



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

SACHI A. HAMAI  
Chief Executive Officer

**DATE:** September 2, 2020  
**TIME:** 2:00 p.m. – 4:00 p.m.  
**LOCATION:** **TELECONFERENCE CALL-IN NUMBER: (415)655-0001**  
**TELECONFERENCE ID: 927075833**

To join via phone, dial 1(415)655-0001, then press 927075833# , then press # when prompted for attendee number **\*\*IF DIALING IN PLEASE CALL IN AT 1:45 P.M. TO FACILITATE PARTICIPANT CHECK-IN\*\***

**DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE IN THE MEETING.**

**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 – Rick Velasquez/Gevork Simdjian**
2. **INFORMATIONAL ITEM(S):**  
**(5 minutes)**
  - A) Board Letter:  
CONTRACT AMENDMENT WITH MYTHICS, INC. FOR ADDITIONAL PEOPLESOFT FINANCIAL AND SUPPLY CHAIN MANAGEMENT (FSCM) LICENSES AND SERVICES  
LACDA – Douglas Van Gelder, Information Technology Manager
  - B) Board Memo:  
EXISTING SOLE SOURCE CONTRACT EXTENSION WITH SENTINEL OFFENDER SERVICES, LLC  
LASD – Angelo Faiella, Contracts Manager and Lt. Cerda
  - C) Board Memo:  
SOLE SOURCE AMENDMENT TO EXTEND CONTRACT WITH CONDUENT STATE AND LOCAL SOLUTIONS, INC. FOR PARKING CITATION PROCESSING SERVICES  
LASD – Captain Christopher Nee

**CONTINUED ON PAGE 2**

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**  
(2 minutes each speaker)

5. **Adjournment**

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**FUTURE AGENDA TOPICS**

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**CALENDAR LOOKAHEAD:**

PROBATION – NEW SOLE SOURCE WITH TYLER TECHNOLOGIES -  
PSAMS

CEO/SI – APPROVAL OF INFORMATION TECHNOLOGY FUND FOR  
IMPLEMENTATION OF INFORMATION AND REFERRAL SERVICES AND  
LOS ANGELES COUNTY COMMUNITY INFORMATION EXCHANGE

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

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	9/2/2020	
<b>BOARD MEETING</b>	9/15/2020	
<b>DELEGATED AUTHORITY BOARD LETTER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	All Supervisorial Districts	
<b>DEPARTMENT</b>	Los Angeles County Development Authority (LACDA)	
<b>SUBJECT</b>	Contract Amendment with Mythics, Inc. for additional PeopleSoft Financial and Supply Chain Management (FSCM) licenses and services	
<b>PROGRAM</b>	All Programs	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why: This is a proposed increase to the amount of an existing contract, which is required under the terms of the contract, as a result of an increase to the LACDA's annual budget.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The LACDA needs the additional PeopleSoft FSCM enterprise licenses and the applicable support fees in order to comply with the manufacturer Oracle terms of the contract, per Oracle's annual license audit review.	
<b>COST &amp; FUNDING</b>	Total cost: \$902,841	Funding source: The LACDA's Fiscal Year 2020-21, 2021-22, 2022-23 and 2023-24 Operating Budgets.
	TERMS (if applicable): The Contract term is five (5) years, currently in second year of contract.	
	Explanation: No impact on the County General Fund. Funding for the contract is included LACDA's Fiscal Year 2020-21 budget and will be included in future FY budgets.	
<b>PURPOSE OF REQUEST</b>	The additional licenses enable the LACDA to comply with Oracle licensing requirements in order to continue receiving software maintenance support benefits for PeopleSoft products.	
<b>BACKGROUND (include internal/external issues that may exist)</b>	Through a contract approved by the Board in June 2019, Mythics, Inc. provides software support services for Oracle PeopleSoft Human Capital Management (HCM), Financial and Supply Chain Management (FSCM), and Human Resources Management System (HRMS). Oracle performs an annual license compliance audit of the PeopleSoft financial and human resources software used by the LACDA. The financial software licensing is based on annual agency budget size. Because of the increase to the LACDA's annual budget over the past year, a licensing "true-up" was triggered, which exceeds the current contract amount.	
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: Douglas Van Gelder Information Technology Manager (626)586-1727 <a href="mailto:Douglas.VanGelder@lacda.org">Douglas.VanGelder@lacda.org</a>	



September 15, 2020

Honorable Board of Commissioners  
Los Angeles County Development Authority  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**CONTRACT INCREASE FOR MYTHICS, INC  
(ALL DISTRICTS) (3 VOTE)**

**CIO RECOMMENDATION: ( X ) APPROVE**

**SUBJECT**

This letter requests approval of an amendment to a current Contract with Mythics, Inc. (Mythics) for purchase of additional licenses and services to provide a PeopleSoft Financial and Supply Chain Management (FSCM) license for the Los Angeles County Development Authority (LACDA).

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that approval of a Contract with Mythics is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
2. Authorize the Acting Executive Director, or his designee, to execute a Contract Amendment and all related documents with Mythics for PeopleSoft Technical Support Services and add-on licenses, for the remaining four (4) years of the Contract, at an additional cost of \$820,764, plus \$82,077 in pool dollars for unforeseen costs, increasing the total compensation under the Contract up to \$1,982,375.



700 West Main Street, Alhambra, CA 91801  
Tel: (626) 262-4511 TDD: (626) 943-3898



Acting Executive Director: Emilio Salas  
Commissioners: Hilda L. Solis, Mark Ridley-Thomas, Sheila Kuehl, Janice Hahn, Kathryn Barger

3. Authorize the Acting Executive Director to incorporate up to \$274,455 of program funds for the second year of the Contract into the LACDA's approved FY 2020-21 budget as needed.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to approve an amendment to the LACDA's Contract with Mythics to incorporate additional PeopleSoft FSCM enterprise licenses and the applicable support fees. The Contract was approved by the Board on June 11, 2019 and executed on July 1, 2019. The Contract is at the beginning of Year 2, which began July 1, 2020. The Contract provides software support services for Oracle PeopleSoft Human Capital Management (HCM), PeopleSoft Financial and Supply Chain Management (FSCM), and PeopleSoft Human Resources Management System (HRMS).

Oracle performs an annual license compliance audit of the PeopleSoft financial and human resources software used by the LACDA. The financial software licensing is based on annual agency budget size. Because of the increase to the LACDA's annual budget over the past year, a licensing "true-up" was triggered. The budget increases are due primarily to funding for the Lead-Based Paint Hazard Mitigation and No Place Like Home programs. The increased licensing costs exceeds the current Contract amount, including pool dollars. It is anticipated that a second increase will be triggered during the next annual audit, based on projected budget increases next year. The associated costs for next year's increase have been forecast and included as part of the proposed Contract Amendment.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The remaining four-year Contract term will include an additional \$820,764 to continue Mythics PeopleSoft FSCM enterprise licenses compliance services, and \$82,077 in pool dollars for unforeseen costs. The LACDA will use up to \$274,455 to be incorporated into the LACDA's approved Fiscal Year 2020-2021 budget for the second year of the Contract. Funds for years three through five will be included through the LACDA's annual budget approval process. The maximum contract amount increase for the remaining four years of the Contract will be \$902,841, including the pool dollars.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Chief Information Office (CIO) has reviewed the Board Letter and recommends approval. The CIO determined that the LACDA's request addresses software licensing compliance and does not constitute a technology-related acquisition of hardware, software, or professional services that would necessitate a formal CIO analysis. The Contract Amendment with Mythics has been reviewed by County Counsel and is attached in substantially final form.

**ENVIRONMENTAL DOCUMENTATION**

The proposed activities are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT SERVICES AND PROJECTS**

The purchase of additional licenses and services from Mythics, Inc. will comply with Oracle licensing requirements and allow Mythics to continue providing PeopleSoft FSCM services. The software will continue to be instrumental in meeting the LACDA's core business requirements for Finance, Human Capital Management and Procurement.

Respectfully submitted,

Reviewed by:

EMILIO SALAS  
Acting Executive Director  
Los Angeles County Development Authority

WILLIAM S. KEHOE  
Chief Information Officer  
County of Los Angeles

ES:KT:mr

Enclosures

**AMENDMENT NO. 1  
TO  
PEOPLESOFT TECHNICAL SUPPORT SERVICES CONTRACT**

**THIS AMENDMENT NO. 1 TO PEOPLE SOFT TECHNICAL SUPPORT SERVICES CONTRACT**, executed on July 1, 2019, ("Contract") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Los Angeles County Development Authority, hereinafter referred to as "LACDA" and Mythics, Inc., hereinafter referred to as "Contractor". The LACDA and Contractor are collectively referred to as the "Parties."

**WITNESSETH THAT:**

**WHEREAS**, on June 11, 2019, the Board of Commissioners ("Board") authorized the Executive Director, or designee, to execute a contract with Contractor to provide Oracle products and services to the LACDA for five (5) years for \$981,394.37;

**WHEREAS**, on June 11, 2019, the Board of Commissioners approved the Executive Director to amend the Contract as necessary;

**WHEREAS**, the Parties wish to amend said Contract to purchase an additional 150 PeopleSoft Financial and Supply Chain Management (FSCM) licenses with associated maintenance costs, and to increase the compensation using Board approved funds by a total of \$820,763.12, increase year two (2) by \$274,454.25, year three (3) by \$327,905.34, year four (4) by \$107,060.55, and year five (5) by \$111,342.98, and additional pool dollars by a total of \$82,076.31 for additional software licenses, support and the ability to allow for unforeseeable increases as needed;

**WHEREAS**, on \_\_\_\_\_, 2020, the Board authorized the Acting Executive Director amend this Contract to increase it by a total of \$820,763.12; and

**WHEREAS**, it is the intent of the Parties hereto to amend the Contract to update certain terms and conditions to the Contract, and to provide for other changes set forth herein.

**NOW, THEREFORE**, in consideration of the mutual undertakings, herein, the Parties hereto agree that said Contract be amended as follows:

1. Section 4, Compensation is amended to read as follows:

The total amount of compensation shall be increased by an additional \$820,763.12 for years two through five under this Contract and pool dollars of \$82,076.31 and shall not exceed One Million Nine Hundred Eighty-Two Thousand Three Hundred Seventy-Three and 24/100 Dollars (\$1,982,373.24), which shall include all related expenses (Contract Sum).

2. Exhibit C, Fee Schedule, is deleted in its entirety, amended, and attached to this amendment as

**EXHIBIT C, FEE SCHEDULE (REVISED JULY 21, 2020)**

3. All other terms and conditions in the Contract shall remain the same and in full force and effect.

**SIGNATURES**

**IN WITNESS, WHEREOF**, the LACDA and the Contractor, through their duly authorized officers, have executed this Amendment No. 1 as of the date first above written.

CONTRACTOR: MYTHICS, INC.

By \_\_\_\_\_  
Deonte J. Watters  
Director Contracts

LOS ANGELES COUNTY DEVELOPMENT  
AUTHORITY

By \_\_\_\_\_  
Emilio Salas  
Acting Executive Director

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

APPROVED AS TO PROGRAM:  
ADMINISTRATIVE SERVICES DIVISION

By \_\_\_\_\_  
Behnaz Tashakorian  
Principal Deputy County Counsel

By \_\_\_\_\_  
Becky Yee  
Acting Director

**EXHIBIT C**

**FEE SCHEDULE FOR  
PEOPLESOFT TECHNICAL SUPPORT SERVICES**

**(REVISED JULY 21, 2020)**

The Contractor shall provide PeopleSoft (PS) Technical Support Services as stated in the Exhibit B, Statement of Work. The Contractor shall be paid in accordance with the below table fee schedule. The license module breakdown for the original units, and revised addon software licenses are noted in Section 2, Yearly 2-5 Fee.

**SECTION 1: YEAR 1 FEE**

Line Item	CSI	Oracle Product Description	License Type	Number of Licenses	Year 1
<b>HCM/FSCM</b>					
1	19591629	PS Enterprise eProcurement	Enterprise \$M in Operating Budget Perpetual	500	\$26,824.84
2	19591629	Micro Focus International Ltd. Net Express COBOL for	Named User	1	\$3,434.22
3	19591629	PS Enterprise Financials	Enterprise \$M in Operating Budget Perpetual	500	\$72,282.74
4	19591629	PS Enterprise Supplier Contract Management	Enterprise \$M in Operating Budget Perpetual	500	\$13,414.92
5	19591629	PS Enterprise Interaction Hub	Enterprise \$M in Operating Budget Perpetual	500	\$7,891.13
6	19591629	PS Enterprise Directory Interface	Employee Perpetual	600	\$454.53
7	19591629	PS Enterprise Purchasing	Enterprise \$M in Operating Budget Perpetual	500	\$14,835.31
8	19591629	PS Enterprise ePerformance	Employee Perpetual	600	\$3,977.13
9	<b>Total</b>				<b>\$143,114.82</b>

**SECTION 2 – YEARS 2-5 YEARLY FEE**

Line Item	Oracle Product Description	License Type	Number of Licenses	Year 2		Year 3		Year 4		Year 5	
HCM/FSCM				Original	Addon	Original	Addon	Original	Addon	Original	Addon
<b>1</b>	<b>PeopleSoft Enterprise eProcurement</b>	E\$MOBP*	500	\$28,305.48		\$29,437.70		\$30,615.21		\$31,839.92	
<b>1a</b>	Addon Licenses		3**		\$44,625.00		\$44,625.00				
<b>1b</b>	Yearly Software Update License & Support		3**		\$9,817.50		\$10,210.20		\$10,618.61		\$11,043.35
	Added Software License Support Increase						\$10,210.20		\$10,618.61		\$11,043.35
<b>2</b>	<b>Micro Focus International Ltd. Net Express COBOL for</b>	Names User	1	\$3,623.10		\$3,768.02		\$3,918.74		\$4,075.49	
<b>2a</b>	Addon Licenses										
<b>2b</b>	Yearly Software Update License & Support										
<b>3</b>	<b>PeopleSoft Enterprise Financials</b>	E\$MOBP*	500	\$76,258.29		\$79,308.62		\$82,480.96		\$85,780.20	
<b>3a</b>	Addon Licenses		3**		\$120,225.00		\$120,225.00				
<b>3b</b>	Yearly Software Update License & Support		3**		\$26,449.50		\$27,507.48		\$28,607.78		\$29,752.09
	Added Software License Support Increase						\$27,507.48		\$28,607.78		\$29,752.09
<b>4</b>	<b>PeopleSoft Enterprise Supplier Contract Management</b>	E\$MOBP	500	\$14,152.74		\$14,718.85		\$15,307.60		\$15,919.90	
<b>4a</b>	Addon Licenses		3**		\$22,312.50		\$22,312.50				
<b>4b</b>	Yearly Software Update License & Support		3**		\$4,908.75		\$5,105.10		\$5,309.30		\$5,521.68
	Added Software License Support Increase						\$5,105.10		\$5,309.30		\$5,521.68
<b>5</b>	<b>PeopleSoft Enterprise Interaction Hub</b>	E\$MOBP*	500	\$8,325.14		\$8,658.15		\$9,004.48		\$9,364.66	
<b>5a</b>	Addon Licenses		3**		N/A						
<b>5b</b>	Yearly Software Update License & Support		3**		N/A						
<b>6</b>	<b>PeopleSoft Enterprise Directory Interface</b>	EP***	600	\$479.53		\$498.71		\$518.66		\$539.41	
<b>6a</b>	Addon Licenses				\$13,125.00		\$13,125.00				
<b>6b</b>	Yearly Software Update License & Support				\$2,887.50		\$3,003.00		\$3,123.12		\$3,248.04
	Added Software License Support Increase						\$3,003.00		\$3,123.12		\$3,248.04
<b>7</b>	<b>PeopleSoft Enterprise Purchasing</b>	E\$MOBP*	500	\$15,651.25		\$16,277.30		\$16,928.39		\$17,605.53	
<b>7a</b>	Addon Licenses		3**		\$24,675.00		\$24,675.00				
<b>7b</b>	Yearly Software Update License & Support		3**		\$5,428.50		\$5,645.64		\$5,871.47		\$6,106.32
	Added Software License Support Increase						\$5,645.64		\$5,871.47		\$6,106.32

<b>8</b>	<b>PeopleSoft Enterprise ePerformance</b>	EP***	600	\$4,195.87		\$4,363.70		\$4,538.25		\$4,719.78	
<b>8a</b>	Addon Licenses				N/A						
<b>8b</b>	Yearly Software Update License & Support				N/A						
<b>9</b>	<b>HCM/FSCM Support &amp; Update Rights Subtotal</b>			<b>\$150,991.40</b>	<b>\$49,491.75</b>	<b>\$157,031.05</b>	<b>\$102,942.84</b>	<b>\$163,312.29</b>	<b>\$107,060.55</b>	<b>\$169,844.89</b>	<b>\$111,342.98</b>
<b>9a</b>	<b>HCM/FSCM License Subtotal</b>				<b>\$224,962.50</b>		<b>\$224,962.50</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>9b</b>	<b>Addon/Update HCM/FSCM Software &amp; License Total</b>				<b>\$274,454.25</b>		<b>\$327,905.34</b>		<b>\$107,060.55</b>		<b>\$111,342.98</b>
<b>9c</b>	<b>Revised HCM/FSCM Total</b>			<b>\$425,445.65</b>		<b>\$484,936.39</b>		<b>\$270,372.84</b>		<b>\$281,187.87</b>	
<b>HRMS</b>											
<b>10</b>	PS Enterprise Benefits Admin. for Public Sec	ECP***	500	\$9,025.16		\$9,386.17		\$9,761.62		\$10,152.08	
<b>11</b>	PS Enterprise Human Resources for Public Sec	ECP***	500	\$10,314.44		\$10,727.02		\$11,156.10		\$11,602.34	
<b>12</b>	PS Enterprise Payroll for Public Sector	ECP***	500	\$10,314.44		\$10,727.02		\$11,156.10		\$11,602.34	
<b>13</b>	PS Enterprise Time and Labor for Public Sect	ECP***	500	\$9,025.16		\$9,386.17		\$9,761.62		\$10,152.08	
<b>14</b>	PS Enterprise Epay	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>15</b>	PS Enterprise Ebenefits	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>16</b>	PS Enterprise Edevelopment	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>17</b>	PS Enterprise Eprofile	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>18</b>	PS Enterprise Ecompensation	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>19</b>	PS Enterprise Erecruit	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
<b>20</b>	<b>HRMS Subtotal</b>			<b>\$46,415.06</b>		<b>\$48,271.66</b>		<b>\$50,202.56</b>		<b>\$52,210.64</b>	
<b>21</b>	<b>HCM/FSCM &amp; HRMS Grand Total</b>			<b>\$197,406.46</b>	<b>\$471,860.71</b>	<b>\$205,302.71</b>	<b>\$533,208.05</b>	<b>\$213,514.85</b>	<b>\$320,575.40</b>	<b>\$222,055.53</b>	<b>\$333,398.51</b>
<b>22</b>	<b>Pool Dollars</b>										<b>\$82,076.31</b>
<b>23</b>	<b>Total Contract Compensation Increase</b>										<b>\$820,763.12</b>
<b>24</b>	<b>Original Board Approval</b>										<b>\$1,079,533.81</b>
<b>25</b>	<b>Revised Contract Total</b>										<b>\$1,982,373.24</b>

\*Enterprise \$M in Operating Budget Perpetual (E\$MOBP)

\*\*Number of Increments (Increment Value: 50)

\*\*\*Employee Count Perpetual (ECP)

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

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	9/2/2020	
<b>BOARD MEETING</b>	N/A	
<b>DELEGATED AUTHORITY BOARD LETTER</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	All	
<b>DEPARTMENT</b>	Sheriff's Department	
<b>SUBJECT</b>	Advance notification of intent to enter into negotiations for a sole source amendment to extend Agreement number 78034 with Sentinel Offender Services, LLC to provide continued Los Angeles County Offender Monitoring System Services	
<b>PROGRAM</b>	Los Angeles County Offender Monitoring System	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why: Sentinel is the sole proprietor of maintenance and support services for the Los Angeles County Offender Monitoring System	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current contract expires March 9, 2021	
<b>COST &amp; FUNDING</b>	Total cost: \$200,000 per year	Funding source: Population Management Bureau AB109 Fund
	TERMS (if applicable): One year with up to 12 additional months in any increment.	
	Explanation: The proposed extension will be procured at zero cost to the County. Cost will be funded through the AB109 Fund.	
<b>PURPOSE OF REQUEST</b>	The continuation of the services will allow the Department to continue to use electronic monitoring to manage cost and risk by releasing eligible offenders from custody and tracking their location. The proposed Amendment will also allow the Department to complete its solicitation process for a successor contract.	
<b>BACKGROUND (include internal/external issues that may exist)</b>	The Board approved contract #78034 on September 10, 2013. The contract had an initial term of three years, plus two additional one-year option periods and one six-month option period. On February 12, 2019 the Board executed Amendment #4 to extend the contract through March 9, 2021.	
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>• Angelo Faiella, (213) 229-3259, <a href="mailto:afaiell@lasd.org">afaiell@lasd.org</a></li> <li>• Lt. Cerda, (213) 893-5885, <a href="mailto:jcerda@lasd.org">jcerda@lasd.org</a></li> </ul>	

September 10, 2020

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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR A  
SOLE SOURCE AMENDMENT TO EXTEND AGREEMENT NUMBER 78034 WITH  
SENTINEL OFFENDER SERVICES, LLC  
TO PROVIDE CONTINUED  
LOS ANGELES COUNTY OFFENDER MONITORING SYSTEM SERVICES**

**SUBJECT**

This letter provides advance notification to the Board, in accordance with Board Policy 5.100, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to Agreement Number 78034 (Agreement) with Sentinel Offender Services, LLC (Sentinel) for continued electronic monitoring services (Services). The estimated annual cost of the proposed Amendment, which will be funded by the Department's AB-109 allocation, is \$200,000.

**PURPOSE**

The current Agreement expires on March 9, 2021. Extending the term of the Agreement for one year, with up to 12 additional months in any increment, at the County's discretion, will allow the Department to continue using electronic monitoring to manage cost and risk by releasing eligible offenders from custody and tracking their location. The Services allow the Department to open up bed space for high-risk inmates to remain in custody while also allowing the Department to complete its solicitation process for a successor contract.

## **BACKGROUND**

On September 9, 2008, the Board instructed the Department and the County's Probation Department (Probation) to serve as correctional co-administrators of the County's electronic monitoring program services.

On February 3, 2009, the Board approved a modification to Agreement Number 76708 between Probation and Sentinel to allow the Department to access Sentinel's services. The Department utilized Agreement 76708 while developing its own solicitation and awaiting approval of the subject Agreement 78034.

On September 10, 2013, the Board approved Agreement Number 78034. The Agreement had an initial term of three years from September 10, 2013, through September 9, 2016, plus two additional one-year option periods and one six-month option period. The Agreement expired on March 9, 2019.

On February 12, 2019, the Board approved Amendment Number Four to extend the Agreement for one year, from March 10, 2019, through March 9, 2020, plus an option term of up to 12 months.

On February 17, 2020, the Sheriff executed Amendment Number Five to exercise the final 12 month option term to extend the term from March 10, 2020, through March 9, 2021.

## **FISCAL IMPACT/FINANCING**

The proposed extension will be procured at zero net cost to the County. The Department will utilize its local AB109 allocation to fund the proposed extension.

## **SOLE SOURCE JUSTIFICATION**

The Los Angeles County Offender Monitoring System (LACOMS) is essential for the Department's Population Management Bureau to fulfill its public safety mission. LACOMS operates under a service-bureau delivery model thereby eliminating the need for contractor-delivered information technology infrastructure requiring maintenance and support services. Instead, Department users access LACOMS via dedicated Internet connection. Sentinel is the sole proprietor of LACOMS services, and Sentinel does not license, certify, or otherwise endorse any third party to provide maintenance or support services to its proprietary technology.

The Honorable Board of Supervisors  
September 10, 2020  
Page 3

The number of inmates released with electronic monitoring has decreased over the past 5 years, in part due to the decrease in percentage of sentence time inmates are required to serve in the County jail system due to overcrowding. In 2019, 347 inmates were released from custody with electronic monitoring. The Department anticipates an increase in the number of inmates eligible for electronic monitoring in 2020 due to the renewal of the Memorandum of Agreement with the Department of Public Health, which will place a larger number of inmates into the Department's Community Transition Unit's alternatives to custody treatment programs.

The Department will complete a solicitation for a successor contract during the extension period.

The Chief Information Office has reviewed and concurs with the Department's approach to extend the current Agreement.

## **CONCLUSION**

Pursuant to Board policy, the Department will proceed with Sole Source negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Assistant Director David Culver, Fiscal Administration Bureau, at (213) 229-3260.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI  
UNDERSHERIFF

TM:TL:VU:vu

(Fiscal Administration Bureau - Contracts Unit)

- c: Board of Supervisors, Justice Deputies  
Celia Zavala, Executive Officer, Board of Supervisors  
Sachi A. Hamai, Chief Executive Officer  
Sheila Williams, Senior Manager, Chief Executive Office (CEO)  
Rene Phillips, Manager, CEO  
Jocelyn Ventilacion, Principal Analyst, CEO  
Anna Petrosyan, Analyst, CEO  
Mary C. Wickham, County Counsel  
Cammy C. DuPont, Principal Deputy County Counsel  
Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit  
Michele Jackson, Principal Deputy County Counsel  
Timothy K. Murakami, Undersheriff  
Jorge A. Valdez, Chief of Staff  
Conrad Meredith, Division Director, Administrative Services Division (ASD)  
Glen C. Joe, Assistant Division Director, ASD  
Brendan J. Corbett, Division Chief, Custody Services Division (CSD)  
Sergio A. Mancilla, Commander, CSD  
Rick Cavataio, Director, Fiscal Administration Bureau (FAB)  
Roel D. Garcia, Captain, Population Management Bureau (PMB)  
Dave Culver, Assistant Director, FAB  
Jim Cerda, Lieutenant, (PMB)  
Angelo Faiella, Manager, Contracts Unit  
Vanessa C. Chow, Sergeant, ASD  
Erica M. Saavedra, Deputy, ASD  
Veronica Urenda, Contract Analyst, Contracts Unit

## SOLE SOURCE CHECKLIST

Department Name: \_\_\_\_\_

New Sole Source Contract

Existing Sole Source Contract      Date Sole Source Contract Approved: \_\_\_\_\_

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b> Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an “ <i>Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.</i> ”
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

\_\_\_\_\_

Chief Executive Office

\_\_\_\_\_

Date

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

<b>OPS CLUSTER AGENDA REVIEW DATE</b>	9/2/2020	
<b>BOARD MEETING</b>	N/A	
<b>DELEGATED AUTHORITY BOARD LETTER</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	All	
<b>DEPARTMENT</b>	Sheriff's Department	
<b>SUBJECT</b>	Advance notification of intent to enter into negotiations for a sole source amendment (Amendment) to extend Contract Number 55301 (Contract) with Conduent State & Local Solutions, Inc. (Conduent) for parking citation processing services (Services).	
<b>PROGRAM</b>	Parking Citation Processing System	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why: This is a sole source Amendment to the existing Contract. This extension will prevent the disruption of Services while the Department completes its solicitation for a successor contract, which is scheduled to be released by the end of 2020.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current contract expires January 18, 2021.	
<b>COST &amp; FUNDING</b>	Total cost: revenue generating	Funding source: The Contract generates approximately \$12 million per year that are distributed as follows: \$25,000, ISD: \$700,000, Beaches and Harbors; and \$11.275 million to pay DMV fees and recover operating costs of the Parking Enforcement Detail Unit. However, due to the COVID-19 pandemic and current moratorium on enforcement of certain parking violations, there is an unforeseeable impact on revenue.
	TERMS (if applicable): One year plus an option for up to six months, in any increment, if needed.	
	Explanation: The County will not incur any Net County Cost during the proposed extension and will continue to generate revenue.	
<b>PURPOSE OF REQUEST</b>	This extension will prevent the disruption of Services while the Department completes its solicitation for a successor contract, which is scheduled to be released by the end of 2020. The subsequent Board letter for the Amendment will include a request to delegate authority to the Sheriff to terminate the Contract with a 30 day notice once the Sheriff's Department completes the solicitation process.	
<b>BACKGROUND (include internal/external issues that may exist)</b>	The Sheriff's Department released a Request for Proposals for the Services on February 26, 2015. Conduent was the only proposer and met all the mandatory qualifications and business requirements. On July 14, 2015, the Board approved and delegated authority to the Sheriff to execute the Contract with Conduent. Conduent will continue to be responsible for processing citations, maintaining citation records, sending notices to violators, and its data sharing relationship with the Department of Motor Vehicles to obtain vehicle ownership information. No issues or concerns	
<b>DEPARTMENTAL AND OTHER CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>• Irma Santana, 213-229-3264, isantan@lasd.org</li> <li>• Captain Christopher Nee, (213) 972-3901, cpnee@lasd.org</li> </ul>	

September 2, 2020

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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS  
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 55301  
WITH CONDUENT STATE & LOCAL SOLUTIONS, INC.  
FOR PARKING CITATION PROCESSING SERVICES**

**SUBJECT**

This letter provides advance notification to the Board, in accordance with Board Policy 5.100, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to Contract Number 55301 (Contract) with Conduent State & Local Solutions, Inc. (Conduent) to continue providing parking citation processing services (Services) to the Department. The Services will enable the Department to continue the collection and processing of parking citations in the unincorporated areas of the County. The Contract is revenue-generating and there is no Net County Cost.

**PURPOSE**

The current Contract expires on January 18, 2021. The Amendment is needed to extend the term of the Contract for one year plus an option for up to six months in any increment, if needed. This extension will prevent the disruption of Services while the Department completes its solicitation for a successor contract, which is scheduled to be released by the end of 2020.

## **BACKGROUND**

On February 26, 2015, the Department released a Request for Proposals (RFP) and sent notification to four vendors via United States Mail and/or e-mail. On April 7, 2015, the solicitation closed. The Department received one proposal from Xerox State and Local Solutions (Xerox). A five-member evaluation team consisting of technical and subject matter experts from the Department and from the Internal Services Department (ISD) reviewed the proposal. The evaluation team determined that Xerox's proposal met all mandatory qualifications and fully satisfied the County's business requirements as identified in the RFP.

On July 14, 2015, the Board approved and authorized the Sheriff to execute Contract Number 55301 with Xerox to provide Services for a term of three years, with two additional one-year extension options, and one six-month extension option. The Contract was amended on July 16, 2018, to effect the Contractor's name change to Conduent.

The Contract was amended on three additional occasions to exercise the option terms and add new County-mandated provisions.

## **FISCAL IMPACT/FINANCING**

The County will not incur any Net County Cost during the term of this Contract. The fees paid to Conduent for its Services will be offset by monies generated from parking citation fines and penalties that Conduent will process for the Department, Internal Services Department (ISD), and Department of Beaches and Harbors (Beaches and Harbors). Parking citations generate approximately \$15 million per year in gross revenue. After the mandated distributions of approximately \$3 million in accordance with Assembly Bill 408 and the California Vehicle Code (CVC) (i.e., Collection Fees, Court Fees, Justice Fees, Special Fees, Handicapped Surcharge, and other surcharges) are made, the net proceeds of approximately \$12 million are further distributed as follows: \$25,000, ISD; \$700,000, Beaches and Harbors, and \$11.275 million to the Department to pay DMV fees and recover operating costs of the Parking Enforcement Detail Unit.

However, due to the COVID-19 pandemic and current moratorium on enforcement of certain parking violations, there is an unforeseeable impact on revenue.

## **SOLE SOURCE JUSTIFICATION**

The Amendment is necessary for the continuation of Services while the Department completes its solicitation and implementation of a replacement contract. Conduent will continue to be responsible for processing citations, maintaining citation records, sending notices to violators, and its data sharing relationship with the Department of Motor Vehicles to obtain vehicle ownership information. Conduent will also continue to be

The Honorable Board of Supervisors  
September 2, 2020  
Page 3

responsible for collecting all cash and check payments, and depositing those payments with the County.

The Services provided by Conduent include enhanced citation payment options that enable violators to make citation penalty payments with credit cards through a website, by using an interactive voice-response telephone system. Conduent will not collect electronic payments or electronic payment data, but will only facilitate the electronic transaction by providing a portal to the County's electronic payment service provider, Fidelity Information Services.

The Chief Information Office has reviewed the Department's Sole Source justification and concurs with this approach.

### **CONCLUSION**

Pursuant to Board policy, the Department will proceed with Sole Source negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Assistant Director David Culver, Fiscal Administration Bureau, at (213) 229-3260.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI  
UNDERSHERIFF

TKM:AM:am

(Fiscal Administration Bureau - Contracts Unit)

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Daniel J. Dyer, Commander, CSD  
Rick Cavataio, Director, Fiscal Administration Bureau (FAB)  
Christopher Nee, Captain, Civil Management Bureau (CMB)  
Dave Culver, Assistant Director, FAB, Contracts Unit  
Irma Santana, Manager, Contracts Unit  
Vanessa C. Chow, Sergeant, ASD  
Sheila Evans, Asst. Staff Analyst, H.S., Parking Enforcement Detail (PED)  
Erica M. Saavedra, Deputy, ASD  
Aloett Martin, Contract Analyst, Contracts Unit

## SOLE SOURCE CHECKLIST

Department Name: \_\_\_\_\_

- New Sole Source Contract
- Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: \_\_\_\_\_

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b> Identify applicable justification and provide documentation for each checked item.
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\_\_\_\_\_

Chief Executive Office

\_\_\_\_\_

Date