Los Angeles County
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April 21, 2003

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:

CONTRACT REVIEW PROCESS -- SUNSET REVIEW OF THE LOS ANGELES COUNTY BOARD POLICY #5.085 INFORMATION TECHNOLOGY SERVICES CONTRACT GUIDELINES (ALL DISTRICTS AFFECTED) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Sunset Board of Supervisors Policy #5.085 since the current procedure is outlined in Board of Supervisors Policy #6.020.

PURPOSE OF RECOMMENDED ACTION/JUSTIFICATION:

The Audit Committee is submitting the result of the evaluation of the Los Angeles County Board of Supervisors Policy #5.085 performed by the Chief Information Officer along with the recommendation from the Audit Committee for further action by your Board.

This policy was established April 3, 1990 Board Order, Synopsis 82 to provide guidelines for data processing services contracts with a projected cost of more than $100,000.

Board of Supervisors Policy #6.020 was approved June 3, 1997 Board Order, Synopsis 104. It goal is to achieve maximum integration and efficiency in the implementation of information management systems.

FISCAL/FINANCING IMPACTS:

None.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Under Board Policy #6.020 the Chief Information Officer, prior to placement on the Board Agenda, must review all requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of automated systems. Additionally, department heads are required to obtain Chief Information Officer review and approval on all purchases or consultant agreements for computer-based or telecommunications

related software, equipment or services prior to finalizing such acquisitions or agreements.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

None.

Respectfully submitted,

Clinton Tatum
Chairperson

CT: ml: kw

cc: Chief Administrative Officer
Executive Officer of the Board of Supervisors
Commission Services
County Counsel
Auditor-Controller
Chief Information Officer

Policy #:	Title:	Effective Date:	Page:
5.085	Information Technology Services Contract Guidelines	04/03/90	1 of 1

PURPOSE

Establishes guidelines for data processing services (hardware and software) contracts with a projected cost of more than $100,000.

REFERENCE

April 3, 1990 Board Order, Synopsis 82

POLICY

The County Board of Supervisors approved the following guidelines for all data processing services (hardware and software) projected to cost more than $100,000:

- All contracts shall be submitted to the Board for approval and the scope of all contracts shall be specifically outlined.
- All contracts must include specific fee schedules and the total estimated cost of data processing services.
- All software contract terms shall not exceed 24 months. Contract extensions require Board approval.
- The Internal Services Department and the Auditor-Controller's Office shall review billings for software services.

Reminder: As of June 3, 1997, the Chief Information Officer must review all Board letters prior to being placed on a Board agenda.

RESPONSIBLE DEPARTMENT

Internal Services Department
Auditor-Controller

DATE ISSUED/SUNSET DATE

Issue Date: April 3, 1990 Sunset Date: April 3, 2003

Policy #:	Title:	Effective Date:	Page:
6.020	Chief Information Office Board Letter Approval	06/03/97	1 of 2

PURPOSE

Achieves maximum integration and efficiency in the implementation of information management systems. Over the years, County departments and the Courts have initiated or modified information systems to increase efficiency within their operations. It is therefore, essential for the Chief Information Officer to review all requests from County departments and Courts for the purpose of ensuring continuity Countywide.

REFERENCE

June 3, 1997 Board Order, Synopsis 104
June 5, 1997 Chief Administrative Office Memorandum, "Review of Automation-Related Board Letter by Chief Information Officer"
June 24, 1997 Chief Administrative Officer and Chief Information Officer Joint Signature Memorandum, "Chief Information Officer Review of Automation/Communications-Related Acquisitions and Services"

POLICY

The Chief Information Officer, prior to placement on the Board Agenda, must review all requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of an automated system.

In addition, the June 24, 1997 memo expanded the existing policy to require department heads to also obtain Chief Information Officer review and approval on *all* purchases or consultant agreements for automation/communications-related equipment or services prior to finalizing such acquisitions or agreements.

RESPONSIBLE DEPARTMENT

Chief Information Office

DATE ISSUED/SUNSET DATE

Issue Date: June 3, 1997 Sunset Date: June 3, 2001