



SCOTT MINNIX
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"Trusted Partner and Provider of Choice"

Telephone: (323) 267-2101
FAX: (323) 264-7135

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19 June 19, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

June 19, 2018

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 TO CHANGE THE
ANNUAL DOLLAR THRESHOLD FOR THE
ENTERPRISE SERVICES MASTER AGREEMENT
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Request for approval to increase the annual dollar threshold for the Enterprise Services Master Agreement (ESMA) program by \$20 million for calendar year 2018, and increase the annual dollar threshold to \$30 million for calendar year 2019, and the aggregate amount by up to 10 percent, and in any year thereafter, for the remaining term of the ESMA.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the increase of the annual dollar threshold for the ESMA program by \$20 million dollars to an annual dollar threshold of \$30 million for calendar year 2018.
2. Increase the annual dollar threshold to \$30 million for calendar year 2019, and the aggregate amount by up to 10 percent, and in any year thereafter, for the remaining term of the ESMA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The ESMA provides the County with a pool of prequalified contractors for highly technical, information technology (IT) related services in support of enterprise IT initiatives and implementation of County IT standards.

Departments have widely accepted the ESMA program as a contracting vehicle for short term IT project solutions where the County would not possess the capacity or expertise to accomplish.

Recommendation number one increases in the dollar threshold based on the forecasted work under the ESMA for calendar year 2018, as noted in Attachment 1.

Recommendation number two increases the annual spending threshold to \$30 million and the aggregate amount by up to 10 percent for any additional or unforeseen services within the scope of the ESMA starting in calendar year 2019, and in any year thereafter, for the remaining term ESMA.

Expenditures under ESMA varies from year-to-year based on the needs of County departments, who are responsible for ensuring they have adequate funding in their operating budgets prior to requesting services under the EMSA.

For transparency and visibility, ISD will include ESMA expenditures with its quarterly report to your Board on ISD Master Agreement expenditures.

Implementation of Strategic Plan Goals

The recommended action supports the County Strategic Plan – Goal III: Realize Tomorrow's Government Today, Strategy III2, Embrace Digital Government for the Benefit of our Internal Customers and Communities: Ensure that each department maximizes the use of technology to raise awareness of available programs and services.

FISCAL IMPACT/FINANCING

Expenditures under ESMA will vary from year to year based on the needs of ISD and County departments. Departments have the responsibility for ensuring they have adequate funding prior to requesting services under this Master Agreement. Funding for ESMA projects is included in the Fiscal Year 2017-18 adopted budget for ISD and County departments. Subsequent years' funding will be included in the departments' budget request for each annual term and any extensions. Expenditures over the term of the agreements in any given year will remain within each departments' budgeted appropriation for such services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ESMA contractors will not be asked to perform services which exceed the total sum, scope of work and dates specified in each individual Work Order (WO). ISD will continue to notify your Board of any WO that exceeds \$300,000 prior to execution of the WO, or amendment, if applicable.

CONTRACTING PROCESS

On October 8, 2015, the Chief Information Office (CIO) released a Request for Statement of Qualifications No. "CIO_2015_ESMA" for the ESMA, posting the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" website. On March 29, 2016, your Board approved the redesign of the Chief Executive Office organizational structure which

transferred ESMA from the CIO to ISD. On March 21, 2017, your Board approved Amendment 1 to the ESMA to address various matters related to ownership of intellectual property, limitations of liability and risk management, and certain administrative processes.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure County departments receive the highly technical, short-term, cost-competitive IT services they require when they do not possess those needed skills in-house.

CONCLUSION

The Executive Office of the Board, is requested to return one stamped Adopted Copy of the approved Board letter to ISD.

Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Minnix". The signature is written in a cursive, flowing style.

SCOTT MINNIX

Director

SM:JS:MN:CC:ct

Enclosures

c: Executive Officer, Board of Supervisors
Chief Executive Officer
Chief Operating Officer
County Counsel

Office of Strategic Sourcing ESMA New Projects Status Summary

Dept	Projects Underway	Task Description	Date Est.	WO \$ Est
ISD/CSB	DC1 / Depts Migration	Departmental data center consolidation into DC1	6/1/2018	\$ 725,000
ISD/CAB	Countywide Data Lake	Incorporate A-C's use case into the "data as a service" platform	6/1/2018	\$ 88,000
CEO	Enterprise Linkages Modernization	Automate information flow from 9 departments into central MDM	6/1/2018	\$ 300,000
DPR	Maximo 7.6 SaaS Implementation	Software upgrade to department's facilities management system	6/1/2018	\$ 494,000
DHR	PMP Consultant Project	DHR investigation and electronic personnel records systems rollout	6/1/2018	\$ 490,000
DPSS	Oracle OBIEE Install / Config	Business intelligence for Lagan Call Center and Cherwell applications	6/1/2018	\$ 300,000
DHR	ePR 2 Mgt Systems Rollout	Expansion of draft electronic personnel records pilot to countywide	6/1/2018	\$ 1,700,000
CISO	HIPAA Risk Assessment	HIPAA departments' site/system access risk assessment	6/15/2018	\$ 649,000
DPR	Document Process Mgt System	Integrate Documentum workflow with MS SharePoint Online	6/15/2018	\$ 286,110
ISD/CAB	Adobe AEM 6.3 Upgrade	Software upgrade to County Adobe eForm platform	6/30/2018	\$ 400,000
LASD	CWS Consulting PM Services	Modernization to Countywide Warrant System	6/30/2018	\$ 300,000
DMH	Resource Locator and Manager	Facility locator for crisis mental health treatment	6/30/2018	\$ 300,000
ISD	ePR 2 Backfile Scanning	Backfile scanning of 30 million departmental personnel records	6/30/2018	\$ 1,000,000
WDACS	Application Platform Migration	Migration of old departmental subsystems to modern technology	6/30/2018	\$ 725,000
DPSS	Intranet Portal Project	Upgrade to DPSS Portal	6/30/2018	\$ 300,000

Second Quarter 2018 Bookings from the above projects \$ 8,057,110

ACC	IT Assessment	Technologically Enhanced Service Model Assessment	7/30/2018	\$ 300,000
DPSS	Migration to Oracle BI	Oracle Hyperion Cloud Solution Installation and Configuration	7/30/2018	\$ 300,000
CEO/CISO	Security Test Services	Info Security Maturity Assessment, Perimeter Penetration Test	7/30/2018	\$ 300,000
Assessor	EDMS Infrastructure Services	Upgrade to Assessor's Documentum Infrastructure	7/30/2018	\$ 300,000
ISD/SSB	MPS II Project Assistance	Managed Print Services RFP and Print Environment Assessment	7/30/2018	\$ 900,000

Third Quarter 2018 Bookings from the above projects \$ 2,100,000

From the 2018 Forecast Tab:

1st Qtr Actual:	\$5,943,002
2nd Qtr Estimate:	\$8,057,110
3rd Qtr Estimate:	\$7,850,000
4th Qtr Estimate:	\$7,900,000
2018 Total:	\$29,750,112

ESMA 2018 Annual Cap \$ 10,000,000
Upcoming Bookings \$ 10,157,110
Executed Bookings \$ 6,428,002
2018 Estimated Bookings \$ 16,585,112
Estimated Room Under Cap **\$ (6,585,112)**

Office of Strategic Sourcing ESMA 2018 Project Forecast Summary

Second Quarter Forecast Section of 2018 Forecasts

WIP	\$8,057,110
Subtotal	\$8,057,110

Third Quarter Forecast Section of 2018 Forecasts

WIP	\$2,100,000	
DPSS	\$400,000	Documentum \$200k, EDMA Integration: \$200k
ISD ITS	\$1,000,000	AWS CSB/SSB Projects: \$600k, OpenShift Web Platform: \$600k, DC1 eCloud integration
DHR	\$600,000	Appeals project upgrade: \$300k, future projects; \$300k
LASD	\$750,000	CWS Replacement: \$750k
Beaches	\$600,000	Maximo SaaS: \$600k
CIO	\$600,000	Enterprise Architect, Project management
CoCounsel	\$300,000	eDiscovery projects: \$300k
RR/CC	\$900,000	FAS RFP development: \$300k, FAS Replacement implementation: \$600k
Assorted WOs	\$600,000	
Subtotal	\$7,850,000	

Fourth Quarter Forecast Section of 2018 Forecasts

DPSS	\$1,500,000	Salesforce: \$600k, Backfile Scanning \$300k, eBusiness Suite Upgrade: \$600,000
RR/CC	\$4,000,000	VSAP Tally: \$3m, Gartner: \$1M
Fire	\$600,000	Maximo SaaS: \$600k
CoCounsel	\$600,000	eDiscovery projects: \$300k, Penetration Testing: \$300k
CIO	\$300,000	Info Security program project
ISD ITS	\$300,000	Agile III: \$300k
Assorted WOs	\$600,000	
Subtotal	\$7,900,000	

Office of Strategic Sourcing ESMA Executed Project Status Summary

Dept	Projects Executed	Fourth Quarter 2016	Executed	WO Amount	Contractor	Term
CIO	CISO EMS CO#1	Project completed	10/31/2016	\$ 222,600	Catapult	4/30/2017
RR/CC	VSAP Project	Project completed	11/29/2016	\$ 425,000	Gartner	6/1/2018
ISD/CSB	Data Center Migration	Contractor engaged	11/29/2016	\$ 295,000	Gartner	3/31/2018
Fourth quarter 2016 executed WOs				\$ 942,600		

Dept	Projects Executed	First Quarter 2017	Executed	WO Amount	Contractor	Term
DHR	Talent Mgt Assessment	Project completed	1/23/2017	\$ 200,000	Gartner	10/30/2017
CIO	CISO EMS CO#1	Project completed	3/9/2017	\$ 22,500	Catapult	4/30/2017
RR/CC	VSAP Project CO#1	Project completed	3/9/2017	\$ 125,000	Gartner	6/1/2018
LASD	Mugshot RFP	Contractor engaged	3/16/2017	\$ 133,000	MTG	3/1/2019
First quarter 2017 executed WOs				\$ 480,500		

Dept	Projects Executed	Second Quarter 2017	Executed	WO Amount	Contractor	Term
ITS/CAB	Documentum Project	Contractor engaged	4/20/2017	\$ 299,496	Nexlogica	7/30/2018
DHR	SPO Portal	Contractor engaged	6/14/2017	\$ 109,950	ShareSquared	3/14/2018
ITS/CAB	CAB Agile Training	Contractor engaged	4/20/2017	\$ 292,200	Vivantech	10/30/2017
ISD	CAB Data Lake	Project completed	6/26/2017	\$ 295,000	EVT	12/26/2017
DPR	SPO Portal	Contractor engaged	6/19/2017	\$ 249,810	Nexlogica	12/19/2017
DHR	ITMS Application	Contractor engaged	6/22/2017	\$ 1,366,200	Nexlogica	6/22/2019
DHR	eAppeals Phase 3	Contractor engaged	6/19/2017	\$ 264,200	Nexlogica	6/19/2019
Second quarter 2017 executed WOs				\$ 2,876,856		

Dept	Projects Executed	Third Quarter 2017	Executed	WO Amount	Contractor	Term
RR/CC	VSAP Project CO#2	Project completed	7/31/2017	\$ 995,000	Gartner	6/1/2018
ITS/CAB	Documentum CO#1	No cost time extension	9/20/2017	\$ -	Nexlogica	7/30/2018
ITS/CAB	CAB Agile CO#1	No cost time extension	9/20/2017	\$ -	Vivantech	10/30/2017
ISAB	Analytics Research	Contractor engaged	8/10/2017	\$ 250,000	Gartner	1/10/2018
RR/CC	VSAP Tally Project	Project completed	8/28/2017	\$ 895,000	Digital Foundry	2/28/2018
RR/CC	SPO Portal	Contractor engaged	8/10/2017	\$ 109,670	ShareSquared	2/10/2018
ITS/TSB	AT&T New Contract	Contractor engaged	7/13/2017	\$ 449,500	Gartner	7/31/2019
Fire	Time Collection RFP	Contractor engaged	9/11/2017	\$ 395,000	Gartner	9/30/2018
Library	IT Assessment	Contractor engaged	9/28/2017	\$ 175,000	Gartner	10/1/2018
ISD	CAB Agile Training	No cost deliverable change	9/11/2017	\$ -	Vivantech	12/31/2017
Third quarter 2017 executed WOs				\$ 3,269,170		

Office of Strategic Sourcing ESMA Executed Project Status Summary

Dept	Projects Executed	Fourth Quarter 2017	Executed	WO Amount	Contractor	Term
ISD	CAB Agile CO#2	No cost time extension	12/26/2017	\$ -	Vivantech	3/31/2018
ISD/CAB	Data Lake CO#1	No cost deliverable change	11/22/2017	\$ -	EVT	12/26/2017
ISD/CAB	Data Lake CO#2	No cost deliverable change	12/18/2017	\$ -	EVT	6/30/2018
DHR	Project Mgt Training	Contractor engaged	12/27/2017	\$ 46,420	Cambria	7/31/2018
DHR	Career PathFinder Portal	Contractor engaged	10/23/2017	\$ 128,000	Vivantech	10/30/2018
ITS/CSB	DevOps OpenShift	Contractor engaged	12/20/2017	\$ 124,800	Vivantech	6/30/2018
DPH	Microsoft EMS	Contractor engaged	12/13/2017	\$ 149,995	Catapult	12/13/2017
ITS/CSB	ACI Implementation	Contractor engaged	10/4/2017	\$ 295,200	EVT	6/30/2018
Fourth quarter 2017 executed WOs				\$ 744,415		

Dept	Projects Executed	First Quarter 2018	Executed	WO Amount	Contractor	Term
RR/CC	VSAP Project CO#3	Amendment Executed.	2/15/2018	\$ 1,800,000	Gartner	6/20/2020
ISD/CSB	DC1 / Depts Migration	Amendment Executed.	3/29/2018	\$ -	Gartner	6/1/2018
DHR	SPO Portal	Amendment Executed.	2/13/2018	\$ -	ShareSquared	7/31/2018
RR/CC	VSAP Tally CO#1	Amendment Executed.	1/10/2018	\$ 2,800,000	Digital Foundry	6/30/2018
RR/CC	SharePoint CO#1	No cost time extension	2/1/2018	\$ -	ShareSquared	6/30/2018
DPR	SharePoint CO#1	No cost time extension	2/1/2018	\$ -	Nexlogica	9/30/2018
DHR	Project Mgt CO#1	Added consultants	12/27/2017	\$ -	Cambria	7/31/2018
ITS/CSB	DevOps OpenShift	Amendment Executed.	2/13/2018	\$ -	Vivantech	6/30/2018
DPSS	Adobe Intranet Portal	Contractor engaged	1/22/2018	\$ 196,902	Adobe	6/30/2018
DCFS	ERIS Portal	Contractor engaged	1/22/2018	\$ 125,000	IBM	3/31/2018
ITS/IDD	4 HA Websites	Contractor engaged	2/13/2018	\$ 355,520	Trinus	7/31/2018
DHR	Trusted Sys Certification	Contractor engaged	3/29/2018	\$ 268,880	Cambria	9/30/2018
DPSS	Documentum Meta-data	Contractor engaged	3/29/2018	\$ 98,700	Nexlogica	9/30/2018
ISD/CAB	Agile Methodology II	Contractor engaged	3/12/2018	\$ 298,000	Vivantech	12/31/2018
First quarter 2018 WOs executed				\$ 5,943,002		

Dept	Projects Executed	Second Quarter 2018	Executed	WO Amount	Contractor	Term
ISAB	DEMS Project	Contractor engaged	4/17/2018	\$ 485,000	Gartner	9/15/2018
Second quarter 2018 WOs executed				\$ 485,000		