



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

FESIA A. DAVENPORT
Acting Chief Executive Officer

DATE: September 9, 2020
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: (415)655-0001**
TELECONFERENCE ID: 927075833

To join via phone, dial 1(415)655-0001, then press 927075833# , then press # when prompted for attendee number ****IF DIALING IN PLEASE CALL IN AT 1:45 P.M. TO FACILITATE PARTICIPANT CHECK-IN****

DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE IN THE MEETING.

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Two (2) minutes are allowed for each item.

1. **Call to order – Rick Velasquez/Gevork Simdjian**
2. **INFORMATIONAL ITEM(S):**
(5 minutes)
 - A) Board Letter:
APPROVAL OF INFORMATION TECHNOLOGY FUND FOR IMPLEMENTATION OF INFORMATION AND REFERRAL SERVICES AND LOS ANGELES COUNTY COMMUNITY INFORMATION EXCHANGE
CEO/SERVICE INTEGRATION – Emy Tzimoulis, CEO Manager
 - B) Board Memo:
NEW SOLE SOURCE WITH TYLER TECHNOLOGIES TO PROVIDE A PRETRIAL SERVICES ASSESSMENT AND MONITORING SYSTEM (PSMS)
PROBATION – David Grkinich, Bureau Chief and Robert Smythe, Administrative Deputy

CONTINUED ON PAGE 2

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**
(2 minutes each speaker)

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

DPW – DPW TRANSPORTATION CORE SERVICE AREA SOLE SOURCE AMENDMENT OF SERVICE AGREEMENT 003255 WITH KIMBERLY-HORN AND ASSOCIATES, INC. FOR INTEGRATED TRANSPORTATION MANAGEMENT SYSTEM- SYSTEM PHASE II

DCBA – APPROVE AMENDMENT NO.19 TO AGREEMENT NO.77605 WITH NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY TO PROVIDE SELF-HELP LEGAL ACCESS CENTER SERVICES

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

 Board Letter

 Board Memo

 Other

OPS CLUSTER AGENDA REVIEW DATE	9/9/2020	
BOARD MEETING	9/22/2020	
DELEGATED AUTHORITY BOARD LETTER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	All Districts	
DEPARTMENT	Chief Executive Office	
SUBJECT	APPROVAL OF INFORMATION TECHNOLOGY FUND FOR IMPLEMENTATION OF INFORMATION AND REFERRAL SERVICES AND LOS ANGELES COUNTY COMMUNITY INFORMATION EXCHANGE (LACCIE)	
PROGRAM	Health and Human Services Programs	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	A Request for Proposals for Information and Referral (I&R) Services needs to be issued in September to allow for enough time to implement the replace the current I&R Services contract before it expires in December 2021.	
COST & FUNDING	Total cost: \$1,250,000	Funding source: Information Technology Fund
	TERMS (if applicable): Not applicable	
	Explanation: There will not be any impact to Net County Cost. The request is for ITF to fund the implementation of the new I&R Services and the development and first year operations of LACCIE. Ongoing costs will be recovered from participating departments.	
PURPOSE OF REQUEST	<p>The Board letter requests:</p> <ol style="list-style-type: none"> Approval to use \$750,000 from the ITF for the implementation of I&R Services. Approval to use \$500,000 from ITF to procure an Application Programming Information (API) management platform for the development and first year operation of LACCIE. <p>Authorize the Internal Services Department (ISD) to issue a Purchase Order to acquire Google Apigee API Management Platform for a maximum term of five years with up to two (2) one-year extensions not to exceed a total cost of \$1,267,320.</p>	
BACKGROUND (include internal/external issues that may exist)	<p>There is a myriad of ways (2-1-1 and department call centers, and department websites) that constituents can get assistance from the County. These systems are not integrated and coordinated with each other. Oftentimes, constituents would have to call multiple departments and programs to fully obtain all the information and receive the assistance they need. To facilitate a better and improved method of assisting constituents in getting County services in a timely and efficient manner, the County is currently working on a new model of service inquiry, screening and referral. This new model will provide a consistent and seamless constituent experience, enabled by the sharing of information and enabling of online referrals.</p>	
DEPARTMENTAL AND OTHER CONTACTS	<p>Name, Title, Phone # & Email:</p> <p>Emy Tzimoulis, Manager, CEO-Service Integration Branch</p> <ul style="list-style-type: none"> 213-974-4603 ETzimoulis@ceo.lacounty.gov 	



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT
Acting Chief Executive Officer

September 22, 2020

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 INFORMATION TECHNOLOGY FUND
FOR IMPLEMENTATION OF INFORMATION AND REFERRAL SERVICES AND
LOS ANGELES COUNTY COMMUNITY INFORMATION EXCHANGE
(ALL SUPERVISORIAL DISTRICTS – 3 VOTES)**

SUBJECT

The Chief Executive Office (CEO) is requesting the Board of Supervisors (Board) approval to utilize \$1,250,000 from the County's Information Technology Fund (ITF) for implementation of the new Information Referral (I&R) Services and development of the Los Angeles County Community Information Exchange (LACCIE).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the utilization of \$750,000 from the ITF for the implementation of I&R Services.
2. Approve and authorize the utilization of \$500,000 from the ITF for first year implementation and operation of Google Apigee Application Programming Interface (API) Management platform, and development of LACCIE.
3. Authorize the Internal Services Department (ISD) to issue a Purchase Order to acquire Google Apigee API Management Platform and services for a maximum term of five years with up to two (2) one-year extensions, not to exceed a total cost of \$1,439,061.

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County's 2-1-1 call center receives an average of 32,500 calls for services per month, many of which result in telephonic information referrals to health and human services. LACountyHelps, a pre-screening tool for health and human services, receives an average of 14,500 monthly visits and assists with 5,000 pre-screenings for health and human services. Constituents can also seek assistance from over twenty-nine (29) different hotlines and multiple service portals served by the Departments of Public Social Services, Children and Family Services, Health Services, Mental Health, Public Health, and Workforce Development, Aging and Community Services.

Although there is a myriad of ways constituents can get assistance from the County, these systems are not integrated nor coordinated with each other. Each system is a stand-alone application with no easy method of connecting and referring constituents to all the services they need. Oftentimes, constituents need to call multiple departments and programs to fully obtain all of the information and receive the full scope of assistance they need.

The County is currently working on an enhanced model to provide I&R services to constituents in a timely and efficient manner. This new model will provide a consistent and seamless constituent experience, enabled by the sharing of information and online referrals.

The proposed solution is comprised of:

1. LACCIE, which will leverage a secure cloud-based API management platform that is integrated with the County's Information Hub to manage constituent consent, share authorized information, and facilitate online referrals between referral senders (e.g., 2-1-1 and department call centers) and referral receivers (e.g., departments and community service providers).
2. A new I&R service that includes:
 - a. A 2-1-1 call center that is connected to LACCIE, which will enable the call center to access a Community Resource Database and initiate online referrals to departments and community service partners; and
 - b. 2-1-1 and target population self-service portals, including Transitional Aged Youth Portal (personalized access to tailored services) and Community Service Provider Portal (to access online referrals and shared information, and maintain service information).

IMPLEMENTATION OF STRATEGIC PLANNING GOALS

The recommended action supports Strategy III.2, *Embrace Digital Government for the Benefit of Our Internal Customers and Communities*; and III.3, *Pursue Operational Effectiveness, Fiscal Responsibility and Accountability* of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The ITF, governed by the Information Technology Investment Board (ITIB), was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

The two ITF requests, \$750,000 for one-time implementation of the new I&R Services and \$500,000 to procure an API management platform for the development and first year operation of LACCIE, were reviewed and approved by the ITIB. The ongoing operational costs for LACCIE will be absorbed in the new I&R Services contract cost, paid by the participating departments.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions to this recommended action. The Service Integration Branch (SIB) within the CEO is planning to issue a Request for Proposals (RFP) in September 2020, to replace the current I&R Services contract. The Google Apigee API Management Platform was selected from a Request for Bids (RFB) solicitation administered by ISD.

The Chief Information Officer (CIO) reviewed this request and recommends approval.

CONTRACTING PROCESS

On March 5, 2020, ISD released an RFB for the Procurement and Configuration of Cloud-based API Management Platform (RFB-IS-20200788), for which three bids were received. On May 15, 2020, the County completed its evaluation of the bids and made the award to the most qualified bidder, Google Apigee. The ITF request will fund the procurement and one-time implementation services of Google Apigee and the first year of operation of LACCIE.

The current Agreement for I&R Services with 211LA will expire on December 31, 2021. SIB is preparing an RFP for the replacement of current I&R Services to be released in September 2020. This plan is pending the CEO's determination on whether proceeding with the RFP would be feasible, given the budget situation stemming from the severe economic downturn caused by the unprecedented COVID-19 pandemic.

The ITF request will fund the one-time implementation and transition to the new I&R services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

LACCIE will establish an ecosystem comprised of multidisciplinary network of community service partners that use a resource database and an integrated technology platform to deliver enhanced referrals and sharing of information to connect constituents to health and human services, and public assistance.

CONCLUSION

Upon the Board's approval, the Executive Officer, Board of Supervisors, is requested to return one (1) adopted stamped Board letter to the Chief Executive Office.

Respectfully submitted,

FESIA A. DAVENPORT
Acting Chief Executive Officer

FAD:JN:TJM
EDT:GS:km

- c: Executive Office, Board of Supervisors
- County Counsel
- Chief Information Officer
- Children and Family Services
- Health Services
- Mental Health
- Public Health
- Public Social Services
- Workforce Development, Aging and Community Services

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

Board Letter

Board Memo

Other

OPS CLUSTER AGENDA REVIEW DATE	9/9/2020
BOARD MEETING	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
SUPERVISORIAL DISTRICT AFFECTED	All Supervisorial Districts
DEPARTMENT	Probation Department (Probation)
SUBJECT	Advance notification of intent to enter into negotiations for a Sole Source Contract with Tyler Technologies to provide a Pretrial Services Assessment and Monitoring System (PSAMS).
PROGRAM	Pretrial Services
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Due to time constraints of bail reform changes, significant cost savings, easy interfacing with LASC Tyler Odyssey system, and proven case management system that was implemented by Tyler Technologies for Pretrial in 9 other counties in CA.
DEADLINES/ TIME CONSTRAINTS	A referendum for Bail Reform is expected to be on California's November 2020 ballot. If the referendum does pass ("Yes" Vote), new legal mandates would require Probation to have systems to support Bail Reform as early as January 2021.
COST & FUNDING	Total cost: Estimated \$3,500,000 Funding source: SB 678 funding TERMS (if applicable): 7 Years contract with 3 optional one-year extensions Explanation: The estimated cost of the agreement will be \$3,500,000 for the 7-year term, which includes an estimated \$800,000 for implementation and \$2,700,000 in ongoing licensing, maintenance, and support.
PURPOSE OF REQUEST	Obtain approval for Sole Source Intent with Tyler Technologies, to provide the Pretrial Services Assessment and Monitoring System (PSAMS).
BACKGROUND (include internal/external issues that may exist)	Bail reform is coming to California through a combination of case law, legislation, and judicial policymaking. Due to outdated technology and limited functionality, the case management systems that support Probation's pretrial operations cannot rapidly adapt to fast-changing business requirements. Probation must replace its pretrial technology to support the expected changes to its Pretrial operations. With a modern user interface and case management design and consolidation of the multiple systems for Pretrial Services, PSAMS will improve efficiency over the existing outdated mainframe and FoxPro systems. An additional important benefit is to support workforce mobility and continuity of operations with secure access to the system anywhere internet connectivity is available.
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> • Reaver Bingham, Chief Deputy, (562) 940-2513 Reaver.Bingham@probation.lacounty.gov • David Grkinich, Bureau Chief – Pretrial Services Bureau, (562) 940-2697 David.Grkinich@probation.lacounty.gov • Robert Smythe, Administrative Deputy, (562) 940-2516 Robert.Smythe@probation.lacounty.gov • Jim Green, Chief Information Officer, (562) 356-8604 Jim.Green@probation.lacounty.gov



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501



RAY LEYVA
Interim Chief Probation Officer

September 09, 2020

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:

SUBJECT

This letter provides advance notification to the Board in accordance with Board Policy 5.100 that the Probation Department (Department) intends to enter negotiations for a Sole Source Contract (Contract) with Tyler Technologies to provide a Pretrial Services Assessment and Monitoring System (PSAMS) using its Tyler Supervision technology platform.

BACKGROUND

The Probation Pretrial Services Bureau relies on two outdated, expensive, inflexible systems for workflow, information support, and record keeping. The mainframe-based Own Recognizance Management System (ORMS) and the FoxPro-based Pretrial+ system operate on technology that is decades old, difficult to maintain, and not readily modified to support new changing business requirements. With these limitations, Probation is ill prepared for bail reform as it comes to California through a combination of case law, legislation, and judicial policymaking. The final rules and guidelines for bail and pretrial release are unknown, but the direction from legislative, political, community, and judicial sources is to use a risk and needs based approach.

The case *In re Kenneth Humphrey*, and *Senate Bill 10 (SB 10)*, *Pretrial release or detention: pretrial services*, the latter of which would eliminate money bail and is pending a voter referendum on November 3, 2020, highlight the direction of change coming and the uncertainty around the details of bail reform in California.

On March 8, 2017, the Board of Supervisors unanimously adopted a motion coauthored by Supervisors Sheila Kuehl and Hilda Solis to advance pretrial and bail reform in the County of Los Angeles.

On June 19, 2018, the Board of Supervisors unanimously adopted a motion coauthored by Supervisors Sheila Kuehl and Mark Ridley-Thomas to direct the Chief Executive Office to prepare and submit a 5-signature letter to the Governor, Senator Bob Hertzberg, and the County's legislative delegation in support of SB 10, and request amendments that would help further align SB 10 to the County's needs, including necessary funding and local control relating to the reform and implementation of the County's pretrial release system.

On August 28, 2018, SB 10 was signed into law. A referendum to overturn SB 10 qualified for the November 2020 ballot, after being certified by the Secretary of State on January 16, 2019. Qualification of the referendum has the effect of staying SB 10, and the referendum will appear on the November ballot as Proposition 25.

On August 4, 2020, the Board of Supervisors unanimously adopted a motion coauthored by Supervisors Sheila Kuehl and Hilda Solis to direct the Chief Executive Officer, to report back to the Board in 270 days, and quarterly thereafter, with specific data related to pretrial services, including risk assessments, pretrial release, outcomes, and assistance provided to those released pretrial.

On August 4, 2020, the Board of Supervisors unanimously adopted a motion coauthored by Supervisors Sheila Kuehl and Mark Ridley Thomas on the Creation of a Criminal Justice Data Sharing Initiative in Los Angeles County to advance collecting, analyzing and publishing data about the justice-impacted population.

These actions underscore the need for a modern, flexible pretrial data system with strong data integration and reporting capabilities. The current systems cannot meet this urgent need.

SOLE SOURCE JUSTIFICATION

If Proposition 25 passes in November 2020, Pretrial Services expects its workload to increase dramatically from the 60,793 assessments and investigations conducted in 2019-2020. Whether or not Proposition 25 passes, it is expected that Pretrial Services will need to adapt rapidly to new policy requirements as the bail reform movement evolves, including the possible implementation of SB 10 in early 2021. The Department's mainframe-based ORMS system and FoxPro-based Pretrial+ system cannot rapidly adapt to fast-changing business requirements.

For example, a recent required change to ORMS took over six months to develop at a cost of about \$225,000. To reduce technical risk and establish a flexible platform that will support timely system changes driven by court cases, legislation, and policymaking, Probation must urgently replace its outdated and inflexible Pretrial platforms.

To meet the needs for a modern, adaptable system that can meet the demands of increased workload, shifting requirements, and data reporting, the Department intends

to negotiate an agreement with Tyler Technologies for its web-based Tyler Supervision system, formerly known as CaseloadPro, as the PSAMS.

PSAMS will provide a modern, flexible system that addresses current needs and provides support for the business processes and data requirements changes resulting from bail reform. It will provide a variety of standard reports and custom reporting capability to manage operations and report on outcomes.

With a modern user interface and case management design, and consolidation of multiple systems for Pretrial Services, PSAMS will improve efficiency over the existing outdated mainframe and FoxPro systems. An additional important benefit is support for workforce mobility and continuity of operations with secure access to the system from anywhere with internet connectivity.

PSAMS will be implemented as a secure, cloud-hosted, web-based system provided by Tyler Technologies. Tyler Technologies will integrate PSAMS with systems operated by the Los Angeles Superior Court (LASC) and the Sheriff's Department (LASD) to efficiently handle pretrial case work. With their deep experience in providing case management systems for LASC and nine California county pretrial services agencies, Tyler is in a unique position to connect its Tyler Supervision product to its Odyssey court case management system, which is being implemented at LASC, and leverage its existing interface capabilities to connect with LASD systems. This approach to meeting the Department's urgent need for a modern pretrial system will reduce duplicate data entry, speed implementation, improve efficiency, and reduce risk.

Alternatives and impact of not implementing PSAMS:

- a. Development of a custom application for interim needs:** It will take at least two years to develop an interim custom application, requiring hiring contractors for development, since the Department does not have the necessary resources and skill sets. Such a project would carry significant risk of failure due to the uncertainty of acquiring effective contractors. A new custom application would be challenging to integrate and difficult to support and maintain without the proper resources.
- b. Manual option, manual processes, paperwork, and non-compliance:** This is not a viable option since it is inefficient, with significant costs of \$900,000 just maintaining the existing systems. The majority of pretrial caseload management is currently done manually, including, investigation review and processing delivering reports to the court and attorneys. With the increased workload and new processes, requirements under bail reform will be significantly more challenging to meet.
- c. Time Constraints:** If Proposition 25 is approved on November 3, 2020, then SB 10 will become effective on January 1, 2021. In that event, Pretrial Services will significantly expand its workload, staffing, and supervised release resources in an extremely short timeframe to meet the mandates of the law. In addition, with the August 4, 2020, Board of Supervisors actions to create an initiative for *Data*

Collection to Support Pretrial Reform in Los Angeles County and for the Creation of a Criminal Justice Data Sharing Initiative, a modern, flexible, unified system for Pretrial Services will facilitate collection and sharing of information in accordance with the Board's direction. The original design scope for ORMS was for investigations only. With the mandated integration of pretrial supervision, a more contemporary case management platform with pretrial supervision already developed, tested, and ready for use with minimal additional business requirements is critical to meet these needs. Tyler Technologies has such a product in place today and has the resources to deliver the product within the shortest amount of time.

- d. Costs:** The operational costs to modify, extract statistical data, and maintain our existing mainframe and FoxPro-based Pretrial systems is approximately \$900,000 and is expected to increase significantly. Tyler's web-based solution will offer lower annual costs, while better supporting the workflow and data needs of Pretrial Services.
- e. Mainframe support and programmers:** Support for IBM mainframe systems is increasing challenging. It is difficult to maintain staffing of skilled programmers and technicians. Trying to maintain our current systems, even for an as-is level of functionality, will become even more expensive.

Tyler Supervision, formerly known as CaseloadPRO, is a cloud-hosted web-based caseload management system used in nine California counties as their case management platform in Pretrial Services. In March 2016, the Butte County Probation Department posted a *Request for Proposals for a Criminal Justice Case Management System and Related Support Services*. Pursuant to the Request for Proposals (RFP), Butte County awarded a contract to CaseloadPRO, L.P. Sutter and Alameda Counties leveraged Butte County's agreement to procure CaseloadPRO. Thus, Tyler Technologies has a deep familiarity with Probation Departments across California with demonstrated implementation success.

Maintenance costs for the current outdated systems are high, and it is in the County's financial interest to move quickly to acquire and implement Tyler Supervision for Pretrial Services. Doing so will save more than \$2,000,000 over seven years, align with the County goal of shared information and collaborative data systems, and position the Probation Department with a flexible platform that can adapt to changes in local policies and state laws.

Integration between information technology systems can be complex, time consuming, and risky. To maximize efficiency, PSAMS must be able to deliver important client information to criminal justice system stakeholders and must be able to track the outcomes of court proceedings to terminate or adjust service delivery. LASC is implementing Tyler Technologies software for its court management system, which puts Tyler in a unique position to expeditiously deliver integration between that system and PSAMS. In addition, to support the recent Los Angeles County Board of Supervisors

actions regarding data collection to support pretrial reform and criminal justice data sharing, the Tyler Supervision system will allow the Pretrial Services Bureau to offer selected data points of information from its cloud-based platform via web services.

FISCAL IMPACT/FINANCING

The proposed contract with Tyler will provide services under a seven (7) year contract term with three (3) optional one-year extensions. The cost of the agreement is estimated at \$3,500,000 for the seven-year term, which includes an estimated \$800,000 for implementation and \$2,700,000 in licensing, maintenance, and support.

Today Probation is spending approximately \$900,000 per year to maintain pretrial systems, and those costs are expected to escalate due to the outdated technology. Probation estimates saving over \$2,000,000 over the 7-year initial contract term. The Department has earmarked SB 678 funds to pay for the system implementation.

CONCLUSION

Pursuant to Board policy, the Department will proceed with sole source negotiations in four weeks, unless otherwise instructed by the Board. If you have any questions or require additional information, please contact me, or your staff may contact Reaver Bingham, Chief Deputy at (562) 940-2513.

Sincerely,

RAY LEYVA
Interim Chief Probation Officer

RL:RB:DG:va

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

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 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.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ 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 to replace an existing system or infrastructure, administrative cost 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