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*To enrich lives through effective and caring service.*

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April 2, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Tom Tindall   
Interim Director

Subject: **NOTICE TO AMEND INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDER N04-0544 WITH UNIFIED TECHNICAL, INC. FOR CONTINUED APPLICATIONS DATABASE ADMINISTRATION SUPPORT FOR THE AUDITOR-CONTROLLER'S eCAPS SYSTEM**

This is to advise you of our intent to amend ITSSMA Work Order # N04-0544 with Unified Technical, Inc. by extending the term from April 30, 2008 to March 31, 2009, and increasing the maximum Work Order amount by \$300,000, from \$300,000 to \$600,000. In accordance with ITSSMA guidelines, prior notice to your Board is required because execution of the Work Order amendment will cause this Work Order to exceed \$300,000.

#### **BACKGROUND**

ISD currently provides the system database administration support through this Work Order for the Auditor-Controller's implementation of the CGI Advantage Suite Financial, Procurement, Inventory, Time Collection, and Human Resources modules under the countywide eCAPS Project. ISD uses this ITSSMA time and materials Work Order to augment the application database administration support for this project. The extension of the Work Order for this support is necessary due to the new functionality being added to the County's Enterprise Requirements Planning solution, of which eCAPS is a part.

#### **SCOPE OF WORK**

The consultant will continue to work with ISD and Auditor-Controller managers and technical staff to coordinate, perform, and report on database administration and application maintenance tasks. The consultant will provide the primary support for the

maintenance of multiple database environments, including development, test, user acceptance, and others as needed. The consultant will also serve as a mentor to the County staff assigned to the projects.

**JUSTIFICATION**

The eCAPS system is used to carry out all the County's fiduciary responsibilities, specifically to create and maintain the official County vendor list, pay all county vendors, account for all County expenditures and revenue, as well as load and monitor performance against the official County budget. This coupled with the future implementation of the e-HR modules of the eCAPS project has created a need for application database administration support in excess of the County's current application database administration resources. This consultant will temporarily augment the County's in house resources until more County staff can be trained and assigned to the project.

**FISCAL IMPACT**

The consultant's hourly rate for this Work Order will remain the same during the extended term. Funding for this Work Order amendment is included in the Auditor's FY 2007-08 and 2008-09 operating budgets.

**CLOSING**

Consistent with the ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In two weeks time, ISD will proceed with the amendment to the current Work Order. If there are any questions regarding this Work Order, please have your staff contact Karen Loquet, Division Manager, General Government Systems Division, Internal Service Department, at (562) 940-3051.

**NOTED AND APPROVED:**

  
Richard Sanchez  
Interim Chief Information Officer

4-2-08  
Date