



# Board of Supervisors Operations Cluster Agenda Review Meeting

**DATE:** January 22, 2025

**TIME:** 2:00 p.m. – 4:00 p.m.

**MEETING CHAIR:** Michelle Vega, 5<sup>th</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Thomas Luscombe

**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~~

**THIS MEETING WILL BE  
CONDUCTED 100% VIRTUALLY**

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](mailto: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):**

None available.

**4. DISCUSSION ITEM(S):**

- A) Board Letter:  
CEO/RE - THREE-YEAR LEASE AMENDMENT  
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
312 SOUTH HILL STREET, LOS ANGELES  
CEO/RE – Alexandra Nguyen-Rivera, Section Chief, Leasing
  
- B) Board Memo:  
ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR  
A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 78830  
WITH DELTAWRX LLC TO PROVIDE CONTINUED COMPUTER AIDED  
DISPATCH AND RECORDS MANAGEMENT SYSTEM CONSULTING  
SERVICES  
LASD/CIO – Alejandra Madera, Contracts Manager

**5. PRESENTATION ITEM(S):**

None available.

**6. ADJOURNMENT**

**UPCOMING ITEM(S):**

- A) CEO/CLASS - COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
  
- B) DHR - APPROVAL OF CONTRACT FOR COUNTYWIDE RECRUITMENT  
MARKETING CAMPAIGN SERVICES
  
- C) CEO/RE - TEN-YEAR THREE-MONTH LEASE  
DEPARTMENT OF PUBLIC WORKS, FIRE DEPARTMENT, DEPARTMENT OF  
REGIONAL PLANNING, AND DEPARTMENT OF PUBLIC HEALTH  
27001 AGOURA ROAD, CALABASAS
  
- D) CEO/RE - AMENDMENT NO. 2 TO LEASE NO. 71917  
AND EXERCISE OPTION TO PURCHASE  
DEPARTMENT OF PUBLIC SOCIAL SERVICES  
4680 SAN FERNANDO ROAD, GLENDALE

E) DPW/CEO-CP - CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
RANCHO LOS AMIGOS SOUTH CAMPUS  
COUNTY OFFICE BUILDING PROJECT  
APPROVE CAPITAL PROJECT BUDGET AND APPROPRIATION  
ADJUSTMENT  
AMEND DESIGN-BUILD CONTRACT  
AWARD CONSULTANT SERVICES AGREEMENT  
CAPITAL PROJECT NO. 67959  
FISCAL YEAR 2024-25

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](mailto:OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV)

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	1/22/2025	
<b>BOARD MEETING DATE</b>	2/18/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Executive Office of the Board of Supervisors	
<b>SUBJECT</b>	Three-year lease renewal for 9,782 SF at 312 South Hill Street, Los Angeles, CA 90013	
<b>PROGRAM</b>	Office of Inspector General	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<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 <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	Current lease at 312 South Hill Street expired December 19, 2023 and is on month-to-month holdover.	
<b>COST &amp; FUNDING</b>	Total cost: \$861,000 for initial term. If first option is exercised, total cost will be \$1,016,000. If both options are exercised, total cost will be \$1,171,000	Funding source: The rental costs will be funded by 100 percent by net County cost (NCC) that is already included in BOS' existing budget.
	<b>TERMS (if applicable):</b> The proposed lease amendment will have an estimated maximum first year base rental cost of \$300,000 and including rent abatement of \$13,000 the total annual lease costs will be \$861,000.	
	<b>Explanation:</b> Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the Fiscal Year 2024-25 Rent Expense budget and will be billed back to EO-BOS. EO-BOS has sufficient funding in its Fiscal Year 2024-25 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease amendment will be addressed through the annual budget process for EO-BOS.	
<b>PURPOSE OF REQUEST</b>	Approval of the recommended actions will authorize and provide continued use of office space for EO-BOS.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	Lease has been in holdover since December 19, 2023, with no holdover fee. The proposed lease amendment is intended to be a short-term renewal to provide time for the tenant improvements to be completed at the proposed replacement property at another County owned facility. This proposed lease amendment will be terminated upon relocation to the County owned facility.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Alexandra Nguyen-Rivera Section Chief, Leasing CEO Real Estate Division 213-974-4189 <a href="mailto:arivera@ceo.lacounty.gov">arivera@ceo.lacounty.gov</a>	



## Chief Executive Office.

### COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101 ceo.lacounty.gov

#### CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

February 18, 2025

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

Dear Supervisors:

**THREE-YEAR LEASE AMENDMENT  
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
312 SOUTH HILL STREET, LOS ANGELES  
(FIRST DISTRICT) (3 VOTES)**

#### **SUBJECT**

Approval of a proposed three-year lease amendment to renew an existing lease to provide the Executive Office of the Board of Supervisors (EO-BOS) continued use of 9,782 square feet of office space and 41 on-site parking spaces for the Office of the Inspector General (OIG).

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed lease amendment is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed lease amendment with GCS Emerald, LLC, a Delaware limited liability company; GCS Palms LLC, a Delaware limited liability company; and GCS Equity LLC, a Delaware limited liability company (Landlord), for approximately 9,782 square feet of office space and 41 on-site parking spaces located at 312 South Hill Street, Los Angeles (Premises) to be occupied by the EO-BOS. This proposes a lease amendment for a term of three years. The estimated maximum first year base rental cost is \$300,000, but with a one-month rent abatement of approximately \$13,000, will equal \$287,000. The estimated total proposed lease amendment cost is \$861,000 over the three-year term. The rental costs will be funded by 100

percent net County cost (NCC) that is already included in the EO-BOS' existing budget. EO-BOS will not be requesting additional NCC for this action.

3. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed lease amendment, and to take actions necessary and appropriate to implement the proposed lease amendment, including, without limitation, exercising any early termination rights and up to two options to extend at six months each at \$25,750 per month.

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

The EO-BOS has occupied the Premises since January 2014 for OIG. The OIG supervises the official conduct of County officers, promotes constitutional policing and the fair and impartial administration of justice. It provides independent and comprehensive oversight, monitoring, and reporting of the Sheriff's Department and the Probation Department. The Inspector General serves as special counsel to the Board, the Civilian Oversight Commission, and the Probation Oversight Commission.

The current lease expired on December 19, 2023, and has been in holdover with no additional fee. There are 38 staff and 44 workstations at the Premises. The EO-BOS has implemented telework. All staff are on a hybrid work schedule with a requirement of being in the office once per week however, many staff are in the office multiple days per week. On-site coverage is needed for services such as constituent interviews, meetings, and providing information and assistance on County services. Additionally, the EO-BOS requires secured space to access and maintain confidential files, which may not be removed from the office.

The proposed lease amendment is for 9,782 square feet of office space at the Premises. The Chief Executive Office has negotiated a short-term, three-year lease amendment, with an early termination right any time after March 1, 2027, to allow the EO-BOS to prepare for and relocate to another County owned facility. In addition, the proposed lease amendment has two six months option to extend the lease amendment, if needed, if there are any unforeseen delays while preparing the space at the County owned facility. The Premises is adequately served by public transportation.

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

The Countywide Strategic Plan North Star 3 – *“Realize Tomorrow’s Government Today”* – ensures we provide an increasingly dynamic and complex environment, challenges collective abilities to respond to public needs and expectations. LA County is an innovative, flexible, effective, and transparent partner focused on advancing the common good & being fiscally responsible.

The proposed lease amendment is also consistent with the Strategic Asset Management Goal – Strengthen connection between service priorities and asset decisions and Key Objective No. 5 – Fund Highest Priority Needs.

The proposed lease amendment supports the above goals and objective by providing the EO-BOS with an office to continue its supervision of County officers, promotes constitutional policing and the fair administration of justice.

The proposed lease amendment conforms with the Asset Management Principles outlined in Enclosure A.

### **FISCAL IMPACT/FINANCING**

The estimated maximum first year base rental cost is \$300,000, but with one month rent abatement of about \$13,000, will equal approximately \$287,000, which includes parking at no additional cost. The aggregate cost associated with the proposed lease amendment over the entire term, including three months of rent abatement, is \$861,000 as shown in Enclosure B-1. The proposed lease amendment costs will be fully funded 100 percent by NCC that is already included in the EO-BOS' existing budget. The EO-BOS will not be requesting additional NCC for this action. If the first six-month option to extend is exercised, the total cost of the proposed lease amendment would be approximately \$1,100,000 and if the second six-month option to extend is exercised, the total cost of the proposed lease amendment would be approximately \$1,200,000.

Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the Fiscal Year 2024-25 Rent Expense budget and will be billed back to the EO-BOS. The EO-BOS has sufficient funding in its Fiscal Year 2024-25 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease amendment will be addressed through the annual budget process for the EO-BOS.

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

In addition to the terms previously stated, the proposed lease amendment also contains the following provisions:

- Upon commencement of the proposed lease amendment, the annual rental rate will increase from \$30.14 per square foot, per year to \$30.67 per square foot, per year. Base rent is not subject to any annual increases.
- The Landlord has agreed to three months of rent abatement of 50 percent of the base rent for months 1, 13, and 25 of the lease amendment term.

- The Landlord is responsible for all operating and maintenance cost of the building and all utilities and janitorial costs. The County has no responsibility for any operating and maintenance costs.
- There are 41 on-site parking spaces included in the base rent at no additional cost.
- A comparison of the existing lease and the proposed lease amendment is shown in Enclosure B-2.
- The proposed lease amendment includes a three-year initial term with two options to extend the lease amendment for an additional six months each with three months' prior notice, at \$25,750 per month. If all options are exercised, the total term of the proposed lease amendment would be four years.
- The County has the right to terminate the proposed lease amendment early any time after the second year, with 90 days' prior written notice.
- Holdover at the proposed lease amendment expiration is permitted on the same lease terms and conditions. The monthly base rent during the holdover period will remain the same.
- The proposed lease amendment will be effective the first day of the month following approval by the Board and full execution of the proposed lease amendment.
- The County shall have the Right of First Offer to lease any available space in the building.

The EO-BOS desires to remain at its current location. However, there are other County owned opportunities to relocate this space request in Downtown Los Angeles, so the desire is to renew the existing lease for a short time until new space is selected and ready for occupancy. The Chief Executive Office conducted a market search of available office space for lease, but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$36.48 and \$48 per square foot, per year. The base annual rental rate of \$30.67 per square foot, per year for the proposed lease amendment represents a rate that is below the market range for the area. We recommend the Premises as the most suitable to meet the County's space requirements.

Co-working office space is not suitable for this requirement due to the confidential nature of services provided by the EO-BOS at this location.



Enclosure C shows County-owned or leased facilities within the surveyed area, and there are no suitable County-owned or leased facilities available for this space requirement.

The Department of Public Works has inspected this facility and found it suitable for the County's occupancy. The required notification letter to the City of Los Angeles has been sent in accordance with Government Code Section 25351.

County Counsel has reviewed the proposed lease amendment and approved it as to form. The proposed lease amendment is authorized by Government Code Section 25351, which allows the County to enter into leases and agreements for the leasing of buildings, as necessary, to carry out the work of the county government.

The proposed lease amendment will continue to provide a suitable location for the EO-BOS' program, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012, as outlined in Enclosure D.

#### **ENVIRONMENTAL DOCUMENTATION**

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed lease amendment, which involves the leasing of existing office space with minor tenant improvements within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled, pursuant to Government Code Section 65962.5, or indications that it 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 recommended actions, a Notice of Exemption will be filed with the Registrar-Recorder/County Clerk in accordance with section 21152 of the California Public Resources Code.

The Honorable Board of Supervisors  
February 18, 2025  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed lease amendment will adequately provide the necessary office space and parking for this County requirement. The EO-BOS concurs with the proposed lease amendment and recommendations.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:JTC  
JLC:HD:ANR:MT:gb

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Board of Supervisors

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
312 SOUTH HILL STREET, LOS ANGELES**

**Asset Management Principles Compliance Form<sup>1</sup>**

1.	<b><u>Occupancy</u></b>	Yes	No	N/A
	A Does lease consolidate administrative functions? <sup>2</sup> Program requires confidentiality and privacy and needs to be stand alone.		X	
	B Does lease co-locate with other functions to better serve clients? <sup>2</sup> Program requires confidentiality and privacy and needs to be stand alone.		X	
	C Does this lease centralize business support functions? <sup>2</sup>	X		
	D Does this lease meet the guideline of 200 sq. ft of space per person? <sup>2</sup> Based on 38 staff there is 257 SF per person due to high number of private offices.		X	
	E Does lease meet the 4/1000 sq. ft. parking ratio guideline? <sup>2</sup> 4.2/1000 parking ratio.		X	
	F Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? <sup>2</sup>	X		
	<b><u>Capital</u></b>			
	A. Is it a substantial net County cost (NCC) program?	X		
	B Is this a long-term County program?	X		
	C If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		X	
	D If no, are there any suitable County-owned facilities available?	X		
	E If yes, why is lease being recommended over occupancy in County-owned space? County will renew and relocate to County owned space once it is ready for occupancy.			X
	F Is Building Description Report attached as Enclosure C?	X		
	G Was build-to-suit or capital project considered? <sup>2</sup>			X
	<b><u>Portfolio Management</u></b>			
	A Did department use CEO Space Request Evaluation (SRE)?	X		
	B Was the space need justified?	X		
	C If a renewal lease, was co-location with other County departments considered?		X	
	D Why was this program not co-located with other County departments?			
	1. <u> X </u> The program clientele requires a "stand alone" facility.			
	2. <u>    </u> No suitable County occupied properties in project area.			
	3. <u>    </u> No County-owned facilities available for the project.			
	4. <u>    </u> Could not get City clearance or approval.			
	5. <u>    </u> The Program is being co-located.			
	E Is lease a full-service lease? <sup>2</sup>	X		
	F Has growth projection been considered in space request?	X		
	G <sup>1</sup> Has the Dept. of Public Works completed seismic review/approval?	X		
<sup>1</sup> As adopted by the Board of Supervisors 11/17/98				
<sup>2</sup> If not, why not?				

**OVERVIEW OF THE PROPOSED BUDGETED LEASE COSTS**

312 South Hill Street, Suite 300, Los Angeles  
 Executive Office of the Board of Supervisors

**Basic Lease Assumptions**

Leased Area (sq.ft.)	9,782	
Parking Spaces	41	
	<b>Monthly</b>	<b>Annual</b>
Rent (per sq. ft.)	\$2.56	\$30.67
Term (Months)	36	
Rent Abatement	3	
Annual Rent Adjustment (Initial Term)	0%	
Annual Rent Adjustment (Extended Term)	0%	

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total 3 Year Rental Costs
<b>Annual Base Rent Costs</b>	\$300,000	\$300,000	\$300,000	<b>\$900,000</b>
<b>Rent Abatement<sup>(1)</sup></b>	(\$13,000)	(\$13,000)	(\$13,000)	<b>(\$39,000)</b>
<b>Total Annual Lease Costs</b>	<b>\$287,000</b>	<b>\$287,000</b>	<b>\$287,000</b>	<b>\$861,000</b>

	6 Months	Total 6 Month Rental Costs
<b>First Option Rent</b>		
<b>Annual Base Rent</b>	\$155,000	<b>\$155,000</b>
<b>Total Annual Lease Costs for Option Rent</b>	\$155,000	<b>\$155,000</b>

Est. Aggregate costs of 3 year 6 month Term: **\$1,016,000**

	6 Months	Total 6 Month Rental Costs
<b>Second Option Rent</b>		
<b>Annual Base Rent</b>	\$155,000	<b>\$155,000</b>
<b>Total Annual Lease Costs for Option Rent</b>	\$155,000	<b>\$155,000</b>

Est. Aggregate costs of 4 year Term: **\$1,171,000**

**Footnotes**

(1) Rent is abated by 50% for months 1, 13, and 25

**\*Calculation note: All numbers are rounded up to ensure sufficient funds available to pay the specified expense.**

**COMPARISON OF THE PROPOSED LEASE AMENDMENT TO EXISTING LEASE**

	<b>Existing Lease: 312 South Hill Street, Los Angeles</b>	<b>Proposed Lease Amendment: 312 South Hill Street, Los Angeles</b>	<b>Change</b>
Area (Square Feet)	9,782 sq. ft.	9,782 sq. ft.	None
Term (years)	Seven years	Three years plus two- six months options to renew	Three years plus two- six month options to renew
Annual Base Rent * (Base rent includes 41 parking spaces)	\$295,000	\$300,000	+\$5,000 annually
Total Annual Lease Costs payable to Landlord*	\$295,000	\$287,000	-\$8,000 annually
Rental rate adjustment	Annual CPI adjustments capped at three percent.	No rental adjustments.	No rental adjustments.

\*All numbers are rounded up.

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
SPACE SEARCH – 3 MILE RADIUS FROM  
312 SOUTH HILL STREET, LOS ANGELES**

<b>LACO</b>	<b>Name</b>	<b>Address</b>	<b>Ownership Type</b>	<b>Gross SQFT</b>	<b>Vacant</b>
A675	DA - Metro Court/DCFS Metro North/ERCP/Call Center	1933 S Broadway Los Angeles 90007	Leased	148483	No
5353	DPSS - Metro Special District Office	2707 S Grand Ave Los Angeles 90007	Owned	115242	No
6518	The Adams & Grand Building	2615 S Grand Ave Los Angeles 90007	Owned	215439	No
10450	DHS-Interim Housing	1426 Paloma St Los Angeles 90021	Leased	17917	No
A205	DMH - Skid Row Management Team	420 E 3rd St. Los Angeles 90013	Leased	8526	No
A600	Central Civil West Courthouse	600 S Commonwealth Ave Los Angeles 90005	Leased	281988	No
A336	Sheriff - Wilshire Centre Building	3055 Wilshire Blvd Los Angeles 90010	Leased	7755	No
A360	DPSS - Metro North AP/Calworks District Office	2601 Wilshire Blvd Los Angeles 90057	Leased	62000	No
A632	Office of Inspector	312 S Hill St. Grand Central Market Los Angeles 90012	Leased	9782	No
A429	HS - Office of Diversion and Reentry	222 S Hill St. Los Angeles 90012	Leased	35397	No
5456	Health Services Administration Building	313 N Figueroa St. Los Angeles 90012	Owned	221359	No
B922	DPSS - Wilshire Special District Office	2415 W 6th St. Los Angeles 90057	Leased	46228	No
3155	Performing Arts Center - De Lisa Building/The Annex	301 N Grand Ave Los Angeles 90012, 601 W Temple St. Los Angeles 90012	Owned	27582	No
0808	Coroner - Public Services/Skeleton Store	1104 N Mission Rd Los Angeles 90033	Owned	18651	No
11527	Medical Center - Patients Financial Services T - 1&3	1200 N State St. Los Angeles 90033	Owned	7300	No
10438	LAC+USC -Recuperative Care Village RTP (D)	1774 Zonal Ave Unit D Los Angeles 90033	Owned	9900	No
10436	LAC+USC -Recuperative Care Village RTP (B)	1774 Zonal Ave Unit B Los Angeles 90033	Owned	9900	No
10432	LAC+USC - Recuperative Care Center	1774 Zonal Ave Unit E Los Angeles 90033	Owned	32440	No
10437	LAC+USC -Recuperative Care Village RTP (C)	1774 Zonal Ave Unit C Los Angeles 90033	Owned	9900	No
T546	Med Center - Patient Financial Services Office	1240 N Mission Rd Los Angeles 90033	Owned	5190	No
10435	LAC+USC -Recuperative Care Village RTP (A)	1774 Zonal Ave Unit A Los Angeles 90033	Owned	9900	No
T542	Med Center - Patient Financial Services T - 5	1200 N State St. Los Angeles 90033	Owned	10512	No
5260	Coroner - Administration/Investigations Build	1102 N Mission Rd Los Angeles 90033	Owned	22479	No
A627	County Admin Offices - LA World Trade Center	350 S Figueroa St. Los Angeles 90071	Leased	68314	No
0156	Hall of Records	227 N Broadway Los Angeles 90012, 320 W Temple St. Los Angeles 90012	LA County & CA State	438095	No
10451	DHS- Housing for Health	655 S Maple Ave Los Angeles 90014	Leased	18200	No
12761	JCOD – 955 Vignes St	955 Vignes St Los Angeles 90012	Owned	5000	No
Y013	DPSS - Civic Center District/Grow Center Office	813 E 4th Pl Los Angeles 90013	Owned	39956	No
X263	Twin Towers - Tower 1 Maximum Security	450 Bauchet St. Los Angeles 90012	Owned	436688	No

## FACILITY LOCATION POLICY ANALYSIS

**Proposed lease:** Lease amendment for the Executive Office of the Board of Supervisors – 312 South Hill Street, Los Angeles – First District.

**A. Establish Service Function Category** – Administrative and direct service relevant to the oversight, monitoring and reporting of the Sheriff and Probation departments as part of the OIG duty to supervise the official conduct of County officers.

**B. Determination of the Service Area** – The proposed lease amendment will allow OIG to continue services located within Los Angeles County.

### C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: The office provides convenient accessibility of services to constituents in the Los Angeles County.
- Need for proximity to existing County facilities: N/A
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services, i.e., Metro bus lines, LADOT DASH lines, and Metro Rail Lines.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: There are alternative existing County buildings available that meet EO-BOS needs. Renewing the existing lease with a short term lease amendment will provide the time needed to evaluate the available County owned space and decide where this space requirement will be relocated to.
- Compatibility with local land use plans: The City of Los Angeles has been notified of the proposed County use which is consistent with its use and zoning for office space at this location.
- Estimated acquisition/construction and ongoing operational costs: The aggregate cost associated with the proposed lease amendment over the entire term is \$861,000 and if both six month options to extend are exercised, the total cost will be \$1,171,000.

**D. Analyze results and identify location alternatives**

EO-BOS desires to remain at its current location. However, there are other County owned opportunities to relocate this space request in Downtown Los Angeles, so the desire is to renew the existing lease for a short time until new space is selected and ready for occupancy. Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$36.48 and \$48 per square foot, per year. The base annual rental rate of \$30.67 per square foot, per year for the proposed lease amendment represents a rate that is below the market range for the area. We recommend the proposed Premises as the most suitable to meet the County's space requirements.

**E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost, and other Location Selection Criteria**

The proposed lease amendment will provide adequate and efficient office space for 38 employees consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012.



AMENDMENT NO. 2 TO LEASE NO. 75432  
BOARD OF SUPERVISORS/EXECUTIVE OFFICE  
312 SOUTH HILL STREET, SUITE 300, LOS ANGELES

(Grand Central Market)

THIS AMENDMENT NO. 2 TO LEASE NO. 75432 (this "Amendment No. 2") is made and entered into as of \_\_\_\_\_, 2025 (the "Effective Date"), by and between GCS EQUITY LLC, a Delaware limited liability company, GCS PALMS LLC, a Delaware limited liability company, and GCS EMERALD LLC, a Delaware limited liability company (collectively "Landlord") and COUNTY OF LOS ANGELES, a body corporate and politic ("Tenant").

R E C I T A L S :

A. Landlord's predecessor-in-interest Grand Central Square Limited Partnership, a California limited partnership ("Prior Landlord") and Tenant entered into that certain lease agreement, dated on or about November 15, 2005 ("Original Lease"), as amended by that certain Amendment No. 1 to Lease No. 75432 by and between Prior Landlord and Tenant dated as of December 20, 2016 (the "Amendment No. 1", and collectively, together with the Original Lease, the "Lease") whereby Tenant leases approximately 9,782 square feet of office space identified as Suite 300 in the building located at 312 South Hill Street, Los Angeles, California (as more particularly described in the Lease, the "Premises").

B. Landlord and Tenant desire to extend the Term of the Lease and to otherwise modify the Lease as provided herein.

C. NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

A G R E E M E N T :

1. Definitions. Capitalized terms used herein and not otherwise defined shall have the meaning ascribed thereto in the Lease. The Lease, as amended by this Amendment No. 2, shall be referred to as the "Amended Lease." From and after the date hereof, all references in the Original Lease and Amendment No. 1 to "Lease" shall be deemed to refer to the Amended Lease.

2. Lease Term. Landlord and Tenant acknowledge and agree that the current term of the Lease entered into a month-to-month tenancy as of December 19, 2023, pursuant to the Holdover provision of Paragraph 7 of the Lease. Notwithstanding anything to the contrary contained in the Lease, the parties hereby agree to extend the Lease Term for a period of three (3) years (the "Second Extended Term") commencing the first day of the month following approval by the Board of Supervisors and mutual execution of the Amended Lease (the "Second Extended Term Commencement Date"). Effective as of the date hereof, (i) any references in the Lease to "Lease Term" "Extended Term" or "term of the Lease" shall be deemed to include the Second Extended Term.

3. Rent During Extended Term.

(i) Effective upon the Second Extended Term Commencement Date and for the remainder of the Second Extended Term (but not retroactively), Tenant shall pay as rent for the Premises during the Second Extended Term the sum of Twenty-Five Thousand Dollars (\$25,000) per month Basic Rent during each year of the Second Extended Term. The Basic Rent shall be payable in accordance with the terms of the Amended Lease and in addition to all other amounts due under the Amended Lease.

(ii) Provided that there exists no monetary default or material non-monetary default (beyond applicable notice and cure periods) under this Amended Lease, the monthly rent for months 1, 13, 25 of the Initial Term shall be abated by fifty percent (50%) (the "Rent Abatement") which is \$12,500 per month.

4. Early Termination Right. Notwithstanding anything to the contrary contained in the Amended Lease, Tenant shall have the right, exercisable in its sole discretion, to terminate the Second Extended Term at any time following the second (2nd) anniversary of the Second Extended Term Commencement Date (the "Early Termination Right"), by providing at least ninety (90) days prior written notice of its election to exercise the Early Termination Right (the "Early Termination Notice"). If Tenant exercises the Early Termination Right then this Lease shall expire and be deemed terminated and of no further force and effect effective as of the date set forth in the Early Termination Notice, and neither party will have any further rights or obligations with respect thereto except for those which expressly survive the termination of the Amended Lease.

5. Improvements to the Premises. Tenant hereby agrees to continue to lease the Premises in its "as-is" condition, subject to Landlord's obligations to Tenant as provided in the Lease. Tenant also acknowledges that Landlord has made no representation or warranty regarding the condition of the Premises.

6. Renewal Options.

(i) Option Right. Notwithstanding anything to the contrary contained in the Lease, Landlord hereby grants the Tenant two (2) options to extend the Second Extended Term (each, a "Second Amendment Renewal Option") for the entire Premises each by a period of six (6) months (each, a "Second Amendment Option Term"). Such Second Amendment Renewal Option shall be exercisable only by Notice delivered by Tenant to Landlord as provided below, provided that, as of the date of delivery of such Notice, Tenant is not then in monetary default under the Amended Lease or non-monetary default (beyond any applicable notice and cure periods) under the Amended Lease. Upon the proper exercise of such option to extend (and provided that, at Landlord's election, as of the end of the then applicable Lease Term, Tenant is not in monetary default under the Amended Lease or non-monetary default (beyond any applicable notice and cure periods) under the Amended Lease,) then the Second Extended Term, as it applies to the entire Premises, shall be extended for the then applicable Second Amendment Option Term.

(ii) Second Amendment Option Rent. The Rent payable by Tenant during each Second Amendment Option Term (the "Second Amendment Option Rent") shall be equal to Twenty-Five Thousand Seven Hundred Fifty Dollars (\$25,750) per month.

(iii) Exercise of Second Amendment Option. The option contained in this Section 6 shall be exercised by Tenant, if at all, only in the manner set forth in this Section 6 (iii). Tenant shall deliver notice (the "Exercise Notice") to Landlord not less than three (3) months prior to the

expiration of the then Lease Term, stating that Tenant is exercising its option, TIME BEING OF THE ESSENCE, with respect thereto.

7. Parking. Notwithstanding anything to the contrary contained in the Amended Lease, Tenant shall have the right to Forty-One (41) parking spaces at no additional cost to tenant in the adjacent Project parking structure located at 308 South Hill Street, Los Angeles.

8. Brokers. Each party represents and warrants to the other that no broker, agent or finder negotiated or was instrumental in negotiating or consummating this Amendment No. 2. Landlord and Tenant each agrees to indemnify, defend and hold harmless the other party from any liability which may occur as a result of a breach of this representation and warranty.

9. Defaults. Tenant hereby represents and warrants to Landlord that, to its actual knowledge, as of the date of this Amendment No. 2, (i) Landlord is in full compliance with all terms, covenants and conditions of the Lease and that there are no breaches or defaults under the Lease by Landlord, and that Tenant knows of no events or circumstances which, given the passage of time, would constitute a default under the Lease by Landlord, and (ii) Tenant does not have any defenses or offsets to payment of rent and performance of its obligations under the Lease as and when the same becomes due.

10. California Certified Access Specialist Inspection. Pursuant to California Civil Code §1938, Landlord hereby states that the Premises have not undergone inspection by a Certified Access Specialist (CASp) (defined in California Civil Code §55.52(a)(3)). Pursuant to Section 1938 of the California Civil Code, Landlord hereby provides the following notification to Tenant: "A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction related accessibility standards within the premises." If Tenant requests to perform a CASp inspection of the Premises, Tenant shall, at its cost, retain a CASp approved by Landlord (provided that Landlord may designate the CASp, at Landlord's option) to perform the inspection of the Premises at a time agreed upon by the parties. Tenant shall provide Landlord with a copy of any report or certificate issued by the CASp (the "CASp Report") and Tenant shall, at its cost, promptly complete any modifications necessary to correct violations of construction related accessibility standards identified in the CASp Report, which modifications will be completed as an Alteration, notwithstanding anything to the contrary in the Lease. Tenant agrees to keep the information in the CASp Report confidential except as necessary for the Tenant to complete such modifications.

11. Representations. Each person signing this Amendment No. 2 on behalf of Tenant represents and warrants that he or she has full authority to do so and that this Amendment No. 2 binds Tenant. Each person signing this Amendment No. 2 on behalf of Landlord represents and warrants that he or she has full authority to do so and that this Amendment No. 2 binds Landlord.

12. Facsimile/PDF; Counterparts. Each party hereto, and their respective successors and assigns shall be authorized to rely upon the signatures of all of the parties hereto on this Amendment No. 2 which are delivered by facsimile or PDF as constituting a duly authorized, irrevocable, actual, current delivery of this Amendment No. 2 with original ink signatures of each

person and entity. This Amendment No. 2 may be executed in counterparts, each of which shall be deemed an original part and all of which together shall constitute a single agreement.

13. Notices. (i) Landlord's address for notices in the Lease is hereby deleted and replaced with the following:

GCS Equity LLC  
c/o Langdon Street Capital  
PO Box 1936  
Beverly Hills, CA 90213

(ii) Tenant's address for notices in the Lease is hereby deleted and replaced with the following:

County of Los Angeles  
Chief Executive Office - Real Estate Division  
320 West Temple Street, 7th Floor  
Los Angeles, CA 90012  
Attention: Director of Real Estate

With a copy to:

County of Los Angeles  
Office of the County Counsel  
648 Kenneth Hahn Hall of Administration  
500 West Temple Street, Suite 648  
Los Angeles, CA 90012-2713  
Attention: Property Division

14. Severability. Any provision of this Amendment No. 2 which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provisions shall remain in full force and effect.

15. Further Assurances. Each of the parties hereto agrees to execute and deliver all such further documents and to take all such further actions as may be reasonably requested by the other party hereto to effectuate fully the terms and provisions of this Amendment No. 2, provided such documents or actions do not limit, reduce or impair the rights of the party upon whom such request is made.

16. Binding Effect. This Amendment No. 2 shall be binding upon and inure to the benefit of Landlord, its successors and assigns and Tenant and its permitted successors and assigns.

17. No Further Modification. Except for those provisions which are inconsistent with this Amendment No. 2 and those terms, covenants and conditions for which performance has heretofore been completed, all other terms, covenants and conditions of the Lease shall remain unmodified and in full force and effect. Landlord and Tenant ratify the Lease, as amended hereby.

18. Right of First Offer. Tenant shall have the right of first offer for any available office space in the Building. Tenant may assign this right of first offer as a part of any assignment of this Lease in accordance with the terms of the Amended Lease.

[signature page to follow]

IN WITNESS WHEREOF, this Amendment No. 2 has been executed as of the Effective Date first above written.

LANDLORD:


GCS EQUITY LLC,  
a Delaware limited liability company

By:   
Adam Daneshgar  
Its authorized signatory

GCS EMERALD LLC,  
a Delaware limited liability company

By:   
Adam Daneshgar  
Its authorized signatory

GCS PALMS LLC,  
a Delaware limited liability company

By:   
Adam Daneshgar  
Its authorized signatory

TENANT:

COUNTY OF LOS ANGELES,  
a body corporate and politic

FESIA A. DAVENPORT  
Chief Executive Officer

By: \_\_\_\_\_  
John T. Cooke  
Assistant Chief Executive Officer


ATTEST:

DEAN C. LOGAN  
Registrar-Recorder/County Clerk  
of the County of Los Angeles

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By:   
Senior Deputy

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	01/22/2025	
<b>BOARD MEETING DATE</b>	N/A	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Sheriff's Department	
<b>SUBJECT</b>	Advanced notification to the Board of intent to enter into negotiations to extend Contract Number 78830 with Deltawrx LLC	
<b>PROGRAM</b>	Computer Aided Dispatch (CAD) and Records Management System (RMS) Consulting Services	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why: To solicit for a new consulting agreement will result in loss of time to provide replacements for the Department's legacy CAD and RMS.	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable	
	<b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current Contract expires July 9, 2026.	
<b>COST &amp; FUNDING</b>	Total cost: \$ TBD	Funding source: General Fund
	TERMS (if applicable): Four years, plus two additional one-year periods at County's discretion	
	Explanation:	
<b>PURPOSE OF REQUEST</b>	To notify the Board of the intent to enter into negotiations to extend Contract Number 78830 with Deltawrx LLC	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	Continuation of the consulting services will allow the Department to make informed decisions on how best to replace the aging hardware, operating systems, and software currently being used by the CAD and RMS.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>• Alex Madera (213) 229-3276, <a href="mailto:amadera@lasd.org">amadera@lasd.org</a></li> <li>• Lt. Marshall Yelverton (323) 881-8002, <a href="mailto:myelver@lasd.org">myelver@lasd.org</a></li> </ul>	



January 22, 2025

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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS  
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 78830  
WITH DELTAWRX LLC TO PROVIDE CONTINUED COMPUTER AIDED DISPATCH  
AND RECORDS MANAGEMENT SYSTEM CONSULTING SERVICES**

**SUBJECT**

This letter provides notification to the Board, in accordance with Board Policy 5.100, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to Contract Number 78830 (Contract) with Deltawrx LLC (Deltawrx) for continued consulting services (Services) for the Department's Computer Aided Dispatch (CAD) and Records Management System (RMS) solicitations.

**PURPOSE**

The current Contract expires on July 9, 2026. The proposed Amendment will: (1) increase the scope of work to allow the Department to engage Deltawrx to continue to provide Services during the implementation of the replacement systems for CAD and RMS, and (2) extend the term of the Contract for four years, plus two additional one-year periods. The Contract may be terminated for convenience with 10 days' advance notice if it is in the best interest of the County, at its sole discretion.

**BACKGROUND**

The CAD is a subsystem of the Mobile Digital Communications System and operates 24/7. The primary purpose of CAD is to assist Department field personnel in responding to incidents more efficiently and effectively, which directly correlates to improved services for the constituents within the County. The CAD also reduces audible voice traffic on the Sheriff's radio system by dispatching routine calls for service via typed messages read by deputies from the mobile digital computer screens installed in patrol cars. The CAD has been a vital piece of the Department's communications since it was implemented in 1989.

The Los Angeles Regional Crime Information System (LARCIS) is the Department's current RMS. It has been the Department's primary electronic crime reporting data repository since the early 2000s.

Both the CAD and LARCIS are built on frameworks that are no longer supported. They have become increasingly difficult to maintain, update, and modify to ensure compliance with changing business requirements, and state and federal laws.

On July 10, 2018, the Board approved the Contract with Deltawrx for a term of two years, with two one-year option periods, to provide consulting services to develop the scope of work and business requirements for new solutions to replace the Department's existing CAD and RMS systems.

On April 19, 2022, the Board approved Amendment Number One to the Contract to extend the term of the Contract for two years, with two one-year option periods, to provide continued CAD and RMS consulting services.

On May 2, 2023, the Department released a Request for Proposals (RFP) for a replacement CAD system. The Department received four proposals in response to the RFP, and is currently in the evaluation phase of the solicitation. It is anticipated that a contract will be awarded by mid-2025.

On November 8, 2023, the Department released a Request for Qualifications for a replacement RMS. Seven respondents were qualified to propose on the forthcoming RFP.

**SOLE SOURCE JUSTIFICATION**

Deltawrx has been providing both CAD and RMS consulting services to the Department since 2018. During this time, they have successfully developed a comprehensive and deep understanding of the Department's operations, organizational structure, and expectant challenges for the implementation of the CAD and RMS replacement systems.

Since the Department's current CAD and RMS have not been updated in over 20 years, the implementation of the replacement systems will cause a monumental shift in how the Department operates. The experience and expertise provided by Deltawrx combined with their deep understanding of best practices, documentation, and implementation of changes within large organizations, allows them to provide the much-needed guidance to ensure the Department's transition is smoother, efficient, and more effective.

The County's Office of the Chief Information Officer and County Counsel have all reviewed and concurred that this sole source approach is in the best interest of the County.

**CONCLUSION**

Pursuant to Board Policy, the Department will proceed with sole source negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Contracts Manager Alex Madera, Fiscal Administration Bureau's Contracts Unit, at (213) 229-3276.

Sincerely,

ROBERT G. LUNA  
SHERIFF

RGL:JT:CM:RFM:jk

(Fiscal Administration Bureau - Contracts Unit)

c: Board of Supervisors, Justice Deputies

Edward Yen, Executive Officer, Board of Supervisors

Fesia Davenport, Chief Executive Officer

Rene Phillips, Manager, Chief Executive Office (CEO)

Jocelyn Ventilacion, Principal Analyst, CEO

Anna Petrosyan, Senior Analyst, CEO

Michael Xie, Senior Budget Analyst, CEO

Dawyn R. Harrison, County Counsel

Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit

Cammy C. DuPont, Principal Deputy County Counsel, Legal Advisory Unit

April L. Tardy, Undersheriff

Jill Torres, Assistant Sheriff, Chief Financial & Administrative Officer

Jason A. Skeen, Chief of Staff, Office of the Sheriff

Conrad Meredith, Division Director, Administrative Services Division (ASD)

Richard F. Martinez, Assistant Division Director, ASD

David C. Sum, Acting Commander, Technology & Support Division

David E. Culver, Director, Financial Programs Bureau

Marshall R. Yelverton, Acting Captain, Communications & Fleet Management Bureau

Alex Madera, Administrative Services Manager (ASM) III, Fiscal Administration Bureau (FAB), Contracts Unit (CU)

Erica M. Nunes, Sergeant, ASD

Kristine D. Corrales, Deputy, ASD

Tony Liu, ASM II, FAB, CU

Joanna Kim, Contracts Analyst, CU

## SOLE SOURCE CHECKLIST

Department Name: \_\_\_\_\_

- New Sole Source Contract
- Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: \_\_\_\_\_

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b> 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

**QUESTIONNAIRE FOR SOLE SOURCE AMENDMENT TO CONTRACT NUMBER 78830 FOR COMPUTER AIDED  
DISPATCH (CAD) AND RECORDS MANAGEMENT SYSTEM (RMS) CONSULTING SERVICES WITH  
DELTAWRX LLC**

It is the policy of the County, to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions which when in the best interest of the County, can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

**NOTE:** Please refer to Procedure P-3700 of the ISD Purchasing Policies on Procedures Manual.

**DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING  
QUESTIONS:**

- 1. What is being requested?**  
Continued consulting services throughout the solicitation and implementation process for the replacement of the Sheriff's Department's CAD and RMS.
- 2. Why is the product needed – how will it be used?**  
Deltawrx has been providing consulting services which have allowed the Department to make informed decisions on how to best replace the aging CAD and RMS systems.
- 3. Is this "brand" of product the only one that meets the user's requirements? If yes, what is unique about the product?**  
Yes, Delatwrx has been providing consulting services to the Department since 2018, and have developed a deep understanding of the Department's operations and uique challanges.
- 4. Have other products/vendors been considered? If yes, which products/vendors have been considered and how did they fail to meet the user's requirements?**  
Yes, Deltawrx was selected as the result of an open competitive RFP.
- 5. Will purchase of this product avoid other costs, e.g. data conversion, etc? Or will it incur additional cost, e.g. training, conversion, etc?**  
N/A
- 6. Is the product proprietary or is it available from various dealers? Have you verified this?**  
The services can be provided by other vendors; however, having to start over with a new vendor would cost the Department valuable time.
- 7. Reasonableness of Price. Does the County obtain a percentage discount or special discount not available to the private sector?**  
N/A
- 8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?**  
N/A