County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

February 8, 2005

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:

EXTENSION OF CONTRACT
DOCUMENT IMAGING AND MICROFILM CONVERSION SERVICES
DYNTEK MANAGEMENT RESOURCES
(FOURTH DISTRICT) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve a month-to-month contract extension, not to exceed a nine-month period, with DynTek Management Resources (DynTek), for the provision of document imaging services.

2. Authorize the Sheriff to finalize and execute monthly contract extensions in a form approved for use by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to continue the document imaging services until a new contract becomes effective. The current contract with DynTek will expire on February 13, 2005. The Los Angeles County, Information Systems Advisory Body, solicited a Request for Proposal (RFP) in September 2004, to provide document imaging, scanning, and microfilm conversion for the Sheriff, District Attorney, and Probation Departments. Upon conclusion of the evaluation of the proposals, a protest was submitted by one of the firms.

As required under the County's protest policy, a review panel has been convened to hear the protest. The recommendation for award of the new contract will not be made until the review panel has provided its findings.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goals No. 1, Service Excellence, and Goal No. 3, Organizational Effectiveness. This project provides improvement to the management of the case files, booking and incident documents by converting them into electronic files; thereby, increasing the County's efficiency in managing the files through use of computers and other electronic media.

FISCAL IMPACT/FINANCING

The month-to-month cost for this service is estimated at $65,000 per month. Sufficient funds are available in the Sheriff's Fiscal Year 2004-05 operating budget. The Department will continue to allocate the funds required to continue this service until a new contract has been awarded.

FACTS AND PROVISION/LEGAL REQUIREMENTS

A standard amendment contract, in the form previously approved for use by County Counsel, will be used. The contract extension will be issued on a month-to-month basis and will not exceed nine months.

CONTRACTING PROCESS

The Sheriff's Department solicited a RFP to provide document imaging services, nine firms responded to the RFP. The Sheriff's evaluation committee evaluated the proposals and recommended DynCorp Management Resources, Inc. (DynCorp) as the most qualified vendor to provide the required services.

On July 5, 2001, your Board approved the Sheriff's recommendation to award a contract to DynCorp for a total period of three years and six months. During the contract period, DynCorp had requested a name change to DynTek Management Resources; this was effectuated by a contract amendment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services during the performance of the contract extension.

CONCLUSION

Upon approval by your Board, please return three (3) adopted copies of this action to the Sheriff's Department's Contracts Unit.

Sincerely,

LEROY D. BACA
SHERIFF