COUNTY OF LOS ANGELES
Child Support Services Department

Philip L. Browning
Director

May 12, 2004

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:

REQUEST TO AUTHORIZE THE ACQUISITION OF A HIGH–SPEED PRINTER FOR THE CHILD SUPPORT SERVICES DEPARTMENT (ALL DISTRICTS – 3 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( ) DISSAPROVE ( )

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the Child Support Services Department's request for a high-speed printing system and authorize the County Purchasing Agent to acquire the system at a cost of approximately $315,000.

2. Approve the attached appropriation adjustment to transfer funds from Services and Supplies to Fixed Assets within the Department's current year expenditure appropriation.

PURPOSE OF RECOMMENDED ACTION/JUSTIFICATION

In the 2002-2003 Fiscal Year, Child Support Services Department (CSSD) purchased high-speed mail sorting/inserting equipment. The high-speed printer will allow zip code sorting of this mail in house.

The Department is charged with the responsibility of mailing legal and financial documents to case participants within short deadlines to meet State and Federal mandates. The proposed printing system will greatly enhance the Department's ability to meet these critical time frames at reduced program costs.

The existing printers used for in house jobs must be replaced within two years according to industry standards. CSSD will receive trade-in credit that is more than the original purchase price for those printers. This credit will reduce the purchase price of the high-speed printer by over $60,000.

This purchase exceeds the $250,000 fixed asset threshold established by your Board, and therefore, requires your approval to move forward with the solicitation and acquisition process.

Implementation of Strategic Plan Goals

This purchase supports the County's Strategic Plan Goal 3, Organizational Effectiveness: to ensure that service delivery systems are efficient, effective, and goal-oriented and Goal 4, Fiscal Responsibility: to strengthen the County's fiscal capacity.

FISCAL IMPACT/FINANCING

The Department is funded by State and Federal allocations, and receives no County funding for its operations. The Department has sufficient appropriation within its current 2003-2004 Fiscal Year allocations to purchase the printing equipment. An appropriation adjustment to transfer $315,000 from Services and Supplies to Fixed Assets is attached. On-going maintenance costs will be funded from the Department's future budget allocations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Department is Federally mandated to send billing statements, wage assignments, notifications of court action, domestic violence notices, collection and distribution notices to case participants in accordance with California Family Codes 17400 and 17404. Failure to do so in a timely manner will result in significant penalties being assessed to the County and loss of revenue for future child support programs.

CONTRACTING PROCESS

This is a fixed asset purchase under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's Purchasing Policies and Procedures established by the Internal Services Department.

IMPACT ON CURRENT SERVICES

The printing system will provide the Department with the ability to meet United States Postal Services requirements as well as the ability to process high volumes of mail on short notice in an efficient and cost-effective manner.

CONCLUSION

Upon approval by your Board, the Executive Officer is requested to return adopted copies of this letter to:

1. Los Angeles County Child Support Services Department
   5770 S. Eastern Avenue, 4th Floor
   Commerce, California 90040
   Attention: Steven J. Golightly, Chief Deputy Director

2. Internal Services Department
   Purchasing Division
   1100 N. Eastern Avenue, Room 102
   Los Angeles, California 90063
   Attention: Joe Sandoval, Division Manager

Respectfully submitted,

PHILIP L. BROWNING
Director

Reviewed by:

JON W. FULLINWIDER
Chief Information Officer
(See Attached Analysis)

PLB:LG:KM
KY:jv

Attachments (2)

c: Chief Administrative Officer
County Counsel
Internal Services Department

BOARD OF SUPERVISORS OFFICIAL COPY

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COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 371

DEPARTMENT OF CHILD SUPPORT SERVICES

MAY 11,2004 ~~19~~

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-VOTES
Fiscal Year 2003-04

SOURCE
CHILD SUPPORT SERVICES DEPT
FUND/ORG. - 14280
SERVICES & SUPPLIES
A01 CD 2000
$315,000

USE
CHILD SUPPORT SERVICES DEPT
FUND/ORG.-14280
FIXED ASSET - EQUIPMENT
A01 CD 6030
$315,000

TOTAL #315,000.00

JUSTIFICATION
This Budget Adjustment (BA) is required to increase Child Support Services Department's Fixed Assets appropriation and decrease Services & Supplies' appropriation for the purchase of High Speed Printer.

Barbara Rankin
BARBARA RANKIN, Fiscal Officer II

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ACTION
✓ RECOMMENDATION

AUDITOR-CONTROLLER BY [signature]
No. 293 MAY 12 2004 ~~19~~

APPROVED AS REQUESTED ✓ AS REVISED
MAY 18 2004 ~~19~~ K House for
CHIEF ADMINISTRATIVE OFFICER
DE JANSSEN

APPROVED (AS REVISED): 19
BOARD OF SUPERVISORS

BY
DEPUTY COUNTY CLERK

CIO ANALYSIS

REQUEST BY THE CHILD SUPPORT SERVICES DEPARTMENT (CSSD) FOR APPROVAL TO PURCHASE A HIGH-SPEED PRINTER FOR $315,000

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

Contract Type:

☐ New Contract ☐ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☒ IT Fixed Asset Purchase exceeding $250,000 (requires Board Approval)

New/Revised Contract Term: Base Term: n/a Yrs # of Option Yrs n/a

Contract Components:

☐ Software ☒ Hardware ☐ Telecommunications
☐ Professional Services

Project Executive Sponsor: Philip L. Browning, Director

Budget Information:

Requested Amount	$315,000

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☒	☐	Is this project subvented? If yes, what percentage is offset? 100% of the costs of this purchase are subvented through state and federal funds

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards?

Project/Contract Description:
As required due to the amount of the fixed asset procurement exceeding $250,000, CSSD is requesting the Board's approval to purchase high-speed printer equipment to perform print jobs in-house so they can be pre-sorted by zip code.

This office is recommending approval of this recommendation.

Background:
CSSD is responsible for mailing legal and financial documents to case participants within short timeframes to meet state and federal mandates. In FY 2002-03, CSSD purchased a high-speed mail sorting/inserting unit that allows CSSD to pre-sort mail by zip code. The purchase of this high-speed printer will allow for more of the documents CSSD must print to be pre-sorted, qualifying them for significantly reduced postal rates.

This purchase is being made under the statutory authority of the County Purchasing Agent and will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's Purchasing Policies and Procedures established by ISD.

Project Justification/Benefits:
The purchase of this high-speed printing equipment will allow CSSD to realize significantly reduced program costs, and will greatly enhance the Department's ability to meet critical state and federally-mandated timeframes for mailing legal and financial documents to case participants.

Project Metrics:
CSSD should be easily able to track the savings created by the purchase of this high-speed printer equipment by comparing program costs incurred prior to the purchase and implementation of this equipment versus the costs incurred once the equipment is in production.

Impact If Request is Not Approved:
If this purchase is not approved, CSSD will continue to pay higher program costs that it would otherwise not have to incur, and will continue to face compressed timeframes for meeting statutorily mandated timeframes for mailing legal and financial documents to case participants.

Alternatives Considered:
No other alternatives have been considered.

Project Risks:
No significant risks have been identified.

Risk Mitigation Measures:
No risk mitigation measures are deemed necessary.

Financial Analysis:
CSSD's budget is fully subvented by state and federal allocations, and receives no County funding for its operations. The department has sufficient appropriation within its current FY

2003-04 budget to cover the costs of this equipment. The department is requesting an appropriation adjustment of $315,000 from Services and Supplies to Fixed Assets in order to position these funds properly to complete this purchase. Ongoing maintenance costs will be funded from the Department's future budget allocations.

CIO Concerns:
None

CIO Recommendation:
Approve.

CIO APPROVAL

Date Received: May 17, 2004

Prepared by: Earl Bradley

Date: May 20, 2004

Approved:

Date:

P:\Drafts\CIO Analysis CSSD High Speed Printer