



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

November 26, 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:

**APPROVAL OF RETROACTIVE PAYMENT TO VASION FOR
ANNUAL LICENSE SUBSCRIPTION
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County (County) Department of Children and Family Services (DCFS) is requesting the Board of Supervisors (Board) to authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to issue a confirming Purchase Order (PO) to Vasion for providing annual license subscription renewal to DCFS.

IT IS RECOMMENDED THAT THE BOARD:

Authorize ISD, as the County's Purchasing Agent, to proceed with the issuance of a confirming PO to Vasion for the annual license subscription renewal in the amount of \$208,795.20.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DCFS has been utilizing the Vasion enterprise document management system since 2022 with annual renewal to digitalize and store court reports and petitions, and electronically file them with the Juvenile Court for court hearings on children under DCFS supervision. DCFS has approximately 20,000 children under the supervision of the Juvenile Court and is required to submit court reports on the status of children, parents and families. The Vasion enterprise document management system allows for automatic e-filing, which saves our Children Social Workers (CSWs) a significant amount of time and effort in submitting court reports and petitions, especially when compared to the lengthy and complicated process of manual filings. In doing so, CSWs are able to spend more meaningful time in the field and engaging the children and families DCFS serves. DCFS staff stationed in various office locations throughout Los Angeles County use the e-filing system.

In an effort to reduce pricing, DCFS engaged the vendor to restructure their pricing model and the annual SaaS subscription price was reduced by \$30,000 (or 13%), from \$238,795.20 to \$208,795.20. This negotiation with the vendor took a great deal of staff time and effort, resulting in the renewal of the license agreement being severely delayed and causing the Department's retroactive issue.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan's North Star 3: Realize tomorrow's government today, and Focus Area Goal E.: Data-Driven Decision Making: Use equity and data to continually assess and strengthen our efficiency and effectiveness, maximize and leverage resources, ensure fiscal responsibility, and hold ourselves accountable.

FISCAL IMPACT/FINANCING

The Department's FY 2024-25 Final Adopted Budget includes sufficient funding to cover the cost of the confirming PO of \$208,795.20.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board Policy 5.300 (Retroactive Contracts) requires the Retroactive Contracts Review Committee (RCRC) review all requests for retroactive contract payments. As authorized under Board Policy 5.300 and Subsection 4.1 of the Implementation Instructions for Retroactive Contracts Review Committee Procedures (Implementation Guidelines), DCFS has determined that the payment to this Contractor is urgent, and we are seeking your Board's approval of the recommended action prior to meeting with the RCRC. As required under the subject Board Policy, DCFS presented this item to its Cluster on November 13, 2024, and was approved to proceed with seeking Board approval of the retroactive issue before meeting with the RCRC. Upon Board approval, DCFS will follow the RCRC procedures. The presentation to the RCRC is anticipated to occur in January 2025, following which DCFS will submit its Board memo notifying the Board of completion of the retroactive review process and provide the Board with its Corrective Action Plan.

As a corrective action, DCFS has implemented an enhanced Agreement Renewal Procedure with more proactive tracking and reporting requirements. DCFS will ensure the prevention of retroactive renewals by developing an automated tracking tool with earlier notifications to the buyers, within 90 days prior to the expiration of the current software/license. In addition, the tool will track all of the major points of the approval process (e.g., submission of the purchase request, executive level sign off and receipt of the purchase order from ISD).

CONTRACTING PROCESS

On October 17, 2024, ISD retroactively executed a confirming PO, effective December 31, 2023, through December 28, 2024, to provide for the renewal, and continued use and availability of the critical enterprise document management system license/software, thereby ensuring DCFS resources are focused on promoting child safety, well-being and permanency.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will ensure the subject license agreement is renewed and will

allow for the continued automated filing of approximately 55,000 court reports and 10,000 court petitions per year. Should the DCFS e-filing system be suspended, DCFS staff will have to be re-trained to complete the arduous task of logging into the Juvenile Court system to manually file each of the court reports and petitions individually. The e-filing system is critical to CSWs in that while complying with the Juvenile Court requirements they spend sufficient time with children and families to ensure their safety and promote well-being and permanency, thereby, achieving DCFS core missions.

CONCLUSION

Upon approval by your Honorable Board, please instruct the Executive Officer of the Board to return the adopted stamped Board to the Department of Children and Family Services.

Respectfully submitted,



BRANDON T. NICHOLS

Director

BTN:LM:CMM:RH

Enclosures

c: Chief Executive Office
Executive Office, Board of Supervisors
County Counsel
Internal Services Department



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"To Enrich Lives Through Effective and Caring Service"

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