

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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May 12, 2008

TO: Each Supervisor

FROM: Philip L. Browning, Director

SUBJECT: INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDER

This is to notify you of my intent to request the Internal Services Department (ISD) to amend ITSSMA Work Order N7C-0016 with Solitsys Technologies for Quality Assurance (QA) and Technical Consultant services for the LEADER Replacement System (LRS) project. This amendment will extend the Work Order from July 1, 2008 to June 30, 2009, and will increase the maximum amount of the Work Order by \$300,000, from \$300,000 to \$600,000. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

This Work Order was specifically approved by the California Department of Social Services (CDSS) Office of Systems Integration (OSI) to enhance the quality and reliability of project work products and processes, and to provide independent QA services for the project, which cannot be performed by County staff. State and County stakeholders, including OSI, Chief Information Officer (CIO), County Counsel, and outside counsel, support the continuation of this Work Order. Furthermore, this project conforms to our Business Automation Plan, as required by the CIO.

BACKGROUND

In June 2007, the Department of Public Social Services (DPSS) acquired the services of a time and materials consultant through an ITSSMA competitive bid to assist in the planning activities of the LEADER Replacement System (LRS) project and to provide QA and technical consulting services to insure that the project progresses in an effective and efficient manner. To date, the consultant has worked closely with the LRS RFP Team Manager in the development of the highly technical requirements for inclusion in the Statement of Requirements (SOR) of the LRS Request for Proposals (RFP). The QA consultant also attends key project meetings, assists in communications with various

County and State stakeholders, and provides recommendations regarding the LRS project direction.

SCOPE OF WORK

The Work Order extension will allow for continued consultant support for ongoing planning activities of the LRS project to ensure that the project continues to progress in an effective and efficient manner. The consultant will also assist the County in the following planning tasks scheduled to be completed by June 2009:

- Evaluation of vendors proposals
- Vendor selection
- Finalization of vendor selection documentation
- Contract negotiations with the selected vendor
- Finalization of the Agreement
- Preparation of the Implementation Advance Planning Document for State and federal funding approval

The consultant will continue to provide expert advice on technical requirements; recommend quality management techniques and procedures to enhance the quality and reliability of project work products and processes; provide day-to-day management advice and support to the Project Manager.

JUSTIFICATION

The services provided under this Work Order are essential to the successful completion of LRS planning activities. Solitsys Technologies is thoroughly familiar with the business processes for both DPSS and the Department of Children and Family Services (DCFS), and is technically proficient in all aspects of the LRS project. Further, to preserve the integrity of the procurement process, it is essential to have the continuity in QA services provided by Solitsys Technologies.

FISCAL IMPACT

The proposed amendment increases the total amount of the Work Order by \$300,000 for a total amount of \$600,000. The hourly rate of the consultant will remain the same throughout the Work Order extension.

The estimated amount of \$280,860 will be subvended by State and federal revenue. The balance of \$19,140 has been included in our FY 08-09 budget. This is in accordance with State approved funding for the LRS project.

Each Supervisor
May 12, 2008
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NOTIFICATION TIMELINE

Consistent with the ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In two weeks time, we will request ISD to proceed with the amendment.

PLB:pcr

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

NOTED AND APPROVED:



Richard Sanchez

Interim Chief Information Officer

5-1-08
Date