



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



October 8, 2024

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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

67 October 8, 2024

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF RETROACTIVE PAYMENT TO AERONAUTICAL RADIO
INCORPORATED FOR ANNUAL MAINTENANCE RENEWAL
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County (County) Sheriff's Department (Department) is requesting the Board to authorize the Internal Services Department (ISD), in its capacity as the County's Purchasing Agent to issue a confirming Purchase Order (PO) to Aeronautical Radio Incorporated (ARINC) in the amount of \$172,000.02.

IT IS RECOMMENDED THAT THE BOARD:

Authorize ISD to proceed with a confirming PO to ARINC for annual maintenance renewals in the amount of \$172,000.02.

PURPOSE/JUSTIFICATION OF RECOMMENDATION

ARINC provided the Department with yearly maintenance support for specialized radios that were installed throughout the Department. This radio network is needed to provide high-frequency radio communications to link remote units of the Department, and to link the Department with state and federal agencies. The benefit of this network is that it is independent and does not require infrastructure such as the Internet, phone lines, or repeater links. This independent functionality is especially important in the case of local or widespread disaster(s) where traditional forms of communication become inoperable.

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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The original PO (PO-SH-17322565-1) was awarded on January 27, 2017, and payment has been current through December 31, 2020.

In December 2020, the Department’s buyer requested an invoice from the vendor for services to be rendered from January 1, 2021, through July 31, 2021. It took several months to obtain a response from ARINC, and an invoice (#21-10071123, amount \$28,000.02) was not received until May 6, 2021. By this time, the Department had already received services without having a PO in place causing a retroactive issue. Because of this retroactive issue, the request for payment was rejected by the Department.

On August 24, 2022, the Department received an invoice (#21-10071129A, amount of \$48,000) for the service period of August 1, 2021, through July 31, 2022. Due to the delinquent status of the previous invoice (#21-10071123), the Department was not approved to make payment for this new invoice.

On October 27, 2023, ARINC provided the Department a single consolidated invoice (#231171835A, amount of \$172,000.02) to cover previous delinquent years and the current year of service.

Service Period	Amount
January 1, 2021 – July 31, 2021	\$28,000.02
August 1, 2021 – July 31, 2022	\$48,000.00
August 1, 2022 – July 31, 2023	\$48,000.00
August 1, 2023 – July 31, 2024	\$48,000.00
Total	\$172,000.02

On March 18, 2024, the Department appeared before the Retroactive Contract Review Committee (RCRC) to discuss the retroactive issue that resulted from the Department obtaining services without having a PO in place. The RCRC reviewed the applicable documentation leading to the retroactive PO and approved the attached Department’s Corrective Action Plan.

Implementation of Strategic Plan Goals

The recommended action supports the County’s Strategic Plan’s North Star III: Realize tomorrow’s government today. Focus Area Goal G. Internal Controls and Processes: Strengthen our internal controls and process while being cognizant of efficiency to continue good stewardship of the public trust and fiscal responsibility.

FISCAL IMPACT/FINANCING

The cost of the confirming PO (\$172,000.02) is accounted for in the Department's Fiscal Year 2024-25 Final Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The services and hardware provided by ARNIC included maintenance support for six installations at six different locations throughout the County.

IMPACT ON CURRENT SERVICES FOR (OR PROJECTS)

Payment of the retroactive amount will ensure all obligated payments in full will be processed and prevent the billing from entering into collections.

CONTRACTING PROCESS

The County Purchasing Agent will process the PO in accordance with the County's Purchasing Policies and Procedures.

CONCLUSION

To avoid future occurrences, Communications and Fleet Management Bureau's (CFMB) purchasing has been and will continue to add all renewals to the maintenance log that tracks renewal dates. The CFMB will work with vendors to ensure the proper receiving and payment of invoices are following County purchasing policies and ensure they are received and processed in a timely manner.

Should you have any questions, please contact Lieutenant Marshall Yelverton, Communications and Fleet Management Bureau, at (323) 881-8002.

Sincerely,



ROBERT G. LUNA
SHERIFF

**RETROACTIVE CONTRACTS REPORTING FORM
CORRECTIVE ACTION PLAN**

**(Los Angeles County Sheriff’s Department – Communications and Fleet Management Bureau. Vendor ARINC)
FY (2023-24)**

ATTACHMENT III

Root Causes	Corrective Action Plan
<p>This maintenance support covers three radios that are installed throughout the Sheriff’s Department (Department). During budget curtailments in March 2020, and continuing into FY 21-22, the Department had a change in administrative personnel in the Communications and Fleet Management Bureau (CFMB) and in the Technology and Support Division (TSD). Under the new administration, CFMB new personnel became aware of the confirming status for invoice #21-10071123, dated May 6, 2021, in the amount of \$28,000.02 for the service period of January 01, 2021-July 31, 2021, and began confirming procedures with TSD.</p> <p>CFMB attempted to pay for an invoice in September of 2022, by creating an RQN, however due to the confirming status of this account, the RQN was rejected and no payment was made.</p> <p>Because of this confirming purchase, subsequent invoices have not been submitted for payment. ARINC was working with the Department, and at this time all services have been turned off.</p> <p>There are currently four invoices that need to be paid including an invoice for service period of August 1, 2023 – July 31, 2024.</p>	<p>To avoid missing fiscal deadlines for renewals in the future,</p> <ol style="list-style-type: none"> 1. CFMB purchasing has added these renewals to the manual maintenance log that tracks renewal dates. Renewals are added to the log when identified during initial procurements. The log will be reviewed and updated regularly throughout the fiscal year (FY). The log will also be referenced at both mid-FY and at the end of each FY to ensure these renewals are procured for the next fiscal year. The billing cycle has been added to CFMB’s maintenance log and is checked by the requesting Unit, CFMB’s Budget Rep., as well as the Technology and Support Division’s Budget Rep. 2. Alerts have been setup via Microsoft’s Outlook calendar function by the operations staff of CFMB to ensure the timely requesting of and paying of invoices is completed. The Department has an email group for the Operations Staff that is updated when personnel are transferred in and out of the unit. This will ensure all personnel within Operations will be notified, even those who are newly assigned to the bureau. 3. The vendor in question has been instructed to send all hard copies of the invoices to the correct address with an “Attention To: CFMB Operations”. In addition, the Department is working with the Contracts units to ensure: <ul style="list-style-type: none"> • An update to the contract, if the Department continues to use the services of this vendor, and for all future contracts. • Contract language is used instructing that all electronic correspondences be sent to the CFMB Operations email group; and • All physical documents be addressed to the Communications and Fleet Management Bureau, attention Operations Staff.

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	<p>A CFMB Operations email reminder has been setup for all of CFMB Operations staff in the event the Department continues with services from ARINC.</p>
<p>Start and completion dates of the Corrective Action Plan</p>	<p>Plan Development</p> <ul style="list-style-type: none"> • Start Date: September 30, 2023. New and existing staff have been instructed on the importance of requesting invoices earlier than needed from all vendors and cancelling services as soon as an invoice goes into confirming status. • The Department will work with new employees as well as existing employees on the importance of receiving invoices in a timely manner. Alerts have been setup for all CFMB employees in increments of 30, 60, 90, and 120 days to ensure the vendor is properly notified of the upcoming invoicing time frame. • Completion Date: Pending final payment to ARINC.
<p>Responsible person for the Corrective Action Plan</p>	<p>David Sum – Captain Marshall Yelverton – Lieutenant Barbara Stroup – OAIII Robert Ahrens – OAI</p>
<p>Lessons learned as a result of the situation</p>	<p>The need to establish stronger monitoring methods to prevent retroactive contract activity. Working with vendors who are late on their billing cycle puts the County and Department in a precarious position. Moving forward if a confirming is anticipated CFMB will not include subsequent year’s services on the confirming, and will instead initiate a separate PO for the current services so that that the current year does not go into confirming status.</p>
<p>How the Corrective Action Plan effectiveness will be measured</p>	<p>ARINC will be paid, taking the current maintenance invoices out of confirming status. LASD is currently weighing the benefits of the product and will decide if they want to continue using the product. The following areas will be measured/tracked to assess the effectiveness of the Corrective Action Plan:</p> <ol style="list-style-type: none"> 1. Timelines

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**(Los Angeles County Sheriff's Department – Communications and Fleet Management Bureau. Vendor ARINC)
FY (2023-24)**

	2. Progress 3. Training
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**Communications and Fleet Management Bureau
FY24-25 Maintenance/License Renewals**

DESCRIPTION	Program Mgr.	Procurement OA	Procurement	AMOUNT BUDGETED	DATE TO START RENEWAL	Follow up Date/Date Approved	Target Date to ISD	Date Submitted to ISD	RENEWAL PERIOD	UNIT	Current PO#	Prior Year PO#	FUNDING SOURCE	COMMENTS
ZETRON	Lt. Yelverton		PO	\$426,707.00	4/1/2024	5/30/2024	6/1/2024		8/1/24 - 7/31/25	OPS		PRDO-SH-24005046	PRAD	5/15/24 RQN Started.
Sierra Wireless Maintenance	Lt. Marion	Rey Guillermo	PO	\$46,321.88	5/1/2024	5/30/2024	6/1/2024		8/1/24 - 7/31/25	MCS / DSB		PO-SH-24005362	CFMB / OMDC	(For Modems in Vehicles) 5/15/24 RQN Started.
Network Innovations Associates	Lt. Furman/ Dep. Elliott	Robert Ahrens	PO	\$70,263.60	4/1/2024	4/15/2024	5/1/2024		7/1/24- 6/30/25	DATA SOL.		PO-SH-24005283	MCEL	Satellite Svc for CFMB & EOB 5/15/24 RQN Started
NI Govt. Services	Lt. Furman/ Dep. Elliott	Robert Ahrens	PO	\$10,181.60	4/1/2024	4/15/2024	5/1/2024		7/1/24- 6/30/25	DATA SOL.	RQN-SH-2500215	PO-SH-24005282	MCEL	MCU Satellite Svc/Bandwidth, 5/15/24 RQN started. Submitted in eCAPS 5/21/24.
SATELLITE PHONE SERVICE	Sgt. Conger	Robert Ahrens	PO	\$89,235.44	4/1/2024	5/1/2024	5/1/2024		7/1/24- 6/30/25	Logistics		PO-SH-24005970	MCEL	5/15/24 RQN started.
MCU SATELLITE SERVICE / BANDWIDTH	Sgt. Conger	Robert Ahrens	DO	\$17,500.71	4/1/2024	5/1/2024	In House	NA	7/1/24- 6/30/25	Logistics		DO-SH-24000092	MGSA	5/15/24 DO started.
NIASAT MCU SATELLITE SERVICE / BANDWIDTH	Sgt. Conger	Robert Ahrens	PO	\$96,416.00	4/1/2024	5/1/2024	5/1/2024		7/1/24- 6/30/25	Logistics		PO-SH-24005283	MCEL	5/15/24 RQN started.
COLT SERVICE AND BANDWIDTH	Sgt. Conger	Robert Ahrens	DO	\$39,876.00	4/1/2024	5/1/2024	In House	NA	7/1/24- 6/30/25	Logistics		DO-SH-24000038	MGSA	5/15/24 DO started.
VESTA Maintenance PSAP Alarm/Training Center	Lt. Yelverton	Rey Guillermo	PO	\$200,474.76	11/1/2024	11/15/2024	12/1/2024		2/18/25- 2/18/26	MCS / DSB		PO-SH-24008963		MDC Handle
Dion & Sons - Diesel	Lt. Furman	Dennis Stanlee	DO	\$24,390.97	4/1/2024	5/1/2024	In House	NA	7/1/24- 6/30/25	FLEET		DO-SH-24000761	PFVH	5/15/24 DO started.
Verizon Cellular Services	Sgt. Conger	Robert Ahrens	Encumbrance	\$3,000,000.00	4/1/2024	5/1/2024	NA	NA	7/1/24- 6/30/25	Logistics	Enc#25C152P	Enc#24C152P	PCELL	Agreement Contract Number: 43282. Board Contract
LEGACY SDN DATA DEVICES	Lt. Yelverton	Robert Ahrens	Encumbrance	\$15,000.00	4/1/2024	5/1/2024	NA	NA	7/1/24- 6/30/25	IT	Enc#25C575P	Enc#24C575P		Agreement Contract Number 78636. Board Contract
				\$4,036,367.96										