County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 4, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVE HIRING A CONSULTANT TO BE THE COUNTY ENTERPRISE MASTER PERSON INDEX PROJECT MANAGER (ALL DISTRICTS) (3 VOTES)

SUBJECT

Authorize the Chief Executive Officer to instruct the Director of Internal Services, or his designee, to execute a work order under the Information Technology Support Services Master Agreement (ITSSMA) with Kforce Inc. (Consultant) to provide project management services for the implementation of the County Enterprise Master Person Index (EMPI) system, the initial phase of which includes the departments of Children and Family Services (DCFS), Health Services (DHS), and Mental Health (DMH).

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Chief Executive Officer to instruct the Director of Internal Services, or his designee, to execute an ITSSMA work order with the Consultant to provide project management services for the implementation of the County EMPI system.

BACKGROUND

On May 17, 2011, your Board adopted Ordinance No. 2011-0020 amending Title 2, Administration of the Los Angeles County Code, relating to the Interim Governance Structure, designating oversight of the directors of DCFS and the Probation Department to your Board.

On June 21, 2011, your Board, on a motion by Supervisor Yaroslavsky, delegated administrative oversight authority to the Chief Executive Officer for the purpose of coordinating the following data sharing initiatives: a) EMPI; b) Enterprise Linkages Project (formerly known as Adult Linkages Project); c) Homeless Prevention Initiative Cost Avoidance Studies;

d) Linkages; e) Outcomes of Youth Exiting Dependent Care; f) Skid Row Collaborative Cost Avoidance Study; and g) Residential Placement Protocols. Your Board further instructed the Chief Executive Officer to return to your Board for approval of any future, additional or amended contracts that relate to these ongoing data sharing initiatives, as well as requests for delegation of administrative oversight for any new data sharing initiatives and related contracts.

The Chief Executive Office (CEO), in partnership with the Chief Information Office, is leading the effort to establish an EMPI that would allow County departments to uniquely identify common clients/patients/persons (clients) in an accurate, reliable and timely manner. The unique identification of common clients is a prerequisite to sharing client data for coordination of care, improvement of services, and cost savings. The EMPI system will be built on a standards-based model that will allow compatibility with current and future departmental systems. On May 3, 2011, your Board was previously notified of the CEO's intent of entering into sole source negotiations with International Business Machines Corporation (IBM) and Western Health Information Network (WHIN); those negotiations are currently taking place. Cost and budget information, as well as an implementation timeline, will be provided to your Board after contract negotiations have been completed. Attached is the timeline for the EMPI Contract execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to allow the CEO to engage a Consultant, who will be responsible for managing the overall EMPI project and its deliverables, including assisting with system procurement, management of all other related vendors and their activities. The Consultant will plan, control and execute project activities and coordinate resources to ensure established objectives are met within the agreed-upon scope, schedule and resource commitments.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County EMPI project is key and critical to achieve the Los Angeles County Strategic Plan Goal 4: Health and Mental Health – Strategy 4: Data Sharing.

FISCAL IMPACT/FINANCING

Pricing for this ITSSMA work order to pay for the project manager will be based on a time and materials basis. This work order is for a maximum amount of $299,000, up to 18 months, to begin upon work order execution. DHS and DMH will each cover 50 percent of this cost which has already been allocated in each of their respective budgets. Cost of the County EMPI project will be presented to your Board upon identification of the framework architecture of the proposed solution and completion of contract negotiations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The ITSSMA is a Master Agreement approved by your Board and managed by the Internal Services Department (ISD); it enables departments to utilize work orders for information technology consulting services.

CONTRACTING PROCESS

On June 9, 2011, ISD released an ITSSMA Work Order Availability Notice to vendors pre-approved for Master Services Agreements. The bid closed on July 13, 2011. The bids were evaluated consistent with the ITSSMA Work Order process. The selected vendor of the bid process was Kforce Inc., the lowest priced, qualified bidder.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval will ensure that CEO will acquire the resources necessary to effectively manage the implementation of the County EMPI system.

CONCLUSION

Upon approval by your Board, please return two adopted copies of this letter to the CEO's Service Integration Branch.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SAS:TP
CDM:JA:eb

Attachment

c: Executive Office, Board of Supervisors
Chief Information Office
Children and Family Services
County Counsel
Health Services
Internal Services Department
Mental Health

EMPI_ProjectManager_20111004.docx

County Enterprise Master Person Index (EMPI)

Project Plan for EMPI Contract Execution

Task		Deliverables	Target Completion Date
1	Notify Board of Supervisors of intent to conduct sole source negotiations with International Business Machine Corporation (IBM) and Western Health Information Network (WHIN) and conduct necessary briefings.	▪ Sole Source Notification ▪ County EMPI Briefing Documents	**Completed** June 1, 2011
2	Conduct sole source discussions with IBM and WHIN to explore and identify best option for contracting, designing, developing, implementing, hosting and maintaining the County EMPI.	▪ County EMPI Framework Architecture and Cost Structure	February 14, 2012
3	Develop agreement(s) with appropriate parties for the implementation, maintenance, support, and hosting services of the County EMPI.	▪ Agreement(s) for Services	April 5, 2012
4	Conduct contract negotiations with appropriate parties.	▪ Final Agreement(s) for Services	June 1, 2012
5	Conduct Cluster Agenda briefing sessions.	▪ Board Letter ▪ Briefing Documents	July 23, 2012
6	Board Hearing.	▪ County EMPI Agreement on Board agenda for approval	August 28, 2012
7	Conduct administrative process for contract implementation.	▪ Executed Agreement(s)	September 17, 2012