and Share Information with Our Customers, Communities and Partners

### **FISCAL IMPACT/FINANCING**

The ITF, governed by the County's Information Technology Investment Board (ITIB), was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public; generate operational improvements to one or more departments or programs; and improve interdepartmental or interagency collaboration.

The County's ITIB approved the use of \$550,000 in not to exceed one-time funding, which includes \$495,000 for the consultant engagement and \$55,000 for a project contingency for unanticipated work, from the ITF to engage Gartner to conduct an independent assessment of its EPIC-LA service model, including organization and governance, business processes, and technology.

Approval of the recommended appropriation adjustment (enclosed) in the ITF will reallocate \$550,000 from S&S to Other Financing Uses and will increase DRP's S&S Budget.

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

There are no legal requirements prohibiting the recommended action. The terms and conditions of the ESMA have been approved by County Counsel. The contracted services are of an extraordinary, professional, or technical nature and are not restricted under Proposition A and are not subject to the Living Wage Program (County Code, Chapter 2.121).

The Master Agreement contains all the current County required provisions.

The CIO reviewed this request and recommends approval. No formal CIO Analysis is required because the CIO reviewed and approved the business case for this project. The County's ITIB reviewed the ITF request on July 28, 2022.

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### **CONTRACTING PROCESS**

On May 10, 2022, ISD released a competitive Work Order (WO) Solicitation (ESMA-143) for the EPIC-LA Consulting Engagement. The solicitation was released to 42 qualified contractors in ISD's ESMA Service Category 1. On June 6, 2022, ISD received a qualified proposal from one contractor, Gartner. The proposal was evaluated by an evaluation committee consisting of independent third-party evaluators from other County departments and Gartner was recommended for award of ESMA-143 in the amount of \$495,000.

This project is expected to be completed in January 2023 and the Department will provide a quarterly project progress updates to the Board.

Consistent with ESMA guidelines, this serves as notification informing the Board of the intent to award WO ESMA-143 for the EPIC-LA Assessment in the amount of \$495,000. ISD will proceed with the award of this WO after Board approval.

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

Approval of the recommended actions will enable DRP to engage to conduct an independent assessment of its EPIC-LA service model, including organization and governance, business processes, and technology.

### **CONCLUSION**

Upon the Board's approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DRP.

Respectfully submitted,

Reviewed by:

AMY J. BODEK, AICP  
Director of Regional Planning

PETER LOO  
Acting Chief Information Officer

Enclosure

The Honorable Board of Supervisors  
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AJB:DD:MR:ia

c: Executive Office, Board of Supervisors  
Auditor-Controller  
Assessor  
Chief Executive Office  
County Counsel  
Public Works

S\_EO\_08\_30\_2022\_BL\_ USE OF THE INFORMATION TECHNOLOGY INFRASTRUCTURE FUND

DRAFT



July 21, 2022

COUNTY OF LOS ANGELES

### REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE  
FY 2022-23  
4 - VOTES**

**SOURCES**

**USES**

**INFORMATION TECHNOLOGY INFRASTRUCTURE FUND**  
B16-AO-2000-40033  
SERVICES & SUPPLIES  
**DECREASE APPROPRIATION** **550,000**

**INFORMATION TECHNOLOGY INFRASTRUCTURE FUND**  
B16-AO-6100-40033  
OTHER FINANCING USES  
**INCREASE APPROPRIATION** **550,000**

**REGIONAL PLANNING**  
A01-RP-96-9911-19350  
OPERATING TRANSFERS IN  
**INCREASE REVENUE** **550,000**

**REGIONAL PLANNING**  
A01-RP-2000-19350  
SERVICES & SUPPLIES  
**INCREASE APPROPRIATION** **550,000**

**SOURCES TOTAL** **\$ 1,100,000**

**USES TOTAL** **\$ 1,100,000**

**JUSTIFICATION**

This adjustment reflects a shift in appropriation from the Information Technology Infrastructure Fund to Regional Planning to engage a consultant to conduct an independent assessment of County's EPIC-LA.

**AUTHORIZED SIGNATURE**

THERESA TRAN, MANAGER, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

DATE

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	8/10/2022	
<b>BOARD MEETING DATE</b>	N/A	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Sheriff's Department	
<b>SUBJECT</b>	Advance notification to the Board of intent to enter into negotiations to extend Contract Number 55301 (Contract) with Conduent State & Local Solutions, Inc. (Conduent) for parking citation processing services (Services).	
<b>PROGRAM</b>	Parking Citation Processing Services	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: This is a sole source Amendment to the existing Contract. This extension will prevent the disruption of Services while the Department completes its solicitation for a successor contract, which is scheduled to be released by the end of 2022.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current contract expires January 18, 2023.	
<b>COST &amp; FUNDING</b>	Total cost: Revenue Generating	Funding source: The Contract generates approximately \$15 million per year that are distributed as follows: \$3 million, State of California (Assembly Bill 408 and California Vehicle Code); \$25,000, ISD; \$700,000, Beaches and Harbors; and \$11.275 million to pay DMV fees and recover operating costs of the Parking Enforcement Detail Unit.
	TERMS (if applicable): Twelve months, plus a six-month option period exercisable in any increment.	
	Explanation: The County will not incur any Net County Cost during the proposed extension and will continue to generate revenue.	
<b>PURPOSE OF REQUEST</b>	Extend the Contract with Conduent for an additional period of twelve months from 01/19/2023, to 01/18/2024, plus a six-month option period. The option period may be needed for the transitional period required for implementation of an upgraded or new system. Additional time may be required beyond this extension.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The Sheriff's Department released a Request for Proposals for the Services on February 26, 2015. Conduent was the only proposer and met all the mandatory qualifications and business requirements. On July 14, 2015, the Board approved and delegated authority to the Sheriff to execute the Contract with Conduent. Conduent will continue to be responsible for processing citations, maintaining citation records, sending notices to violators, and its data sharing relationship with the Department of Motor Vehicles to obtain vehicle ownership information. No issues or concerns.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>• Irma Santana, (213) 229-3264, <a href="mailto:isantan@lasd.org">isantan@lasd.org</a></li> <li>• Lieutenant Christina Baker, (213) 972-3902, <a href="mailto:crbaker@lasd.org">crbaker@lasd.org</a></li> </ul>	

August 10, 2022

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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS  
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 55301  
WITH CONDUENT STATE & LOCAL SOLUTIONS, INC.  
FOR PARKING CITATION PROCESSING SERVICES**

**SUBJECT**

This letter provides advance notification to the Board, in accordance with Board Policy 5.100, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to Contract Number 55301 (Contract) with Conduent State & Local Solutions, Inc. (Conduent) to continue providing parking citation processing services (Services) to the Department. The Services will enable the Department to continue the collection and processing of parking citations in the unincorporated areas of the County. The Contract is revenue-generating and there is no Net County Cost.

**PURPOSE**

The current Contract expires on January 18, 2023. The Amendment will extend the term of the Contract for twelve months, plus a six-month option period exercisable in any increment, to prevent the disruption of Services while the Department completes the solicitation process for a successor contract. The Department anticipates releasing the solicitation by the end of 2022.

**BACKGROUND**

On February 26, 2015, the Department released a Request for Proposals (RFP) and

sent notification to four vendors via United States Mail and/or e-mail. On April 7, 2015, the solicitation closed. The Department received one proposal from Xerox State and Local Solutions (Xerox). A five-member evaluation team consisting of technical and subject matter experts from the Department and from the Internal Services Department (ISD) reviewed the proposal. The evaluation team determined that Xerox's proposal met all mandatory qualifications and fully satisfied the County's business requirements as identified in the RFP.

On July 14, 2015, the Board approved and authorized the Sheriff to execute Contract Number 55301 with Xerox to provide Services for a term of three years, with two additional one-year extension options, and one six-month extension option. The Contract was amended on July 16, 2018, to effect the Contractor's name change to Conduent. The Contract was amended on three additional occasions to exercise the option terms and add new County-mandated provisions.

On September 3, 2020, in accordance with Board Policy 5.100, the Department provided the Board with advance notification of its intent to enter into a Sole Source Amendment to extend the Contract for a period of one year plus an option for up to six months to ensure uninterrupted Services.

On October 14, 2020, the Sheriff executed an amendment to the Contract to effectuate a 5% voluntary price reduction for Services during the County's 2021 fiscal year in response to the June 9, 2020, Board adopted motion to pursue voluntary price reductions from County contractors for products and services rendered during the County's 2021 fiscal year and delegated authority to departments to execute contract amendments for cost reductions negotiated during the initiative.

On December 15, 2020, the Board delegated authority to the Sheriff to execute an amendment to the Contract that extended the term of the Contract through January 18, 2022, plus an additional twelve-month period, through January 18, 2023.

The Contract was amended to exercise the twelve-month option period and update County-mandated provisions.

### **FISCAL IMPACT/FINANCING**

The County will incur zero Net County Cost during the term of this Contract. The processing fees paid to Conduent for its Services will be offset by revenue generated from parking citation fines and penalties that Conduent will collect and process on behalf of the Department, the Los Angeles County Internal Services Department (ISD), and the Los Angeles County Department of Beaches and Harbors (Beaches and Harbors). Parking citations issued within Los Angeles County unincorporated areas generate approximately \$15 million per year in gross revenue. A mandated distribution of approximately \$3 million is made to the State of California in accordance with

The Honorable Board of Supervisors  
August 10, 2022  
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Assembly Bill 408 and the California Vehicle Code (CVC) (i.e., Collection Fees, Court Fees, Justice Fees, Special Fees, Handicapped Surcharge, and other surcharges). The net revenue of approximately \$12 million is distributed as follows: \$25,000 to ISD; \$700,000 to Beaches and Harbors; and \$11.275 million to the Department to pay separate administrative fees charged by the California Department of Motor Vehicles (DMV) and to recover the operating costs for the Department's Parking Enforcement Detail.

### **SOLE SOURCE JUSTIFICATION**

The Amendment is necessary for the continuation of Services while the Department completes its solicitation and implementation of a replacement contract. Conduent will continue to process citations, maintain citation records, send notices to violators, and share relevant data with the DMV to obtain vehicle ownership information. Conduent will also continue to collect all cash and check payments and remit those payments to the County.

The Services provided by Conduent include enhanced citation payment options that enable violators to make credit card payments through a website or by using an interactive voice-response telephone system. Conduent does not collect electronic payments or electronic payment data but instead facilitates electronic transactions by providing a portal to the County's electronic payment service provider, Fidelity Information Services.

The Chief Information Office has reviewed the Department's Sole Source justification and concurs with this approach.

### **CONCLUSION**

Pursuant to Board policy, the Department will proceed with Sole Source negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Assistant Director David Culver, Fiscal Administration Bureau, at (213) 229-3260.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI  
UNDERSHERIFF

AV:AM:am

(Fiscal Administration Bureau - Contracts Unit)

c: Board of Supervisors, Justice Deputies  
Celia Zavala, Executive Officer, Board of Supervisors  
Fesia Davenport, Chief Executive Officer  
Sheila Williams, Senior Manager, Chief Executive Office (CEO)  
Rene Phillips, Manager, CEO  
Jocelyn Ventilacion, Principal Analyst, CEO  
Anna Petrosyan, Analyst, CEO  
Dawyn R. Harrison, Acting County Counsel  
Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit  
Cammy C. DuPont, Principal Deputy County Counsel, Legal Advisory Unit  
Michele Jackson, Principal Deputy County Counsel  
Timothy K. Murakami, Undersheriff  
John L. Satterfield, Chief of Staff  
Conrad Meredith, Division Director, Administrative Services Division (ASD)  
Glen C. Joe, Assistant Division Director, ASD  
Joseph J. Williams, Division Chief, Court Services Division (CSD)  
William E. Jaeger, Commander, CSD  
Darren D. Harris, A/Commander, CSD  
Rick M. Cavataio, Director, Fiscal Administration Bureau (FAB), ASD  
Yvonne I. O'Brien, Captain, Civil Management Bureau (CMB)  
David E. Culver, Assistant Director, FAB, Contracts Unit  
Christina R. Baker, Lieutenant, CMB  
Irma Santana, Manager, FAB, Contracts Unit  
Adam R. Wright, Sergeant, ASD  
Kristine D. Corrales, Deputy, ASD  
Abby Valdez, Senior Contract Analyst, FAB, Contracts Unit  
Sheila Evans, County Project Manager, Parking Enforcement Detail  
Aloett Martin, Contract Analyst, FAB, Contracts Unit

## SOLE SOURCE CHECKLIST

Department Name: \_\_\_\_\_

- New Sole Source Contract
- Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: \_\_\_\_\_

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b> Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

\_\_\_\_\_

Chief Executive Office

\_\_\_\_\_

Date