



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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**REVISED**

July 19, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

7 JULY 19, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO SUPPORT  
IMPLEMENTATION OF COUNTY COUNSEL'S E-BILLING ENTERPRISE SOLUTION**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Chief Executive Office, Chief Information Office, and Office of County Counsel recommend Board authorization to utilize \$185,000 in Information Technology Fund monies for implementation of an Enterprise E-Billing Solution for the Office of County Counsel.

**JOINT RECOMMENDATION WITH THE CHIEF EXECUTIVE OFFICE, CHIEF  
INFORMATION OFFICE, AND OFFICE OF COUNTY COUNSEL THAT YOUR  
BOARD:**

Approve and authorize the use of \$185,000 from the Information Technology Fund (ITF) to support the implementation of an Enterprise E-Billing Solution (E-Billing Solution) for the Office of the County Counsel (County Counsel) to allow more effective monitoring of case costs, and to develop benchmarks which will permit systematic evaluations of specific legal activities.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

County Counsel serves as attorney for and provides legal advice and representation to the Board of Supervisors, County departments, and other public offices and agencies.

*"To Enrich Lives Through Effective And Caring Service"*

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County Counsel contracts with outside law firms with the expertise to provide professional services to its clients. On average, County Counsel and the third party administrators, Carl Warren and Sedgwick, receive approximately 900 invoices from outside law firms per month. As part of its commitment to providing their clients with the highest quality legal services in the most efficient and cost-effective manner, County Counsel has moved toward automating, standardizing, and streamlining aspects of this invoice process.

County Counsel has selected, through a competitive solicitation process, an Enterprise E-Billing Solution from TyMetrix Inc. (TyMetrix), which provides a platform for the electronic submission, processing, budgeting, and approval of outside law firm and vendor invoices. This E-Billing Solution is a secure, web-based application that will be hosted by TyMetrix.

The E-Billing Solution will standardize and automate the processing of invoices and integrate with the existing Risk Management Information System (RMIS) to provide a more streamlined and efficient invoice management workflow. Additionally, it will help control the County's outside legal costs by allowing County Counsel to more effectively monitor budgets for each law firms' activities and associated costs based on requirements of the case.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the County's Strategic Plan Goal No. 1 (Operational Effectiveness) which is to maximize the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The five-year cost for implementation and provision of the E-Billing Solution is ~~\$2195,000~~ \$2,490,500. This includes \$295,500 for system implementation and ~~\$1899,500~~ \$2,195,000 for system maintenance and operation fees over the five-year period.

The first year cost for implementation, and maintenance and operation of the E-Billing Solution is \$645,500. The requested ITF monies in the amount of \$185,000 will fund a portion of the system implementation costs. The balance will be funded from existing County Counsel funds and the ongoing maintenance will be funded by the County Counsel budget.

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

There are no legal requirements or prohibitions related to this recommended action.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Implementation of the E-Billing Solution will provide the following operational efficiencies:

- Improve case budget/expenditure analysis and reporting;
- Enhance control over outside legal costs through the automated comparison of invoices to budgets;
- Provide data on activities, expenses, staffing, and trends to analyze performance of outside law firms;
- Standardize the invoice process for outside law firms expenses through the use of Uniform Task-Based Management System (UTBMS) codes;
- Automate the entry of outside law firm invoices and validation processes by having the system check for excessive or unauthorized expenses, duplicate invoices, and/or inappropriate coding;
- Streamline the approval of outside law firm invoices by routing and tracking invoices electronically;
- Improve the productivity of County Counsel and third party administrator staff by reducing the time spent on invoicing issues; and
- Provide a self-service portal that allows outside law firms access to invoice review status, thereby, reducing the time spent by both, County Counsel and outside law firms, in verifying invoice status.

### **CONCLUSION**

Your Board's approval of the recommended action will enhance County Counsel's operational efficiency by enabling the Office to utilize new technology to automate existing processes.

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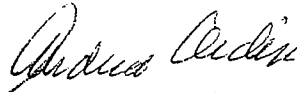
Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



RICHARD SANCHEZ  
Chief Information Officer



ANDREA SHERIDAN ORDIN  
County Counsel

WTF:EFS  
RS:ASO:ef

c: Executive Office, Board of Supervisors  
Auditor-Controller  
Chief Information Office  
County Counsel