



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
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LEROY D. BACA, SHERIFF

March 16, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**EXTENSION OF EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES
MASTER AGREEMENT (ITSSMA) WORK ORDER AND INCREASE THE MAXIMUM
WORK ORDER AMOUNT FOR THE MODIFIED AUTOMATED PROCESS AND
ACCOUNTING SYSTEM (MAPAS)**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend ITSSMA Work Order N01-0155 with Sierra Systems Incorporated (Sierra) from March 31, 2009, to March 30, 2012, and increase the maximum Work Order amount by \$1,623,600, from \$2,415,600 to \$4,039,200. This increase will provide support for sustaining maintenance of the Modified Automated Process and Accounting System (MAPAS), an existing system in the Los Angeles County Sheriff's Department (Department). We have started the requirement definition effort to replace MAPAS. The new system is expected to be completed by March 2012. The extension of support agreement is needed to help us maintain MAPAS, a mission critical application, until the replacement system is completed.

In accordance with the ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000. Your Board was advised by my office when a previous extension of this project's Work Order exceeded the \$300,000 threshold. There is no net County cost, as funding is totally covered by revenue generated from the performance of civil and criminal process services.

BACKGROUND

MAPAS is a software application that assists the Department and other Los Angeles County (County) departments in managing and tracking the service of civil and criminal

A Tradition of Service

process handled by the Department. MAPAS functions as an automated accounting program that interfaces with the County's Auditor-Controller's Trust Warrant Writing System (TWWS). Approximately 200 users at 40 County sites access the MAPAS automated accounting system over the County's computer network.

MAPAS was fully implemented in May 1990, and the software application has been periodically updated to incorporate legally mandated changes and major functionality enhancements that address usability and performance issues. MAPAS performs the following major functions: case tracking, trust accounting, management and operational reporting, court security, and administrative support functions. It is a mature and well-maintained system, but lacks the functionality the Department requires to meet its future business needs.

Sierra, the current vendor, was originally selected through a competitive ITSSMA Work Order solicitation and has performed within the requirements of the Work Order. The requested amendment of this Work Order will enable the Department to continue to provide for MAPAS maintenance and system enhancements where necessary, while the Department is generating the requirements for a competitively procured system to replace MAPAS, as outlined in the Department's Fiscal Year (FY) 2008-09 Business Automation Plan. The replacement of MAPAS is currently targeted for the third quarter of FY 2011-12.

SCOPE OF WORK

The scope of the amended Work Order includes:

1. Ongoing maintenance and enhancement of the MAPAS software application: one Full-Time Equivalent (FTE) senior-level consultant will provide up to 300 hours of consulting services per month at a rate of \$147 per hour. The tasks involved for the ongoing maintenance and when necessary, enhancement of the MAPAS application, along with the applicable schedule/timelines, will be determined by the Department's Project Manager. Enhancements will be billed on a "time-and-materials" basis at the agreed upon hourly rate. The County will only be billed for the actual hours used to complete the enhancement. Enhancements will be designed to be usable by the Automated Civil Enforcement System (ACES), which will eventually replace the existing MAPAS system.
2. The ongoing maintenance and enhancement hourly rate will increase from \$143 to \$147 per hour. This is consistent with Chief Executive Office (CEO) approved contractor Cost-of-Living-Adjustment (COLA) cap.

JUSTIFICATION

MAPAS is a mission critical system for the Department. The support agreement extension will provide the Department with coverage until the system is replaced. The current Work Order was competitively bid in 2001 and awarded in January 2002. The Work Order has been amended several times with the most recent amendment having been executed on March 31, 2007. The term of the current amendment expires on March 30, 2009.

The MAPAS software application is composed of many complex modules that would be difficult and time-consuming for a new contractor to learn. The current contractor has extensive experience and knowledge of the system and there is no County staff available to support this system. In addition, the contractor's staff is available on a 24-hours per day/seven days per week basis, in case of unplanned system downtime. The availability of MAPAS is critical to the Department's court operations and the accounting for large sums of trust monies that require transfer to the Auditor-Controller automatically on a daily basis.

The Chief Information Office has reviewed and concurs with this Work Order amendment.

FISCAL IMPACT

This amendment increases the Work Order amount by \$1,623,600 to a total Work Order amount not to exceed \$4,039,200. There will be no County cost incurred; the funding is provided by revenue generated from the performance of civil and criminal process services.

CLOSING

Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the term of this Work Order and increase the maximum dollar amount. In two weeks time, we will notify ISD to proceed with the Work Order amendment. If there are questions regarding this matter, please contact Lieutenant Marie Hannah at (626) 300-3103.

Sincerely,



LEROY D. BACA
SHERIFF