County of Los Angeles
INTERNAL SERVICES DEPARTMENT
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Los Angeles, California 90063

JIM JONES
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"To enrich lives through effective and caring service"

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February 09, 2016

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

Dear Supervisors:

REQUEST FOR APPROVAL AND AWARD OF
JOB ORDER CONTRACT CONSULTING SERVICES CONTRACT
(ALL DISTRICTS - 3 VOTES)

SUBJECT

Request approval to award a contract for Job Order Contract (JOC) consulting services support for the Internal Services Department (ISD).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed actions do not constitute a project pursuant to the California Environmental Act (CEQA).

2. Authorize the Director, ISD, or his designee, to execute a contract with The Gordian Group, Inc. (Gordian) to provide JOC consulting services with an initial annual fixed fee of 1.56 percent of the dollar amount of each JOC work order, and an adjusted annual fee based on the volume of JOC work orders for the 12-month period preceding March of each contract year. The contract term is for three (3) years commencing on March 12, 2016, with two (2) one year renewal options, and six (6) additional month-to-month extensions.

3. Authorize the Director of ISD or designee to exercise renewal options and month-to-month extensions in accordance with the attached contract.

4. Authorize the Director of ISD or designee to execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of ownership or entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD provides facilities repair, maintenance and refurbishment projects for County departments. Job Order contracting is utilized to manage resources and meet customer deadlines. To assist in managing JOC, the proposed contract will provide the following program support:

- Technical specifications for specific items of repair and refurbishment work.
- Unit price books which provide the installed price for each item of repair and refurbishment work.
- A computer network based software program to assist in preparing, evaluating and tracking JOC work orders.

ISD currently contracts for the required JOC consulting services. The recommended actions will ensure that these services continue beyond the current contract expiration date of March 11, 2016.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goal Number 1, Operational Effectiveness, by effectively managing County resources and providing efficient and responsive JOC consulting services to ISD.

FISCAL IMPACT/FINANCING

The proposed contract provides for an initial annual fixed fee of 1.56 percent of the dollar amount of each JOC work order, and an adjusted annual fee between 1.48 and 1.95 percent based on the volume of JOC work orders for the 12-month period preceding March of each contract year.

ISD will incur JOC expenditures to the extent that they are offset through County departmental billings and within available appropriation. Based on the past five fiscal years, ISD's level of total JOC expenditures have ranged from $25 to $30 million annually. It is anticipated that the same level of business will continue, resulting in an estimated annual amount between $390,000 and $468,000 for the recommended contract. However, actual costs will fluctuate based on the use of the contract.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. As part of the negotiations, two standard

County contract terms were affected. Most Favored Public Entity was deleted from the contract, Termination for Default was slightly modified. Neither of the modifications are expected to have a negative impact on the County. In addition, provisions were incorporated to the contract with respect to Gordian's JOC System License and Fee Agreement, as discussed in more detail below.

ISD has determined that the proposed contract is not subject to the County's Living Wage Program.

ENVIRONMENTAL DOCUMENTATION

The recommended contract does not constitute a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378 (b) of the State CEQA Guidelines. This proposed actions are administrative activities of government which will not result in direct or indirect physical changes to the environment.

The implementation of each work order under any JOCs shall be subject to prior determination and documents by ISD that the work is categorically exempt from CEQA. In the event that the work is not exempt, you Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to the implementation of work orders.

CONTRACTING PROCESS

On September 14, 2015, ISD released a Request for Proposals (RFP) for JOC consulting services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 1). Notice of the RFP was sent by electronic mail to vendors registered with the County.

The proposer's conference, held on September 23, 2015, was attended by one proposer, Gordian, who submitted a proposal on October 13, 2015. The proposal was reviewed for compliance with the minimum requirement criteria set forth in the RFP.

The evaluation of the firm's written proposal and references by ISD staff resulted in a determination that Gordian is highly qualified to provide the required services. The proposal was evaluated based on qualifications, approach, and quality assurance plan. There were no protests resulting from this solicitation.

ISD negotiated a fixed fee for the first year of the proposed contract that is based on ISD's highest annual JOC usage in the past five years. As such, the first year fee for the recommended contract will be lower than the current annual fee. Gordian agreed to grant a license to each contractor that is awarded a JOC by the County.

The Gordian JOC Solution includes proprietary software that must be used by JOC Contractors to prepare and submit Job Order Proposals, subcontractor lists, and other requirements. JOC contractors will be required to execute Gordian's JOC System License and Fee Agreement, and pay a JOC System License Fee of one percent of the JOC work order amount to obtain access to the Gordian JOC Solution.

A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 2). On final analysis, selections were made without regard to gender, race, creed, or color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

No staff impact will result from the award of the recommended contract, as the requested contract is intended to augment, but not replace County workforce, and to ensure ISD's ability to respond to emergency requirements.

CONCLUSION

Approval of the recommended contract will allow ISD to continue providing the JOC consulting services to its client departments.

Respectfully submitted,

JIM JONES
Director

JJ:DC:YY:as

Enclosures

c: Chief Executive Officer
County Counsel

Award information has not been added at this time.

Bid Information

914156130197

Bid Number : I104508
Bid Title : Job Order Contract (JOC) Consulting Services RFP
Bid Type : Service
Department : Internal Services Department
Commodity : CONSULTING SERVICES - CONSTRUCTION
Open Date : 9/14/2015
Closing Date : 10/14/2015 12:00 PM
Notice of Intent to Award : View Detail
Bid Amount : $ 0
Bid Download : Available
Bid Description : The Internal Services Department (ISD) of the County of Los Angeles (County) is issuing this Request for Proposals (RFP) to solicit proposals for a contract (Contract) with an organization that can provide Job Order Contract (JOC) consulting services.

The JOC consultant must be able to develop and support all contract and solicitation documents, task catalogs and technical specifications, information systems and training programs necessary for a successful JOC. JOCs are used for the accomplishment of repair, alteration, modernization, maintenance, refurbishment, rehabilitation, and repetitive construction work performed on County buildings, structures, real property, and infrastructure.

Amendment Date : 9/29/2015 This Addendum Number One is issued to provide revisions to the timetable for RFP # 104508.

Download Available	Revisions to the timetable for RFP # 104508.	PDF	210.03 K	RFP104508_Addendum1.pdf

Amendment Date : 10/1/2015 This Addendum Number Two is issued to respond to questions of RFP # 104508

Download Available	Addendum Number Two attachment is issued to respond to questions of RFP # 104508	PDF	284.88 K	RFP104508_Addendum2Rev10_1_15.pdf

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Last Changed On : 10/1/2015 5:51:54 PM

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Attachment 2

COUNTY OF LOS ANGELES
COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)

THE GORDIAN GROUP

	Cultural/Ethnic Composition	Male	Female
OWNERS/PARTNERS	Black/African American	0	0
	Hispanic/Latino	0	0
	Asian or Pacific Islander	0	0
	American Indian	0	0
	Filipino	0	0
	White	0	0
	100% owned by Holding Company		
MANAGER	Black/African American	4	1
	Hispanic/Latino	1	0
	Asian or Pacific Islander	1	1
	American Indian	0	0
	Filipino	0	0
	White	16	8
STAFF	Black/African American	10	5
	Hispanic/Latino	19	7
	Asian or Pacific Islander	6	5
	American Indian	0	1
	Filipino	0	0
	White	138	76
	TOTAL # OF EMPLOYEES	**195**	**104**

BUSINESS STRUCTURE	Corporation
County Certification	N/A
CBE	N/A
LSBE	N/A
OTHER CERTIFYING AGENCY	N/A

Attachment 3

FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTORS FOR EACH JOB ORDER CONTRACT

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		EJOC #10	FJOC #4	MJOC #7	PJOC #5
Cultural/Ethnic Composition		% of Ownership	% of Ownership	% of Ownership	% of Ownership
OWNERS/PARTNERS	Black/African American	0%	0%	0%	0%
	Hispanic/Latin American	0%	0%	100%	0%
	Asian American	0%	100%	0%	0%
	American Indian/Alaskan	0%	0%	0%	0%
	All others	100%	0%	0%	100%
	Women (included above)	0%	0%	100%	0%
		Number	**Number**	**Number**	**Number**
MANAGER	Black/African American	0	0	0	0
	Hispanic/Latin American	2	1	1	1
	Asian American	0	0	0	0
	American Indian/Alaskan	0	0	1	0
	All others	3	0	3	0
	Women (included above)	0	0	1	0
STAFF	Black/African American	1	0	0	0
	Hispanic/Latin American	8	64	3	5
	Asian American	1	8	2	0
	American Indian/Alaskan	1	0	0	0
	All others	3	0	12	0
	Women (included above)	0	3	2	0
TOTAL # OF EMPLOYEES		14	72	23	5
BUSINESS STRUCTURE		Sole Proprietorship	Sole Proprietorship	Corporation	Sole Proprietorship
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		NO	DBE, MBE	MWBE	NO
CERTIFYING AGENCY			LA County, LA City	SBA, Minority & Women Business	