



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

54 June 14, 2022

CELIA ZAVALA
EXECUTIVE OFFICER

June 14, 2022

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:

**APPROVAL TO UTILIZE INFORMATION TECHNOLOGY INFRASTRUCTURE FUNDS (ITF) FOR
A LAPTOP REFRESH PROGRAM TO UPDATE DEPARTMENTAL LAPTOPS
(ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Internal Services Department is requesting Board approval to utilize \$10,245,000 from the County's Information Technology Infrastructure Fund (ITF) for the Laptop Refresh Program for the replacement of outdated computer equipment that is having a detrimental effect on County departments' operations.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the utilization of \$10,245,000 from the ITF for laptop replacements of outdated computer equipment that is having a detrimental effect on County departments' operations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The goal of the Laptop Refresh program is to provide one-time funds for 29 departments (Alternate Public Defender, Animal Care and Control, Arts and Culture, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors Executive Office, CCJCC/ISAB, Chief Executive Office, Child

Support Services, Consumer and Business Affairs, County Counsel, District Attorney, Fire, Health Services, Human Resources, Library, Medical Examiner, Mental Health, Parks and Recreation, Probation, Public Defender, Public Health, Public Works, Regional Planning, Registrar-Recorder/County Clerk, Sheriff, Treasurer and Tax Collector and Workforce Development, Aging and Community Services) that have an urgent need to replace outdated and obsolete PC desktops and laptops that are five years or older. The requested laptops will support mobility and telework.

The Office of the Chief Information Office (OCIO) partnered with the affected departments to identify 6,497 of these older computers to be replaced with new laptops. These new laptops will provide improved security and support teleworking, as many departments return to a hybrid telework model.

The IT Investment Board approved the request for these laptops on January 27, 2022.

It was collaboratively agreed upon by the OCIO, ISD, and CEO that the laptop refresh would begin in July of the 2022-23 Fiscal Year (FY) due to supply chain issues, Master Agreement negotiations with vendors to obtain better pricing, and timing of the County's fiscal year end process in which ISD must expend the \$10,245,000 to obtain ITF reimbursements.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan Goal III.2, Embrace Digital Government for the Benefit of our Internal Customers and Communities and III.3, Pursue Operational Effectiveness, Fiscal Responsibility and Accountability.

FISCAL IMPACT/FINANCING

The ITF was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public, generate operational improvements to one or more department or program, and improve inter-departmental or inter-agency collaboration. The OCIO worked with the CEO and the 29 departments during the FY 2022-23 budget process to determine their computer replacement values using an estimated bulk bid cost for laptops, which totals \$10,245,000. ISD and ITF will submit a Fiscal Year (FY) 2022-23 Supplemental Changes request to adjust the Services and Supplies appropriation offset by Other Financing Sources, accordingly in each Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ISD Purchasing maintains the Consolidated Computer Purchase Program (CCPP) in which vendors are prequalified to supply PCs and laptops to the County that meet the required specifications. The standard County terms and conditions are included in the CCPP Master Agreements, in addition to the Board's required provisions.

The OCIO has reviewed this Board Letter and recommends approval. The OCIO determined that the recommended action simply replaces end-of-life computers, therefore, no formal OCIO Analysis is required.

CONTRACTING PROCESS

The acquisition of laptops falls under the statutory authority of the County Purchasing Agent and will

be carried out in accordance with the County's purchasing policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The laptop Refresh Program will positively impact the current services performed by County departments. The Laptop Refresh Program will reduce security risks posed by outdated computers and enable County employees to utilize modern computing applications such as Microsoft Office 365 and more cost-effective security software for remote working.

CONCLUSION

Upon your Board's approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board Letter to the CEO.

The Honorable Board of Supervisors

6/14/2022

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Respectfully submitted,



SELWYN HOLLINS

Director



Peter Loo

Acting Chief Information Officer

SH:MO:BC:rt

c: Executive Office, Board of Supervisors
Chief Executive Officer
Chief Information Officer
IT Board Deputies
County Counsel