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BI-MONTHLY REPORTS

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JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

February 2, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

BOARD MOTION OF NOVEMBER 24, 2016, ITEM NO. 16 - COUNTY DATA CENTER LEASE – BI-MONTHLY REPORT NO. 1

Background

On November 24, 2015, your Board instructed the Director of Internal Services and the Chief Information Office to prepare bi-monthly reports on the progress of the build-out and preparations for the new County data center to ensure occupancy by the fourth Quarter of Fiscal Year (FY) 2016-17.

Summary

The project is on schedule. Gartner Inc. has been selected to assist the County with the due diligence and competitive selection of the County Data Center provider.

Accomplishments of the Current Reporting Period

1. Completed the Statement of Work for the Gartner, Inc. consulting engagement.
2. CEO, ISD and CIO agreed on the method of qualification and competitive solicitation for a data center co-location lease.
3. Conducted project kickoff and identified core stakeholders from each organization.

4. By February 5, 2016, CEO will execute a \$225K consulting engagement, with \$60K contingency, with Gartner Inc. Gartner will work with the CEO, ISD and CIO over the next 16 weeks to prepare the Enterprise Data Center solicitation document that will be issued to commercial data center providers, seeking a 10-15 year contract term, with the flexibility to increase or decrease capacity at specific points in the contract.

Planned Action for the Next Reporting Period

Finalize capacity projections and technical requirements.

Prepare and issue a Request for Information to commercial data center providers in Los Angeles County and complete the initial qualification process.

Project Timeline

05/31/2016 – Complete selection/award process

08/31/2016 – Complete negotiation/contracting process

04/01/2017 – Begin Occupancy of the County Data Center

12/31/2017 – Complete Decommissioning of the Downey Data Center

If you have any questions please contact me at (323) 267-2103 or your staff may contact Jac Fagundo of my staff at (562) 940-2903.

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- c: ISD Board Deputies
- Chief Executive Officer
- Chief Operating Officer
- Chief Information Officer
- Executive Office, Board of Supervisors



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"To enrich lives through effective and caring service"

April 5, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 - COUNTY DATA CENTER LEASE – BI-MONTHLY REPORT NO. 2

On November 24, 2015, your Board instructed the Director of Internal Services and the Chief Information Office to prepare bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the fourth quarter of Fiscal Year 2016-17.

Summary

The County Data Center leasing and relocation project is on schedule. Gartner Inc. was selected to assist the County with the competitive selection process of possible Data Center providers.

Accomplishments of the Current Reporting Period (February-March 2016)

1. Completed the Data Center capacity projections and technical requirements.
2. Completed the evaluation criteria and the associated scoring methodology.
3. Identified the evaluation team, comprised of representatives from ISD, CEO, CIO, DPW and Sheriff.
4. Prepared and issued a "Request for Information" to commercial data center providers in Los Angeles County. The solicitation closes on April 15, 2016.

Each Supervisor
April 5, 2016
Page 2

Planned Action for the Next Reporting Period (April-May 2016)

Evaluate and score the solicitation responses.
Perform selected site walk-through(s) and solicitation response validation.
Prepare and present selection recommendation for Board approval.

Project Timeline

05/31/2016 – Complete selection/award process
08/31/2016 – Complete negotiation/contracting process
04/01/2017 – Begin Occupancy of the County Data Center
12/31/2017 – Complete decommissioning of the Downey Data Center

If you have any questions please contact me at (323) 267-2103 or your staff may contact Jac Fagundo at (562) 940-2903, via email jfagundo@isd.lacounty.gov.

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c: ISD Board Deputies
Chief Executive Officer
Chief Operating Officer
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Acting Chief Information Officer



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"To enrich lives through effective and caring service"

June 1, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 - COUNTY DATA CENTER LEASE – BI-MONTHLY REPORT NO. 3

On November 24, 2015, your Board instructed the Director of Internal Services and the Chief Information Office to prepare bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the fourth quarter of Fiscal Year 2016-17.

Summary

The County Data Center relocation project is on schedule. Gartner Inc. continues to assist the County with the evaluation of responses from potential Data Center providers.

Accomplishments of the Current Reporting Period (April-May 2016)

1. Received, evaluated, and scored solicitation responses from Data Center providers.
2. Perform Data Center site walk-throughs and solicitation response validations.
3. Requested follow-up vendor clarifications.
4. Evaluated vendor follow-up responses.

Honorable Board of Supervisors
June 1, 2016
Page 2

Planned Action for the Next Reporting Period (June-July 2016)

Conduct legal and business negotiations.
Make final selection vendor recommendation.
Prepare selection recommendation for Board approval.
Present recommendation to Board Deputies.

Project Timeline

6/31/2016 – Complete selection/award process
8/31/2016 – Complete negotiation/contracting process
4/1/2017 – Begin Occupancy of the County Data Center
12/31/2017 – Complete decommissioning of the Downey Data Center

If you have any questions, please contact me at (323) 267-2103 or your staff may contact Jac Fagundo at (562) 940-2903, via email jfagundo@isd.lacounty.gov.

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c: ISD Board Deputies
Chief Executive Officer
Chief Operating Officer
Acting Chief Information Officer
Executive Office, Board of Supervisors



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Chief Deputy Director

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"To enrich lives through effective and caring service"

July 14, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

BOARD MOTION OF NOVEMBER 24, 2015, AGENDA ITEM 16 - QUARTERLY REPORT ON DECOMMISSIONING OF THE DOWNEY DATA CENTER AND SEMI-ANNUAL REPORT ON THE MIGRATION OF DEPARTMENTAL DATA CENTERS.

Background

On November 24, 2015 your board directed the Chief Executive Officer to proceed with a recommended lease approach for the new consolidated data center, and instructed the Director of Internal Services and the Chief Information Officer to report back to the Board on the following:

1. Bi-monthly reports on the progress of the build-out and preparations for the new County data center to ensure occupancy by the 4th Quarter of Fiscal Year (FY) 2016 – 2017.
2. Quarterly progress reports on the decommissioning of the current data center in Downey to allow for transfer and transition to the new Los Angeles County data center by the 2nd Quarter of FY 2017- 2018.
3. Semi-annual progress reports on the migration of Departmental data centers to the new County data center to ensure completion by the 3rd Quarter of FY 2020 – 2021.

Bi-monthly reports have been submitted as requested, with the next one due August 1, 2016. That report will provide an update on the progress of lease negotiations

and planning efforts on preparing the new facility for occupancy. This report addresses items two and three above.

Progress on Plans to Decommission the Downey Data Center

Initial planning discussions have begun within ISD technical and operations teams regarding the scope, inventory and timing of relocation out of the Downey data center. This will include acquisition of equipment needed to commence occupation of the planned leased facility, redesign and relocation of the Wide Area Network to accommodate optimum connectivity to the new facility, relocation of some existing computing and storage equipment and related changes to operations processes to allow remote operations of the new data center.

In parallel, planning efforts have begun for the physical decommissioning of the data center.

This task is expected to be completed by December 2017.

Progress on Plans to Migrate Departmental Data Centers

The subject of data center consolidation has been discussed with departmental CIOs at the CIO Council meetings, and the Enterprise Data Center Steering Committee (EDCSC) has been established to provide ongoing data center governance. The EDCSC will work with departments to develop a schedule of targeted data centers for consolidation, and an update will be provided in the next semi-annual report.

If you have any questions regarding these matters, please contact me at (323) 267-2103, via email at dchittenden@isd.lacounty.gov or Peter Loo, Acting Chief Information Officer at 213 253-5600, via email ploo@ceo.lacounty.gov.

DC:DW:sg

c: ISD Deputies
 Chief Executive Officer
 Chief Operating Officer
 Acting Chief Information Officer
 Executive Office, Board of Supervisors



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"To enrich lives through effective and caring service"

August 1, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

**BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 - COUNTY DATA CENTER LEASE
– BI-MONTHLY REPORT NO. 4**

On November 24, 2015, your Board instructed the Director of Internal Services and the Chief Information Office to prepare bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the fourth quarter of Fiscal Year 2016-17.

Summary

The County Data Center relocation project is on schedule. Gartner Inc. has been selected to assist the County with the competitive selection process of possible Data Center providers.

Accomplishments of the Current Reporting Period (June-July 2016)

1. Began legal and business negotiations with the selected vendor.
2. Requested follow-up vendor clarifications.
3. Evaluated vendor follow-up responses.

Planned Action for the Next Reporting Period (August-September 2016)

- Conclude legal and business negotiations.
- Make final selection vendor recommendation.
- Prepare selection recommendation for Board approval.
- Present recommendation to Board Deputies.
- Present recommendation for Board approval.

Each Supervisors
August 1, 2016
Page 2

Project Timeline

6/31/2016 – Complete selection/award process
8/31/2016 – Complete negotiation/contracting process
4/1/2017 – Begin Occupancy of the County Data Center
12/31/2017 – Complete decommissioning of the Downey Data Center

Data Center Migration Preparation Activities

11/1/2016 - Discovery, Assess, Strategy and Roadmap

- Establish Roles, Responsibilities & Governance
- Develop Stakeholder Identification/Communication
- Identify Operational and Service Delivery Requirements

04/01/2017 - Migration Planning and Design

- Complete application dependency analysis
- Complete data migration design
- Complete target site preparation plan
- Complete asset acquisition and disposition plan

12/31/2017 – Data Center Deployment and Migration

- Provision space, power, cooling, network
- Complete network deployment and latency testing
- Test and simulate application moves and back-out plans with stakeholders
- Complete application migrations
- Decommission of Downey Data Center

If you have any questions, please contact me at (323) 267-2103, via email dchittenden@isd.lacounty.gov or your staff may contact Jac Fagundo at (562) 940-2903, via email jfagundo@isd.lacounty.gov.

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c: ISD Board Deputies
Chief Executive Officer
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INTERNAL SERVICES DEPARTMENT

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DAVE CHITTENDEN
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"To enrich lives through effective and caring service"

October 6, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Dave Chittenden
Chief Deputy Director

**BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 - COUNTY DATA CENTER
LEASE BI-MONTHLY REPORT NO. 5**

On November 24, 2015, your Board instructed the Director of Internal Services Department (ISD) and the Chief Information Office (CIO) to prepare bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the fourth quarter of fiscal year (FY) 2016-17.

ISD, working in concert with the Chief Executive Office – Real Estate Division (CEO-RED), and designated staff from the CEO – Chief Information Office continue to make progress in keeping the County Data Center relocation project on schedule.

Acquisition Progress

Based on their extensive experience in working with the County to assess its data center needs, the CEO-RED enlisted Gartner, Inc. to assist the County with the competitive selection process of possible co-location Data Center providers, which resulted in a recommended leasing vendor, based on ranking.

The highest ranked vendor was then invited to participate in negotiating legal and business requirements with the County. The negotiations were completed, and recommendations were presented at the Operations Cluster meeting on October 15, 2016, in preparation to calendar for the October 11, 2016 Board agenda.

Each Supervisor
October 6, 2016
Page 2

Next Steps/Reporting Period

If approved by your Board, the next steps aimed at occupancy beginning March 1, 2017 will be:

- Engage Gartner consulting services to assist with planning efforts.
- Equipment rack, power distribution and cabling design and acquisition.
- Computing, storage and networking equipment solicitations
- Communications circuit ordering, network deployment and latency testing
- Migration design and planning for the Downey Data Center equipment and applications.
- Decommissioning the Downey Data Center

If you have any questions, please contact me at (323) 267-2103, via email dchittenden@isd.lacounty.gov or your staff may contact Jac Fagundo at (562) 940-2903, via email jfagundo@isd.lacounty.gov.

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SCOTT MINNIX
Director

County of Los Angeles
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"To enrich lives through effective and caring service"

December 1, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Scott Minnix 
Director

BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 - COUNTY DATA CENTER LEASE BI-MONTHLY REPORT NO. 6

On November 24, 2015, your Board instructed the Director of Internal Services Department (ISD) and the Chief Information Office (CIO) to prepare bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the fourth quarter of fiscal year (FY) 2016-17.

ISD, working in concert with the Chief Executive Office/Real Estate Division (CEO-RED), and designated staff from the CEO/Chief Information Office, continue to make progress in keeping the County Data Center relocation project on schedule, with the target of completing the migration from and decommissioning of the Downey Data Center by December 2017.

Acquisition Progress

The CEO-RED recommendation to enter into a lease agreement with T5 Datacenters was presented and approved at the October 11, 2016 Board meeting.

The following milestones were completed during this reporting period:

- CEO-RED finalized and entered into a lease contract with T5 Data Centers.
- ISD has placed orders for telecommunication circuits to connect the new Enterprise Data Center to the County's network and local recovery center in

Santa Ana. These telecommunication circuits are to be functional no later than mid-February 2017.

- ISD has completed the physical infrastructure (equipment rack, power distribution and cabling) design.
- ISD has started the solicitation process to acquire the above physical infrastructure which is scheduled to be installed and functional no later than mid-February 2017.
- ISD has started the solicitation process to acquire the data center network equipment to be delivered and installed beginning in March 2017.
- ISD and the CIO have initiated discussions with the Enterprise Data Center Steering Committee to begin planning efforts to decommission and migrate departmental data centers.

Next Steps

The next steps aimed at occupancy beginning March 1, 2017 will be:

- Engage Gartner consulting services to assist with planning efforts.
- Equipment rack, power distribution and cabling acquisition.
- Computing, storage and networking equipment solicitations.
- Communications network deployment and latency testing.
- Migration design and planning for the Downey Data Center equipment and applications.

If you have any questions, please contact Dave Chittenden at (323) 267-2103, via email dchittenden@isd.lacounty.gov or your staff may contact Jac Fagundo at (562) 940-2903, via email jfagundo@isd.lacounty.gov.

SM:DC:DW:JF:sg

c: ISD Board Deputies
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Chief Operating Officer
Chief Information Officer
Executive Office, Board of Supervisors



SACHI A. HAMAI
Chief Executive Officer

FESIA DAVENPORT
Director, Strategic Integration Branch

PETER LOO
Acting Chief Information Officer

County of Los Angeles
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Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

December 28, 2016

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Hilda L. Solis
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Peter Loo 
Acting Chief Information Officer

BOARD MOTION OF NOVEMBER 24, 2015, ITEM NO. 16 – COUNTY DATA CENTER LEASE – SEMI-ANNUAL REPORT NO. 1

On November 24, 2015, your Board instructed the Director of Internal Services and the Chief Information Officer to prepare:

- Bi-monthly reports on the progress of the build-out and preparations for the new County Data Center to ensure occupancy by the Fourth Quarter of Fiscal Year (FY) 2016-17;
- Quarterly progress reports on the decommissioning of the current Data Center in Downey to allow the transition to the new County Los Angeles (County) Data Center by the Second Quarter of FY 2017-18; and
- Semi-annual progress reports on the migration of Departmental Data Centers to the new County Data Center to ensure completion by the Third Quarter of FY 2020-21.

Over the past 11 months, the Internal Services Department (ISD) has submitted the bi-monthly and quarterly progress reports respectively. This semi-annual report focuses on the activities related to the migration of departmental Data Centers to the new County Data Center.

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Accomplishments during the Current Reporting Period

1. In conjunction with the Enterprise Data Center Steering Committee and selected departments, a cost model began developing with the required components, to facilitate the 10-year cost comparison between the cost for departments to compute locally and the costs to compute centrally. This cost model will include projected department Data Center improvements, estimated power costs, projected department growth, hardware investments, software licensing, and projected ISD rates to compute at the enterprise Data Center.
2. Initiated discussions with CEO Budget regarding the one-time and ongoing central funding required and address any anticipated funding gap that departments will face between computing locally and at the enterprise Data Center.
3. Begin developing criteria to prioritize the migrations of departmental Data Centers to the enterprise Data Center. Some of the criteria will include: Time since last technology refresh, condition of the current department Data Centers based on physical assessments, number of mission critical applications hosted at the data center, business cycles, availability of technical resources, and each department willing to be early adopters.
4. In conjunction with ISD, the CIO Council, the Leadership Committee, and the Enterprise Data Center Steering Committee met to inform departments regarding the lease agreement of the new Data Center, the high level schedule to populate the new Data Center, the technical architecture, and the service description associated with the County's eCloud.
5. In conjunction with ISD in preparation for the Downey Data Center migration, CIO is working with County Counsel to migrate approximately 50 percent of the workloads from County Counsel's Data Center over to the Downey data center.

Planned Action for the Next Reporting Period

1. Complete the development of the cost model to facilitate the 10-year comparison between the cost for departments to compute locally and centrally, and have departments begin gathering the necessary data. This will be the basis for identifying the funding gap for each department.
2. Using the funding gap data, continue discussions with CEO Budget regarding the one-time and ongoing central funding required for each department. This will be used for budget forecasting.

3. Complete the development of the criteria to prioritize the migrations of departmental Data Centers, validate the criteria with the Enterprise Data Center Steering Committee, and develop a migration plan to centralize most of the County's departmental Data Centers.
4. Continue working with ISD to inform departments of the new technology and capabilities of the new Data Center to facilitate centralization.

If you have any questions, please contact me at (213) 253-5627 or your staff may contact Henry Balta at (213) 253-5622 or hbalta@cio.lacounty.gov.

PL:HB:pa

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c: IT Board Deputies
Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Director, ISD
Chief Deputy Director, ISD