



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

SACHI A. HAMAI
Chief Executive Officer

DATE: January 24, 2019
TIME: 1:00 p.m. – 2:30 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Two (2) minutes are allowed for each item.

1. **Call to order / Introductions – Mark Baucum/Gevork Simdjian**
2. **Public Comment**
(2 minutes each speaker)
3. **INFORMATIONAL ITEM(S):**
(5 minutes total) [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices]:
 - A) Board Letter:
APPROVAL TO INCREASE THE LIMIT OF INCIDENTAL EXPENSES
ISD – Mike Willis, Departmental Finance Manager III
 - B) Board memo:
INTENT TO NEGOTIATE A SUCCESSOR SOLE SOURCE AGREEMENT
WITH PHILIPS HEALTHCARE
DHS – Kathy Hanks, Contracts Director
5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

(5 minutes)

- A) Board Letter:
AMENDMENT NO. 7 TO eCAPS CONTRACT WITH CGI
A-C – John Naimo, Director or designee

- B) Board Memo:
INTENT FOR A SOLE SOURCE AMENDMENT FOR MAINTENANCE AND
SUPPORT OF THE JAIL INFORMATION MANAGEMENT SYSTEM
LASD – Dean Gialamas, Manager

- C) Board Letter:
DEVELOPMENT AGREEMENT AND GROUND LEASE WITH SEED
FOUNDATION, INC. AND/OR ITS SUBSIDIARIES OR AFFILIATES FOR
THE DEVELOPMENT OF THE SEED LOS ANGELES SCHOOL
CEO SIB – Fesia Davenport, Asst. CEO

- D) Board Letter:
CHIEF EXECUTIVE OFFICE RISK MANAGEMENT ANNUAL REPORT,
FY 2017-18
CEO RM – Steven Robles, Senior Manager

- E) Board Memo:
SOLE SOURCE WITH AUTOMON FOR JUVENILE ASSESSMENT
INTERVENTION SYSTEMS
Probation – Jim Green, Manager

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	1/24/2019	
BOARD MEETING	2/12/2019	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Internal Services	
SUBJECT	Approval to Increase the Limit of Incidental Expenses	
PROGRAM	ISD Operating Budget	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	None	
COST & FUNDING	Total cost: \$25,000	Funding source: ISD Operating Budget
	TERMS (if applicable): N/A	
	Explanation:	
PURPOSE OF REQUEST	ISD is requesting approval to exceed the incidental expense per occurrence limit of \$500 and to increase the annual limit from \$5,000 to \$25,000 per year to cover the costs of official County business, meetings, and events/programs that support the Department's mission.	
BACKGROUND (include internal/external issues that may exist)	On April 24, 2001, the Board of Supervisors approved an ordinance to add Section 5.40.097 to the County Code, which permits departments to incur incidental expenses for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditures exceeding the \$500 per occurrence must be approved in advance by the Chairperson of the Board and any expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item. ISD is requesting an approval to exceed the limits to enhance our employee appreciation efforts, strengthen our workforce through recruitment/retention and training/development, and conduct community outreach vendor fairs to increase the number of qualified vendors under our master agreements.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> • Mike Willis, Departmental Finance Manager III, (323) 267-3421, mwillis@isd.lacounty.gov 	



SCOTT MINNIX
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

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

"Trusted Partner and Provider of Choice"

February 12, 2019

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:

**APPROVAL TO INCREASE THE LIMIT OF INCIDENTAL EXPENSES
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

The Internal Services Department is requesting approval to exceed the incidental expense per occurrence limit of \$500 and to increase the annual limit from \$5,000 to \$25,000 per year to cover the costs of official County business, meetings, and events/programs that support the Department's mission.

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of Internal Services Department (ISD) to incur incidental expenses above the annual sum of \$5,000, as outlined in Section 5.40.097 of the County Code by \$20,000, bringing its total limit to \$25,000 annually, and exceed the occurrence limit of \$500.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow ISD to enhance our employee appreciation efforts. Currently, ISD holds an Employee Appreciation Day at our two main facilities (Headquarters in Los Angeles and Downey) once a year. However, ISD staff in other outlying areas are not able to participate. ISD plans to increase the number of events at both headquarters and outlying facilities where ISD employees work to show support and appreciation to all our employees.

In addition, ISD is committed to investing in strengthening its workforce through recruitment/retention, training/development, employee wellness programs, and conducting annual all hands meetings. Finally, ISD is planning several community outreach vendor fairs to register new companies to do business with the County as well as increase the number of qualified vendors under our master agreements.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with the County's Strategic Plan, Strategy III.1, Continually Pursue Development of our Workforce, Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, and Strategy III.4, Engage and Share Information with Our Customers, Communities, and Partners. This action is also consistent with ISD's Strategic Goals: Goal 1, Partner with our Customers to Enable Their Success and Goal 2, Foster an Organization of Passionate and Empowered Public Servants to Make a Meaningful Difference.

FISCAL IMPACT/FINANCING

The increased incidental expenses limit will cover food, beverages, materials, supplies and other costs associated with the planned events. Sufficient funding is included in ISD's Fiscal Year 2018-19 Budget and no additional net County cost is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 5.40.097 of the County Code permits departments to incur incidental expenses for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditures exceeding the \$500 per occurrence must be approved in advance by the Chairperson of the Board and any expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of this recommended action will enable ISD to incur incidental expenses for various departmental meetings, events/program, and community outreach to support the Department's mission.

CONCLUSION

Upon approval by the Board, it is requested that the Executive Office, Board of Supervisors return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

SCOTT MINNIX
Director

Honorable Board of Supervisors
February 12, 2019
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SM:SH:jmw

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

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	1/24/2019	
BOARD MEETING	11/5/2019	
SUPERVISORIAL DISTRICT AFFECTED	All Districts	
DEPARTMENT	Department of Health Services (DHS)	
SUBJECT	Advanced notification of intent to negotiate a successor sole source agreement to Agreement No. H-701585 (Agreement) with Philips Healthcare (Philips)	
PROGRAM		
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Philips is the Original Equipment Manufacturer (OEM) and sole provider of maintenance services and parts for its proprietary equipment. Only Philips technicians are certified to provide necessary maintenance and repair services in accordance with OEM standards and to meet requirements by The Joint Commission, as Philips does not provide training to third party vendors.	
DEADLINES/ TIME CONSTRAINTS	The current Agreement expires on December 31, 2019. Consistent with the Sole Source Board Policy, DHS intends to proceed with negotiation of a successor agreement with Philips, if no objection is received from the Board within two weeks. DHS will return to the Board for approval.	
COST & FUNDING	Total cost: TBD: Pending Negotiations	Funding source: Pending Negotiations
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	This is to provide the Board of Supervisors (Board) with advanced notification of DHS' intent to negotiate a successor agreement to the existing sole source Agreement with Philips to continue maintenance and repair services for various medical equipment. Board Policy No. 5.100 requires written notice of a department's intent to enter into sole source negotiations for a Board-approved agreement at least six (6) months prior to initiating sole source negotiations.	
BACKGROUND (include internal/external issues that may exist)	Philips provides maintenance and repair services for various types of medical equipment throughout DHS facilities and for the Department of Medical Examiner-Coroner (MEC). Philips currently maintains and services over 2,900 pieces of DHS medical equipment, including equipment for patient monitoring, radiology, imaging, and cardiology, and two (2) X-ray machines for MEC. DHS has standardized on Philips for patient monitors across the enterprise. The patient monitors are used throughout DHS facilities to help staff enhance patient care and improve clinical performances by identifying patients in need, supporting caregivers on the go, consolidating patient information, and providing ongoing support for staff. DHS has also made a significant investment in Philips radiology and imaging equipment such as X-ray, ultrasound,	

	and position emission tomography/computed tomography (PET/CT) scanners that are used in various DHS facilities to examine, diagnose, and assist with medical procedures. Philips assists facilities in managing medical equipment, schedules preventive maintenance and repair, and generates compliance reports required by The Joint Commission.
DEPARTMENTAL AND OTHER CONTACTS	Kathy Hanks, Director, Contracts and Grants Division, (213) 288-7819, khanks@dhs.lacounty.gov

TBD

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

FROM: Christina R. Ghaly, M.D.
Director

SUBJECT: **ADVANCE NOTIFICATION OF INTENT TO NEGOTIATE A
SUCCESSOR SOLE SOURCE AGREEMENT TO AGREEMENT NO. H-
701585 WITH PHILIPS HEALTHCARE**

This is to provide the Board of Supervisors (Board) with advanced notification of the Department of Health Services' (DHS) intent to negotiate a successor agreement to the existing sole source agreement No. H-701585 (Agreement) with Philips Healthcare (Philips) to continue maintenance and repair services for various medical equipment. Board Policy No. 5.100 requires written notice of a department's intent to enter into sole source negotiations for a Board-approved agreement at least six (6) months prior to initiating sole source negotiations. The current Agreement expires on December 31, 2019.

Background

Philips provides maintenance and repair services for various types of medical equipment throughout DHS facilities and for the Department of Medical Examiner-Coroner (MEC). Philips currently maintains and services over 2,900 pieces of DHS medical equipment, including equipment for patient monitoring, radiology, imaging, and cardiology, and two (2) X-ray machines for MEC.

DHS has standardized on Philips for patient monitors across the enterprise. The patient monitors are used throughout DHS facilities to help staff enhance patient care and improve clinical performances by identifying patients in need, supporting caregivers on the go, consolidating patient information, and providing ongoing support for staff. DHS has also made a significant investment in Philips radiology and imaging equipment such as X-ray, ultrasound, and position emission tomography/computed tomography (PET/CT) scanners that are used in various DHS facilities to examine, diagnose, and assist with medical procedures. Philips assists facilities in managing medical equipment, schedules preventive maintenance and repair, and generates compliance reports required by The Joint Commission.

Justification

Philips is the Original Equipment Manufacturer (OEM) and sole provider of maintenance services and parts for its proprietary equipment. Only Philips technicians are certified to provide necessary maintenance and repair services in accordance with OEM standards and to meet requirements by The Joint Commission, as Philips does not provide training to third party vendors.

The current Agreement has been amended a number of times and DHS believes it's prudent to prepare a successor Agreement to ensure easier contract administration. With a successor Agreement, DHS will be able to continue proper ongoing medical equipment maintenance and repair services for current and future pieces of Philips' medical equipment at its facilities to provide proper patient care, diagnosis, examination, and patient safety.

Conclusion

Consistent with the Sole Source Board policy, I am informing the Board of my intention to proceed with a successor agreement with Philips. If no objection is received from the Board within two weeks, we will proceed with the negotiations for a successor agreement and return to the Board for approval.

If you have any questions or require additional information, please let me know, or your staff may contact Kathy Hanks, Director, Contracts and Grants Division, at (213) 288-7819.

CRG:al

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors