



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: July 30, 2025

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Michelle Vega, 5th Supervisorial District

CEO MEETING FACILITATOR: Dardy Chen

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. BOARD MOTION ITEM(S):

SD-2

- MAINTAINING TRANSPARENCY IN BOARD POLICYMAKING THROUGH THE CLUSTER REVIEW PROCESS

SD-3

- LEVELING THE PLAYING FIELD FOR LOCAL ELECTIONS

SD-4

- REPURPOSING THE COUNTY'S EXISTING TORRANCE HEALTH CENTER BUILDING INTO THE "PATHWAY TORRANCE COMMUNITY HEALTH AND WELLNESS CENTER"

4. DISCUSSION ITEM(S):

A) Board Letter:

REQUEST TO APPROVE SOLE SOURCE CONTRACT EXTENSION WITH INTERNATIONAL BUSINESS MACHINES FOR ON-GOING SUPPORT OF THE AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE
DCFS/CIO - Leticia Torres-Ibarra, Administrative Services Division Manager,
Jina Song, Administrative Services Manager,
Patrick Delaney, Senior Information Systems Analyst and
Jerry Fong, Information Technology Manager

5. PRESENTATION ITEM(S):

None.

6. ADJOURNMENT

UPCOMING ITEMS FOR AUGUST 6, 2025:

- A) AUTHORIZE THE INCREASE OF MARRIAGE LICENSES, MARRIAGE CEREMONY AND WITNESS SERVICES FEES
RR/CC - Jerome Jordan, Chief Deputy and
Monique Blakely, Assistant Registrar-Recorder/County Clerk, Recorder

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

MOTION BY SUPERVISOR HOLLY J. MITCHELL

August 12, 2025

Maintaining Transparency in Board Policymaking through the Cluster Review Process

The Los Angeles County (County) Board of Supervisors (Board) is the legislative and executive body for over 10 million residents. The scope and scale of the Board's policymaking authority demand structures that promote deliberate, transparent, and accountable decision-making, particularly when addressing complex, cross-sector issues such as homelessness, mental health, justice reform, and workforce development. Amidst increasing attacks from federal Administration actions, natural disasters, and even the County's own bureaucratic errors, the uncertainty and disruption experienced by our residents compels this Board to provide reassurance about the effectiveness and integrity of County policymaking.

Transparency is important now more than ever to ensure that the public trusts, and can weigh in on, critical decisions affecting their lives. For decades at its weekly Tuesday meeting, the Board regularly approved motions with significant impacts just days after their public posting the previous Friday night (or at most, the previous Wednesday night). This allowed major County actions to be approved with minimal public scrutiny, leaving stakeholders and community scrambling to raise issues and suggest improvements.

This Board recently took the unusual step of holding itself to a higher standard of

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public accountability. Since December 17, 2024, under a pilot adopted by the Board, motions have been filed publicly and presented at policy-area-specific Cluster meetings two weeks prior to being placed (and potentially approved) on the Board agenda. Recognizing that timely Board action is sometimes required by circumstances, the process included a built-in exemption (which Supervisors regularly use) to bypass the process for urgent or emergency matters.

In addition to upholding transparency in the Board policymaking process for the benefit of public trust, the pilot also improved the quality of policymaking. A comprehensive evaluation of the first six months of the pilot by the Executive Officer and Chief Executive Officer (CEO) (issued June 20, 2025)¹ found that introducing motions through Cluster meetings led to several key benefits:

- a. Motion quality improved significantly, with authors voluntarily choosing to revise 53.2% of motions based on Cluster feedback, up from 31.4% in the pre-pilot period.
- b. Departments appreciated earlier access to proposed motions, allowing for better internal planning and identification of implementation concerns.
- c. Interdepartmental collaboration increased, particularly on complex items requiring coordination across multiple agencies.
- d. Public participation and transparency improved in select Clusters, with higher attendance for motions on issues of public concern, such as criminal legal system reform and homelessness.

Moreover, the report noted that in particular, the CEO's office is supportive of the motion cluster process, as it provides an opportunity for them to evaluate motions and provide meaningful feedback. Before this process, the CEO was often asked to provide feedback on motions within 24 hours, which they noted was not conducive to a productive dialogue, especially for motions with a substantial fiscal or operational impact.

At the same time, the report identified several structural and procedural challenges:

- a. Inconsistent scheduling and short notice strained departmental resources and

¹ [Report Back on Adopting a Deliberate Policymaking Structure 1](#)

- limited public awareness.
- b. Lack of clear exemption criteria caused confusion.
- c. Public comment practices varied widely across Clusters, undermining equitable access to engagement.

Unless extended by the Board, this pilot ends in August, returning the Board to its previous policymaking regime with minimal transparency and opportunity for public and stakeholder input. Yet, this cluster review process is needed now more than ever, not only to maintain unprecedented transparency in County policymaking, but also to provide for more deliberative review that ensures motions are well-crafted, resourced, and responsive to operational realities and public needs before final adoption. Taking this urgent step now to reaffirm our commitment allows us to work to clean-up procedural gaps by providing a clear framework for exemptions, standardized public engagement tools, and departmental accountability. The process must also evolve to reflect feedback from departments, stakeholders, and the public by promoting clarity, flexibility, and consistency across policy areas.

I THEREFORE MOVE THAT THE BOARD OF SUPERVISORS:

- 1) Direct the Executive Officer of Board (EO), in consultation with County Counsel, to extend the Cluster Motion Review Process for all substantive Board motions, defined as motions that propose policy, operational, fiscal, or programmatic actions affecting County departments or services, as currently defined in the Rules of the Board, by revising Section 22.1(g). to state that "This Section shall become effective for member motions to be introduced for the January 21, 2025, Board meeting and shall stay in effect until repealed." Further, add the Economic Development Policy Committee as a sixth policy meeting where motions can be presented for the purposes of review by revising Rules of the Board Section 22.1(a) to state, "A policy cluster means one of the following six clusters: (1) Health and Mental Health Services Cluster; (2) Operations Cluster; (3) Public Safety Cluster; (4) Community Services Cluster; (5) Family and Social Service Cluster; and (6) Economic Development Policy Committee.
- 2) Direct the Chief Executive Officer (CEO), in collaboration with EO to continue (a)

facilitating the Cluster Motion Review Process across the five original Cluster meetings (Health and Mental Health Services, Operations, Public Safety, Community Services, and Family and Social Services), and (b) overseeing the coordinated submission, calendaring, and posting of motions.

- 3) Direct the EO and the Director of the Department of Economic Opportunity to facilitate the Cluster Motion Review Process for the Economic Development Policy Committee within an appropriate timeframe that allows for full implementation.
- 4) Direct the EO and CEO to provide a written report to the Board in 12 months summarizing:
 - a) Cluster motion volume and revision rates;
 - b) Public participation metrics;
 - c) Departmental engagement; and
 - d) Operational challenges and recommendations for ongoing improvement.

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MOTION BY SUPERVISOR LINDSEY P. HORVATH

August 12, 2025

Leveling the Playing Field for Local Elections

The influence of money in elections on federal, state and local levels have eroded our democracy and weakened the voice of the people. Efforts to counter this effect have been met with barriers put in place by court rulings, ballot initiatives or state legislation.

One such effort is full public financing of elections. Efforts to create such as system stem from the Watergate scandal of the early 1970s. Several attempts at legislation were introduced in Congress in the late 1970s, the most prominent of which was introduced by Senator William Proxmire (D-WI) and Congressman John B. Anderson (R-IL). Their legislation would have banned all private donations for federal campaigns and instead allocated taxpayer money to candidates who met qualifying thresholds. Supreme Court decisions such as *Buckley v. Valeo*, which established that while contribution limits are constitutional to prevent corruption, expenditure limits are not, as they restrict political speech, complicated matters for reformers.

Currently five charter cities have active public financing systems that amplify the voices of everyday voters and provide candidates with an alternative fundraising system

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to relying on wealthy donors: Berkeley, Long Beach, Los Angeles, Oakland, and San Francisco. Unfortunately, such programs are prohibited in California jurisdictions other than charter cities by the Political Reform Act of 1974 due to a provision enacted by Proposition 73 in 1988. In 2016, the legislature passed, and Governor Jerry Brown signed, SB 1107 (Allen) that would have removed the ban, but the courts ruled the question must be put before the voters

Senate Bill (SB) 42 (Umberg) will provide voters the opportunity to decide on a measure on the November 2026 ballot to remove the current prohibition of public financing of campaigns in California while establishing basic requirements that public financing systems and candidates using public funding must follow to protect taxpayers and maximize the benefit to voters.

SB 42 will give voters the chance to restore control to local governments by placing the California Fair Elections Act on the 2026 ballot to repeal the ban on campaign public financing while requiring that no public moneys be used that are earmarked for education, transportation, or public safety. The measure will require that voluntarily participating public funding candidates must abide by expenditure limits and meet strict criteria to qualify such as requiring that candidates must receive small dollar contributions or vouchers from a specified number of adult residents. It will bar the use of public funds to pay for legal defense, fines, or repayments of personal loans to candidates' campaigns, and will specify that public funding systems shall not discriminate based on party or according to whether a candidate is a challenger or an incumbent.

SB 42 will not create public financing of campaigns or require any government to offer public financing. It will simply remove the ban and allow local governments and the

state the option to enact laws that create programs for public financing of campaigns while requiring basic protections for fairness, accountability, and where the money can come from.

I, THEREFORE MOVE that the Board of Supervisors direct the Chief Executive Office Legislative Affairs and Intergovernmental Relations to support Senate Bill 42 (Umberg), which will place the California Fair Elections Act on the 2026 ballot to repeal the ban on campaign public financing while requiring that no public moneys be used that are earmarked for education, transportation, or public safety, including sending a five-signature letter in support of Senate Bill 42 to Senator Tom Umberg, Assembly Appropriations Chair Buffy Wicks, and the Los Angeles County Legislative Delegation.

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MOTION BY SUPERVISOR JANICE HAHN

AGN. NO.
August 12, 2025

Repurposing the County’s Existing Torrance Health Center building into the “Pathway Torrance Community Health and Wellness Center”

The County of Los Angeles (County) and the City of Torrance (City) propose to renovate the former Los Angeles County Torrance Health Center located at 2300 West Carson Street in Torrance, California (Property). The Property is a two-story, 11,306 gross square foot building that was originally constructed in 1933 in a Spanish Colonial design and was renovated in 2005-06, but the Property has remained vacant until the present time. The County and City are committed to exploring a partnership to utilize the building to provide community services to residents of the City of Torrance and the surrounding area. The proposed project is known as the Pathway Torrance Community Health and Wellness Center Renovation (Pathway Torrance) and would serve as a hub for community wellness services by establishing a new Wellness Community on site. A broad range of integrated services, including space for administrative offices, community gatherings, engagement, a health clinic, and overall wellness support would be provided.

The proposed Pathway Torrance project, if approved, is anticipated to be completed by December 2026. Upon completion, the County proposes to lease the entire building, comprised of approximately 10,072 net square feet of space, to two tenants, the City and Venice Family Clinic, with a separate lease for each of them.

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The City is proposing to lease approximately 2,326 net square feet located on the second floor of the Property for a lease term of 25 years for administrative offices and homeless outreach services. As consideration for occupying the space, the City would pay a below market value rent of \$2,500 per month, which would increase annually in accordance with the Consumer Price Index on the lease anniversary date for the remainder of the lease term. Additionally, at its sole cost and expense, the City would be responsible for maintaining its proportionate share of the Property and utilities for its leased space.

Venice Family Clinic, a 501 (c)(3), non-profit, community-based health services provider (VFC) is proposing to operate a health clinic that would serve the public. Venice Family Clinic is proposing to lease approximately 5,021 net square feet on the first floor of the Property for medical office space, counseling rooms, and clinic space for a term of 10 years. As consideration for gratis use of the leased space, VFC would be responsible for paying to the County their proportionate share of operating expenses, maintenance, and utilities.

A shared area of 1,568 square feet of common area space would be divided between the two lessees. Included in the common area space would be a community room, a break room, a lactation room, and restrooms. The basement would contain building utility systems maintained by Los Angeles County and equals an area of 1,157 square feet.

Pursuant to Government Code Section 26227, the Los Angeles County Board of Supervisors has the authority to make available real property not needed for County purposes to public agencies and non-profit entities for the operation of programs which serve public purposes and are necessary to meet the social needs of the population of

the County. Approval of the recommended actions would allow the City to occupy and operate from the second floor of the Property to provide homeless outreach, public safety, and housing services that would complement the City's plan to locate support services for unhoused neighbors. The City has an array of housing and workplace programs. These programs include connecting clients with permanent supportive housing, employment assistance, and facilitating intervention for individuals suffering from mental health issues or placement into mental health facilities for those individuals needing acute mental health assistance, through the Torrance Fire Department's Crisis Mobile Response Team. These services may also be provided at this Property. The lease of the first-floor space to VFC to operate as a health clinic would provide much-needed community-based health services for children and families in the Torrance area.

Los Angeles County Public Works, together with representatives from the City and County's Chief Executive Office (CEO), conducted a site assessment of the former Torrance Health Center building in October 2021 to evaluate potential future re-use of the building. Public Works requested a general facility assessment to review the existing conditions and determine strategies and a rough order of magnitude (ROM) cost estimate to restore the building to functional condition with updated systems and finishes. The assessment found that the exterior brick and wood framing appear to be in sound condition; however, the interior showed evidence of occupation and was in very poor condition. Significant findings on civil, architectural, structural, mechanical, plumbing, and electrical systems would require construction and repair to ensure the building is usable, safe, and welcoming to the community. Upon reviewing these findings, County and City representatives have convened internal scoping meetings and are ready to proceed with the design and construction of this proposed capital renovation project. The

recommended scope of work includes building refurbishment and interior renovations, new roof replacement, upgraded building systems, a new code compliant elevator, upgrades for Americans with Disabilities Act (ADA), repaired sprinkler system, furniture, fixtures and equipment, low voltage systems, security systems and fencing, minor grading, landscaping, signage, new asphalt paving and striping, new painting, new utility service connections, new exterior storage structure and general site improvements.

The preliminary estimate for the project is \$17,440,000. The estimated project budget includes plans and specifications, plan checks, consultant services, construction costs, change order contingency, civic art fee allocation and County services. The preliminary activities of the Pathway Torrance are being funded by Project and Facility Development Budget and is subject to reimbursement from the Project's budget. The final project budget and funding sources to fully fund the proposed project will be provided when we return to the Board to seek approval of the project budget, adopt the plans and specifications, award a low-bid construction contract for the proposed repairs, refurbishment, and remodeling of the proposed Pathway Torrance Community Health and Wellness Center Renovation project.

I, THEREFORE, MOVE that the Board of Supervisors:

1. Find that the proposed Pathway Torrance project including the related leasing and other actions herein are exempt from the California Environmental Quality Act (CEQA) for the reasons stated herein and in the record of the proposed project. The proposed project is categorically exempt from the provisions of CEQA. The scope of work meets criteria set forth in Sections 15301 (a), (c),(d) , (j) and (h); 15303 (c), (d) and (e); 15304 (a), (b) and (f); Section 15311 (a) and (b) and 15331 of the State CEQA Guidelines; and Classes 1 (c), (d)(h), 3 (b), (g), (k) and (l); 4 (a), (c), (j) and (k); and 11 (e) and (f),

of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G since the project includes minor alteration, repair and leasing of an existing public facility with negligible expansion of use, replacement of features at the site where the replacement will have substantially the same purpose and capacity, minor alteration of land, which does not include removal of healthy, mature, scenic trees, accessory structures and maintenance, repair and rehabilitation of historical resources in a manner consistent with the Secretary of the Interior's Standards for the treatment of Historic Properties. The building is currently listed as a contributor to the Torrance California Survey of Historic Resources Lists and according to the February 12, 2025 Historic Resources Group Secretary of the Interior's Standards Report, the project would preserve and repair any potentially significant features and would not result in a significant impact to a historical resource since it will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties (Weeks and Grimmer, 1995). In addition, based on the records of the proposed project, it will comply with all applicable regulations, is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that the project may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable. Upon the Board's approval of the actions herein, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Land Use and Climate Innovation in accordance Section 21152(a) of the California Public Resources Code and will post the Notice to the County's website in accordance with Section 21092.2;

2. Pursuant to Government Code Section 26227, find that the portion of the Property proposed to be leased to City of Torrance and Venice Family Clinic totaling approximately 8,915 net square feet is not required for County purposes;
3. Pursuant to Government Code Section 26227, find that the services to be provided by City of Torrance and Venice Family Clinic are necessary to meet the social needs of the County and its residents and serve public purposes which benefit the County;
4. Authorize the Chief Executive Officer, or her designee, to negotiate lease agreements with the City of Torrance and Venice Family Clinic, to occupy their respective premises at the Property pursuant to the terms and conditions set forth in a lease, which shall include, but not be limited to, the following provisions:
 - a. The City of Torrance lease will be for a term of 25 years. The Venice Family Clinic lease will be for a term of 10 years;
 - b. City of Torrance will pay \$2,500 monthly with said monthly payments increasing annually thereafter for the remaining years of the lease term, in accordance with the Consumer Price Index. Venice Family Clinic's lease will be gratis for their lease term, and they will contribute towards their proportionate share of operating expenses, maintenance, and utilities for the Property; and
 - c. Parking shall be provided to employees and staff of both the City of Torrance and Venice Family Clinic on the Property, on the same terms as the County provides parking for County staff and its clients.
5. Authorize the Chief Executive Officer, or her designee, to execute the proposed lease agreements, upon approval as to form by County Counsel;

6. Authorize the Chief Executive Officer, or her designee, to execute other ancillary documentation necessary to implement the proposed lease terms, approved as to form by County Counsel, and to take any other actions necessary and appropriate to effectuate the transactions described in this motion;
7. Establish and approve the proposed Pathway Torrance Community Health and Wellness Center Renovation project, Capital Project No. 8A022 with a current project budget of \$11,000,000; and to reimburse the Project and Facility Development budget for the project's pre-development costs. We will return to the Board for budget increase once the funding agreement with the City of Torrance is approved to request budget increase of \$6,440,000, bringing the total project budget to \$17,440,000;
8. Authorize the Chief Executive Officer, or her designee, to enter into a Funding Agreement with the City of Torrance to receive a total of \$6,440,000, consisting of \$5,500,000 from the City's State funding source, AB 179 Budget Act of 2022, and \$940,000 from the City's federal funding source, Department of Housing and Urban Development Community Project Funding, to partially fund the proposed Pathway Torrance Community Health and Wellness Center Renovation project, Capital Project No. 8A022;
9. Approve an appropriation adjustment to use \$11,000,000 obligated fund balance Committed for American Rescue Plan-Enabled Capital Programs to proposed Pathway Torrance Community Health and Wellness Center Renovation project, CP No. 8A022 to partially fund the project; and
10. Direct the Director of Public Works, or his designee, to return to the Board and grant delegated authority to adopt the plans and specifications; to award and execute a low-bid construction contract for the proposed Pathway Torrance Project with a

responsible contractor with the lowest responsive bid within or less than the estimated cost up to \$13,500,000; and to exercise control of the furniture, fixtures, and equipment, securities, audio/visual allowance(s) or additive alternates, including the authority to reallocate the allowance(s) into the contract sum.

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JH:dg

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	7/30/2025			
BOARD MEETING DATE	9/2/2025			
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	Department of Children and Family Services (DCFS)			
SUBJECT	Request to Approve Sole Source Contract Extension with International Business Machines for On-Going Support of the American Standard Code for Information Interchange			
PROGRAM	Child Welfare Services/Case Management System (CWS/CMS)			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: International Business Machines Corporation (IBM) is the only vendor who is permitted by the State and Federal governments to perform services on the mandated Statewide CWS/CMS system.			
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.			
DEADLINES/ TIME CONSTRAINTS	The current contract expires on November 30, 2025.			
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$130,000</td><td>Funding source: 25 percent Federal funds and 75 percent Local funds.</td></tr> </table>		Total cost: \$130,000	Funding source: 25 percent Federal funds and 75 percent Local funds.
Total cost: \$130,000	Funding source: 25 percent Federal funds and 75 percent Local funds.			
	TERMS (if applicable): December 1, 2025 through November 30, 2026, with two optional one-year extension periods through November 30, 2028. Explanation: Sufficient funding will be included in the Department's Fiscal Year 2025-2026 Budget Request.			
PURPOSE OF REQUEST	To extend the IBM contract to ensure continuous support for CWS/CMS data and database changes, network infrastructure, error resolution, and to maintain essential services for children and families.			
BACKGROUND (include internal/external issues that may exist including any related motions)	IBM is the sole vendor authorized to provide ongoing services of the transfer data process, troubleshoot, resolve deficiencies, test, and validate changes for the mandated CWS/CMS system. Previous amendments were approved in 2010, 2014, 2017 and 2019, extending IBM's contract through November 30, 2025.			
The EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Link to ARDI's Equity Lens: https://ceo.lacounty.gov/ardi/ If Yes, please explain how:			
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Link to BOS Priorities: https://ceo.lacounty.gov/category/priorities-initiative/ If Yes, please state which one(s) and explain how: Child Protection – Office of Child Protection was created to improve communication, coordination and accountability across agencies involved in the child protection network.			
DEPARTMENTAL CONTACTS	Rae Hahn, CIO II 213-394-8274 / HahnRa@dcfs.lacounty.gov			



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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

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

September 2, 2025

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

Dear Supervisors:

**REQUEST TO APPROVE SOLE SOURCE CONTRACT EXTENSION WITH
INTERNATIONAL BUSINESS MACHINES FOR ON-GOING SUPPORT OF THE
AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) seeks delegated authority to execute Amendment Four to extend the current On-Going Support of the American Standard Code for Information Interchange (ASCII) Contract Number 77253 effective December 1, 2025 through November 30, 2026, with two optional one-year extension periods through November 30, 2028.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute On-Going Support of the ASCII Contract Amendment Four, substantially similar to the attached amendment with International Business (IBM) Corporation (IBM), to extend the current contract effective December 1, 2025 through November 30, 2026, with two optional one-year extension periods through November 30, 2028.
2. Delegate authority to the Director of DCFS, or designee, to execute amendments to the On-Going Support of the ASCII Services contract to meet program needs, provided that: (a) applicable Federal, State and County contracting regulations are observed; (b) sufficient funding is available; (c) County Counsel approval is obtained prior to execution of such amendment(s); and (d) the Director of DCFS notifies the Board and the Chief Executive Officer (CEO), in writing, within 10 business days of executing such amendment(s).

"To Enrich Lives Through Effective and Caring Service"

3. Delegate authority to the Director of DCFS, or designee, to execute amendments to increase or decrease the Maximum Annual Contract Amount up to a total of 10 percent per year during the term of the contract to accommodate any increase or decrease in service, provided that: (a) sufficient funding is available; (b) County Counsel approval is obtained prior to execution of such amendment(s); and (c) the Director notifies the Board and CEO, in writing, within 10 business days of executing such amendment(s).
4. Delegate authority to the Director of DCFS, or designee, to terminate the contract for contractor's default, County's convenience, or contractor initiates termination for convenience, provided that: (a) County Counsel approval is obtained prior to termination of the agreement; and (b) the Director notifies the Board and CEO, in writing, within 10 business days of terminating the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended extension will enable IBM, the only vendor who is permitted by the State and Federal governments to perform services on the mandated Statewide California State Child Welfare Services/Case Management System (CWS/CMS), to continue to provide services. The CWS/CMS periodically requires changes to the data and database structure due to new software that requires design changes or due to new County policies and procedures. These changes must be systematically implemented through a validation process and regression testing, as not to affect other counties' computer applications. IBM provides the staffing to coordinate the County Access Data (CAD) solution. In collaboration with DCFS, IBM provides the ongoing service support of the transfer data process, troubleshoots and resolves deficiencies that could affect the network infrastructure, and tests and validates changes. In addition, IBM provides database changes by furnishing the Data Definition Language (DDL) scripts and associated documentation to ensure the changes made to the CWS/CMS database are properly reflected in the CAD database for data integrity purposes.

Without extending the On-Going Support of the ASCII contract, the County will not have sufficient services to provide continuous, immediate and complete access to critical case information, provide updates to that information and perform basic essential tasks to ensure that the well-being of children and families is maintained and recorded in the CWS/CMS.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the Countywide Strategic Plan Goal North Star 3, Realize Tomorrow's Government Today: Prioritize and Implement Technology Initiatives that Enhance Services Delivery and Increase Efficiency, Focus Area Goal F, Flexible and Efficient Infrastructure.

FISCAL IMPACT/FINANCING

The Maximum Annual Contract Amount for this extension will be \$130,000 effective December 1, 2025 through November 30, 2026. This contract will be financed using 25 percent Federal funds and 75 percent Local funds. Sufficient funding will be included in the Department's Fiscal Year 2025-2026 Final Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the California Welfare Institutions Code (WIC) Section 16501, the State was required to develop and use a Statewide system to be used by counties to support child welfare operations. The CWS/CMS system was made possible through Federal funds (45 CFR 1355.53). IBM is the only vendor authorized by the State and Federal governments to perform services on the mandated Statewide CWS/CMS.

On March 16, 2010, the Board approved a sole source contract with IBM for Moves, Adds and Changes (MAC)/CAD services.

On July 8, 2014, the Board approved Amendment One to extend the contract term for 14 months effective October 1, 2014 through November 30, 2015, with an option to extend for up to four one-year renewal periods through November 30, 2019.

On June 13, 2017, the Board approved Amendment Two to reflect three changes made to the Contract: (1) develop an application to process a daily download from the County's Leader Replacement System to CWS/CMS, and add changes to the Los Angeles Automated Provider Payment System (APPS) interface and CWS/CMS Client Services application to accommodate Assembly Bill 403's policy changes to the Continuum of Care Reform, which requires new rate schedules for certain placement facility types and Home Based Family Care placements; (2) increase the current year allocation from \$150,000 to \$603,169; and (3) include language in accordance with Board Policy 5.200 Contractor Protection of Electronic County Information.

On October 15, 2019, the Board approved Amendment Three to extend the contract term for three years with three optional one-year periods effective December 1, 2019 through November 30, 2022, with three optional one-year extension periods through November 30, 2025, provided IBM continues to remain the State and Federal governments' sole provider of the County's access to daily download services from the CWS/CMS.

On May 30, 2025, in accordance with Board Policy 5.100, Sole Source Contract and Amendments, the Department notified the Board of its intent to request delegated authority to extend the term of the current contract beyond its original term.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology

(IT) components (management, design, development, acquisition, expansion, or purchase of IT systems and/or related services) of this request and recommends approval of Amendment Four. The OCIO determined that this recommended action does not include any new IT items that would necessitate a formal written CIO Analysis.

The CEO and County Counsel have reviewed the Board letter, and Amendment Four has been approved as to form by County Counsel.

CONTRACTING PROCESS

This is a sole source contract and no additional contracting process is required. IBM is the only vendor authorized by the State and Federal governments to perform services on the mandated Statewide CWS/CMS.

CONTRACTOR PERFORMANCE

IBM provides quality services as specified in the contract deliverables. They are timely, meet contract requirements and submit required reports. IBM sufficiently met the terms as stated in the contract's specifications and their staff conduct themselves in a professional manner.

DCFS Program staff will continue to monitor the contractor's performance.

IMPACT ON CURRENT SERVICES

The On-Going Support of the ASCII contract provides the County with continuous, immediate and complete access to critical case information and case updates to perform basic essential tasks to ensure that the well-being of children and families is maintained and recorded in the CWS/CMS.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of this Board letter and attachment to the Department of Children and Family Services.

Respectfully submitted,

Reviewed by:

BRANDON T. NICHOLS
Director

PETER LOO
Chief Information Officer

BTN:JF:CMM

The Honorable Board of Supervisors
September 2, 2025
Page 5

RW:LTI:JS:as

Enclosure

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES



AMENDMENT NUMBER FOUR
TO
ON-GOING SUPPORT OF THE AMERICAN STANDARD CODE FOR INFORMATION
INTERCHANGE (ASCII) DAILY DOWNLOAD
CONTRACT NUMBER 77253
WITH
INTERNATIONAL BUSINESS MACHINES CORPORATION

December 2025

ASSISTANCE LISTING NUMBER (CFDA): 93.658

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER FOUR TO ON-GOING SUPPORT OF THE AMERICAN
STANDARD CODE FOR INFORMATION INTERCHANGE (ASCII) DAILY
DOWNLOAD CONTRACT NUMBER 77253**

This Amendment is made and entered into by and between the County of Los Angeles, hereinafter referred to as "County" and International Business Machines Corporation (IBM), hereinafter referred to as "Contractor." International Business Machines Corporation is located at 2710 S. Gateway Oaks Drive, Suite 200, Sacramento, CA 95833.

WHEREAS, the implementation and utilization of the statewide Child Welfare Services/Case Management System (CWS/CMS) is mandated by, inter alia, California Welfare and Institute Code Section 16501.5; and

WHEREAS, County and Contractors are parties to the Contract and Contractor is the only vendor who is allowed by the State of California (State) and Federal governments to perform services on the CWS/CMS and has been providing On-Going Support of the American Standard Code for Information Interchange (ASCII) formally known as Move, Adds and Changes (MAC), and County Access to Data (CAD) Daily Download for CWS/CMS to the County; and

WHEREAS, the Contractor and the State entered into Agreement 31091 for the development, design, and maintenance of CWS/CMS (State Agreement); and

WHEREAS, the On-Going Support of the American Standard Code for Information Interchange (ASCII) Daily Download Contract Number 77253 was made by and between the County of Los Angeles and International Business Machines Corporation.; and

WHEREAS, this Amendment Four is prepared pursuant to the provisions set forth in Section 7.0, Change Notices, Amendments, and Statements of Work; and

NOW, THEREFORE, County and Contractor agree to amend the On-Going Support of the American Standard Code for Information Interchange (ASCII) Daily Download contract as follows:

1. Section 5.0, Term, Sub-sections 5.1 is amended to add Sub-sections 5.1.3 through 5.1.6 as follows:
 - 5.1.3 The contract term is extended for one year, effective December 1, 2022 through November 30, 2023.
 - 5.1.4 The contract term is extended for one year, effective December 1, 2023 through November 30, 2024.

5.1.5 The contract term is extended for one year, effective December 1, 2024 through November 30, 2025.

5.1.6 This Amendment Four extends the contract term for one year, effective December 1, 2025 through November 30, 2026 with two optional one-year extension terms through November 30, 2028.

2. Section 5.0 Term, Sub-section 5.2 is amended to add Sub-section 5.2.3 as follows:

5.2.3 The County, by and through the Director of DCFS or designee, shall have the option to extend this Contract by written notice for up to two one-year periods through November 30, 2028.

3. Section 8.0, Maximum Contract Sums, Sub-sections 8.1.9 through 8.1.14 are added as follows:

8.1.9 The Maximum Annual Contract Amount, effective December 1, 2022 through November 30, 2023, is \$130,000.

8.1.10 The Maximum Annual Contract Amount, effective December 1, 2023 through November 30, 2024, is \$130,000.

8.1.11 The Maximum Annual Contract Amount, effective December 1, 2024 through November 30, 2025, is \$130,000.

8.1.12 The Maximum Annual Contract Amount, effective December 1, 2025 through November 30, 2026, is \$130,000. The Maximum Annual Contract Amount for each of the two optional years after November 30, 2026, is as follows:

8.1.12.1 The Maximum Annual Contract Amount, effective December 1, 2026 through November 30, 2027, is \$130,000.

8.1.12.2 The Maximum Annual Contract Amount, effective December 1, 2027 through November 30, 2028, is \$130,000.

4. Section 8.0, Maximum Contract Sums, Sub-subsection 8.2.3 is added as follows:

8.2.3 The Maximum Contract Amount for this Amendment Four from December 1, 2025 through November 30, 2028, if all optional extension terms are used is \$390,000.

5. Section 8.0, Maximum Contract Sums, Subsections 8.3 is added as follows:

8.3 The Contract Sum under this contract will be the total monetary amount payable by County to contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor will

provide services at the rates identified in Exhibit A1 (Price Schedule from the State agreement) via an Amendment, Change Notice, or Budget Modification.

- 8.4 The Department may increase the total contract amount by up to 10%, as approved by the Board. The County does not warranty or represent that all, or any portion, of the not-to-exceed contract amount will be authorized, allocated, or expended by the County; nor does the County warranty or represent that it will authorize the selection contractor(s) to perform any work or services of any monetary amount.

6. Section 51.0, SURVIVAL is deleted in its entirety and replaced as follows:

51.0 SURVIVAL

In addition to any terms and conditions of this Contract that expressly survive expiration or termination of this Contract by their terms, the following provisions will survive the expiration or termination of this Contract for any reason:

Section 1.0	Applicable Documents
Section 1.5	Definitions
Section 4.0	Work
Section 7.0	Change Notices, Amendments, and Statements of Work
Section 8.0	Maximum Contract Sums
Section 17.0	Indemnification
Section 18.0	General Provisions for All Insurance Coverage
Section 18.2	Insurance Coverage Requirements
Section 24.0	Compliance with Applicable Laws
Section 25.0	Fair Labor Standards
Section 8.26	Liquidated Damages
Section 29.0	Wavier
Section 30.0	Governing Law, Jurisdiction, and Venue
Section 33.0	Termination for Default
Section 34.0	Termination for Convenience
Section 39.0	Notices
Section 51.0	Survival
Section 70.0	Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

7. Section 55.0 Consideration of Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) Participants for Employment is deleted in its entirety and replace as follows:

55.0 Consideration of Hiring GAIN/START Participants

- 55.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract the Contractor will give consideration for any

such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.

55.2 In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

8. Section 61.0, Standard Terms and Conditions, Sub Section 61.1, Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law is deleted in its entirety and replaced as follows:

61.1 Contractor's Acknowledgement and Notice to its Employees the Safely Surrendered Baby Law

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor must notify and provide to its employees, and will require each Subcontractor to notify and provide to its employees, a [Fact Sheet](#) regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and information on where and how to safely surrender a baby. Additionally, the Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "[Safely Surrendered Baby Law Poster](#)" (available in [English/Spanish/Chinese/Korean](#)) in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business.

The Contractor, and its Subcontractor(s), can access posters and other program material at www.babysafela.org.

9. Section 70.0 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding is added as follows:

70.0 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

Pursuant to [Government Code Section 84308](#), Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of [Government Code Section 84308](#) and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

10. Exhibit C, Statement of Work (SOW) #8 is replaced by Exhibit C, SOW #9 as attached to this Amendment Four.
11. Exhibit H, Contractor's Administration Form is added as attached to Amendment Four.
12. Exhibit J, Federal Award Notification is added as attached to Amendment Four.
13. Exhibit K, Contribution and Agent Declaration Form is added as attached to Amendment Four.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN
IN FULL FORCE AND EFFECT.**

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER FOUR TO ON-GOING SUPPORT OF THE AMERICAN
STANDARD CODE FOR INFORMATION INTERCHANGE (ASCII) DAILY
DOWNLOAD CONTRACT NUMBER 77253**

IN WITNESS WHEREOF, the Board of Supervisors of County of Los Angeles has caused this Amendment to be subscribed on its behalf by the Director of the Department of Children and Family Services and Contractor has caused this Amendment to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of Contractor warrant under penalty of perjury that they are authorized to bind Contractor in this Amendment. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

International Business Machines (IBM)
Corporation

By: _____

By: _____

BRANDON T. NICHOLS, DIRECTOR
Department of Children and Family Services

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Tax Identification Number

APPROVED AS TO FORM:

DAWYN R HARRISON
County Counsel

By: _____

David Beaudet, Senior Deputy County Counsel

STATEMENT OF WORK #9

CONTRACT NUMBER #77253

FOR

ON-GOING SUPPORT OF THE AMERICAN STANDARD CODE FOR INFORMATION
INTERCHANGE (ASCII) DAILY DOWNLOAD FOR COUNTY OF LOS ANGELES DEPARTMENT
OF CHILDREN AND FAMILY SERVICES

By

INTERNATIONAL BUSINESS MACHINES CORPORATION (IBM)

Effective December 1, 2025

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1.0 Introduction

- 1.1 This Statement of Work (hereafter, SOW) is issued pursuant to and under the terms and conditions, and rates of the Agreement between the COUNTY and the CONTRACTOR, Contract Number 77253. All terms and conditions in said Agreement shall apply to SOW.
- 1.2 The CONTRACTOR shall provide ongoing support of the compressed, American Standard Code for Information Interchange (ASCII) - formatted daily file download of the County Child Welfare Services/Case Management System (hereafter "CWS/CMS") data. Daily downloads in this SOW means a download of the changes to the COUNTY data that is stored in the CWS/CMS host database since their last download in the previous run of the extract jobs. These extract jobs are scheduled to run at 7:00 p.m. on all days of the week, except Saturdays.
- 1.3 The CONTRACTOR's ability to continue to provide these services is dependent on the State of California, Office of Technology and System Integration (OTSI) continuing to allow the CONTRACTOR to run the batch jobs and on-line transactions pertaining to the COUNTY specific contracted data extracts. Any costs imposed upon this service by OTSI are outside the scope of this SOW and will be the sole responsibility of the COUNTY.
- 1.4 The CONTRACTOR shall provide these services under SOW #9, provided the CONTRACTOR continues to remain the sole approved vendor by the State of California. The work associated with SOW #9 is estimated to begin December 1, 2025
- 1.5 The CONTRACTOR shall provide the support and development at the CONTRACTOR's location(s).

2.0 Overview of Project

- 2.1 The CONTRACTOR, pursuant to the underlying Agreement for on-going support of the ASCII Daily Download, shall provide a daily extract of changes to the COUNTY data residing on the CWS/CMS database to the COUNTY Department of Children and Family Services /Business and Information Systems (hereafter

"DCFS/BIS"). Said daily extract shall be transferred electronically by the COUNTY.

2.2 Analysis

2.2.1 The CONTRACTOR shall perform analysis to troubleshoot and/or fix deficiencies with the current daily extract. The CONTRACTOR is not responsible for resolving network problems associated with the transfer process or the completion of the data transfer process that is initiated by the COUNTY

2.2.2 The CONTRACTOR may charge the COUNTY for the following work, only if the CONTRACTOR trouble shoots or fix deficiencies (a) that occur with the current daily extract process, and (b) to the extent. That such are as a result of errors caused by the COUNTY.

2.2.2.1 Participation in teleconferences, as needed with the COUNTY DCFS/BIS personnel to resolve.

2.2.2.2 Investigation of questions submitted by the COUNTY and documentation of responses

2.2.3 The maximum rate and hours that could be charges for the work referenced in Sections 2.2.2.1 and 2.2.2.2 are as follows:

Personnel Level	Rate	Annual Hours
Programmer/Analyst	Rider I	
Project Management	Rider I	
SUBTOTAL HOURS		336

2.3 Methos/Peripheral Support

2.3.1 The CONTRACTOR shall provide a daily extract of changes to the COUNTY data residing on the CWS/CMS database, make it available in a file residing on the CWS/CMS mainframe, and electronically inform the COUNTY of the availability of the extract by sending a "wake up" file using the File Transfer Protocol. The "wake up" file will contain mutually agreed control information.

- 2.3.2 The CONTRACTOR shall verify daily, the completeness and accuracy of all data and return codes from the extract process.
- 2.3.2.1 In the event the CONTRACTOR finds the daily extract is not complete and accurate, the CONTRACTOR shall take the necessary action to resolve the deficiencies and complete the extract.
- 2.3.2.2 In the event the COUNTY finds the daily extract is not complete and accurate, the COUNTY shall inform the CONTRACTOR. The CONTRACTOR shall take all necessary action to accurately complete the extract.
- 2.3.2.3 In the event the COUNTY or the CONTRACTOR finds that any extracts completed and sent to the COUNTY DCFS/BIS data center were missing transactions, the CONTRACTOR shall include the missing transactions in the next scheduled daily extract upon the resolution of the error or provide table refreshes upon request by the COUNTY DCFS/BIS.
- 2.3.2.4 The CONTRACTOR shall not separately charge COUNTY for the support services listed in Sections 2.3.2.1, 2.3.2.2, and 2.3.2.3 of SOW#7.
- 2.3.3 In the event the COUNTY DCFS/BIS requests table refreshes for reasons other than those listed in Section 2.3.2.3, the CONTRACTOR shall provide the table refreshes for which it may separately charge the COUNTY.
- 2.3.4 The maximum rate (based on current Rider | rates) and hours that the CONTRACTOR may charge the COUNTY for the on-going extract, and support work referenced in Section 2.3.1 and the table refresh work referenced in Section 2.3.2 are as follows:

Personnel Level Programmer Ongoing Support	Rate Current	Annual Hours
Project Management	Rider I	
IBM Project Office	Rider I	
SUBTOTAL HOURS		336

3.0 The COUNTY's Responsibilities

3.0 The COUNTY shall own all data and Data Definition language (DDL) files generated as part of SOW and shall be responsible for all on-going support of this data and the DDL files beyond SOW

3.0.1 The COUNTY shall retrieve the daily extract file from CWS/CMS using a secure mechanism

3.1 The COUNTY shall provide all hardware and software required to develop, implement, and maintain this ASCII Daily Download Data on the County server.

3.2 The COUNTY, in collaboration with OTSI, shall provide connectivity to the host supporting the CWS/CMS. The costs if any, associated with network connectivity and bandwidth usage are outside the scope of this SOW and are not the responsibility of the CONTRACTOR.

3.3 Analysis and Method/Peripheral Support

3.3.1 The COUNTY shall respond to teleconference requests) from the CONTRACTOR in a timely manner.

3.3.2 If requested, the COUNTY shall provide personnel to participate in teleconferences with the CONTRACTOR personnel to discuss changes and ongoing support issues.

3.3.3 If I requested, the COUNTY shall provide personnel to work with the CONTRACTOR to troubleshoot and resolve al deficiencies in the daily extract process that occurred as a result of errors caused by the COUNTY.

4.0 Deliverables and Work Products

- 4.1 The CONTRACTOR shall create a daily extract of changes to the COUNTY data residing on the CWS/CMS database and shall electronically inform the COUNTY when the extract is available for download.
- 4.2 The CONTRACTOR shall provide ongoing support of the daily extract process, including daily verification of the completeness and accuracy of the data and return codes.
- 4.3 The CONTRACTOR shall troubleshoot and resolve all deficiencies in the daily extract process that are not network connectivity related and did not occur as a result of errors caused by the COUNTY.
- 4.4 The CONTRACTOR shall provide new or changed extracts of CWS/CMS data in ASCII format as requested by the COUNTY in a mutually agreed format.
- 4.5 The CONTRACTOR shall provide new DOL reflecting any structural changes to the CWS/CMS database along with associated documentation.
- 4.6 The CONTRACTOR shall provide test data for new or changed tables.

5.0 Total Pricing/Budget

5.1 The maximum rate (based on current Rider | rates), total hours, and total costs related to SOW are listed in the table below:

Personnel Level	Rate	Hours	Cost
Project Management	Current		
Analyst	Rider I Current		
Programmer-Ongoing Support	Rider I Current		
Project Office/IBM Project Office	Rider I Current		
Total hours not to exceed			672
Total cost of CAD services not to exceed			\$130,000

5.2 The CONTRACTOR shall provide services and support up to, and not to exceed, 672 total hours, and cost shall not exceed \$130,000 under this SOW

5.2.1 In the event that the CONTRACTOR fails to deliver, and the COUNTY accepts each and every Deliverable in this SOW – when the 672 hours/\$130,000 have been expended, the CONTRACTOR shall continue to work to complete any Deliverables which have not been accepted by the COUNTY by the earliest possible date. Additionally, the CONTRACTOR shall bear any and all risk of cost overruns relating to this SOW, and the COUNTY has no obligation to pay for any work and other consideration which is in excess of the 672 hours/\$130,000 maximum.

6.0 Approvals

County of Los Angeles Department of Children and Family Services

By Rae Hahn

Date 4/2/2025

Name: Rae Hahn
Chief Information Officer
Department of Children and Family Services

International Business Machines Corporation

By Suresh Babu

Date 03/28/2025

Name: Suresh Babu
Project Executive
International Business Machines Corporation

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES
CONTRACTS ADMINISTRATION DIVISION
FEDERAL AWARD INFORMATION (2CFR 200.332)
FISCAL YEAR 2025-2026**

Date of Notification: 5/2/2025 Sub recipient Name: International Business Machines Corporation

Contract Number: 77253 Federal Award Identification Number (FAIN): 2401CAFOST, 2501CAFOST

Federal Award Date: 10/01/23, 01/01/24, 04/01/24, 07/10/24, 10/09/24, 01/01/25

Sub award Period of Performance: 12/01/2025-11/30/2026 Sub award Budget Period: 12/01/2025-11/30/2026

Amount of Federal funds obligated by the pass-through entity: 25% of Federal Funds

Amount of Federal funds obligated to the subrecipient by the pass-through entity include the current obligation:
25% of Federal Funds

Total Amount of Federal Award committed to the subrecipient: 25% of Federal Funds

Federal Award Project description as required by FFATA:

This county administered, state supervised program provides funds to states to facilitate the timely placement of children whose special needs or circumstances would otherwise make them difficult to place with adoptive families. Additionally, funds are available for administrative costs to manage the program, train staff and adoptive parents, recruit adoptive parents, and other related expenses.

Name of Federal Awarding Agency: ACF Agency's Assistance Listing Number: 93.658
(Formerly Catalog of Federal Domestic Assistance)

Does Sub recipient have an Aid to Families with Dependent Children - Foster Care Rate Letter? Yes ☐ No ☐

If yes, provide the Sub recipient's AFDC-FC Program Number: _____

If not applicable to this contract, mark this box: ☒

(Sub recipient must use the federal sharing ratios, provided and updated annually by the California Department of Social Services when calculating and reporting their Federal Revenue).

Indirect Cost Rate letter: Yes ☐ No ☒ Agency's Unique Entity Identifier (UEI): (formerly DUNS Number): J64CSQTQNR1

Acknowledgment: As pursuant to CFR Section 200.331(a)(1)(xii), this is to acknowledge that (Agency's Legal Name):

International Business Machines Corporation does not engage in any Research and Development under this contract.

I confirm that the following AFDC-FC Program Number is correct: _____
(Agency Representative print the AFDC-FC program number)

Agency's representative (print name)

Signature

Title (print title)

Date

Agency's representative (print name)

Signature

Title (print title)

Date

Please complete and return to Aminata Sanders at: sandea@dcfs.lacounty.gov
(Analyst Name) (E-mail address)



Contribution and Agent Declaration Form

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code section 84308), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.



Contribution and Agent Declaration Form

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal:

12/01/2025-11/30/2026

b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:

12/01/2025-11/30/2026

c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.

a) Parent(s):

b) Subsidiaries:

c) Related Business Entities:

3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.



Contribution and Agent Declaration Form

- 4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

B. CONTRIBUTIONS

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.



Contribution and Agent Declaration Form

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount

*Please attach an additional page, if necessary.

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are _____ additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, _____ (Authorized Representative), on behalf of _____ (Declarant Company), at which I am employed as _____ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after



Contribution and Agent Declaration Form

the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

INDIVIDUAL BIDDERS OR APPLICANTS

I, _____, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature

Date

CONTRACTOR'S ADMINISTRATION FOR
On-Going Support of ASCII Daily Download

CONTRACT NUMBER 77253

EFFECTIVE DATE: 5/6/2025

CONTRACTOR'S NOTICES SHALL BE SENT TO CONTRACTOR'S CORPORATE ADDRESS. PLEASE ENTER YOUR ORGANIZATION'S CORPORATE ADDRESS AS INDICATED ON THE ORGANIZATION'S CERTIFIED STATEMENT OF INFORMATION. THE DESIGNATED CONTACT PERSON(S) WILL RECEIVE ALL CORRESPONDENCE TO THIS CONTRACT.

CONTRACTOR'S PROJECT DIRECTOR (CPD):

Organization: _____

Name and Title: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Email Address: _____

ALTERNATE CPD:

Name and Title: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Email Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

(Individuals authorized by the Board to bind Contractor in a Contract with the County)

Name and Title:_____

Street Address:_____

City, State, Zip:_____

Telephone:_____

Email Address:_____

Name and Title:_____

Street Address:_____

City, State, Zip:_____

Telephone:_____

Email Address:_____

IF THERE ARE ANY CHANGES, A NEW CERTIFIED SOI MUST BE SUBMITTED TO:

**Department of Children and Family Services
Contracts Administration Division
Attn: Contract Analyst
510 S. Vermont Avenue 14th Floor Mail Room
Los Angeles, CA 90020**

I hereby certify that the above information is correct. If any changes occur an updated Contractor's Administration Form and a new certified Statement of Information (SOI) will be submitted to the Department of Children and Family Services Contracts Administration Division at the above address.

Print Name of Individual Authorized to Bind Contractor in a Contract with the County

Signature of Individual Authorized to Bind Contractor in a Contract with the County

Date

Sole Source Justification

International Business Machines Corporation (IBM) On-going Support of the American
Standard Code Information Interchange (ASCII) Daily Download
Amendment # 4 - December 2025

1. What is being requested?

Extend sole source contract number 77253 with IBM for daily downloads from the California State Child Welfare Services/Case Management System (CWS/CMS).

2. Why is the product needed – how will it be used?

IBM services are needed to provide continuing support of the ASCII daily download to the data warehouse, known as County Access to Data (CAD) to the CWS/CMS servers and other key infrastructure components.

3. Is this brand of product the only one that meets the user's requirements?

Yes, IBM is the only vendor who is permitted by the State and Federal governments to perform services on the mandated Statewide CWS/CMS.

4. Have other products or vendor been considered?

No, other products or vendor have not been considered because IBM is the only vendor who is permitted by the State and Federal governments to perform services on the mandated Statewide CWS/CMS.

5. Will purchase of this product avoid other costs?

No, the purchase of this service will not avoid other cost

6. Is this product proprietary or available from other dealers?

This product is proprietary and is not available through other dealers. IBM is the sole provider.

7. Reasonableness of price. Does County obtain a percentage discount or special discount not available to the private sector.

The County does not get a discount. The support services are not available from any other provider.

8. What is the dollar value of the existing equipment?

N/A. This proposal is for support services not hardware.

SOLE SOURCE CHECKLIST

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS 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.
	➤ 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 and time to replace an existing system or infrastructure, administrative cost and time 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