



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 695-4801



SHERYL L. SPILLER
Director

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September 30, 2015

TO: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

FROM: Sheryl L. Spiller, Director

SUBJECT: NOTICE OF INTENT TO ADD ADDITIONAL FUNDS TO INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER NUMBER 01-3152

This is to notify the Board of my intent to request the Internal Services Department (ISD) to amend Information Technology Support Services Master Agreement (ITSSMA) Work Order (WO) 01-3152 with California Solitsys Technologies, DBA Solitsys Technologies, to continue to provide consulting services to aid Eligibility Systems Division (ESD) with developing migration and conversion processes for the Department of Public Social Services (DPSS) General Relief Opportunity for Work (GROW) system to be incorporated into the LEADER Replacement System (LRS). This amendment will extend the WO from October 31, 2015 through October 31, 2016 and will increase the maximum amount of the WO by \$300,000. The total amount of this WO will be \$600,000. The additional funding is needed to allow for the continued service of the consultant to ensure the successful migration of the GROW system into LRS. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

BACKGROUND

On October 29, 2014, DPSS acquired the services of a time-and-materials consultant through an ITSSMA competitive bid to assist ESD with developing the migration and conversion processes of the GROW system to the LRS to meet Federal/State/County mandated requirements. GROW's mission is to transition GROW participants into the labor market. Participation is mandatory for all employable General Relief (GR)

recipients with the purpose of improving participants' effectiveness into self-sufficiency. The GROW system is used to track GROW participants' employment, educational component and training activities, issuance of supportive services and non-compliance and sanction information. To date, the consultant has worked closely with DPSS in the development of numerous complex technical requirements and processes for the current GROW system. The consultant also attends key project meetings with various County and vendor representatives and stakeholders to provide recommendations regarding the direction of key system changes in support of migration and conversion. The migration of the GROW system into LRS is a mission-critical task for the Department. Due to LRS schedule changes, it is essential to continue to secure the ITSSMA consultant to provide these services to ensure that the LRS project team has the support they need to thoroughly migrate the GROW system into the LRS system. DPSS will use the consultant until the expiration of the WO, which is October 31, 2016.

SCOPE OF WORK

The WO extension will allow for essential and continued consultant support for ongoing planning and modification of the GROW system to ensure that the changes continue to progress in an effective and efficient manner to meet County needs and staff requirements. The consultant will also assist the County in the following tasks:

- Reconfiguring, restructuring, and setting up GROW database tables on the Unisys Windows Business Information Server (BIS) to meet LRS database requirements;
- Developing the new data extract processes for LRS pilot and roll-out phases;
- Identifying data defects/issues and developing the processes to be used for data cleansing activities for the GROW system to migrate and convert to LRS;
- Developing/migrating/re-engineering the existing GROW program source codes, system design, development and implementation of the system migration and conversion efforts/activities to LRS;
- Converting all historical data and client correspondence from existing data format to LRS required format utilizing ICE, MAPPER/BIS, Adobe Central Output Server, Adobe Output Designer, HTML and JavaScript;
- Analyzing the current processes to develop or modify the current program codes to update and stabilize the current system to support the requirements for LRS migration and conversion;
- Developing the cutover strategy automation processes and modifying the existing GROW program source codes to handle the GROW system data migration and conversion into the LRS during Pilot and five-phase roll-out, without disrupting the current business process and preserving data updates to current system; and

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NOTIFICATION TIMELINE

Consistent with the ITSSMA policies and procedures, we are informing the Board of our intention to extend this ITSSMA WO. In ten business days, absent any inquiries from your office, we will notify ISD to proceed in amending the ITSSMA WO accordingly. If there are any questions, please feel free to contact me, or have your staff contact Michael Sylvester, Assistant Director over the Bureau of Contract and Technical Services, at (562) 908-8327.

SLS:kl

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

REVIEWED BY:

Richard Sanchez ^{PKL}
Richard Sanchez
Chief Information Officer

9/30/15
Date