



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

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

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P.O. BOX 1460  
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IN REPLY PLEASE  
REFER TO FILE

November 06, 2024

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:

**SERVICE CONTRACT**  
**ADMINISTRATIVE SERVICES CORE SERVICE AREA**  
**AWARD OF CONSULTANT SERVICE AGREEMENT**  
**ON-CALL JOB ANALYSIS STUDY AND RELATED SERVICES**  
**(ALL SUPERVISORIAL DISTRICTS)**  
**(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to award a consultant service agreement to Talogy, LLC, to provide on-call job analysis study and related services on behalf of the County of Los Angeles.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed actions in this Board letter are not a project pursuant to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Award and delegate authority to the Director of Public Works or his designee to execute a consultant service agreement with Talogy, LLC, for on-call job analysis study and related services. The agreement will be for an initial term of 1 year with four 1-year renewal options, if exercised, and will have a not-to-exceed annual agreement amount of \$1,000,000. The consultant service agreement will be subject to the additional extension provisions specified below.
3. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend the agreement expiration dates as necessary to complete those additional services when those additional services are: (1) previously unforeseen, (2) related to a previously assigned scope of work on a given project, and (3) are necessary for the completion of that given project.

4. Delegate authority to the Director of Public Works or his designee to supplement the not-to-exceed annual agreement amount of \$1,000,000 by up to 25 percent of the original agreement amount based on workload requirements.

5. Delegate authority to the Director of Public Works or his designee to administer the agreement and, at the discretion of the Director of Public Works or his designee, exercise the options extending the agreement for the four 1-year extension options based upon project demands and the level of satisfaction with the services provided with no change to the initial not-to-exceed agreement amount; and to suspend/terminate the agreement for convenience if it is in the best interest of the County to do so.

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

The purpose of the recommended action is to award a consultant service agreement to Talogy, LLC, to conduct comprehensive job analyses and related services for the County of Los Angeles in order to meet the hiring needs of Public Works and other County departments.

Public Works requires a job analysis report of job classifications in order to ensure that any recruitment and selection process identifies the most qualified candidates in a fair, competitive manner, while adhering to applicable standards. The job analysis study and resultant data will serve as the foundation for examination plan development and to validate recruitment and selection activities. Public Works is requesting on-call job analysis study and related services to ensure the availability of adequate consultant resources with the appropriate level of training and experience to execute the report on schedule and within budget. The job analysis studies will allow Public Works to hire and fill vacancies throughout the department.

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

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal B, Diverse and Inclusive Workforce, Strategy iii, Top-Rated Workforce, by contracting with the recommended contractor that has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The agreement is for a not-to-exceed annual amount of \$1,000,000 plus a 25 percent supplement for a 1-year term plus four 1-year renewal options, for a maximum potential amount of \$6,250,000 and a maximum potential term of 5 years. When the 25 percent supplement is exercised by Public Works, the Board will be notified.

Total expenditures for these services will not exceed the amount approved by the Board. Sufficient funding for these services is available in the Internal Service Fund (B04 - Services and Supplies) Fiscal Year 2024-25 Budget. Funding to finance the agreement's remaining years and 25 percent supplemental funding will be requested through the annual budget process.

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

A standard consultant service agreement, in the form previously approved by County Counsel, will

be used. The consultant service agreement contains terms and conditions in compliance with the Chief Executive Officer's and the Board's requirements.

The expiration of the consultant service agreement is subject to the following condition: where services for a given project have been authorized in writing by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

Enclosure A reflects the consultant's minority participation and the Community Business Enterprises participation data.

## **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action is an administrative activity of government that will not result in direct or indirect changes to the environment.

## **CONTRACTING PROCESS**

On March 11, 2024, Public Works released a Request for Proposals (RFP). The RFP was advertised on the County's "Doing Business with Los Angeles County" website (Enclosure B), Public Works' "Do Business with Public Works" website, and in the Los Angeles Daily Journal, Los Angeles Sentinel, La Opinión, San Gabriel Valley Tribune, Pasadena Star News, Press Telegram, Santa Monica Daily Press, Daily Breeze, The Signal, and World Journal. Also, Public Works informed 1,575 Local Small Business Enterprises, 169 Social Enterprises, 164 Disabled Veteran Business Enterprises, 847 Community Business Enterprises, and 1,385 Community Based Organizations. Public Works requested the assistance of the Department of Economic Opportunity (DEO) to conduct a focused outreach based on the commodity code of the services being solicited; DEO reached out to 47 vendors about this business opportunity. Ten firms registered on Public Works website for this RFP.

On April 9, 2024, a total of two proposals were received. The evaluation committee, consisting of staff from Public Works and the Department of Human Resources, evaluated the proposals based on criteria described in the RFP, including qualifications and experience, standard services and work plan, references, and price. Based on the evaluation of the proposals, Talogy, LLC, was selected without regard to race, creed, color, or gender.

The selected firm represents the highest-rated firm to provide the required services. Public Works has determined that the firm's proposed rates for performing these services are reasonable. Three-year contracting history for the selected firm is on file with Public Works.

Public Works has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreement. The agreement is exempt from the requirements of Proposition A because these services are required on a part-time and intermittent basis.

The consultant service agreement includes a cost-of-living adjustment provision in accordance with

The Honorable Board of Supervisors

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the Board Policy No. 5.070 - Multi-Year Services Contract Cost-of-Living Adjustments.

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

There will be no negative impact on current County services during the performance of the recommended consultant service agreement since the work is highly technical in nature.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Human Resources Division.

Respectfully submitted,



MARK PESTRELLA, PE

Director

MP:PC:mm

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR  
JOB ANALYSIS STUDY AND RELATED SERVICES**

**SELECTED FIRMS**

|   | <b>Proposer Name (Prime with subcontractors* listed below)<br/>*only subcontractors with Utilization Participation are listed.</b> | <b>Local Small Business Enterprise (LSBE)</b> | <b>Small Business Enterprise (SBE)</b> | <b>Minority</b> | <b>Women-Owned</b> | <b>Disadvantaged Business</b> | <b>Disabled Veteran Business Enterprise</b> | <b>Social Enterprise</b> | <b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business</b> |
|---|--|---|--|-----------------|--------------------|-------------------------------|---|--------------------------|---|
| 1 | <b>Talogy, LLC</b>   |   |  |                 |                    |                               |   |                          |   |
|   | No subcontractors  |   |  |                 |                    |                               |   |                          |   |

**NON-SELECTED FIRMS**

|   | <b>Proposer Name (Prime with subcontractors* listed below)<br/>*only subcontractors with Utilization Participation are listed.</b> | <b>Local Small Business Enterprise (LSBE)</b> | <b>Small Business Enterprise (SBE)</b> | <b>Minority</b> | <b>Women-Owned</b> | <b>Disadvantaged Business</b> | <b>Disabled Veteran Business Enterprise</b> | <b>Social Enterprise</b> | <b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-</b> |
|---|--|---|--|-----------------|--------------------|-------------------------------|---|--------------------------|---|
| 1 | <b>National Testing Network, Inc.</b>  |   |  |                 |                    |                               |   |                          |   |
|   | No subcontractors  |   |  |                 |                    |                               |   |                          |   |

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR  
JOB ANALYSIS STUDY AND RELATED SERVICES**

|                                    |                                |                              |  |  |  |  |  |
|------------------------------------|--------------------------------|------------------------------|--|--|--|--|--|
| <b>FIRM INFORMATION*</b>           |                                | Talogy, LLC                  |  |  |  |  |  |
| <b>BUSINESS STRUCTURE</b>          |                                | LLC                          |  |  |  |  |  |
| <b>CULTURAL/ETHNIC COMPOSITION</b> |                                | <b>NUMBER/% OF OWNERSHIP</b> |  |  |  |  |  |
| <b>OWNERS/PARTNERS</b>             | Black/African American         |                              |  |  |  |  |  |
|                                    | Hispanic/Latino                |                              |  |  |  |  |  |
|                                    | Asian or Pacific Islander      |                              |  |  |  |  |  |
|                                    | Native American                |                              |  |  |  |  |  |
|                                    | Subcontinent Asian             |                              |  |  |  |  |  |
|                                    | White                          |                              |  |  |  |  |  |
|                                    | <i>Female (included above)</i> |                              |  |  |  |  |  |
|                                    |                                | <b>NUMBER</b>                |  |  |  |  |  |
| Total No. of Employees             |                                | 763                          |  |  |  |  |  |
| <b>COUNTY CERTIFICATION</b>        |                                |                              |  |  |  |  |  |
| CBE                                |                                | N/A                          |  |  |  |  |  |
| LSBE                               |                                | N/A                          |  |  |  |  |  |
| <b>OTHER CERTIFYING AGENCY</b>     |                                | N/A                          |  |  |  |  |  |

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

(IF APPLICABLE) \*\*Corporation - A break down of Owners/Partners is not provided.




(/LACoBids/)

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## ⊕ Solicitation Detail

|                             |  |                       |                     |
|-----------------------------|--|-----------------------|---------------------|
| <b>Solicitation Number:</b> | BRC0000503   |                       |                     |
| <b>Title:</b>               | On-Call Job Analysis Study and Related Services  |                       |                     |
| <b>Department:</b>          | Public Works   |                       |                     |
| <b>Bid Type:</b>            | Service  | <b>Bid Amount:</b>    | \$1,000,000.00      |
| <b>Commodity:</b>           | CONSULTING SERVICES - ANALYTICAL STUDIES AND SURVEYS   |                       |                     |
| <b>Description:</b>         | <p><b>**To access the RFP, please visit: <a href="https://pw.lacounty.gov/contracts/opportunities.aspx">https://pw.lacounty.gov/contracts/opportunities.aspx</a>.</b></p> <p>Los Angeles County Public Works is requesting proposals from qualified firms to provide On-Call Job Analysis Study and Related Services for various projects throughout Los Angeles County. Public Works would like to identify and select a qualified Consultant to conduct comprehensive job analyses and related services for Public Works and other County departments while ensuring strict adherence to legal and testing standards. Public Works goal is to be able to meet the hiring needs of our various Divisions by ensuring efficient and timely completion of job analyses based on these established legal and testing standards.</p> <p>A pre-proposal virtual conference to answer questions concerning the project will be held on Wednesday, March 27, 2024, at 2:00 p.m., via Microsoft Teams. Subconsultants are not required to attend. Those who wish to attend must click the link that will be posted on the Public Works website for BRC0000503 to join.</p> <p>Please email questions concerning this project to person listed below. All questions will be responded in a Notice to Proposers (Addenda) and posted on Public Works website: <a href="https://pw.lacounty.gov/contracts/opportunities.aspx">https://pw.lacounty.gov/contracts/opportunities.aspx</a></p> |                       |                     |
| <b>Open Day:</b>            | 3/11/2024  | <b>Close Date:</b>    | 4/9/2024 5:30:00 PM |
| <b>Contact Name:</b>        | Rori Rubio   | <b>Contact Phone:</b> | (626) 458-2584      |

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|------------------------------|--|
| <b>Contact Email:</b>        | rrubio@dpw.lacounty.gov  |
| <b>Last Changed On:</b>      | 3/12/2024 7:50:07 AM   |
| <b>Attachment File (0) :</b> |  <a href="#">Click here to download attachment files.</a> |



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