



**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR**



KENNETH HAHN HALL OF ADMINISTRATION

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MARK J. SALADINO

TREASURER AND TAX COLLECTOR

May 14, 2008

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

FROM: Mark J. Saladino
Treasurer and Tax Collector 

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK
ORDER N04-0501 WITH 3DI SYSTEMS FOR APPLICATIONS
DATABASE ADMINISTRATION SUPPORT FOR TTC**

This is to advise you of our intent to request the Internal Services Department (ISD) to amend ITSSMA Work Order # N04-0501 with 3DI Systems to increase the maximum Work Order amount from \$299,999 to \$320,000. This Work Order is effective through July 2008 and will not require an extension of time. In accordance with ITSSMA Guidelines, notice to your Board is required for all ITSSMA Work Orders which exceed \$300,000.

BACKGROUND

Since 2006, the TTC has utilized contract support for the application and database management for the Los Angeles Public Administrator Information System (LAPIS). The increase of the work order amount is necessary to pay for additional hours of services that were required to complete new system functionality for user productivity and to enable TTC Systems support staff to maintain the system properly until it is replaced in approximately three years.

SCOPE OF WORK

During the effective Work Order period, the Consultant spent an additional 232 hours working with the TTC Systems and Technical Staff to complete design and programming for critical application modifications to: (1) implement appropriate security to require passwords to be reset every 90 days, per County security standards; (2) re-engineer and streamline the Target Case Management (TCM) process to meet recent legal requirements; and (3) create and stabilize a test environment for the LAPIS application.

All work was scheduled to be completed by the end of Fiscal Year 2007-08 and within the limit of \$299,999. However, due to an administrative oversight, the additional work exceeded the original work order by 232 hours (approximately \$20,000). The oversight was caused by a turnover in staffing, and invoices that were paid in May and June 2006 were accidentally omitted from the reconciliation process. At the time the oversight was discovered, the contractor's work was nearing completion and he was immediately released (Departmental staff will maintain and support the system going forward). We have implemented new procedures to avoid a reoccurrence.

JUSTIFICATION

The TTC's LAPIS System is a decedent and conservatee case management information and accounting system, whose basic system functions include accounting, case investigation, case management, court accounting and property management. LAPIS is a twenty year old, custom application that is no longer supported by the original vendor. This application required support services above and beyond the County's current application database administration resources. The contracted resource temporarily augmented the County's in house resources and was required for 232 hours additional to the original work order projection in order to complete the project in its entirety. This extra work will allow TTC support staff to maintain the system in a stable environment until it is replaced.

FISCAL IMPACT

The consultant's hourly rate for this Work Order remained the same during the additional hours worked. The amendment will only add funding to cover the additional hours required to complete the project and the term of the Work Order will not be extended. The maximum Work Order amount will be increased by \$20,000 for a maximum Work Order amount of \$320,000.

CLOSING

Consistent with the ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In two weeks, we will request ISD to proceed with the amendment to the current Work Order. If there are any questions regarding this Work Order request, please have your staff contact Henry Román, Assistant Treasurer and Tax Collector, at (213) 974-0703.

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Director, Internal Services Department

NOTED AND APPROVED:


Richard Sanchez
Interim Chief Information Officer

5/15/2008
Date