

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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February 3, 2010

TO: Each Supervisor

FROM: Philip L. Browning, Director

**SUBJECT: NOTICE OF INTENT TO AMEND INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT WORK ORDER NUMBER
01-55**

This is to notify you of my intent to request the Internal Services Department (ISD) to amend Information Technology Support Services Master Agreement (ITSSMA) Work Order 01-55 with Logic House, LTD to continue to provide consultant services to maintain/sunset the Department of Public Social Services (DPSS) existing Legacy Visual Fox Pro Reporting System during transition to the DPSS Systematic Measurement & Accountability Reporting Tool (DPSSMART) Data Warehouse. This amendment will extend the Work Order from February 19, 2010 through June 30, 2011, 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.

BACKGROUND

Release One of the DPSSMART Data Warehouse project launched in September 2007, produced approximately one third of DPSS original legacy reports. In June 2008, DPSS acquired the services of a time and materials consultant through an ITSSMA competitive bid, to assist with the maintenance of the legacy reporting system. DPSS is currently in the initiation phase of Release Two, which is targeted for implementation in April 2010. Production of reports will continue to be produced from the legacy system until the transition is completed. Ongoing consultant services are required until the remainder of the legacy reports are transitioned to DPSSMART or discontinued. With the implementation of Release Two, approximately 70% of the legacy reports will be produced by DPSSMART, and fulltime maintenance of the legacy system will decrease. At this time, the consultant will assist DPSS, as needed, in revising existing reports, and with the design, development, implementation, and testing of new reports.

Because we anticipate there will be multiple releases of DPSSMART, if there is a continued need for consultant services after the term of this Work Order, DPSS will develop a new statement of work and submit it to ISD for rebid.

SCOPE OF WORK

The Work Order extension will allow for continued consultant support for the ongoing maintenance/sunsetting of the Legacy reporting system throughout the implementation of Release Two of DPSSMART. The consultant will also assist the Department in the following tasks:

- Create functional and technical specifications for ad hoc requests and update specifications for existing reports as required due to policy or program changes.
- Utilize Visual Fox Pro (VFP) language to develop, implement, test, and maintain ad hoc reports and to modify the existing reports as necessary.
- Load incoming data from a variety of departmental transactional systems (GEARS, CMIPS, GROW, LEADER) and other extracts necessary for the production of monthly reports.
- Troubleshoot and resolve production problems.
- Maintain object-oriented data loading wizards and procedures in VFP.
- Create ETL (extract – transform – load) routines from a SQL Server Database (with 3 – 4 Terabytes of source data) and other sources for loading data into an automated reporting system.
- Assist staff in creating and validating accurate, optimized database queries.
- Optimize the structure and efficiency of VFP and SQL Server T-SQL program code for performance and maintainability.
- Enhance and maintain a library of VFP and SQL Functions/Procedures.
- Produce over 80 monthly reports.

JUSTIFICATION

The services provided under this Work Order are essential to continue maintaining the Legacy platform, which subsequently allows the Department to continue producing over 80 monthly production reports, including State and Board mandated reports. Logic House is thoroughly familiar with the Legacy database and its structure, and is technically proficient in all aspects of the LEADER System. Furthermore, to continue with the production of the monthly reports, it is essential to have the continuity in services provided by Logic House.

FISCAL IMPACT

The proposed amendment will increase 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 cost for Fiscal Year (FY) 2009-10 is \$114,000. Since there is a CalWORKs and Food Stamp Maintenance of Effort (MOE) requirement, which will be met by the County, there is no additional net County cost (NCC) for these programs. The share of cost associated with programs such as General Relief, results in an additional estimated NCC of \$9,000. Sufficient funding has been included in the FY 2009-10 Final Adopted Budget.

The estimated cost for FY 2010-11 is \$186,000. Since there is a CalWORKs and Food Stamp MOE requirement, which will be met by the County, there is no additional NCC for these programs. The share of cost associated with programs such as General Relief, results in an additional estimated NCC of \$15,000. Sufficient funding will be included in our FY 2010-11 Budget request.

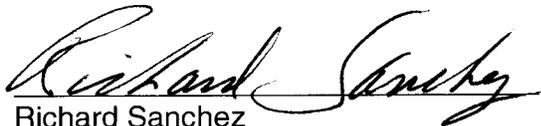
NOTIFICATION TIMELINE

Consistent with the ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In ten business days, absent any inquiries from your office, we will notify ISD to proceed with the Work Order amendment.

PLB:pcr

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

NOTED AND APPROVED:


Richard Sanchez
Chief Information Officer

2-3-2010
Date